MINUTES

KEIZER CITY COUNCIL
Monday, October 15, 2001
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular meeting to order at 7:01 p.m. Roll Call was taken as follows:

<u>Present:</u>
Lore Christopher, Mayor
Ray Kelly, Councilor
Charles E. Lee, Councilor
Jerry McGee, Councilor
Jacque Moir, Council President
Judy K. Smith, Councilor
Richard Walsh, Councilor

<u>Staff:</u>
Chris Eppley, City Manager
Susan Gahlsdorf, Finance Director
Rob Kissler, Public Works Director
Maria Meier, Senior Planner
Marc Adams, Chief of Police
Dianne Hunt, Human Resources Director
Shannon Johnson, City Attorney
Tracy L. Davis, City Recorder

PUBLIC TESTIMONY

Kyle Berger, 569 Greenwood Drive NE #20, Keizer- felt if you were over the age of 18 that you should have the choice whether to wear a helmet in the Skate Park.

Mr. Berger answered questions from the Council. He expressed his opinion that he felt most individuals over the age of 18 would not wear a helmet while skate boarding unless they were performing a dangerous stunt.

Mayor Christopher thanked Mr. Berger for his testimony.

Dave Cook, Principal of Claggett Creek Middle School-expressed his enthusiasm regarding the size of the school and the excellent technology programs in

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place at the school.

Tasha Morrision, Principal of Whiteaker Middle School- reported that the school is currently at approximately 700 students. She expressed her happiness that the portable classrooms were no longer being used. Ms. Morrison noted the changes in staff due to the building of the new middle school. She expressed appreciation for the parental support of the schools in Keizer.

Mr. Cook thanked the Council for the funds allotted towards the Power Program.

Responding to questions Ms. Morrison indicated that the author of Pay if Forward would be attending Whiteaker's assembly to kick-off the "Pay it Forward" Concept. She expressed enthusiasm for the Power Program and what it offered middle school children.

Mr. Cook introduced Colleen Johnson Director of the Power Program at Claggett Creek Middle School.

Colleen Johnson-offered her thanks for the funding supplied by the City for the Power Program. She responded to questions from the Council regarding funding for the program.

Mayor Christopher thanked everyone for his or her testimony.

Mike Basinger, 7624 Kayla Shae Court, Keizer- expressed appreciation to the city staff regarding the Verda Lane issue.

Jan Calvin, City of Salem Power Program-provided an annual report regarding the progress of the program from last year versus this year. She noted that approximately 4,000 middle school children participated in the program last year. Ms. Calvin summarized the benefits of the program as described by the children and school staff. She noted the participation of school staff and the volunteers who assisted in running the program and some of the activities available.

Ms. Calvin provided a pamphlet detailing the Power Program.

Councilor's Lee, Kelly and Walsh expressed support and need for the program.

Mayor Christopher thanked Ms. Calvin for her presentation.

COMMITTEE REPORTS

a. Council Liaison Reports

✓ **Parks Advisory Board**

Mayor Christopher reported that work had started on Country Glen Park.

Mayor Christopher reported that the City of Salem Parks Board made a presentation regarding the idea of a Regional Parks District. She indicated members of Keizer's Parks Board would be attending the Salem meeting to discuss this further.

✓ **Planning Commission**

Council President Moir reported that new Commission members Ross Day, Christopher Anderson, John Preston and Frank Moore were swore in. The Commission also heard the presentation regarding the Keizer Station Plan and would be taking public testimony on December 12, 2001 regarding the Keizer Station Plan.

✓ **EVAK**

Council President Moir reported that the Fire Department was working with the volunteers to offer the CERT Program. Preparedness information was also handed out by the Red Cross.

✓ **Claggett Creek Watershed Council**

Council President Moir reported that the annual meeting of this group takes place on October 23rd. She indicated that this was a potluck dinner which the public was invited to attend.

✓ **Community Policing Committee**

Councilor Kelly indicated he had no information to report.

Responding to questions from Council, Chief Adams noted the attempt to organize a main community policing meeting.

✓ **Chamber Governmental Affairs Committee**
Councilor Walsh reported that the meeting was exclusive to the presentation regarding the Keizer Station Plan.

✓ **Salem Futures Committee**
City Manager Eppley reported that the technical advisory committee met and reviewed the work from Eugene regarding the development of a bus rapid transit system. He noted Salem's wish to possibly involve some of these components into their bus system.

✓ **Mid-Willamette Valley Area Commission on Transportation-**
Councilor Smith reported that the group met on October 4th to discuss ODOT funding and accept public testimony. The meeting on October 18th would be a final review of the projects before a decision is made.

OTHER BUSINESS

a. New Business

✓ **Developing Keizer Civic Center Task Force**
City Manager Eppley reported that KURB had recommended that a Task Force be formed to review options or the need for a Civic Center. He provided a handout, which outlined staff's proposal for the Task Force.

Councilor McGee requested that the Council consider that a task force be formed which would develop a request for proposal for a consultant that would in turn research the issues regarding a Civic Center.

Councilor Smith felt it would be important to have three citizens at large on the task force. Councilor McGee agreed with this suggestion.

Councilor Walsh spoke in favor of Councilor McGee's suggestion indicating that he felt a consultant could develop a recommendation for the task force to review and assist in answering questions that needed to be addressed.

Councilor Kelly felt it was not necessary to hire a consultant. He suggested that organizing the numbers and processes to develop a Civic Center would be more appropriate.

Councilor McGee indicated that he felt a determination had not been made whether a new building was necessary. He advised the need to find out what the needs of City Hall and the Police Department were prior to any political decisions taking place.

Responding to questions Councilor McGee outlined what he felt the role of staff and a consultant would be. He felt the neutrality of a consultant would bring a better perspective to the project.

City Manager Eppley suggested that Council direct him to develop an RFP for a consultant including the components of technical, Council and community. He indicated he could provide this information to the Council within 30-days.

Councilor Lee felt that developing a process prior to bringing a consultant on board would be more feasible.

Councilor Walsh emphasized that the Council could argue some of the questions during a work session pertaining to size need and costs of redevelopment or upgrading of the current facility.

Mayor Christopher moved a motion to initiate an Ad Hoc Task Force (as noted by staff's proposal and to include three citizens at large) to develop a process for implementing a feasibility study for a Keizer Civic Center. Councilor Lee seconded the motion.

Councilor Walsh spoke against the motion and urged the need to work through some of the issues, which he outlined earlier.

Council President Moir indicated that she felt it would be important to bring a consultant on early in the operation to act as a neutral individual in the process.

She urged that the Council be proactive on the issue to get the process started.

Councilor Smith spoke in favor of a task force. She felt that the task force could organize some of the questions that would fall on a consultant to answer.

Councilor Lee stressed the need for a process to be in place to determine the need for a Civic Center and then the need for a consultant.

Councilor McGee requested that the study conducted in 1993 is provided to the Council.

Mayor Christopher reiterated that her motion included that the task force be organized to develop a process for implementing a feasibility study.

Council President Moir questioned whether staff liaisons would be available to answer questions from the Task Force. Mayor Christopher agreed that this should be included as part of her motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Christopher appointed Councilor Lee and Council President Moir to serve on the Task Force. Councilor Walsh would appoint a member from KURB and the Chamber, Council President Moir would make an appointment from the Planning Commission and Councilor Smith would appoint a KNAG representative.

- ✓ **Terrorism**

Councilor Kelly urged increased vigilance in light of what had taken place and advised citizens to continue their daily routines.

b. **Old Business**

✓ **Focal Point Update**

Councilor Lee reported that staff would be working on organizing a survey of the property and discussing details of the focal point. He noted that Costic Architects had agreed to supply pro-bono services of drawings for the project.

✓ **Police Officer Position**

Chief Adams shared that the testing to fill this position would take place on Saturday, October 20th. Human Resource Director Dianne Hunt reported that 50 applications had been received to date.

✓ **EVAK/Emergency Management**

Ms. Hunt reported that staff would be working in coordination with volunteers to participate in a table-top exercise to better train staff during an emergency situation.

✓ **Air Quality Testing**

Ms. Hunt reported that the data was still being reviewed. Recommendations would be forthcoming.

✓ **Strategy to Improve Pedestrian Safety on Verda Lane in Relation to New Schools**

City Manager Eppley reported that on October 1, 2001 the City Council directed staff to develop a strategy for improving pedestrian safety on Verda Lane. He indicated that this became necessary due to the unexpected number of children walking from the area east of Verda Lane to the new school in the proximity of Alder Street and Verda Lane.

Mr. Eppley summarized a recommendation containing eight steps to accomplish the task. This included:

- ❖ Allocation of $220,000 from the Street Fund designated for improvements on Dearborn for the creation of pedestrian walkway improvements on Verda Lane.
- ❖ Provide street lighting in critical areas on Verda Lane (from Dearborn south to the Salem Parkway)
- ❖ Conduct a speed and volume analysis to help establish warrant of a speed reduction
- ❖ Temporary speed reduction if the analysis

finds warrant for this.

- Determine a safe driving speed on Verda Lane with recommendations made to the City Council
- Partnership with the school district pertaining to developing a safe walking route, exploring the possibility of temporary bussing and seeking partial school funding for Verda Lane improvements.
- Saturation Patrol and Public Education
- Construction Improvements on Verda Lane

Staff recommended that the suggestions be reviewed, input provided and direction given to the City Manager to accomplish the above as soon as practical.

Responding to questions Chief Adams indicated that traffic officers were in the area and that counters which captured volume and speed would be placed.

Councilor Smith requested that a temporary reduction of speed take place on Verda while the warrant studies were taking place.

Chief Adams summarized the stages, which the police department took in order to determine if there was a problem.

City Manager Eppley reported that the City did have the ability to make a temporary reduction in speed but recommended against this until a proper warrant could be determined.

Council President Moir moved a motion to direct the City Manager to cause the approved strategy to be accomplished as soon as practical. Councilor Kelly seconded the motion.

Councilor Lee commended staff for their work in organizing these strategies. He suggested that the option of working with the School District for partial funding and bussing options should be the first option prior to the Budget Committee making a recommendation.

City Manager Eppley indicated that some of these options would be taking place concurrently. He indicated there might be the need for funds to develop or design the project.

Responding to questions Public Works Director Rob Kissler indicated that improvements that would be delayed due to the Verda Lane project would be the walking/bike path on Dearborn from River to Verda Lane. He went on to note that sidewalks would be constructed on the east side of Verda Lane to 18th Street. He urged the need for education in the development of a safe walking route.

Councilor Walsh suggested that flyers be developed and sent home to families outlining safe walking routes.

The motion passed as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, and Walsh (6)
NAYS: Smith (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Christopher called a recess of the meeting at 8:50 p.m. She reconvened the meeting at 9:02 p.m.

PUBLIC HEARINGS

None

ADMINISTRATIVE ACTION

a. ORDINANCE- Legislative Amendment to Redesignate Chalmers Jones Park and Clarify Boundaries

City Attorney Shannon Johnson reported as of October 1, 2001 meeting, the Council directed staff to prepared an ordinance to redesignate Chalmers Jones Park from a "neighborhood park" to a "community park" and to clarify its boundaries.

Staff recommended adoption of the ordinance.

Council reviewed the ordinance and made the suggested changes to page two:

Description: Chalmers Jones Park is approximately a 2.9 acre *site located adjacent to Keizer City Hall and the Keizer City Police Station. The improvements to the park include the Carlson Skate Park and a covered structure.*

Comments: Chalmers Jones Park is an excellent site to develop into a community park. It could accommodate a pedestrian pathway and future building expansion. The specific design of the open space should be carefully developed to augment City Hall/Civic Center activities.

Council President Moir moved a Bill for an Ordinance Amending the Comprehensive Park System Development Plan Dated May 7, 1992 Regarding Chalmers Jones Park; and Amending the Keizer Comprehensive Plan (Amending Ordinance 92-235 and Ordinance No. 87-077) as Amended Above. Councilor Kelly seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. ORDER-Approval of Design Review Alternative for Skyline Ford

City Attorney Shannon Johnson reported on October 1, 2001 Council directed staff to prepare an Ordinance approving the design alternative regarding metal siding for the Skyline Ford building.

Staff recommended adoption of the Ordinance.

Council President Moir moved an Order in the Matter of the Application of Skyline Ford for Approval of Design Review Alternative for Property Located at 3555 River Road North, Keizer, Oregon. Councilor McGee seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. ORDINANCE- Amendment to Electric Utility Franchise Ordinance Regarding Payment Due Dates

City Attorney Johnson reported that PGE had requested that the City amend its Ordinance to provide for a payment date of 45 days after the end of each quarter. He indicated that the 60-day notice was waived by Salem Electric and PGE.

Staff recommended adoption of the Ordinance.

Responding to questions Mr. Johnson indicated that there was not a late fee issued to the utilities as part of the Ordinance, and that this had not been an issue in the past.

Council President Moir moved to Adopt a Bill for an Ordinance Amending the Utility License Fees for Electric Utilities in the City of Keizer and Declaring and Emergency (Amending Ordinance No. 94-286; Repealing Ordinance 2001-441) Councilor Kelly seconded the motion.

Responding to questions City Manager Eppley indicated that the Ordinance was neutral regarding fiscal impact.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. RESOLUTION-Creation of Water Rate/Storm Water Utility Task Force

Public Works Director Rob Kissler reported that in an attempt to keep pace with customer needs and state guidelines, the Public Works Department initiated a Water Master Plan update. He indicated the second goal of the Task Force would be to implement a plan to determine a rate structure that would develop the CIP.

Mr. Kissler reported in order to comply with Federal and State Law an overall Storm Water Management Plan would need to be developed. This plan was needed to obtain a NPDES Phase II permit from the DEQ by early 2003.

Mr. Kissler stated that funds were currently available in the Water and Street Division budgets for the completion of the plans outlined in the proposed Water/Stormwater Task Force.

Staff recommended adoption of the Resolution.

Councilor McGee felt that there should be two separate committees to review water rates and another to review a Storm Water Management Plan. He suggested alterations to the Resolution making it a Task Force to study water rates. He recommended that staff bring back information to form a separate Stormwater Task Force.

<u>Councilor McGee moved a Resolution Creating an Ad Hoc Task Force to Study Water Rates. Councilor Walsh seconded the motion.</u>

Councilor Kelly declared a potential conflict of interest noting that he works with NPEDS issues. He spoke in favor of Councilor McGee suggestion to create two separate Task Forces.

With further discussion, Mayor Christopher outlined Councilor McGee's amendments to the Resolution that included removing lines 13,14,21 and 22. Removing the mention of Storm Water Utility from line 16 and eliminating the School District and the Claggett Creek Watershed Council from page two; line six. Also adding two City of Keizer residents to the Task Force making the number of individuals on the Task Force seven.

Responding to questions Mr. Kissler indicated that his intent was not to tie the committees together, but to review them as two separate issues. He reported no intermingling of funds would take place.

<u>The motion passed unanimously as follows:</u>

<u>AYES:</u> Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
<u>NAYS:</u> None (0)
<u>ABSTENTIONS:</u> None (0)

ABSENT: None (0)

Mayor Christopher noted that she and Councilor McGee would act as the Council representatives on the Task Force. Councilor Walsh would appoint from the Chamber, Councilor Kelly would appoint from the development community, Councilor Lee and Smith would appoint the citizens and Council President Moir would appoint from the neighborhood associations. These appointments would be directed back to Councilor McGee.

Councilor Kelly moved a Resolution to form an Ad Hoc Committee to address the Storm Water Utility Master Plan by reinserting lines 13,14,21 and 22 and recommending that the School District act as a representative. Councilor McGee seconded the motion.

Responding to questions, Councilor Kelly felt the committee should be of the same make up as the Water Rate Committee with the exception that the committee would contain nine members.

City Attorney Johnson noted that lines 6-12 would also need to be eliminated.

Mr. Kissler requested that the Stormwater Task Force not be initiated until the Water Rate Task Force had completed their task.

After further discussion it was the consensus of Council to direct staff to bring back a resolution forming the Stormwater Task Force.

Councilor Kelly withdrew his motion. Councilor McGee withdrew his second to the motion.

e. RESOLUTION-Creation of Personnel Policy Review Committee

Human Resources Director Dianne Hunt reported that on October 1, 2001 the Council directed staff to develop a Resolution establishing the Personnel Policy Committee as a standing committee.

Ms. Hunt noted that the Personnel Policy Committee unanimously agreed during their September meeting to establish this group as a standing committee and to develop operating guidelines.

Staff recommended adoption of the resolution and noted there was no fiscal impact by forming this group as a standing committee.

Mr. Johnson answered questions from the Council regarding the charge of the committee and his concerns with the Council/Manager form of government versus this committee.

Mayor Christopher felt that line one; page one should read the same as lines eleven and twelve on page one to enable consistency throughout the Resolution.

City Manager Eppley noted a change in the Committee's procedures to allow employee input of procedures prior to implementation.

Ms. Hunt summarized how a policy would be brought before the Council.

Council President Moir moved a Resolution Providing for the Establishment of a Personnel Policy Committee as amended. Councilor Lee seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

a. RESOLUTION-Approving Engineer's Report Pine Meadows Street Light District
b. Approval of September 24, 2001 Special Session Minutes
c. Approval of October 1, 2001 Regular Session Minutes

Councilor Moir pulled item "c" from the Consent Calendar.

Council President Moir moved for approval of items "a" and "b" on the Consent Calendar. Councilor Kelly seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Moir noted a change to the October 1, 2001 Regular Session Minutes.

Council President Moir moved for approval of item "c" of the Consent Calendar as amended. Councilor Kelly seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Kelly, Lee, McGee, Moir, Smith and Walsh (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

WRITTEN COMMUNICATIONS

Council President Moir and Councilor Kelly notified Council that they would be attending the leadership forum on terrorism dated October 18, 2001.

Mayor Christopher noted the Oregon Land use Law Conference on Thursday, December 6, 2001.

Councilor Kelly noted he would be out of the state November 2nd through 12th.

AGENDA INPUT

October 22, 2001
5:30 p.m. City Council Special Session
- ✓ Proposed Infill and Redevelopment Master Public Hearing (continued from 10/08/01)

November 5, 2001
7:00 p.m. City Council Regular Session
- ✓ Miracle of Christmas Lighting Display Noise Variance Public Hearing
- ✓ Recognition of McNary Neighborhood Association

November 12, 2001-Holiday No Work Session

November 19, 2001
7:00 p.m. City Council Regular Session

November 26, 2001
5:30 p.m. City Council Work Session
✓ Overview of Council Procedures and City Charter

Councilor Lee requested that the Civic Center Task Force conduct it's first meeting on Monday, October 22nd at 4:30 p.m.

Mayor Christopher noted the agenda items.

ADJOURNMENT

Mayor Christopher adjourned the meeting at 9:50 p.m.

Cindy Perry

Cindy Perry
Recording Secretary

APPROVED:
MAYOR:

Christopher

Lore Christopher

COUNCIL MEMBERS:

Judy K Smith

Councilor #1 - Judy K. Smith

Councilor #2 - Ray Kelly

Charles E. Lee

Councilor #3 - Charles E. Lee

Jacque Moir

Councilor #4 - Jacque Moir

Councilor #5 - Richard Walsh

Jerry McGee

Councilor #6 - Jerry McGee

Minutes approved:
November 5, 2001