

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, October 7, 2013

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC TESTIMONY**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

5. **PUBLIC HEARINGS**

6. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION** – Authorization for Supplemental Budget (TOT Revenues for Community Goods and Services, Mower, Sound Mixer, and Park Improvement Transfer to Water Fund)

7. **CONSENT CALENDAR**

- a. Approval of September 9, 2013 Work Session Minutes

- b. Approval of September 16, 2013 Regular Session Minutes

8. **COMMITTEE REPORTS**

a. Oath of Office – Keizer Police Chief John Teague

9. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

a. New Business or Old Business Issues

10. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.

11. **AGENDA INPUT**

October 14, 2013

5:45 p.m. – City Council Work Session

- OMEGA Dashboard Overview (Keizer Police Department)

October 21, 2013

7:00 p.m. – City Council Meeting

November 4, 2013

7:00 p.m. – City Council Meeting

12. **ADJOURNMENT**

COUNCIL MEETING: October 7, 2013

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

FROM: SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: Authorization for Supplemental Budget

ISSUE: Oregon Budget Law allows for a supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning (ORS 294.480).

At the time the Adopted Budget was passed the City's only hotel was in bankruptcy and it was unknown as to whether the City would receive TOT revenues in FY13-14. The hotel is now under new ownership and continues to do business in Keizer. Funds designated for use of TOT revenues (\$36,600) were put in contingency for appropriation should funds become available. There is now a reasonable chance these funds will be received in FY13-14.

During the budget process, the Council prioritized the use of TOT revenues with first priority for a grant to the Keizer Chamber to purchase holiday lights (\$10,000). Lights need to be ordered soon to arrive in time for the holidays. At council's direction, further expenditure of TOT revenues will not be made until revenues are received. If for some reason no TOT revenues are received in FY13-14 Working Capital Carry Forward is sufficiently above budget to cover the cost of the grant.

The Parks system needs to replace an existing mower. The mower needs a minimum of \$1,600 in repairs to remain functional and staff expects additional repairs will be needed this fiscal year of approximately \$1,000. Furthermore, the engine will likely begin failing. Staff believes it is a better value for the City to purchase a new mower and has obtained a quote in the amount of \$8,210. This price is on the State bid list and therefore the City is able to purchase the mower from a local business directly and comply with the public purchasing laws.

The city received approximately \$1,600 from the Keizer Rotary Club to purchase the material for replacement of the roof on the covered structure in Claggett Creek Park. Labor for the project will be provided by Rotary Club members at no cost to the City. This project was originally planned for in the FY 13-14 Parks Operating Fund budget the amount of \$5,000. Staff recommends these allocated funds be used for other park improvement projects such as an irrigation system at Sunset Park during this fiscal year.

Staff ordered a new sound mixer for the community center during FY12-13. The equipment has not arrived and needs to be expended out of the FY13-14 budget. Unspent appropriation totaling \$700 is available to pay for this item.

Council Meeting October 7, 2013

Supplemental Budget – TOT Appropriation, Mower, Sound Mixer, Dog Park

During FY11-12 Water Department staff installed an irrigation system in the Keizer Rapids Dog Park. Park Improvement Funds are to be used to reimburse the Water Fund for staff time for a total of \$6,574. Records for this transfer were recently located; since FY11-12 accounting records are closed this transfer needs to occur in the current fiscal year.

FISCAL IMPACT: Unanticipated TOT revenues will be used to cover the community goods and services placed in General Fund Contingency in order of priority:

Chamber Holiday Light Grant	\$10,000
Festival of Lights Holiday Parade	5,000
Civic Center Reader Board Reserve	10,000
Good Vibrations Motorcycle Parade	3,300
Keizer Renaissance Inn Directional Maps	300
Keizer Chamber Support	<u>8,000</u>
Total	<u><u>\$36,600</u></u>

Unspent appropriation from FY12-13 will carry over to FY13-14 increasing working capital and can be used for the unanticipated Mower expense costing approximately \$8,300.

Park donations of \$1,600 plus volunteer labor will free up \$5,000 in Park Operations expenses that can be used for other projects.

The Sound Mixer for the Community Center costs approximately \$700. This item was budgeted in FY12-13; working capital carry forward is sufficiently above budget to cover the cost in FY13-14.

If not approved, these funds will be available for other expenditures at some future date; however, staff believes the items requested are necessary and a prudent use of public funds.

Water Department staff's time to install the irrigation system at the Keizer Rapids Dog Park totals approximately \$6,600. Sufficient funds are available in the Park Improvement Fund to reimburse the Water Fund for this expense.

RECOMMENDATION: Staff recommends the council adopt the attached resolution authorizing the expenditure of funds as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2013-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET

TOT REVENUES FOR COMMUNITY GOODS & SERVICES, MOWER, SOUND MIXER, PARK IMPROVEMENT TRANSFER TO WATER FUND

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2014:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund				
Resources	10,319,300	9,900		10,329,200
General Services Contingency	96,600		(36,600)	60,000
General Services Materials & Services	1,507,000	26,600		1,533,600
Park Operations	340,200	9,900		350,100
Reserve (Civic Center Reader Board)	-	10,000		10,000
At the time the Adopted Budget was passed the City's only hotel was in bankruptcy and it was unknown as to whether the City would receive TOT revenues in FY13-14. The hotel is now under new ownership and continues to do business in Keizer. Funds designated for use of TOT revenues were put in contingency for appropriation should funds become available. There is now a reasonable chance these funds will be received in FY13-14. The Parks system needs to replace an existing mower. The mower needs of a minimum of \$1,600 in repairs to remain functional and staff expect additional repairs will be needed this fiscal year of approximately \$1,000. On top of these issues the engine is on its last leg. Staff believes it is a better value for the City to purchase a new mower and has obtained a quote in the amount of \$8,210.60. This price is on the State bid list and therefore the City is able to purchase the mower from a local business directly and comply with the public purchasing laws. The city received approximately \$1,600 from the Keizer Rotary Club to purchase the material for replacement of the roof on the covered structure in Claggett Creek Park. These funds were not anticipated when the budget was adopted.				
Community Center Fund				
Resources	190,600	700		191,300
Capital Outlay	-	700		700
Staff ordered a new sound mixer for the community center during FY12-13. The equipment has not arrived and needs to be expended out of FY13-14 budget. Unspent appropriation is available to pay for this item.				

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Park Improvement Fund				
Capital Outlay	405,700		(6,600)	399,100
Transfer Out	-	6,600		6,600
Water Fund				
Resources	3,050,600	6,600		3,057,200
Contingency	113,100	6,600		119,700
During FY11-12 Water Department staff installed an irrigation system in the Keizer Rapids Dog Park. Park Improvement Funds are to be used to reimburse the Water Fund for staff time. Records for this transfer were recently located; since FY11-12 is closed this transfer needs to occur in fiscal year 2013-14.				

PASSED this ____ day of _____, 2013

SIGNED this ____ day of _____, 2013

Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL/PARKS ADVISORY BOARD
WORK SESSION
Monday, September 9, 2013
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER The Work Session was called to order at 5:45 in Room A of the Civic Center. The following were present:

Councilors:

Lore Christopher, Mayor
Cathy Clark, Councilor
Dennis Koho, Councilor
Joe Egli, Councilor
Kim Freeman, Councilor
Jim Taylor, Councilor

Absent:

Marlene Quinn, Councilor

Parks Advisory Board:

Richard Walsh
Clint Holland
Rick Day
Bill Criteser
Tanya Hamilton
Brandon Smith
David Loudon

Absent:

Jason Bruster
Robert Jones

Staff:

Bill Lawyer, Public Works
Robert Johnson, Parks
Debbie Lockhart, Deputy City
Recorder

**PUBLIC
TESTIMONY**

Jason Cripe with Oregon Summer Concerts asked permission to hold a 3-day outdoor camping and music festival which would include a disc golf tournament at Keizer Rapids Park in August of 2014. He explained that a similar event was held in Scio this summer adding that he would expect up to 15,000 people to attend. Discussion then took place regarding the impact to the community, parking, hours, and conflict with the RiverFair.

Mayor Christopher directed Mr. Cripe to present the proposal at the October Parks Advisory Board meeting. She explained that if the Parks Board approves the plan, they would forward it to Council for consideration.

Participants carpooled from the Keizer Civic Center.

**KEIZER LITTLE
LEAGUE
PARK**

Clint Holland pointed out that the concession stand and irrigation system need to be upgraded and fences and bleachers need repair. Bill Lawyer explained that the retaining wall is almost complete (City portion complete) and funding for irrigation upgrades is in the City budget. Kurt Barker with Keizer Youth Sports explained that \$3,000 received from the concession stand went into the budget to maintain the fields; with the assistance received by the City, KYSA is now operating in the black. As long as the

organization continues to operate in the black, repair of fences and bleachers should be possible.

NORTHRIDGE PARK

Chair Walsh pointed out that this is the City's "Best Kept Secret" and could be part of a lengthy linear park. He distributed an aerial view of Claggett Creek Park and Northridge Park showing how it could easily qualify as a linear park that would extend from Claggett Creek Park to Albertsons. He explained that there are only two parcels of private property that bisect the park and suggested that Council be ready to act should an opportunity for land acquisition occur. Making funding available for this kind of opportunity could be part of the purpose of the long-range funding mechanism that the Parks Board is currently discussing. It was noted that this park would be perfect for a recreational bike/pedestrian trail and transportation grant funds could be used. It was agreed that this could be on a priority list, but not one of the top ones.

COUNTRY GLEN PARK

Council and Board members viewed another option for a linear park and pathway at this park. Mr. Walsh pointed out that this is the old dairy land property and it now belongs to a wetland organization; the pathway is not inside the City's urban growth boundary. He noted that if there is an interest in a linear park, this area is the most viable option. Councilors indicated that they felt this was a higher priority than Northridge. Mr. Walsh also pointed out that ivy is taking over many trees in area parks and the City should consider spending funds to remove it before the trees are killed.

KEIZER RAPIDS PARK

Charge House: Councilors and Board members noted the distressed condition of the house. Mr. Day reviewed the proposed improvements noting that Straub Environmental Learning Center has shown an interest in partnering with the City to make the house and yard into an education facility. He added that it could be used for classes during the day and as an amphitheater support room in the evenings. Mr. Holland noted that Mr. Alvarez had complained to him that an off-leash dog killed one of his chickens. He has requested that the City put up the fence that they promised him.

Play Structure: Areas for the play structure were viewed and discussed.

ADJOURNMENT Meeting concluded at Keizer Rapids Park at 7:50 p.m.

MAYOR:

APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Kim Freeman

Councilor #5 – Joe Egli

~ Absent ~

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL
Monday, September 16, 2013
Keizer Civic Center, Council Chambers
Keizer, Oregon

- CALL TO ORDER** Mayor Christopher called the meeting to order at 7:00 pm. Roll Call was taken as follows:
- | | |
|-------------------------------|------------------------------------|
| Present: | Staff: |
| Lore Christopher, Mayor | Chris Eppley, City Manager |
| Joe Egli, Council President | Shannon Johnson, City Attorney |
| Jim Taylor, Councilor | Susan Gahlsdorf, Finance Director |
| Kim Freeman, Councilor | Jeff Kuhns, Police |
| Cathy Clark, Councilor (7:12) | Bill Lawyer, Public Works Director |
| Dennis Koho, Councilor | Tracy Davis, City Recorder |
- Absent:**
Marlene Quinn, Councilor
- FLAG SALUTE** Samuel Elder from Boy Scout Troup 167 led the pledge of allegiance. He explained that this was to earn his Communication Merit Badge and that he hoped to go in front of the Eagle Board this summer.
- PUBLIC TESTIMONY** *Hersch Sangster, Keizer*, representing the Planning Commission, explained that the Commission held a Public Hearing to review changes to the Comprehensive Plan and that the Public Hearing was extended to September when they hope to finalize the revisions.
- Matt Chappell, Keizer*, also on the Planning Commission but speaking on his own behalf, asked the Mayor if she was aware of the Capital Planning Commission to which she responded that she was not. He then questioned which branch of the State Human Resources she was employed in to which she responded the Legislative Branch.
- PUBLIC HEARINGS** None
- ADMINISTRATIVE ACTION** City Attorney Shannon Johnson pointed out changes he had made in the Ordinance including removing the prohibition of the Councilor being considered for removal participating in discussion and voting, changing verbiage to clarify the vote, and other verbiage. He then fielded questions and provided clarification regarding voting, the role of the special master and the City Attorney, and details of the process.
- a. ORDINANCE – Adopting Council Member Removal** Councilor Egli moved that the Keizer City Council adopt a Bill for an

**Procedures for
Interference
with
Administration
as Set Forth in
City Charter
Section 21(f)**

Ordinance Adopting Council Member Removal Procedures for Interference with Administration as Set Forth in City Charter Section 21(f). Councilor Clark seconded.

Councilor Taylor offered a friendly amendment to remove imposing the sanction of removal from office and replace it with a request that the Councilor resign. Councilor Egli indicated that he would not accept this amendment.

Following additional discussion Councilor Taylor offered a friendly amendment to add a fifth option to request that the Councilor resign. Councilors Egli and Clark accepted this friendly amendment.

Councilor Koho made a substitute motion: Instead of adopting a bill for an ordinance, Council instead adopt a Resolution to refer the matter to the voters for a discreet amendment to the Charter to eliminate the wording in Section 21 that requires Council to adopt a method for removing a colleague. Councilor Taylor seconded. Motion failed as follows:

AYES: Koho and Taylor (2)

NAYS: Christopher, Egli, Freeman, and Clark (4)

ABSTENTIONS: None (0)

ABSENT: Quinn (1)

Mr. Johnson then suggested language to incorporate Mr. Taylor's friendly amendment into the Ordinance.

Vote on amended motion: Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Quinn (1)

**CONSENT
CALENDAR**

- a. RESOLUTION – Authorizing the City Manager to Enter Into An Agreement with Leathers and Associates for Construction of a Community Build Play Structure at Keizer Rapids Park
- b. Approval of August 19, 2013 Regular Session Minutes
- c. Approval of September 3, 2013 Regular Session Minutes

Items B and C were pulled from the Consent Calendar. Councilor Koho objected to pulling items from the Consent Calendar noting that if a Councilor read the Minutes they could approve them. Councilor Egli moved to adopt the Consent Calendar in full. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Quinn (1)

**COMMITTEE
REPORTS**

**a. PROCLAMATION
– Recognizing
Michael DeBlasi
& Tanya Hamilton**

Mayor Christopher read proclamations recognizing Michael DeBlasi and Tanya Hamilton and appointing them to Planning Commission and Parks Advisory Board respectively. She then reported that there are openings on the Budget Committee, Planning Commission, K-23 Advisory Committee, Keizer Festivals and Events Services Team (K-FEST), and the Keizer Points of Interest Committee (KPIC).

Councilor Koho moved to reconsider the vote by which the Consent Calendar was passed. Councilor Egli seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Quinn (1)

It was noted that Council Procedures prohibit Councilors from voting on the Minutes of meetings that they did not attend.

Councilor Egli moved to approve the Consent Calendar. Discussion took place regarding abstention from voting on items on the Consent Calendar. Councilor Egli removed his motion.

Councilor Egli moved for approval of Item 7A of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Quinn (1)

Councilor Egli moved for approval of Item 7B of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Egli, Freeman, Taylor and Clark (5)
NAYS: None (0)
ABSTENTIONS: Koho (1)
ABSENT: Quinn (1)

Councilor Egli moved for approval of Item 7C of the Consent Calendar. Councilor Clark seconded. Motion passed as follows:

AYES: Egli, Koho, Freeman, Taylor and Clark (5)
NAYS: None (0)
ABSTENTIONS: Christopher (1)
ABSENT: Quinn (1)

**PROCLAMATION
– State Capitol
Appreciation Month**

Mayor Christopher read a Proclamation celebrating the Capitol 75th birthday in October and reviewed activities that will be held at the Capitol during October.

**COMMITTEE
REPORTS
(Continued)**

Councilor Koho reported that he had attended the Planning Commission meeting, and that Mr. DeBlasi had attended as well. He announced that the Chamber Board of Directors is contemplating changes to how the recipient of the first citizen award is selected and considering starting a “race management” company to share their expertise regarding racing events.

Councilor Clark thanked Keizer Fire for their 9-11 event and announced that she had attended the Strategic Economic Development Corporation (SEDCOR) luncheon and the Commissioner Breakfast. She reported that she had represented the Mid-Willamette Area Commission on Transportation (MWACT) and the 100% list for the Enhance It Project was adopted which includes the Minto-Brown Bike Ped path and other projects. She noted that she is planning on attending a 2-day conference on transportation, the Keizer Festivals & Events Services Team meeting, Salem Keizer Area Transportation Study meeting and the League of Oregon Cities conference.

Councilor Freeman thanked the Parks Board for the recent Parks Tour, reported that she had attended the West Keizer Neighborhood Association meeting where the community build project was discussed, and announced the upcoming Community Build Task Force meeting.

Councilor Egli reported that he had attended the Keizer Fire 9-11 event and the Marion County Commissioner breakfast. He added that Lakepoint Community Church would be giving away haircuts, manicures, bicycle repair, school supplies and clothing at the upcoming ServeFest.

Councilor Clark reported on upcoming meetings including Gubser Neighborhood Association, Keizer Points of Interest and the Traffic Safety/ Bikeways/Pedestrian Committee.

OTHER BUSINESS

City Manager Chris Eppley reported that the new Chief of Police John Teague would join Keizer on September 23.

Public Works Director Bill Lawyer provided an update of construction progress for the Chemawa Road North project.

City Attorney Shannon Johnson requested that Council reconsider the appointment they made to a specific position number on the Planning Commission. He explained that Planning Commissioners continue to serve until their position is filled even if their term has expired and two members have indicated they are willing to stay, but Commissioner #2 had mistakenly been informed that his term had already expired. Therefore, staff requests that Council change their assignment to cover that position.

Councilor Egli moved to reconsider the vote for Michael DeBlasi for Position #1 of the Planning Commission. Councilor Freeman seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Quinn (1)

Councilor Egli moved that Keizer City Council appoint Michael DeBlasi to Position #2 on the Planning Commission. Councilor Taylor seconded. Motion passed as follows:

AYES: Christopher, Egli, Koho, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Quinn (1)

Mayor Lore Christopher showed a sweatshirt that the Keizer Police Department is selling as a fundraiser to support the K-9 program. She also praised the Keizer Parks maintenance and the amenities at the different parks.

Councilor Clark reported that she and Councilor Quinn had been on a panel for the League of Women Voters to share their passion for local government and how to get involved. It will be aired on CCTV.

WRITTEN

COMMUNICATIONS

None

AGENDA INPUT

October 7, 2013

7:00 p.m. City Council Meeting

October 14, 2013

5:45 p.m. – City Council Work Session

OMEGA Dashboard Overview (Keizer Police Department)

October 21, 2013

7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:20 p.m.

MAYOR:

APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Cathy Clark

Councilor #2 – Kim Freeman

Councilor #5 – Joe Egli

~ Absent ~

Councilor #3 – Marlene Quinn

Councilor #6 – James Taylor

Minutes approved: _____

OATH OF OFFICE

State of Oregon)
County of Marion) ss.
City of Keizer)

I, JOHN TEAGUE, do solemnly swear that I will support the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, the laws and ordinances of the City of Keizer, and the Rules and Regulations of the Keizer Police Department; and that I will faithfully and impartially discharge the duties of the office to which I have been appointed, in and for the City of Keizer, to the best of my ability.

JOHN O. TEAGUE

Subscribed and sworn to before me on this 7th day of October 2013.

Notary Public, State of Oregon