



**MINUTES
KEIZER CITY COUNCIL**

Monday, October 6, 2003

Keizer City Hall

Robert L. Simon Council Chambers

Keizer, Oregon

CALL TO ORDER Mayor Christopher called the regular meeting to order at 7:27 pm.
Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Jacque Moir, Council President
Judy K. Smith, Councilor
James Taylor, Councilor
Richard Walsh, Councilor
Michel Gaynor, Councilor
Chuck Lee, Councilor
Crisel Perez, Youth Councilor

Staff:

Rob Kissler, Public Works Director
Marc Adams, Chief of Police
Dianne Hunt, Human Resources
Susan Gahlsdorf, Finance Director
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Tracy Davis, City Recorder

FLAG SALUTE Councilor Lee led the City Council in the flag salute.

PUBLIC TESTIMONY None

PROCLAMATION Councilor Walsh summarized the background of the committees working to form the park along the Willamette River in conjunction with Salem, Keizer and Independence. The group has created a Proclamation which has been approved by Independence City Council, Salem City Council; Keizer Parks Board, and the Keizer Riverr Task Force. The proclamation states that the communities will work cooperatively together to reach a common goal. Councilor Walsh then read the proclamation.

PUBLIC HEARING
Text Amendment to
the AI (Agricultural
Industrial) Zone of
the Keizer
Development Code

Councilor Walsh moved to adopt the Willamette Concord (Keizer Proclamation). Councilor Taylor seconded.

The motion passed unanimously as follows:

AYES: Christopher, Moir, Smith, Taylor, Walsh, Gaynor and Lee (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Community Development Developer, Nate Brown, addressed the Council regarding amending the Agricultural Industrial zone to broaden the allowed uses, introducing uses compatible with the objectives of the development pattern, the comprehensive plan goals and the property owner's desires. Mr. Brown pointed out that the Planning Commission approved the Amendment on September 17 and noted that the language of the amendment was refined to assure that administrative and support facilities would be allowed in the zone, but expansion of the wastewater treatment facilities would not.

Hearing no questions directed at Mr. Brown, Mayor Christopher opened the public hearing.

Testimony

Ken Sherman, Jr., attorney, 475 Cottage Street, Salem, Oregon, representing Willow Lake Nursery, reported that he was appearing in support of the text amendment. He briefed the Council on the history of transaction which brought about this request. He noted that the proposed changes in the text are a movement in a positive direction for the City of Keizer.

John Blake, 5655 Windsor Island Road, Keizer, Oregon, co-owner of Willow Lake Nursery spoke to the Council explaining his previous arrangements with the City of Salem and the property in question. He noted that this amendment would be a positive measure for the City of Salem as well as for his family.

Hearing no questions, Mayor Christopher closed the public hearing.

Councilor moved a Motion to Direct Staff to Prepare an Ordinance Modifying the Text of the Keizer Development Code Section 2.115 Agricultural Industrial Zone (AI) to return for Council Approval on October 20, 2003. Councilor Gaynor seconded.

The motion passed unanimously as follows:

**COMMITTEE
REPORTS and
OTHER
BUSINESS**

AYES: Christopher, Moir, Smith, Taylor, Walsh, Gaynor and Lee (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Keizer Corner: Councilor Lee reported that having just returned from two weeks in Italy and seeing many beautiful sites, nothing compared to the majesty of Keizer Corner. He noted that Keizer corner was going to be recognized by the "Quality of Life Recognition Celebration" to be held on October 16 at 7 pm at Willamette Valley Viticulture.

Mayor Christopher informed Council that four projects were up for recognition and the Council will have a table at the event. Council members interested in attending were instructed to coordinate that with Tracy Davis.

Emergency Planning Committee – Councilor Moir reported that the committee is back to monthly meetings. It has just had two training and restructuring meetings for EVAK (Emergency Volunteers Assisting Keizer), the core volunteer group is undergoing some changes which will be reported in the newsletter. Ms. Moir took a moment to thank Mayor Christopher who will be writing an article for the newsletter. The committee is currently planning an exercise for March or April 2004.

Student Councilor – Councilor Moir informed Council members that each councilor would have an opportunity to be "shadowed" by Student Councilor Crisel Perez. Ms. Moir distributed evaluation forms to members to complete after they have worked with Ms. Perez. Mayor Christopher added that the Keizer Times will be doing a profile on Ms. Perez. She noted that in November/December Ms. Perez would be working with Richard Walsh, January/February with Judy Smith; March/April with Chuck Lee; May/June with Michel Gaynor; and July/August with Jim Taylor.

Skate Park Helmet Regulation – Councilor Moir thanked members of the Keizer Police Department and City staff members because most of the youth using the park are wearing helmets. She continued that much of the responsibility for this change is due to the Bikeways Committee providing free helmets to the users.

Claggett Creek Watershed Council – Mayor Christopher reported that she had spoken with Gary Miller, the Chair of the Watershed Council, and that he had expressed a need for volunteers (4 to 5) on Saturday, October 11 from 9 am until noon. She noted that she and Councilor Moir had volunteered and asked for additional volunteers. She continued that on Saturday, October 18, 100 volunteers would be needed to work from 9am until noon. Volunteers are asked to bring

their own shovel. Councilor Moir added that some minor planting is scheduled for the October 11 workday so those attending should bring their own shovel, gloves, boots, etc. Questions should be addressed to Gary Miller at home: 503-371-1658.

Rob Kissler noted that a press release was sent out to the media requesting volunteers. He added that there were over 6,000 native plants to plant; lunch would be provided by Northwest Natural Gas; and coordination will take place in the Dearborn parking lot in the south end of the park. All volunteers will be welcomed for however long they are available.

Civic Center Task Force – Mayor Christopher read a Press Release from October 1st giving notice of a Public Forum scheduled for Tuesday, October 28, 2003 from 6 until 7:30 pm in Council Chambers.

Councilor Gaynor noted that purpose of the Civic Center Task Force was to determine the best use of the facilities and City obligations and coordinate those to work together efficiently. Two meetings have already taken place with some innovative ideas being put forth. Councilor Gaynor voiced his belief that the input from these meetings would result in a positive outcome for the City.

Athletic Fields at Whitaker – Councilor Gaynor reported that volunteers have been working hard to level the complex and prepare it for hydroseeding. The installation of irrigation, also done by volunteers, is planned for this spring and should take four consecutive weekends.

In response to questioning by Councilor Smith, Councilor Gaynor stated that the access from 14th would most likely be opened up when the project was complete, but that issue should be addressed to the school.

MWACT - Councilor Walsh reported that ODOT gave a presentation stating that the entire stretch from Kuebler to Eugene is under consideration for widening. He noted that there would be an open house regarding the Salem Highway Construction Project from Chemawa Interchange/Salem Parkway/Mission Street exit held on October 7 at the Salem Public Library.

SKATS – Councilor Walsh noted that they now have a draft of what they envision the corridor to look like from downtown to Chemawa. A great deal of consideration has been given to continuity of traffic while implementing rapid bus travel. Mr. Walsh reported that SKATS produced the plan on disc for the City of Keizer and offered to obtain it and present it to Council. Council agreed that they would like to see it.

Planning Commission – Councilor Smith reported that the Commission would be meeting on Wednesday at 7 pm. She noted that there was an opening on the Planning Commission. Parties interested should get an application from City Hall.

Staff Reports

Chief Adams reported:

1. Officer Dave LeDay had been selected to receive the "Looking Beyond the Traffic Ticket" Award given by ODOT. The award is given to an officer making a traffic stop and discovering another crime connected with that stop. Officer LeDay will be presented the award on Thursday, October 16 at the Annual Safety Conference in Eugene.
2. Through Traffic Safety Commission efforts the Keizer Police Department has been selected to receive a speed equipment grant which would give the department a laser speed measuring device costing \$3500.
3. On October 16, the Keizer Police Department K-9, Niko, will retire due to hip problems. A \$1000 donation has been received towards replacing him.
4. The police department made 17 arrests between Oct. 3 and 5.

Dianne Hunt, Human Resources, reported:

1. The City is recruiting for two Captain positions. Recruitment closes at noon on Friday, October 17. There have been over 400 responses to the website.
2. Utility room is being cleaned up, replacing 12 overloaded, outdated messy hubs with two modern ones.

Nate Brown, Community Development Director reported:

1. Planning Commission meeting on Wednesday evening will be considering the Development Standards, working on clarification of definitions and establishing a standard for colors. In addition the Commission will begin review of the Transportation Services Plan (TSP).
2. Consideration is being given to opening the Permit Counter full time rather than half time. He is hoping to encourage applicants to file in Keizer rather than Marion County so that the revenue remains with the City.

City Attorney, Shannon Johnson reported that the 1000 Friends and Friends of Marion County and Doug Parrow filed their brief in the Court of Appeals LUBA case and oral argument is set for November 10.

Mayor Christopher invited Council to the "Black, White & Gray Gala Reception" on November 1 at the Keizer Heritage Center at 7:00 pm.

ADMINISTRATIVE ACTION

a. ORDINANCE – Comprehensive Plan Map Amendment/Zone Change – Case No. 2003-24 (Chapin Investments/Marion County Fire District #1)

City Attorney Shannon Johnson reported that this matter came before Council for Public Hearing and Council directed him to prepare an Ordinance granting the requested comp plan and zone change. He presented the ordinance and zone change for adoption.

Councilor Moir moved to Adopt a Bill for an Ordinance in the matter of the Application of Marion County Fire District #1 for a Comprehensive Plan Map Amendment from Low Density Residential (LDR) to Commercial (C) and a Zone Change from Urban Transitional (UT) to Commercial General (CG) with Limited Use Overlay Zone for Property Located in the 7900 and 8000 Block of Wheatland Road North, Keizer, Oregon (Case No. 2003-24); and Declaring an Emergency. Councilor Taylor seconded.

The motion passed unanimously as follows:

AYES: Christopher, Moir, Smith, Taylor, Walsh, Gaynor and Lee (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. RESOLUTION – Change of Title from Police Captain to Deputy Chief

Dianne Hunt reported that the City of Keizer Salary Survey 2003 conducted by HR Answers recommended changing the title Police Captain to Deputy Chief. She presented the Resolution stating that the Personnel Policy Committee recommends Council retain the title of Police Captain and vote a “do not pass” on the resolution.

Councilor Moir moved to Adopt Resolution R2003 Changing the Classification Title of Police Captain to Deputy Chief and Repealing Resolution No. R2001-1240. Councilor Lee seconded.

Councilor Moir noted that it was her intention to vote against this motion, following the recommendation of the Personnel Policy Committee. Councilor Walsh voiced his support of the Personnel Policy Committee’s recommendation.

Councilor Smith questioned the changes stating that she was in favor of eliminating the classification of Police Captain and initiating the classification of Deputy Chief.

The motion failed as follows:

AYES: Smith (1)

NAYS: Christopher, Moir, Taylor, Walsh, Gaynor and Lee (6)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. RESOLUTION –
Change of Fee for
Property Lien
Searches**

Acting City Manager, Susan Gahlsdorf, reported that state statute requires the City to give constructive notice of its interest in real property either by recording that interest with the County or through an electronic medium. Currently the City's Resolution allows the charge of \$5 for every Lien Search because it is still being done manually through a title company. However, the city is now capable of providing the information on line and will be working with Net Assets, Inc. This service costs \$8 per search. She noted that currently the City generates about \$8,000 annually in lien requests at the \$5 rate. The proposal is that the lien fee be raised to \$20. There have been no increases since 1994. This amount would generate an additional \$11,000 to the general fund. She noted that other cities in the area are charging between \$20 and \$35 for Lien searches. Ms. Gahlsdorf concluded that staff recommendation is that Council:

1. Include the Lien Search Fee in the Resolution for Administrative Services so that the fee can be tracked and updated along with other administrative fees;
2. Repeal Resolution 94-763 which is the current property lien search fee; and
3. Amend Resolution 03-1404 to include a charge of \$20 per electronic lien search.

In response to questions by Council, Ms. Gahlsdorf affirmed that she felt the requested fee would be adequate to cover costs incurred by City staff, noting that, if the cost proved to be inadequate, she would approach Council at a later date. She added that the Administrative Resolution is reviewed every three years.

Mayor Christopher asked for comments from the audience regarding the fee increase. There were no comments.

Councilor Moir moved to adopt Resolution R03 Establishing Fees for Certain Administrative Services Amending R03-1404 and Repealing R94-763. Councilor Gaynor seconded.

The motion passed unanimously as follows:

AYES: Christopher, Moir, Smith, Taylor, Walsh, Gaynor and Lee (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. Supplemental
Budget**

Acting City Manager, Susan Gahlsdorf, reported that on September 26, 2003, the City of Keizer published a notice that the City Council would consider adoption of a Resolution for a supplemental budget. Since that time staff has discovered that a supplemental budget is not necessary and the request has been withdrawn.

CONSENT CALENDAR

- a. Resolution – Initiating Fultz Estates Phase II Street Lighting District
- b. Resolution – Creation of Classification of Permit Specialist
- c. Resolution – Creation of Information System Technician
- d. Salary Survey 2003
- e. Resolution – Authorizing the Mayor to Enter Professional Services Contract with Spencer and Kupper for Master Planning Services for River Road Corridor

Councilor Moir moved for approval of the Consent Calendar. Councilor Walsh seconded.

The motion passed unanimously as follows:

AYES: Christopher, Moir, Smith, Taylor, Walsh, Gaynor and Lee (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

WRITTEN COMMUNICATIONS

Mayor Christopher reported that she received a letter from Christian Center Academy requesting volunteers to read to children on Tuesday, November 11, National Young Readers Day. Information is available through City Hall.

Oregon Department of Aviation is requesting that someone with first hand tourist information write a letter describing the kind of vacation a family could have if they flew their privately owned airplane into an Oregon airport near the community including details about lodging, restaurants, package deals, etc. Mayor Christopher gave the letter to City Recorder Tracy Davis and talked with the Chamber of Commerce, and asked that anyone interested share their experiences.

AGENDA INPUT

October 13, 2003

12:00 pm (Noon) City Council Work Session

- CCRLS (Chemeketa College Regional Library Service) Library/City of Keizer
- Transportation Projects

October 20, 2003

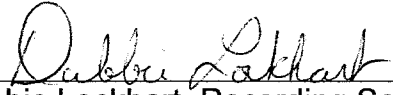
7:00 pm – City Council Meeting

- RESOLUTION – Creating River Road Task Force
- Appointments to Keizer Points of Interest Committee
- No Parking Signs on Northern Heights Loop

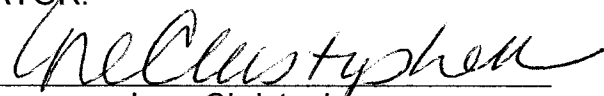
ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:40 p.m.

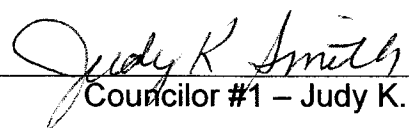
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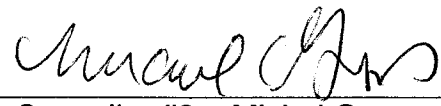

Debbie Lockhart, Recording Secretary

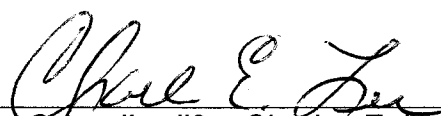
MAYOR:

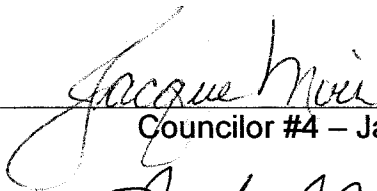

Lore Christopher

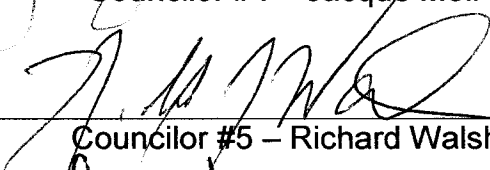
COUNCIL MEMBERS

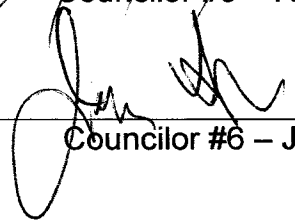

Councilor #1 – Judy K. Smith


Councilor #2 – Michel Gaynor

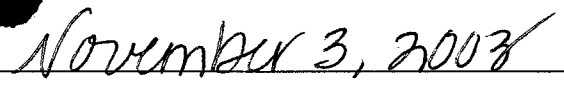

Councilor #3 – Charles E. Lee


Councilor #4 – Jacque Moir


Councilor #5 – Richard Walsh


Councilor #6 – James Taylor

Minutes approved:


November 3, 2003