

CITY OF KEIZER MISSION STATEMENT

KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION

A G E N D A
KEIZER CITY COUNCIL
EXECUTIVE SESSION

Monday, October 5, 2015

6:00 p.m.

**Keizer Civic Center
Keizer, Oregon 97303**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Pursuant to ORS 192.660(2)(e) – *To conduct deliberations with persons designated by the governing body to negotiate real property transactions;*
*AND***
 - b. Pursuant to ORS 192.660(2)(f) - *To consider information or records that are exempt by law from public inspection;***
- 4. ADJOURN**

Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at (503) 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days(48 hours) in advance.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public. The media may attend the session, unless the Oregon State Statutes specifically prohibits media attendance. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, October 5, 2015

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

5. **COMMITTEE REPORTS**

6. **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.

7. **PUBLIC HEARINGS**

- a. Liquor License Change of Ownership Application – Dim Sum Restaurant (New Restaurant Name Ocean Sushi & Teriyaki)

8. **ADMINISTRATIVE ACTION**

- a. **RESOLUTION** – Authorization of Interfund Loan to the General Fund from the Transportation Improvement Fund

9. **CONSENT CALENDAR**

- a. **RESOLUTION** – Authorizing the City Manager to Sign Contract with Pfeifer Roofing Incorporated for Roof Repairs to Public Works Shop Facility
- b. Approval of September 8, 2015 Regular Session Minutes

c. Approval of September 14, 2015 Work Session Minutes

d. Approval of September 21, 2015 Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. 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.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

October 12, 2015

5:45 p.m. – City Council Work Session

- Salem-Keizer Transit District

October 19, 2015

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

November 2, 2015

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

14. ADJOURNMENT

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at (503)390-3700 or through Oregon Relay at 1-800-735-2900 at least two working days (48 hours) in advance.

CITY COUNCIL MEETING: October 5, 2015

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: DIM SUM HOUSE- LIQUOR LICENSE APPLICATION - CHANGE OF
OWNERSHIP**

BACKGROUND:

On September 10, 2015 the City received an application for a change of ownership for the liquor license for Dim Sum House located at 3843 River Road, Keizer, Oregon. The Oregon Liquor Control Commission requires a new application when changing ownership, location, or license type. The restaurant will be renamed Ocean Sushi & Teriyaki. As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the proposed establishment.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony and upon completion the hearing be closed. It is further recommended the Council recommend approval of the application for a change of ownership for Dim Sum Restaurant under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.



KEIZER POLICE DEPARTMENT

930 Chemawa Road NE • P.O. Box 21000 • Keizer, OR 97307-1000 • www.keizerpd.com
Phone (503) 390-3713 • **Fax** (503) 390-8295

City Council Meeting of _____

Agenda Item No. _____

To: Mayor and City Council

Thru: Chris Eppley, City Manager

From: John Teague, Chief of Police
Laurie Phillips, Police Support Supervisor Interim

Subject: Dim Sum House (Change of Ownership) Name changed to:
Ocean Sushi & Teriyaki

Issue: Shall the City Council approve the liquor license application due to
Change of Ownership of Ocean Sushi & Teriyaki (formerly Dim Sum
House) located at 3843 River Rd. N., Keizer, Oregon 97303?

Applicant Background Check:

The applicants for new ownership, Songying Li and Lixiang Yan have no Oregon criminal history.

Recommendation

The Keizer Police Department recommends approval of the liquor license application change of ownership for Ocean Sushi & Teriyaki.



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☒ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☒ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☒ Other C/TO

90-DAY AUTHORITY

☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 9/10/13

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: MLH

Date: 9/20/15

90-day authority: ☒ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① OCEAN SUSHI & TERIYAKI INC ③ _____

② _____ ④ _____

2. Trade Name (dba): Ocean Sushi & Teriyaki

3. Business Location: 3843 RIVER RD N, KEIZER OR 97303

(number, street, rural route)

(city)

(county)

(state)

4. Business Mailing Address: 4633 KETCHIKAN AVE NE, SALEM OR 97305

(PO box, number, street, rural route)

(city)

(state)

5. Business Numbers: 503-393-9898

(phone)

(fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: DIM SUM HOUSE Type of License: LIMITED ON PREMISES SALES

8. Former Business Name: DIM SUM HOUSE

9. Will you have a manager? ☒ Yes ☐ No Name: SONGYING LI

(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? KEIZER

(name of city or county)

11. Contact person for this application: JESSIE CHEN

(name)

503-432-8839

(phone number(s))

8733 SE Division St., Ste# 207, Portland, OR 97266

(address)

(fax number)

jessie@united-cpas.com

(e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Songying Li Date 8/12/15 ③ _____ Date _____

② Li Xiang Yan Date 8/12/15 ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: OCEAN SUSHI & TERIYAKI Phone: 503-393-9898

Trade Name (dba): _____

Business Location Address: 3843 RIVER RD N, KEIZER OR 97303

City: KEIZER ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11:30am to 11pm
Monday 11:30am to 11pm
Tuesday 11:30am to 11pm
Wednesday 11:30am to 11pm
Thursday 11:30am to 11pm
Friday 11:30am to 11pm
Saturday 11:30am to 11pm

Outdoor Area Hours: N/A

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|--|
| ☐ Live Music | ☐ Karaoke |
| ☐ Recorded Music | ☐ Coin-operated Games |
| ☐ DJ Music | ☒ Video Lottery Machines |
| ☐ Dancing | ☐ Social Gaming |
| ☐ Nude Entertainers | ☐ Pool Tables |
| | ☐ Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 36
Lounge: _____
Banquet: _____

Outdoor: _____
Other (explain): Lottery 5
Total Seating: 41

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Song Ying Li Date: 8/12/15

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

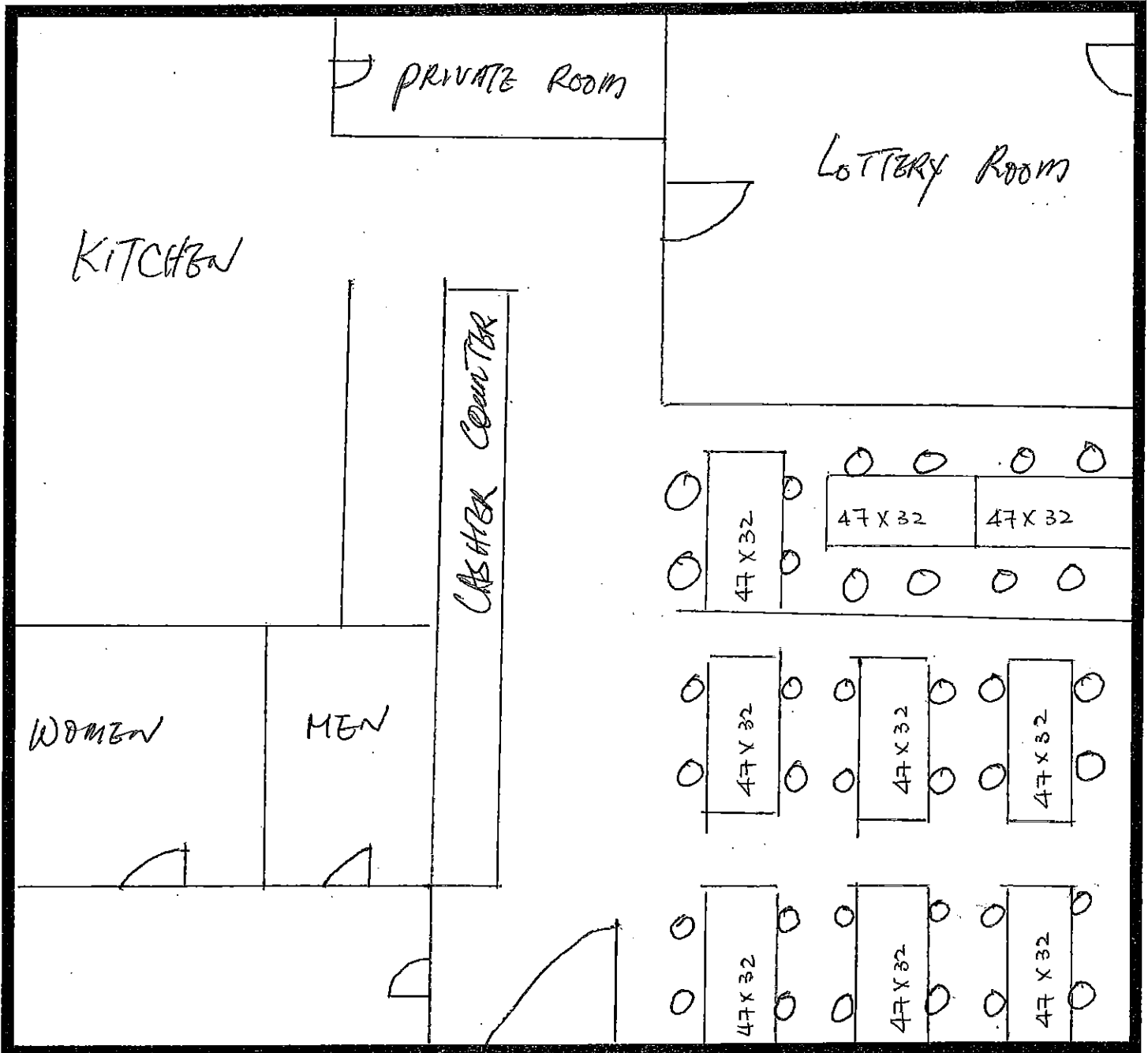


OREGON LIQUOR CONTROL COMMISSION
FLOOR PLAN

3843 RIVER RD. N

KEIZER OR 97303

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Ocean Sushi & Teriyaki Inc.
Applicant Name

Trade Name (dba):

Keizer, 97303

City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)
#2 Lottery Room
#3 Rest of premises
Date: 9/4/15 Initials: Mtt

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 09/12)

COUNCIL MEETING: October 5, 2015

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER
SUSAN GAHLSDORF, CPA, FINANCE DIRECTOR

FROM: TIM WOOD, ASSISTANT CONTROLLER

SUBJECT: AUTHORIZATION FOR AN INTERFUND BORROWING - TRANSPORTATION
IMPROVEMENT FUND TO THE GENERAL FUND

ISSUE: The 2015-16 Adopted Budget provides for approximately \$508,000 in payments to the overlapping tax jurisdictions to repay them for their foregone tax revenue associated with the Urban Renewal District, which is now closed. In addition to the foregone tax revenue the City is required to pay 4% interest on the outstanding balance of the obligation.

In order to minimize the interest expense to the City, the obligation to the overlapping tax jurisdictions was paid July 2015. This has resulted in the General Fund not having sufficient cash available to meet the current operating obligations during October 2015 and needing to enter into a short-term interfund borrowing. The interfund borrowing will be repaid in November 2015 when the majority of the current property tax revenue is received. The interfund borrowing will be at an interest rate significantly lower than the interest rate associated with the overlapping tax jurisdiction obligation.

FISCAL IMPACT: ORS 294.468 allows for an interfund operating loan at an interest rate equal to the local government investment pool rate immediately prior to the adoption of the resolution authorizing the loan. The pool rate is currently 0.54%. The loan must be repaid to the fund from which the money was borrowed by the end of the ensuing budget year. The maximum amount of interest due for the full amount borrowed would be less than \$5,000.

The Transportation Improvement Fund has approximately \$2,500,000 of cash on hand which will not be used during the current budget year and would be available to lend to the General Fund. The Transportation Improvement Fund does not have any other loans outstanding.

RECOMMENDATION:

Staff recommends the City Council approve the attached Resolution authorizing an interfund loan to the General Fund from the Transportation Improvement Fund as described above.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2015-_____

3 AUTHORIZATION OF INTERFUND LOAN TO THE GENERAL FUND
4 FROM THE TRANSPORTATION IMPROVEMENT FUND
5

6 WHEREAS, the General Fund does not have adequate cash balances to meet
7 operating expenditures from October 2015 to November 2015, at which time
8 property tax revenues and assessments will be received; and

9 WHEREAS, the Transportation Improvement Fund has approximately
10 \$2,500,000 cash available and the City does not anticipate spending all of these
11 funds for several years. ORS 294.468 provides for loans from one fund to another
12 when made within compliance with state statutes.

13 NOW, THEREFORE BE IT RESOLVED that the Council authorizes an interfund
14 operating loan to the General Fund up to \$500,000 from the Transportation
15 Improvement Fund.

16 NOW, THEREFORE BE IT RESOLVED that all monies borrowed during the
17 period authorized be repaid by June 30, 2016 including interest at the established
18 Oregon State Investment Pool interest rate for the applicable time period.

19 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
20 upon the date of its passage.

21 PASSED this _____ day of _____, 2015.

22 SIGNED this _____ day of _____, 2015.

23 _____
24 Mayor
25

26 _____
27 City Recorder

CITY COUNCIL MEETING:_____

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR**

SUBJECT: ROOF REPAIRS FOR PUBLIC WORKS SHOP FACILITY

DATE: September 25, 2015

BACKGROUND:

The Public Works shop facility located at 641 Chemawa Road NE is in need of repairs to the roof. This facility was constructed in 1981 and a metal roof was installed at that time. Repairs have been made through the years to address leaks that have occurred. The roof is now to a point that the entire roof needs to be addressed.

Staff researched options for the repairs and determined that a membrane system placed over the existing metal roof is the preferred option. This will allow staff to continue to use the facility while the work is being done. In order to completely replace the roof staff would have to be relocated during the construction and this process is more costly. Staff requested quotes for the repairs to the roof and received quotes that ranged from a high of \$26,750.00 to a low of \$26,413.00. Pfeifer Roofing submitted the lowest quote.

FISCAL IMPACT:

Funds for these repairs are included in the City Council adopted FY15 -16 Public Works Non-Departmental budget line 34.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to sign and approve a contract with Pfeifer Roofing in the amount of \$26,413 for roof repairs to the Public Works shop facility.

Please contact me with any questions or concerns.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2015-____

4
5
6 AUTHORIZING THE CITY MANAGER TO SIGN CONTRACT
7 WITH PFEIFER ROOFING INCORPORATED FOR ROOF REPAIRS
8 TO PUBLIC WORKS SHOP FACILITY
9

10
11 WHEREAS, the Public Works shop facility was constructed in 1981 and is in need
12 of repairs to the roof;

13 WHEREAS, bids for this project were received and Pfeifer Roofing Incorporated
14 submitted the low bid for a total amount of \$26,413.00;

15 NOW, THEREFORE,

16 BE IT RESOLVED by the City Council of the City of Keizer that the City Manager
17 is hereby authorized to sign the attached contract with Pfeifer Roofing Incorporated to
18 repair the roof at the Public Works shop facility for \$26,413.00. Funding for this project
19 is from the Public Works Non-Departmental Fund.

20 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
21 upon the date of its passage.

22 PASSED this _____ day of _____, 2015.

23 SIGNED this _____ day of _____, 2015.

24
25
26 _____
27 Mayor

28
29 _____
30 City Recorder

Proposal and Contract

4835 Ridge Drive NE
Salem, Oregon 97301
PfeiferRoofing.com



Phone: (503) 393-3185
Fax: (503) 393-3149
CCB# 119214
WA# PFEIFRI876D8

PROPOSAL SUBMITTED TO City of Keizer	PHONE 503-856-3588	DATE 10/1/2015
MAILING ADDRESS 930 Chemawa Rd NE	JOB NAME Public Works Building	
CITY, STATE, AND ZIP CODE Keizer, OR 97303	JOB ADDRESS 641 Chemawa Rd NE	
CONTACT Dave Ratliff - 503-932-0621	FAX 503-390-2081	CITY, STATE, AND ZIP CODE Keizer, OR 97303

DESCRIPTION OF WORK: Remove and dispose of existing strap gutters and downspouts on East side of building, perimeter sidewall metal panels, haul away and properly dispose of debris. At center drainage trough, trim existing metal roofing flush to edge of trough. Over existing metal roofing, mechanically attach tapered EPS flute fillers and 1/4" Securock cover board. Over field of roof, mechanically attach IB Roof Systems White IB Roof Systems PVC single-ply membrane roofing with half sheets to meet wind-uplift requirements. At center trough, fully adhere membrane in trough with and tuck at opposite side beneath newer metal roofing. At perimeter sidewall panels, install 1/2" CDX plywood decking. Install new custom oversized PVC drip edge metal, white. Where existing gutters were removed, install new pressure treated wood nailer and continuous oversized 6" K-Style gutter with 3x4" downspouts, white. Thoroughly clean all gutters and grounds upon completion.

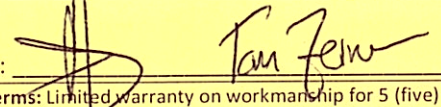
CLARIFICATIONS, EXCLUSIONS, DISCLAIMERS: Proposal does not include replacement of collection boxes or downspouts at center drainage trough. Proposal assumes ability to roof around plumbing, electrical, and HVAC connections in a typical manner and does not include any repairs or modifications to these items other than specified that may be required at additional charges. Proposal does not include any interior preparation or cleanup that may be required due to dust and debris that may be generated during reroofing. Project will require immediate adjacent access to building and partial closure of parking lot at various phases throughout project. Proposal does not include structural permit or engineering review if required by County building department officials. Additional labor or material required due to unforeseen conditions will result in additional charges at a rate of \$75 per man hour plus materials. Proposal price based on standard (non-prevailing) labor wages.

Price to perform work as described using:

IB Roof Systems 50mil White PVC single-ply membrane, 15 year material warranty = \$ 22,988
IB Roof Systems 60mil White PVC single-ply membrane, 20 year material warranty = \$ 24,358
IB Roof Systems 80mil White PVC single-ply membrane, 25 year material warranty = \$ 26,413

Note: Certificate of Insurance (COI) will be sent directly from our broker with coverages and verbiage as required by the City

Note 2: Initial box and verbiage at bottom of page regarding ORS forms are not applicable to Commercial projects

Pfeifer Roofing, Inc. Authorized Signature: 	Note: This proposal may be withdrawn by us if not accepted within <u>10</u> days. Material prices subject to change without notice.
Warranty and Payment Terms: Limited warranty on workmanship for 5 (five) years. Warranty valid only if work is paid in full. Payment is due upon completion. Pay balance due on final billing statement within seven days to avoid a \$50.00 late fee. In addition, a 1.5% per month finance charge will be added to all balances due over 30 days.	
Additional Charges: Due to the concealed nature of our trade, some additional unforeseen work may be required at additional charges; including but not limited to: removal of additional layers of roofing or insulation, dry rotted, damaged or otherwise unsuitable roof decking, fascia, soffits, siding, rafter tails, chimney counter flashing or other surfaces adjacent to roofing. Proposal assumes ability to roof around rooftop HVAC systems, ducting, electrical, and plumbing in a typical manner and does not include repairs or modifications to these items unless otherwise specified in this proposal. If required, this work will be billed at a rate of \$75 per man hour plus material cost. To not slow the progress of the job, this will be done as it occurs. Change Orders are not required for additional charges as specified above.	
Limitations on actions: The parties hereto agree that a lawsuit filed to enforce this contract or resolve any dispute related to this contract must be commenced within 5 (five) years from the date of the substantial completion or from the date Pfeifer Roofing, Inc. last performs work under this contract, whichever is earlier, or be forever barred. Notwithstanding the above, any claim alleging negligence must be commenced within 2 (two) years of discovery of the negligence, but not more than five (5) years from the date of substantial completion or from the date Pfeifer Roofing, Inc. last performed work under this contract, whichever is earlier, or be forever barred. This provision applies instead to any limitations otherwise provided by law.	
Disclaimer/Limitation of Liability: Pfeifer Roofing, Inc. and the material supplier have no control over the quality or the length of time the manufacturer claims the material will last. The manufacturer has sole liability for the product. Pfeifer Roofing, Inc. is not responsible for damage that occurs during re-roofing due to roof vibration. Realignment of satellite dishes may be required by others after reroofing. In addition to the foregoing, Pfeifer Roofing, Inc. cannot provide any insurance coverage, additional insured or otherwise, pertaining to mold, water intrusion, or Exterior Insulation Finish System (EIFS), Oriented Strand Board (LP Siding), Hardiplank, or other exterior building envelope systems. Pfeifer Roofing Inc. specifically disclaims any and all liability for product material defect or workmanship claims related to the foregoing systems.	
Ventilation/Vapor Conditions: Pfeifer Roofing, Inc. is not responsible for ensuring proper ventilation, insulation, or building vapor envelope. Performance of the building's vapor envelope and ventilation is the sole responsibility of the building owner. Special attention should be paid to this condition in low-slope roofing systems and any roof with a history of mold, condensation, and/or otherwise failed roof decking. A referral for a certified envelope specialist may be provided upon request.	
Acceptance: The above prices, specifications, and conditions are satisfactory and are hereby accepted. I have read the reverse side containing the Consumer Protection Notice (ORS 701.330(1)), received the Information Notice to Owners About Construction Liens (ORS 87.093), and received the _____ Initials Notice of Procedure (ORS 701.330 (2)). Payment will be made as outlined above.	

Approved Price: _____	Signature: _____	Date: _____
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MINUTES
KEIZER CITY COUNCIL
Tuesday, September 8, 2015
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Amy Ryan, Councilor
Brandon Smith, Councilor
Kim Freeman, Councilor
Roland Herrera, Councilor
Youth Councilor Siri Scales

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

Absent:

Dennis Koho, Council President

FLAG SALUTE

Landon VanDyke from Scout Troop 121 introduced Senior Patrol Leader Tyler Stoll and both led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

**a. Proclamation –
Constitution
Week**

Ruby Pantalone and Tish Baker, from the Anna Maria Pittman Chapter of the Daughters of the American Revolution, provided background information about the tradition of celebrating Constitution Week and reminded all that the Constitution is a living document that guarantees our freedom.

Mayor Clark read the proclamation and presented it to Ms. Pantalone.

**COMMITTEE
REPORTS**

**a. Volunteer
Coordinating
Committee
Recommendation
for Appointments
to Keizer Budget
Committee**

City Manager Chris Eppley, reported that following publication of notice of two vacancies on the Keizer Budget Committee and acceptance of testimony from applicants, the Volunteer Coordinating Committee unanimously recommended Nelson Sossamam and Jonathan Thompson to fill the vacancies.

Councilor Parsons moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Nelson Sossamam and Jonathan Thompson to position numbers 6 and 7 respectively on the Keizer Budget Committee each to serve a three-year term. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

COMMITTEE REPORTS

Lore Christopher, Keizer, Chair of the Keizer Public Arts Commission (KPAC) referred to the agenda item regarding Public Art and Murals noting that several edits to the policies were not included and should be. City Attorney Shannon Johnson explained that the Policies and Criteria is included in the Council packet for information purposes only and does not need to be adopted by Council. Ms. Christopher added that the 20% commission referred to in the staff report was intended by KPAC to be a commission on all public art including sculptures.

Ms. Christopher then urged Council to approve the special event permit relating to the second public mural, provided information about story poles, a future art project, and asked that the search engine on the City website be improved.

PUBLIC TESTIMONY

Dave Wallery, Keizer, displayed examples of holiday lights that have been refurbished by an organization in Lebanon noting that refurbishing was more economical than purchasing new ones and the new LED lights will use less electricity. Councilor Freeman added that a dedicated group hangs lights for the holiday season every year and that LED lights are on the Christmas tree as well. Mr. Eppley added that Mr. Wallery paid some of the refurbishing costs himself.

Roger Widner, Keizer, urged that Keizer support the development of rental properties, particularly duplexes, and suggested that with proper care, rental properties are desirable in any city. Community Development Director Nate Brown added that Mr. Widner's development would be the 'poster child' for a nice cottage cluster development.

Rhonda Rich, President of the West Keizer Neighborhood Association, voiced support for the proposed ordinance amending the Development Code, thanked the community and council for the Big Toy play structure, requested that the pathway from Tate Avenue to Keizer Rapids Park be made more accessible, announced the upcoming WKNA meeting, Chemawa Road cleanup and the Audubon birding field trip, and commended the City's new website.

PUBLIC HEARINGS a. ORDINANCE – To Vacate a Portion of

City Attorney Shannon Johnson provided background information regarding street vacations, the statutory process and the property in question.

Mayor Clark opened the Public Hearing.

Michael Poissant, AKS Engineering (applicant), explained that the request is being made so that his business can put up a sign that conforms with

**Manbrin Drive
NE, Keizer,
Oregon (MMAK,
LLC)**

City Code. Neighbors have consented, it will not adversely affect traffic at the intersection and maintenance and irrigation will continue to be provided by the applicant.

With no further testimony, Mayor Clark closed the public hearing.

Councilor Parsons moved that Keizer City Council approve an Ordinance to Vacate a Portion of Manbrin Drive NE, Keizer, Oregon (MMAK, LLC). Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

**ADMINISTRATIVE
ACTION**

**a. ORDINANCE –
Amending
Ordinance
Adopting the
Keizer Medical
Marijuana
Facility Permit
Process;
Declaring an
Emergency;
Amendment of
Ordinance No.
2014-702**

Mr. Johnson reminded Council that they had directed staff to bring back this ordinance and that they had indicated that they did not want to try to ban early sales of medical marijuana. This ordinance corresponds to those wishes, is consistent with state law, and adopts the medical marijuana facility permit process.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Amending Ordinance Adopting the Keizer Medical Marijuana Facility Permit Process; Declaring an Emergency; Amendment of Ordinance No. 2014-702. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

**ORDINANCE –
Amending
Ordinance
Establishing a
Tax on the Sale
of Marijuana,
Medical
Marijuana, and
Marijuana-
Infused
Products in the
City of Keizer;
Declaring an**

Mr. Johnson explained that Keizer had adopted a 0% tax on medical marijuana and a 10% tax on recreational marijuana. Now there is a third category with early sales of recreational marijuana. He therefore drafted this ordinance which adds an additional section to the tax to indicate that there would be a 0% tax on the gross sale amount paid to the seller of marijuana by an individual purchasing marijuana pursuant to Senate Bill 460. With this Keizer stays consistent with the State for early sales and does not attempt to have a local tax on early sales but it keeps open the issue of local sales tax for the regular facilities.

Council discussed medical vs. recreational facilities and jurisdictions.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Amending Ordinance Establishing a Tax on the Sale of Marijuana, Medical Marijuana, and Marijuana-Infused Products in the City of Keizer; Declaring an Emergency; Amendment of Ordinance No. 2014-706. Councilor Smith seconded. Motion passed as follows:

**Emergency;
Amendment of
Ordinance No.
2014-706**

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

**b. ORDINANCE –
Providing for
Keizer Public
Art and Public
Murals; Repeal
of Ordinance
No. 2014-710**

Mr. Johnson noted that the Policies in the packet were for information only and reviewed changes in the ordinance and details of the resolution. He suggested that in the Resolution 'donation' and 'at the Keizer Community Center' be deleted and 'wherever located' be added.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Providing for Keizer Public Art and Public Murals; Repeal of Ordinance No. 2014-710. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

**RESOLUTION –
Adopting
Public Art and
Public Murals
Policies**

Councilor Parsons moved that the Keizer City Council adopt a Resolution Adopting Public Art and Public Murals Policies as amended. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

**c. ORDINANCE -
Amending
Keizer
Development
Code
Regarding
Sections 1.200,
2.102, 2.103,
2.104, 2.107,
2.118, 2.129,
2.302, 2.303,
2.310, 2.311,
2.314, 2.315,
2.316, and
3.106;
Amending**

Mr. Johnson reminded Council that they had directed staff to prepare this ordinance approving the Keizer Development Code text changes relating to infill.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 1.200 (Definitions), Section 2.102 (Single Family Residential), Section 2.103 (Limited Density Residential), Section 2.104 (Medium Density Residential), Section 2.107 (Mixed Use), Section 2.118 (Urban Transition), Section 2.129 (Chemawa Interchange Overlay Zone), Section 2.302 (Street Standards), Section 2.303 (Off-Street Parking And Loading), Section 2.310 (Development Standards For Land Divisions), Section 2.311 (Planned Unit Development Design Standards), Section 2.314 (Standards For Single Family Dwellings), Section 2.315 (Development Standards), Section 2.316 (Infill Development Standards), And Section 3.106 (Lot Line Adjustment); Amending Ordinance No. 98-389. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)

Ordinance No. 98-389 NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

**d. ORDINANCE –
Relating to
Abandoned
Shopping Carts**

Mr. Johnson explained the requirements for this ordinance: store must have a sign on the carts and in the store with a toll free number saying 'taking these carts is illegal' and if someone sees one of these and reports it, they will pick it up within 72 hours. If the store does not do that, the City will pick it up and the store will have to pay a \$50 administrative fee.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Relating to Abandoned Shopping Carts. Councilor Freeman seconded.

Councilors discussed whether this would be a deterrent, how it would affect local businesses, the need for a toll-free number, and the expense to businesses. Councilor Smith proposed several amendments which were not accepted by Councilor Parsons.

Following additional discussion, Councilor Parsons withdrew her motion and Councilor Freeman agreed.

Mr. Brown explained that some retailers are not interested in collecting their carts; they have been destroyed because the store would not collect them.

**e. Multiple
Resolutions**

RESOLUTION – Amending Administrative Services Fees; Amending R2014-2453

RESOLUTION – Amending the Application Fee for Apportionment of Local Improvement Assessments; Amending R2012-2253

RESOLUTION – Amending Demolition Permit Fees; Amending R2010-2085

RESOLUTION – Amending Keizer Park Use Fees; Amending R2012-2229.1

RESOLUTION – Amending Plan Check and Construction Permit Fees; Amending R2006-1697

RESOLUTION – Amending the Application Fee for Public Improvement Reimbursement Districts; Amending R2015-2577

RESOLUTION – Amending the Transportation System Development Charge Improvement Fee Structure; Amending R2014-2484

RESOLUTION – Amending Water Service Connection Fees and Related Service Fees; Amending R2006-1724

Mr. Johnson noted that these resolutions are 'housekeeping' measures; several fees have an inflationary index with provisions for rounding. The finance department is requesting that the 'rounding' provision be added to those fees that do not already have it.

Councilor Parsons moved that Keizer City Council adopt the resolutions as set forth in the staff report. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

- f. RESOLUTION – Authorizing Temporary Use and Signage for Public Mural at Town and Country Lanes** Mr. Johnson explained that the second mural is being planned. Because this is a community project and the Keizer Public Arts Commission wishes to invite community participation, they have asked permission to print an announcement on the mural wall prior to the actual execution of the project. The resolution authorizes the signage.
- Councilor Parsons moved that Keizer City Council adopt a Resolution Authorizing Temporary Use and Signage for Public Mural at Town and Country Lanes. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

**CONSENT
CALENDAR**

- a. Approval of August 3, 2015 Regular Session Minutes
- b. Approval of August 10 Work Session Minutes
- c. Approval of August 17, 2015 Regular Session Minutes

Councilor Parsons moved for approval of the August 3 Regular Session Minutes. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

Councilor Parsons moved for approval of the August 10 Regular Session Minutes with the correction to change her name from Quinn to Parsons. Councilor Smith seconded. Motion passed as follows:

AYES: Clark, Parsons, Freeman, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Koho (1)

Councilor Smith moved for approval of the August 17 Regular Session Minutes. Councilor Freeman seconded. Motion passed as follows:

AYES: Clark, Freeman, Smith, Ryan and Herrera (5)
NAYS: None (0)
ABSTENTIONS: Parsons (1)
ABSENT: Koho (1)

COUNCIL LIAISON REPORTS

Mayor Clark introduced the new Youth Councilor, Siri Scales. Ms. Scales explained that she is a junior at McNary and involved in leadership.

Councilor Freeman provided information regarding volunteer opportunities and the Volunteer Coordinating Committee, announced the upcoming West Keizer Neighborhood Association meeting and clean-up event, and the Claggett Creek Watershed Council meeting, thanked everyone who participated in the Big Toy dedication, commended city-wide paving projects and praised Dave Walery for the Christmas decorations and his financial contribution to the City.

Councilor Smith thanked Representative Bill Post for attending the Big Toy dedication, and announced the 9-11 Memorial event at the Fire District and the delayed Planning Commission meeting.

Councilor Ryan announced various events she had attended, requested donations of school supplies for the Salem Keizer Education Foundation, provided information about the Arts Commission mural, announced the upcoming Holiday Event meeting and congratulated the Volcanoes for making the playoffs.

Councilor Parsons thanked all the speakers at the Big Toy dedication and reported that the task force will be applying for grants to improve various aspects of the park.

Councilor Herrera reported that Betty Hart had received an award from United Way for the emergency food and shelter program, praised the Volcanoes, and congratulated McNary, the Ducks and the Beavers. He added that National Hispanic Heritage month begins September 15 and reviewed planned events.

Mayor Clark provided detailed information about a 'community conversation' which she had attended and encouraged folks to get involved. She also encouraged everyone to attend the 9-11 Memorial and announced upcoming meetings.

OTHER BUSINESS

Chief Teague announced that 9-11 is officially named "Patriot Day".

Public Works Director Bill Lawyer reported that the resurfacing project was nearing an end.

Community Development Director Nate Brown announced that he had been appointed to the Marion County Economic Development Advisory Board.

WRITTEN COMMUNICATIONS

Mayor Clark announced a free event hosted by Straub Environmental Center at Riverfront Park and summarized a letter received from Comcast highlighting various community partnerships that Comcast is involved in and changes in service.

AGENDA INPUT

September 14, 2015

5:45 p.m. – City Council Work Session

- Annual Keizer Parks Tour

September 21, 2015

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

October 5, 2015

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

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:02 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

~ Absent ~

Councilor #1 – Dennis Koho

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Brandon Smith

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL/PARKS ADVISORY BOARD
WORK SESSION
Monday, September 14, 2015
Keizer Rapids Park
Keizer, Oregon

CALL TO ORDER

The Work Session was called to order at 5:45 at Keizer Rapids Park. The following were present:

Councilors:

Cathy Clark, Mayor
Roland Herrera, Councilor
Dennis Koho, Councilor
Amy Ryan, Councilor
Brandon Smith, Councilor
Marlene Parsons, Councilor

Parks Advisory Board:

Richard Walsh
Clint Holland
Dylan Juran
Bill Criteser
Tanya Hamilton
Donna Bradley
David Loudon
Scott Klug
J.T. Hager

Absent:

Kim Freeman, Councilor

Staff:

Robert Johnson, Parks
Tracy Davis, City Recorder
Bill Lawyer, Public Works
Director

**KEIZER RAPIDS
PARK**

Participants met at Keizer Rapids Park and discussed possible uses/improvements for the Charge house and surrounding area and how they could be accomplished through the Parks Matching Grant program. Regarding the hazelnut orchard Mr. Lawyer explained that an agreement is in place for harvesting the orchard this year but it ends in November. A request for proposals will be published to solicit anyone interested in farming the orchard or converting it to other farmable ground.

Rhonda Rich, President of the West Keizer Neighborhood Association, introduced Carolyn Holman who invited everyone to a 'Bird Watch' with the Audubon Society at Keizer Rapids Park. Ms. Rich asked that the pathway from Tate Avenue be paved to make it ADA accessible. Mr. Lawyer pointed out that it is a temporary pathway and it is not clear that it will be in existence in the future.

**MEADOWS,
NORTHVIEW &
BOB NEWTON
PARKS**

Participants viewed Meadows, Northview and Bob Newton parks with board members and staff pointing out various needs in each park and the resultant need for additional funding.

ADJOURNMENT

Meeting concluded at Keizer Rapids Park at 7:30 p.m.

APPROVED:

Mayor – Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Roland Herrera

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Brandon Smith

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL
Monday, September 21, 2015
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:

Cathy Clark, Mayor
Dennis Koho, Council President
Marlene Parsons, Councilor
Amy Ryan, Councilor
Brandon Smith, Councilor
Roland Herrera, Councilor
Youth Councilor Siri Scales

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development Director
Bill Lawyer, Public Works Director
Tim Wood, Assistant Controller
Machell DePina, Human Resources
Tracy Davis, City Recorder

Absent:

Kim Freeman, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

None

**COMMITTEE
REPORTS**

Hersch Sangster, Keizer, reported that the Planning Commission had approved text amendments prohibiting the display of commercial merchandise on sidewalks or public right of way and adding language to match state laws on early sales of marijuana. Mr. Sangster also reported on various events in which the Traffic Safety/Bikeways/ Pedestrian Committee has participated and noted that two members will be attending the ODOT Traffic Safety Conference in October.

**PUBLIC
TESTIMONY**

None

**PUBLIC
HEARINGS**

**a. Comprehensive
Plan/Zone
Change/Lot**

City Attorney Shannon Johnson reminded Council that a quasi-judicial hearing is based on the criteria and Council sits as judge basing their decision on whether or not the applicant meets the criteria. He noted that this is a subdivision case (appeal) and because the criteria are lengthy he proposed waiving the reading of them. Council did not object.

**Line
Adjustment/
Subdivision -
Appeal of
Hearing Officer
Decision –
Property at
5447 and 5457
Burbank Street
N, Keizer,
Oregon**

Mr. Johnson then read the required statutory notice.

Councilor Parsons announced a potential conflict of interest because she owns a home on Trent Avenue.

Community Development Director Nate Brown reviewed documents that were made available to Council and explained that the Hearings Officer found that the application failed to meet the standards of the City under the alignment of the connection to Trent Avenue. Staff therefore met with a consultant and the City Engineer to identify how the intersection could be made safe and meet City standards. Two alternatives were developed; staff recommends Alternate B.

City Engineer Bill Peterson provided an explanation and clarification on the adjustments made in the intersection.

Discussion then took place regarding parking restrictions, anticipated increased enrollment at McNary caused by this subdivision, details of both alternatives, and placement of stop signs.

Mayor Clark opened the Public Hearing.

Doug Harnar, Salem, asked Council to approve the appeal.

Marilee Teller, Keizer, voiced concern regarding the south border of the proposed subdivision and asked who would be responsible for paying for the proposed barricade and gate at her property line. Mr. Brown replied that it would be the responsibility of the developer as part of the construction. He noted however, that a typical barricade would only restrict vehicular traffic not pedestrian traffic but Council could strengthen the language to include a 'non-climbable' fence.

Mark Farrow, Trademark Enterprises, Salem, applicant, announced that he agreed with the staff report and findings and was available to answer questions.

With no further testimony Mayor Clark closed the Public Hearing.

Councilor Smith requested that the hearing be reopened so that he could ask Mark Grenz a question.

Mayor Clark re-opened the Public Hearing.

Mark Grenz, Multitech Engineering, Salem, responded to Councilor Smith's question if the addition of a stop sign at the Trent/Burbank intersection caused him concern, stating that the stop sign was in the original proposal and the clients do not object to one or three stop signs.

With no further testimony Mayor Clark closed the Public Hearing.

Councilor Koho moved to direct staff to prepare an Order approving the development and reversing the findings of the Hearings Officer according to Alternate B with the addition of two stop signs on Trent and the 'non-

climbable' fence at the intersection of Fragrant Street and the city limits.
Councilor Parsons seconded. Motion passed as follows:

AYES: Clark, Koho, Parsons, Smith, Ryan and Herrera (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman (1)

**b. Application of
KS REIM, LLC
for
Reimbursement
District
Formation**

Public Works Director Bill Lawyer explained that REIM, LLC (the company established by the developers of the senior living and apartment projects) has asked that a reimbursement district be formed for public improvements being installed in Keizer Station Area C. Staff supports the request. Mr. Lawyer reviewed various aspects of the reimbursement agreement in detail.

Mr. Lawyer and Mr. Johnson provided clarification regarding inclusion of franchise utilities in a Reimbursement District, right-of-way costs and Council discretion.

Mayor Clark opened the Public Hearing.

Dana Krawczuk, Attorney for the Applicant, distributed a map of the area and reviewed the purpose of a reimbursement district noting that the applicant agrees with the fee and the interest rate but would like to discuss sharing the utility costs, inclusion of the right of way costs and the geographic allocation of those costs. She provided arguments in favor of including the utility and right-of way costs and asked that the percentage paid for the McLeod extension be lowered to reflect all costs combined and then split.

John Eld, Bonaventure, echoed the testimony of Ms. Krawczuk noting that if costs of relocating the utilities are not included in this reimbursement district they will be coming back to form another one because the costs are significant. He provided additional clarification regarding the request for right-of-way costs and the geographical costs.

Mark Grenz, Multi-Tech Engineering, provided clarification on the technical aspect of utility relocation and PGE requirements.

Discussion took place regarding relocation of utilities, interpretation of the City's ordinance, the defensibility of the reimbursement district and the 'fair market value' vs. 'undeveloped value' of the property.

With no further testimony Mayor Clark closed the Public Hearing.

Councilor Koho moved that Keizer City Council find that the costs of undergrounding utilities is a part of street improvements and eligible for a reimbursement district. Councilor Smith seconded.

Councilor Smith questioned Councilor Koho's intent to go out of order on the issues rather than taking the first one in the staff report which was to

establish the district. Councilor Koho responded that he felt the next step was to amend the ordinance. Councilor Smith responded that he did not want Council to lose the discretion that is built into the current ordinance. Councilor Koho indicated that his intent was to eliminate the need for lengthy discussion and set policy. Mayor Clark noted that that was not her understanding of the motion. Mr. Johnson urged that Council wait for a separate motion to amend the ordinance.

Councilor Smith stated that he understood the motion to mean 'in this matter' and therefore withdrew his second.

Motion died for lack of second.

Councilor Koho moved to direct staff to prepare a resolution creating the reimbursement district in accordance with staff recommendations.
Councilor Smith seconded.

Councilor Smith offered a friendly amendment that franchise utilities (power and phone) do constitute street improvements in this case.
Councilor Koho accepted the amendment.

Mr. Johnson added that Street Lighting District costs would not be included in this.

Councilor Parsons offered a friendly amendment that all of the right-of-way costs be limited to the developer's actual cost and that they be spread to the areas labeled C-1 and Future Commercial using the same percentage as used for the street improvements mentioned earlier.
Councilors Koho and Smith accepted the amendment.

Councilor Smith clarified that the 12.08% would be used (Number 3 of staff report) rather than the 24.45% for the transportation costs of the McLeod extension, and number 5 of the staff report (\$750 administrative charge and reimbursement adjustment rate of 3%) is included.

Motion passed as follows:

AYES: Clark, Koho, Parsons, Smith, Ryan and Herrera (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman (1)

**c. ORDINANCE –
Amending
Keizer
Development
Code Section
1.200
(Definitions);**

City Attorney Shannon Johnson reported that Planning Commission held a hearing on this and voted unanimously to recommend it to Council. The ordinance is to ensure that the City's ordinance is consistent with the State as Council has directed and simply allows early sales of medical marijuana from October 1, 2015 to December 31, 2016.

Mayor Clark opened the Public Hearing. Hearing no testimony, Mayor Clark closed the Public Hearing.

Councilor Koho moved that the Keizer City Council adopt an Ordinance

**Amending
Ordinance No.
98-389;
Declaring an
Emergency**

Amending Keizer Development Code Section 1.200 (Definitions);
Amending Ordinance No. 98-389; Declaring an Emergency. Councilor
Parsons seconded. Motion passed as follows:

AYES: Clark, Koho, Parsons, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Freeman (1)

**ADMINISTRATIVE
ACTION
a. RESOLUTION
– Authorizing
the City
Manager and
Public Works
Director to
Sign 2015-2018
Collective
Bargaining
Agreement
with Laborers
International
Union of North
America, Local
320**

Human Resources Director Machell DePina reported that a new Collective Bargaining Agreement has been agreed upon with the Laborers International Union of North America Local 320, which is within the parameters of the FY15-16 Budget. Staff recommends approval of the Resolution authorizing the City Manager to sign said agreement.

Councilor Koho moved that the Keizer City Council adopt a Resolution
Authorizing the City Manager and Public Works Director to Sign 2015-
2018 Collective Bargaining Agreement with Laborers International Union
of North America, Local 320. Councilor Parsons seconded. Motion passed
as follows:

AYES: Clark, Koho, Parsons, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Freeman (1)

**CONSENT
CALENDAR**

a. RESOLUTION – Authorizing the City Manager to Enter Into Lease Agreement with Ricoh USA Inc. for Utility Billing and Primary City Copier

Councilor Koho moved to approve the Consent Calendar. Councilor
Parsons seconded. Motion passed as follows:

AYES: Clark, Koho, Parsons, Smith, Ryan and Herrera (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Freeman (1)

**COUNCIL
LIAISON
REPORTS**

Councilor Herrera reviewed meetings and events he had attended, thanked Parks staff for doing a great job with minimal staffing, announced that he is working on the Latino Action Committee and that a historian from Woodburn would be doing a presentation at the Civic Center called "Hispanic Invasion in Oregon" on October 1.

Councilor Parsons reported that Amy McLeod has resigned from the Volunteer Coordinating Committee so she appointed Sara Head. She urged citizens attend Parks Board meetings to advocate for their parks.

Councilor Koho announced that he met with the County Commissioners.

Councilor Ryan urged everyone to check the Chamber calendar for upcoming events and to attend the Keizer Network of Women fundraising event. She announced the recent installations of sculptures on River Road and the historical quilt hung in the Community Center.

Councilor Smith praised the 9/11 ceremony at the Keizer Fire District and announced that he would be attending the League of Oregon Cities conference.

Youth Councilor Siri Scales announced McNary Homecoming on October 17 noting that court nominations are this week and she is running those as the elections official. The first outdoor pep assembly in McNary's history was held and was successful. And she was part of a group that did a water balloon tournament.

Mayor Clark reviewed meetings/events she had attended and announced that she would be attending the League of Oregon Cities conference where she will accept a Safety Award from CIS. She congratulated staff for winning the award.

OTHER BUSINESS

Public Works Director Bill Lawyer reported that he made some contacts and is pleased to report that he has an on-site meeting scheduled for October 20 with representatives to look over the proposed "Quiet Zone" and determine what steps or "supplemental safety measures" need to be implemented to make it qualify. The preliminary indication is that because of the newness of the crossing it is likely that the only thing needed will be signs.

Community Development Director Nate Brown reported that 21 single-family residence permits were applied for in August which is the biggest August number ever. The economy is improving.

City Recorder Tracy Davis reviewed openings on city committees.

WRITTEN COMMUNICATIONS None

AGENDA INPUT

October 5, 2015

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

October 12, 2015

5:45 p.m. – City Council Work Session

- Salem-Keizer Transit District

October 21, 2015

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

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:18 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Dennis Koho

Councilor #4 – Roland Herrera

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Brandon Smith

Minutes approved:_____