

**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**

**Monday, October 5, 1998**

**7:00 p.m.**

**Robert L. Simon Council Chambers  
Keizer City Hall, Keizer, Oregon 97303**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC TESTIMONY**

**This time is provided for citizens to address the Council on matters not scheduled for public hearing or listed on the agenda.**

**4. COMMITTEE REPORTS**

**a. Swearing in of Keizer Police Officer**

- Eric Jefferson
- William Garlington
- Trevor Wenning
- Chris Brodniak

**b. Council Liaison Reports**

**5. OTHER BUSINESS**

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

**a. New Business**

- Keizer City Hall Facility Update

**b. Old Business**

**6. PUBLIC HEARINGS**

7. ADMINISTRATIVE ACTION

8. CONSENT CALENDAR

- a. RESOLUTION – Adopting Keizer Rural Fire Protection District Uniform Fire Codes and Uniform Fire Code Standards
- b. RESOLUTION – Initiating Donnan Place Street Lighting District
- c. Approval of September 8, 1998 Regular Session Minutes

9. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications and petitions.

10. AGENDA INPUT

October 12, 1998

5:30 p.m. City Council Work Session

October 19, 1998

7:00 p.m. City Council Meeting

- Sanitary Sewer System Development Charge Amendment Deliberation
- Appeal Hearings Officer Decision – Conditional Use No. 98-02 (Lent)
- Wittenberg Lane Street Lighting District

November 2, 1998

7:00 p.m. City Council Meeting

11. ADJOURN

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



October 5, 1998

# **AGENDA ITEM 4a**

**SWEARING IN NEW POLICE OFFICERS**

CITY COUNCIL MEETING OF OCTOBER 5, 1998

AGENDA ITEM NO. \_\_\_\_\_

TO: MAYOR AND CITY COUNCIL  
FROM: H.  ADAMS, CHIEF OF POLICE  
SUBJECT: SWEARING IN OF NEW POLICE OFFICERS

The following police officers have been newly hired by the Keizer Police Department and will be sworn in at tonight's City Council meeting.

ERIC L. JEFFERSON                      Hired September 28, 1998; previously worked as an officer for the Newport Police Department for almost 4 years; raised in Salem and graduated from South Salem High School; served 8 years in US Marine Corps; is married to Katie and has 2 small daughters, Hannah and Emma.

WILLIAM C. GARLINGTON              Hired October 5, 1998; has been a reserve officer for our Department since January of 1998; served in the US Army and National Guard; is currently a student at Western Oregon University majoring in law enforcement.

TREVOR A. WENNING                      Hired October 5, 1998; has been a reserve officer since January of 1998; served in the US Army and Guard for 8 years; is a local Keizer resident and married to Michelle and has an almost-4 year old son, Aaron.

CHRIS A. BRODNIAK                      Hired October 5, 1998; has been a reserve officer since January of 1998; received associates degree in law enforcement from Chemeketa Community College; lives in Keizer with his wife, Carmen, and 2-year-old daughter, Monica.



October 5, 1998

# **AGENDA ITEM 5a**

**NEW BUSINESS**

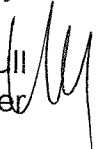


# CITY OF KEIZER

## MEMORANDUM

**DATE:** 1 October 1998

**TO:** Mayor & City Council

**FROM:** Wally G. Mull  
City Manager 

**SUBJECT:** City Hall Facility Update

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Hopefully you have noticed the recent painting of City Hall. Joe Egli Painting Co., a Keizer contractor, has recently completed a very much needed cosmetic improvement to City Hall. It looks great and we have had many compliments already.

We are currently obtaining bids to expand the lobby of the Police Department. We will be moving the lobby out to line up with the other exterior walls on the North side of the building. Also we will be installing new counters with plexi-glass, to assure safety in the lobby.

A bid has been accepted to upgrade the electrical service and the Electrical Room in the Administrative Building.

The move of the Planning Department is scheduled to take place around the 1<sup>st</sup> of November 1998.

Our staff is currently requesting bids for a fire/smoke alarm system and a new sound system (with lots of microphones) for the council chambers.

Total estimated costs of these projects is \$42,000.



October 5, 1998

# **AGENDA ITEM 8a**

**RESOLUTION – ADOPTING KEIZER RURAL FIRE  
PROTECTION DISTRICT UNIFORM FIRE CODES AND  
STANDARDS**

CITY COUNCIL MEETING: October 5, 1998

AGENDA ITEM NUMBER: \_\_\_\_\_

TO: MAYOR KOHO AND CITY COUNCIL MEMBERS

FROM: WALLY G. MULL  
CITY MANAGER

SUBJECT: RESOLUTION - ADOPTING UNIFORM FIRE CODES AND  
UNIFORM FIRE CODE STANDARDS

**ISSUE:**

On September 15, 1998 the Keizer Rural Fire Protection District adopted Ordinance 98-1 – *Adopting the Uniform Fire Code and Uniform Fire Code Standards Prescribing Regulations Governing Conditions Hazardous to Life and Property from Fire or Explosion, Providing for the Issuance of Permits for Certain Hazardous Uses or Operations, and Establishing a Fire Prevention Division and Providing Officers Therefore and Defining their Powers and Duties* and Ordinance 98-2 – *Requiring Permits for Retail and/or Wholesale Sales Locations for Sale of Fireworks in Keizer Rural Fire Protection District.*

ORS 478.924 provides states the provisions of a fire prevention code shall not apply within the City unless the governing body approves the fire codes by Resolution.

**RECOMMENDATION:**

It is recommended the Council approve the attached Resolution Adopting the Uniform Fire Code and Uniform Fire Code Standards as adopted by the Keizer Rural Fire Protection District.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R98-\_\_\_\_\_

3 ADOPTING THE UNIFORM FIRE CODE AND UNIFORM FIRE CODE STANDARDS;  
4 AUTHORIZING PERMITS FOR SALE OF FIREWORKS  
5 IN THE CITY OF KEIZER, STATE OF OREGON  
6 (REPEALING R96-915)  
7

8 WHEREAS, the Keizer Rural Fire Protection District adopted Ordinance 98-1  
9 and 98-2 on September 15, 1998;

10 WHEREAS, ORS 478.924 provides that the District's Fire Prevention Code shall  
11 not apply within the City of Keizer unless approved by Resolution of the Keizer City  
12 Council;

13 WHEREAS, the City Council has reviewed the code and finds it to be in the  
14 public interest to approve it; NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that the City of  
16 Keizer, Oregon hereby adopts the Uniform Fire Code, as set forth in Keizer Rural Fire  
17 Protection District Ordinance No. 98-1, a copy of which is attached as Exhibit A  
18 and by this reference incorporated herein.

19 BE IT FURTHER RESOLVED by the City Council of the City of Keizer, that the  
20 City of Keizer hereby authorizes a requirement for permits for retail and/or  
21 wholesale sales locations for sale of fireworks in the City of Keizer, as set forth in  
22 Keizer Rural Fire Protection District Ordinance No. 98-2, a copy of which is  
23 attached as Exhibit B and by this reference incorporated herein.

24 //////////////

**BE IT FURTHER RESOLVED** that City of Keizer Resolution R96-915 (Adopting the Uniform Fire Code and Uniform Fire Code Standards; Authorizing Permits for Sale of Fireworks in Keizer) is hereby repealed in its entirety.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 1998

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

**Mayor**

**City Recorder**

**ORDINANCE 98-1**

**AN ORDINANCE ADOPTING THE UNIFORM FIRE CODE AND UNIFORM FIRE CODE STANDARDS PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION, PROVIDING FOR THE ISSUANCE OF PERMITS FOR CERTAIN HAZARDOUS USES OR OPERATIONS, AND ESTABLISHING A FIRE PREVENTION DIVISION AND PROVIDING OFFICERS THEREFOR AND DEFINING THEIR POWERS AND DUTIES.**

BE IT ORDAINED by the Board of Directors of Keizer Rural Fire Protection District, a district duly authorized under and pursuant to the provisions of Chapter 478, Oregon Revised Statutes, located in Marion County, Oregon as follows:

**Section 1. ADOPTION OF UNIFORM FIRE CODE.**

There is hereby adopted by the Board of Directors of Keizer Rural Fire Protection District for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain codes and standards known as the Oregon Uniform Fire Code, as adopted by the Oregon State Fire Marshal, and the Uniform Fire Code Standards published by the International Fire Code Institute and the International Conference of Building Officials, being particularly the 1997 editions thereof and the whole thereof, one (1) copy of which Code and Standards shall be filed in office of the State Fire Marshal of the State of Oregon, one (1) copy of which shall be posted at the Fire District Office, 661 Chemawa Road NE, Keizer, Oregon 97303, and the same are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provisions thereof shall be controlling within the limits of Keizer Rural Fire Protection District.

**Section 2. ESTABLISHMENT AND DUTIES OF FIRE PREVENTION DIVISION**

- (a) The Uniform Fire Code shall be enforced by the Fire Marshal of Keizer Rural Fire Protection District which is hereby established and which shall be operated under the supervision of the Fire Marshal.
- (b) The Fire Marshal in charge of the Fire Prevention Division shall be appointed by the Chief of the Keizer Fire District on the basis of examination to determine his qualifications.
- (c) The Chief of the Fire District may detail such members of the Fire District as inspectors as shall from time to time be necessary. The Chief of the Fire District shall recommend to the Board of Directors of Keizer Rural Fire District the employment of technical inspectors, who, when such authorization is made, shall be selected through an examination to determine their fitness for the position.

**Section 3. DEFINITIONS**

- (a) Wherever the word "jurisdiction" is used in the Uniform Fire Code, it shall be held to mean the area included within the boundaries of Keizer Rural Fire Protection District.

#### Section 4. **APPEALS**

Whenever the Chief disapproves an application or refuses to grant a permit where applied for, or when it is claimed that provisions of the code do not apply, or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief to the **Board of Appeals as established pursuant to Section 103.1.4.1 of Uniform Fire Code.**

#### Section 5. **PENALTIES**

- (a) Any person who shall violate any of the provisions of this Code or Standard hereby adopted or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Board of Directors of Keizer Rural Fire Protection District or by a court of competent jurisdiction, within the fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$10.00 nor more than \$100.00 for each day's neglect as provided by ORS 478.990. The Imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offence.
- (b) The applications of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

#### Section 6. **REPEAL OF CONFLICTING ORDINANCES.**

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or of the Code of Standards hereby adopted are hereby repealed (i.e. UFC Ordinance 1996.01).

#### Section 7. **VALIDITY**

The Board of Directors of Keizer Rural Fire Protection District hereby declare that should this section, paragraph, sentence or word of this ordinance or of the Code or Standards hereby adopted be declared for any reason to be invalid, it is the intent of that board that it would have passed all other portions of this ordinance independent of the elimination herefrom of any such portions as may be declared invalid.

## Section 8. **APPENDICES**

Following is a list of appendices, which shall apply to this ordinance.

- (a) Appendix A-1 Fire Apparatus access Roads on Private Property. "Not more than two single family dwellings".
- (b) Appendix A-2 Fire Apparatus Access Roads on Private Property. "Not more than one multi-family dwelling, serving more than two single family dwellings or serving commercial buildings".
- (c) Appendix A-3 Address Standards for Residential & Commercial Use.
- (d) Appendix A-4 Wholesale fireworks. Is amended to read as follows: Permits from Keizer Rural Fire Protection District are required to sell to the general public for their use under 480.127. As required in Ordinance 98-2.
- (e) Appendix A-5 Retail sale and public display fireworks. Is amended to read as follows: Permits from Keizer Rural Fire Protection District are required to sell, discharge, fire off, explode or display fireworks for public display, or sell items described in ORS 480.127 (4) under ORS 480.130. As required in Ordinance 98-2.

## Section 9. **DATE OF EFFECT**

This ordinance shall take effect and be in force from and after approval by the Board of Directors of the Keizer Rural Fire Protection District and after approval by the County Commissioners of Marion County, City of Keizer City Council, or thirty days whichever is later.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1998, by the Board of Directors of the Keizer Rural Fire Protection District after being first duly read the \_\_\_\_\_ day of \_\_\_\_\_, 1998, with a second reading on the \_\_\_\_\_ day of \_\_\_\_\_, 1998.

The effective date for this ordinance is thirty (30) days after the passage.

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President  
Board of Directors

ORDINANCE 98-2

**AN ORDINANCE REQUIRING PERMITS FOR RETAIL AND / OR WHOLESALE SALES  
LOCATIONS FOR SALE OF FIREWORKS IN KEIZER RURAL FIRE PROTECTION  
DISTRICT.**

IT IS HEREBY ORDAINED AS FOLLOWS:

- 1) No person, company, or corporation shall operate a retail or wholesale fireworks sales location within the Keizer Rural Fire Protection District without first obtaining a permit from the fire district.
- 2) No permit for a fireworks sales location may be issued by Keizer Rural Fire Protection until after the filing by the location operator of the district's application form and payment of the required permit fee.
- 3) No Person, company, or corporation may obtain a permit for fireworks sales within the boundaries of Keizer Rural Fire Protection District without obtaining and providing proof of a bond or certificate of insurance in an amount of not less than \$500.00. Such bond or insurance shall be conditioned for the payment of all damages which may be caused either a person or property by reason of the operation of the sales location or arising from any acts of the person, persons, agents, or subcontractors of the person or corporation obtaining the permit.
- 4) PENALTY. Violation of this ordinance shall be considered an infraction and is punishable, upon conviction, by a fine of not more than \$250.00 for each occurrence. Each day shall be construed as a separate violation.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1998, by the Board of Directors  
of the Keizer Rural Fire Protection District after being first duly read the \_\_\_\_\_ day of  
\_\_\_\_\_, 1998, with a second reading on the \_\_\_\_\_ day of  
\_\_\_\_\_, 1998.

\_\_\_\_\_  
President  
Board of Directors

*KEIZER RURAL FIRE PROTECTION DISTRICT*

*RESOLUTION #1*

*REINSPECTION FEES*

**WHEREAS**, Keizer Rural Fire Protection District is a district duly organized under and pursuant to the provisions of Chapter 478, Oregon Revised Statutes, located in the City of Keizer, Marion County, Oregon;

**WHEREAS**, the Keizer Rural Fire Protection District has adopted a local fire prevention code, Ordinance 1998-1 dated \_\_\_\_\_;

**WHEREAS**, Appendix VI-C Model Citation Program, of Ordinance 1998-1 provides that reinspection fees shall be set from time to time by resolution; and

**WHEREAS**, the fire district has determined that the following fees do not exceed the actual costs of conducting such reinspections;

**NOW, THEREFORE IT IS HEREBY RESOLVED:**

1. The fee for a second reinspection and any subsequent reinspections shall be Thirty Dollars (\$30) for each hour or a fraction thereof spent by the fire district personnel at the premises performing additional inspections related to the same violation for which notice has previously been given to the person in possession of the property. The minimum fee for a third or any subsequent inspections shall be Thirty Dollars (\$30).

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_,  
by the board of directors of the Keizer Rural Fire Protection District.

**KEIZER RURAL FIRE PROTECTION DISTRICT**

\_\_\_\_\_  
President  
Board of Directors

Wally

and hazardous conditions in structures. An advantage of this code is that it is written with the same terminology as the "Uniform Building Code;"

B. The Life Safety Code of the National Fire Protection Association - Pamphlet #101

This code covers life safety from fire and other emergencies, construction, protection and occupancy features to minimize danger to life from fire, smoke, fumes or panic during building evacuation.

A district adopting its own fire prevention code must provide plan review at the city or county agency responsible for issuing building permits for orderly administration of that portion of the code which requires approval prior to issuance of building permits (ORS 478.927).

V. STEPS IN ADOPTING FIRE PREVENTION CODES (ORS 198.510 - 198.600)

Oregon law requires the following steps be taken for a district to adopt codes other than that prescribed by the State Fire Marshal:

- A. The ordinance must be included in a published agenda of a meeting. The agenda must state the date, time and place of the meeting, give a brief description of the ordinances are available at the office of the district board (ORS 198.540(1));
- B. The agenda must be published in a newspaper of general circulation within the district (if such a paper is not available, in a newspaper of general circulation in each county in which the district is located) not more than ten or less than four days before the meeting. A description can also be posted in three public places at least ten days prior to the meeting, or published by radio or television as provided in ORS 193.310-320 (ORS 198.540(2));
- C. The ordinance must be read, or copies made available to interested parties, at two regular meetings of the district at least six days apart, after which a majority vote of the board is required to adopt the ordinance (ORS 198.550);
- D. Within seven days after the ordinance is adopted, it must be (ORS 198.560):
  - 1. Signed by the presiding officers;
  - 2. Attested by the secretary of the board;
  - 3. Filed in the records of the district.

Procedures for adoption of an ordinance necessary to meet an emergency are listed in ORS 198.540-560.

## FIRE CODES

An ordinance will take effect 30 days after adoption (ORS 198.570), and must be approved by the governing body of any affected city or county (ORS 478.924).

Copies of a fire prevention code must be filed with the State Fire Marshal and be posted at each fire station in the district (ORS 478.940).

\*\*\*\* \* \* \* \* \*

Copies of the Uniform Fire Code and the Life Safety Code can be obtained from:

Building Tech. Bookstore, Inc.  
7177 SW Stepen Lane  
Portland, OR 97225  
1-800-275-2665

Uniform Fire Code (\$36.75 to \$77.75)  
Life Safety Code (\$66.00)

International Conference of Building Officials  
5360 Workman Mill Road  
Whittier, CA 90601-2298  
(310) 699-0541

National Fire Protection Association  
1 Battery March Park  
P. O. Box 9101  
Quincy, MA 02269-9101

**478.924 Approval of code by city or county required.** The provisions of a fire prevention code adopted by a district after October 4, 1977, shall not apply within any city or county within the district unless the governing body of the city or county approves the fire code by resolution. [1977 c.292 §5]



October 5, 1998

# **AGENDA ITEM 8b**

**RESOLUTION – INITIATING DONNAN PLACE STREET  
LIGHTING DISTRICT**

COUNCIL MEETING: October 5, 1998

AGENDA ITEM NUMBER: \_\_\_\_\_

TO: MAYOR KOHO AND CITY COUNCIL

THROUGH: WALLY G. MULL  
CITY MANAGER

FROM: TRACY L. DAVIS, CMC  
CITY RECORDER



SUBJECT: INITIATING DONNAN PLACE LIGHTING LOCAL IMPROVEMENT  
DISTRICT

**ISSUE:**

Shall the City Council initiate the Donnan Place Street Lighting Local Improvement District?

**DISCUSSION:**

A petition was filed on September 14, 1998 by the developer of Donnan Place Manufactured Home Park to form a local improvement district for street lights in this area of Keizer. The petition contained the required signatures of the property owner as outlined by City of Keizer Ordinance 94-278.

**RECOMMENDATION:**

It is recommended that the City Council approve the Resolution initiating Donnan Place Street Lighting Local Improvement District and direct the City Engineer to prepare a survey of the area.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R98-\_\_\_\_\_

4  
5 DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING  
6 LOCAL IMPROVEMENT DISTRICT (DONNAN PLACE) AND  
7 DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A  
8 WRITTEN REPORT WITH THE CITY RECORDER  
9

10 WHEREAS, the City Council of the City of Keizer has received a petition from  
11 the developer to initiate a street lighting district in the Donnan Place area in the City of  
12 Keizer, Oregon; and

13 WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary  
14 signatures of land owner comprising two-thirds of the property to be included within  
15 Donnan Place Street Lighting District have requested the formation of the district;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that:

- 18 1. The City Council declares its intent to initiate the Donnan Place  
19 Street Lighting Local Improvement District;
- 20 2. The map attached hereto, marked Exhibit "A", and by this reference  
21 incorporated herein sets forth the proposed boundaries of the district;
- 22 3. The City Engineer is hereby directed to make a survey of the District;
- 23 4. The City Engineer shall file a written report with the City Recorder to be  
24 considered by the City Council on October 19, 1998.

25 PASSED this \_\_\_\_ day of \_\_\_\_\_, 1998.

26 SIGNED this \_\_\_\_ day of \_\_\_\_\_, 1998.

27  
28 \_\_\_\_\_  
29 Mayor

30  
31 \_\_\_\_\_  
32 City Recorder

# PETITION TO FORM LOCAL IMPROVEMENT DISTRICT FOR STREET LIGHTING

To the City Council for the City of Keizer:

The undersigned being the owner or contract purchaser of the described property hereinafter set opposite my or its name, hereby petition the Keizer City Council to form a STREET LIGHTING LOCAL IMPROVEMENT DISTRICT for:

DONNAN PLACE - Manufactured Home Park

within the City of Keizer.

The legal description of the proposed district is: That track of land recorded in Reel 685, Page 49 of the Marion Co. Deed Records on April 20, 1989

PLEASE ATTACH A MAP OF THE AREA

This petition to form this district is in conformity with the charter, ordinances and regulations of the City of Keizer.

## PETITION SUBMITTED BY:

NAME: Leo O. + Dorothy M. BRUTKE

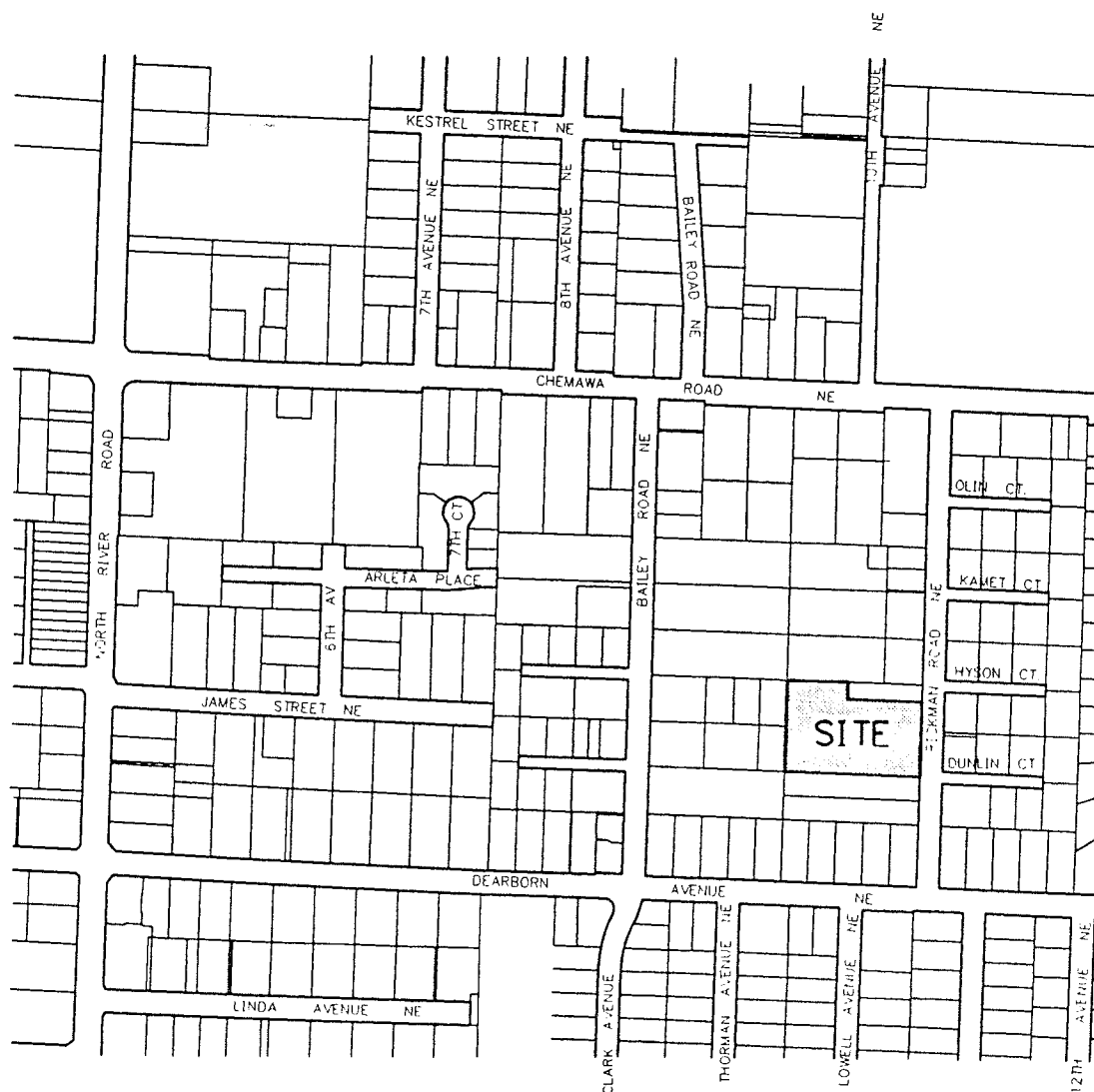
ADDRESS: 1411 Chemawa Rd N, Keizer, OR 97303

PHONE NUMBER: 393-0764

| DATE    | DEED HOLDER/CONTRACT BUYER | SIGNATURE                | ADDRESS OF PROPERTY (IF VACANT - LOT NUMBER/SECTION) |
|---------|----------------------------|--------------------------|------------------------------------------------------|
| 9/11/98 | Leo + Dorothy BRUTKE       | <u>Leo O. Brutke</u>     | <u>DONNAN PLACE</u>                                  |
|         |                            | <u>Dorothy M. Brutke</u> | <u>Off 4800 Block of Rickman Rd</u>                  |
|         |                            |                          | <u>Keizer, OR</u>                                    |
|         |                            |                          |                                                      |
|         |                            |                          |                                                      |

led.  
9-11-98

4  
N  
Z



VICINITY MAP

ABBREVIATIONS

|                                                                                                   |                       |                                                                                                   |                    |
|---------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------|--------------------|
| A.C. _____                                                                                        | ASPHALTIC CONCRETE    | F.H. _____                                                                                        | FIRE HYDRANT       |
| ACMP _____                                                                                        | ALUMINUM CMP          | F.M. _____                                                                                        | FORCE MAIN         |
| ASSY. _____                                                                                       | ASSEMBLY              | G.V. _____                                                                                        | GATE VALVE         |
| B.O. _____                                                                                        | BLOW OFF              | INV. _____                                                                                        | INVERT             |
| B.F.V. _____                                                                                      | BUTTERFLY VALVE       | L _____                                                                                           | LENGTH, LINE       |
| CATV _____                                                                                        | CABLE TELEVISION      | L.P. _____                                                                                        | LIGHT POLE         |
| C.B. _____                                                                                        | CATCH BASIN           | M.H. _____                                                                                        | MANHOLE            |
| C.B.C.O. _____                                                                                    | CATCH BASIN CLEAN OUT | M _____                                                                                           | METER, MAIN        |
| C.L. or  _____ | CENTERLINE            | PED. _____                                                                                        | PEDESTAL           |
| CMP _____                                                                                         | CORRUGATED METAL PIPE | PVC _____                                                                                         | POLYVINYL CHLORIDE |
| C.O. _____                                                                                        | CLEANOUT              | P.P. _____                                                                                        | POWER POLE         |
| CONC. _____                                                                                       | CONCRETE              | P.L. or  _____ | PROPERTY LINE      |
| CVT _____                                                                                         | CULVERT               | R _____                                                                                           | RADIUS             |
| D.I. _____                                                                                        | DUCTILE IRON          | RD _____                                                                                          | ROOF DRAIN         |
| DIA _____                                                                                         | DIAMETER              | R.W. or R/W _____                                                                                 | RIGHT-OF-WAY       |
| DWG _____                                                                                         | DRAWING               | SAN.S. or S.S. _____                                                                              | SANITARY SEWER     |
| E.G. _____                                                                                        | EXIST. GRADE / GROUND | S _____                                                                                           | SLOPE              |
| EOP, E/P _____                                                                                    | EDGE OF PAVEMENT      | STD. _____                                                                                        | STANDARD           |
| ELEC _____                                                                                        | ELECTRIC              | STD. DRAIN _____                                                                                  | STANDARD DRAIN     |



October 5, 1998

# **AGENDA ITEM 8C**

**APPROVAL OF SEPTEMBER 8, 1998 REGULAR SESSION  
MINUTES**

**MINUTES**  
**KEIZER CITY COUNCIL**  
**Tuesday, September 8, 1998**  
**Keizer City Hall**  
**Robert L. Simon Council Chambers, Keizer, Oregon**

**CALL TO ORDER**

Mayor Koho called the regular meeting to order at 7:06 p.m. Roll call was taken as follows:

**Present:**

Dennis Koho, Mayor  
Carl Beach, Councilor  
Lore Christopher, Councilor  
Jim Keller, Council President  
Jerry McGee, Councilor  
Al Miller, Councilor  
Garry Whalen, Councilor

**Staff:**

Wally Mull, City Manager  
H. Marc Adams, Chief of Police  
Dianne Hunt, Human Resources Officer  
Rob Kissler, Public Works Director  
Susan Gahlsdorf, Finance Director  
Shannon Johnson, City Attorney  
Tracy L. Davis, City Recorder

**PUBLIC TESTIMONY**    **Presenting testimony to the Council were:**

**Ken Gierloff, 4035 Arnold Street NE, Keizer** voiced his support for the initiation of a ward system for the City Council seats. He noted with the upcoming election there may be at least five members of the Council who live north of Lockhaven Drive. Mr. Gierloff urged the Council to prepare this issue for a vote of the citizens for implementation of a ward system in the City of Keizer. This would give residents of all areas of Keizer a chance to have their voices heard.

**Holly Erickson, Keizer Heritage Foundation, 4775 Verda Lane N, Keizer** provided a progress report on the restoration of the old schoolhouse. Ms. Erickson indicated there may be a possibility

that the exterior improvements will not be completed by the September 30<sup>th</sup> deadline, as earlier promised. Volunteer workers have committed to the work, however they are busy with their occupational trades.

Ms. Erickson distributed a report outlining the necessary exterior items to be completed as well as a partial financial report. This ten year financial report is a chart showing the percentage of the money used on the restoration to this point. The breakdown does not include volunteer work. Ms. Erickson pointed out the 45.86% of the funds have been used on the building. The Heritage Foundation is continuing to seek support and donations from the community. Ms. Erickson hoped the Council would continue to work with the Heritage Foundation

Mayor Koho suggested Ms. Erickson arrange a time for a tour of the building for interested members of the Council.

**Wayne Trucke, President – Gubser Neighborhood Association - 6330 14<sup>th</sup> Avenue NE, Keizer** announced a memorandum had been distributed to the Council regarding the Association's position on the Trail/Manzanita property. He pointed out the Association remains opposed to the selling of this property for construction of a gas station/mini mart. Mr. Trucke also requested the Association be kept informed of the status or any changes for this parcel of property.

Mayor Koho believed this issue will be resolved before the end of this year and promised to keep the neighbors apprised of any decisions made.

Mr. Trucke pointed out this issue began in October, 1994 and urged the Council to involve the Association in the process and final conclusions.

Mayor Koho suggested this matter be scheduled for discussion at the September 17<sup>th</sup> meeting.

**Bob Ohrn, Clear Lake Neighborhood Association Chair, 7950 Timothy Lane NE, Keizer** distributed invitations to the City Council and staff to attend the Clear Lake Neighborhood Association barbecue on Saturday, September 12, 1998 from

4:30 p.m. to 7:00 p.m.. He announced this is a benefit to raise funds for the installation of four school safety crossing signs near Clear Lake School.

In response to a question from Mayor Koho, Mr. Ohrn noted the signs are approximately \$200 each.

## COMMITTEE REPORTS

### SWEARING IN OF KEIZER POLICE OFFICERS

Chief Marc Adams introduced Officer Daniel Soto and Officer Jeffrey Goodman as the newest members of the Keizer Police Department. Both officers were hired on August 24<sup>th</sup> and have previous law enforcement experience. Chief Adams welcomed each officer to the City of Keizer.

Shannon Johnson, City Attorney issued the oath of office to Officer Daniel Soto and Officer Jeffrey Goodman.

### COUNCIL LIAISON REPORTS

Councilor Beach reported the **Keizer Urban Renewal Board** met on August 26<sup>th</sup>. Amy Drought, City Planner announced an Assistant Planner was hired and will assist with the planning duties. Other updates provided by Ms. Drought included the landscaping improvement projects at Lockhaven Drive and River Road, potential interest in the redevelopment of the property north of Cafe Diva, and a construction update on the connector road between River Road and Cherry Avenue near Bi-Mart. John Morgan, consultant on the River Road design plan discussed the second phase of the plan and updated the board on the financial status of the urban renewal district.

In addition, Councilor Beach stated there was a discussion of a possible aquatics center in conjunction with the construction of a new school in southeast Keizer. Also, a request was brought before the Board from Rick Curry for reimbursement of the costs of placing a fire hydrant near his storage facility on River Road. This matter was referred to staff for a full report at the next meeting.

Mayor Koho reported he was unable to attend the **Traffic Safety Commission** meeting held on August 27<sup>th</sup>.

Mayor Koho announced the Council met in Executive Session pursuant to ORS 192.660(1)(l) – **City Manager evaluation** - prior to the commencement of the regular session. Mayor Koho reported the Council was unanimous in their overall evaluation of the excellent performance of the City Manager. In pointing out the individual assessments, each Councilor noted the excellent performance in the areas of team building between the staff and Council, the list of accomplishments, the working relationship developed with the community, and the sense of confidence and trust he has built between the citizens, the staff and the City Council. Furthermore, Mayor Koho indicated the Council will discuss any monetary performance reward for the City Manager in the near future.

Mayor Koho and members of the Council thanked Mr. Mull for his commitment and for a job well done.

## OTHER BUSINESS

Mayor Koho declared the month of September as “**Salem-Keizer Volcanoes” month** in the City of Keizer. This proclamation was signed in recognition of their recent accomplishment winning the Northwest League Championship.

Councilor McGee voiced his support for also honoring the 1997 **McNary High School football team** for winning the Class 4A State Football Championship. He suggested signs be erected near the entrances to Keizer noting these accomplishments.

Mayor Koho directed the staff to investigate placing signs near the city entrances.

Mayor Koho read the list of final candidates for the upcoming **City Council election** in November. The list included the following names:

### Mayor

➤ J.R. Bob Newton

### Council Position #4

➤ Carl E. Beach

➤ Ken Gierloff

➤ Jacqueline L. Moir

### Council Position #5

➤ Craig Campbell

### Council Position #6

➤ Mark Earl Matlack

➤ Jerry McGee

Wally Mull, City Manager reported the City has **hired eight new employees** during the last month. These include:

- Debra (Debbie) Bernard – Utility Billing Clerk
- Cathy Rodriguez – Municipal Court Clerical Specialist
- Maria Meier, Associate Planner
- Stacey Kowalski - Community Policing Crime Analyst Asst.
- Prajedes Martinez - Police Support Specialist I
- Donna Hill – Police Support Specialist I
- Daniel Soto – Police Officer
- Jeffrey Goodman – Police Officer

He welcomed each new employee to the City of Keizer.

Wally Mull, City Manager reported a recent memo was distributed in regards to providing money to assist in the coordination of the **Youth Compact** program. He indicated this financial support will assist in the distribution of information of this program.

Councilor Beach supported the financial contribution to this organization. The Youth Compact group consists of members from the City of Keizer, City of Salem, Marion County, Polk County, and the Salem-Keizer School District which address youth problems and how to work together to solve these problems. Of the anticipated \$5000 in funding, the City of Salem and Marion County will pay \$1250 each, the School District \$2450 and Polk County and the City of Keizer \$625 each. Councilor Beach recommends approval for this donation.

Council President Keller voiced his concern with the donation based upon the lack of information on the program and the recommendation during the budget process to not fund this program.

Councilor Beach noted this is not the gang intervention group as discussed during budget sessions.

After discussion by the Council, Mayor Koho directed the City Manager to provide additional information prior to making a decision on the funding of this program.

Wally Mull, City Manager reported the **Municipal Court Amnesty Week** generated \$13,952.60 from 92 different defendants. He noted of these defendants, 80% were able to clear the suspension against their driving privileges. He thanked the staff for their efforts in the coordination of this program and the Council for their support. Mr. Mull indicated all remaining past due fines will now be turned over to the collection agency to pursue collection.

In regards to flooding issues, Council President Keller requested the Council discuss mitigation of **flooded issues** and the status of some of the issues. He believed it is essential for the public to become aware of the status and possible solutions to some of the problems identified after the flooding incidents of 1996 and 1997.

Councilor Beach pointed out many of the issues not only deal with the City of Keizer, but also other jurisdictions.

Concurring with the thoughts expressed, Councilor McGee indicated the possibility of flooding is controlled by the weather and therefore unpreventable. However, he believed we can be better prepared to deal with flooding issues in the future.

City Manager Mull pointed out the Emergency Management Committee has been working hard over the last two years to refine the manual and address these issue. He believed this information needs to be relayed to the public.

Mayor Koho suggested this issue would be a good topic for a CCTV forum.

## **PUBLIC HEARINGS**

### **WITTENBERG LANE STREET LIGHTING DISTRICT**

**Mayor Koho reopened the public hearing continued on August 17, 1998.**

Wally Mull, City Manager reported Mr. Wittenberg is still working with Portland General Electric and the City Engineer to install decorative lighting similar to those in the surrounding area.

**There was not testimony to come before the Council.**

**Mayor Koho continued the hearing until September 21, 1998 at 7:00 p.m.**

## ADMINISTRATIVE ACTION

### APPEAL OF HEARINGS OFFICER DECISION – PARTITION CASE NO. 97-22 AND PARTITION /ADJUSTMENT CASE NO. 98-03 (CHOM CONSTRUCTION)

Shannon Johnson, City Attorney reported on August 17, 1998 the Council directed staff to prepare an Order on the application of Chom Construction – Partition Case No. 97-22 and Partition/Adjustment Case No. 98-03 upholding the Hearings Officer's decision in both cases.

Mayor Koho moved an Order in the Matter of the Application of Chom Construction for Partition of a 0.45 Acre Parcel Located at 1250 Shady Lane NE, Keizer, Oregon (Partition Case No. 97-22). Council President Keller seconded the Motion.

The Motion passed as follows:

AYES: Beach, Christopher, Keller, Koho, McGee, Miller and Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Koho moved an Order in the Matter of the Application of Chom Construction for a Partition and an Adjustment to Lot Depth Requirements on a 0.45 Acre Parcel Located at 1250 Shady Lane NE, Keizer, Oregon (Partition Adjustment Case No. 98-03). Councilor Miller seconded the Motion.

The Motion passed as follows:

AYES: Christopher, Keller, Koho, Miller and Whalen (5)

NAYS: Beach and McGee (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

## CONSENT CALENDAR

### Items on the Consent Calendar were as follows:

- a. Resolution – Approving Engineer's Report for Forrest Ridge Estates Street Lighting Local Improvement District
- b. Resolution – Certification of Delinquent Sewer Accounts
- c. Resolution – Certification of Street Lighting Districts

- d. Resolution – Disinterest for Prison Site Consideration
- e. Resolution – Delight Street and Cummings Lane Bike Lane Designation
- f. Resolution - Authorizing City Manager to Enter Agreement with Morse Bros and D & D Paving to Construct Street Improvements on 15<sup>th</sup> Avenue and Delta Drive NE
- g. Approval of August 3, 1998 Regular Session Minutes
- h. Approval of August 17, 1998 Regular Session Minutes

Council President Keller pulled item “h” from the consent calendar.

Council President Keller moved for approval of the remaining items on the consent calendar. Mayor Koho seconded the Motion.

The Motion passed as follows:

AYES: Beach, Christopher, Keller, Koho, McGee, Miller and Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

#### **“item h”**

Council President Keller pointed out an error in the motion on page 13 of the August 17<sup>th</sup> minutes in which he is noted as making the motion and seconding the motion. He believed Mayor Koho seconded the Motion.

Council President Keller moved for approval of the August 17, 1998 minutes as corrected. Mayor Koho seconded the Motion.

The Motion passed as follows:

AYES: Beach, Christopher, Keller, Koho, McGee, Miller and Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**WRITTEN  
COMMUNICATION**

Mayor Koho announced the Council has been invited to an awards banquet on September 29<sup>th</sup> hosted by Today's Choices.

**AGENDA INPUT**

Mayor Koho noted the agenda input items. He requested the City Manager arrange for a tour of the old Keizer schoolhouse on Monday, September 14<sup>th</sup> at 5:30 p.m.

City Manager Mull noted representatives from the Salem-Keizer School District will be at the September 21<sup>st</sup> meeting to give a presentation on the upcoming school bond issue. If this issue passes, he will then schedule a work session to discuss the potential construction of a middle school in southeast Keizer.

**ADJOURNMENT**

The City Council meeting was adjourned at 8:00 p.m.

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Tracy L. Davis, CMC  
City Recorder

**APPROVED:**

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Dennis Koho-Mayor

**COUNCIL MEMBERS:**

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Councilor #1 - Garry Whalen

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Councilor #4 - Carl Beach

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Councilor #2 - Lore Christopher

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Councilor #5 - Al Miller

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Council President - Jim Keller

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Councilor #6 - Jerry McGee

**Minutes approved:**