

MINUTES
KEIZER CITY COUNCIL
Monday, September 15, 1997
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Council President Keller called the regular meeting to order at 7:08 p.m. Roll call was taken as follows:

Present:

Carl Beach, Councilor
Jim Keller, Council President
Jerry McGee, Councilor
Dawn Meier, Councilor
Al Miller, Councilor
Garry Whalen, Councilor

Absent:

Dennis Koho, Mayor

Staff:

John Morgan, Community Development Director
Wally Mull, Public Works Director
Dianne Suek, Personnel Manager
Shannon Johnson, City Attorney
Pat Bowe, Lieutenant, Keizer Police Department
Tracy L. Davis, City Recorder

**PUBLIC
TESTIMONY**

Speaking was:

Tom Gabriel, 6413 Whisper Creek, Keizer, asked the Council about the status of the Keizer task force on flooding issues. Wally Mull, Public Works Director, explained the task force includes membership from many segments of the County. Meetings have taken place most of the year and the next meeting will be October 2. Councilors Keller and Meier will be added to the present task force. Mr. Mull clarified that another Keizer task force will not be formed by the Mayor since the present one is in place and has been discussing flooding issues.

Mr. Gabriel then questioned when pump installation will be take place in the storm drains in Hidden Creek and Country Glen subdivisions. Mr. Mull said the work was planned for early summer but the plans required revision and work should begin soon.

In regard to the damage done to the creek bank while work was done on the creek last year, Mr. Gabriel asked if repairs would be made soon. Mr. Mull was not aware of the damage but suggested he be contacted with details.

Mr. Gabriel asked when the bridge would be built. Mr. Mull said the bridge has been approved but the Council directed the contract not be signed until the issues of down stream flooding at McNary Estates had been addressed. As soon as those questions are answered, Mr. Mull said the process will begin. The answer should be received in the next few weeks.

Mr. Mull reminded the Council that the City is in litigation with Mr. Gabriel. Mr. Gabriel clarified that the City had been notified of potential litigation although the process had not begun yet.

Councilor Meier asked about the discussion regarding purchasing land in the Labish onion fields to be dammed. She asked if the task force will be considering this possibility. Mr. Mull said that property owner is on the committee and discussion will take place. Councilor Meier asked if that possibility was feasible. Mr. Mull replied that the field is being presently used as a free storage area. The berm being discussed for the City park property would serve the same purpose by directing the water back into the ditch. The issue then would be keeping it off the end of the street.

Councilor Meier also asked if would be possible to create a dam on the Willamette with a flap gate to hold the water back. Mr. Mull said that would not be possible since the flooding extends for approximately 10 miles.

Council President Keller asked for information on the two projects occurring now. Mr. Mull said readings were taken on a daily basis at the Parkersville Dam through the winter until March. The task force received a grant to purchase devices to measure water which would be installed in the Pudding River basin. Contact has been made with Mount Angel and Aurora regarding the readings they take on the river. Those numbers will give an idea when to request pumps be turned on for pumping to the Pudding River. The result would be keeping the Pudding River basin empty for big storms. Secondly, dredging has been discussed but fish protection has made this a big issue. Excavation has been done at the dam to check the flap gates.

Councilor Meier asked who was doing the work at the McNary Golf Course. Mr. Mull responded that the Golf Course was doing the excavation work themselves. John Morgan, Community Development Director, explained the process to the Council. Eroded areas were being replaced, etc. at four small sites. Mr. Mull said the Soil and Conservation people are doing the actual work.

Council Miller asked the status of receiving the additional documents from Parkersville Dam. Mr. Mull stated some additional records have been received and a letter resubmitted with requests. Mr. Gabriel added excavation work is being done at the Dam on the Keizer side. Mr. Mull explained sticks and garbage are periodically cleaned out of the intakes.

ADMINISTRATIVE ACTION

CITY MANAGER APPOINTMENT

Council President Keller moved Item 7a. City Manager Appointment to be considered out of order.

Councilor Whalen moved to adopt a Resolution Appointing Wally Mull City Manager and Authorizing the Mayor to Enter into an Employment Agreement. Councilor McGee seconded the Motion.

Council President Keller noted the agreement is currently scheduled for six months only.

The Motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

COMMITTEE REPORTS

COUNCIL LIAISON REPORTS

Councilor Miller reported on the recent meeting of the **Parks Advisory Board**. Discussion was held regarding a toddler play structure for the Meadows park. Research work has been done for the past two months including designs and costs. A recommendation will be brought to the Council when study is completed.

The **Community Policing Committees** met last week and the Main Committee meeting will be held on Tuesday. Councilor Meier reported Dale Penn, District Attorney, will be the speaker. If time permits, the resolution regarding changes in Community Policing will be discussed. The resolution should come before the Council in October.

Councilor McGee reported the **Council Management meeting** went well with many topics discussed.

OTHER BUSINESS

NEW BUSINESS

Councilor Beach expressed his sincere appreciation to the Co-Managers who worked so faithfully over the last five months. He noted the team worked together well and he wished Mr. Morgan the best. Councilor Meier seconded the accolades.

Councilor McGee said the unusual arrangement of Co-Managers was successful. He reminded the Co-Managers of a previous conversation regarding the success being based on the professionalism, dedication and loyalty of all the staff. He mentioned the additional load taken on by all staff, highlighting Dianne Suek, Tracy Davis, Rob Kissler, Pat Bowe, and the line staff. He reiterated again the successful experience, the good work of all the staff, and thanks for the job.

Councilor Whalen said he believed the tax payers owe a debt of gratitude for the work done by Mr. Morgan, Mr. Mull and all the staff.

Pat Bowe, Police Lieutenant, reported a rash of burglaries taking place in early August were cleared by a rookie Police patrol officer on August 26. Most of the property was recovered. Lieutenant Bowe also reported the Department has solid leads on the rash of car break-ins at McNary Estates and they should be cleared soon.

Mr. Mull reported lane changes are taking place on Lockhaven, west of River Road. An article will appear in the newspaper regarding the change which is designed to help the traffic from McNary High School.

Mr. Morgan said interviews are taking place next week for a Code Enforcement Officer. Two public hearings a month are being held for land use cases. On the previous Friday, five applications were filed, so Mr. Morgan said the pace remains high.

OLD BUSINESS

Dianne Suek, Personnel Manager, reported the new Finance Director, Susan Gahlsdorf will begin this week.

Councilor Meier asked if the update on the records regarding Charles Stull was to be included on the Old Business. Mr. Morgan said plans were made to draft something additional. The information should be in the mail boxes this week.

PUBLIC HEARINGS RESOLUTION - FORMING LEEWOOD MEADOWS LIGHTING DISTRICT

ORDINANCE - SPREADING ASSESSMENTS TO LEEWOOD MEADOWS STREET LIGHTING DISTRICT

Council President Keller opened the Public Hearing.

Mr. Mull said the plan was for a formation of a standard street lighting district.

There was no public testimony in the hearing.

Council President Keller closed the Public Hearing.

Councilor Meier moved a Resolution forming the Leewood Meadows Street Lighting Local Improvement District. Councilor Whalen seconded the Motion.

The Motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

Council President Keller moved a bill for an Ordinance Spreading Assessments to Leewood Meadows Street Lighting Local Improvement District. Councilor Miller seconded the Motion.

The Motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

Mr. Mull noted the City presently has 150 Street Lighting Districts and an attempt will be made to put the newest eight subdivisions together into one district. A great deal of paper work is required for each district. Councilor McGee asked if the administrative costs might be reduced with this plan. Mr. Mull did not know if that would be the case, especially since this would be the first one and require some staff time to accomplish. In the end, billing time will be reduced. Staff will record the time spent and try to compare the costs.

**ADMINISTRATIVE
ACTION
CLASSIFICATION
REVIEW**

**RESOLUTION -
AMENDING THE NEW
SALARY RANGE
STRUCTURE**

Mr. Morgan gave the staff report, reminding the Council of the Compensation Study adoption in the August 4th meeting. Four positions were not included until additional analysis could be done: Finance Director and three Administrative Assistant positions. The Finance Director and Personnel officer (Administrative Assistant) will be considered in this meeting.

Mr. Morgan explained the Finance Director position was approved with a pay range on May 5, but a request was also included for the information to come before the Council a second time.

The Personnel Officer job description was considered by some Councilors as having evolved to include non-personnel related tasks. Mr. Morgan explained that in Keizer, one person performs personnel responsibilities, as well as other administrative tasks. The job description before the Council more accurately reflects the job presently being performed. Mr. Morgan noted the title change to Human Resource Officer, allowing a broader scope. Added to the job description was the task of providing research, analysis and special project for Department heads and managers. The appropriate pay range for the job was eight. Mr. Morgan recommended adoption.

Councilor Miller questioned the difference in the salary range for the Finance Director and the proposed starting salary for the new person. Mr. Morgan explained a 4% adjustment, passed in May, resulted in the change. In May, the beginning monthly salary was \$4202 and with the 4% adjustment, \$4370. He said the adjusted salary range was from \$4370 to \$5312. Councilor McGee noted the range was passed in May.

Councilor Meier moved a Resolution Amending the New Salary Range Structure Effective July 1, 1997. Councilor Whalen seconded the Motion.

Councilor McGee voiced his support for the motion. He mentioned his concerns regarding the previous Personnel job description, but felt the new one reflects the work being done.

The motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

CONSENT CALENDAR

The consent calendar consisted of the following:

- a. RESOLUTION - Authorizing City Manager Pro tem to Enter Employment Agreement with Susan K. Gahlsdorf - Finance Director
- b. Affirming City Manager Pro tem Decision to Hire Two Municipal Utility Workers
- c. Approval of June 16, 1997 City Council Regular Session Minutes

Council President Keller pulled item "a" from the consent calendar. Councilor McGee removed item "b".

Councilor Meier moved for approval of the remaining item on the consent calendar. Councilor Whalen seconded the Motion.

The motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

item "a"

Council President Keller noted the Resolution should reflect City Manager due to Mr. Mull's earlier appointment this evening.

Council President Keller moved to Authorize the City Manager to Sign Employment Agreement with Susan K. Gahlsdorf. Councilor Meier seconded the Motion.

The motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

item "b"

Councilor McGee moved to allow the City Manager to hire the two Municipal Utility Workers. Council President Keller seconded the Motion.

The motion passed as follows:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

WRITTEN COMMUNICATION

Council President Keller noted the receipt of the written annual report of the West Keizer Neighborhood Association.

Councilor Meier moved to accept the annual report and extend recognition for another year to the West Keizer Neighborhood Association. Councilor Whalen seconded the Motion.

The motion passed:

AYES: Beach, Keller, McGee, Meier, Miller and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

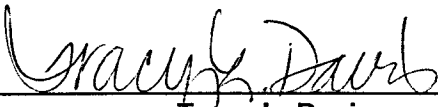
AGENDA INPUT

Council President Keller asked about the topic for the October 13 work session. Councilor Meier noted the subject could be Community Policing if that resolution were considered in the second October Council meeting.

Councilor McGee suggested one of the work sessions should be reserved for discussion of City Manager recruiting. Council President Keller will discuss future recruiting plans with Mayor Koho.

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.



Tracy L. Davis
City Recorder

APPROVED:

Dennis Koho-Mayor

COUNCIL MEMBERS:

Garry Whalen

Councilor #1 - Garry Whalen

Dawn Meier

Councilor #2 - Dawn Meier

Jim Keller

Councilor #3 - Jim Keller

Carl Beach

Councilor #4 - Carl Beach

Al Miller

Councilor #5 - Al Miller

Jerry McGee

Councilor #6 - Jerry McGee

Minutes approved:

November 3, 1997