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

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Tuesday, September 4, 2012
6:30 p.m.
Keizer Civic Center - Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. PUBLIC HEARING

5. ADMINISTRATIVE ACTION

a. **RESOLUTION – Affirming Intent of Agency Regarding Replacement Funding for River Road Renaissance Project**

6. CONSENT CALENDAR

a. **Approval of July 16, 2012 Urban Renewal Agency Minutes**

7. OTHER BUSINESS

This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8 AGENDA INPUT

9. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.

URBAN RENEWAL AGENCY MEETING: September 4, 2012

AGENDA ITEM NUMBER:_______

TO: **URBAN RENEWAL AGENCY**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **RESOLUTION AFFIRMING INTENT OF AGENCY REGARDING REPLACMENT FUNDING FOR RIVER ROAD RENAISSANCE PROJECT**

During budget discussions, the issue was raised about the eventual replenishment of River Road Renaissance project funds. As you may remember, the Ninth Amendment to the Urban Renewal Plan called for using Urban Renewal funds to address problems with the Keizer Station Area A Local Improvement District defaults (Area A LID). As part of that plan, and as a measure of good faith to the other jurisdictions, the Urban Renewal Agency immediately stopped all funding of the River Road Renaissance project to use such funds to assist in the Area A LID default situation.

The Council expressed some desire to formally declare the intent to replenish such River Road Renaissance funds if the ability arose. Since it is the Urban Renewal Agency that would be replenishing those funds, it is appropriate to have the Agency adopt this resolution of intent.

As I understand the desire of the Council/Agency, it is to formally state its intent that after repayment of all costs of foreclosure and associated costs for the Ninth Amendment, and after repayment of all funds with interest to the affected jurisdictions, that any funds remaining from the sale of defaulted properties, be used to replenish the “diverted” River Road Renaissance funds. Further, it is my understanding that if such funds are not enough to fully replenish the diverted funds, that the sale proceeds from Area B Urban Renewal properties (Program Income) be used to make up any shortfall to fully restore the diverted funds.

I have prepared a resolution to this effect for your review.

RECOMMENDATION:

Review the attached Resolution and take action as deemed appropriate.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh

URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

Resolution UR2012-_____

AFFIRMING INTENT OF THE URBAN RENEWAL AGENCY REGARDING REPLACEMENT FUNDING FOR RIVER ROAD RENAISSANCE PROJECT

WHEREAS, several successful improvements have been completed under the River Road Renaissance project;

WHEREAS, funding for the River Road Renaissance project was stopped to divert Urban Renewal funds to provide for critical funding to the Keizer Station Area A Local Improvement District (Area A LID);

WHEREAS, the Ninth Amendment to the River Road Urban Renewal Plan calls for using Urban Renewal funding for LID commitments, and also calls for the eventual sale of the Area A LID defaulted properties. The Plan further provides for reimbursement agreements under which the net sale proceeds from such defaulted properties will be used first to reimburse affected jurisdictions and pay for costs of the foreclosure and Urban Renewal process;

WHEREAS, the Urban Renewal Agency wishes to affirm that after such commitments are satisfied, that any remaining sale proceeds from Area A LID defaulted properties and, if necessary, Area B program income be used to replenish the diverted funds from the River Road Renaissance project;

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

NOW, THEREFORE,

BE IT RESOLVED by the Urban Renewal Agency of the City of Keizer as follows:

Section 1. AFFIRMATION OF INTENT. It is the intent of the Urban Renewal Agency to replenish the River Road Renaissance diverted funds pursuant to the terms of this Resolution.

Section 2. APPLICATION OF AREA A DEFAULTED PROPERTY SALE PROCEEDS. It is the intent of the Urban Renewal Agency to honor the reimbursement agreements between the Agency and the affected jurisdictions. Therefore, all net sale proceeds shall be used as called for in such reimbursement agreements to reimburse the affected jurisdictions their forgone revenue.

After repayment in full to all affected jurisdictions and payment of all associated costs, it is the intent of the Urban Renewal Agency for net remaining funds, if any, from the sale of the Area A LID defaulted properties to fund the River Road Renaissance project equal to the amount diverted to be used for the Area A LID default.

Section 3. AREA B PROCEEDS. After application of funds noted in Section 2, Area B net property sale proceeds (Program Income) shall be used to fund River Road Renaissance project to the degree the diverted funds have not been replenished.

Section 4. ONLY NET PROCEEDS AVAILABLE. The funds used to replenish the diverted funds as set forth in this Resolution shall only include actual net

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

available and unobligated funds. Any funds necessary in connection with the foreclosure process or any associated work in connection with the Urban Renewal Agency's Ninth Amendment Plan, or any funds necessary for development costs shall be retained.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Agency Chair

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, July 16, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the session to order at 6:50 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Cathy Clark	Shannon Johnson, City Attorney
Jim Taylor (arrived 6:51)	Nate Brown, Community Development
Joe Egli	Marc Adams, Police Chief
Brandon Smith	Bill Lawyer, Public Works Director
Mark Caillier	Tracy Davis, City Recorder
David McKane	

PUBLIC TESTIMONY

None

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

None

CONSENT CALENDAR

A. Approval of June 4, 2012 Urban Renewal Agency Minutes.
B. Approval of June 29, 2012 Urban Renewal Agency Minutes.
C. Approval of July 2, 2012 Urban Renewal Agency Minutes.

Agent McKane pulled item B.

<u>Agent Clark moved for approval of Items A and C. Agent Smith seconded.</u> <u>Motion passed unanimously as follows:</u>

AYES: Christopher, Egli, Smith, McKane, Caillier, Taylor and Clark (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Agent Clark moved for approval of Item B. Agent Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, Caillier, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: McKane (1)
ABSENT: None (0)

OTHER BUSINESS None

ADJOURNMENT With no further business the meeting was adjourned at 6:55 p.m.

APPROVED:

Debbie Lockhart, Deputy City Recorder

Lore Christopher, Chair

AGENCY MEMBERS

David McKane

Mark Caillier

Jim Taylor

Cathy Clark

Brandon Smith

Joe Egli

Minutes approved:______________________________

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

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION

Tuesday, September 4, 2012
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC TESTIMONY

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

5. PUBLIC HEARINGS

6. ADMINISTRATIVE ACTION

a. RESOLUTION – Authorization for Supplemental Budget

7. CONSENT CALENDAR

a. Approval of July 23, 2012 Work Session Minutes

b. Approval of August 6, 2012 Regular Session Minutes

c. Approval of August 13, 2012 Work Session Minutes

d. Approval of August 20, 2012 Regular Session Minutes

8. COMMITTEE REPORTS

a. Appointment of City Council Representative to the Keizer Heritage Foundation Board

9. OTHER BUSINESS

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

a. New Business or Old Business Issues

10. WRITTEN COMMUNICATIONS

***To inform the Council of significant written communications*.**

11. AGENDA INPUT

September 10, 2012

5:45 p.m. – City Council Work Session

- **City Council Rules of Procedure – Section 17.8 Youth Councilor**

September 11, 2012

5:45 p.m. – City Council Work Session

- **Keizer Parks Tour (Keizer Little League Park, Keizer Rapids Park, and Wallace House Park)**

September 17, 2012

7:00 p.m. – City Council Meeting

October 1, 2012

7:00 p.m. – City Council Meeting

12. 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.

COUNCIL MEETING: September 4, 2012

AGENDA ITEM NUMBER: ___________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR
AND
SUSAN GAHLSDORF, FINANCE DIRECTOR

SUBJECT: AUTHORIZATION FOR SUPPLEMENTAL BUDGET

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

The Community Development Department (CDD) has implemented significant budget cuts over the past several fiscal years. The CDD has experienced some unanticipated challenges. It has seen a 32% increase of permit activity in the past six months, over the same period last year. Sharing the position of Building Permit Specialist 25% / 75% between the Finance Department and the CDD has hampered excellent service to customers of the CDD. It has been invaluable to have a shared staff person who is trained in the duties of both departments who has been able to step in on an as needed basis. Therefore, staff recommends reducing the allocation not eliminating it.

This added activity is the fundamental reason staff requests the Council to adjust the allocation of the Building Permit Specialist from 75% to 90% spent in the CDD. The CDD is still performing the large majority of code enforcement cases, (which the Permit Specialist assists in) as well as all of the land use activities (which have also seen a significant increase over last year—having already requested and received a budget amendment for the Hearings Officer allocation). The benefit of having additional resources available to the Finance Department would still be preserved.

Alternatively, the Utility Billing function within the Finance Department has experienced turnover of staff beginning July 1, 2012 when one Clerk position became vacant. The new hire will begin mid-September. The savings from this vacancy, together with the savings from the staffing reallocation identified above will allow the City to pay for a temporary Utility Billing Clerk to work one day a week to backfill the coverage reduction from the Building Permit Specialist's reassignment.

FISCAL IMPACT: Reallocation of the Building Permit Specialist position from 75% to 90% will cost the General Fund an additional $7,900 in FY12-13. General Fund working capital Carryforward will be approximately $16,000 above projections because General Fund expenditures came in approximately $16,000 below projections in FY11-12. With the increased activity in the CDD, there is potential for the Permit Revenues to exceed budget projections.

RECOMMENDATION: Staff recommends the City Council approve the attached Resolutions authorizing an interfund loan and budget adjustments as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-________________

AUTHORIZATION FOR SUPPLEMENTAL BUDGET
COMMUNITY DEVELOPMENT STAFFING NEEDS

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

WHEREAS the Community Development Department is experiencing a shortfall in staff resources and is unable to provide the level of customer services the City desires.

WHEREAS the City's General Fund expenditures came in below the amount projected for FY11-12, which in turn increases the Fund's working capital carryforward for FY12-13. The increase is sufficient to cover the cost of the Community Development Department staffing requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2013:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund				
Resources	9,933,400	7,900		9,941,300
Community Development	462,100	7,900		470,000

PASSED this _____ day of __________________, 2012

SIGNED this _____ day of __________________, 2012

____
Mayor

____
City Recorder

MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, July 23, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the work session to order at 5:50 p.m. The following were present:

Present:	Staff:
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development
Brandon Smith, Councilor	Tracy Davis, City Recorder
Joe Egli, Councilor	
David McKane, Councilor	
Mark Caillier, Councilor	

DISCUSSION

a. Updates to the City Council Rules of Procedure

Mayor Christopher noted that a subcommittee led by Councilor Caillier had reviewed the Rules of Procedure so he would lead the discussion. Council members reviewed the Procedures by section making various comments and suggestions regarding overflow seating, scheduled work sessions, telephonic attendance, tie procedures, public testimony, appointment votes, communications regarding the agenda, adding or removing items from the agenda, censure, the presiding officer, voting, residency requirements, youth councilor obligation, outside committees, electronic mail, goal setting work sessions, training and reimbursement, and signatures on the Rules and Procedures.

Further discussion then took place regarding Section 5, Decorum. Councilor Caillier explained that the Rules of Decorum provide guidance. Mayor Christopher added that if the only way she could show support for an issue was to participate in something personally embarrassing or humiliating then she would do it, but she felt there are other positive ways to show support. Discussion then took place regarding diminishing the credibility of Council members, alternative ways to show support, the determination of an “inappropriate activity”, the need for more detailed guidelines, freedom of expression, Council interpretation of the rule, and defining appropriate behavior.

ADJOURN

Meeting adjourned 7:51

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

Councilor #2 – Brandon Smith

Councilor #5 – Joe Egli

Councilor #3 – Mark Caillier

Councilor #6 – James Taylor

Minutes approved:

MINUTES
KEIZER CITY COUNCIL
Monday, August 6, 2012
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:02 p.m. Roll call was taken as follows:

Present:	Staff:
Lore Christopher, Mayor	Chris Eppley, City Manager
Jim Taylor, Councilor	Shannon Johnson, City Attorney
Brandon Smith, Councilor	Nate Brown, Community Development
Joe Egli, Councilor	Bill Lawyer, Public Works Director
Mark Caillier, Councilor	Lt. John Troncoso, Police
David McKane, Councilor	Machell DePina, Human Resources
Absent:	Susan Gahlsdorf, Finance Director
Cathy Clark, Council President	Tracy Davis, City Recorder

FLAG SALUTE

Darrell Weir, Troop 150 West Salem led the pledge of allegiance.

PUBLIC TESTIMONY

JoAnne Beilke, Keizer, representing the Keizer Heritage Foundation expressed pleasure that, after two years of negotiations, a lease between the City and the Heritage Foundation was reached. She explained that the Association has experienced an increase in volunteers and formed a relationship with the Siletz tribe which is providing a summer student to help in the art and library. She invited citizens to become members and reviewed various activities planned for the future.

Dave Bauer, Keizer, noted that over the years he has worked with Public Works, the Water Department and Keizer Police and has always had the best service. Recently he had the opportunity to work with the City Manager on the Keizer Little League fields issue and with his leadership a resolution was achieved. He applauded Mr. Eppley for his efforts. He also worked with Shane Witham of Code Enforcement and Shane explained processes and followed through. He thanked Mr. Witham as well. He commended Paula Collins for her outstanding efforts in taking care of the Community Center, which he experienced recently at a reunion event and also commended Event Staff Person Aimee Smith for her assistance during the event. He concluded his testimony noting that he thought it was important to let the Council know that the City employees are doing a good job.

Lyndon Zaitz, Keizer, invited everyone to the 5th Annual RiverFair. He showed a First Place ribbon that would awarded for various events and listed planned competitions. He thanked Safeway for sponsoring the pie eating contest and Les Schwab for sponsoring the disc golf tournament, nature walk, and live entertainment. He explained that there will be a historical area to celebrate the bicentennial of Wallace House. A 15-star flag, a replica of the flag that would have flown over the Wallace House 200 years ago, will be raised to commemorate the bicentennial. He urged everyone to check out details in the Keizer Times.

John McArdle, Mayor of Independence, past president of the Oregon Mayors Association, presented Mayor Christopher with the OMA Leadership award. He explained that Mayor Christopher is known for displaying wisdom and she is passionate for other mayors. She is known as a "go to" person and is a wonderful credit to the community.

Charles Baker, Keizer, expressed dismay over the planned development at 6159 McLeod. He noted that he had submitted his objections and attended the public hearing on the subdivision and brought up concerns at that meeting including traffic, safety, and lack of parking. He voiced the opinion that a 2006 traffic study did not adequately reflect traffic of 2012 and noted that this proposal does not fit with the Gubser neighborhood and that the infill plan is flawed. He concluded his testimony noting that he supports development when it is appropriate to a neighborhood but the proposed development is not appropriate.

Trace Thompson, Keizer, voiced opposition to the planned development on McLeod. He noted areas of concern including traffic, parking and the safety of children. He provided details regarding his concerns and asked Council to come out to the neighborhood to verify the concerns. Discussion then took place regarding the process for dealing with abandoned vehicles. Mr. Thompson explained that the development at the corner of McLeod and Lockhaven and the Beilke farm, if developed, will both cause an increase in traffic which would be detrimental to the neighborhood. He concluded noting that he would be more comfortable if there were only two lots fronting Zachris instead of three.

Jeff Fleming, Keizer, echoed both previous testimonies and specifically objected to the increased traffic and the safety hazard that would result should this area be allowed to develop as planned. Second to safety, Mr. Fleming noted, is the integrity of the subdivision; he voiced the opinion that the proposed development would not match the parameters of the existing subdivision. He also urged Council to come out to the neighborhood to verify the residents' concerns.

Discussion followed regarding cut through traffic to the freeway, the closure of Tepper Lane, Gubser CCR's, and adjusting the proposed development to two houses instead of three. Additional discussion took place regarding the Chemawa interchange and the need for additional freeway access either at Quinaby or Perkins. Mr. Eppley explained that the City has participated in ongoing discussions with the Oregon Department of Transportation regarding this issue; the Interchange Area Management Plan has recently been completed to review the issue. However, due to lack of funding, another access on I-5 it is potentially indefinite and the City has no control over that. Further dialog took place regarding the need to expand the Urban Growth Boundary to provide jobs to local citizens.

Regarding the layout of the development, Community Development Director Nate Brown explained that the duplex lot had been eliminated and the two smaller lots enlarged but the layout of the development was essentially the same as that shown at the hearing. Mr. Baker indicated that he was opposed to any development of the lot but conceded that fewer houses in the development would be acceptable. Mr. Brown explained that the decision of the Hearings Officer is final; the development meets all the requirements of the Code. Nevertheless, if Mr. Baker is dissatisfied with the development, he could advocate for changing the Code. However, the application for this development has been filed so any discussion that takes place will be for future applications.

Lengthy discussion took place regarding Covenants, Conditions and Restrictions with Mr. Brown explaining that they are contracts that are binding upon private property owners; it would be up to those private property owners to enforce them through the courts. So in this case, the homeowners would have to sue the developer. Mr. Eppley explained that there are two sets of rules. The Development Code what the City governs and is equally applied to every neighborhood. CC&Rs are privately enacted contracts between individuals in a neighborhood and they can be stricter than the City rules but cannot make City rules less strict than they are for the rest of the city.

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Authorizing City Manager to Enter Into Restated Ground Lease with Keizer Heritage Foundation

City Attorney Shannon Johnson reported that the new lease is a 10 year initial term with three 5-year renewal extension periods for a total possible 25 years. There is an additional requirement for public outreach days; the building is to be used generally for social, cultural, educational, historical and recreational purposes – commercial or semi-commercial interests are secondary. An addition is that there will be a Council position on the Heritage Foundation Board. He noted that after this was finalized a change was made in Section 2.10 regarding accounting records which was in front of Council. Therefore, the motion should be “as amended with the new Section 2.10”.

<u>Councilor Taylor moved that the Keizer City Council adopt a Resolution Authorizing City Manager to Enter Into Restated Ground Lease with</u>

Keizer Heritage Foundation, as amended with the new Section 2.10. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

b. RESOLUTION ~ Authorizing the City Manager to Enter Into a Collective Bargaining Agreement with the Laborers International Union of North America, Local 320

Human Resources Director Machell DePina reported that the contract expired June 30, 2012; a new agreement has been negotiated. She reviewed financial impact to the budget ($6,200 above that provided in the 2012-13 Budget) noting that each fund effected has sufficiency to cover the increase. A budget adjustment resolution has been prepared and will be addressed later in the meeting.

Councilor Taylor moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Enter Into a Collective Bargaining Agreement with the Laborers International Union of North America, Local 320. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

c. RESOLUTION ~ Authorization for Supplemental Budget Vacuum, Weapons, Hearings Officer, Public Works Personnel Services, Berning Agreement Payment, and Pump Station Project

Finance Director Susan Gahlsdorf referred Council to her staff report for information on this resolution. She added that after checking with other jurisdictions, it came to her attention that other jurisdictions do not do budget adjustments as frequently as Keizer and that this was likely due the fact that the City does not have a lot of Budget flexibility – there are no padded numbers or unspoken contingencies inserted into line items to cover unanticipated costs. The down side of this is that the City cannot act quickly in the case of an emergency. This is something to consider next Budget season. Mr. Eppley added that he sees this as a positive; the fact that the City budgets funds so tightly speaks well of the community because it shows that the City takes finances seriously and does not add additional funds, it is "bare bones" budgeting.

Councilor Taylor moved that the Keizer City Council adopt a Resolution Authorizing Supplemental Budget Vacuum, Weapons, Hearings Officer, Public Works Personnel Services, Berning Agreement Payment, and Pump Station Project. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

RESOLUTION ~ Authorization for Interfund Loan to the Sewer Reserve Fund from the Transportation Improvement Fund

Ms. Gahlsdorf explained that because the sewer reserve fund does not have sufficient cash on hand to pay the Berning Agreement ($75,000), staff is recommending interfund borrowing from the Transportation Fund for approximately $36,000. Public Works Director Bill Lawyer believes that within the next several years there will be sufficient Sewer Acreage Fee revenues to repay the loan. If that does not happen in 10 years, then the General Fund will need to pay whatever has not been paid.

Councilor Taylor moved that the Keizer City Council adopt a Resolution Authorizing Interfund Loan to the Sewer Reserve Fund from the Transportation Improvement Fund. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

d. Request for Waiver of Fees for Use of Keizer Rotary Amphitheatre Movie in the Park

City Attorney Shannon Johnson explained that Clint Holland had requested this. If Council approves it, then staff will come back with something that would adjust the park regulations to allow the park to be open later. He noted that the permit application fee is typically not waived but other fees have been waived. Mayor Christopher added that she felt the free family events were the right thing to do. Mr. Eppley noted that he was not generally widely in favor of waiving City fees because it was still a City expense but in these times of tight budgets both for the City and at home, waiving the fees seems like a good investment for the community.

Councilor Taylor moved for the Keizer City Council to waive fees for the movie event at the Keizer Rotary Amphitheatre on September 7, 2012. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

Councilor McKane suggested that efforts be made to assist people attending this event to leave the park safely.

CONSENT CALENDAR

a. RESOLUTION ~ Authorizing the Mayor and Council President to Execute New City Attorney Employment Contract
b. RESOLUTION ~ Authorizing the Mayor and Council President to Execute New City Manager Employment Contract
c. RESOLUTION ~ Establishing Fees for Certain Administrative Services (Repealing R2007-1826)
d. RESOLUTION ~ Appointing Municipal Court Judge Pro Tems
e. RESOLUTION ~ Regarding Evaluation of Keizer Municipal Court Judge
f. Surplus Property Report

Councilor Taylor moved to approve the Consent Calendar. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

COMMITTEE REPORTS

a. Appointments to Keizer Points of Interest Committee

City Manager, Chris Eppley, reported that there were two vacancies on the Keizer Points of Interest Committee. Notice of the vacancies was published and the Volunteer Coordinating Committee unanimously recommended Debbie Miller and Richard Ernst to fill the vacancies.

Councilor Taylor moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Debbie Miller to position number 3 and Richard Ernst to position number 4 on the Keizer Points of Interest Committee, positions to expire November 2014. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

b. Appointment to Keizer Festivals and Events Services Team (K-FEST) Committee

City Manager, Chris Eppley, reported that there was a vacancy on the Keizer Festivals and Events Services Team (K-FEST) Committee. The Volunteer Coordinating Committee had recently interviewed Shelly Campbell for a position; she indicated she was still interested in serving. Therefore the Volunteer Coordinating Committee unanimously recommended Shelly Campbell to fill the vacancy.

Councilor Taylor moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Shelly Campbell to position number 3 to fill the unexpired term on the Keizer Festivals and Events Team (K-FEST) Committee. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

c. Keizer Rapids Park Host Appointment

Mr. Eppley explained that the agreement term for the current park host would expire October 2012 so a notice was published to fill the vacancy. The Volunteer Coordinating Committee interviewed all the candidates and recommends Shane and Maleah Witham to serve as the Keizer Rapid Park Host until September 30, 2015; Tim Coburn as the first alternate and Brent and Alison Robinett as the second alternate should Mr. and Ms. Witham be unable to fulfill the three-year commitment.

Councilor Taylor moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Shane and Maleah Witham to serve as the Keizer Rapids Park Host until September 30, 2015. Councilor Smith seconded. Motion passed as follows:

AYES: Christopher, Egli, Smith, McKane, Caillier and Taylor (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

Mr. Eppley added that this was the first time this committee had to interview a large group of people and Marlene Quinn ran the meeting and did an excellent job. Mayor Christopher added that every person would have been a great host.

d. Appointments to Water Master Plan Update Task Force

Mr. Eppley reported that on July 16, 2012 the Keizer City Council established a task force to review and provide input during the development of the water master plan update.

Mayor Christopher made the following appointments:

- Business Sector Representative – Rob Miller
- Development Sector Representative – James Hauge
- Citizen at Large – Jerry McGee
- Water Industry Peer Representatives –
    - Mike Kurtz (Suburban East Salem Water District)
    - Doug Priest (City of Salem)
- Keizer City Council representatives –
    - Councilor Caillier
    - Councilor McKane

Councilor Smith announced meeting times for the upcoming Marion County Commissioners breakfast, Parks Board and Stormwater Advisory Committee.

Councilor Taylor reported that recently an oral history interview was done focusing on the Keizer Little League.

Councilor Caillier announced the next Claggett Creek Watershed Council meeting and reported that the new ice maker and freezer have been installed in the community center catering room. He thanked Rob Miller for his help in the installation and mentioned that Councilor Egli would be taking his place at the Commissioners' breakfast.

Councilor McKane announced the next Planning Commission meeting time noting that they will be discussing the Urban Transition Zone.

OTHER BUSINESS

a. New Business or Old Business Issues

Tracy Davis announced that there is a vacancy on the Planning Commission and two vacancies on the Stormwater Advisory Committee.

Nate Brown announced that the groundbreaking ceremony for the Transit Center is on Wednesday, August 8.

Bill Lawyer reminded everyone of the upcoming Public Services Fair at Keizer Rapids Park.

Mayor Christopher announced that National Night out was August 7.

Councilor Taylor officially announced that he was running for the office of Vice President of the United States.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

August 13, 2012
5:45 p.m. – City Council Work Session
August 20, 2012
7:00 p.m. – City Council Meeting
September 4, 2012 (Tuesday)
7:00 p.m. – City Council Meeting

ADJOURNMENT

With no further business, the meeting adjourned at 9:07 p.m.

MAYOR: APPROVED:

Lore Christopher	Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Joe Egli
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved:

MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, August 13, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the work session to order at 5:45 p.m. The following were present:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Nate Brown, Community Development
Jim Taylor, Councilor	Tracy Davis, City Recorder
Brandon Smith, Councilor	
Joe Egli, Councilor	
David McKane, Councilor	
Mark Caillier, Councilor	

Guests:

Bruce Anderson, Economic Development and Government Affairs
James Hauge, Economic Development and Government Affairs
Christine Dieker, Executive Director Keizer Chamber of Commerce
Nick Harville, SEDCOR

DISCUSSION
a. Economic Development Discussion

1. **Economic Opportunity Analysis (EOA) as it is applying to Economic Development**. Community Development Director Nate Brown noted that it was important to consider how the Economic Opportunities Analysis (EOA) is going to fold into the vision of both the public and private sector for economic development. He explained that the EOA is required under periodic review to look into employment trends in Keizer and try to ascertain employment needs. A consultant is working with the City on this with information received from the state office of Economic Development consisting of tracked statistics and job categories for the area and is reconciling that with the information that was received from the Regional Study. Local and regional stakeholders will be contacted to proof the Economic Vision developed by Keizer. The vision includes medical facilities, technical support industries, educational research, sporting events and professional services but if none of the targeted industries are interested in relocating to Keizer then the City can revise the vision based on that information.

   The Economic Opportunities Analysis Task Force is scheduled to meet on August 29 and other parties have been invited including 1,000 Friends, homebuilders, neighborhoods and other jurisdictions. It is hoped that this effort will result in determining how much land is needed and how to develop an infrastructure plan to serve needs. It is anticipated that this process will be complete around March or April of 2013.

2. **Chamber of Commerce Economic Development and Government Affairs (EDGA) Objectives/Roles/History**. James Hauge filling in for Rich Duncan reviewed the membership of the committee and explained that many of the issues addressed by this committee are government affairs so the group has been making an effort to focus on economic development over the past 1½ years. The committee is expecting to revamp the website, implement the IRIS program and explore ways to bring about more economic growth in the area. The economy is slow but that provides an opportunity to unify efforts and prepare for better economic times. The committee is trying to figure out what they can do as a group to handle potential requests and position the City to look more attractive than other areas in the region and state.

   Mayor Christopher questioned Mr. Hauge regarding his opinion about formation of a Business Advisory Committee. He responded that it is his hope to work with the City as a group. Discussion then took place regarding the role of EDGA, the Chamber, advocacy, EDGA and Chamber membership, attracting business, participation with SEDCOR, identification of trends, and identifying portals to capture businesses interested in relocating to the area. Further dialogue took place regarding the role of the City and City Council as it relates to recruiting new businesses. City Manager Chris Eppley suggested that one agency should be chosen to lead the effort but not the City. He noted that the City has a role to play but it is not the best suited group to recruit business.

3. **Chamber of Commerce Economic Development and Government Affairs (EDGA) Response to the Results of the Economic Opportunity Analysis.** Bruce Anderson voiced appreciation for the relationship that the City and Chamber share which is a good example of what Keizer is about: folks working together. He noted that everyone hopes that things will get going right away; getting involved in different areas is a key and the Chamber plays a great role in being the business representative for the city. He explained that EDGA has surveyed folks, facilitated joint open houses and promotions and played an active role in promoting tourism. It is important to identify barriers to economic development and this is being done as new programs are being developed. He added that SEDCOR plays a key role in helping businesses relocate. Getting the results of the EOA will benefit the City of Keizer and help determine what will fit the area and what will make sense.

   Mayor Christopher indicated that she would like to see a broader Business Advisory Council, with a Marion County representative, Nick Harvill from SEDCOR, two staff persons, and two City Councilors to work together with a group of people, meeting once a month to get information and find a way to stimulate economic growth. Mr. Hauge voiced concern about a new group being formed noting that he felt it would be better to be focused exclusively on Keizer. He suggested that EDGA could formalize their plan and come back to the table with more specific clarity and goals on how the outreach and expectation would be accomplished.

Additional discussion ensued regarding urban growth boundary expansion, getting the word out nationally, opportunities that are coming up and the role of the Keizer Chamber of Commerce.

b. Population Forecasting

Councilor Clark indicated that she wanted to make the group aware of what is going on statewide in terms of how the urban growth boundary and population are being viewed. Mr. Brown noted that it is a big issue statewide but not so much so for Keizer. He explained that the City adopted the PSU number for Keizer and the State, through the League of Oregon Cities, is suggesting that all cities do the same. If this happens, then it is non-appealable. It is a third-party estimate and is not subject to local political issues. The intent is to make it more predictable in EOA processes and remove some obstacles that delay the process. The State is trying to be responsible in creating a predictable process for population projection because that is an important key in growth boundaries. Mr. Brown then reviewed the benefits of this process and implementation and noted that it does not have a detrimental effect on Keizer because the City has already adopted the PSU number. Mayor Christopher suggested Mr. Brown give the population presentation at an EDGA meeting.

Councilor Clark explained that economic analysis and housing needs always go back to this population number. That is why it is important to have the right numbers. With the four year cycle the ten year projections will not be done and there will be flexibility.

ADJOURN Meeting adjourned 7:25

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

Councilor #2 – Brandon Smith

Councilor #5 – Joe Egli

Councilor #3 – Mark Caillier

Councilor #6 – James Taylor

Minutes approved:

MINUTES
KEIZER CITY COUNCIL
Monday, August 20, 2012
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:02 p.m. Roll call was taken as follows:

Present:
Lore Christopher, Mayor
Cathy Clark, Council President
Brandon Smith, Councilor
Mark Caillier, Councilor
David McKane, Councilor

Absent:
Jim Taylor, Councilor
Joe Egli, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
Marc Adams, Police Chief
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Stephan Wurzburg, Keizer, and *Christine Dieker, Keizer*, unveiled the new Community Calendar. Mr. Wurzburg provided details on the calendar including access, submissions, features, and categories. Ms. Dieker provided additional information regarding rules, regulations and criteria. Councilor Clark asked City Attorney Shannon Johnson to review the regulations and criteria. Ms. Dieker asked Mr. Johnson's opinion on including the Mayor's Prayer Breakfast on the calendar.

Clint Holland, Keizer, announced that a free movie (ET) will be shown at Keizer Rotary Amphitheater on September 7. ET will attend and Reese's Pieces will be given away as well. There will be no alcohol served because it is a family event. The movie will start around 7:30. A screen is needed.

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Authorizing City Manager

Mr. Johnson explained that this was similar to what was done with the Marion County Sherriff's office. There is no charge to the City for usage of the program. The agreement outlines the details of the arrangement. Since it is for over two years, it requires Council approval.

<u>Councilor Clark moved that the Keizer City Council adopt a Resolution</u>

and Chief of Police to Enter Into District Attorney's Case Management System (DACMS) Usage Agreement	Authorizing City Manager and Chief of Police to Enter Into District Attorney's Case Management System (DACMS) Usage Agreement with Marion County. Councilor Smith seconded. Motion passed as follows: AYES: Christopher, Clark, Smith, McKane and Caillier (5) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: Taylor and Egli (2)
b. RESOLUTION ~ Adopting the City Council Rules of Procedure; Repealing Resolutions R2003-1452, R2006-1655, and Any Other Previous Resolutions Relating to the City Council Rules of Procedure	Mr. Johnson noted that this matter was addressed in a work session; he has made changes directed by Council and added a change in Section 13 to provide clarification. Councilor Clark suggested that the words "or removing" be deleted from the title of Section 6.4, and that in 17.8 the second sentence be changed to read: "To receive this appointment the candidate must be a Keizer resident who is attending high school, or a registered home schooled student and would qualify…..". Councilor Clark moved to approve a Resolution Adopting the City Council Rules of Procedure; Repealing Resolutions R2003-1452, R2006-1655, and Any Other Previous Resolutions Relating to the City Council Rules of Procedure for the City of Keizer as amended in Section 13.1, 6.4 and 17.8. Councilor Smith seconded. Motion passed as follows: AYES: Christopher, Clark, Smith, McKane and Caillier (5) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: Taylor and Egli (2)
CONSENT CALENDAR	a. Approval of July 16, 2012 Regular Session Minutes Councilor Clark moved to approve the Consent Calendar. Councilor Smith seconded. Motion passed as follows: AYES: Christopher, Clark, Smith, McKane and Caillier (5) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: Taylor and Egli (2)
COMMITTEE REPORTS	Councilor McKane announced the upcoming Traffic/Bicycle/Pedestrian Committee meeting. Councilor Caillier reminded everyone of the upcoming Economic Development and Government Affairs meeting. Councilor Clark reviewed recent events and meetings she had attended, including National Night Out, Keizer Transit Center Groundbreaking ceremonies, the Oregon Municipal Planning Organization Consortium, Keizer RiverFair and K-FEST. She noted that the President of K-FEST is Stephan Wurzburg and she is the Vice President and the committee will

meet monthly to get organized and discuss projects, resources and tourism in Keizer.

Mayor Christopher noted that Keizer had 46 parties for National Night Out.

OTHER BUSINESS

a. New Business or Old Business Issues

Chief Adams announced that the biggest National Night Out event was at the Vineyards because they did it at the school. This year Batman attended. He introduced the newest member of the Police Force, Buster, a new K-9. He will belong to Stephan Richardson. The Police Department now has two dogs.

Public Works Director Bill Lawyer reminded everyone of the upcoming Public Services Fair.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

September 4, 2012 (Tuesday)
7:00 p.m. – City Council Meeting
September 10, 2012
5:45 p.m. – City Council Work Session
- Keizer Parks Tour

September 17, 2012
7:00 p.m. – City Council Meeting

ADJOURNMENT

With no further business, the meeting adjourned at 7:47 p.m.

MAYOR: APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

Councilor #2 – Brandon Smith

~ Absent ~
Councilor #5 – Joe Egli

Councilor #3 – Mark Caillier

~ Absent ~
Councilor #6 – James Taylor

Minutes approved:

CITY COUNCIL MEETING: **<u>September 4, 2012</u>**

AGENDA ITEM NUMBER:____________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: TRACY L. DAVIS, MMC
CITY RECORDER

SUBJECT: KEIZER CITY COUNCILOR ON KEIZER HERITAGE FOUNDATION BOARD

ISSUE:

On August 6, 2012, the Keizer City Council approved a ground lease agreement with the Keizer Heritage Foundation. Section 2.11 of the ground lease agreement states:

> *At all times during this Lease, at least one Keizer City Councilor shall serve on the board of directors of Keizer Heritage, if so appointed by the Keizer City Council or Mayor. Such appointee shall be subject to, perform and fulfill the obligations required of all other such board members, including attendance, and shall be subject to removal if the appointee fails to do so. Any removed appointee shall be replaced on the board by another Keizer Councilor as appointed by the Keizer City Council or Mayor.*

RECOMMENDATION:

It is recommended a member of the City Council be appointed to serve on the Keizer Heritage Foundation Board.