

CITY OF KEIZER MISSION STATEMENT

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

A G E N D A
KEIZER CITY COUNCIL
EXECUTIVE SESSION

Monday, August 21 , 2006

6:00 p.m.

Keizer City Hall

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

- a. Pursuant to ORS 192.660(2)(i) – *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request a hearing. (City Manager Performance Evaluation)*

4. ADJOURN

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

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

Monday, August 21, 2006

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

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

- a. **RESOLUTION** – Certification of Lighting District Accounts
- b. **RESOLUTION** – Certification of Delinquent Sewer Assessments
- c. **RESOLUTION** – Establishing Water Meter Set Fees and Related Service Fees
- d. **ORDINANCE** – Liquor License Application Review Fees

6. ADMINISTRATIVE ACTION

- a. **RESOLUTION** – Adopting the City of Keizer Department of Public Works Strategic Plan

7. CONSENT CALENDAR

- a. **RESOLUTION** – Approving Engineer's Report for Naomi Start Subdivision Street Lighting District
- b. Approval of August 7, 2006 Work Session Minutes
- c. Approval of August 7, 2006 Regular Session Minutes

8. **COMMITTTTEE REPORTS**

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 5, 2006 (Tuesday)

7:00 p.m. City Council Regular Session

September 12, 2006 (Tuesday)

5:45 p.m. City Council Work Session

➤ **2006 City of Keizer Parks Tour**

September 18, 2006

7:00 p.m. City Council Regular Session

October 2, 2006

7:00 p.m. City Council Regular Session

➤ **Keizer Rapids Park Master Plan Public Hearing**

12. **ADJOURNMENT**

CITY COUNCIL MEETING: August 21, 2006

AGENDA ITEM NUMBER:

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR**

**SUBJECT: RESOLUTION - CERTIFICATION OF STREET LIGHTING DISTRICT (SLD)
ASSESSMENTS**

BACKGROUND:

As part of the annual street lighting district assessment, the City assesses an administrative fee to each tax lot. The administrative fee of \$6.90 has been the annual assessment from Fiscal Year 2002-2003 through Fiscal Year 2005-2006. Staff has analyzed the costs of administering the street lighting districts and has determined that an assessment of \$8.10 per lot is needed to recover the administrative costs as budgeted for Fiscal Year 2006-2007. Cost of living, insurance benefits, and liability insurance increases are among the rising administrative costs associated with the needed increase.

ISSUE:

Staff has computed the amount of money necessary to be raised by assessment to cover Street Lighting District costs as shown on the attached exhibit "A". The amount shown includes an \$8.10 assessment to cover administrative costs. The calculation of this assessment is delayed each year because June electricity bills are not received and paid until July. The Marion County Assessor's office has granted the City an extension in filing these assessments. These assessments must be turned over to the County Assessor for collection by August 31, 2006, to be assessed on the 2006 tax rolls.

FISCAL IMPACT:

Staff has calculated \$438,618.54 as the assessment for the November 2006 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for Fiscal Year 2006. After testimony, staff recommends council close the public hearing and deliberates on this issue. After which, staff recommends the council adopt the attached resolution certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2006-_____

CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

BE IT RESOLVED by the City Council of the City of Keizer that Keizer has determined and computed the amount of money necessary to be raised by assessment to cover funds spent to operate and maintain certain street lighting facilities within Keizer, including administrative costs for a total of \$438,618.54; and

BE IT FURTHER RESOLVED that Keizer certifies Exhibit "A" attached hereto, is a true and correct list of the properties within the various lighting assessment district in Keizer giving the proper assessment and apportionment of costs and expenses to be assessed against the respective properties for operation and maintenance of street lighting facilities for the year; and

BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to the County Assessor to be added to the appropriate tax accounts for the respective properties indicated.

PASSED this _____ day of _____, 2006.

SIGNED this _____ day of _____, 2006.

Mayor_____

City Recorder_____

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2006/2007

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	2007 PER LOT OR FOOTAGE
MARDELL	204	7,663.20	37.56
WILARK PARK ST LTG	190	15,519.58	81.68
MAI LIN	290	11,817.06	40.75
APPLEBLOSSOM	88	3,465.18	39.38
RIVERCREST	326	13,396.95	41.09
IVY WAY	119	4,333.76	36.42
ARNOLD WAY	40	1,008.29	25.21
NORTHVIEW	86	4,330.04	50.35
MCNARY HGHTS	88	5,987.76	68.04
CEDAR PARK ST LGHT	19	1,337.74	70.41
MENLO	27	1,252.52	46.39
SHADY LANE FRONT FOOTAGE	5345	3,060.31	0.5726
NORTHWOOD PARK #1	49	3,808.48	77.72
GREENWOOD FRONT FOOTAGE	3785	1,633.87	0.4317
WILARK PARK #6	18	921.86	51.21
WILARK PARK ANN #7	16	904.36	56.52
NORTHWOOD PARK #2	43	2,939.23	68.35
MAI-LIN DISTRICT #2	22	888.69	40.40
MCLEOD PARK	36	1,844.10	51.23
LANCER PARK	36	2,099.07	58.31
HILLIGOSS	14	642.56	45.90
CARLHAVEN ADDITION	28	825.15	29.47
WINDSOR ESTATES	23	1,482.51	64.46
WHITAKER PARK	78	4,956.22	63.54
ANDREW PARK	15	972.91	64.86
GLYNBROOK	41	2,429.29	59.25
LAWNDALE SUB	34	2,408.32	70.83
NORTHWOOD PARK #4	98	8,114.05	82.80
PALMA CIEA #5	22	945.43	42.97
WILARK PARK ANN #5	18	1,177.09	65.39
HICKS JONES FRONT FOOTAGE	18006	8,300.72	0.4610
CARLHAVEN ADD #2	28	941.18	33.61
WILL MANOR 4	23	1,330.67	57.86
WHEATLAND LN	7	488.31	69.76
NORTHTREE ESTATES	100	7,942.88	79.43
CHEMAWA PARK	18	1,652.45	91.80
MCLEOD PARK #2	27	1,765.37	65.38
CHEMAWA EST #1	30	2,046.58	68.22

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2006/2007

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	2007 PER LOT OR FOOTAGE
SIX SUBDIVISION	23	781.41	33.97
MCLEOD ESTATES	74	4,470.71	60.42
CHEHALIS SUB	16	623.52	38.97
DENNIS LANE N+B70	43	1,943.94	45.21
CRESTWOOD VILLAGE	12	614.68	51.22
CHEMAWA EST #2	34	2,336.50	68.72
CHARLOTTE	45	1,711.30	38.03
PALMA CIEA	447	18,618.66	41.65
RIVERVIEW N	29	1,120.59	38.64
MEADOWBROOK	9	453.79	50.42
JUNIPER	20	868.45	43.42
TERRACE GLEN	16	994.33	62.15
WEDGEWOOD ESTATE	32	1,220.04	38.13
JULIE ESTATES	20	1,704.13	85.21
KEPHART	40	2,063.04	51.58
JOHNISEE ADDN	13	472.71	36.36
WALENWOOD SUB	9	258.18	28.69
WARNER PARK	10	266.93	26.69
SPRINGTIME PK SUB	15	895.61	59.71
STONEHEDGE ESTATE	100	6,814.17	68.14
RIVERVIEW N #2	28	1,126.74	40.24
TIMBERVIEW SUB	142	7,614.57	53.62
VISTAVIEW ESTATE #2	60	2,679.90	44.67
NORTHRIDGE PARK	32	1,219.34	38.10
JUNIPER #2 SUBDIV	21	1,252.26	59.63
KEIZER HEIGHTS+B112	64	3,855.49	60.24
CLARK ST NE	28	825.15	29.47
FRIENDSHIP ADDITION	12	463.96	38.66
TEN AT MCNARY	14	1,073.73	76.70
BUCHOLZ ADDITION	21	672.35	32.02
PARKLAWN ADDITION	6	378.31	63.05
GLYNBROOK II N	43	2,997.71	69.71
FOUR WINDS ADDN N	123	5,410.35	43.99
FERNBROOK	39	1,551.12	39.77
EDEN ESTATES	42	2,787.31	66.36
COUNTRY CLUB EST	28	1,588.20	56.72
LAWNDALE I SUB PH-2	39	2,496.19	64.00
STONEHEDGE EST II	89	4,856.76	54.57

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LIGHTING DISTRICTS 2006/2007

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	2007 PER LOT OR FOOTAGE
GARY ST	37	1,141.32	30.85
ARNOLD ST #2	23	859.57	37.37
FOUR WINDS III	20	525.40	26.27
GREENWAY	19	786.09	41.37
NOON AVE	32	1,209.69	37.80
STONEHEDGE EST III	32	1,809.11	56.53
STONEHEDGE EST 4&5	32	2,047.33	63.98
WILLOW LAKE EST	44	2,678.77	60.88
THE MEADOWS PH-1	56	4,853.53	86.67
FOURWINDS II	16	604.84	37.80
WHITAKER HGTS	34	2,135.61	62.81
THE MEADOWS PH-3	35	2,861.49	81.76
THE MEADOWS PH-2	37	3,134.53	84.72
THE MEADOWS PH-4	39	2,896.48	74.27
ORCHARD CREST	53	2,794.02	52.72
STONEHEDGE EST #6	31	2,055.33	66.30
SPRINGMEADOW EST	1	4,424.58	4,424.58
WILLOW LAKE 2&3	96	5,427.96	56.54
CHERRYLAWN CT NE	8	473.30	59.16
ORCHARD CREST PH-3	35	2,112.48	60.36
MAX CT	10	713.20	71.32
THE MEADOWS PH-5	42	2,922.73	69.59
ORCHARD CREST PH-2	53	2,671.44	50.40
RIVERCREST PH-1&2	44	2,089.41	47.49
THE MEADOWS PH-6	31	2,570.97	82.93
THE MEADOWS PH-7	32	2,579.72	80.62
TIMBERVIEW PH-3	28	2,284.02	81.57
APPLETREE PH-1,2,3	45	3,962.07	88.05
BRIARWOOD	1	3,135.54	3,135.54
HIDDEN CRK EST PH-1	37	4,401.86	118.97
CATERWOOD ESTATES	51	3,249.85	63.72
PARKMEADOW APTS	1	1,283.09	1,283.09
NORTHROP/NORTHSHIRE	12	673.93	56.16
COUNTRY GLEN EST B138	187	12,851.03	68.72
FIRCONE	29	2,260.84	77.96
HIDDEN CRK EST PH-2	16	1,159.60	72.48
CLEARLAKE SUBDIV	49	3,742.23	76.37
SPRINGRIDGE EST	32	2,480.67	77.52

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2006/2007

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	2007 PER LOT OR FOOTAGE
THE RIDGE	22	1,721.63	78.26
NORTHSIDE ESTATES	43	2,985.50	69.43
HOMESTEAD/CLEARVIEW	10	397.35	39.74
HONEYSUCKLE	25	1,458.32	58.33
LARSON PARK SUBDIV	12	614.68	51.22
BAILEY ESTATES	10	597.19	59.72
STICKLES ADDITION	9	333.48	37.05
CEDAR BLUFF SUBDIV	27	2,275.27	84.27
ABT KOUFAX LN	22	1,976.59	89.85
HIDDEN CREEK PH-3	33	1,053.08	31.91
HOLLY LN/ALDER DR NE	9	388.61	43.18
3RD AVE N	57	2,048.26	35.93
HIDDEN CREEK PH-4	15	1,405.57	93.70
JACOBE ESTATES SUB	10	1,107.11	110.71
PRAIRIE EST	93	9,734.80	104.68
TECUMSEH ESTATES	21	1,458.05	69.43
TEPPER E SUB	28	2,552.66	91.17
WESTMORE	24	1,294.70	53.95
PINEHURST ESTATES	57	4,438.02	77.86
LEEWOOD MEADOWS	54	3,253.51	60.25
BROWER PLACE	31	2,509.96	80.97
HIGHLANDS ESTATES	60	4,348.24	72.47
JACOBE ESTATES PH2	18	1,431.81	79.55
BAHNSEN WOODS EST	60	4,509.62	75.16
FOREST RIDGE EST	55	3,794.72	68.99
WHEATLAND TERRACE	15	949.19	63.28
WATERFORD	49	3,742.23	76.37
ROCKLEDGE ADDITION	16	904.36	56.52
WITTENBERG	1	2,186.37	2,186.37
JORDON RUN	11	716.10	65.10
PRAIRIE CLOVER	4	628.26	157.07
VINEYARDS	90	5,873.36	65.26
HIGHLANDS NORTH	16	535.57	33.47
CHEMAWA GLEN	38	2,508.70	66.02
SPARROW ADDITION	8	663.25	82.91
VINEYARDS NO. PHASE 2	51	3,460.81	67.86
HIDDEN CREEK PHASE 5	10	890.42	89.04
BARNICK ESTATES	12	1,378.32	114.86

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2006/2007

DISTRICT NAME	FRONT FOOTAGE OR # OF LOTS	TOTAL PER DISTRICT	2007 PER LOT OR FOOTAGE
MCLEOD ACRES	10	650.31	65.03
BEIER ESTATES	18	1,562.39	86.80
WESTMORE EAST SUBDIV N.	18	467.34	25.96
SHADY ADDITION N.-RING ST. N.E	18	777.34	43.19
CLEARLAKE HEIGHTS	12	812.97	67.75
PINE MEADOWS ESTATE	14	724.35	51.74
AT MURPHY SUBDIVISION-PHASE 1 & 2	24	1,414.09	58.92
FULTZ ESTATES	15	1,040.84	69.39
RICKMAN CROSSING	10	689.35	68.94
CEDAR TREE	11	899.16	81.74
WINDSOR WOODS SUBDV	44	3,194.90	72.61
APPLE TREE ANNEX/PEIRCE DRIVE	36	1,920.62	53.35
FULTZ ESTATES PH 2	8	471.34	58.92
PLEASANTVIEW NE	43	1,607.75	37.39
HUNTER ADDITION II	10	301.83	30.18
HUNTER ADDITION I	5	445.10	89.02
LENT ESTATES STLT DIST. KUD	27	665.12	24.63
TREBBER ESTATES	15	1,335.36	89.02
WINDSOR WOODS SUBDV PH2	41	2,388.61	58.26
EVERWOOD MEADOWS	15	956.74	63.78
MEGAN LEE PROP.	5	267.26	53.45
CLEARLAKE MEADOWS STLT DIST	5	1,330.43	266.09
CLAGGET GROVE DIST.	6	652.46	108.74
SELENA ESTATES DIST.	17	1,257.82	73.99
CANDLEWOOD IND PARK NE	7	576.37	82.34
BRIAN MDWS ST LT DIST.-KUD	22	1,356.60	61.66
JACOBE ESTATES PH3	8	1,146.92	143.37
TOTAL ASSESSMENT		438,618.54	

COUNCIL MEETING: August 21, 2006

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILORS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

SUBJECT: DELINQUENT SEWER ASSESSMENTS

ISSUE:

The City of Keizer collects sewer fees from residents and businesses of Keizer. The attached list marked as exhibit "A" represents an itemized list of delinquent accounts from February 28, 2005 through February 27, 2006. Each resident (and property owner, if different) has been notified by certified letter and given a sufficient amount of time to remit payment for their account. ORS 454.225 authorizes the City to certify the delinquent amounts to the County Assessor for the amounts assessed against the premises serviced. The statute also allows the City to collect penalty, interest or costs associated with the delinquencies. A 10% delinquent amount has been added as a penalty and a \$10.00 administration fee has been added to cover the City's costs.

In reviewing the City's fee structure this past year, staff researched the \$10.00 administration fee assessed on delinquent sewer accounts. The administration fee has not increased since 1985. The city currently charges \$30.00 for water shut off processing fees and asks the City Council to consider increasing the Delinquent Sewer Account Administration fee to \$30.00 beginning July 1, 2007, indexed every three years by the Portland Consumer Price Index.

FISCAL IMPACT:

Delinquent assessments total \$2,629.63 for tax year 2006-2007. The City typically has between 10 and 20 delinquent sewer accounts per year. Increasing the administration fee from \$10.00 per account to \$30.00 per account will result in a nominal revenue increase of approximately \$200 to \$400 per year. Again, the purpose of the increase is to recover the City's cost in processing delinquent sewer accounts.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution, which certifies the delinquent water and sewer accounts to the County Assessor for collection and sets the collection fee to \$30.00 beginning July 1, 2007, indexed every three years by the Portland Consumer Price Index.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2006-_____

3 CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

4 WHEREAS, the City of Keizer is responsible for the collection of sewer fees
5 for the City of Salem from the residents of Keizer; NOW THEREFORE,

6 BE IT RESOLVED that the attached Exhibit "A" is an itemized list of
7 delinquent sewer charges through and including February 27, 2006 that the City has
8 been unable to collect through the usual collection procedures; and

9 BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount
10 has been added as a penalty and that a \$10.00 administration fee has been added to
11 cover the City's costs; and

12 BE IT FURTHER RESOLVED that the administration fee will be \$30.00 for
13 delinquent accounts assessed on or after July 1, 2007; and

14 BE IT FURTHER RESOLVED that the administration fee shall be automatically
15 adjusted every three years using the Portland consumer Price Index for Wage
16 Earners; and

17 BE IT FURTHER RESOLVED that the amounts certified on the attached
18 Exhibit "A" shall be added to the appropriate tax accounts as indicated pursuant to
19 ORS 454.225.

20 PASSED this _____ day of _____, 2006.

21 SIGNED this _____ day of _____, 2006.

22 _____
23 Mayor

24 _____
25 City Recorder
26
27
28

EXHIBIT "A"
DELINQUENT SEWER ACCOUNTS

Tax ID	Owner's Name	Service Address	Total
R20126	PATRICK	BRYANT 7495 WHEATLAND RD N	\$ 367.59
R19675	CHAPIN INVESTMENTS LLC	8025 WHEATLAND RD N	92.59
R45612	JOSEPHINE	CHAPMAN 5196 ARCADE AV NE	69.82
R45937	JAMES/RISA	COWLEY 4915 RICKMAN RD NE	307.77
R76783	CODY	ELDRIDGE 1245 SHADY LN NE	307.53
R25449	J	HOLT 752 CHEMAWA RD N	65.00
R45743	KEVER & KANDICE	MILLER 1215 JAYS DR NE	339.96
R19690	CHRISTOPHER	PILLSBURY 7535 WHEATLAND RD N	197.62
R24820	POUR PROP LLC	1990 1/2 CLAXTER RD NE	307.77
R20578	MANJIT/ALICIA	SINGH 2045 CHEMAWA RD NE	39.21
R20355	WAYNE	THACKERY 1225 HARMONY DR NE	84.25
R45930	JEFFREY	WARREN 1097 DEARBORN AV NE	142.77
R20593	PIPER	WEEKS 5620 MCLEOD LN NE	307.77
TOTAL			<u><u>\$ 2,629.63</u></u>

COUNCIL MEETING: August 21, 2006

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR**

SUBJECT: Establishing Water Meter Set Fees and Related Service Fees

BACKGROUND AND ISSUES:

Since incorporation, the City of Keizer has charged meter set fees based on its estimated costs. Staff recommends establishing these fees through city resolution.

FISCAL IMPACT:

Staff has analyzed the costs associated with meter sets both within and outside subdivision developments and developed the following fee structure:

Size of Meter	Meter in a New Subdivision	Meter NOT in a New Subdivision
5/8"	\$130.00	\$700.00
3/4"	\$150.00	\$750.00
1"	\$250.00	Actual cost for labor & materials. Estimates will be given prior to work performed.
1 1/2" +	Actual cost for labor & materials. Estimates will be given prior to work performed.	Actual cost for labor & materials. Estimates will be given prior to work performed.

Upgrade from a 5/8" meter to 3/4" meter is \$60.00

Fees are charged as a basis for recovering costs resulting in no net gain or loss to the City. The attached resolution provides for an annual cost of living increase based on the Portland Consumer Price Index for Wage Earners.

RECOMMENDATION:

Staff recommends the Council approve the attached Resolution establishing Water Meter Set Fees and Related Service Fees.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2006-_____

ESTABLISHING WATER METER SET FEES AND RELATED SERVICE FEES

WHEREAS, the City of Keizer assumed responsibility for the operation of the water system of the Keizer Water District on July 1, 1985; and

WHEREAS, the City of Keizer wants to have a rate schedule in place for water meter sets and related service fees; NOW THEREFORE

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the following fees are established:

Size of Meter	Meter in a New Subdivision	Meter NOT in a New Subdivision
5/8"	\$130.00	\$700.00
3/4"	\$150.00	\$750.00
1"	\$250.00	Actual cost for labor & materials. Estimates will be given prior to work performed.
1 1/2" +	Actual cost for labor & materials. Estimates will be given prior to work performed.	Actual cost for labor & materials. Estimates will be given prior to work performed.
Upgrade from a 5/8" meter to 3/4" meter is \$60.00		

BE IT FURTHER RESOLVED by the City Council of the City of Keizer, that the fees in identified above shall automatically be adjusted on July 1 of each year using the Portland Consumer Price Index for Wage Earners.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that that this resolution shall take effect on September 1, 2006.

PASSED this _____ day of _____, 2006.

SIGNED this _____ day of _____, 2006.

Mayor

City Recorder

COUNCIL MEETING: AUGUST 21, 2006

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
 CITY MANAGER**

**FROM: SUSAN GAHLSDORF, CPA
 FINANCE DIRECTOR**

**SUBJECT: AMEND ORDINANCE 95-318 ESTABLISHING A PROCEDURE FOR
 LIQUOR LICENSE REVIEW**

BACKGROUND AND ISSUES:

The maximum dollar amount of fees assessed for liquor license applications is set by Oregon state statute. The City's ordinance 95-318 establishes the fees below the amount allowed by statute.

	<u>City of Keizer</u>	<u>ORS</u>
Original application	\$70	\$100
Change of ownership, location or privilege application	\$50	\$ 75
Renewal or temporary application	\$35	\$ 35 (fees are the same)

FISCAL IMPACT:

During fiscal year 2006, the City received 5 "change applications" and 4 "original applications". Given similar activity in fiscal year 2007, a fee increase will increase revenues approximately \$250. However, the Keizer Station development could result in more applications in the coming year.

RECOMMENDATION:

Staff recommends an amendment to Ordinance 95-318 "Establishing a Procedure for Liquor License Review" replacing section 3.8., specifying application fees, to the maximum allowed by state statute.

Staff recommends Council open the public hearing on the proposed amendment to Ordinance No. 95-318. Once testimony is taken, staff recommends Council close the public hearing, deliberate on staffs' proposed fee increases and adopt the attached ordinance with amendments, if any.

1 BILL NO. _____

A BILL

ORDINANCE NO.

2006-_____

3 FOR

4
5 AN ORDINANCE

6
7 AMENDING THE ORDINANCE ESTABLISHING A PROCEDURE
8 FOR LIQUOR LICENSE REVIEW AND CITY COUNCIL
9 RECOMMENDATION TO THE OREGON LIQUOR CONTROL
10 COMMISSION; INCREASING APPLICATION FEES; **AMENDING**
11 **ORDINANCE NO. 95-318**

12
13 The City of Keizer ordains as follows:

14 Section 1. AMENDMENT OF ORDINANCE NO. 95-318. Ordinance No. 95-

15 318 (An Ordinance Establishing a Procedure for Liquor License Review and City
16 Council Recommendation to the Oregon Liquor Control Commission, Declaring an
17 Emergency and Repealing Ordinance 88-129) is hereby amended at Section 3(8) as
18 follows:

19 Section 3. License Application.

20 * * * *

21 8. The application shall be accompanied by the appropriate non-refundable
22 fee specified as follows:

23 a. In the case of an original application - \$100.00.

24 b. For a change in ownership, change in location, or change in
25 privilege application - \$75.00.

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPELY
CITY MANAGER**

**FROM: BILL LAWYER
PUBLIC WORKS SUPERINTENDENT**

SUBJECT: DEPARTMENT OF PUBLIC WORKS STRATEGIC PLAN

DATE: August 17, 2006

BACKGROUND:

The Department of Public Works developed a Strategic Plan with the assistance of Nyquist & Associates as a guideline for the future growth and operational impacts to the department. The plan has been presented to Council by Nyquist and Associates at previous work sessions and suggested changes have been made to the document.

FISCAL IMPACT:

There is no fiscal impact to the various funds of the Public Works Department with the adoption of the Strategic Plan. Implementation of the Strategic Plan may have future fiscal impacts which will be presented at a later date.

RECOMMENDATION:

Staff recommends Council adopt the attached resolution adopting the Strategic Plan for the Department of Public Works.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2006- _____

ADOPTING THE CITY OF KEIZER DEPARTMENT OF PUBLIC WORKS

STRATEGIC PLAN

WHEREAS, the City of Keizer Department of Public Works, along with the assistance of the consulting team, Nyquist and Associates, has developed a vision and mission for the department that can be implemented over the next 15-20 years. The plan identifies the values held by the City staff and stakeholders, delineates goals by service area, and sets out a plan of action for achieving the Department's mission, vision, and goals.

WHEREAS the consulting team together with the Public Works Staff held several meetings with significant stakeholders and two work sessions with the City Council; and,

WHEREAS, the City Council understands that by adopting the strategic plan it will identify the process which will lead to further discussions for implementation of the plan; NOW, THEREFORE

BE IT RESOLVED that the City Council of the City of Keizer hereby adopts the Keizer Department of Public Works Strategic Plan, attached hereto as Exhibit "A" and by this reference made a part hereof, as a guiding

document to help the organization assess and adjust to the changing environment, align services with community needs, and define strategic goals that can be implemented over the next 15-20 years.

PASSED this ____ day of _____, 2006.

SIGNED this ____ day of _____, 2006.

Mayor

City Recorder

EXHIBIT "A"

CITY OF KEIZER

**DEPARTMENT OF
PUBLIC WORKS**

STRATEGIC PLAN

2006

COUNCIL MEETING: August 21, 2006

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: NAOMI START SUBDIVISION STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT**

ISSUE:

On July 10, 2005, the City Council adopted Resolution R2005-1712 declaring the City's intent to initiate Naomi Start Subdivision Street Lighting Local Improvement District and directing the City Engineer to make a survey and file a written report with the City Recorder. This Council action was taken in response to a petition from the developer requesting the formation of a lighting district in this area.

Attached to this staff report is a City Engineer's report filed for Naomi Start Subdivision Street Lighting Local Improvement District. The report was reviewed by the Public Works Department and found to meet the guidelines as outlined in the City of Keizer Ordinance for development of street lighting districts. Upon adoption of the report by the City Council, a public hearing will be scheduled to receive any remonstrances to the formation of this street lighting district.

FISCAL IMPACT:

The costs for establishing the district in the first year include a fee for the engineers report and an administrative fee to cover the costs for advertising and staff time in establishing the district. The City receives reimbursement from the property owners for these costs and the actual electricity used through assessments placed on the tax rolls. All activity is budgeted through the Street Lighting District Fund.

RECOMMENDATION:

It is recommended City Council adopt a Resolution approving the City Engineer's Report and set the public hearing date for September 18, 2006 to consider remonstrances and other comments on the district's formation and objections to proposed assessments.

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

2
3 **Resolution R2006-_____**

4
5 **APPROVING THE CITY ENGINEER'S REPORT; DECLARING**
6 **THE CITY'S INTENT TO FORM NAOMI START SUBDIVISION STREET LIGHTING**
7 **LOCAL IMPROVEMENT DISTRICT; PROVIDING NOTICE AND SETTING HEARING**
8

9 BE IT RESOLVED by the City Council of the City of Keizer, Oregon:

10 Section 1. That the City Council hereby finds the City Engineer's Report, marked as
11 exhibit "A" and by this reference incorporated herein, containing preliminary plans and an
12 estimate of probable costs for Naomi Start Subdivision Street Lighting Local Improvement
13 District which was filed with the City Recorder on August 15, 2006 to be satisfactory, and
14 the same are hereby approved and adopted.

15 Section 2. That the City Council hereby declares its intention to form Naomi Start
16 Subdivision Street Lighting Local Improvement District and to make the lighting district
17 improvements to serve Naomi Start Subdivision Street Lighting Improvement District.

18 Section 3. That the City Council hereby directs the City Recorder to give notice of its
19 intention to form Naomi Start Subdivision Street Lighting Local Improvement District and to
20 make the improvements by sending notice to the property owners within the district stating
21 a public hearing will be held on September 18, 2006, said notice to also provide that
22 information required under City of Keizer Ordinance 94-278, an ordinance providing for
23 procedures for municipal lighting districts and special assessments.

24 PASSED this ____ day of _____, 2006.

25 SIGNED this ____ day of _____, 2006.

26 _____
27 Mayor
28

29 _____
30 City Recorder



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

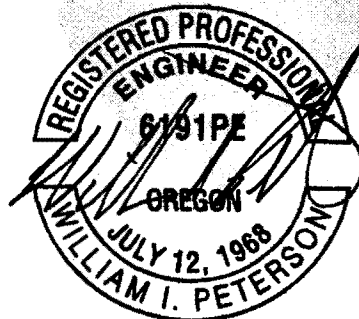
ENGINEER'S REPORT

FOR

NAOMI START SUBDIVISION

STREET LIGHTING DISTRICT

For City Council Action August 21, 2006



Renewal date: December 31, 2006

PREPARED BY:
Peterson Eng. Consultants, Inc.
4300 Cherry Ave. N
Keizer, OR 97303
(503) 390-7402

Date: August 8, 2006

Project File: 01010

"Pride, Spirit and Volunteerism"



*Red
8-15-06*

TO: The Hon. Mayor and City Council

FROM: City Engineer's Office

SUBJECT: Street Lighting District for Naomi Start Subdivision

Authority and Purpose: This report is submitted in accordance with the requirements of City of Keizer **Ordinance No. 94-278** and Council **Resolution 2006-1712** for the purpose of creating the subject Street Lighting District.

District Boundaries and Map: A Map of the proposed District is attached showing the areas benefitted by the street lights proposed to be installed.

Lighting Plan The lighting improvements will consist of 1, 100 Watt, high pressure sodium, flat lens luminary mounted on a 6 foot long mast arm and attached to a 30 foot fiberglass pole, along with 1, 150 Watt, high pressure sodium, flat lens luminary mounted on a 6 foot long mast arm and attached to an existing wooden distribution pole. This design is selected to meet current standards and be consistent with similar developments. It is recommended that installation be accomplished by the following method:

The Developer would supply and install the luminaries and pole. Salem Electric Company (SE) would install the underground wiring. Salem Electric would also supply the electrical power to the District and maintain the luminaries.

Estimated Costs:

Initial Cost and Annual costs -

1, 100 Watt, HPS street light @ 4.29 per mo. x 12 mos. =	51.48
1, 150 Watt, HPS street light @ 5.42 per mo. x 12 mos. =	65.04
Administrative Fee @ \$6.90/Lot:	27.60
Engineering @ \$14.00/Lot:	<u>56.00</u>
Total Assessment	\$200.12
(1)Per Lot Assessment (First Year, 4 Lots)	\$50.03

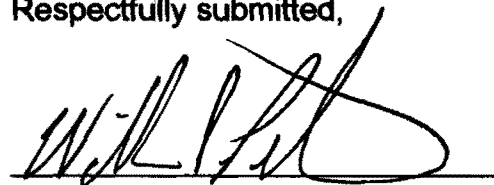
(1) Includes tax roll preparation, audit, delinquencies and miscellaneous administrative costs to the City as authorized by Res. 94-716.

Method of Assessment: It is recommended that the costs be assessed on a per lot basis to each parcel in the district.

The first year assessment would include the one time costs for District formation and engineering. Subsequent years assessments would reduce to \$29.13 per lot.

Assessment Roll: The attached preliminary assessment roll identifies the benefitted properties and the first year assessments to be levied against each.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'William I. Peterson', written over a horizontal line.

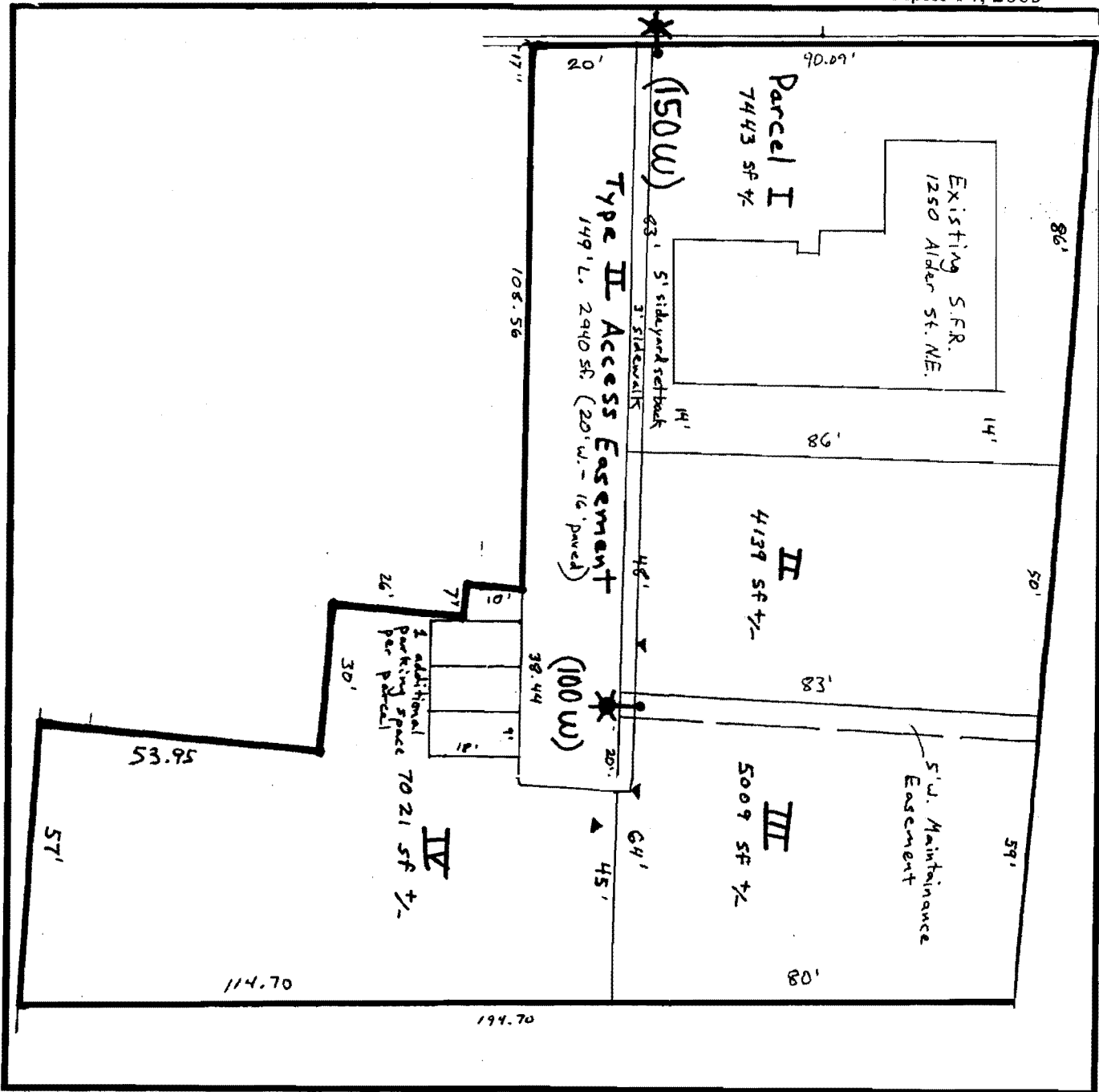
William I. Peterson, PE

PRELIMINARY ASSESSMENT ROLL (First Year)

**CANDLEWOOD COURT
STREET LIGHTING DISTRICT**

***Assessors Map 7S 3W 11BA**

<u>Tax Lot #</u>	<u>Owners Name and Address</u>	<u>Assessment</u>
8200, 8300, 8400 3 Lots	PIKE, DON & FINLEY, DON 1763 SUNBURST TR NW SALEM, OR 97304	\$150.09
8100	SIEGEL, RYAN & SIEGEL, SHELLY 1250 ALDER DRIVE NE KEIZER, OR 97303	\$50.03
	TOTAL ASSESSMENT:	\$200.12



PROPOSED PLAN MAP



**MINUTES
KEIZER CITY COUNCIL
WORK SESSION**

Monday, August 7, 2006

Keizer City Hall

**Robert L. Simon Council Chambers
Keizer, Oregon**

CALL TO ORDER

Mayor Christopher called the work session to order at 5:52 pm. Roll Call was taken as follows:

Councilors Present:

Lore Christopher, Mayor
Richard Walsh, Council President
Jacque Moir, Councilor
Jim Taylor, Councilor
Chuck Lee, Councilor
David McKane, Councilor
Troy Nichols, Councilor

Staff:

Rob Kissler, Public Works
Chris Eppley, City Manager
Tracy Davis, City Recorder

Consultants:

Jeanne Nyquist
Gary Corbin

**DISCUSSION
2006 City of
Keizer Public
Works
Department
Strategic Plan**

Rob Kissler introduced the consultants on the project, Jeanne Nyquist and Gary Corbin, who presented the final portion of the Strategic Plan which included suggested adjustments. Ms. Nyquist reviewed key changes and policy issues focusing on the population growth projections and resultant impact on the water distribution system, sewer infrastructure, transportation, school system, fire district and police department. Additionally, employment projections, infrastructure inventory, separation of the Parks/Public Works Department and staffing for the Parks Department were examined. Review of the stormwater plan, including implementation of the Stormwater Management Plan, Best Management Practices, Control Measures and a funding mechanisms took place with continued discussion focusing on growth management, including the future growth choices of infill vs. expansion of the UGB or a combination of both. Finally Ms. Nyquist noted that a succession plan for replacement of key staff members should be in place and a management team should develop the planning strategy by 2009 with the Human Resources Department leading the effort.

The next steps should involve Council adoption of the Public Works Strategic Plan and staff development of recommendations on key policy issues:

- (1) 2006-7 Stormwater Management Plan Implementation and Funding
- (2) 2008-9 Parks Structure and Funding
- (3) 2008 Growth Management Strategy
- (4) 2009 Succession Planning.

It was agreed that the plan would be adopted at the August 21 Council meeting.

ADJOURNMENT Meeting adjourned at 6:43 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Jacque Moir

Councilor #2 – Troy Nichols

Councilor #5 – Richard Walsh

Councilor #3 – Charles E. Lee

Councilor #6 – James Taylor

.Minutes approved:



MINUTES KEIZER CITY COUNCIL

Monday, August 7, 2006
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular meeting to order at 7:08 pm. Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Richard Walsh, Council President
Jim Taylor, Councilor
David McKane, Councilor
Jacque Moir, Councilor
Troy Nichols, Councilor
Chuck Lee, Councilor

Staff:

Shannon Johnson, City Attorney
Chris Eppley, City Manager
Nate Brown, Community
Development
Marc Adams, Police Chief
Rob Kissler, Public Works
Tracy Davis, City Recorder

FLAG SALUTE PUBLIC TESTIMONY

Rob Kissler led the pledge of allegiance.

Mike Gotterba, Keizer, spoke on behalf of City of Salem Public Works reviewing construction activity at the Willow Lake Wastewater Treatment Plant. He noted that the head works and primary treatment project will become the heart of the facility and will require pile driving. Several alternative methods will be employed to minimize noise and inconvenience to those living in the vicinity. Notification will be given when the actual dates are determined. He noted that this project will help stop most of the sanitary sewer overflows by 2010.

Jerry McGee, Keizer, spoke on behalf of the Keizer Points of Interest Committee explaining that the oral history project was moving along with 10 volunteer interviewers waiting to be trained. He noted that Donna Sinclair had been hired to train volunteers on August 26 from 10 to 3 (lunch not included) at the Keizer Heritage Center. The committee is requesting \$600 from the city to cover the cost of the trainer. Those interested in volunteering could attend the training free of charge with others invited to attend for a fee of \$20 which would help defray the cost to the city.

Mayor Christopher reported that there is \$1,000 in the Volunteer Coordinating Committee budget and usually some money is left over additionally Council has a training budget which could possibly be

tapped. She suggested that the training be moved to City Hall and taped for future training. Discussion ensued on the logistics.

Garry Whalen, Keizer, spoke on behalf of the Parks Board reporting that Show Down in K Town, the skate park event, would be held on Saturday, August 12 at Carlson Skate Park and requested Council assistance at the event. He explained the various activities planned and commended the Boys & Girls Club for their assistance. Ike Media will tape parts of the event for play on Channel 23. Additionally Bikeways Committee will do some safety training and checks with a few helmets available based on need. The local fire fighters union will be donating food and manpower to serve hot dogs to participants with the Keystone Club selling snacks and beverages. There will be disk jockeys and a live band later in the day.

Rhonda Rich, Keizer, President of West Keizer Neighborhood Association, voiced concern about the proposed layout of the Keizer Rapids Park, specifically relating to crime. She suggested that the multi-use path be wide enough to allow police circulation through the park. Nate Brown explained that the multi-use path ringing the park will accommodate Police vehicles. Chief Adams explained that when the park is designated a park, the City of Keizer Police will be patrolling it. Chris Eppley added that the Park Host would remain as well for additional security.

PUBLIC HEARINGS

a. RESOLUTION ~

Forming Griswold Partition Street Lighting District

City Manager, Chris Eppley, provided a history of the formation of a Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Griswold Partition Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

Mayor Christopher opened the Public Hearing. With no one wishing to testify, Mayor Christopher closed the Public Hearing.

Councilor Walsh moved to adopt Resolution R2006 Forming Griswold Partition Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ORDINANCE ~ Spreading

Councilor Walsh moved to adopt Ordinance 2006 Spreading Assessments to Griswold Partition Street Lighting Local Improvement

**Assessments
to Griswold
Partition
Street
Lighting
District**

District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**b. RESOLUTION ~
Forming
Brian
Meadows
Street
Lighting
District**

City Manager, Chris Eppley, provided a history of the formation of a Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Brian Meadows Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

Mayor Christopher opened the Public Hearing. With no one wishing to testify, Mayor Christopher closed the Public Hearing.

Councilor Walsh moved to adopt Resolution R2006 Forming Brian Meadows Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**ORDINANCE ~
Spreading
Assessments
to Brian
Meadows
Street
Lighting
District**

Councilor Walsh moved to adopt Ordinance 2006 Spreading Assessments to Brian Meadows Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**c. RESOLUTION ~
Forming
Jacobe
Estates Street
Lighting
District**

City Manager, Chris Eppley, provided a history of the formation of a Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Jacobe Estates Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

Mayor Christopher opened the Public Hearing. With no one wishing to testify, Mayor Christopher closed the Public Hearing.

Councilor Walsh moved to adopt Resolution R2006 Forming Jacobe Estates Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ORDINANCE ~
Spreading
Assessments
to Jacobe
Estates Street
Lighting
District**

Councilor Walsh moved to adopt Ordinance 2006 Spreading Assessments to Jacobe Estates Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. RESOLUTION ~
Forming Iris
Village Street
Lighting
District**

City Manager, Chris Eppley, provided a history of the formation of a Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Iris Village Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

Mayor Christopher opened the Public Hearing. With no one wishing to testify, Mayor Christopher closed the Public Hearing.

Councilor Walsh moved to adopt Resolution R2006 Forming Iris Village Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ORDINANCE ~
Spreading
Assessments
to Iris Village
Street**

Councilor Walsh moved to adopt Ordinance 2006 Spreading Assessments to Iris Village Street Lighting Local Improvement District. Councilor Taylor seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

**Lighting
District**

ABSTENTIONS: None (0)
ABSENT: None (0)

**ADMINISTRATIVE
ACTION**

City Attorney Shannon Johnson explained the location of property and terms of the agreement.

**a. RESOLUTION ~
Authorizing
Option &
Purchase
Agreements
(Buchanan)**

Councilor Walsh moved to adopt Resolution R2006 Authorizing the City Manager to Enter into an Option Agreement and Agreement of Purchase and Sale for Property Located at 2010 Chemawa Road North, Keizer, Marion County, Oregon in Connection with the Keizer Rapids Park (Stephen and Rhonda Buchanan) (Park System Development Charge Fund). Councilor Moir seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**b. Review of
Keizer Rapids
Park
Proposed
Master Plan**

Chris Eppley enthusiastically commended Nate Brown and the Planning Department for the amount and quality of work that was done on this project. Mr. Brown referred to the proposed site drawing and written description which the RIVERR Task Force is forwarding to Council for approval. Discussion followed regarding the different phases of park development, master planning and the time frame involved. Council agreed to set the public hearing for October 2, 2006.

**c. Request for
Proposals ~
Civic Center
Architect and
Engineering
Services**

City Manager, Chris Eppley explained that current project costs for a new civic center were \$13,400,000. He explained that Council has decided to move forward with the project using Urban Renewal funds and other cash the City is able to dedicate to the project by liquidating certain city assets and whatever other means deemed prudent and necessary to acquire the funding. A RFP has been submitted for Council review.

Jacque Moir interjected that the Civic Center Design Task Force consists of Mary Opra, Bob Emmerich, Greg Rands, Christine Dieker, Ted Anagnos, Kelly Walther, Mike Gaynor, Amy McCloud, David McKane, Jacque Moir and Troy Nichols with Chief Marc Adams, Chris Eppley John Teague assisting.

Councilor Walsh moved to direct the City Manager to proceed with the architect and engineering services selection process as per the time line outlined in the RFP. Councilor Moir seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mr. Eppley added that the public will be kept informed in this process through the website, announcements at Council meetings and advertising in the newspaper.

CONSENT CALENDAR

- A. **RESOLUTION ~ Authorizing City Manager to Sign City of Keizer Public Works Local 320 Agreement**
- B. **Approval of July 10, 2006 Work Session Minutes**
- C. **Approval of July 10, 2006 Regular Session Minutes**
- D. **Approval of July 17, 2006 Regular Session Minutes**

Councilor Lee pulled item D.

Councilor Walsh moved to approve items A through C on the Consent Calendar. Councilor Moir seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols, Lee and Taylor (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Walsh moved to approve item D on the Consent Calendar. Councilor Moir seconded. Motion passed unanimously as follows:

AYES: Christopher, Walsh, McKane, Moir, Nichols and Taylor (6)

NAYS: None (0)

ABSTENTIONS: Lee (1)

ABSENT: None (0)

COMMITTEE REPORTS

a. **United Way ~ Mid-Willamette Valley 2006 Campaign**

Taken out of order. Art Bobrowitz, Keizer, a member of the Executive Board for Mid-Willamette Valley United Way, reported that the 2006 campaign was about to begin and requested that the United Way video be aired on Channel 23. After showing the video Mayor Christopher explained that a task force was developing guidelines for things that could be shown on Channel 23, but the video would be rebroadcast with the Council meeting over the next few weeks.

Councilor Moir reported that

- The **Fort Wallace Task Force** continues to meet. The committee will be coming to council in the near future.
- The August **Planning Commission** meeting is cancelled.
- **Parks Board** meeting is Tuesday, August 8.

Lore Christopher reported that:

- **The River Road Renaissance Advisory Committee** improvements at Shari's and Baskin-Robbins are complete. Nate Brown reported that the committee has endorsed the concept drawing for Lockhaven and River Road improvements so construction drawings are being developed for bidding. Decorative bollards will replace the guardrails. West Coast bank is working on designing improvements

for their site. The demolition permit for the Cash Store in Keizer Plaza has been issued along with the building permits for the façade improvements. Mayor Christopher added that Jim Hupy is investigating improvements to the plantings at Keizer Corner.

- **River Road Renaissance Faire** will feature jesters and sidewalk sales and correspond with the McNary Garage Sale. The Chamber hopes to make this an annual affair.

Councilor Walsh

- Congratulated Chief Adams on another successful National Night Out.
- **Bikeways Committee** met on the 19th to work on the ACTS Grant, consideration of possible connecting pathways throughout the city, the August 12 Youth event and the helmet diversion program.
- **Library Task Force** has submitted a grant application. The next meeting will be in November.
- **RIVERR Task Force** will meet again in September.

Councilor Nichols reported that the July KURB meeting was cancelled with the next one scheduled for August 23.

Councilor Lee reported that he continues to work on the No Meth Task Force. The Task Force continues to have resources available to continue its work. The Task Force has secured \$150,000 to fund the Meth Strike Force Team but \$300,000 is needed. A meeting is scheduled with members of the business community on September 13 to try to secure the remainder of the funding.

OTHER BUSINESS

- a. New Business
- b. Old Business

Councilor Lee reported that although the Oregon legislature has enacted a law effective July, 2007, to regulate the Payday Loan organizations, he felt the City should enact an interim ordinance.

Councilor Lee moved to direct staff to prepare an ordinance for pay day loans similar to those used in other communities for review at a later meeting. Councilor Taylor seconded.

Councilor Nichols stated that because the State ordinance is very restrictive and staff time for enforcement is limited, he would be opposed to enacting this ordinance.

Councilor Moir echoed Councilor Nichols.

Mayor Christopher suggested that the issue be addressed after elections to avoid any perception of this as a political issue.

Motion failed as follows:

AYES: Lee and Walsh (2)

NAYS: Christopher, Moir, Nichols, Taylor and McKane (5)

ABSTENTIONS: None (0)

ABSENT: None (0)

Chief Adams thanked the community and council for a successful National Night Out.

Nate Brown reported that the new Code Enforcement/Zoning Tech, Tony Casker, started work that morning.

WRITTEN COMMUNICATIONS

Mayor Christopher asked for nominations for the Fitness Leadership Award sponsored by the Oregon Governor's Council on Physical Fitness and Sports adding that the deadline is the end of August.

AGENDA INPUT

August 14, 2006

5:45 p.m. City Council Work Session (Cancelled)

August 21, 2006

6:00 p.m. Executive Session

➤ City Manager Performance Evaluation

7:00 p.m. City Council Regular Session

➤ Street Lighting District Assessment Public Hearing

➤ Certification of Delinquent Sewer Assessments

➤ Increase in Liquor License Application Fees Public Hearing

➤ Establishing Fees for Water Meter Sets Public Hearing

September 5, 2006 (Tuesday)

7:00 p.m. City Council Regular Session

September 12, 2006 (Tuesday)

5:45 p.m. City Council Work Session

➤ 2006 City of Keizer Parks Tour

September 18, 2006

7:00 p.m. City Council Regular Session

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:47 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Jacque Moir

Councilor #2 – Troy Nichols

Councilor #5 – Richard Walsh

Councilor #3 – Charles E. Lee

Councilor #6 – James Taylor

Minutes approved: