

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 20, 2007

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 Street Lighting Districts

b. **RESOLUTION** – Certification of Delinquent Sewer Accounts

c. **RESOLUTION** – Forming Wheatland Meadows Street Lighting District
ORDINANCE – Spreading Assessments to Wheatland Meadows Street
Lighting District

6. ADMINISTRATIVE ACTION

a. **RESOLUTION** – Authorizing the City Manager to Sign Amendment to the
Keizer/Salem Emergency Water Agreement (Construction of Permanent
Structure)

b. **RESOLUTION** – Initiating Legislative Amendment to Keizer Station
Plan/Keizer Development Code to Allow Large Scale Format Stores in Area
C – Keizer Station Plan

c. **RESOLUTION** – Approving the Public Works Report for Keizer Station
Street Lighting District and Setting Public Hearing

d. **RESOLUTION** – Declaring Keizer City Council Position #2 Vacant

e. Approving the Change of Ownership – Keizer Mart Liquor License

f. **RESOLUTION** – Changing the Name of River's Edge Park to Wallace House
Park

- g. **RESOLUTION** – Authorizing the City Manager to Enter Agreement with Local Government Personnel Institute (LGPI) for City of Keizer Salary Compensation Survey

7. **CONSENT CALENDAR**

- a. Approval of August 6, 2007 Regular Session Minutes

8. **COMMITTEE REPORTS**

- a. Appointments to the Keizer Points of Interest Committee

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 4, 2007 (Tuesday)

7:00 p.m. City Council Regular Session

- Keizer Station Street Lighting District Public Hearing

September 10, 2007

5:45 p.m. City Council Work Session

- City of Keizer Infill Discussion

September 17, 2007

7:00 p.m. City Council Regular Session

- Keizer Station Area B Master Plan Public Hearing
- Storm Water Utility Fee

12. **ADJOURNMENT**

CITY COUNCIL MEETING: August 20, 2007

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 (REPEALING R2002-1335)**

BACKGROUND & ISSUE:

Each year the City requests an extension from the Marion County Assessor on its Street Lighting District assessments. The calculation of this assessment is delayed each year because June electricity bills are not received and paid until July. Once the June bill arrives staff calculates the assessment per tax lot. The assessment, by district, is shown on the attached exhibit "A". 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, 2007, in order to be assessed on the 2007 tax rolls.

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 per lot was established with the passage of resolution R2002-1335. The fee increased to \$8.10 per lot in 2006 with the passage of R2006-1722. Since R2002-1335 no longer provides the appropriate administrative fee, it should be repealed.

FISCAL IMPACT:

Staff has calculated \$433,635.85 as the assessment for the November 2007 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for Fiscal Year 2007. After testimony, staff recommends council close the public hearing and deliberates this issue. After which, staff recommends the council adopt the attached resolution, repealing R2002-1335, 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 R2007-_____

CERTIFICATION OF LIGHTING DISTRICT ASSESSMENTS

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 \$433,635.85; 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 _____, 2007.

SIGNED this _____ day of _____, 2007.

Mayor_____

City Recorder_____

"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICTS ACCOUNTS

LIGHTING DISTRICTS 2007/2008

DISTRICT		TOTAL PER DISTRICT	
#	NAME		PER LOT
008	MARDELL LTG	7,670.40	37.60
012	WILARK PARK LTG	14,122.70	74.33
014	MAI-LIN LTG	11,843.60	40.84
015	APPLEBLOSSOM LTG	3,703.92	42.09
017	RIVERCREST LTG	14,106.02	43.27
018	IVY WAY LTG	4,579.12	38.48
019	ARNOLD WAY LTG	1,063.60	26.59
022	NORTHVIEW TERRACE LTG	4,370.52	50.82
023	MCNARY HTS LTG	5,839.68	66.36
024	CEDAR PARK LTG	1,299.98	68.42
025	MENLO LTG	1,318.14	48.82
026	SHADY LANE LTG	3,206.29	0.59984 PER FOOT
028	NORTHWOOD PARK #1 LTG	3,695.58	75.42
034	GREENWOOD DRIVE LTG	1,762.83	0.46570 PER FOOT
041	WILARK PARK #6 LTG	900.90	50.05
042	WILARK PARK ANNEX LTG	883.68	55.23
043	NORTHWOOD PARK #2 LTG	2,856.06	66.42
044	MAI-LIN #2 LTG	888.58	40.39
045	MCLEOD PARK LTG	1,801.80	50.05
046	LANCER PARK LTG	2,050.92	56.97
047	HILLIGOSS LTG	670.18	47.87
048	CARLHAVEN ADDN LTG	823.48	29.41
049	WINDSOR EST LTG	1,440.72	62.64
050	WHITAKER PARK LTG	4,782.18	61.31
079	ANDREW PARK LTG	941.70	62.78
080	GLYNBROOK LTG	2,547.33	62.13
081	LAWNDALE LTG	2,332.06	68.59
082	NORTHWOOD PARK #4 LTG	7,868.42	80.29
083	PALMA CIEA #5 LTG	987.14	44.87
084	WILARK PARK ADDN #5 LTG	1,149.84	63.88
086	HICKS JONES LTG	8,933.42	0.49847 PER FOOT
087	CARLHAVEN #2 LTG	939.96	33.57
094	WILL MANOR #4 LTG	1,394.95	60.65
095	WHEATLAND LN LTG	474.60	67.80

096	NORTHTREE LTG	7,710.00	77.10
097	CHEMAWA PARK LTG	1,605.06	89.17
108	MCLEOD PARK #2 LTG	1,724.76	63.88
120	CHEMAWA EST #1 LTG	1,999.20	66.64
122	6 SUB LTG	780.39	33.93
126	MCLEOD EST LTG	4,367.48	59.02
128	CHEHALIS LTG	616.96	38.56
129	DENNIS LANE LTG	2,052.82	47.74
130	CRESTWOOD VLG LTG	600.72	50.06
131	CHEMAWA EST #2 LTG	2,282.42	67.13
132	CHARLOTTE LTG	1,783.35	39.63
141	PALMA CIEA LTG	19,480.26	43.58
142	RIVERVIEW N LTG	1,165.80	40.20
143	MEADOWBROOK LTG	481.32	53.48
144	JUNIPER LTG	905.00	45.25
146	TERRACE GLEN LTG	966.40	60.40
147	WEDGEWOOD EST LTG	1,203.20	37.60
148	JULIE EST LTG	1,664.60	83.23
150	KEPHART EST LTG	2,072.00	51.80
159	JOHNISEE ADDN LTG	469.69	36.13
161	WALENWOOD LTG	256.23	28.47
162	WARNER PARK LTG	264.80	26.48
163	SPRINGTIME PRK LTG	875.10	58.34
164	STONEHEDGE LTG	6,663.00	66.63
165	RIVERVIEW N #2 LTG	1,173.20	41.90
181	TIMBERVIEW LTG	7,439.38	52.39
182	VISTA VIEW LTG	2,665.20	44.42
183	NORTHRIDGE PARK LTG	1,216.00	38.00
184	JUNIPER #2 LTG	1,317.75	62.75
185	KEIZER HTS LTG	3,860.48	60.32
191	CLARK LTG	823.48	29.41
192	FRIENDSHIP ADDN LTG	461.16	38.43
193	#10 @ MCNARY LTG	1,064.70	76.05
194	BUCHHOLZ ADDN LTG	668.43	31.83
195	PARKLAWN ADDN LTG	377.10	62.85
205	GLYNBROOK #2 LTG	3,239.19	75.33
206	4 WINDS ADDN LTG	5,639.55	45.85
207	FERNBROOK LTG	1,659.45	42.55
208	EDEN EST LTG	3,009.72	71.66
209	COUNTRY CLUB EST LTG	1,610.28	57.51
212	LAWNDALE I #2 LTG	2,483.52	63.68
213	STONEHEDGE #2 LTG	4,745.48	53.32
215	GARY ST LTG	1,212.49	32.77
216	ARNOLD ST #2 LTG	917.70	39.90
217	4 WINDS #3 LTG	555.20	27.76
218	GREENWAY LTG	833.04	46.28
219	NOON AVE LTG	1,292.48	40.39

220	STONEHEDGE #3 LTG	1,767.68	55.24
221	STONEHEDGE #4-5 LTG	2,000.00	62.50
227	WILLOW LAKE LTG	2,617.12	59.48
228	MEADOWS LTG	4,742.64	84.69
231	4 WINDS #3 LTG	646.24	40.39
232	WHITEAKER HTS LTG	2,094.40	61.60
234	MEADOWS #3 LTG	2,796.15	79.89
235	MEADOWS #2 LTG	3,062.86	82.78
236	MEADOWS #4 LTG	2,830.62	72.58
237	ORCHARD CREST LTG	2,736.92	51.64
238	STONEHEDGE #6 LTG	2,007.87	64.77
239	SPRINGMEADOWS LTG	4,314.13	4,314.13
241	WILLOW LAKE #2-3 LTG	5,303.04	55.24
246	CHERRYLAWN CT LTG	510.24	63.78
247	ORCHARD CREST #3 LTG	2,061.85	58.91
248	MAX COURT LTG	700.00	70.00
249	MEADOWS #5 LTG	2,856.42	68.01
250	ORCHARD CREST #2 LTG	2,607.60	49.20
251	RIVERCREST #1-2 LTG	2,243.56	50.99
253	MEADOWS #6 LTG	2,512.24	81.04
254	MEADOWS #7 LTG	2,520.96	78.78
255	TIMBERVIEW #3 LTG	2,231.04	79.68
256	APPLETREE LTG	3,870.00	86.00
257	BRIARWOOD LTG	3,060.75	3,060.75
258	HIDDEN CREEK LTG	4,298.66	116.18
259	CATERWOOD LTG	3,174.75	62.25
260	PARKMEADOW APT LTG	1,252.64	1,252.64
261	NORTHRUP/SHIRE LTG	672.12	56.01
262	COUNTRY GLEN LTG	12,553.14	67.49
263	FIRCON LTG	2,206.03	76.07
264	HIDDEN CRK #2 LTG	1,132.80	70.80
265	CLEARLAKE LTG	3,655.40	74.60
266	SPRINGRIDGE LTG	2,427.84	75.87
267	RIDGE LTG	1,681.68	76.44
268	NORTHSIDE LTG	2,913.25	67.75
269	HOMESTEAD/CLEARVIEW LTG	425.10	42.51
270	HONEYSUCKLE LTG	1,571.50	62.86
272	LARSON PARK LTG	600.72	50.06
273	BAILEY LTG	583.60	58.36
274	STICKLES ADDN LTG	325.98	36.22
275	CEDAR BLUFF LTG	2,222.37	82.31
276	KOUFAX LANE LTG	1,930.72	87.76
277	HIDDEN CRK #3 LTG	1,029.60	31.20
278	ALDER/HOLLY LTG	416.52	46.28
282	3RD AVE N LTG	2,185.38	38.34
283	HIDDEN CRK #4 LTG	1,372.80	91.52
284	JACOBE LTG	1,081.20	108.12

285	PRAIRIE EST LTG	9,507.39	102.23
286	TECUMSEH LTG	1,424.43	67.83
287	TEPPER LTG	2,513.00	89.75
288	WESTMORE LTG	1,393.44	58.06
292	PINEHURST LTG	4,338.27	76.11
293	LEEWOOD MEADOWS LTG	3,184.92	58.98
294	BROWER PLACE LTG	2,458.30	79.30
295	HIGHLANDS LTG	4,247.40	70.79
296	JACOB #2 LTG	1,398.60	77.70
297	BAHNSEN WOODS LTG	4,415.40	73.59
298	FOREST RIDGE LTG	3,707.00	67.40
299	WHEATLAND TERRACE LTG	920.25	61.35
300	WATERFORD LTG	3,655.40	74.60
306	ROCKLEDGE ADDN LTG	883.68	55.23
307	WITTENBERG LTG	2,031.26	2,031.26
308	JORDAN RUN LTG	772.97	70.27
309	PRAIRIE CLOVER LTG	612.88	153.22
310	VINEYARDS LTG	5,732.10	63.69
311	HIGHLANDS N LTG	523.20	32.70
312	CHEMAWA GLEN LTG	2,447.96	64.42
315	SPARROW ADDN LTG	647.28	80.91
316	VINEYARDS #2 LTG	3,375.69	66.19
317	HIDDEN CREEK #5 LTG	868.70	86.87
318	BARNICK EST LTG	1,328.64	110.72
319	MCLEOD ACRES LTG	650.40	65.04
321	BEIER EST LTG	1,524.42	84.69
322	WESTMORE EAST N. LTG	493.74	27.43
323	SHADY ADDN/RING LTG	833.04	46.28
332	CLEAR LAKE HTS LTG	796.68	66.39
333	PINE MEADOWS EST LTG	707.14	50.51
334	MURPHY ADDN PH 2 LTG	1,380.24	57.51
336	FULTZ EST LTG	951.15	63.41
338	RICKMANS CROSSING LTG	672.80	67.28
339	CEDAR TREE LTG	877.36	79.76
340	WINDSOR WOODS LTG	3,117.84	70.86
344	PEIRCE LTG	1,874.52	52.07
345	FULTZ ESTATES PH2 LTG	460.16	57.52
346	PLEASANTVIEW LTG	1,708.14	40.67
350	HUNTER ADDITION II LTG	320.20	32.02
351	HUNTER ADDITION I LTG	434.40	86.88
352	LENT ESTATES LTG	700.65	25.95
353	TREBBER LTG	1,302.90	86.86
354	WINDSOR WOODS II LTG	2,331.67	56.87
355	EVERWOOD MEADOWS LTG	933.90	62.26
356	MEGAN LEE LTG	261.05	52.21
358	CLEARLAKE MEADOWS	199.15	39.83
359	CLAGGET GROVE SUB.	285.84	47.64

360	SELENA ESTATES	692.75	40.75
361	CANDLEWOOD IND PARK NE	357.56	51.08
363	BRIAN MEADOWS	749.98	34.09
365	JACOBE ESTATES PH3	224.96	28.12
366	MADALYN TERRACE	665.56	47.54
462	NAOMI'S START	425.52	106.38
TOTAL ASSESSMENT		433,635.85	

COUNCIL MEETING: August 20, 2007

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, 2006 through February 28, 2007. 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 \$30.00 administration fee has been added to cover the City's costs.

FISCAL IMPACT:

Delinquent assessments total \$2,472.71 for tax year 2007-2008.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution, which certifies the delinquent sewer accounts to the County Assessor for collection.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2007-_____

3 CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

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

7 BE IT RESOLVED that the attached Exhibit "A" is an itemized list of
8 delinquent sewer charges through and including February 28, 2007 that the City has
9 been unable to collect through the usual collection procedures; and

10 BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount
11 has been added as a penalty and that a \$30.00 administration fee has been added to
12 cover the City's costs; and

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

16 PASSED this _____ day of _____, 2007.

17 SIGNED this _____ day of _____, 2007.

18
19 _____
20 Mayor

21
22 _____
23 City Recorder
24

EXHIBIT "A"
DELINQUENT SEWER ACCOUNTS

Tax ID

#	First Name	Last Name	Service Address	Total
R19690	ROBERT & LAURA	PILLSBURY	7535 WHEATLAND RD N	\$ 60.10
R45612	JOSEPHINE	CHAPMAN	5196 ARCADE AV NE	118.00
R45937	JAMES & RISA	COWLEY	4915 RICKMAN RD NE	450.31
R19675		CHAPIN INVESTMENTS LLC	8025 WHEATLAND RD N	115.10
R51948	C/O ESTELLA GUTIERREZ	MAGOO ESTRADA	4890 GOBERT AV NE	381.60
R45930	JEFF	WARREN	1097 DEARBORN AV NE	450.31
R45522	NATHAN	RAMIREZ	1615 CHEMAWA RD NE	296.55
R24820		POUR PROPERTIES LLC	1990 1/2 CLAXTER RD NE	450.31
R45522	NATHAN	RAMIREZ	1615 CHEMAWA RD NE	150.43
				<u><u>\$ 2,472.71</u></u>

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: PUBLIC HEARING – FORMING AND SPREADING ASSESSMENTS TO
WHEATLAND MEADOWS SUBDIVISION STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT**

ISSUE:

On June 15, 2007 the developer of Wheatland Meadows Subdivision filed a petition to form a street lighting local improvement district. In response to this petition, the City Council adopted Resolution R2007-1785 on July 2, 2007 to initiate formation of a street lighting local improvement district and direct the City Engineer to make a survey and file a report. On August 6, 2007 the City Council approved the City Engineer's report and set a public hearing to consider remonstrances to the project and objections to the proposed assessments. Notice of public hearing stating the intention to form the district and to assess for the lighting improvements, was distributed as required under City of Keizer Ordinance 94-278.

FISCAL IMPACT:

The City initially pays the street lighting expense to the utility company as it is billed throughout the year. The operating cost of the lights is then billed to the property owners on an annual basis, thereby recovering the City's costs for bills paid throughout the year. In addition, the bills include the cost of the City Engineer's Report in the first year, and an administrative charge in the first and subsequent years to recover the City's cost for administering the lighting districts. All funds are budgeted through the Utility Fund.

RECOMMENDATION:

Open the public hearing to first consider oral objections and written remonstrances to formation of Wheatland Meadows Subdivision Street Lighting Local Improvement District. If valid remonstrances of the owners of two-thirds of the land to be specially assessed for the lighting district are presented to the Council at the public hearing, close the hearing and suspend formation of the district for six months. If remonstrances are not received, close the public hearing and consider adoption of the Resolution forming the lighting district. If Council forms the district, consider adoption of the proposed assessment ordinance.

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City Recorder

BILL NO. _____

ORDINANCE NO. 2007- _____

A BILL FOR

**AN ORDINANCE SPREADING ASSESSMENTS TO
WHEATLAND MEADOWS SUBDIVISION STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT**

Section 1. FINDINGS. The City Council of the City of Keizer makes the following findings:

- a. The City Council did heretofore declare its intention to install street lights to serve an area known as Wheatland Meadows Subdivision Street Lighting Local Improvement District which is described as follows:

Wheatland Meadows Subdivision - identified on the assessors map 06 3W 23DB – tax lots 1300 and 1801 in the City of Keizer, County of Marion, State of Oregon;

which includes the installation of nine (9) 100-watt high pressure sodium flat lens luminaries mounted on six-foot long mast arms and attached to 35 foot gray fiberglass poles located within the subject local improvement district, all in accordance with the City Engineer's Report for Wheatland Meadows Subdivision Street Lighting Local Improvement District.
- b. The total initial estimated cost of Wheatland Meadows Subdivision Street Lighting Local Improvement District is \$1586.08.
- c. The per space/lot assessment formula was used for this district.
- d. The improvements in the district have been or will be constructed as provided in the Engineer's Report.
- e. Notice was duly mailed to the benefited property owners on August 8, 2007.

1 f. A meeting of the City Council was held at the time and place fixed by public
2 notice for the purpose of considering any such written objections to the
3 proposed assessments.

4 g. No written objections to the proposed assessments were filed.

5 h. The Council has considered the matter and determined that construction of
6 said improvements was and is of material benefit to the City, and all the
7 property to be assessed therefore will be specially benefited by the
8 improvements in the amounts shown on the assessment roll.

9 NOW, THEREFORE, the City Council of the City of Keizer ordains as follows:

10 Section 2. ASSESSMENTS.

11 a. First Annual Assessment. It is hereby determined that the share of the cost
12 of the improvements for Wheatland Meadows Subdivision Street Lighting
13 Local Improvement District for each parcel and property benefited thereby
14 for the first annual assessment is the amount set opposite the description of
15 each piece or parcel of land as described in Wheatland Meadows Subdivision
16 Street Lighting District Assessment Roll as set forth in Exhibit "A" attached,
17 and that each piece or parcel of land benefited by the improvements, to the
18 full extent of the amount so set opposite such piece or parcel and that the
19 respective amounts represent the proportionate benefits of said
20 improvements to said respective parcels of property, and the Council does
21 hereby declare that each of the parcels of property described in Wheatland
22 Meadows Subdivision Street Lighting District Roll as set forth in Exhibit "A"
23 attached is hereby assessed the first annual assessment amount set
24 opposite each respective description.

i. Summary of first annual assessment costs for formation of the lighting district to serve the area known as "Wheatland Meadows Subdivision Street Lighting Local Improvement District":

9 – Poles and 100 Watt Luminaries	\$746.28
Engineering Costs	\$532.00
Administrative Fee	<u>\$307.80</u>
Total Estimated Assessments	\$1586.08

ii. The Recorder of the City of Keizer is hereby directed to send a notice of first annual assessment to each owner of assessed property by mail within ten (10) days after this Ordinance levying the first annual installments is passed. The notice shall include information that an application to make installment payments may be filed with the City if the assessment is collected directly from the property owner and not pursuant to ORS 223.866.

b. Second and Subsequent Annual Assessments. After a municipal lighting district has been formed in accordance with City of Keizer Ordinance 94-278, the second and subsequent annual assessments shall be spread by Resolution which may include changes in the mode of collecting the assessment. The method of assessment and notification for subsequent annual assessments shall be determined in accordance with City of Keizer Ordinance 94-278.

c. Mode of Collecting Assessments. Assessments for Wheatland Meadows Subdivision Street Lighting Local Improvement District shall be collected pursuant to ORS 223.866.

d. Lien on Property. The assessment shall be entered as a lien against the benefited property in the City Lien Docket.

PASSED this _____ day of _____, 2007.

SIGNED this _____ day of _____, 2007.

Mayor

City Recorder

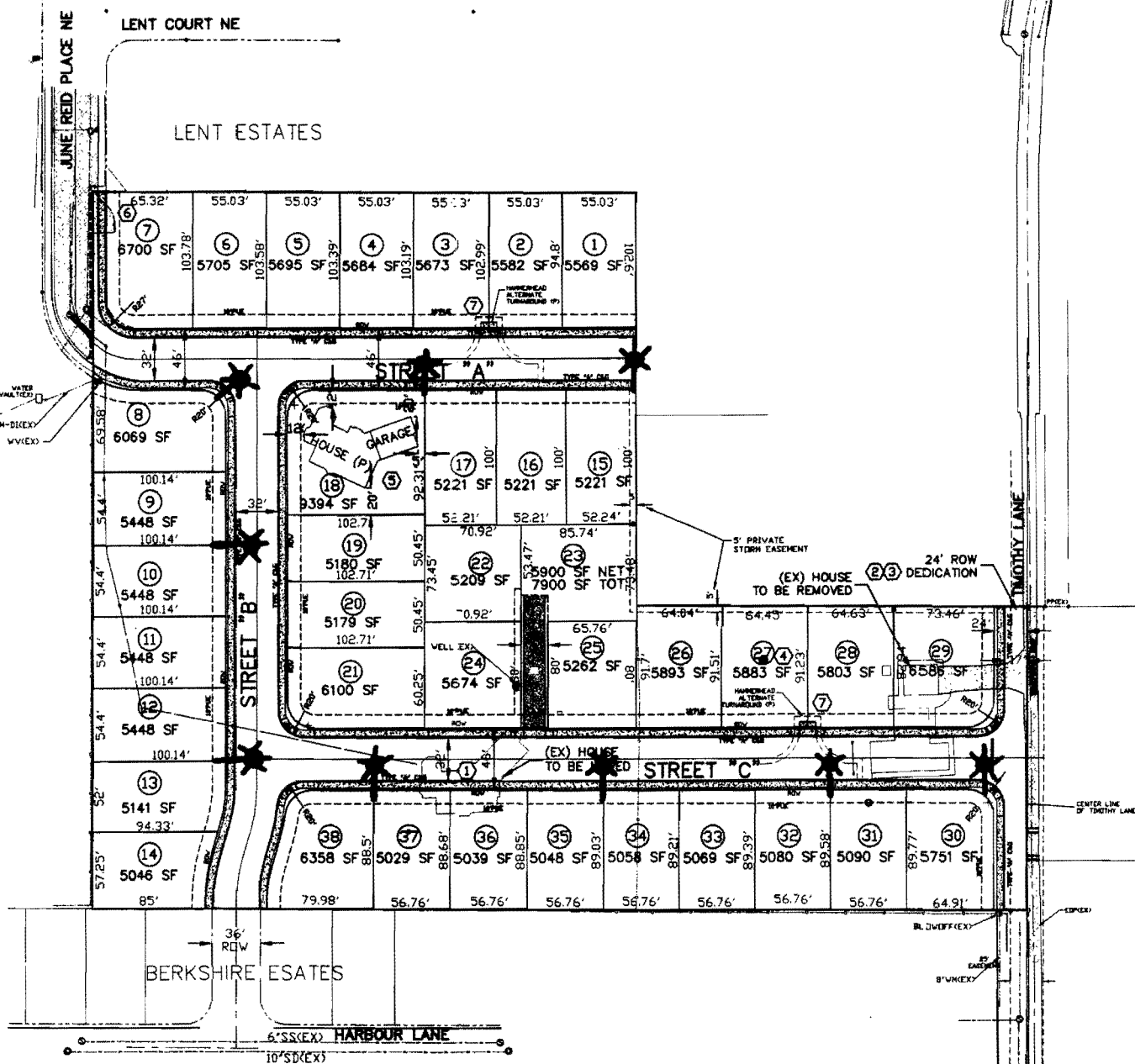
PRELIMINARY ASSESSMENT ROLL

**WHEATLAND MEADOWS SUBDIVISION
STREET LIGHTING DISTRICT**

***Assessors Maps 06 3W 23DB**

<u>Tax Lot #:</u>	<u>Owners Name and Address</u>	<u>Cost per Lot</u>	<u>Lots</u>	<u>Assessment</u>
1300 & 1801	CAPITAL ENTERPRISES LLC PO BOX 2779 SALEM, OR 97308	\$41.74	38	\$1,586.08

TOTAL ASSESSMENT: \$1,586.08



SUBDIVISION PLAN

SCALE: 1"=60'

SHEET NOTES:

1. HOUSE TO BE REMOVED
2. OUT BUILDING TO BE REMOVED.
3. DRIVEWAY TO BE REMOVED.
4. WELL TO BE REMOVED, SEE DOMESTIC WATER SHEET.
5. NEW LOCATION OF EXISTING HOUSE.
6. CONTRACTOR TO REMOVE EXISTING ASPHALT DRIVEWAY AND GATES.
7. HAMMERHEAD EASEMENT TO BE FILED SEPARATE FROM PLAT. EASEMENT IS NOT TO BE RECORDED ON PLAT

DRAWING LIST:

- C-1 SITE PLAN, ABBREVIATIONS, NOTES
- C-2 EXISTING CONDITIONS - SITE SURVEY
- C-3 UTILITY PLAN
- C-4 STREET "A" STREET PLAN AND PROFILE
- C-5 STREET "B" STREET PLAN AND PROFILE
- C-6 STREET "C" STREET PLAN AND PROFILE
- C-7 TIMOTHY LANE STREET PLAN AND PROFILE
- C-8 STREET "A" STORM WATER PLAN AND PROFILE
- C-9 STREET "B" STORM WATER PLAN AND PROFILE
- C-10 STREET "C" STORM WATER PLAN AND PROFILE
- C-11 TIMOTHY LANE STORM WATER PLAN AND PROFILE
- C-12 CHDPE PIPE INSTALLATION DETAILS
- C-13 STREET "A" SANITARY SEWER PLAN AND PROFILE
- C-14 STREET "B" SANITARY SEWER PLAN AND PROFILE
- C-15 STREET "C" SANITARY SEWER PLAN AND PROFILE
- C-16 TIMOTHY LANE SANITARY SEWER PLAN AND PROFILE
- C-17 DOMESTIC WATER IMPROVEMENTS
- C-18 EROSION CONTROL PLAN
- C-19 HOUSE DRAIN AND GRADING PLAN
- C-20 SIGNAGE, TRAFFIC CONTROL, SIDEWALK, AND STREETLIGHT PLAN
- C-21 STANDARD CITY OF KEIZER CONSTRUCTION DETAILS
- C-22 STANDARD CITY OF KEIZER CONSTRUCTION DETAILS
- C-23 STANDARD CITY OF KEIZER CONSTRUCTION DETAILS
- C-24 STANDARD CITY OF KEIZER CONSTRUCTION DETAILS

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: AMMENDMENT TO THE EMRGENCY AGREEMENT

DATE: AUGUST 8, 2007

BACKGROUND:

Beginning in November 2001 the City of Keizer and City of Salem proceeded with a pilot water project to determine if Keizer could deliver 5 million gallons a day (mgd) of water to Salem in an Emergency. The pilot water project consisted of a new booster pump station funded by Salem at the Keizer's Cherry Ave Water Facility. The project was successful in delivering 5mgd to Salem's 42" transmission main locate on the Lion's property. All easements required to make the booster pump station permanent are in place. The final component of this project is to amend the emergency water agreement Section III to include attachment A which outlines timelines for construction of a permanent structure owned by Salem.

Attachments; November 2001 staff reports

FISCAL IMPACT:

Amendment to the Emergency Water Agreement has no fiscal impact to the City of Keizer

RECOMMENDATION:

Staff recommends Council adopt the attached Resolution authorizing the City Manager enter into an amendment to the Emergency Water Agreement. Please contact Bill Lawyer or me if you have questions.

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: PILOT WATER PROJECT

DATE: NOVEMBER 1, 2001

BACKGROUND:

The City of Salem has engaged Golder and Associates to develop a feasibility study, to determine if the Willamette Mission Bottom just North and East of Keizer could produce a 20 mgd well field for emergency water supplies. If this field is developed, it may affect the aquifer that the City of Keizer Wells are located in. Keizer staff approached the Salem staff, to propose our wells provide a major portion of emergency water to Salem.

At the July 23, 2001 City Council Work Session, staff introduced the idea of entering into a three-year pilot water study to determine if Keizer Water could supply Salem with a portion of the 20 mgd needed for their emergency water supply. Salem currently has 9 mgd capacity at the Aquifer Storage and Recovery site located in south Salem for emergency water supplies. Keizer staff believes we could deliver up to 5 mgd additional emergency water to Salem. With this capacity available to Salem, the need to develop a Mission Bottom Well field may become less feasible or necessary. Improvement to the interconnections will help ensure water supplies to both agencies during emergencies. Attached is a letter from Salem, dated October 17, 2001 outlining the responsibilities of both agencies during the Pilot Water Project.

FISCAL IMPACT:

No capitol expenditures will be needed for this project. City staff will assist in the operation of the Pilot Pump Station built by Salem.

RECOMMENDATION:

Staff recommends City Council adopt the attached Resolution Authorizing the Public Works Department proceed with the Salem Personnel to develop a Pilot Water Project.

CITY COUNCIL MEETING:_____

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: ROB KISSLER
DIRECTOR OF PUBLIC WORKS**

SUBJECT: PILOT WATER PROJECT

DATE: NOVEMBER 28, 2001

BACKGROUND:

The City of Salem has engaged Golder and Associates to develop a feasibility study, to determine if the Willamette Mission Bottom just North and East of Keizer could produce a 20 mgd well field for emergency water supplies. City of Salem currently has 20mgd water rights on administrative hold since 1989 with the State Water Resources in anticipation of developing a Mission Bottom Well Field. If this field is developed, it may affect the aquifer that the City of Keizer Wells are located in. The City of Keizer currently has three newly constructed wells that have water rights less senior to the proposed Mission Bottom Well Field. Keizer staff approached the Salem staff, to propose our wells provide a major portion of emergency water to Salem, which will help the City of Keizer maintain the current status of meeting the Ground Water Disinfection Rule, by creating less potential impact on our aquifer.

At the July 23, 2001 City Council Work Session, staff introduced the idea of entering into a three-year pilot water study to determine if Keizer Water could supply Salem with a portion of the 20 mgd needed for their emergency water supply. Salem currently has 9 mgd capacity at the Aquifer Storage and Recovery site located in south Salem for emergency water supplies. Keizer staff believes we could deliver up to 5 mgd additional emergency water to Salem. With this capacity available to Salem, the need to develop a Mission Bottom Well field may become less feasible or necessary. Improvement to the interconnections will help ensure water supplies to both agencies during emergencies. Attached is a letter from Salem, dated October 17, 2001 outlining the responsibilities of both agencies during the Pilot Water Project.

After completion of the Pilot Water Project, staff is planning to investigate the idea of developing jointly with Salem additional 5mgd emergency water supplies.

FISCAL IMPACT:

No capitol expenditures from the City of Keizer will be needed for this project. City staff will assist in the operation of the Pilot Pump Station built by Salem.

RECOMMENDATION:

Staff recommends City Council adopt the attached Resolution Authorizing the Public Works Department proceed with the Salem Personnel to develop a Pilot Water Project.



October 17, 2001

Rob Kissler, Director of Public Works
City of Keizer
930 Chemawa Road, NE
Keizer OR 97307-1000

SUBJECT: SALEM/KEIZER PILOT WATER PROJECT

Dear Mr. Kissler:

As we have discussed, we are very interested in amending our Emergency Water Agreement so Salem can purchase additional surplus water from Keizer.

This letter describes the proposed responsibilities for the Salem/Keizer Pilot Water Project during the life of the project.

Pilot Project Background:

The 1994 Salem Water Master Plan recommended developing an additional 20 million gallons per day of emergency water supply in case Salem lost either Geren Island water production due to river turbidity, Franzen Reservoir storage due to being uncovered, transmission line capacity due to an earthquake, or some other reason such as a drought. Since 1994, Salem has developed slightly more than 9 mgd from the south Salem ASR system, and probably will not develop any more. For the remaining 11 mgd, the City has planned to pursue developing the Mission Bottom Wellfield northwest of Keizer. A groundwater right application for 20 mgd was filed with the Oregon Water Resources Department (WRD) in 1989, but is in an administrative hold position. Salem submitted a request last January asking WRD to keep the application on hold until February 1, 2002. Salem may still want to develop up to 20 mgd at Mission Bottom.

For the last year, Salem has been pursuing the additional emergency supply by two approaches. First, Golder Associates prepared a hydrogeological study of the area, to determine where to drill a pilot well. The pilot well will help determine where to develop the wellfield. Golder prepared a report which outlined the pros and cons of developing groundwater at different sites, including Mission Bottom. The report has been reviewed by Ed Butts. Second, Salem staff has met with you and Ed Butts to see how feasible it may be to improve the existing water system interconnections in order to receive the emergency supply from Keizer instead of the Mission Bottom Wellfield. You have indicated Keizer is very interested in improving the water system interconnections so both agencies will be able to better supply one another.

The 1987 "Emergency Water Agreement" is the existing agreement between Keizer and Salem to sell "surplus" water to one another. Staff from both communities met this past July 6 to discuss the

❖ *ADA Accommodations Will Be Provided Upon Request* ❖

PUBLIC WORKS DEPARTMENT

555 Liberty St. SE / Rm. 325 • Salem, OR 97301-3503 • Phone (503) 588-6211 Fax (503) 588-6025 TTY (503) 588-6292

project and develop a strategy. Because Stettler Supply Company is under contract with Salem for the ASR/Mission Bottom Project, it was determined at the meeting to have Stettler prepare a proposal to Salem for developing a pilot pump station. The City of Salem has received a proposal from Stettler Supply to construct a pilot pump station with a capacity of up to 5 million gallons per day.

Proposed Pilot Plan and Joint Responsibilities for both Salem and Keizer:

1. The sale of water shall be in accordance with the 1987 Emergency Water Agreement, as amended.
2. The operation and maintenance of the pilot pump station will be a joint effort by both communities and will require the approval of both communities. A detailed operational plan will be developed by the City of Salem and approved by the City of Keizer. Items to be addressed in the Operational Plan include but are not limited to:
 - a. Notification procedures and contact individuals for both cities related to expected activation and operation of the pump station.
 - b. Actual activation and deactivation procedures of pump station.
 - c. Emergency activation shutdown procedures.
 - d. Minimum and maximum water supply flows available from the City of Keizer.
 - e. Expected involvement of Keizer and Salem operations staff personnel.
3. The pilot pump station will be initially tested and operated after completion of construction by both communities during the winter of 2001/2002. The final acceptance of the completed pump station will require the approval of both communities.
4. The term of the pilot project shall be three (3) years beginning with the completion of the pilot pump station. The pilot pump station will be available and will be operated during emergency conditions as defined by the 1987 Agreement as amended. At the end of the term of the pilot project, Salem and Keizer shall determine if a permanent pump station is a viable option for both communities.
5. The pilot pump station will be available and operational as an additional source of water during the reconstruction of Franzen Reservoir by the City of Salem. This is currently scheduled for 2003 and 2004.

Rob Kissler, Director
October 17, 2001
Page 3

Proposed Salem Responsibilities:

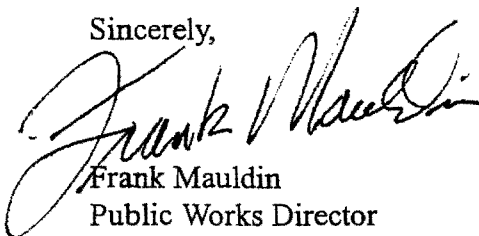
1. The City of Salem will pay the City of Keizer for water purchased during the pilot project term pursuant to the 1987 Emergency Water Agreement, as amended (Currently \$0.573 per 100 cubic feet).
2. The City of Salem will pay for having the pilot pump station designed and constructed, including any building permits.
3. The City of Salem will be responsible for the purchase, delivery, and usage of chlorine disinfectant compounds for the pilot pump station; for the maintenance and repair of the pilot facility; and for the electrical power costs for operating the pilot pump station if a separate electrical service meter is installed as part of the pump station.

Proposed Keizer Responsibilities:

1. The site of the pilot pump station is on property (2.62 acres) owned by Keizer Lions Club and the City of Keizer will provide the access and any easements for constructing and operating the pilot pump station and connecting pipelines and powerlines. This site is the location of the existing City of Keizer Cherry Avenue Water Pump Station (well).
2. The City of Keizer will provide the operational water staff for coordinating with the City of Salem in operating the pilot pump station and will recover this cost through the agreed to commodity rate charged the City of Salem for water purchased.

We trust this letter clearly describes the proposed responsibilities for designing, constructing, operating, and maintaining the pilot pump station. The final Amendment to the Emergency Water Agreement is enclosed for the City of Keizer's approval. If the City approves, please return the signed Amendment to this office.

Sincerely,



Frank Mauldin
Public Works Director

PLE:P:\COR2001\LETTERS2001\PILOT AGREEMENT.WPD

Enclosure: Amendment to Emergency Water Agreement

cc: Tim Gerling, P.E., Assistant Public Works Director
Paul Eckley, P.E., Operations Services Manager
Sofia Hobet, AIC Water Superintendent

PLE:P:\COR2001\LETTERS2001\PILOT AGREEMENT.WPD

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2007-_____

AUTHORIZING THE CITY MANAGER TO SIGN
AMENDMENT TO THE KEIZER/SALEM EMERGENCY
WATER AGREEMENT (CONSTRUCTION OF
PERMANENT STRUCTURE)

WHEREAS, the City of Keizer and the City of Salem have entered into an Emergency
Water Agreement dated February 6, 1987;

WHEREAS, such agreement has been amended to clarify the rate charged by Keizer for
water purchased by Salem;

WHEREAS, the City of Salem and the City of Keizer created an October 17, 2001 letter
of agreement for a pilot water project in which a pilot pump station would be constructed and
program of testing and operation would be conducted in order that both agencies would be able
to better supply one another;

WHEREAS, the City of Salem and the City of Keizer have completed the pilot plan and
each fulfilled the responsibilities outlined in the letter of agreement;

WHEREAS, the City of Salem and the City of Keizer have determined that the pilot
plan was successful and that a permanent pump station is a viable option for both communities;

WHEREAS, the City of Keizer and the City of Salem wish to amend the Emergency
Water Agreement to include the construction and timeline for a permanent pump station;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is

1 hereby authorized to sign the Amendment to Emergency Water Agreement, a copy of which is
2 attached as Exhibit "A" and by this reference incorporated herein.

3 PASSED this _____ day of _____, 2007.

4
5 SIGNED this _____ day of _____, 2007.

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Mayor

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11

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City Recorder

AMENDMENT TO EMERGENCY WATER AGREEMENT

This Amendatory Agreement is made and entered into by and between the City of Salem, Oregon, an Oregon municipal corporation ("City of Salem"), and the City of Keizer, Oregon, an Oregon municipal corporation ("City of Keizer").

WHEREAS, the parties previously entered in an "Emergency Water Agreement," dated February 6, 1987;

WHEREAS, such agreement has been amended to clarify the rate charged by Keizer for water purchased by Salem;

WHEREAS, the City of Salem and the City of Keizer created an October 17, 2001 letter of agreement, a copy of which is attached as Exhibit "A", for a pilot water project in which a pilot pump station would be constructed and program of testing and operation would be conducted in order that both agencies would be able to better supply one another;

WHEREAS, the City of Salem and the City of Keizer have completed the pilot plan and each fulfilled the responsibilities outlined in the letter of agreement;

WHEREAS, the City of Salem and the City of Keizer have determined that a permanent pump station is a viable option for both communities;

NOW, THEREFORE, the parties agree:

1. "Emergency Water Agreement" is amended with the addition of a second paragraph to Section III as follows: "A booster pump station dedicated to pumping water from the City of Keizer to the City of Salem will be constructed at the existing Cherry Avenue pilot project location. The pump station will be the property of the City of Salem. All costs for structure construction, equipment installation, operation and maintenance are the sole responsibility of the City of Salem. The easements previously secured by the City of Keizer for the associated water line and structure will be maintained by the City of Keizer."
2. On or before July 1, 2010, City of Salem shall construct a building of split-face block construction for the pump station replacing the current temporary structure. The new structure shall house the necessary disinfection chemicals, and shall meet any and all applicable zoning and building codes. The City of Salem and the City of Keizer will agree to all architectural features of the building. The existing temporary structure shall be removed and all

landscaping improved. City of Salem shall be responsible for all maintenance, repair and replacement of the pump station, associated water lines and equipment, as well as the structure.

3. Except as modified by this Agreement, the terms and conditions of the Emergency Water Agreement which this modifies remain in full force and effect.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below:

CITY OF SALEM, OREGON

CITY OF KEIZER, OREGON

By: _____
City Manager

By: _____
City Manager

CITY COUNCIL MEETING: August 20, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: *INITIATING LEGISLATIVE AMENDMENTS TO KEIZER STATION PLAN/KEIZER DEVELOPMENT CODE TO ALLOW LARGE SCALE FORMAT STORES IN AREA C – KEIZER STATION PLAN*

RPS Development Company, Inc. (Alan Roodhouse) has requested that the City initiate a legislative process to allow large format retail uses in Area C. The proposal would allow one building up to 120,000 square feet. The current single-building maximum is 10,000 square feet. A copy of the August 6, 2007 letter from Mr. Roodhouse is attached.

Northwest National LLC and RPS Development are considering possible retail/mixed use development in Area C. Mr. Roodhouse believes that the development code should allow for more flexibility with regard to building size. I will note that Mr. Roodhouse's reference to three Major Anchor stores being allowed by the KSP is incorrect. Though that was an initial proposed element of the Keizer Station Plan, the final plan did not include that restriction. However, the concept is accurate in that the total allowed retail square footage has been underutilized in Area A and the proposed third major anchor did not come to pass in Area A.

RECOMMENDATION:

Consider the matter and take appropriate action. A resolution is attached for your consideration.

Thank you.

ESJ/tmh
attachments

RPS DEVELOPMENT COMPANY, INC.

➤ *Retail Property Solutions*

August 6, 2007

Chris Eppley
City of Keizer
930 Chemawa Rd NE
Keizer, OR 97303

Dear Chris:

This letter requests that the City approve initiation of the attached code amendment. The proposed amendment includes language modifying KDC 2.107.02(I) and KDC 2.107.05(D) in parts that are already specific to the KSP area. The proposal modifies these KSP specific provisions to allow retail uses to occur in a single store or several stores housed within a single footprint up to 120,000 square feet.

The reason is to provide a measure of flexibility in an increasingly tight retail marketplace. Specifically, the well thought out Master Plan Design for all areas of Keizer Station as it related to retail services included a mixed use concept that included the following major uses: (i) Major Anchor Department Stores furnishing a wide array of goods and services at discount prices (Target and Lowes); (ii) Major Tenants specializing in a variety of specialty uses (i.e., category killers – Bed Bath & Beyond, Cost Plus World Markets, Staples, Party City, David's Bridal, Avenue, Wickes Furniture, Petco, Michaels Crafts, Ross Dress for Less, Lane Bryant/Cacique, Famous Footwear, Payless Shoes, Circuit City Electronics and Men's Wearhouse so far); (iii) a Neighborhood Center comprising a full line Grocery Store; (iv) multiple tenant shop buildings providing a number of smaller ancillary uses, and (v) freeway oriented uses (Starbucks, Subway, Jamba Juice, Fed Ex Kinkos, Popeyes Chicken, Burger King, Panda Express, Key Bank, First Technology Credit Union).

Area A Village Center is nearly completed and includes only two Major Anchors instead of the three allowed by the KSP, and no traditional supermarket (like Albertsons or Safeway) so that that element has gone unrealized. However, the grocery element is still possible if the third major anchor is shifted to Area C, the only area large enough to accommodate a combination store which would include a full line grocery operation in at least 35,000 square feet.

Thus, the text amendment to the Area C provisions is necessary to allow flexibility to establish the grocery element we have hoped to realize in Keizer Station.

Thank you for your consideration.

RPS DEVELOPMENT COMPANY, INC.



Alan M. Roodhouse, President

cc: Chuck Sides
Stephen Lippold
Wendie Kellington

Attached A—Proposed Amendments to Keizer Development Code

1. Amendment to KDC 2.107.02(I):

Retail Trade: The following retail commercial uses are allowed, except as authorized in KDC 2.107.05(D).

2. Amendment to KDC 2.107.05(D):

A limitation of the total floor area for specified uses applies to all of Area C Keizer Station Center of the Keizer Station Plan. A maximum total floor area of 135,000 square feet shall apply to the uses identified in Sections 2.107.02(F), (G), (H), (I), (J), and (K), which, notwithstanding 2.107.02(I), may include a use described in Section 2.107.02(I) situated in one building that is composed of up to 120,000 square feet of gross leasable area.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2007-_____

INITIATING LEGISLATIVE AMENDMENTS TO THE KEIZER DEVELOPMENT CODE AND/OR KEIZER STATION PLAN TO CONSIDER AMENDING SECTION 2.107.02(I) AND SECTION 2.107.05(D) AND OTHER RELEVANT SECTIONS TO ALLOW UP TO ONE BUILDING UP TO 120,000 SQUARE FEET OF GROSS LEASABLE AREA IN AREA C – KEIZER STATION PLAN AND POSSIBLE ASSOCIATED AMENDMENTS

WHEREAS, the City Council of the City of Keizer considers it necessary and appropriate to initiate the legislative amendment process to review and possibly revise certain portions of the Keizer Development Code and/or the Keizer Station Plan;

NOW, THEREFORE,

BE IT RESOLVED that pursuant to KDC 3.111.02 and 3.203.01, the City Council of the Keizer hereby initiates the legislative amendment process to review the following Keizer Development Code sections and determine possible amendments:

1. KDC Section 2.107.02(I) regarding allowances and restriction on Retail Trade.

2. KDC Section 2.107.05(D) regarding the limitation of floor area in Area C – Keizer Station Plan.

BE IT FURTHER RESOLVED that planning staff is directed to send appropriate notice to the Department of Land Conservation and Development and any other affected agencies and jurisdictions in a manner appropriate and necessary under state law.

1 Planning staff is delegated the authority to draft proposed text amendments for notice
2 purposes.

3 BE IT FURTHER RESOLVED that any notice shall state that additional
4 amendments to other sections of the Keizer Development Code and/or Keizer Station
5 Plan that are related to the above referenced proposed amendments shall also be
6 considered and possibly adopted.

7 BE IT FURTHER RESOLVED that the Keizer Planning Commission is requested
8 to schedule the matter for public hearing as provided in state and local law.

9 PASSED this _____ day of _____, 2007.

10

11 SIGNED this _____ day of _____, 2007.

12

13

14

15

Mayor

16

17

18

City Recorder

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: KEIZER STATION VILLAGE CENTER STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT**

ISSUE:

On January 17, 2006, the City Council adopted Resolution R2006-1657 declaring the City's intent to initiate Keizer Station Village Center Street Lighting Local Improvement District and directing the City 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 report filed for Keizer Station Village Center Street Lighting Local Improvement District. The report was prepared 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 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 Report and set the public hearing date for September 4, 2007 to consider remonstrances and other comments on the district's formation and objections to proposed assessments.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2007-_____

**APPROVING THE REPORT; DECLARING
THE CITY'S INTENT TO FORM KEIZER STATION VILLAGE CENTER STREET
LIGHTING LOCAL IMPROVEMENT DISTRICT; PROVIDING NOTICE
AND SETTING HEARING**

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

Section 1. That the City Council hereby finds the Report, marked as exhibit "A" and by this reference incorporated herein, containing preliminary plans and an estimate of probable costs for Keizer Station Village Center Street Lighting Local Improvement District which was filed with the City Recorder on August 15, 2007 to be satisfactory, and the same are hereby approved and adopted.

Section 2. That the City Council hereby declares its intention to form Keizer Station Village Center Street Lighting Local Improvement District and to make the lighting district improvements needed to serve Keizer Station Village Center Street Lighting Improvement District.

Section 3. That the City Council hereby directs the City Recorder to give notice of its intention to form Keizer Station Village Center Street Lighting Local Improvement District and to make the improvements by sending notice to the property owners within the district stating a public hearing will be held on September 4, 2007, said notice to also provide that information required under City of Keizer Ordinance 94-278, an ordinance providing for procedures for municipal lighting districts and special assessments.

PASSED this ____ day of _____, 2007.

SIGNED this ____ day of _____, 2007.

Mayor

City Recorder



City of Keizer

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

PUBLICWORKS DEPARTMENT REPORT

FOR

Keizer Station Village Centers (Area A)

STREET LIGHTING DISTRICT

For City Council Action August 20, 2007

PREPARED BY:
City of Keizer
Public Works Department

Date: August 15, 2007

“Pride, Spirit and Volunteerism”

Hon. Mayor and City Council

FROM: Director of Publics Works Office

SUBJECT: Street Lighting District for Keizer Station Village Center

Authority and Purpose: This report is submitted in accordance with the requirements of City of Keizer **Ordinance No. 94-278** and Council **Resolution 2006-1657** 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 benefited by the street lights proposed to be installed.

Lighting Plan: The lighting improvements will consist of 56 decorative poles with high pressure sodium, flat lens and acorn style luminaries. This design is selected to meet current standards and provide the most efficient light coverage. It is recommended that installation be accomplished by the following method:

The Developer will supply and install the luminaries, poles, meter base cabinet and secondary wiring. Portland General Electric Co. (PGE) would install the primary underground wiring and supply the electrical power to the District's meter base. The luminaries, poles, meter cabinet and secondary wiring will be owned and maintained by the City.

The City will maintain, operate and replace 42 Street Lights along Keizer Station Blvd at City expense. All other lights in Area A of Keizer Station which include the Chemawa undercrossing bridge lighting shall be part of the Street Light District. Street Lights in the District will be owned, operated and replaced by the City at the expense of the District. The District will be assessed annually.

Estimated District Costs:

Power consumption cost based on actual cost, calculated annually prior to assessment. Current average cost estimate is \$5,400 (\$7.98 per pole per month).

50 year depreciation rate reviewed at five year intervals. Beginning 50 year depreciation rate at \$3,900 (\$5.83 per pole per month).

Annual maintenance and operational costs reviewed at five year intervals. Beginning maintenance and operational cost at \$5,100 (\$7.56 per pole per month)

Administrative Fee (1) based on actual cost, calculated annually prior to assessment. Current Administrative Fee is estimated at \$200 (\$8.10 per lot for 27 lots)

First year assessment of one time engineering costs estimated at \$1,200

Allowance for uncollectible assessed taxes (1) at 6% of total cost described above at \$1,000

Total Annual Estimate Assessment

\$16,800

(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 acre basis to each parcel/lot in the district.

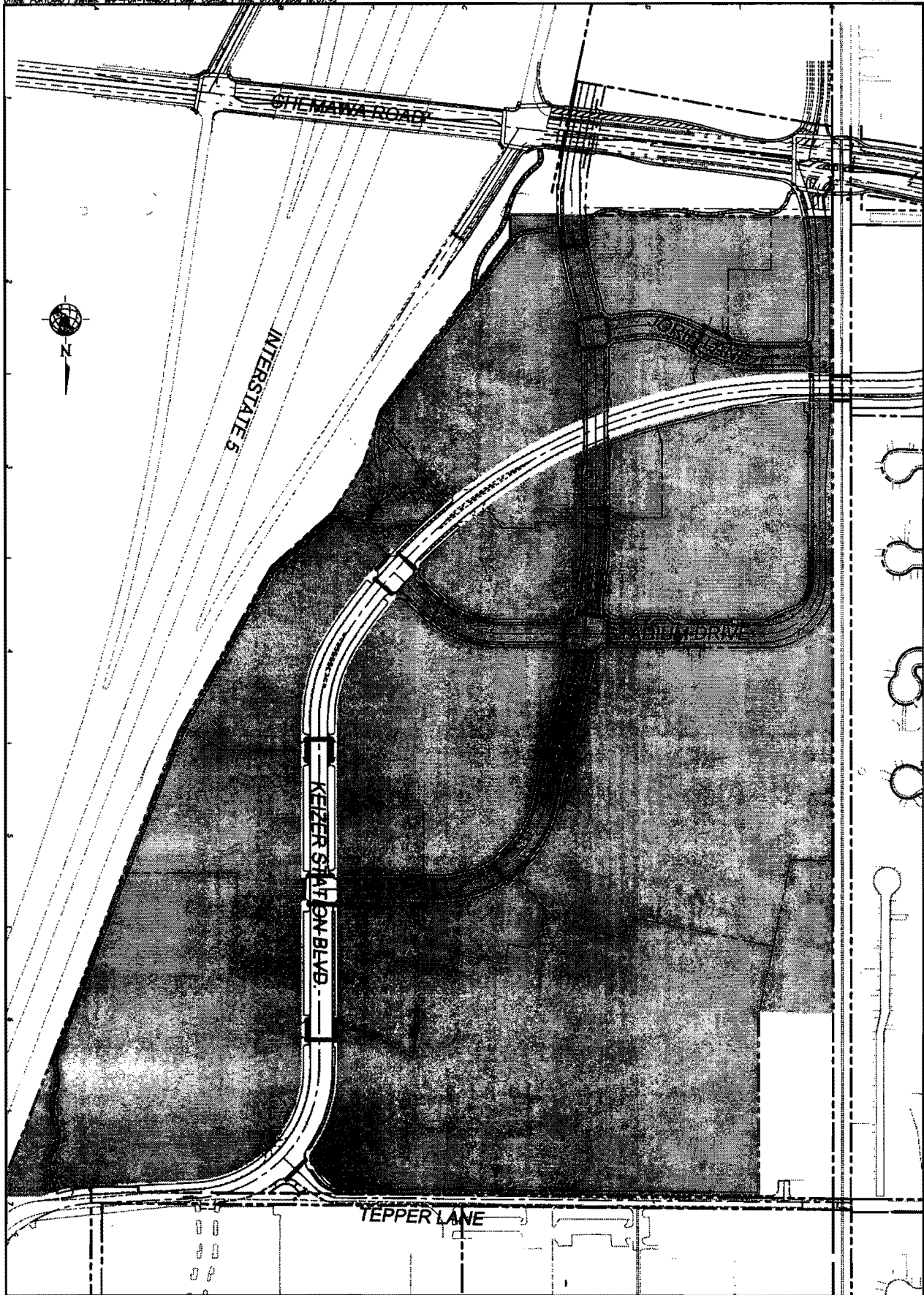
Assessment Roll: The attached preliminary assessment roll identifies the benefited properties and the first year assessments to be levied against each.

Respectfully submitted,

Rob Kissler
Director of Public Works

Keizer Station Area A Street Light District Property Owners

Lot Number	Property Owner	Lot Size by Acre	Lighting costs per Acre	Total Annual Accessment
2	Lowes	12.25	\$216.72	\$2,654.82
3	Northwest National	16.76	\$216.72	\$3,632.23
4	Northwest National	1.29	\$216.72	\$279.57
5	Northwest National	1.84	\$216.72	\$398.76
6	Target	10.14	\$216.72	\$2,197.54
8	Northwest National	1	\$216.72	\$216.72
17	K Village LLC	5.977	\$216.72	\$1,295.34
18	K Village LLC	1.098	\$216.72	\$237.96
19	K Village LLC	4.302	\$216.72	\$932.33
16	RPS Venture 1 LLC	0.748	\$216.72	\$162.11
15	RPS Venture 1 LLC	0.72	\$216.72	\$156.04
14	K Village LLC	1.787	\$216.72	\$387.28
13	K Village LLC	1.062	\$216.72	\$230.16
12	K Village LLC	1.06	\$216.72	\$229.72
20	K Village LLC	1.038	\$216.72	\$224.96
21	K Village LLC	2.504	\$216.72	\$542.67
22	Northwest National	1.692	\$216.72	\$366.69
23	Northwest National	1.801	\$216.72	\$390.31
24	Northwest National	0.797	\$216.72	\$172.73
25	Northwest National	1.268	\$216.72	\$274.80
26	Northwest National	5.643	\$216.72	\$1,222.95
Parcel 1	Northwest National	2.232	\$216.72	\$483.72
Parcel 2	RPS Venture 1 LLC	0.739	\$216.72	\$160.16
				<u>\$16,849.55</u>



DESIGNED BY:	CHECKED BY:	DATE:
DRAWN BY:	APPROVED BY:	DATE:
LAST EDIT:	DATE:	DATE:
DATE	BY	REVISION

Northwest National, LLC
Keizer Station Village Center
KEIZER STATION LIGHTING DISTRICT

Scale: N.T.S. PROJECT NO. 30772 DRAWING FILE NAME: 30772-land-ex23

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COUNCIL MEETING: August 20, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: CITY COUNCIL RESIGNATION/APPOINTMENT PROCESS

ISSUE:

On July 27, 2007 Councilor Troy Nichols submitted a letter of resignation from his position on the Keizer City Council. Councilor Nichols was elected in November 2004. He is in the middle of a four-year term scheduled to expire in January 2009.

The City Charter specifies the Council shall declare an office vacant upon the resignation of a Council member. A vacant elective office shall be filled by appointment of a majority of the remaining members of the Council.

The City Council Rules of Procedure outline the appointment process (Section 16) to be used to fill a vacant Council position. After review of the procedure, the following timeline is being suggested:

- August 20, 2007 – Adopt resolution declaring a vacancy for City Council Position Two.
- August 21, 2007 – City Recorder gives notice to the press inviting letters of interest.
- September 21, 2007 – Closing Date for letters of interest and resumes.
- September 24, 2007 – Letters shall be sent to all interested parties inviting each to give a presentation outlining their interests and qualifications at the City Council meeting on October 1, 2007.
- October 1, 2007 – Upon conclusion of the presentations, the remaining members of the City Council will vote to fill the vacancy. The voting process is outlined in Section 16 of the City Council Rules of Procedure (attached).
- October 1, 2007 – The successful candidate will be sworn in and will immediately be seated at the Council table.

RECOMMENDATION:

It is recommended the Council:

- 1) Adopt the attached Resolution Declaring a Vacancy for City Council Position Number Two;
- 2) By consensus, adopt the above process and timeline that will be used for filling this vacancy and direct staff to give notice to the press inviting letters of interest and resumes from interested parties; and
- 3) Determine the particulars of the presentation. In the past, the presentations were limited to three minutes. No questions were allowed to avoid "soft questions" from Councilors and to avoid criticism of the process. However, the procedures and the Charter do not require any specific process and Council is free to determine the method it will use to decide on the new Councilor.

It is recommended that Council either deliberate at tonight's meeting or in the near future so that staff and the interested parties will be aware of the process that will be followed.

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

ESJ/tmh
attachment

16.1 Vacancy of Council Position – Chapter VII – Section 29 of the Keizer City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

16.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Council President shall become Mayor. A new Council President shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

16.3 Declaration of Vacancy – The vacant position shall be declared vacant by Resolution.

16.4 Process for Appointment – Upon declaration of the vacancy, a press release will be issued inviting members of the community, who meet the qualifications as outlined in the Charter, to submit a letter of interest and resume. Within 45 days of the declaration of vacancy, the Council may nominate all who have submitted their name for consideration, or Councilors can nominate individual candidates. At the point where it appears no more nominations are to be made, a motion shall be made to close the nominations, and upon two-thirds majority vote of all remaining Council members present, the nominations are closed.

16.5 Appointment Vote – The Mayor or Presiding Officer shall review the appointment process with members of the audience prior to any votes being taken. Written ballots shall be prepared containing the names of all of the nominated candidates. The following voting process will be followed:

- a) Each of the remaining members of the Council shall select one candidate and mark their ballot accordingly. If one candidate receives the majority of the votes of the remaining members of the Council, such candidate shall be appointed to fill the vacant position.
- b) If no candidate receives a majority vote of all remaining members of the Council on the first ballot, a second ballot shall be distributed. The second ballot shall contain the names of the two candidates receiving the most votes from the first ballot, unless a tie resulted from the first ballot. In a tie situation, all first place candidates will be placed on the second ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving a majority of the votes of the remaining members of the Council shall then be appointed to the vacant position.

- c) If no candidate receives a majority of all remaining members of the Council on the second ballot, a third and final ballot will be prepared containing the names of the two candidates, or all first place candidates in case of a tie in the second vote. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving the majority of the votes of the remaining members of the Council shall be appointed to the vacant position. In case of a tie vote on this third and final vote, the Council will select the replacement Councilor according to the procedure outlined in Section 13.6 – Tie Votes – Appointment Process.
- d) By Resolution, the Council shall validate the appointment.

16.6 Tie Votes – Appointment Process - In the event of a tie vote during the third and final vote of the appointment voting process, the names of the two candidates (or all first place candidates in case of a tie) receiving a majority vote of the remaining members of the Council, will be placed in an official city bucket. The City Recorder will draw the successful name.

16.7 Tie Votes – Council Election – When two or more candidates running for the same Council position, have an equal and the highest number of votes, the successful candidate will be determined by a drawing of lots. Upon confirmation of a recount by the Marion County Elections Division, this determination shall take place at the first regularly scheduled meeting after the general election. The Council will use the same process to determine the successful candidate as outlined in Section 16.6 – Tie Votes – Appointment Process.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2007-_____

4
5 DECLARING A VACANCY FOR CITY COUNCIL
6 POSITION NUMBER TWO
7

8 WHEREAS, Councilor Troy Nichols who was elected to City Council Position
9 Number Two in November 2004 has tendered his resignation effective July 27, 2007;

10 WHEREAS, the City Charter calls upon the Council to declare such office vacant
11 upon resignation;

12 NOW, THEREFORE,

13 BE IT RESOLVED by the City Council of the City of Keizer that the City
14 Council hereby accepts the resignation of Councilor Troy Nichols;

15 BE IT FURTHER RESOLVED by the City Council of the City of Keizer hereby
16 declares Council Position Number Two vacant.

17 PASSED this _____ day of _____, 2007.

18
19 SIGNED this _____ day of _____, 2007.
20

21 _____
22 Mayor

23 _____
24 City Recorder
25

CITY COUNCIL MEETING: August 20, 2007

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

**SUBJECT: KEIZER MART
CHANGE OF OWNERSHIP**

BACKGROUND:

On August 1, 2007 an application was received from Ziad Rezk requesting City approval of a change of ownership for the liquor license for Keizer Mart located at 4940 River Road N, Keizer, Oregon. The City of Keizer Ordinance indicates the Council must review the requested change; however no public hearing is required.

On August 8th a request was sent to the Keizer Police Department for background check on the new applicants. The Keizer Police Department reports the neither of the applicants have an Oregon criminal conviction history. In addition, the calls for service at this location have not been in conflict with the City's liquor license ordinance. The Keizer Police Department report is attached.

The applicants have been invited to attend the City Council meeting to answer any questions the Council may have.

RECOMMENDATION:

It is recommended the City Council review the application and forward a recommendation for approval to the Oregon Liquor Control Commission for the change of ownership for Keizer Mart.



Keizer Police Department

Phone: (503) 390-3713 • Fax: (503) 390-8295
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

City Council Meeting of _____

Agenda Item No. _____

To: Mayor and City Council
Thru: Chris Eppley, City Manager
From: H. Marc Adams, Chief of Police
Rita Powers, Police Support Supervisor *RB*
Subject: Keizer Mart

Issue: Shall the City Council approve the liquor license application due to Change of Ownership of Keizer Mart located at 4940 River Rd. N., Keizer, Oregon 97303?

Background:

There have been five (5) calls for service at the address of 4940 River Rd., N since January 1, 2007, however none were in conflict with the ordinance.

The applicants for new ownership, Ziad Rezk and Nahwand Aldoughli have no Oregon Criminal conviction history on record at this time.

Recommendation

The Keizer Police Department recommends approval of the liquor license application for Keizer Mart, 4940 River Rd. N. at this time.

OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

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

ACTIONS

- ☒ Change Ownership
- ☐ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

Applying as:

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

FOR CITY AND COUNTY USE ONLY
The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By:

(signature)

(date)

Name:

Title:

OLCC USE ONLY

Application Rec'd by: OLCC pending

Date: 7.31.07

90-day authority: ☐ Yes ☐ No

1. Applicant(s): [See SECTION 1 of the Guide]

① CDR N Enterprises LLC ③

② _____ ④

2. Trade Name (dba): Keizer Mart

3. Business Location: 4940 River Road Keizer Marion OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Same
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-393-0164
(phone) (fax)

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

7. If yes to whom: Kuldeep Singh Type of License: 0

8. Former Business Name: Keizer Mart

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form) SALEM REGIONAL OFFICE

10. What is the local governing body where your business is located? Keizer
(name of city or county)

11. Contact person for this application: Ziad Rezik 253-332-7876
(name) (phone number(s))
2530 25th St, SE, Auburn, WA 98002 ZiadRezik@yahoo.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date 7/30/07 ③ Date _____
② [Signature] Date 7/30/07 ④ Date _____

1-800-452-OLCC (6522)
www.olcc.state.or.us

RECEIVED
OREGON LIQUOR CONTROL COMMISSION

JUL 31 2007

OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION



Please Print or Type

Applicant Name: CDRN Enterprises LLC Phone: 253-332-7876

Trade Name (dba): KEIZER MART

Business Location Address: 4940 River Road N., Keizer, OR, 97303

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8am to 10PM
Monday 7am to 10PM
Tuesday 1 to 4
Wednesday 1 to 4
Thursday 1 to 4
Friday 1 to 4
Saturday 1 to 4

Outdoor Area Hours:

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

The outdoor area is used for:

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

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

 (Investigator's Initials)

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

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: Outdoor:
Lounge: Other (explain):
Banquet: Total Seating:

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

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

Applicant Signature: [Signature] Date: 7/30/07

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 04/03)

CITY COUNCIL MEETING: August 20, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: *POSSIBLE RENAMING OF RIVER'S EDGE PARK TO WALLACE HOUSE PARK*

Due to evidence indicating that the Wallace House was on or in the proximity of River's Edge Park, the Parks Board has recommended to the Council that such park be renamed "Wallace House Park".

Resolution R2006-1740 added a new Section 5 for the renaming of existing parks. Such Resolution indicates that the Council may adopt a new name for a park after "such review, recommendation by the Parks and Recreation Advisory Board, and public input as City Council may see fit without necessarily following the above process." (The above process is in the original 1996 Resolution that called for surveying citizens regarding the naming of parks.) I have enclosed copies of both Resolutions.

The Council needs to determine what type of "public input as City Council may see fit" should be. It may be as simple as a press release, as formal as mailed notice to the neighborhood, or any other type of notice for public input as the Council may see fit. The Council may invite public input at tonight's meeting.

In any event, I have not been able to identify any time constraints for renaming the park. The Parks Board does not want the matter to linger because the final version of the Parks Master Plan is about to be printed. However, it is my understanding that the matter can wait until the September 4, 2007 Council meeting. I have drafted a Resolution for your review should you choose to decide the matter tonight.

RECOMMENDATION:

Take action as appropriate.

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

ESJ/tmh
attachments

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R96- 894

ESTABLISHING A PROCESS FOR NAMING OF CITY PARKS

WHEREAS, The City of Keizer desires a formal policy for naming park properties , and

WHEREAS, , and a policy was reviewed and recommended by the Parks and Recreation Advisory Board. **NOW THEREFORE** ,

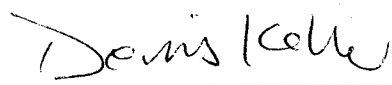
BE IT RESOLVED that the Council adopt the following process for naming park properties:

1. *Criteria*: Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer in his/her lifetime.
2. *Public input*: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
3. *Parks and Recreation Advisory Board review*: All ideas will be reviewed by the Board and a recommendation forwarded to the City Council.
4. *City Council Decision*: The City Council will receive from the Parks Board a review of the possible park names along with the Board's recommendation.

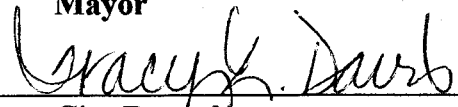
PASSED this 15 day of April, 1996.

SIGNED this 15 day of April, 1996

FMAGIC



Mayor



City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2006- 1740

4
5 AMENDING RESOLUTION NO. R96-894 (ESTABLISHING
6 A PROCESS FOR NAMING OF CITY PARKS)

7
8 WHEREAS, Resolution No. R96-894 was adopted by the Keizer City Council on
9 April 15, 1996;

10 WHEREAS, the City Council wishes to amend such Resolution to provide for the
11 renaming of City Parks;

12 WHEREAS, the Keizer City Council has considered the matter and wishes to
13 amend the Resolution as set forth below;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.
16 R96-894 (Establishing a Process for Naming of City Parks) is amended as set forth
17 below:

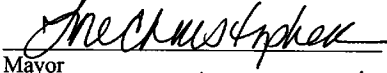
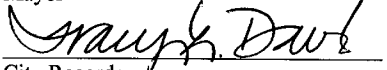
18 Section 1. Addition of Section 5. A new Section 5 is added to Resolution No.
19 R96-894 as follows:

20 5. ***Renaming of Parks:*** For the renaming of
21 existing, named parks, the City Council may adopt a new
22 name for a park after such review, recommendation by

1 the Parks and Recreation Advisory Board, and public
2 input as City Council may see fit without necessarily
3 following the above process.

4 PASSED this 20th day of November, 2006.

5
6 SIGNED this 20th day of November, 2006.

7
8 
9 Mayor
10 
11 City Recorder
12

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2007-_____

4
5 CHANGING THE NAME OF RIVER'S EDGE PARK TO
6 "WALLACE HOUSE PARK"

7
8 WHEREAS, Resolution No. R96-894 as amended by Resolution R2006-1740
9 provides that the City Council may rename an existing park by whatever method they see
10 fit;

11 WHEREAS, the Parks and Recreation Advisory Board has considered the matter
12 of renaming River's Edge Park;

13 WHEREAS, the Parks and Recreation Advisory Board has voted to recommend
14 to Council the renaming of River's Edge Park to "Wallace House Park";

15 WHEREAS, the City Council has considered the recommendation and any other
16 input on the matter;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that River's Edge
19 Park is hereby renamed "Wallace House Park".

20 ///

21 ///

22 ///

23 ///

1 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
2 and all action consistent with this Resolution such as changing signs, maps and other
3 written materials.

4 PASSED this _____ day of _____, 2007.

5
6 SIGNED this _____ day of _____, 2007.

7

8

9

10

11

12

Mayor

City Recorder

CITY COUNCIL MEETING: August 20, 2007

AGENDA ITEM NUMBER: _____

TO: CITY COUNCIL

**FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER**

**SUBJECT: UTILIZATION OF LOCAL GOVERNMENT PERSONNEL
INSTITUTE (LGPI) TO CONDUCT A NEW COMPENSATION SURVEY FOR
THE CITY OF KEIZER.**

BACKGROUND

At the March 6, 2006 City Council Meeting, Council directed staff to begin the process of selecting a consultant to conduct a salary survey to compare all City positions to the market based against a list of comparators identified by Council as similar organizations within our recruitment shed.

Staff ran an RFP process and selected HR Answers to perform the work via a Council Resolution signed on May 1, 2006. HR Answers began conducting the salary survey with the intention of completing the survey at or about the beginning of September, 2006 when we would retroactively apply any recommendations back to July 1 (beginning of FY 2006-2007).

So as to assure accuracy during this survey, I directed all department directors to comprehensively review the job descriptions of all positions within their units and then directed a similar review of all job descriptions being recommended by HR Answers as matches to compare against. This review resulted in a number of discrepancies in the recommended matches being identified by department directors for certain positions and, in some cases, a lack of appropriate market matches for those and other positions.

At this time, staff requested that the Personnel Rules Committee allow the use of certain special districts within the recruitment basin to try and attain an appropriate number of matches for some positions against which to review for market comparability. This process took many additional months and the review continued to produce questions in the minds of certain department directors and in my own mind as to the validity of the data being provided, requiring reanalysis a number of additional times.

The draft salary survey was presented to the Personnel Rules Committee in July of 2007 and additional questions were generated by the members of that committee as to the

process used to analyze the initial matches and the validity of the data. Additionally it appears as though more individual classifications are identified for a range adjustment after this survey than we have seen in past salary surveys, creating additional questions in my mind as to the accuracy of the instrument.

Given the amount of time passed during the process of conducting the draft salary survey from HR Answers and given the number of modifications required through the process to cause the data to accurately represent the positions being studied, I have had HR staff contact the Local Government Personnel Institute (LGPI) to obtain a quote to re-survey 42 positions within the City against the market as represented by the list of comparators the City uses to identify our recruitment basin. LGPI is a government specific organization who has more experience in conducting this type of work for public sector entities than most or all private HR consulting companies in our region and I believe their data collection methods and analysis to be more valid in most cases than that of other private firms. Having LGPI conduct a new survey will give us a current data set with which to make our decisions and will also allow the Council to confirm that the data collection and analysis methods used in the process meet their expectations from the outset. The intent is to provide Management Staff and Council with a high level of confidence that the salary survey results are accurate and valid.

LGPI proposes to spend 9-weeks conducting an independent salary survey for our consumption at a total cost of time and materials not to exceed \$12,320.

RECOMMENDATION

Staff recommends the City Council adopt the attached Resolution Authorizing the City Manager to Enter into an Agreement with LGPI to conduct a compensation survey for the City of Keizer with a total cost of time and materials not to exceed \$12, 320.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R2007- _____

**AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT
WITH THE LOCAL GOVERNMENT PERSONNEL INSTITUTE (LGPI) FOR
CITY OF KEIZER SALARY COMPENSATION SURVEY**

WHEREAS, the City Council of the City of Keizer states the City will provide a compensation package that includes salary and benefits, which is consistent and fair for represented and non-represented employees (within the constraints of ratified union contracts) and is a wise use of taxpayer funds;

WHEREAS, the Compensation Policy states a salary survey for all classifications will be performed on a schedule of no less than every three (3) years and will be conducted by an independent contractor selected by the Council; **NOW, THEREFORE**,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to execute a Professional Services Contract with the Local Government Personnel Institute to conduct a Comparative Compensation Survey for the City of Keizer, which by this reference is made a part hereof and is attached as Exhibit A.

PASSED this _____ day of May, 2007

SIGNED this _____ day of May, 2007.

Mayor

City Recorder

PROPOSAL

FOR

HUMAN RESOURCES CONSULTING SERVICES

MARKET COMPENSATION SURVEY
(42 JOB CLASSIFICATIONS)

CITY OF KEIZER, OR

AUGUST/SEPTEMBER 2007

SUBMITTED BY:

JILL M. ARMSTRONG
SR. HUMAN RESOURCES CONSULTANT
LOCAL GOVERNMENT PERSONNEL INSTITUTE (LGPI)
JARMSTRONG_LGPI@ORLOCALGOV.ORG

SUBMITTED BY

Local Government Personnel Institute (LGPI)
P.O. Box 908
Salem, OR 97308
(503) 588-2251 (Phone)
(503) 485-5900 (Fax)
www.lgpi.org

The Local Government Personnel Institute (LGPI) is a governmental membership organization in the State of Oregon formed by the League of Oregon Cities (LOC) and the Association of Oregon Counties (AOC) that assists local governments and public entities in all areas of the Human Resources function. LGPI provides workforce management assistance to its members' management teams and offers the latest labor relations and human resources services and information in support of a constantly changing culture. Our members receive information and advice for solving problems, regular informational newsletters, training conferences, compensation data, and discounted Labor Relations and Human Resources consulting services. Members also benefit from our legislative and state agency advocacy efforts on behalf of Oregon's local governments on many workforce management issues.

PURPOSE

The purpose of this study is to review job descriptions and conduct a market compensation survey for approximately 42 job classifications and to develop recommendations for an update to the compensation system that is competitive in the labor market.

STEPS/METHODOLOGY

The LGPI consultant will:

1. Meet with City management to discuss compensation philosophy, acquire information and documentation, and obtain a mutual understanding of the project scope, elements, timeframe, and costs. Once an understanding of the project terms are met, the LGPI consultant will draft a contractual agreement, to be signed and dated by both LGPI and the City of Keizer.
2. Develop a comparison of identified market comparators. LGPI will utilize the established comparables identified by the City of Keizer as similar in job function, market area, size, and/or organizational structure. Research into comparable entities ensures the best identification of Keizer's labor market. LGPI will develop a comparison of each of these identified organizations in order to assess and interpret collected data.
3. Conduct custom compensation survey and collect data. A survey tool is developed, including descriptions of each job, a database or spreadsheet for data collection, and requests for specific information. It is distributed to all participating comparators. Follow-up and in-depth research is conducted by the consultant in order to collect the most accurate and relevant data.

4. Compile and analyze data. This includes the data input and a detailed analysis of the City of Keizer job descriptions with those collected during the compensation survey to ensure appropriate matching of job duties and qualifications.
5. Research and develop recommendations for compensation package. Thorough consideration is given to researching and developing recommendations that are best for the City of Keizer's compensation philosophy and desired outcomes.
6. Write report and recommendations. A complete report will be written that outlines the methodology of the project, data and information collected, analysis and discussion, and recommendations.
7. Present report and findings to the City. The findings will be reported to the City's management and any potential additional work will be identified.

ESTIMATED TIMEFRAME

The table below outlines an estimate of time required for each given activity. Actual dates will be proposed upon project approval, will be mutually agreed upon, and may be dependent on participation from external parties.

Step	Week								
	1	2	3	4	5	6	7	8	9
Meeting(s)	■								
Assess market comparators	■								
Develop/ conduct survey & collect data	■	■	■	■					
Compile & analyze data; job match			■	■	■	■			
Research & develop recommendations					■	■	■		
Write report & recommendations								■	
Present report & findings to the City								■	■

ESTIMATED COST

Consulting Services

Based on our past experience in providing such services, we estimate total consulting time for this size and depth of study to be approximately **112 hours**. LGPI's hourly rate for consultant time for LGPI members is \$110 for fiscal year 2007-2008. Any work performed that spans the next fiscal year must be paid at the consulting services rate at that time. The total consulting cost is estimated to be approximately **\$12,320**. The City will be billed only for actual time spent on this project.

In general, LGPI rates for HR Consulting Services for FY 2007-2008 are as follows:

	Cost Center	Member Rate	Non-Member Rate
1	Human Resources Consulting	\$110.00 per hour	\$150.00 per hour
2	Secretarial Services	\$ 37.00 per hour	\$ 50.00 per hour
3	Travel Time	\$ 71.00 per hour	\$ 96.00 per hour
4	Mileage	Current IRS rate	Current IRS rate
5	Meals/Lodging	At actual cost	At actual cost

As a break-down of consulting time estimated for this project, the table below offers more detailed information on the estimated time and, therefore, cost of each step of the process. The figures represented here reflect the cost of consulting services for the fiscal year 2007-2008.

	Task/Step	Est. Hours	Est. Cost (Member)
1	Meet with City management	1	\$110.00
2	Determine appropriate market comparators	1	\$110.00
3	Develop/conduct survey and collect data	40	\$4,400.00
4	Compile and analyze data; ensure job match	40	\$4,400.00
5	Research and develop recommendations	16	\$1,760.00
6	Write report and recommendations	12	\$1,320.00
7	Present report and findings to the City	2	\$220.00
	SUB-TOTAL	112	\$12,320.00

Membership

In order to obtain member rates for LGPI services, an organization must be a member of LGPI for the fiscal year in which the work is performed. Our records indicate that the City of Keizer is currently a member of LGPI, subject to renewal of membership for fiscal year 2007-2008, which allows Keizer to obtain member rates for LGPI services.

Travel

We estimate additional expenses including travel for on-site visits for meetings and a presentation to the City. The travel expenses are estimated at approximately **\$40** per trip (based on member rates). This cost includes travel rates and mileage.



MINUTES
KEIZER CITY COUNCIL
Monday, August 6, 2007
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

**CALL TO
ORDER**

Council President Walsh called the regular meeting to order at 7:00 pm.
Roll Call was taken as follows:

Present:

Richard Walsh, Council President
Jim Taylor, Councilor
Jacque Moir, Councilor
Cathy Clark, Councilor
David McKane, Councilor

Absent:

Mayor Lore Christopher
Troy Nichols, Councilor

Staff:

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

FLAG SALUTE

Council President Walsh led the pledge of allegiance.

**PUBLIC
TESTIMONY**

Garry Whalen, Keizer, reminded everyone of the Showdown in K-Town featuring a Bike Safety Rodeo and a skateboard and BMX bike competition/exhibition sponsored by the Boys & Girls Club and encouraged everyone to attend. He also commended the three candidates recommended to fill the vacancies on the Parks Board.

Christine Dieker, Keizer, Executive Director of the Keizer Chamber of Commerce, explained the Keizer Map project which will be used as a potential fundraiser and promotion piece for the City.

Trish Crenshaw, Keizer, a member of the Volunteer Coordinating Committee, expressed concern regarding the potential appointment of Jerry Nuttbrock to the Keizer Parks Advisory Board stating that she felt the appointment would be inappropriate because Mr. Nuttbrock owns property next to Keizer Rapids Park.

PUBLIC HEARING

None

**ADMINISTRATIVE
ACTION**

a. RESOLUTION~

Public Works Director, Rob Kissler, explained the Oregon Water/Wastewater Agency Response Network Mutual Aid program and the benefits of membership. He explained that the city currently has mutual aid agreements with the Oregon Department of Transportation and

**Authorizing
the City
Manager to
Sign the
Oregon Water/
Wastewater
Agency
Response
Network
Mutual Aid
Agreement**

County agencies and fielded questions adding that damage done from a natural disaster would be the responsibility of the city and that the storm water utility would be covered under this mutual aid agreement as well.

Councilor Taylor moved to adopt Resolution R2007 Authorizing the City Manager to Enter into the Mutual Aid and Assistance Agreement for Provision of Emergency Services Related to Water and Wastewater Utilities. Councilor Moir seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**b. RESOLUTION ~
Authorizing
the City
Manager to
Enter
Agreement
with Ruth
Metz
Associates for
Library Study**

City Attorney, Shannon Johnson, reminded Councilors of the grant received to hire a consultant for a library services study and survey and fielded questions from Councilors regarding the city's expense for this contract and possible increases.

Councilor Taylor moved to adopt Resolution R2007 Authorizing City Manager to Enter Into Professional Services Agreement with Ruth Metz Associates (Library Consultant Contract). Councilor Clark seconded.

Councilor Taylor pointed out that this survey will give a final answer to the library question. Councilor McKane voiced concern about accuracy of the survey.

Motion passed as follows:

AYES: Walsh, Moir, Clark and Taylor (4)

NAYS: McKane (1)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**c. RESOLUTION ~
Authorizing
the City
Manager to
Sign the First
Amendment
to Street
Sweeping
Agreement**

Rob Kissler explained that WTS had requested an increase for November operations due to fuel costs, leaf removal and disposal adding that the requested amount is still well below the second low bid received in 2004 and that funding is available for this increase. He concluded that staff recommends the increase for November not to exceed \$10,093 and fielded questions regarding additional equipment, scheduling and notification of residents.

Councilor Taylor moved to adopt Resolution R-2007 Authorizing the City Manager to Sign the First Amendment to Street Sweeping Contract. Councilor McKane seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**d. RESOLUTION ~
Amending the
Storm Water
Management
Program –
Willamette
River TMDL
Amendment**

Public Works Director, Rob Kissler, explained that the City's Storm Water Management Program needed to be updated to include the Willamette River Total Maximum Daily Load (TMDL) as outlined in the issued NPDES permit from Oregon DEQ. This resolution incorporates the resultant additional sections for Council approval. Mr. Kissler then fielded questions regarding increased fees.

Councilor Taylor moved to adopt Resolution R-2007 Amending the National Pollutant Discharge and Elimination System Municipal Separate Storm Sewer System (NPDES MS4) Phase II Storm Water Management Program for the City of Keizer Oregon. Amending Resolution R2004-1463. Councilor Clark seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**e. Keizer
Chamber of
Commerce –
Request for
Fee Waiver for
City Map
Information**

City Manager Chris Eppley explained that the Keizer Chamber of Commerce had requested assistance in providing an electronic pdf file for the City of Keizer and possibly Marion County and requested a waiver of the \$220 fee. He noted that this has been done for the Chamber in the past but this would formalize the action. Shelly King with the Chamber responded affirmatively to a request from Mr. Eppley to have the City's logo placed on the map.

Councilor Taylor moved to waive the fees for providing mapping information for the Chamber of Commerce. Councilor McKane seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**CONSENT
CALENDAR**

- A. RESOLUTION – Approving Engineer Report for Wheatland Meadows Street Lighting District
- B. Approval of July 2, 2007 Regular Session Minutes
- C. Approval of July 9, 2007 Work Session Minutes
- D. Approval of July 16, 2007 Regular Session Minutes
- E. Approval of July 18, 2007 City Council/Civic Center Task Force Work Session Minutes

Councilor Walsh pulled Item C.

Councilor Taylor moved for approval of Items A, B, D and E. Councilor McKane seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

Councilor Taylor moved to approve Item C on the Consent Calendar.
Councilor McKane seconded. Motion passed as follows:

AYES: McKane, Moir, Clark and Taylor (4)

NAYS: None (0)

ABSTENTIONS: Walsh (1)

ABSENT: Nichols and Christopher (2)

COMMITTEE REPORTS

a. EVAK Activity Report

(Taken out of order) Mary Nathe, Salem, explained that EVAK (Emergency Volunteers Assisting Keizer) is made up of Keizer residents who volunteer to assist the community in case of an emergency, through planning, preparation and training and reported on activities of the organization in 2007. Councilors Moir, Clark and Walsh and Captain Teague (via letter) applauded Ms. Nathe for her dedication and urged citizens to get involved with this organization and attend the September training.

b. Appointments to the Keizer Parks and Recreation Advisory Board

City Manager, Chris Eppley, reported that two positions had been added to the Parks & Recreation Advisory Board and that a vacancy was created when Bill Riesland passed away. Notice of the vacancies was published and Christine Dieker was recommended to fill Position 9 (term ending December 30, 2009), Jerry Nuttbrock and Marlene Quinn were recommended to fill Positions 2 and 3 respectively (terms ending December 30, 2007). Staff recommends acceptance of these appointments. Councilor Moir requested that appointments be addressed individually.

Councilor Taylor moved to appoint Christine Dieker to Position 9.
Councilor Moir seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

Councilor Taylor moved to appoint Marlene Quinn to Position 2. Councilor Moir seconded. Motion passed as follows:

AYES: Walsh, McKane, Moir, Clark and Taylor (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

Councilor Taylor moved to appoint Jerry Nuttbrock to Position 3.
Councilor McKane seconded.

Councilors Moir, Taylor, Walsh and Clark stated that they would vote against this appointment because of concerns about potential conflict of interest and the fact that he would have to abstain from decisions on a park that represents over half of the park property in the city. Councilors

each encouraged Mr. Nuttbrock to serve on other volunteer committees. Councilor McKane voiced strong disagreement with these Councilors noting that there is a process in place to deal with conflicts of interest and there are 16 parks in the city and this is only one park. He concluded that Mr. Nuttbrock had a lot of experience, had given a lot to the city and deserved to be on the Board; he urged Councilors to reconsider.

City Attorney Shannon Johnson explained examples of conflict of interest, actual vs. potential and actions of the Ethics committee. Prolonged discussion took place.

Motion failed as follows:

AYES: McKane (1)

NAYS: Moir, Walsh, Clark and Taylor (4)

ABSTENTIONS: Walsh (1)

ABSENT: Nichols and Christopher (2)

Additional discussion then took place regarding the process for filling the remaining vacancy.

Councilor Taylor moved to send the remaining applicants to the Volunteer Coordinating Committee for the August 16 meeting and for the Committee to give Council a recommendation at the August 20 Council meeting. Councilor Moir seconded.

Councilor Clark noted that she would vote against this motion because the process is an open process and this would not be consistent.

Councilor McKane noted that he would support the motion but would rather see Mr. Nuttbrock on the Board.

Motion passed as follows:

AYES: Walsh, McKane, Moir and Taylor (4)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: Nichols and Christopher (2)

**c. Other
Committee
Reports**

Councilor McKane reported that

- Parks Board will meet on Tuesday, August 14 at 6 pm
- Traffic Safety has been meeting but there was nothing to report
- Claggett Creek Watershed Council has not met during the summer but meetings will resume in the fall.

Councilor Moir reported that Planning Commission will not meet until September 12.

Councilor Taylor reported that

- Keizer Points of Interest has requested that River's Edge Park be renamed to Wallace House Park. Shannon Johnson responded that he would check into the process for putting it on the next agenda.

- Bikeways Committee will meet on August 8
- Something Special Task Force meeting was postponed to August 29 at 6 p.m.

Councilor Clark reported that

- She attended the EVAK meeting but Mary Nathe already gave the report.
- Technical Advisory Committee for the Transportation System Plan Update (TAC) has met. The next meeting date will be posted on the website.
- The Bridge Environmental Impact Study meeting took place with the old I-305 concept coming up and being updated to take into account environmental and traffic issues. There are now 20 concepts but only 4 or 5 will be considered in the study. Additional information is available at www.salemrivercrossing.org. Open houses are planned for November.
- Mid-Willamette Advisory Commission on Transportation (MWACT) met and discussed strategy for developing large projects that affect the region as well as the Sublimity interchange on Highway 22.
- She, Jacque Moir and Shelly King welcomed representatives from the Ukraine for the League of Women Voters. She explained this program in detail.

Councilor Walsh reported that

- He attended the Mayors conference (Lore Christopher, President)
- The New RIVERR Task Force Work Groups will meet on August 15. He encouraged any interested citizens to attend.
- August 9 is the Commissioners breakfast
- He has met with the tribes to work on ideas for the water tower, but there is nothing to report at this time.
- Keizer Knights, a Midget American Baseball Team, was named Midget American State Champions with 33 wins and 5 losses. July 22nd was proclaimed Keizer Knights Day.

OTHER BUSINESS

- New Business**
- Old Business**

Chief Adams reported that

- The Police Department had received 2 resignations, one from a recruit and another from a veteran who is going to work for the District Attorney's office, so there are two vacancies. Two candidates from the last recruitment will be offered these positions.
- National Night Out is August 7

Chief Adams commended his officers for good police work on the bomb making students adding that he hoped everyone understands that this is a small group of students from a great school with great students.

Public Works Director, Rob Kissler updated Council on Chemawa bridge construction (3 weeks ahead of schedule) and the Tepper crossing.

Community Development Director, Nate Brown, reported that Keizer Rapids Park opened on July 26 with a grand party. He commended Public Works staff for their efforts.

City Attorney, Shannon Johnson, explained the timeline for the acceptance of the resignation of Councilor Nichols and reviewed procedures, noting that the deadline for letters of interest to fill the vacancy will be September 21 at 5 p.m. with candidate presentations and Council vote taking place at the October 1 meeting. He added that this was informational only and would be formalized in a resolution at the next meeting. Discussion followed regarding the process.

**WRITTEN
COMMUNICATIONS**

None

AGENDA INPUT

August 20, 2007

7:00 p.m. City Council Regular Session

August 27, 2007

5:45 P.m. City Council Work Session

➤ City of Keizer Salary Study

September 4, 2007 (Tuesday)

7:00 p.m. City Council Regular Session

ADJOURNMENT

Council President Walsh adjourned the meeting at 9:02 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

~ Absent ~
Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~Absent~
Councilor #2 – Troy Nichols

Councilor #5 – Richard Walsh

Councilor #3 – Jacque Moir

Councilor #6 – James Taylor

Minutes approved:

CITY COUNCIL MEETING: August 20, 2007

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

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

SUBJECT: KEIZER POINTS OF INTEREST COMMITTEE APPOINTMENTS

ISSUE:

The Keizer Points of Interest Committee currently has two vacancies; position number 3 – term expires November 3, 2008 and position number 4, term expiring November 3, 2009. In addition, the Keizer Area Visitors Center/Chamber of Commerce representative position is vacant. A press release was distributed requesting interested volunteers to submit an application for these openings. Applications were reviewed and discussed by the Volunteer Coordinating Committee at their July and August meetings. The Committee unanimously recommended the appointment of Marvin Pacheco to serve in position number 3 and Ken Whitler to serve in position number 4. Based upon a recommendation by the Keizer Chamber of Commerce, the Committee unanimously voted to recommend the appointment of JoAnne Beilke to serve as the Keizer Area Visitor Center/Chamber of Commerce representative on the Committee.

If the recommendation is accepted, the newly appointment members will be invited to the September 4th City Council meeting to receive a volunteer proclamation.

RECOMMENDATION:

It is hereby recommended the Council accept the recommendation of the Volunteer Coordinating Committee and appoint Marvin Pacheco to serve in position number 3 – term expiring November 3, 2008, Ken Whitler to position number 4 – term expiring November 3, 2009, and JoAnne Beilke to serve as the Keizer Area Visitor Center/Chamber of Commerce representative.