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

A G E N D A

KEIZER CITY COUNCIL
WORK SESSION
Monday, August 18, 2008
6:00 p.m.
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

a. Salem-Keizer Transit District – Potential Keizer Transit Center Location

4. ADJOURN

[redacted]

COUNCIL WORK SESSION MEETING:_____August 18, 2008______

AGENDA ITEM NUMBER:________________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

FROM: **CHRIS EPPLEY**
CITY MANAGER

SUBJECT: **SALEM-KEIZER TRANSIT DISTRICT PRESENTATION**

ISSUE:

Representatives from the Salem-Keizer Transit District will attend the Work Session to discuss potential locations for a Keizer Transit Center.

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 18, 2008
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **ALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC TESTIMONY**

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

5. **PUBLIC HEARINGS**

   a. **RESOLUTION – Certification of Street Lighting District Assessment**

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

6. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION – Establishing Periodic Review Visioning Task Force**
   RESOLUTION – Establishing Periodic Review Economic Opportunity Analysis Task Force

7. **CONSENT CALENDAR**

   a. **RESOLUTION – City County Insurance Services Retro Liability Plan (Repealing R2008-1891)**

   b. **Approval of July 21, 2008 Regular Session Minutes**

   c. **Approval of August 4, 2008 Regular Session Minutes**

8. COMMITTEE REPORTS

a. **Proclamation – Keizer Kazoo Band Day (August 27th)**

b. **Keizer Chamber of Commerce – Transient Occupancy Tax Report and Request for Representation and Support for Feasibility Study for Keizer Station Area Visitor/Information Center**

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 2, 2008 (Tuesday)
7:00 p.m. City Council Meeting

September 8, 2008
5:45 p.m. City Council Work Session
- **Parks SDC Methodology**

September 15, 2008
7:00 p.m. City Council Meeting
- **Keizer Development Code Text Amendments for Electronic Message Signs Public Hearing (cont from 8-4-08)**

12. ADJOURNMENT

CITY COUNCIL MEETING: August 18, 2008

AGENDA ITEM NUMBER:

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR

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

BACKGROUND & 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, 2008, in order to be assessed on the 2008 tax rolls.

FISCAL IMPACT:

Staff has calculated $ 456,741.18 as the assessment for the November 2008 tax rolls.

RECOMMENDATION:

Staff recommends council open the public hearing on the Street Lighting District Assessments for Fiscal Year 2008. After testimony, staff recommends council close the public hearing and deliberates this issue. After which, staff recommends the council adopt the attached resolution, certifying the Street Lighting District Assessments, by tax account, to the Marion County Assessor for collection, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2008-_____

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 $ 456,741.18 ; 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 ___________________, 2008.

SIGNED this _____ day of ___________________, 2008.

Mayor___________________________

City Recorder_____________________

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2008-2009

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE	
008	MARDELL	$ 7,449.75	$ 34.65	
012	WILARK PARK ST LTG	12,464.00	65.60	
014	MAI LIN	12,200.30	42.07	
015	APPLEBLOSSOM	3,813.92	43.34	
017	RIVERCREST	14,484.18	44.43	
018	IVY WAY	4,710.02	39.58	
019	ARNOLD WAY	1,093.60	27.34	
022	NORTHVIEW	4,502.10	52.35	
023	MCNARY HGHTS	5,801.84	65.93	
024	CEDAR PARK ST LGHT	1,284.02	67.58	
025	MENLO	1,354.32	50.16	
026	SHADY LANE	3,300.95	0.6176	FRONT FOOT
028	NORTHWOOD PARK #1	3,505.95	71.55	
034	GREENWOOD	1,821.68	0.4812	FRONT FOOT
041	WILARK PARK #6	898.02	49.89	
042	WILARK PARK ANN #7	880.80	55.05	
043	NORTHWOOD PARK #2	2,821.23	65.61	
044	MAI-LIN DISTRICT #2	915.64	41.62	
045	MCLEOD PARK	1,796.04	49.89	
046	LANCER PARK	2,043.72	56.77	
047	HILLIGOSS	686.56	49.04	
048	CARLHAVEN ADDITION	846.44	30.23	
049	WINDSOR ESTATES	1,423.47	61.89	
050	WHITAKER PARK	4,712.76	60.42	
079	ANDREW PARK	924.15	61.61	
080	GLYNBROOK	2,613.75	63.75	
081	LAWNDALE SUB	2,291.26	67.39	
082	NORTHWOOD PARK #4	7,745.92	79.04	
083	PALMA CIEA #5	1,011.56	45.98	
084	WILARK PARK ANN #5	1,145.70	63.65	
086	HICKS JONES	8,969.35	0.5005	FRONT FOOT
087	CARLHAVEN ADD #2	967.40	34.55	
094	WILL MANOR 4	1,431.29	62.23	
095	WHEATLAND LN	468.65	66.95	
096	NORTHTREE ESTATES	7,603.00	76.03	
097	CHEMAWA PARK	1,584.36	88.02	
108	MCLEOD PARK #2	1,718.55	63.65	
120	CHEMAWA EST #1	1,992.00	66.40	
122	SIX SUBDIVISION	803.39	34.93	
126	MCLEOD ESTATES	4,351.94	58.81	
128	CHEHALIS SUB	626.72	39.17	

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2008-2009

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
129	DENNIS LANE N*	2,110.87	49.09
130	CRESTWOOD VILLAGE	598.56	49.88
131	CHEMAWA EST #2	2,273.92	66.88
132	CHARLOTTE	1,826.55	40.59
141	PALMA CIEA	19,976.43	44.69
142	RIVERVIEW N	1,193.06	41.14
143	MEADOWBROOK	495.63	55.07
144	JUNIPER	927.00	46.35
146	TERRACE GLEN	954.72	59.67
147	WEDGEWOOD ESTATE	1,216.32	38.01
148	JULIE ESTATES	1,658.00	82.90
150	KEPHART	2,090.00	52.25
159	JOHNISEE ADDN	479.83	36.91
161	WALENWOOD SUB	261.54	29.06
162	WARNER PARK	270.10	27.01
163	SPRINGTIME PK SUB	872.10	58.14
164	STONEHEDGE ESTATE	6,648.00	66.48
165	RIVERVIEW N #2	1,201.48	42.91
181	TIMBERVIEW SUB	7,415.24	52.22
182	VISTAVIEW ESTATE #2	2,734.80	45.58
183	NORTHRIDGE PARK	1,248.64	39.02
184	JUNIPER #2 SUBDIV	1,353.66	64.46
185	KEIZER HEIGHTS*	3,986.56	62.29
191	CLARK ST NE	846.44	30.23
192	FRIENDSHIP ADDITION	474.84	39.57
193	TEN AT MCNARY	1,084.58	77.47
194	BUCHOLZ ADDITION	683.97	32.57
195	PARKLAWN ADDITION	387.00	64.50
205	GLYNBROOK II N	3,354.00	78.00
206	FOUR WINDS ADDN N	5,776.08	46.96
207	FERNBROOK	1,713.27	43.93
208	EDEN ESTATES	3,115.98	74.19
209	COUNTRY CLUB EST	1,601.60	57.20
212	LAWNDALE I SUB PH-2	2,543.19	65.21
213	STONEHEDGE EST II	4,729.46	53.14
215	GARY ST	1,249.12	33.76
216	ARNOLD ST #2	946.91	41.17
217	FOUR WINDS III	571.00	28.55
218	GREENWAY	860.40	47.80
219	NOON AVE	1,333.76	41.68
220	STONEHEDGE EST III	1,761.60	55.05

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2008-2009

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
221	STONEHEDGE EST 4&5	1,992.96	62.28
227	WILLOW LAKE EST	2,607.88	59.27
228	THE MEADOWS PH-1	4,375.28	78.13
231	FOURWINDS II	666.88	41.68
232	WHITAKER HGTS	2,099.16	61.74
234	THE MEADOWS PH-3	2,734.55	78.13
235	THE MEADOWS PH-2	2,890.81	78.13
236	THE MEADOWS PH-4	3,047.07	78.13
237	ORCHARD CREST	2,736.39	51.63
238	STONEHEDGE EST #6	2,000.43	64.53
239	SPRINGMEADOW EST	4,282.98	4,282.98
241	WILLOW LAKE 2&3	5,284.80	55.05
246	CHERRYLAWN CT NE	527.92	65.99
247	ORCHARD CREST PH-3	2,050.65	58.59
248	MAX CT	702.40	70.24
249	THE MEADOWS PH-5	3,281.46	78.13
250	ORCHARD CREST PH-2	2,594.35	48.95
251	RIVERCREST PH-1&2	2,318.80	52.70
253	THE MEADOWS PH-6	2,422.03	78.13
254	THE MEADOWS PH-7	2,500.16	78.13
255	TIMBERVIEW PH-3	2,222.08	79.36
256	APPLETREE PH-1,2,3	3,854.25	85.65
257	BRIARWOOD	3,044.14	3,044.14
258	HIDDEN CRK EST PH-1	4,280.53	115.69
259	CATERWOOD ESTATES	3,163.53	62.03
260	PARKMEADOW APTS	1,246.56	1,246.56
261	NORTHRUP/NORTHSHIRE	690.12	57.51
262	COUNTRY GLEN EST	12,497.34	67.19
263	FIRCONE	2,192.98	75.62
264	HIDDEN CRK EST PH-2	1,128.32	70.52
265	CLEARLAKE SUBDIV	3,641.19	74.31
266	SPRINGRIDGE EST	2,424.96	75.78
267	THE RIDGE	1,675.30	76.15
268	NORTHSIDE ESTATES	2,896.91	67.37
269	HOMESTEAD/CLEARVIEW	438.90	43.89
270	HONEYSUCKLE	1,626.00	65.04
272	LARSON PARK SUBDIV	598.56	49.88
273	BAILEY ESTATES	581.30	58.13
274	STICKLES ADDITION	325.17	36.13
275	CEDAR BLUFF SUBDIV	2,213.46	81.98
276	ABT KOUFAX LN	1,923.02	87.41

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2008-2009

DISTRICT		TOTAL PER	PER LOT OR FRONT
#	NAME	DISTRICT	FOOTAGE
277	HIDDEN CREEK PH-3	1,027.29	31.13
278	HOLLY LN/ALDER DR NE	430.20	47.80
282	3RD AVE N	2,254.35	39.55
283	HIDDEN CREEK PH-4	1,367.40	91.16
284	JACOBE ESTATES SUB	1,076.60	107.66
285	PRAIRIE EST	9,467.40	101.80
286	TECUMSEH ESTATES	1,419.18	67.58
287	TEPPER E SUB	2,531.20	90.40
288	WESTMORE	1,440.96	60.04
292	PINEHURST ESTATES	4,326.30	75.90
293	LEEWOOD MEADOWS	3,183.84	58.96
294	BROWER PLACE	2,458.30	79.30
295	HIGHLANDS ESTATES	4,231.80	70.53
296	JACOBE ESTATES PH2	1,393.20	77.40
297	BAHNSEN WOODS EST	4,413.00	73.55
298	FOREST RIDGE EST	3,693.25	67.15
299	WHEATLAND TERRACE	905.55	60.37
300	WATERFORD	3,641.19	74.31
306	ROCKLEDGE ADDITION	880.80	55.05
307	WITTENBERG	1,857.74	1,857.74
308	JORDON RUN*	800.14	72.74
309	PRAIRIE CLOVER*	608.92	152.23
310	VINEYARDS*diff lot 90	5,700.60	63.34
311	HIGHLANDS NORTH	520.96	32.56
312	CHEMAWA GLEN	2,434.28	64.06
315	SPARROW ADDITION	643.44	80.43
316	VINEYARDS NO. PHASE 2	3,354.27	65.77
317	HIDDEN CREEK PHASE 5	863.40	86.34
318	BARNICK ESTATES	1,295.64	107.97
319	MCLEOD ACRES	670.90	67.09
321	BEIER ESTATES	1,515.42	84.19
322	WESTMORE EAST SUBDIV N.	507.96	28.22
323	SHADY ADDITION N.-RING ST. N.E.	860.40	47.80
332	CLEARLAKE HEIGHTS	797.28	66.44
333	PINE MEADOWS ESTATE	703.64	50.26
334	AT MURPHY SUBDIVISION-PHASE 1 & 2	1,372.80	57.20
336	FULTZ ESTATES	956.85	63.79
338	RICKMAN CROSSING	669.10	66.91
339	CEDAR TREE	872.08	79.28
340	WINDSOR WOODS SUBDV	3,099.80	70.45
344	APPLE TREE ANNEX/PEIRCE DRIVE	1,864.80	51.80

CITY OF KEIZER
"EXHIBIT A"
CERTIFICATION OF
LIGHTING DISTRICT ACCOUNTS
ASSESSMENT YEAR 2008-2009

DISTRICT #	DISTRICT NAME	TOTAL PER DISTRICT	PER LOT OR FRONT FOOTAGE
345	FULTZ ESTATES PH 2	457.44	57.18
346	PLEASANT VIEW NE	1,762.74	41.97
350	HUNTER ADDITION II/BARNICK RD INFILL PROJ	357.40	35.74
351	HUNTER ADDITION I	431.60	86.32
352	LENT ESTATES STLT DIST. KUD	775.44	28.72
353	TREBBER ESTATES	1,295.10	86.34
354	WINDSOR WOODS SUBDV PH2	2,318.96	56.56
355	EVERWOOD MEADOWS	928.80	61.92
356	MEGAN LEE PROP.	259.50	51.90
358	CLEARLAKE MEADOWS STLT DIST	223.90	44.78
359	CLAGGET GROVE DIST.	322.92	53.82
360	SELENA ESTATES DIST.	779.45	45.85
361	CANDLEWOOD IND PARK NE	369.53	52.79
363	BRIAN MDWS ST LT DIST.-KUD	616.88	28.04
365	JACOBE ESTATES PH3	249.76	31.22
366	MADALYN TERRACE	394.66	28.19
367	GRISWOLD AVE NE	1,139.19	379.73
368	HALEY ESTATES	1,085.76	60.32
369	KEIZER STATION LIGHTING-AREA A	16,849.57	216.72
370	WHEATLAND MEADOWS ESTATE	1,628.68	42.86
372	SARAH JEAN COURT	594.86	84.98
373	BENSON ESTATES SUBDIVISION	988.10	197.62
374	PEYTON-HAYLEY SUBDIVISION	68.10	13.62
375	MCGEE COURT	733.68	122.28
462	NAOMI'S START	328.84	82.21
	TOTAL ASSESSMENT	$ 456,741.18	

COUNCIL MEETING: **August 18, 2008**

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 29, 2007 through March 3, 2008. 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 $873.44 for tax year 2008-2009.

RECOMMENDATION:

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2008-_____

CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

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

BE IT RESOLVED that the attached Exhibit "A" is an itemized list of delinquent sewer charges through and including March 3, 2008 that the City has been unable to collect through the usual collection procedures; and

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

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

PASSED this _____ day of __________________, 2008.

SIGNED this _____ day of __________________, 2008.

____
Mayor

____
City Recorder

CITY OF KEIZER
EXHIBIT "A"
DELIQUENT SEWER ACCOUNTS

Tax ID #	First Name	Last Name	Service Address	Total
R51948	MARGARITO	ESTRADA	4890 GOBERT AV NE	$ 369.83
R24820		POUR PROPERTIES LLC	1990 1/2 CLAXTER RD NE	369.83
R20589	CHARLES	SIDES	2290 CHEMAWA RD NE	133.78
				$ 873.44

COUNCIL MEETING: **August 18, 2008**

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: NATE BROWN
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ESTABLISHING VISIONING AND ECONOMIC OPPORTUNITY TASK FORCES

BACKGROUND:
At the August 4th Council meeting a request was made to examine the work being done at the City of Pendleton with their Economic Progress Board as an alternative to the Visioning process anticipated by the Department of Land Conservation and Development (DLCD).

Upon investigation, and after discussion with staff at Pendleton and DLCD it is understood that the Economic Progress Board is anticipated to advise the Mayor and Council of Pendleton on general matters of policy. The scope of that committee is described to be general in nature and, most importantly, is formed in addition to a Visioning committee which is focused on the specific issues related to comprehensive planning and Periodic Review.

Therefore, staff recommends consideration of the formation of a similar approach in the City of Keizer, with the formation of task forces focused specifically on meeting the needs of Periodic Review, and then consideration of the formation of a general economic progress policy committee as a separate forum. Staff, therefore, recommends formation of two separate 11 member task forces, for Visioning, and for Economic Opportunity Analysis as follows:

Visioning Task Force
- 3 City Council Members
- 3 Planning Commission representatives
- 1 Chamber of Commerce representative
- 2 Neighborhood association representatives
- 2 Citizens at Large

Economic Opportunity Analysis
- 3 City Council members
- 3 Planning Commission representatives
- 1 Chamber of Commerce representative
- 2 Commercial property owners/professionals
- 2 Neighborhood Association representatives.

RECOMMENDATION: Staff recommends the Council adopt the attached Resolutions – Establishing Periodic Review Economic Opportunity Analysis Task Force and Establishing Periodic Review Visioning Task Force.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2008-______

ESTABLISHING THE PERIODIC REVIEW VISIONING TASK FORCE

WHEREAS, the City of Keizer has commenced the periodic review and update of the City's Comprehensive Plan, in particular the portions that relate to economic analysis, a buildable lands inventory, and a housing needs analysis;

WHEREAS, the Planning Commission has recommended a visioning process be conducted to gauge citizen's views on how Keizer should best plan for the future.

WHEREAS, the City of Keizer has applied for two grants from the Department of Land Conservation and Development to help fund work on the visioning process; NOW, THEREFORE

BE IT RESOLVED, by the City Council of the City of Keizer that the Periodic Review Visioning Task Force, is hereby established as outlined in appendix "A", which is attached hereto and by this reference made a part hereof;

PASSED this ______ day of ______________________, 2008.

SIGNED this ______ day of ______________________, 2008.

____

Mayor

____

City Recorder

Appendix "A"
City Council Task Force

Name: Periodic Review Visioning Task Force

Purpose: To solicit and engage community residents in discussions about how they view the City of Keizer and how they would like to shape future planning. The result of the visioning process will direct the work that flows through the periodic review process.

Membership: The Task Force will consist of eleven (11) voting members; three (3) members of the City Council, three (3) members of the Keizer Planning Commission, one (1) Chamber of Commerce representative, two (2) neighborhood association representatives, and two (2) citizen at large positions. Members of the Task Force will be appointed by the Mayor and City Council. The Task Force will be staffed by members of the Community Development Department, who will serve as non-voting members.

Chair and Vice-Chair: The Task Force will elect the Chair and Vice-Chair at the first meeting.

Meetings: Members of the Task Force shall establish a regular meeting date. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair.

Duration: This Task Force will be dissolved upon completion of the visioning process.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2008-_____

ESTABLISHING THE PERIODIC REVIEW ECONOMIC OPPORTUNITY ANALYSIS TASK FORCE

WHEREAS, the City of Keizer has commenced the periodic review and update of the City's Comprehensive Plan, in particular the portions that relate to economic analysis, a buildable lands inventory, and a housing needs analysis;

WHEREAS, the Planning Commission has recommended an economic opportunity analysis process be included in the review;

WHEREAS, the City of Keizer has applied for two grants from the Department of Land Conservation and Development to help fund work on the economic analysis portion of the review; NOW, THEREFORE

BE IT RESOLVED, by the City Council of the City of Keizer that the Periodic Review Economic Opportunity Analysis Task Force, is hereby established as outlined in appendix "A", which is attached hereto and by this reference made a part hereof;

PASSED this ______ day of ______________________, 2008.

SIGNED this ______ day of ______________________, 2008.

____

Mayor

____

City Recorder

Appendix "A"
City Council Task Force

Name: Periodic Review Economic Opportunity Analysis Task Force

Purpose: To solicit and engage citizens to participate in and direct the efforts of an analysis of the economic opportunities in the City of Keizer. The result of this process will be included in the overall City of Keizer Periodic Review efforts.

Membership: The Task Force will consist of eleven (11) voting members; three (3) members of the City Council, three (3) members of the Keizer Planning Commission, one (1) Chamber of Commerce representative, two (2) commercial properties specialists, and two (2) neighborhood association representatives. Members of the Task Force will be appointed by the Mayor and City Council. The Task Force will be staffed by members of the Community Development Department, who will serve as non-voting members.

Chair and Vice-Chair: The Task Force will elect the Chair and Vice-Chair at the first meeting.

Meetings: Members of the Task Force shall establish a regular meeting date. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair.

Duration: This Task Force will be dissolved upon completion of the economic opportunity analysis process.

COUNCIL MEETING:_____August 18, 2008______

AGENDA ITEM NUMBER:________________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

FROM: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **CORRECTED RESOLUTION - CONTINUING MEMBERSHIP IN CITY COUNTY INSURANCE SERVICES (CIS) TRUST PROGRAM FOR PARTICIPATION IN THE CIS RETRO LIABILITY PROGRAM**

ISSUE:

At the August 4th City Council meeting, Resolution R2008-1891 was adopted. The Resolution formalized the City's decision to participate in the City County Insurance Services Retro Liability Program. The Resolution contained a typographical error in the dates listed on page 2. The erroneous Resolution stated we would participate in the program beginning July 1, 2008 continuing through June 30, 2001. The ending date should be 2011.

I have attached the original staff report and a corrected Resolution for adoption.

RECOMMENDATION:

It is hereby recommended that the City Council adopt the attached Resolution Regarding Continuing Membership In the City County Insurance Services Trust for Purposes of Participating in the CIS Retro Liability Program, repealing Resolution R2008-1891.

COUNCIL MEETING: August 4, 2008

AGENDA ITEM NUMBER:

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

FROM: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **CONTINUING MEMBERSHIP IN CITY COUNTY INSURANCE SERVICES (CIS) TRUST PROGRAM FOR PARTICIPATION IN THE CIS RETRO LIABILITY PROGRAM**

ISSUE:
Since 1998, the City of Keizer has participated in the City County Insurance Services (CIS) property, liability, and workers compensation insurance programs. Each year, we compare rates with other municipal insurance programs and have found CIS to be the best choice for the City of Keizer. Based upon our excellent claims history, the City of Keizer is eligible to participate in the Retro Liability Program. This program is a way for eligible members to take additional risk in exchange for reduced contributions. The member pays a significantly reduced minimum contribution, but is responsible for the cost of claims and loss expenses above the minimum, up to a maximum amount. The City has chosen to go with the 65% minimum contribution. The City will hold the remaining 35% in a reserve fund. If necessary, this reserve fund will be used for potential claims, up to the maximum amount. Adequate budget funds are available to cover us up to the maximum amount. However, if the City does not incur any claims, the savings will be retained. The City of Keizer has participated in a similar program with our Workers Compensation insurance for many years and it has worked very well.

By adopting the Resolution, the City is committing to participate for three years in City Council Insurance Services General Liability and Property Program. This participation does not require us to utilize the retro liability program in years two and three if we decide this is not the best alternative for the City. We would go back to the guaranteed cost program with CIS.

FISCAL IMPACT:
The only potential impact to the 2008-2009 fiscal year budget will be a savings in the amount of $44,175 if we continue our with our minimal claims history.

RECOMMENDATION:
It is hereby recommended that the City Council adopt the attached Resolution Regarding Continuing Membership In the City County Insurance Services Trust for Purposes of Participating in the CIS Retro Liability Program.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2008- ___________

REGARDING CONTINUING MEMBERSHIP IN THE

CITY COUNTY INSURANCE SERVICES TRUST

FOR PURPOSES OF PARTICIPATING IN THE CIS RETRO LIABILITY PROGRAM

(REPEALING RESOLUTION R2008-1891)

WHEREAS, the City of Keizer is a member of the City County Insurance Services Trust (CIS), a trust established by the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) to create and administer pooled retention funds to protect members against the financial consequence of property, casualty, and workers compensation losses pursuant to coverage agreements;

WHEREAS, the City of Keizer wishes to avail itself of participation in CIS' Retro Liability program, which will provide eligible members with a discounted initial contribution and the potential for a larger amount of retained risk than the member would have in a traditional guaranteed-cost plan;

WHEREAS, participation in the CIS Retro Liability Program requires that the Member's governing body make a three-year commitment to continued participation in CIS' General Liability and Property programs;

WHEREAS, on August 4, 2008 the City Council adopted Resolution R2008-1891 which included an incorrect ending date; NOW, THEREFORE

BE IT RESOLVED, by the City Council of the City of Keizer to secure participation in the CIS Retro Liability program, the City of Keizer does hereby commit to continued participation in CIS' General Liability and Property programs for the period beginning July 1, 2008 and continuing through June 30, 2011, subject to the terms of the Retro Liability program promulgated by CIS.

BE IT FURTHER RESOLVED that Resolution R2008-1891 is hereby repealed in its entirety.

PASSED this _____ day of __________________, 2008.

SIGNED this _____ day of __________________, 2008.

____

Mayor

____

City Recorder

MINUTES
KEIZER CITY COUNCIL REGULAR SESSION
Monday, July 21, 2008
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular session to order at 7:02 pm. Roll Call was taken as follows:

Present:	Staff:
Mayor Lore Christopher	Chris Eppley, City Manager
Richard Walsh, Council President	Shannon Johnson, City Attorney
	Nate Brown, Community Development Director
Jim Taylor, Councilor	Rob Kissler, Public Works Director
Jacque Moir, Councilor	Kevin Watson, Assistant to the City Manager
Brandon Smith, Councilor	Machell DePina, Human Resources Director
Cathy Clark, Councilor	Susan Gahlsdorf, Finance Director
David McKane, Councilor	John Teague, Police Department
	Tracy Davis, City Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Prior to the Public Testimony, names were drawn for various prizes from those submitted at the Keizer booth at the Marion County Fair. Mayor Christopher noted that Keizer had received a Blue Ribbon for its booth and commended Machell DePina and Kathy Meeks.

Joanne Beilke, Keizer Points of Interest Committee, read a section of the minutes regarding partnering with the Keizer Heritage Foundation and her report from a meeting with Keizer Heritage Board, the Library and the Art Association and offered her suggestion for future action. Councilor Walsh provided clarifying information.

Martin Matiskainen, Keizer, spoke regarding the *Periodic Review Visioning Task Force* and suggested that the entire Planning Commission be included in the task force and the visioning process.

Vickie Hilgemann, Keizer Parks Board, reported on proceedings of the Board reviewing improvements underway at Keizer Rapids Park and planned for Wallace House Park. She noted that the Keizer Parks Foundation has received a grant for $750, specifically for a historical sign for Wallace House Park, and has submitted another grant request with the Myer Trust Foundation for $1,000. Additionally, the Parks Board met with

Sandra Husk of 24J to discuss joint use agreements and perhaps the formation of a visioning committee to focus on potential joint projects. She concluded reminding Council of the upcoming Park Tour on August 11. Discussion then took place regarding picnic tables and shelters at the dog park. Councilors Moir and McKane commended the Parks Board for the way they handled the public testimony at the last meeting and for setting aside the next meeting exclusively to address the Wallace House Park issue. Mr. Kissler added that clean-up at the park would be postponed until the public process is complete. Mr. Brown declared that the City has received $50,000 in grants for the development of Wallace House Park and trails at Keizer Rapids Park. He commended Jeanne Bond-Esser for her efforts in the grant writing process.

Elwood Richter, Traffic Safety Commission Chair, updated Council on activities at the Traffic Safety Commission including review of the Vision Clearance Ordinance, discussion on the condition of the bike path along Salem Parkway and the letter to ODOT that the Commission and Bikeways Committee forwarded to Mr. Kissler requesting that repairs be done. Mr. Kissler confirmed the need for repair and that this was an ODOT matter and added that he intended to send the letters as attachments to an email to the ODOT District Manager. Councilor Clark added that, at the request of Commissioner Bradley, she would be keeping the Commission informed about the Chemawa Interchange Area Management Plan process. Concluding his report, Mr. Richter, encouraged citizens to contact the Commission with any traffic related problems.

T.L. Fuller, Keizer, spoke regarding the ordinance which prohibits parking a utility trailer on the street for over 48 hours. He suggested that perhaps a permitting process similar to that of an RV be put in place for utility trailers. Following lengthy discussion <u>Council agreed by consensus to direct staff to review this ordinance and bring it back to Council.</u>

Doug Raaf, Keizer, addressed Council regarding the Surplus Property (Guns) Ordinance, offered his services as gunsmith, repair person and gun dealer; and fielded questions from Council.

PUBLIC HEARING

a. Keizer Development Code Text Amendments for Electronic Message Signs

Community Development Director, Nate Brown, reported that the Planning Commission held a Public Hearing to consider amendments to the Development Code that would govern electronic message signs and supported the amendment with a 3-2 vote. He explained the sections and signs effected adding that some administration issues are addressed in the amendment as well. He explained that a Conditional Use Permit had been issued to Willamette Valley Bank with conditions included that were agreed upon with the bank and those conditions are also included in this proposed language. He concluded that staff has attempted to achieve a balanced, moderate approach. Mr. Brown then fielded questions regarding other signage, wall signs, and the standardization of the sign code. City Attorney Shannon Johnson suggested that the hearing be continued until the next meeting so that staff could address questions and develop the appropriate verbiage. Additional discussion took place regarding the existing code and standards, and sign clutter.

Mayor Christopher opened the Public Hearing.

Councilor Taylor noted that he had a possible conflict of interest because Willamette Valley Bank and the Walkers (Volcano Stadium) are his customers so he recused himself during the Public Hearing.

Jim Jacks, Keizer, submitted his comments in written form and read portions of his testimony reviewing positive improvements made along River Road and concluding that he was in favor of signage that informs rather than advertises and opposed to electronic signage in Keizer. He cautioned Council that whatever they approve will significantly affect the appearance of the city forever and fielded questions from Council.

Marty Matiskainen, Keizer, noted that he was the other dissenting vote in the Planning Commission Public Hearing and commended staff for their efforts in attempting to keep Keizer from falling into the same pitfalls of other jurisdictions regarding electronic signs. He then urged the elimination of electronic message signs in the Keizer Development Code stating that this would relieve the staff workload on processing conditional use applications and help Keizer retain its individual character.

Shelly King, Keizer, Willamette Valley Bank employee, reviewed comments received from the public on the positive impact of the bank's sign and highlighted various organizations that have benefited from the information placed on the sign. She noted that postings are 50% bank advertisement and 50% community service. Discussion took place regarding the message content and the effort required to change the sign.

George Jennings, Attorney, Salem, representing Willamette Valley Bank, reviewed details of the electronic message sign owned by the bank and requested that the message be allowed to change more than once an hour suggesting that the first amendment is being violated by the sign code limitations. He suggested revision of the ordinance to include language in the permitting process requiring businesses with signs to abide by future sign changes adopted by Council. Mr. Jennings concluded that electronic messaging signs would have a beneficial impact on the city by keeping the public informed of upcoming events.

Dialogue then took place between Council and staff regarding various aspects of electronic signage including impact to motorists, timing, abatement of non-conforming signs, safety, and the aesthetic quality of River Road.

Staff was asked to research how businesses would be detrimentally effected if electronic signs were not allowed, how they effect traffic safety, and if different sizes should be required to have different levels of illumination

Public Hearing remained open to be continued on August 4.

ADMINISTRATIVE ACTION

a. ORDINANCE ~ Disposing of City Owned Surplus Property, Police Confiscated Unclaimed Personal Property, Contraband Firearms and Other Contraband

City Attorney Shannon Johnson noted that this matter was before Council at the last meeting and was being offered for second reading because it did not pass unanimously at the previous meeting.

Councilor Walsh moved to adopt an Ordinance Disposing of City Owned Surplus Property, Police Confiscated Unclaimed Personal Property, Contraband Firearms and Other Contraband, Repealing Ordinance 2007-427; and Declaring an Emergency. Councilor Moir seconded.

Councilor Taylor moved to amend the language to indicate that any weapon used to wound or kill someone would automatically be destroyed. Motion died for lack of second.

Motion passed as follows:

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

b. RESOLUTION : Authorizing the City Manager to Enter Third Amendment to Keizer Heritage Foundation Ground Lease

City Attorney Shannon Johnson reminded staff that this was previously before Council and sent back for changes relating to the parking issue. The requested change has been made and the Heritage Board has approved the Amendment.

Councilor Walsh moved to adopt a Resolution Authorizing the City Manager to Enter Third Amendment to Keizer Heritage Foundation Ground Lease. Councilor Taylor seconded. Motion passed unanimously as follows:

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

c. RESOLUTION: Authorizing City Manager to Enter Street Sweeping Agreement with Wheat LLC

City Attorney Shannon Johnson reviewed the process for receiving proposals, noted that Wheat LLC was the successful proposal, and fielded questions regarding mileage. Mr. Kissler explained that Wheat LLC is housed with Loren's Sanitation as a subsidiary company. Additional discussion took place regarding quality of service and stormwater management.

Councilor Walsh moved to adopt a Resolution Authorizing City Manager to Enter Street Sweeping Agreement with Wheat LLC. Councilor Taylor seconded. Motion passed unanimously as follows:

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

CONSENT CALENDAR

A. **RESOLUTION ~ Authorizing the City Manager to Award Contract for Keizer Rapids Park Paving**
B. **Willamette Basin Total Maximum Daily Load (TMDL) Implementation Plan**
C. **Authorizing Application of Department of Land Conservation and Development Grant for Periodic Review**
D. **RESOLUTION ~ Granting Step Increase and Tuition/Education Payment to the City Manager**

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

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

COMMITTEE REPORTS

a. RESOLUTION ~ Accepting the Keizer Library Task Force Final Report and Discharge of the Library Task Force

Councilor Walsh reviewed the Library Task Force history noting that this was the end of a chapter for the City and the beginning of a new chapter for the community; that the community needs to step up and take the lead now rather than the City government. He then reviewed the task force recommendations at the end of his report. Councilors Taylor and McKane commended Councilor Walsh for his efforts in this task. Discussion then took place regarding community involvement and support, library services available to the community and possible expansion of facilities.

Councilor Walsh moved to adopt a Resolution Accepting the Keizer Library Task Force Final Report and Discharge of the Library Task Force. Councilor Taylor seconded. Motion passed unanimously as follows:

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

b. Appointment to the Keizer Planning Commission

City Manager, Chris Eppley, reported that Kevin Baker had resigned from the Planning Commission. Notice of the vacancy was published and Bill Wolf was recommended to fill the vacancy by the Volunteer Coordinating Committee.

Councilor Walsh moved to accept the recommendation of the Volunteer Coordinating Committee and appoint Bill Wolf to fill Position Number 4 on the Keizer Planning Commission. This appointment would on September 30, 2011. Councilor Taylor seconded. Motion failed as follows:

AYES: Taylor, McKane and Walsh (3)
NAYS: Moir, Christopher, Smith and Clark (4)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Moir declared that the Volunteer Coordinating Committee should not dismiss applicants who have a valid excuse for not attending the VCC meeting appointment process. Discussion then took place regarding mandatory appearance.

Mayor Christopher moved to send this back to the Volunteer Coordinating Committee. Councilor Taylor seconded. Motion passed unanimously as follows:

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

Councilor Taylor reported that the Bikeways Committee will be doing a Rodeo and Corral at the August 9 RiverFair and requested volunteers.

Councilor Clark reported that she attended the Chemawa Interchange Management Plan open house on July 7 and invited the public to the next one. Additional information: www.chemawainterchange.org . She noted that she would be serving as the City Liaison to the 2009 Iris Council with Teresa Walsh as chair. That committee is working with the City Attorney on resolving issues related to the vendor ordinance and drafting of a liquor variance ordinance.

Councilor Walsh reported on work at Keizer Rapids Park, and upcoming meetings of Library supporters and Salem-Keizer Area Transportation Study. He praised the Marion County Fair, reported on work done at Rotary and the Commissioners Breakfast and welcomed Round Table Pizza to Keizer Station. He noted that the Economic Affairs meeting reviewed various issues of concern to the business community including the electric signs and the Fire District bond measure. They will be reviewing the bus and transit bond issue at the next meeting.

Councilor Smith reported that at Keizer Urban Renewal Board adopted new language for the Sidewalk and Landscaping Property Improvements grant which will give authority to hold back 10% of reimbursement funds until a final report has been submitted by the recipient. This language will be included in the Façade Improvement grants as well.

Councilor Moir reported on upcoming Salem Water Wastewater Task Force and Planning Commission meetings.

OTHER BUSINESS
a. New Business
b. Old Business

Finance Director Susan Gahlsdorf reported that some difficulty had been encountered in the SDC adjustment and proposed using the CPI-W for adjusting the fees with further review following completion of the Parks SDC methodology update and development of a factor that would be more appropriate at that time. Following lengthy discussion staff was directed to bring this back in two weeks.

Councilor Walsh moved to suspend the rules. Councilor Clark seconded. Motion passed unanimously as follows:

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

Councilor Walsh moved to freeze the SDC rate until further decision. Councilor McKane seconded. Motion passed unanimously as follows:

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

Assistant to the City Manager, Kevin Watson, reported that 15 proposals have been received in response to the Thomas Dove Keizur Statue request for proposals. The Keizer Points of Interest Committee will review proposals, select 3 or 4 for interviews and submit a proposal for Council.

Community Development Director, Nate Brown, reported that a meeting had taken place with the Transit District regarding the site selection process for a transit center; issues and concerns were discussed; and the three proposed sites are problematic at best. Mr. Brown noted that he had encouraged them to look outside the River Road corridor and more in association with the new Civic Center. Mr. Brown and Mr. Eppley then fielded questions with lengthy discussion following regarding impact and the location that would best serve the district. Mr. Eppley summarized feelings of Council saying that River Road is generally out of the question but consideration would be given to somewhere in the Civic Center "node" or in the Keizer Station area. Councilor Clark pointed out that one of the issues that helped the Salem-Keizer Transit District receive a Connect Oregon II Grant was the fact that it would serve River Road which is a high priority transit corridor so whatever model chosen will have to heavily involve River Road.

WRITTEN COMMUNICATIONS

Mayor Christopher read a thank you card from former Youth Councilor Alex James.

AGENDA INPUT

August 4, 2008

7:00 p.m. City Council Meeting

- Emergency Volunteers Assisting Keizer (EVAK) Report
- All Stars Sports Grill Liquor License Application
- Periodic Review Visioning Task Force

August 11, 2008

5:45 p.m. City Council/Park Advisory Board Work Session

- 2008 Keizer Parks Tour

August 18, 2008

7:00 p.m. City Council Meeting

- 2008 Delinquent Sewer Assessments
- 2008 Street Lighting District Assessments

ADJOURNMENT Mayor Christopher adjourned the meeting at 10:45 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

Councilor #2 – Brandon Smith

Councilor #5 – Richard Walsh

Councilor #3 – Jacque Moir

Councilor #6 – James Taylor

Minutes approved:

MINUTES
KEIZER CITY COUNCIL REGULAR SESSION
Monday, August 4, 2008
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular session to order at 7:02 pm. Roll Call was taken as follows:

Present:	**Staff:**
Mayor Lore Christopher	Chris Eppley, City Manager
Richard Walsh, Council President	Shannon Johnson, City Attorney
	Nate Brown, Community Development Director
Jacque Moir, Councilor	Rob Kissler, Public Works Director
Brandon Smith, Councilor	Kevin Watson, Assistant to the City Manager
Cathy Clark, Councilor	Marc Adams, Police Chief
David McKane, Councilor	Debbie Lockhart, Deputy City Recorder

Absent:
James Taylor, Councilor

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Don Beckman, Keizer, Director of the West Keizer Neighborhood Association Board, requested the extension of the association's boundaries to include the boundaries for Cummings Elementary School. He noted that the association hoped that by adding area, they would increase the participation of the membership and bring in new members who are not currently represented by a neighborhood association. In conclusion, Mr. Beckman, added that the WKNA Board of Directors had followed the proper protocol for changing their by-laws with a mailing to the members and a vote. Discussion took place regarding the boundary modification, notification, motivation, size, future modifications and launching a new neighborhood association. Councilors voiced concern regarding the desires of the residents who would be added to WKNA. They directed staff to work with West Keizer Neighborhood Association to inform residents that this change is being anticipated, draft the resolution and bring it back following notification. Council suggested that the notification be sent out in the water bills.

Lyndon Zaitz, Keizer, reported that Keizer RIVERfair would take place on Saturday, August 8 from 10 am to 6 pm and reviewed events that would take place during the day including live music, disc golf, tennis, Junior

Firefighters and a visit from Thomas Dove Keizur. He added that the event is sponsored by the Making Keizer Better Foundation and that the foundation is collecting money to fund playground equipment at Keizer Rapids Park and will eventually be giving scholarships to McNary students as well.

PUBLIC HEARING

a. All Stars Sports Grill Liquor License Application

City Manager Chris Eppley reported that an application was submitted for a Full On Premises Sales Liquor License for All Stars Sports Grill, Keizer, Oregon. A public hearing was scheduled, notice published, necessary notification given, one response was received and is included in the packet, a background check was done, and Keizer Planning Department finds the location of the establishment to be properly zoned and has no comment on the application. Staff recommends that following a public hearing Council approve the application.

Mayor Christopher opened the Public Hearing.

Rich Giddons, Salem, explained the location of the property and that there would be no live music on site - only lottery machines and pool tables. He commended the City and Richard Larson for the improvements made to the plaza and to River Road and added that the establishment was part of the Responsible Vendor Program.

Richard Larson, Portland, voiced support of this application noting that it was a small operation and would fit nicely into the Keizer Plaza.

<u>Councilor Walsh moved to recommend approval of the application for a Full On-Premises liquor license for All Stars Sports Grill under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and to forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Moir seconded. Motion passed unanimously as follows:</u>

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

b. Keizer Development Code Text Amendments for Electronic Message Signs

This is a continuation of the Public Hearing held July 21, 2008.

Community Development Director, Nate Brown, directed attention to the additional testimony submitted and reviewed the three basic issues of safety, aesthetics and equity. He explained that Keizer had adopted a conservative approach to signage and with urban renewal assistance had been able to achieve compliance throughout the city. He reviewed different types of signs giving details on specifics of the displays and concluded that the most important part of the sign code is that it is equitable. He then fielded questions regarding various aspects of the current code, limitations on internally illuminated signs, regulations in other cities, City responsibility for equity, and spacing requirements.

Mayor Christopher then brought attention to an e-mail from the Keizer Chamber of Commerce requesting continuance of the hearing so that their Board could discuss the issue and possibly send out a survey to the business community for feedback within the next two or three weeks.

Mayor Christopher re-opened the Public Hearing regarding the sign code amendment.

Linda Nelson, Keizer, spoke in support of the sign code amendment referring to reports that indicate that signs that change are hazardous and that many reports saying otherwise are paid for by the billboard companies and are unsupported by scientific data. Ms. Nelson noted that many of these signs are brighter than the sun and use a lot of electricity. She encouraged the Council to be environmentally sound by limiting the frequency of change and concluded that safety, the environment and scenic beauty are of the utmost importance.

Jim Jacks, Keizer, referred to his August 4 email included in the packet and urged Council to consider what the city would look like 20 years in the future and to prohibit any future time/temperature or electronic signs. He concluded that his arguments are not so much for safety but for the aesthetics of the community.

Shelly King, Keizer, an employee of Willamette Valley Bank, urged that consideration be given to not only allowing electronic signage, but to allowing the message to change more frequently than once an hour. She noted that the bank was community oriented, like many Keizer businesses, and would continue to place community messages on their message sign in an effort to serve the community.

George Jennings, Attorney for Willamette Valley Bank, noted that the inference that the bank would discontinue public service announcements on their sign after a certain period was not typical of Keizer businesses. He noted that the signs are energy efficient using less electricity than some of the older signs on River Road and that the code requires the signs to be 75% smaller than a static sign. He responded to questions regarding brightness, time interval, regulation of content, and requiring a certain percentage of signage to be community based. He suggested that timing and content could be regulated and a clause included that would allow the City to alter terms in the future should it be determined that the signage had become a hazard.

With no further testimony Mayor Christopher continued the Public Hearing to September 15, 2008.

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Establishing the Thomas

City Manager Chris Eppley noted that the Urban Renewal Agency had approved a motion for the Mayor and Council to select a task force to choose an artist through the RFP process and to work with the artist to design and construct a statue of Thomas Dove Keizur at the Civic Center Plaza. It is recommended that Council adopt the resolution forming the task force and appoint to the task force: all members of Keizer Points of

Dove Keizur Memorial Statue Task Force

Interest Committee; Jerry McGee, citizen/historian; Mark Callier, business community respresentative; and Jacque Moir, City Councilor.

Councilor Walsh moved to adopt a Resolution establishing the Thomas Dove Keizur Memorial Statue Task Force. Councilor Clark seconded. Motion passed unanimously as follows:

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

b. RESOLUTION ~ Establishing Keizer Periodic Review: "Visioning Task Force" and "Economic Opportunity Analysis Task Force"

Mayor Christopher explained that Pendleton has 42 members on their "Pendleton Progress Board" which is a combination of these two committees and it has proved to be very effective. She suggested that Keizer explore this option prior to/instead of developing these two committees, suggested possible committee members and added that the Chair of the Board, Art Hill, is the Economic Development Professor for Blue Mountain Community College and is willing to assist cities in setting this up.

Council agreed by consensus to move this item to the September 2 meeting to allow Mayor Christopher and Nate Brown to consider this option for Keizer.

c. ORDINANCE ~ Amending Rules of Procedure for Public Contracting

City Attorney Shannon Johnson explained that there had been a change in the model bidding rules and this ordinance would bring the City into conformance with the State statutes and model bidding rules. He recommended adoption.

Councilor Walsh moved to adopt a Bill for an Ordinance Amending Rules of Procedure for Public Contracting; Declaring an Emergency; (amending Ordinance No. 2005-519). Councilor Clark seconded. Motion passed unanimously as follows:

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

CONSENT CALENDAR

A. **RESOLUTION ~ Regarding Continuing Membership in the City County Insurance Services Trust for Purposes of Participating in the Retro Liability Program**
B. **Liquor License Application – Change of Ownership/Name (3393 River Road N)**
C. **Approval of July 7, 2008 Regular Session Minutes**
D. **Approval of July 14, 2008 Work Session Minutes**

Councilors Clark and Moir pulled Item C.

<u>Councilor Walsh moved to approve Items A, B and D of the Consent Calendar. Councilor Clark seconded. Motion passed unanimously as follows:</u>

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

Councilor Clark questioned various items in the Minutes but had no change. Councilor Moir made a correction to the Minutes.

<u>Councilor Walsh moved to approve Item C of the Consent Calendar as corrected. Councilor Clark seconded. Motion passed unanimously as follows:</u>

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

COMMITTEE REPORTS

a. Volunteer of the Quarter – Fourth Quarter 2007 – Mike and Jennifer Griffin

Items a-e taken out of order ~ Mike, Jennifer, Brianna and Samantha Griffin were brought forward and given the award in appreciation of their efforts in the Miracle of Christmas lighting display. Councilor Moir read the nomination letter which reviewed the Griffin family contribution of collection, weighing and sorting of food donations, recording of both food and monetary donations, candy cane distribution and keeping the warming fire going. She noted that 19,000 pounds of food was collected and $17,100.

b. Volunteer of the Quarter – First Quarter 2008 – Mike Dye

Mike Dye was given the award in appreciation of his tireless and energetic efforts in emergency management. Councilor Clark read the nomination letter which reviewed Mr. Dye's responsibilities as Emergency Operations Center Coordinator including promoting communications between Emergency Management groups throughout Marion County; set-up and organization of the EOC during a declared emergency; and managing 225 emergency volunteers and 30-40 Core volunteers in Keizer.

c. Volunteer of the Quarter – Second Quarter 2008 – Lea Jenny

Lea Jenny received this award for her inspirational devotion, diligence and hard work toward realizing her dream of bringing more books and library services to the City of Keizer. Councilor Walsh read one of the nomination letters adding that a letter was also submitted by Lyndon Zaitz who noted that "her undying passion for her community and especially the library issue has been inspirational." Mayor Christopher and Councilors Moir and Smith commended Ms. Jenny's dedication and voiced appreciation for her efforts.

d. Walery Plaza Presentation

Councilor Moir reviewed Mr. Walery's contribution of decorating River Road with Christmas lights over the years, noted that he had received the Chamber President's Award and that he greets everyone at the Christmas

Tree Lighting Ceremony. She concluded that in light of this contribution to the City, the City has officially named the corner of Cherry Avenue and River Road, "Walery Plaza". Mayor Christopher presented Mr. Walery with a plague and a "Mr. Christmas" hat. Mr. Walery thanked everyone and reviewed past Christmas lighting activities and the history of the tree.

e. Emergency Volunteers Assisting Keizer (EVAK) Report

Ray Hanson thanked Bob Emmerich, Jacque Moir and John Teague for their involvement in planning the Emergency Operations Center in the new building. He also thanked the Keizer Fire District for contributing the room for the temporary Emergency Operations Center during Civic Center construction and various other volunteers for their assistance over the past year. He then detailed upcoming scheduled meetings and exercises.

COMMITTEE REPORTS

Councilor McKane reported on the upcoming Parks Tour noting that the regular meeting of the Parks Board will focus primarily on Wallace House Park development. Park neighbors have all been invited to attend and provide input.

Councilor Moir reported that Planning Commission will meet August 13.

Councilor Smith reported that National Night Out will be on Tuesday, August 5.

Mayor Christopher reported openings on the following committees: K23, Budget, Bikeways, KPIC, River Road Renaissance and the Stormwater Advisory Committee.

Councilor Walsh reported that Keizer Rapids Work Groups would meet on August 5; a Keizer Community Library Support Group has been formed; and a new bridge alternative has been formulated.

Councilor Clark reported that Mid-Willamette Advisory Commission on Transportation will be discussing the Transportation Enhancement Grants and the Federal Earmarks List. Chemawa Road widening and the Bike/Ped Crossing fall under these jurisdictions respectively.

OTHER BUSINESS

a. New Business

b. Old Business

Kevin Watson reported that the Statue Committee will decide on whom to interview at their next meeting.

Rob Kissler reported that the bike path on the Salem Parkway had been repaired. This was a joint effort of the Bikeways Committee, Traffic Safety Committee and Public Works working with Don Jordan.

WRITTEN COMMUNICATIONS

Mayor Christopher read

- A report from Art Burr regarding the Community Library. The report explained the development of a patron database which will be used to inform membership of the $5 per family annual donation policy being implemented and reported that an application had been made to a nationwide Friend of Library organization that will hopefully steer membership through the organizing process. Story time has been moved from Wednesday afternoons to Saturday mornings. “I support a Keizer Library” buttons are for sale at the Library desk.

- An invitation from Jerry Walker for City Employee night on Tuesday, August 19.

AGENDA INPUT

<u>August 11, 2008</u>

5:45 p.m. City Council/Park Advisory Board Work Session

- 2008 Keizer Parks Tour

<u>August 18, 2008</u>

7:00 p.m. City Council Meeting

- 2008 Delinquent Sewer Assessments
- 2008 Street Lighting District Assessments

<u>September 2, 2008 (Tuesday)</u>

7:00 p.m. City Council Meeting

ADJOURNMENT Mayor Christopher adjourned the meeting at 10:27 p.m.

APPROVED:

MAYOR:

____
Debbie Lockhart, Deputy City Recorder

____
Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Richard Walsh
Councilor #3 – Jacque Moir	~Absent~ Councilor #6 – James Taylor

Minutes approved:

____

COUNCIL MEETING: **<u>August 18, 2008</u>**

AGENDA ITEM NUMBER:________________

TO: **MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS**

FROM: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **PROCLAMATION – KEIZER KAZOO BAND DAY**

ISSUE:

On August 31, 2007 approximately 2788 Keizer residents played "Take Me out to the Ball Game" on Kazoos at the Salem/Keizer Volcanoes game and collected over 2098 pounds of food for the Keizer Community Food Bank. Under the coordination of Jim Nardi, Uptown Music, this event set a Guinness Book of World Record for the largest Kazoo band in the world.

Mr. Nardi will be in attendance at the meeting to receive the proclamation.

RECOMMENDATION:

It is hereby recommended Mayor Christopher proclaim August 27, 2008 as Keizer Kazoo Band Day in the City of Keizer.

City of Keizer, Oregon

Proclamation

WHEREAS, the Mayor and City Council for the City of Keizer recognize that certain events and achievements of Keizer residents that reflect positively on the City of Keizer and which demonstrate the pride and spirit of Keizer residents deserve special recognition; and,

WHEREAS, Jim Nardi, Uptown Music, and the Salem/Keizer Volcanoes and approximately 2,788 Keizer residents played "Take me out to the ball game" on Kazoos on August 31, 2007 as part of a food drive event for Keizer Community Food Bank and collected over 2098 pounds of food for those that are hungry in our community, and wish to have another food drive on August 27, 2008 for the one year anniversary of the Kazoo Band, and;

WHEREAS, The Guinness Book of World Records has recently recognized and certified that the Kazoo Band organized by Jim Nardi, Uptown Music, and the Salem/Keizer Volcanoes broke the world record for the largest Kazoo band in the world, and;

WHEREAS, The Mayor and Keizer City Council recognize that the Kazoo Band and Food Drive effort reflects positively on the City of Keizer and demonstrate the pride and spirit of Keizer residents and should be so recognized,

NOW THEREFORE, BE IT PROCLAIMED by Mayor Lore Christopher of Keizer, Oregon, with the concurrence of the City Council assembled in regular session that

August 27, 2008 is proclaimed as Keizer Kazoo Band Day

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 18th Day of August, 2008.

Signed:____________________, ________
Lore Christopher, Mayor Date

KEIZER CHAMBER of COMMERCE
KEIZER MERCHANTS ASSOCIATION 1959-1986
AND VISITOR CENTER

August 14, 2008

To: Keizer City Council
Chris Eppley, City Manager

Fr: Christine Dieker
Executive Director
Keizer Chamber of Commerce

Re: Transient Occupancy Tax Allocation Report
Request for Representation & Support of Feasibility Study project for a Keizer Station area Visitor/Information Center

The Keizer Chamber of Commerce & Visitor Center has been working diligently on promoting the area and assisting with welcoming large numbers of visitors to Keizer. We are ready to report a successful last and partial first quarter of the allocation of Transient Occupancy Tax we received from the City of Keizer. We are also excited to update you on our pursuit to be a larger player in the tourism industry which could elevate Keizer's regional positioning and economic opportunities.

Enclosed please review grant proposal we are hoping to receive from Marion County Economic Development that will allow for a Feasibility Study of a Visitor/Information Center in or near Keizer Station. Your support and assistance we would be helpful.

We look forward to sharing with further details during the August 18th council meeting.

Describe your business and provide a good description of your products, market, and financial situation.

Introduction

The Keizer Chamber of Commerce and Visitor Center is a nonprofit association of businesses and other interested parties in the Keizer-Salem area. The Keizer Chamber works to enhance and improve the vitality of the business climate in Keizer area by promoting the city to the public and future businesses, protecting the rights of existing businesses, and assisting businesses to improve and expand their current market.

The Organization

Founded in 1959 as the Keizer Merchant Association, the organization began doing business as the Keizer Chamber of Commerce in 1987. Also at this time, the Chamber proactively trade marked an annual city celebration as the "Keizer Iris Festival" proclaiming a city identity as the Iris Capital of the World. A full service Visitor Center established by the organization in 1999 changed the name to the Keizer Chamber of Commerce and Visitor Center.

The governing body consists of an annual elected Board of Directors and Officers of the Keizer Chamber that closely works with a full time Executive Director. Additional staff of 1.75 EFT assists with administration. Standing operational committees chaired by appointed members include the Iris Council, Tourism Council, Economic Development & Government Affairs, Workforce/Leadership, and Member Service/Ambassador. Appointed project chairpersons and/or board members oversee a program of work in Communications and Organization Fiscal Management.

Our Services

Keizer Chamber provides a variety of services to the community and businesses including the scheduling and coordination of a number of activities and events. These include monthly Lunch Forums for information sharing, monthly Greeters for business-to-business networking, the Iris Festival for community promotion, Leadership Keizer and Ready to Learn Ready to Work for workforce development, an annual Awards Banquet for community leadership recognition, a Keizer Directory for community information sharing and promotion, annual Holiday Tree Lighting and Street Decorating for community promotion, a Visitor Center for welcome, relocation, and referral services.

In addition, we provide direct services to businesses that include advocating for and representing our members with government agencies; communications in the form of a monthly newsletter, interactive web site, meetings as well as special fax and electronic broadcasts.

The Market

Research shows that the Keizer business area continues to grow. This includes a 237 area retail development "Keizer Station" that is expected to bring 69 businesses and 3500 jobs to Keizer – Salem area. This creates a market with tremendous opportunities for small, local businesses if they can get the right tools to take advantage of the possibilities. For the most part, our potential members are small businesses with limited resources for training and marketing. We help them improve their earnings and increase the value of their investments with providing opportunities to build business-to-business relationships, community recognition as well as marketing information and venues

There are more than 1200 businesses in the Keizer area. In addition, there are potential members outside the area such as businesses in Salem, Brooks, Silverton, Mt Angel, and Gervais, whose services and products are used by Keizer residents, companies and organizations.

The Keizer Chamber's major goals are to support the local economy and existing businesses by being an influential business association. Enhancing accessibility to a broader target market visiting and relocating to the metro Salem/Keizer area would is warranted. The 260 Interstate 5 Interchange is a viable location and entrance/exit to the areas economic development and present commerce.

Financial Considerations
Our main strategy is the growth of membership as well as diversified funding venues that include sponsorships, event revenues, grants, and hotel tax allocations. A large membership base provides revenue from dues and positions Keizer Chamber as the true representative of the Keizer area business community.
Our membership revenues and non-due revenues are expected to increase from more than $290,000 to $500,000 in the fourth year. Net profit estimated to remain consistent each year and held for contingencies. Cash flow is expected to remain healthy. Profits applied to program support, technical equipment, staffing, and perhaps expansion.

Describe your specific project.
Our specific project, which is a feasibility study, focuses on gathering information to evaluate objectives and partnerships with building a new visitors/information center. We believe this study will assist us with acquiring the knowledge, developing a needs analysis, and identifying the capabilities for a Willamette Valley Visitor/Information Center in or near Keizer Station. The feasibility study will allow us to convene partners (public and private) together to research and develop the type of center needed, its estimated costs, the appropriate location, space needs, operational staff requirements, and maintenance plan of services for sustainable operations/equipment. The funds will provide us with the means to gather and present this information.

This project will allow us to get accurate estimates on overall costs and specific ideas. In addition to identifying appropriate stakeholders it will allow us to develop a regional application of visitors/local business support. It will identify partners that will work to support the region and accomplish the goal of more efficient and effective visitor's center as a gateway of information to the culture, attractions, recreation, and commerce of the Keizer-Salem area.

The feasibility study funding will not only allow us to bring these stakeholders together but it will also provide a place to meet for them and staff to research, facilitate, and produce a final project report. This feasibility study will also allow us to grasp the reality of our ideas and allow us to focus on a plan and direction. We believe that this study will help us in taking the steps to enhance the economic vitality of Keizer and our pristine Willamette Valley.

The following slide show handouts will assist in clarifying our vision:

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR/INFORMATION CENTER

FEASIBLITY STUDY

Marion County Economic
Development Grant Request
Presented by

KEIZER
CHAMBER
COMMERCE
AND VISITOR CENTER

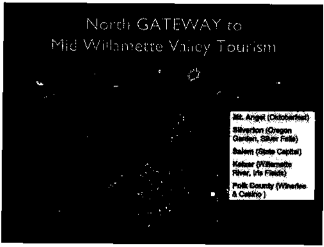
KEIZER STATION –

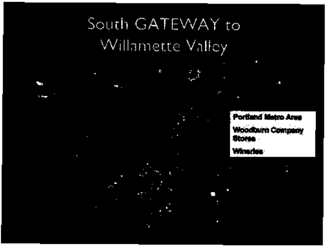
WILLAMETTE VALLEY GATEWAY

VISITOR/INFORMATION CENTER

Why?

LOCATION – LOCATION – LOCATION


North GATEWAY to
Mid Willamette Valley Tourism
Mt. Angel (Oktoberfest)
Silverton (Oregon Garden, Silver Falls)
Salem (State Capital)
Keizer (Willamette River, Iris Fields)
Polk County (Wineries & Casino)

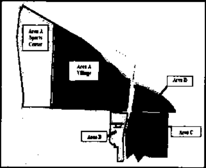

South GATEWAY to
Willamette Valley
Portland Metro Area
Woodburn Company Stores
Wineries

KEIZER STATION –
WILLAMETTE VALLEY GATEWAY
VISITOR/INFORMATION CENTER

Where?

KEIZER STATION Area A Location

KEIZER STATION Area B or C Location



KEIZER STATION – *WILLAMETTE VALLEY GATEWAY* VISITOR/INFORMATION CENTER

What?

KEIZER STATION
WILLAMETTE VALLEY GATEWAY
VISITOR/INFORMATION CENTER

- A PAVILLION WITH KIOSKS
- SOME TYPE OF AN AVERAGE SMALL VISITOR CENTER BUILDING
- A FULL SCALE VISITOR/INFORMATION CENTER/KEIZER CHAMBER OFFICE
- A VISITOR/INFORMATION & TRANSIT CENTER
- A RECREATION OFFICE/FACILITY & VISITOR CENTER
- A TOURIST DESTINATION & VISITOR CENTER

AN EXAMPLE OF A PAVILLION SIMILAR AT CHALMER JONES PARK IN KEIZER

- PAVILLION CONSTRUCTION COST: $30,000
- KIOSKS CONSTUCTION COST: ??

AN EXAMPLE OF AN AVERAGE REGISTRATION BUILDING DESIGNED BY OREGON PARKS AND RECREATION DEPARTMENT

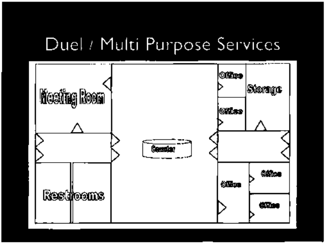
COST PER SQUARE FOOT: $330+/-

$198.000 + -

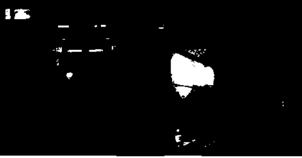
EXAMPLE OF A PREFAB BUILDING"

[illegible]

Example of Full Service Visitor Center & Chamber Office


Duel / Multi Purpose Services
Meeting Room
Office
Storage
Office
Counter
Office
Office
Restrooms
Office

24 - 7
Community Board Room
Restroom Access



Example of a Visitor/Information Center – TOURIST DESTINATION

TILLAMOOK CHEESE FACTORY

- So much awaits you and your family at our Visitor's Center it's no wonder nearly 1 million people a year pay us a visit. Come see, hear, touch and taste for yourself. We promise you'll have a fun and memorable day

WILLAMETTE VALLEY AGRICULTURAL SHOWCASE

- HOPS to BREW
- GRAPES to WINE
- APPLES to CIDER
- SEED to GARDENS

KEIZER STATION – *WILLAMETTE VALLEY GATEWAY* VISITOR/INFORMATION CENTER

WHO?

- POTENTIAL PARTNERS:
  - CITY OF KEIZER PARKS & RECREATION ?
  - CHEMEKETA COMMUNITY COLLEGE ?
  - PRIVATE BUSINESS/INDUSTRIES -LOWE'S ?
  - NURSERY – TRADED SECTOR?
  - MARION COUNTY / VALLEY ?
  - TOURISM ORGANIZATIONS - SCVA ?
  - TRIBAL ?
  - KEIZER YOUTH SPORTS ?
  - OTHERS ?

KEIZER STATION –

WILLAMETTE VALLEY GATEWAY

VISITOR/INFORMATION CENTER

HOW?

KEIZER STATION
WILLAMETTE VALLEY GATEWAY
VISITOR INFORMATION CENTER

TOTAL PROJECT COST: ????

- PRIVATE BUSINESS IN-KIND/$: ?
- CITY OF KEIZER IN-KIND/ HOTEL TAX$/ COMMUNITY FUND$:?
- KEIZER COMMUNITY IN-KIND/$: ?
- DEPARTMENT OF ENERGY: $ 35%
- GRANTS $: ?
- SALEM-KEIZER MASS TRANSIT $: ?
- OTHERS: $

KEIZER STATION -
WILLAMETTE VALLEY GATEWAY
VISITOR INFORMATION CENTER

BUSINESS ENERGY TAX CREDIT (BETC) IS THE TAX CREDIT PROGRAM THROUGH THE STATE. THE PASS-THROUGH PROGRAM ALLOWS A NOT FOR PROFIT TO ACCESS THE TAX CREDIT INCENTIVE BY TRANSFERRING THE TAX CREDIT TO A TAX LIABLE BUSINESS FOR A LUMP SUM CASH PAYMENT EQUAL TO THE NET PRESENT VALUE OF THE TAX CREDIT (25.5% OF THE ELIGIBLE PROJECT COST)

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) IS A RATING SYSTEM ESTABLISHED BY THE US GREEN BUILDING COUNCIL. LEED IS A RATING SYSTEM FOR SUSTAINABLE BUILDINGS. WE ARE CONSIDERING LEED DESIGN AS PART OF THE GOALS OF THIS PROJECT

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR/INFORMATION CENTER

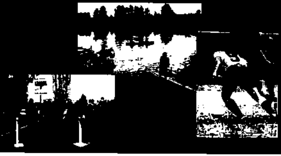
Why Again?

KEIZER STATION -

WILLAMETTE VALLEY GATEWAY

VISITOR/INFORMATION CENTER

TOURISM AND OTHER BENEFITS



KEIZER STATION -

WILLAMETTE VALLEY GATEWAY

VISITOR INFORMATION CENTER

PROMOTE THE REGION'S RICH HISTORY, POINTS OF INTEREST SUCH AS VINEYARDS, PARKS, CULTURAL DIVERSITY, GARDENS, ETC.

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR INFORMATION CENTER

KEIZER CHAMBER OF COMMERCE & VISITOR CENTER OBJECTIVES ARE

- TO PROMOTE AND ENHANCE THE AREA'S ECONOMIC VITALITY
- TO DEVELOP THE WORKFORCE & LEADESHIP
- TO ADVOCATE FOR BUSINESS & INDUSTRY

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR INFORMATION CENTER

IT'S A PERFECT TIME TO DO THIS PROJECT

- DUE TO FINAL STAGES OF BUILDOUT AT KEIZER STATION
- DUE TO NEED FOR BRANDING OF OUR AREA
- DUE TO OTHER TOT OR COMMUNITY FUND DOLLARS
- DUE TO THE AVAILABLE ASSITANCE OF THE DEPARTMENT OF ENERGY CREDITS

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR INFORMATION CENTER

"The SCVA also must promote Salem to the thousands of motorists who whiz by on the freeway each day. The organization already has kiosks at the Woodburn Company Stores and at two rest stops on Interstate 5. However, Salem badly needs a visible, staffed, easy-to-reach stop just off the freeway."

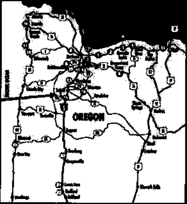
Statesman Journal Editorial Nov 23, 2007

Regional Trips from Metro

Salem/Keizer

Missing in Action

Highway 22 and MORE ???



FEASIBILITY STUDY GRANT FROM
MARION COUNTY ECONOMIC DEVELOPMENT
WILL HELP US

- COLLABORATE WITH REGIONAL PLAYERS
- LEVERAGE ASSETS
- IDENTIFY INTERESTED PARTNER'S PRICE vs PRIZE

KEIZER STATION

WILLAMETTE VALLEY GATEWAY

VISITOR INFORMATION CENTER

Why the funding is needed?
The Keizer Chamber of Commerce does not have the financial resources to staff and/or contract the completion of the project. Leveraging partnerships with the feasibility study is in an opportune stage and funding would be imperative.

What is the plan for implementing this project? For example what is the start date, what are the project components (or phases); what is the anticipated completion date?

Duration	Partnership Team	Design Team	Operations Team
Commence	Identify Stakeholders	Identify Available Properties	Identify Available Properties
	Assemble Focus Groups	Develop Preliminary Program	Preliminary Evaluation of Economic Feasibility
	Needs Analysis	Code Research	Research Program Economic Repercussions
Second Month	Program Analysis		
		Research Sustainable Project Options	Develop Economic Feasibility
	Select Key Program Elements	Develop Site Analysis Reports	
	Needs Analysis		
Third Month	Review Site Reports Select (3) for Evaluation	Program Development & Analysis	Needs Economic Comparison
	Legal Feasibility	Develop Site Plans	Operational Feasibility
Fourth Month	Site Review & Selection	Building Design Development	
	Building Design Analysis	Secondary Code Research	Update Economic Feasibility
Fifth Month	Secondary Research	Architect Rendition & Design Plan	Sustainability Secondary Research
	Rendition/Plan Design Review	Secondary Research & Reporting	Cost Analysis
Completion	Tenant Landlord Operations Agreement	Record/Report Decision Making	Economic Feasibility Report

When will the grant funds be need?
Interest for this project was indentified in the Keizer Chamber of Commerce & Visitor Center 2006-2009 Business Plan. Given the five month projected timeframe, we would like to begin and end before January 2010.

Would your project remain viable if funding was awarded in a subsequent month?
Yes; however, the timing and climate for public/private partnerships is clear. Area A of Keizer Station has aggressively progressed in development. Prime land could become unavailable. Developers of Area B and Area C of Keizer Station are positioning and

moving into a Master Planning phase. If the funds could be awarded within two to six months there is likelihood for enhanced collaboration.

How will the project sustain itself once grant funds have been expended?
We have already identified many potential partnerships and teams and are looking at this project to determine the potential of Visitor Center at Keizer Station. Many individuals have committed energy and resources to develop a regional resource for tourism economic development. Teams are committed to the long term of this projects success due to extensive ties to the community recognizing the benefit of investing in this region.

Once the grant funds for the Keizer Station Willamette Valley Gateway Feasibility Study have been expended the final product will provide a plan to present to public jurisdictions, private investors, philanthropic organizations, and confirmed partners.

Who will be involved with project?
List the Partners or Businesses involved with your proposal.
The Keizer Chamber of Commerce & Visitor Center Board of Directors approved to begin the exploration process of a Visitor/Information Center at Keizer Station and appointed a Task Force to oversee the project. The Task Force members include:

Chairperson: Joe Egli, R. Bauer Insurance
Task Force Members: Dennis Koho, Koho Beatty & Associates; Rich Duncan, Rich Duncan & Construction; Chuck Sides, NW National; Erick Peterson, Carlson Veit Architects; [redacted] Clint Holland, Paulson Investments; AJ Nash, Integrity Financial Services; Bruce Anderson, NW Natural; Jessica Carpenter, Keizer Rennaissance Inn; Victoria Shinn, US Bank, and Ron Welter, Professional Mortgage

Staff: Christine Dieker, Executive Director and JoAnne Beilke, Project Manager

Prospective and Interested Partners/Stakeholders: Marion County, City of Keizer, Keizer Soccer Club and other Keizer Youth Sport Organizations, City of Salem and other Willamette Valley cities, Salem-Keizer Mass Transit, Salem Area and other regional Chamber of Commerce's, Oregon Travel Information Center, Willamette Valley Visitor Association, Salem Convention Visitor Center, Oregon Tourism Commission, Oregon Department of Transportation, Oregon Garden, Confederated Tribes of the Grande Ronde, Oregon Farm Bureau and other agriculture related businesses/associations, Chemeketa Community College, and Willamette Valley tourist attractions, events, businesses.

Specifically, what will be the responsibility and involvement of each of the project partners?
Task Force Members assignments are:
Chairperson- Oversees project, facilitates Task Force meetings, and monitors direction
Task Force Committee and Staff – Partner and stakeholder identification and interest
Dennis Koho – Legal feasibility
Erick Peterson and Rich Duncan – Design structure and operation
[redacted] and Chuck Sides – Location availability
Staff- Support, fiscal management, research, and communication

Are all involved partners and businesses willing to comply with the guidelines of the grant?
Yes

Specifically who will be responsible for reporting requirements?
Keizer Chamber of Commerce & Visitor Center Executive Director, Christine Dieker

Describe your organization's capacity to manage grant funds?
The Keizer Chamber of Commerce and Visitor Center has provided ongoing enhancement of the image and economic vitality of the Keizer community for over forty-nine years. The governing body consists of an elected Board of Directors that closely works with the full time Executive Director, Christine Dieker. In addition, 1 FTE staff assists the Executive Director as the Membership Director, .5 FTE as the Project Director and a .25FTE as the Office Assistant. Ms. Dieker has demonstrated the expertise to promote and facilitate festivals, events, and visitor services for ten years, increasing the chamber's annual budget by over 200%. She has successfully managed grant funding awarded by the City of Keizer, Workforce Investment Act, and Oregon Community Foundation.

Project Budget
ATTACHMENT A

Letters of Support
ATTACHMENTS B, C, D

ATTACHMENT A

Feasibility Study - Visitor/Information Center Budget	
Income	
Marion County Economic Development Grant	$10,000.00
In-Kind Legal Services Koho & Beatty Attorneys of Law	$1000.00
In-Kind Architect Services Carlson Veit Architects	$4000.00
Income Total	$15,000.00
Expense	
Facilitation Discovery Analysis Programming Elements Research & Development Evaluation of Options Economic Analysis Secondary Research Phase Reports and Recording	-$7,950.00
Room Rental & Hospitality Services	-$1,000.00
In-Direct Costs Office Support (Postage/IT/ Misc.)	-$250.00
Printing Architect Site Plans/Program/Rendition	-$800.00
Contract Services Architect Rendition & Design Services Landlord/Tenant/Sales Agreements	-$5,000.00
Expense Total	-$15,000.00

Marion County
OREGON

Economic Development Grant Application

Please return completed Application to:
Economic Development Lottery Grant Program, attn: Dan Estes
Board of Commissioners, 555 Court St., NE Salem, OR 97301

Completed application must be received by 4:00 PM on third Thursday of the month to qualify for consideration in the following month. Applications may be returned to the applicant for more information and subsequently held over until information is complete. Applicants are encouraged to attend the Economic Development Advisory Board meeting to answer questions about their pending application. EDAB meetings are held on the second Wednesday of the month at 3:30 PM in the HR Training Room, Fourth Floor, Courthouse Square.

Questions? Please call Dan Estes at 503-589-3264

For Office Use Only:

Submitted By: ____________________________

Received By: ____________________________

Received:

Marion County Economic Development
Video Lottery Grant Application

PURPOSE

To leverage Marion County Video Lottery funds to enhance and diversify the economic base of Marion County

GOALS

1. **To create and maintain traded sector jobs**
2. **To expand industrial land base**

CATEGORIES

Category 1. Direct job creation or retention

a. Traded sector
b. $5000 per new job/$2500 per retained job
c. Specific training or machinery purchase proposal

Category 2. Indirect job creation or expansion

a. Traded sector
b. $5000 per new job/$2500 per retained job
c. Specific proposal to expand market share or move into a niche market

Category 3. Assistance to traded sector - recruitment, retention and job training

a. Direct relationship to job creation or retention
b. Comprehensive program and proven record
c. $5000 per new job/$2500 per retained job

Category 4. Ancillary services to traded sector

a. Direct link to traded sector
b. Comprehensive program and proven record
c. $10,000 per project per organization

Category 5. Tourism

a. Direct relationship to job creation or retention
b. Comprehensive program and proven record
c. $10,000 per project per organization

Category 6. Feasibility studies

a. Direct relationship to traded sector
b. Documented job creation or retention potential
c. Limited to infrastructure and economic development related studies
d. 50% match required
e. $10,000 per project per organization

ELGIBILITY

- Established businesses
- Business Associations
- Local Governments
- Educational entities

MANDATORY REQUIREMENTS

- Grant must be used to create or maintain jobs in Marion County
- Project to reflect the development goals and objectives of Marion County
- Project must have clearly defined measurable results
- Matching funds must be identified and available
- Activities for all categories must be completed within one year of contract award

INELGIBLE ACTIVITIES

- Purchase of land, buildings or rolling stock
- Illegal activities
- Duplicates a project funded from other sources

CRITERIA FOR AWARDING FUNDS

All Grant Applications will be judged on the following criteria, listed in order of importance:

1. Creation or retention of traded sector jobs
2. Advance technological capabilities or productivity
3. Expand market share or into a niche market
4. Enhance global competitiveness
5. Improve infrastructure to industrial zoned properties

CONTRACT OBLIGATIONS

Upon approval of the Grant application by the Board of Commissioners each successful applicant will be required to execute a contract substantially in the form attached as Exhibit A, prior to the distribution of funds. Unless other payment arrangements are approved in the application, funds will be released upon submission of proof of expenditures and progress reports. The timing and format of reports and invoices will be set forth within the contract. All Applications and reports are considered public information.

Costs incurred prior to the approval of the grant award by the Marion County Economic Development Advisory Committee cannot be reimbursed.

It is understood that Grant recipients are independent entities and are not agents of the Oregon Lottery, its fiscal agents, the State of Oregon or Marion County.

TRADED SECTOR AND ANCILLARY SERVICES

For the purposes of this Application process the "Traded Sector" is defined as manufacturers and fabricators of products including the growing and production of food and garden products, electronic commerce. "Ancillary Services" is limited to those entities providing direct services to the Traded Sector such as health care services.

PROJECT BUDGET

Project budgets must be detailed showing specifically the items using Grant funds and the sources of other funds to complete and maintain the project.

TARGETED SECTORS (priority areas, preference given):

- Traded Sector: including, but not limited to food processors, metal fabricators, secondary wood products, electronics and electrical commerce, and other manufacturing companies, along with those industries that support them.
- Resource-based industries: including but not limited to nurseries, forest products producers, etc.
- Health Care Services: including but not limited to health care providers, hospitals, assisted living centers, etc.

CRITERIA FOR AWARDING FUNDS: Selected applicants ***must be able to complete their projects within one year*** of the award date. Priority will be given to applicants who meet two or more of the criteria below. Applicants must complete the attached application demonstrating how they meet the following criteria:

- Video Lottery Grant will:
  - Advance technological capabilities or productivity;
  - Create or retain jobs;
  - Improve infrastructure and capacity building to support local economic Development and workers
  - Serving multiple businesses through a consortia or association.
  - Help a business expand market share or expand into a niche market

BUDGET: Each application must include a project budget detailing project costs and matching funds using the format provided in this application. Budgets will be evaluated using the following criteria:

- Expenses are reasonable, customary and necessary and reflect the current cost trends to complete the proposed scope of work.
- Expenditures and/or match are clearly described and reflect all project activities.

Budgets may not include costs incurred prior to the award of funding or costs for the development of the application.

REPORTING REQUIREMENTS: All those awarded funding will be required to submit proof of expenditures and progress reports. The timing and format of reports and invoices will be negotiated at the time of contracting. All reports are considered public information.

CONTRACT REQUIREMENTS: Those receiving funds will operate independently, and not as agents of the Oregon Lottery or its fiscal agents, the State of Oregon or Marion County.

FUNDING AVAILABILITY: Eligible applicants are encouraged to submit proposals for Video Lottery Grants. Projects will be considered for funding as long as resources are available. This in an annual fund. All contracts will be awarded on a cost reimbursement basis; awardees will be required to submit receipts and adequate documentation of progress periodically in order to be reimbursed. **Costs incurred prior to the award of grant, or in anticipation of grant cannot be reimbursed.**

MATCHING FUNDS: Matching funds are not a requirement. However, because the grant application is a competitive process, matching funds may be considered as an indicator of strong community support and potential success. This may be taken into consideration by both the Economic Development Advisory Board and the Marion County Board of Commissioners when making a final award recommendation and a decision between qualified applicants.

TIME LINES: Applicants can expect a three month delay from the date of application to the issuance of the first grant check for their project. All successful applications and the subsequent contracts are reviewed and approved by the Board of Commissioners, pursuant to the Oregon Public Meetings Law.

Note: Applications approved are requested to expend the funds within one year of approval. If not, the application must be reviewed and re-approved by the Marion County Board of Commissioners. Marion County and its agents retain the right to ask additional questions of the Video Lottery Grant applicants as deemed necessary.

Application

Please return completed Application to:
Economic Development Lottery Grant Program, attn: Dan Estes
Board of Commissioners, 555 Court St., NE Salem, OR 97301
Completed application must be received by 4:00 PM on the third Thursday of the month to qualify for consideration in the following month. Applications may be returned to the applicant for more information and subsequently held over until information is complete.

Questions? Please call Dan Estes at 503-589-3264

Applicant:____

Employer Identification Number:_______________________________________

Project Contact (person responsible for the project):

Name: ____

Organization (s): ____

Address:____

City/State/Zipcode: ____

Phone: _________________**FAX:** _________________**E-Mail**_________________

Applicant Category (check one)

_____Local Government located within Marion County
_____Educational Entity located within Marion County
_____Private Corporation located within Marion County
_____Business, industry or worker association located within Marion County

Sector:

_____Traded Sector (manufacturing)
_____Resource-based Sector
_____Service Sector
_____Other (please describe)____

Total Funds Requested $__________ **Total Matching Funds** $_______________

Description of Entity Requesting Funds

- Years in business:_______________
- Number of current employees:_____ Projected in 3 years: ______
- Is retention an issue for your company? Yes No
- If yes, what are some potential reasons for difficulties with employee retention?

____

____

- Number of employees who will be hired through this project:_________________
- Number of employees who will be retained through this project:_______________

Project Description - Please provide a brief description of your proposed project and answer the following questions:

- Describe your business and provide a good description of your products, market, and financial situation.
- Describe your specific project.
- Why is the funding needed?
- What is the plan for implementing this project? For example, what is the start date, what are project components (or phases); what is the anticipated completion date?
- When will the grant funds be needed?
- Would your project remain viable if funding was awarded in a subsequent month?
- How will the project sustain itself once grant funds have been expended?

Who will be involved with the project?

- List the Partners or Businesses involved with your project proposal.
- Specifically what will be the responsibility and involvement of each of the project partners? (Businesses? Training providers?)

- Are all involved partners and businesses willing to comply with the guidelines of this grant?

- Specifically, who will be responsible for the reporting requirements?

- Describe your organization's capacity to manage grant funds/

Project Budget: Please attach a complete description of all costs and match requirements to carry out this project. Please clarify which costs will come from the grant and which will be cash or in-kind match from the applicant(s). Match may consist of costs covered by the applicant that are not funded with local, state, or federal governmental resources. Please identify the source and amounts of other funds, contributions, donations, and the methods of estimation.

My signature below indicates that I understand that if my organization is awarded funds under this application I must:

- Track all expenditures related to this project separately from other organizational funds, and provide detailed invoices, including copies of receipts for related expenses and progress reports at regular intervals agreed upon during contract negotiation.
- Complete a final report at the end of the project providing both anecdotal information and data on the project's outcomes. Final payment will not be made until a final report is accepted and reviewed by the Marion County Economic Development Advisory Board.
- Have sufficient resources on hand to cover project costs in between invoices. Invoices may be submitted no more often than once each month, or as negotiated.
- Have the authority to sign this application on behalf of my organization.
- Sign a contract before funds are delivered and comply with the terms and conditions therein for the duration of the project.

____________________________ ____________________________

Signature **Typed name and title**