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AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, August 17, 2020

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
5. **COMMITTEE REPORTS**
6. **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.

7. **PUBLIC HEARINGS**
 - a. **ORDINANCE** – Declaring a Lien Against Property Located at 4129 Gary Street Northeast, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency
8. **ADMINISTRATIVE ACTION**
 - a. Request for Use of Keizer Rapids Park During COVID19 Pandemic
 - b. Surplus Property Report Fiscal Year 2019-2020

9. CONSENT CALENDAR

- a. RESOLUTION – Authorizing the Finance Director to Enter Into Lease Agreement with Ricoh USA Inc For Community Development Copier
- b. Approval of August 3, 2020 City Council Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. 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.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

September 8, 2020 (Tuesday)
7:00 p.m. - City Council Regular Session

September 14, 2020
6:00 p.m. – City Council Work Session

- Annual Parks Tour

September 21, 2020
7:00 p.m. - City Council Regular Session

14. ADJOURNMENT

CITY COUNCIL MEETING: August 17, 2020

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: ORDINANCE – DECLARING A LIEN AGAINST PROPERTY
LOCATED AT 4129 GARY STREET NORTHEAST
(NUISANCE ABATEMENT)**

This matter is before the Council for public hearing under Nuisance Abatement Ordinance No. 94-282. The property in question, located at 4129 Gary Street Northeast, Keizer, Oregon was in violation of City Ordinance and the property owner was given notice of such violations. There was a significant amount of garbage and debris on the property (see attached photos).

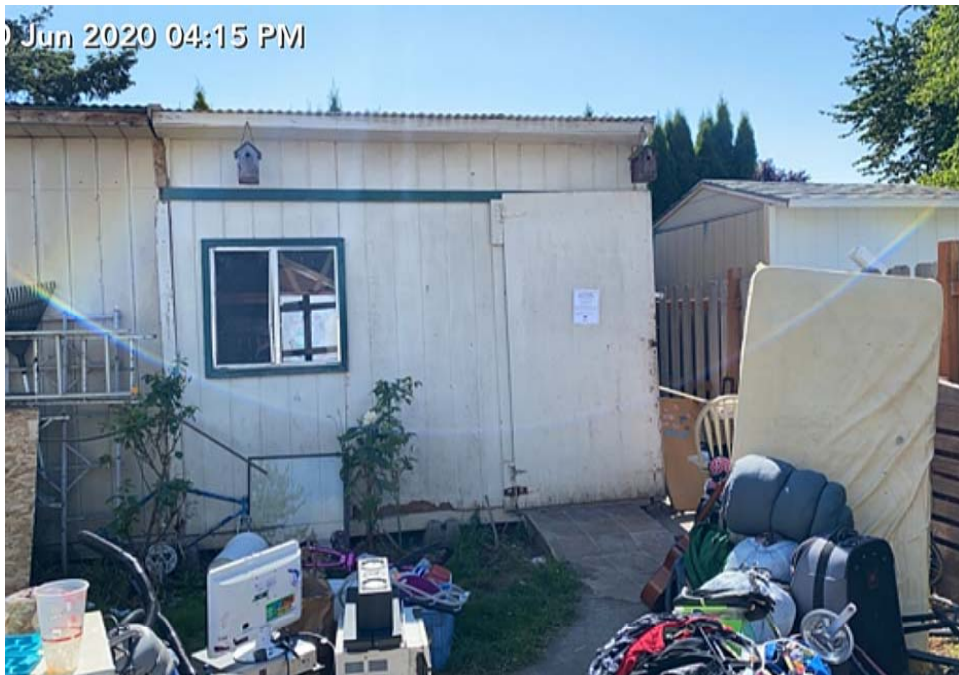
After the owner failed to correct the violations, the City abated the nuisance. The total abatement costs, including the ten percent administrative charge is \$660. A copy of the invoice presented to the owner is attached for your review. In addition, notice publication costs of \$71 increases the total costs to \$731.

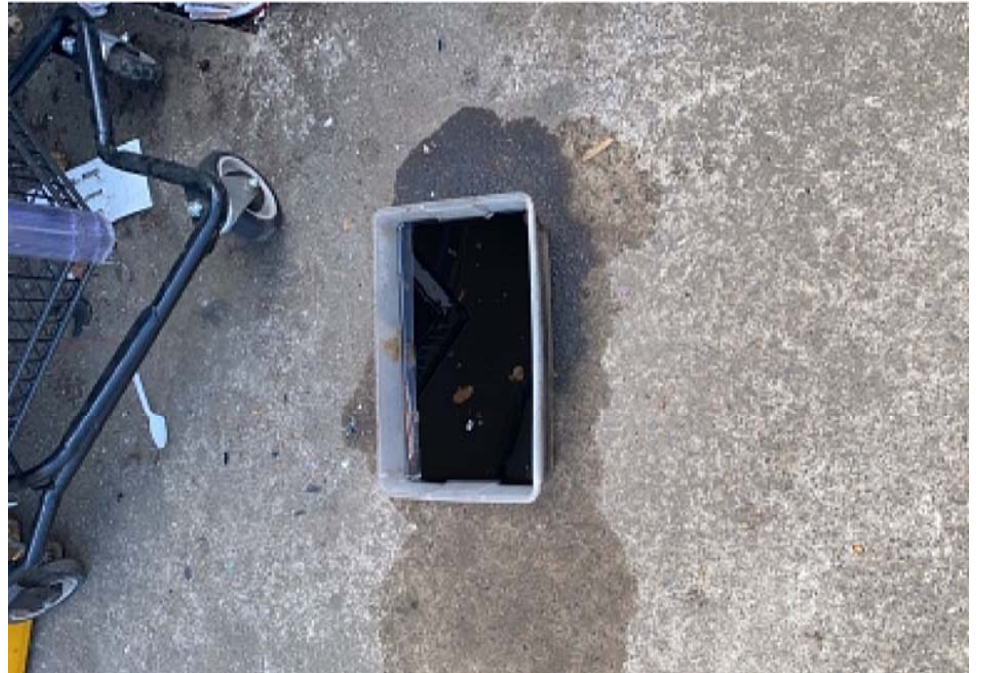
RECOMMENDATION:

Open the public hearing, and unless there are specific questions, close the public hearing and adopt the attached Ordinance Declaring a Lien Against Property Located at 4129 Gary Street Northeast, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Ordinance No. 94-282 (Nuisance Abatement Procedure); Declaring an Emergency.

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

ESJ/tmh
attachment









1 A BILL ORDINANCE NO.
2 2020-_____
3 FOR
4
5 AN ORDINANCE
6

7 DECLARING A LIEN AGAINST PROPERTY LOCATED AT
8 4129 GARY STREET NORTHEAST, KEIZER, OREGON
9 AND DIRECTING THE CITY RECORDER TO ENTER
10 SUCH LIEN IN THE MINOR LIEN DOCKET PURSUANT
11 TO ORDINANCE NO. 94-282 (NUISANCE ABATEMENT
12 PROCEDURE); DECLARING AN EMERGENCY
13

14 WHEREAS, the City of Keizer Ordinance No. 94-282 provides that a
15 Responsible Person, as defined in the Ordinance, shall have the duty to abate all
16 nuisances as defined in City Ordinances; and

17 WHEREAS, the person or persons responsible for the property located at 4129
18 Gary Street Northeast, Keizer, Oregon have failed to comply with the Keizer Solid
19 Waste and Inoperable Vehicle Ordinance (No. 2010-614) after being duly given the
20 notice required under the Keizer Uniform Nuisance Abatement Procedure (Ordinance
21 No. 94-282); and

22 WHEREAS, the City Manager, or his designee was required to cause the
23 removal of the debris under the power given to such city officials under the Keizer
24 Uniform Nuisance Abatement Procedure; and

25 WHEREAS, after such work was performed, the City Manager or his designee
26 notified the persons responsible by certified mail of the sum of money due to the City

1 of Keizer for such work performed and such person was duly notified of the public
2 hearing to consider and assess such cost as a lien against the property; and

3 WHEREAS, pursuant to Keizer Uniform Nuisance Abatement Procedure, the
4 matter was heard by the City Council at public hearing on August 17, 2020, after
5 reasonable opportunity for objections;

6 NOW, THEREFORE,

7 The City of Keizer ordains as follows:

8 Section 1. CORRECTNESS OF STATEMENT. The City Council declares
9 the correctness of the statement of costs as set forth in Exhibit "A", attached hereto,
10 and by this reference incorporated herein.

11 Section 2. DECLARATION OF LIEN. The amount set forth on the
12 statement of costs regarding the property located at 4129 Gary Street Northeast,
13 Keizer, Oregon is declared to be a lien upon such property, as more particularly
14 described in Exhibit "B" attached, and by this reference incorporated herein.

15 Section 3. ENTRY IN LIEN DOCKET. The City Recorder is directed to
16 enter the amount set forth in Exhibit "A" into the minor lien docket and such amount
17 shall be a lien against the property described in Exhibit "B" from the date of such entry.
18 Such lien shall accrue interest at the rate of nine percent (9%) per annum from the date
19 of entry in the lien docket until paid.

1 Section 4. EMERGENCY CLAUSE. This Ordinance being necessary for
 2 the immediate preservation of the public health, safety, and welfare, an emergency is
 3 declared to exist and this Ordinance shall take effect immediately upon its passage.

4 PASSED this _____ day of _____, 2020.

5

6 SIGNED this _____ day of _____, 2020.

7

8

9

10

Mayor

11

12

13

City Recorder

EXHIBIT "A"

Nuisance Abatement at
4129 Gary Street Northeast, Keizer, Oregon

Statement of Costs Summary

Itemization of Abatement Costs if Paid Prior to August 3, 2020 Per Statement of Costs Attached Hereto:

Nuisance Abatement and Administrative Charge	\$660.00
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Additional Expenses Occurred as a Result of Failure to Pay by August 3, 2020:

Newspaper Publication	\$ 71.00
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Total Amount to Become a Lien Against the Property:

TOTAL COSTS	\$731.00
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Such lien shall accrue interest at the rate of nine percent (9%) per annum from the date of entry in the lien docket until paid.

City of Keizer
STATEMENT OF COSTS FOR NUISANCE ABATEMENT
 At 4129 Gary Street Northeast, Keizer, Oregon

Date of this Statement: July 24, 2020

To: Broker Solutions Inc (Responsible Person)
 c/o New American Funding
 11001 Lakeline Blvd., Ste. 325
 Austin, TX 78717

1. Itemization of Abatement Costs:

<u>Item</u>	<u>Amount</u>
Pick up Solid Waste on Property	\$600.00
Administrative charge (10%)	\$ 60.00
TOTAL COSTS	\$660.00

2. Costs to be Assessed:

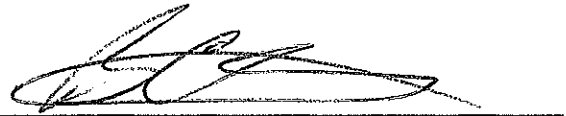
The above costs will be assessed against the subject property unless paid in full within ten (10) days from the date of this statement as shown above. Please address your payment to the City of Keizer, PO Box 21000, Keizer, OR 97307-1000.

3. Public Hearing:

The Keizer City Council will hold a public hearing on August 17, 2020, at 7:00 p.m. in the Robert L. Simon Council Chambers, Keizer Civic Center, 930 Chemawa Road NE, Keizer, Oregon, to determine the correctness of this Statement of Costs and to declare a lien against the subject property.

4. Interest to Accrue:

If not paid prior to August 3, 2020, the lien for costs shall bear interest at the rate of nine percent (9%) per annum from the date of entry of the lien, in the lien docket.



Benjamin Crosby
 City of Keizer
 Code Compliance Officer



City of Keizer

P.O. Box 21000
Keizer, OR 97307-1000
(503) 390-3700 fax (503) 393-9437

Invoice No. 21-030

INVOICE

Customer

Name BROKER SOLUTIONS INC
C/O NEW AMERICAN FUNDING
Address 11001 LAKELINE BLVD, STE 325
City AUSTIN, TX 78717
Phone _____

Date 7/21/2020
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	PICK UP SOLID WASTE ON PROPERTY 073W02DC06700 - 4129 GARY ST NE, KEIZER OR	\$600.00	\$600.00

Payment Details

- ☐ Cash
☐ Check
☐ Credit Cards 0

Check# _____
Payment Date: _____

SubTotal	\$600.00
Shipping & Handling	
10% Admin Fee	\$60.00
TOTAL	\$660.00

Due Upon Receipt

EXHIBIT "B"

Lot 9, Block 1, Re-Subdivision Blks. 1, 2, 3, 6 of ARNOLD
SUBDIVISION, in the City of Keizer, County of Marion and
State of Oregon.

CITY COUNCIL MEETING: August 17, 2020

AGENDA ITEM NUMBER:_____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: REQUEST FOR USE OF KEIZER RAPIDS PARK DURING COVID-19 PANDEMIC

The Keizer Chamber of Commerce submitted an application to use a portion Keizer Rapids Park for KeizerFEST 2.0. The event would include concerts, a car show, food booths and vendor booths. See attached application and site drawing. The Chamber did not estimate the number of persons or vehicles, indicating that it would depend on the specific event. The Chamber also requested a waiver of the fees.

In addition to the fee waiver issue, which is discussed below, the question of use of the parks at this time should be addressed. We had indicated to the Chamber that we would be glad to present this issue to the Council, but had concerns about two main issues. First, due to the pandemic, the City has not allowed any reservations of the parks. If Council feels it is appropriate to revisit that issue, I would suggest that the direction from Council would apply to all applicants. It would be inappropriate to choose one applicant over another, all things being equal.

The second issue is whether the Chamber and other applicants are able to comply with the state's COVID restrictions which are both numerous and confusing. When discussing the matter with the Chamber, they indicated that they would be submitting a COVID plan that would be approved by the County and would be modeled after the plan used for the Saturday Market in Salem.

The State COVID rules are divided into "sector" requirements, with the sectors being different types of events or businesses. For example, there are "Indoor/Outdoor Entertainment," "Venue", and "Gathering" sectors among many others.

It would appear that the KeizerFEST event would fall under the “Indoor and Outdoor Entertainment Facilities” sector. See attached copy. Such sector guidance from the Oregon Health Authority (OHA) also refers to the “Gatherings” sector guidance, as well as the general Mask and Face Covering Guidance. The following are some of the main requirements:

- Outdoor events are limited to 250 persons or one person per 35 square feet, whichever is less, including all employees, volunteers, public and others. For an outdoor event, it is not clear how the maximum occupancy could be monitored if there is no fencing around the event.
- Except for brief interactions, six foot separation between persons is required. If the separation cannot be maintained, the event is to cease operating. There is no allowance to substitute mask use for the separation requirement.
- Multiple cleaning attendants would be required for commonly touched surfaces and “high traffic areas.” Restrooms would need to be cleaned at least twice a day.
- Food/beverage operations must follow Restaurants/Bars sector Guidance.
- It is possible that the nonfood vendors would have to follow the Retail Store Guidance requirements.

As of packet deadline, we have not received the COVID plan from the Chamber, but I will pass that on to Council as soon as I receive it.

Council should review 1) the matter of the opening of the parks for reserved events, 2) compliance with COVID rules, and 3) the requested fee waiver. Here are some options for the Council to consider:

1. Should parks and park amenities be opened for reservations if an applicant can show the event can comply with applicable COVID rules?

Staff has up to this point not wished to try to determine whether a particular event is allowed or what the rules would be. The safer course of action was to not allow events and to air on the side of safety. However, more is known about the virus now and more specific rules are now in place, though the rules are complex and confusing. There are additional parties requesting use of parks and/or amphitheater, including a small event for the Mid-Willamette Valley Mayors Coalition.

2. If the Council agrees with opening the parks for reservations, should the Chamber show how they will comply with the COVID rules?

The Chamber indicated that they would have a plan approved by the County which would be extremely helpful. I would suggest that if the Council wants to move ahead in this manner, that a condition of the application would be County approval of the Chamber's COVID plan. However, Council may want to see some preliminary plans generally to see how the Chamber will be able to comply with the rules. For example, if the areas are not fenced, how will the maximum occupancy be counted? How many sanitation/physical monitoring attendants will be in place? The Council may have other questions as well at tonight's meeting.

3. The Chamber has requested a fee waiver. Council should consider whether it is appropriate to waive or reduce fees for the event. Here is the breakdown of the total fees for the event as proposed.

Permit Application Fee	\$ 60.00
Use Fees	<u>\$1,400.00</u> (28 hrs @\$50.00 per hr.)
	\$1,460.00

Council should consider the matter of the fee waiver and make a motion to deny the waiver request, waive some of the fees, or waive all of the fees for the KeizerFEST 2.0 event at the Keizer Rapids Park. The City has not yet received the application fee.

RECOMMENDATION:

If Council determines it wishes to move ahead with some approvals, then I would suggest the Council address the above matters by separate motions as follows:

- A. Move to open parks and park amenities to reservations as long as applicants can show compliance with all applicable COVID regulations.
- B. Move to authorize KeizerFEST 2.0 subject to the following conditions:
 - a. Applicant and all vendors shall comply with all COVID regulations.
 - b. Applicant shall reasonably monitor vendors to ensure compliance.
 - c. Applicant shall provide a COVID plan approved by the County not less than 10 days prior to the event and shall at all times comply with such plan.
 - d. Applicant and all vendors shall comply with all of the rules and regulations and acquire all necessary permits and licenses.
 - e. Applicant shall comply with all OLCC regulations in the City's regulations regarding alcohol use and shall provide all required OLCC approvals and meet all insurance requirements.
 - f. Applicant shall provide insurance in the amounts and coverages required by the City Attorney.

g. Applicant shall receive Keizer Fire District approval for all fire safety issues not less than 20 days prior to the event.

h. Applicant shall meet all other regulations and requirements for park use.

(This motion can be made by stating the first line above and referring to the conditions in the staff report.)

C. Move to grant, deny or modify the fee waiver request as Council sees fit.

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

ESJ/tmh



City of Keizer Park Area Reservation Application

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Park Area Requested: (See map for further details)

Fee Schedule:

☐ Covered Area at Claggett Creek Park ~ 1400 block Dearborn Ave NE	\$40 for the first two hours and \$15 for each additional hour.
☐ Gazebo at Chalmers Jones Park ~ 930 Chemawa Road NE	
☐ Sports Field at Claggett Creek Park ~ 1400 block Chemawa Road NE	\$80 for the first two hours and \$40 for each additional hour. (Maximum of \$400 per day)
☐ Claggett Creek Park Designated Grass Area ~ 1400 block Chemawa Rd NE	
☐ Chalmers Jones Park Designated Grass Area ~ 930 Chemawa Road NE	\$100 for the first two hours and \$50 for each additional hour.
☒ Other: <u>Keizer Rapids Park</u> (Please discuss with City Staff prior to selecting "Other")	

Event Information:

Title of Event: KeizerFEST 2.0
 Date of Event: 9/26 - 9/27 Type of Event: Car show, vendor fair, food booth, entertainment
 Start Time: 8:00 ☒ AM ☐ PM Estimated Group Size: each event varies
 End Time: 10:00 ☐ AM ☒ PM Estimated Number of Vehicles: varies per event

Event Contact Information: (Responsible person will receive Application correspondence)

Group or Organization (if applicable): Keizer Chamber of Commerce
 Responsible Person: Danielle Bethell Primary Phone: (503) 393-9111
 Mailing Address: 4118 River Rd N City/State/Zip: Keizer, OR 97303
 Email Address (optional): danielle@keizerchamber.com

FORM AND PAYMENT SUBMISSION:

Please return this **form and payment** to the City of Keizer by one of the following methods:

1) In person: 930 Chemawa Rd NE -or- 2) By Mail: City of Keizer, PO Box 21000, Keizer, OR 97307

QUESTIONS:

If you have any questions call 503-856-3408 or email PC@keizer.org

STRICTLY PROHIBITED UNLESS PERMITTED BY APPLICATION ADDENDUM:

Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. The following are specifically prohibited in all Park Areas unless expressly permitted in writing by the City:

Possession or consumption of alcoholic beverages	Cooking with anything other than a barbecue
Use of Generators	Amplified sound
Events with over 50 attendees	Public, Ticketed or Concert Events
Events causing traffic or parking issues	Using City provided electrical services
Projecting any still or moving pictures	

You may use the "Park Area Reservation Application Addendum" to apply for any of these accommodations. A Non-refundable Application Fee of \$60.00 will apply with submittal of the application addendum.

REVOCATION INFORMATION:

The City Manager or his designee may revoke the application if circumstances reasonably show that the event can no longer be conducted consistent with public safety or the Responsible Person does not meet the conditions set forth within the required time period. Any violations of the terms of this park reservation or park regulations, as determined by a police officer or a city parks official, immediately revokes this reservation.

THIS APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

Application Submittal: This application by itself does not serve as an approved reservation. Reservations will be reviewed on a first-come, first-served basis provided that the proposed use is appropriate for the designated area and consistent with park policies and regulations. **The established park reservation fee must be submitted along with the reservation application.** Payment of the fee secures the date and time requested, upon approval. If the reservation is denied, the reservation fee will be refunded. An individual or group that has an approved reservation will have first priority to use the section or sections of the park for the date and time listed on the reservation application.

Please take a copy of your approved application with you on the day of your event.

Cancellations: Reservations must be cancelled in writing with City Hall Staff no less than thirty (30) days before the reservation date for full refund.

General Information: Responsible Person/Group must restore Park areas used to its original condition by the end of the event. General Park users will be allowed to use other park facilities during the event. The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage. In the case of a "Group" reservation, a designated person from the group must complete and sign the park reservation application. This person will be responsible for the actions of the group while using the park and for the condition of the park after the scheduled event.

RULES AND REGULATIONS:

- Parks open ½ hour prior to sunrise and close ½ hour after sunset. No one may enter or remain in the parks overnight unless camped in a specifically designated camping area or otherwise permitted.
- Smoking, vaping, tobacco products and any type of legal or illegal drugs are not permitted in any park or park facility.
- All garbage must be disposed of properly in receptacles provided.
- Vehicles are only allowed in designated parking areas only. Parking on grass areas is not allowed at any time.
- Outdoor fires in any place other than in a barbecue for cooking purposes is not allowed.
- Dogs are allowed in park areas and must be on a leash at all times unless in an area designated as an off-leash area. *(All other pets are prohibited unless authorized in writing.)*
- Noise levels that violate the City's noise ordinance will not be allowed.
- The follow are prohibited in all Park Areas:

Littering	Garbage dumping and water pollution
Vandalism	Possession of firearms or weapons of any kind <i>(Unless permitted by state law)</i>
Fireworks of any kind	Hitting golf balls
All types of inflatable bouncers, mechanical rides and trampolines	Birdseed, confetti, glitter, rice, anything that sprouts, hay/straw, silly string, party poppers, and sky lanterns
Feeding wild animals, birds, fish or reptiles	Operating any boats, cars, rockets or other devices that are powered by a rocket motor or an internal combustion engine

NOTICES:

Responsible Person agrees to defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. Responsible Person agrees to comply with all the conditions set forth herein and if applicable to provide at Responsible Person's own expense the insurance set forth in the addendum attached.

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Signature of Responsible Person: _____

Date: 7/30/2020

*****THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF*****

Total Fee: _____ Received by: _____ Date: _____

Approved by: _____ Date Approved: _____

Copy to: ☐ Parks Manager ☐ Police Department ☐ Reserving Group ☐ Parks File



City of Keizer Application Addendum

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Date of Event: 9/26 & 9/27

Title of Event: KeizerFEST 2.0

Responsible Person: Danielle Bethell

Primary Phone: (503) 393-9111

A Non-refundable Application Fee of \$60.00 will apply at the time this addendum is submitted with a reservation application.

ADDITIONAL EVENT INFORMATION:

Is your event open to the public? (See below for definition of a public event) ☒ Yes ☐ No

A public event is any event open to the general public whether a fee is charged to attendees or not. These events can include, but are not limited to concerts, trade shows, vendor markets, charitable, fundraising, and leisure events.

Will attendees be paying any type of fee? ☒ Yes ☐ No

FOR THE FOLLOWING PLEASE CHECK ALL BOXES THAT APPLY TO YOUR EVENT:

- ☒ **Alcoholic Beverage Service:** Alcohol beverages are only permitted on City owned property if the appropriate OLCC permit/license has been issued for this event and all City requirements have been met.
- Alcohol vendor must enter into a separate agreement with City, must provide single limit liability insurance with minimum limits of \$1,000,000 and liquor liability insurance certificate with minimum limits of \$1,000,000 naming City of Keizer as additional insured. "City of Keizer" includes its officers, agents, contractors, and employees.
 - The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. The agreement, evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.
 - Alcohol vendor must provide all Oregon Liquor Control Commission (OLCC) licenses/permits in a form acceptable to City 20 days prior to the event. Alcohol vendor must comply with all City regulations. The only Park Areas that alcohol service can be permitted are Chalmers Jones Park and Keizer Rapids Park.

Name of Alcohol Vendor: Keizer Chamber of Commerce

Alcohol Service Times: Starting at: 10:00 ☒ AM ☐ PM Ending at: 9:00 ☐ AM ☒ PM

- ☒ **Security:** For events with over 100 attendees, Responsible Person must provide proof that a professional Security Company has been hired. The number of guards will be determined by the security company's requirements. The proof of security must be provided to City 20 days prior to event.

- ☒ **Food Service for a Public Event:** For events open to the public, all food service vendors must provide approved copies of the necessary Marion County Health Department licenses/permits to City 20 days prior to the event. All Food service vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License.

Name of Vendor(s): _____

- ☐ **Food Service for a Private Event:** All Food Service Vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License. Private events may provide their own food if listed as "self-provided" below.

Name of Vendor(s) or (Self-Provided): _____

- ☒ **Using Commercial Cooking Equipment and/or Generators:** A fire prevention plan must be reviewed and approved by the Keizer Fire District Fire Marshall or his/her designee. The approved plan must be provided to City 20 days prior to event.
- ☒ **Amplified Sound:** All amplified sound must adhere to City Noise Ordinance 2004-511. Responsible Person shall be responsible for the monitoring of sound levels in the Park Area. The City recommends that the noise level not exceed 80-85 DB. However, the Keizer Noise Ordinance applies to sound levels measured at the property lines of adjoining residences. Responsible Person must comply with all applicable regulations and laws, including, but not limited to the requirements of the Keizer Noise Ordinance. Amplified sound is only permissible when approved by permit and is strictly prohibited after 9:00 p.m.
Type of Amplified Sound: _____
- ☒ **Events with over 50 attendees:** The event is expecting over 50 attendees as listed on the Reservation Application and are requesting an increase of the number of allowed attendees in the reserved park area.
- ☒ **Public Event, Ticketed Event or Concert Event:** Must submit a crowd control/security plan to the City of Keizer 20 days prior to event.
- ☒ **Anticipated Traffic or Parking Issues:** If your event is expecting a large number of vehicles that may cause traffic or parking issues in the park a parking plan must be submitted 20 days prior to event. Include documentation of necessary equipment/volunteer staff for event parking. Sufficient parking attendants and ADA parking spaces must be provided. If any Shuttle buses will be used for the event then they must have a spotter when backing or maneuvering in the park. If your event is being held at Keizer Rapids Park you may use your own documentation or complete the City provided "Keizer Rotary Amphitheatre Parking Plan". Additional requirements may be necessary due to the size and nature of the event.
- ☒ **City Provided Electrical Services:** A \$20.00 use fee will apply and is due at the time the application is submitted. Electrical service is limited. Please confirm details of what you require below:

- ☐ **Projecting still or moving pictures of any kind.**
Describe: _____
- ☒ **Using posted signs for the event.** Signage for the event must comply with the Keizer Sign Regulations. Call 503-856-3441 for further information.
Describe: _____
- ☒ **Using temporary structures, fencing or tents for the event.**
Describe: _____
- ☐ **Listed below are other proposed accommodations requested for the event that are not permitted without the Public Works Director approval or not addressed with this addendum: (Requests will be reviewed on an individual basis)**

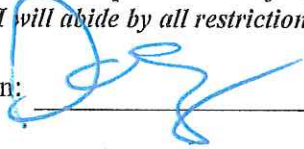
In the space below or on a separate sheet, provide a diagram or map of the layout of the proposed event:

See attached.

It is the Permittee's responsibility to contact our Parks Department (503-856-3569) at least one week prior to your event date to review the following, if applicable to your event:

- ❖ **PARKING:** Staff will review the provided parking plan to ensure parking instructions given by the City are followed. Access to any parking access gates may be arranged by the City at that time. A parking plan and a map will be provided with the approved permit.
- ❖ **ELECTRICAL USE:** If electrical use fee was paid, staff will review access to limited power.
- ❖ **ADDITIONAL REQUIREMENTS:** Some events may be required to provide fire extinguishers, additional signage or other event specific equipment. If required, arrangements will be reviewed with the permittee.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Signature of Responsible Person: 

Date: 7/30/20

ADDITIONAL REQUIREMENTS:

Due to the nature of your event the City of Keizer is requiring at the Responsible Person or Group's expense the following that are checked below:

- ☒ **Insurance:** Provide single limit liability insurance with minimum limits of \$1,000,000 naming **City of Keizer** as additional insured. The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. "City of Keizer" includes its officers, agents, contractors, and employees. The evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.

(Insurance is required for all events at the Keizer Rotary Amphitheatre)

- ☒ **Chemical Toilets:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of portable toilets listed below have been arranged for each event. The size and nature of the event determines the number of toilets.

(Chemical Toilets are required for all events at the Keizer Rotary Amphitheatre)

Number of portable toilets required: _____ Company Name: _____

- ☒ **Garbage Services:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of receptacles listed below have been arranged for each event. The size and nature of the event determines the number of receptacles. Contact Loren's Sanitation (503-393-2262) for rental information.

Number of receptacles required: _____ Type of receptacles required: _____

☐ *Other:* _____

*****THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF*****

☐ Approved as Submitted

☐ Approved as Amended

☐ Denied

By: _____ Title: _____ Dated: _____

Copy to: ☐ Parks Manager ☐ Police Dept. ☐ Fire Dept. ☐ Reserving Group ☐ City File

Chemawa Rd N

Walsh Way N

Keizer Rapids Dog Park

Keizer Rapids Big
Toy PlaygroundCommunity
AssociationKeizer Rotary
Amphitheater

Walsh Way

Tate Ave N

All State of Oregon Executive Orders for
COVID 19 WILL BE implemented.

Social distancing, mask rules, etc will be
managed and enforced by event staff/
volunteers.

Concert area
Vendor/Food Booths

Keizer Rapids
Park - Boat RampWalsh's Landing
Trailhead

Car Show

15th



Phase Two Reopening Guidance

Sector: Indoor and Outdoor Entertainment Facilities

Specific Guidance for Operators of Indoor and Outdoor Entertainment Facilities

Phase 2 Reopening Guidance – Operators of Indoor and Outdoor Entertainment Facilities

This guidance is for both indoor and outdoor facilities. All indoor and outdoor entertainment facilities should operate under this guidance unless otherwise directed under other OHA guidance. These facilities are limited to activities for parties consisting of 10 people or fewer. Do not combine parties/guests at shared seating situations who have not chosen to congregate together. Interactive museums are not permitted to open or operate at this time.

Note: Please also see separate guidance for [venues](#) and [aquatic facilities, including pools](#).

Operators of indoor and outdoor entertainment facilities are required to:

- Limit the capacity to a maximum of 100 people indoor or 250 people outdoor, not to exceed 250 indoor and outdoor; or the number of people, including staff, based on capacity (square footage/occupancy), **whichever is less**.
- Ensure compliance with the [OHA Guidance for Gatherings](#).
- Ensure all facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Review and implement [General Guidance for Employers](#).

Physical Distancing Measures

- Determine maximum occupancy of each indoor and outdoor recreational area to maintain the requirement of at least six (6) feet of physical distance between parties, and limit number of individuals on the premises accordingly.
- Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.
- Set-up seating and/or game configuration to comply with all physical distancing requirements.
- Do not combine parties or allow shared seating for individuals not in the same party.

- Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Prohibit operation and use of all play areas/ball pits/playgrounds.
- Prohibit full contact sports as stated in the [Recreational Sports guidance](#).
- **Do not operate**, if unable to maintain at least six (6) feet of distance as required by this guidance, except for brief interactions or if unable to comply with all other requirements in this guidance. The requirement to close applies to both indoor and outdoor operations for entities that have both.

Employees

- Require all employees to wear a mask, face shield, or cloth, paper or disposable face covering in accordance with [Statewide Mask, Face Shield, Face Covering Guidance](#). If an employee cannot wear a mask, face shield or face covering because of a disability, the employer must work with the employee to determine whether a reasonable accommodation can be provided. A reasonable modification does not include simply allowing an employee inside without a mask, face covering or face shield. There are limited times when an employee does not have to wear a mask, face shield or face covering at a location covered by the [statewide guidance](#), but no exemptions. An employer should work with their human resources department or speak to their legal counsel to determine their legal options for addressing this issue. Employers may also reach out to the [Bureau of Labor and Industries \(BOLI\)](#) for technical assistance.
- Employers must provide masks, face shields, or face coverings for employees.
- Train all employees on cleaning operations (see below) and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Review and use [Statewide Mask, Face Shield, Face Covering Guidance](#).

Visitor Face Coverings

- All visitors and customers are required to follow the [Statewide Mask, Face Shield, Face Covering Guidance](#).

Cleaning

- Employees must clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities. Use disinfectants that are included on the [Environmental Protection Agency \(EPA\) approved list](#) for the SARS-CoV-2 virus that causes COVID-19. No product will be labeled for COVID-19 yet, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.

- Employees must clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

Signage

- Post [clear signs](#) listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.
- Use [clear signs](#) to encourage physical distancing.
- Post [clear signs](#) about the mask, face shield, or face covering requirements.

Additional requirements

- Keep areas that are prone to attracting crowds (including but not limited to playgrounds, indoor play structures and drop-off play structures) closed.
- Keep drop-in childcare closed.
- Limit parties to 10 people or fewer. Do not combine parties/guests in shared seating who have not chosen to congregate together. People in the same party seated at the same table do not have to be six (6) feet apart.
- Prohibit parties (a group of 10 or fewer people that arrived at the site together) from congregating in parking lots and other common areas for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
- Keep common areas, such as picnic tables, day-use shelters, and buildings open to the public, arranged so at least six (6) feet of physical distance between parties (chairs, benches, tables) is maintained. Post clear signs to reinforce physical distancing requirements between visitors of different parties.
- End all facility activities by 10 p.m.
- Follow the [Phase Two Restaurants/Bars/Breweries/Tasting Rooms/Distilleries Guidance](#), if serving food and/or beverage.
- Follow the [Retail Stores Guidance](#) if operating a retail store on the premises.

To the extent possible, operators of indoor and outdoor recreational facility should, but are not required to:

Additional Physical Distancing Measures

- Encourage reservations or advise people to call in advance to confirm facility capacity. Consider a phone reservation system that allows people to wait in cars and enter facility only when a phone call or text indicates space is available.
- Assign a designated greeter or host to manage visitor flow and monitor physical distancing while waiting in line, ordering, and during entering and exiting. Do not block access to fire exits.
- Position staff to monitor physical distancing requirements, so that parties are no larger than 10 people, and to help visitors understand these requirements.
- Assign staff to monitor visitor access to common areas such as restrooms so that visitors do not congregate.
- Route foot traffic in a one-way direction to minimize close contact between visitors. Post signs for one-way walking routes to attractions, if feasible.
- Limit the number of staff who serve or interact with each party.
- Encourage visitors to recreate with their own household members rather than with those in their extended social circles.
- Encourage visitors to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six (6) feet from others not in their household.
- Place clear plastic or glass barriers in front of cashiers or visitor center counters, or in other places where maintaining six (6) feet of physical distance between employees, volunteers and visitors is more difficult.

Cleaning/ Hygiene

- Consider providing hand-washing facilities for customer use in and around the facility. Hand sanitizer is effective on clean hands; businesses may make hand sanitizer (60-95% alcohol content) available to customers. Hand sanitizer must not replace hand washing by employees.

Outdoor facilities

- Consider closing every other parking spot to facilitate at least six (6) feet of physical distance between parties.
- Encourage visitors to bring their own food, water bottles and hygiene supplies (including hand sanitizer).
- Encourage visitors to take their trash with them when they leave.

Additional Resources:

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)
- [Statewide Mask, Face Shield, Face Covering Guidance](#)
- [CDC's Guidance for Administrators in Parks and Recreational Facilities](#)

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.

COUNCIL MEETING: August 17,2020**AGENDA ITEM NUMBER:_____****TO: MAYOR CLARK AND CITY COUNCIL MEMBERS****THROUGH: Christopher C. Eppley, City Manager****FROM: Tim Wood, Finance Director****SUBJECT: Surplus Property Report Fiscal Year 2019-20**

BACKGROUND: City Ordinance No. 2008-579 provides that staff shall provide a Surplus Property Report to the City Council no later than August 31 each year for the previous fiscal year. Such report shall indicate the surplus items sold or otherwise disposed of, the method of sale and the revenue from sales.

ISSUE: The following items have been disposed of during Fiscal Year 2019-20:

1. Five Police Fuji Mountain Bicycles – transferred to another agency
2. 1999 Ford F-250 – Trade in Value - \$1,000
3. 1991 International 4900 Dump Truck – Trade in Value - \$12,500
4. House at 1990 Chemawa Rd N - demolished
5. Two video projectors - \$70
6. Police Unclaimed Personal Property
 - a. 24 Toy Action Figures - \$106
 - b. Guitars x2 - \$175
 - c. Bear Compound Bow - \$45
 - d. Bostitch Stapler and Brad Nailer - \$175
 - e. Xbox One Console - \$140.01
 - f. Routers and IPODs - \$400
7. Information Technology - Recycled
 - a. HP Office Jet 6500a – MFP's x4
 - b. Office Jet 6000 x1
 - c. Dell PowerEdge NF500 Server x1
 - d. Cisco MCS7800 x2
 - e. HP Proliant DL360 G5 server x1
 - f. Dell PowerEdge 2850 server x1
 - g. HP Desk Jet 6988 printer x1
 - h. HP Photosmart C4280 MFP x1
 - i. HP Office Jet Pro K-550 MFP x1
 - j. Epson WF2540 MFP x1
 - k. Window transponders for old gate x 1box
 - l. Cisco ATA 186 adapters x3
 - m. iPhone Model BG10C x1
 - n. Server Rack Rails – Numerous

- o. Dell Monitors – non operating x5
 - p. Optiplex 960 Desktop PC x1
 - q. Optiplex 790 Desktop PC x2
 - r. Optiplex 755 Desktop PC x2
 - s. Optiplex 745 Desktop PC x4
 - t. Optiplex 380 Desktop PC x2
 - u. Optiplex 780 Desktop PC x1
 - v. Optiplex GX620 Desktop PC x1
 - w. Optiplex 760 Desktop PC x1
 - x. Precision T5400 Desktop PC x1
 - y. Precision T1500 Desktop PC x2
 - z. Precision 390 Desktop PC x1
 - aa. Dell D600 Laptops x3
- 8. Computer Monitors x10 - \$250
 - 9. 2013 and 2015 – Oregon Revised Statutes – Recycled
 - 10. Wooden Desk - \$200

According to City Staff, there was no computer equipment, vehicles, real property, heavy equipment or other items disposed of in fiscal year 2019-20 other than those identified above.

RECOMMENDATION: This report is for information only. No action is required.

COUNCIL MEETING: August 17, 2020

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: Chris Eppley, City Manager

FROM: Tim Wood, Finance Director

SUBJECT: Authorization to enter into a five-year agreement with Ricoh for the lease of a multi-function photocopy machine for the Planning Department.

BACKGROUND: The City entered into a five-year agreement with Ricoh in August 2015 for a multi-function photocopy machine at \$172.52 per month for the Planning Department. The agreement is set to expire in September 2020.

The City would like enter into a new agreement with Ricoh for an updated multi-function photocopy machine using the State negotiated purchasing contract.

FISCAL IMPACT: The multi-function photocopier will cost \$156.31 per month or \$1,875.72 a year. This expense is covered by existing budget appropriation and reflects a \$16.21 per month cost savings over the existing contract.

RECOMMENDATION: Staff recommends the City Council authorize the Finance Director to enter into a five-year agreement with Ricoh to lease a multi-function photocopy machine.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE FINANCE DIRECTOR TO ENTER INTO LEASE
AGREEMENT WITH RICOH USA INC FOR COMMUNITY
DEVELOPMENT COPIER

WHEREAS, the City of Keizer has been utilizing a leasing program for copier machines for
the last few years;

WHEREAS, the copier lease for the Community Development Department is at the end of its
five-year agreement with Ricoh USA Inc;

WHEREAS, the City has determined procurement through the Oregon Cooperative
Procurement Program (ORCPP) provided the best price of \$156.31 per month from Ricoh USA Inc.;

WHEREAS, State of Oregon Contract No. 9491 authorizes ORCPP participants to use
Contract No. 9491 to lease copiers from Ricoh USA Inc. by issuance of a Purchase Order;

WHEREAS, the lease has been included in the approved 2020-2021 fiscal year budget and
will be included in upcoming fiscal year budgets until the termination date;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Finance Director is
hereby authorized to sign the Purchase Order for a five-year lease agreement with Ricoh USA Inc. as
outlined on the attached Purchase Order.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the
2 date of its passage.

3 PASSED this _____ day of _____, 2020.

4
5 SIGNED this _____ day of _____, 2020.

6
7
8 _____
9 Mayor

10
11 _____
12 City Recorder



City of Keizer

P.O. Box 21000
Keizer, Oregon 97307-1000
Phone: 503-390-3700

Purchase Order
Number

Ricoh 2020-08-17

TO
Ricoh USA Inc

5 Dedrick PL
West Caldwell, NJ 07006

SHIP TO/BILL TO
City of Keizer

930 Chemawa Rd NE
Keizer, OR 97303

PLEASE ENTER OUR ORDER FOR THE FOLLOWING:

This Purchase Order is subject to the State of Colorado, Master Agreement #140602 and Participating Addendum #9491. The terms and conditions of the Master Agreement and the Participating Addendum apply to this purchase and take precedence over all other conflicting terms and conditions, express or implied. There are no understandings, agreements or representations, oral or written, not specified herein.

Item Description:

RICOH MP5055SP CONFIGURABLE PTO MODEL
RICOH MP5055SP BRANDING SET PAPER FEED UNIT PB3220
INTERNAL FINISHER SR3130
PUNCH UNIT PU3040 NA
FAX OPTION TYPE M29
ESP XG-PCS-15D
TS NETWORK & SCAN CONNECT - SEG4
0 B&W copies per Month per unit overages at \$0.0064 per page
0 color copies per Month per unit overages at \$ 0.0000 per page
GOLD - includes Parts, Labor, Toner and Staples, excludes Paper

60-month lease of \$156.31 per month

Customer Contact: Tim Wood, 503-856-3413, woodt@keizer.org

Timothy E Wood

PURCHASING AGENT



MINUTES
KEIZER CITY COUNCIL
Monday, August 3, 2020
Keizer Civic Center, Council Chambers
Keizer, Oregon

- CALL TO ORDER** Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:
- | | |
|----------------------------|-------------------------------------|
| Present: | Staff: |
| Cathy Clark, Mayor | Chris Eppley, City Manager |
| Kim Freeman, Councilor | Shannon Johnson, City Attorney |
| Elizabeth Smith, Councilor | Shane Witham, Community Development |
| Roland Herrera, Councilor | Bill Lawyer, Public Works Director |
| Daniel Kohler, Councilor | John Teague, Police Chief |
| Absent: | Tim Wood, Finance Director |
| Marlene Parsons, Councilor | Tracy Davis, City Recorder |
| Laura Reid, Councilor | |
- FLAG SALUTE** Mayor Clark led the pledge of allegiance.
- SPECIAL ORDERS OF BUSINESS** ~ None
- COMMITTEE REPORTS** ~ None
- PUBLIC TESTIMONY** ~ None
- PUBLIC HEARING** *Mayor Clark opened the Public Hearing.*
- a. Keizer Station Area D Master Plan Amendment** City Attorney Johnson read the statutory warning regarding quasi-judicial hearings. Councilor Smith announced that her daughter is a registered Grand Ronde tribal member. There were no other declarations or questions on statutory issues.
- Interim Community Development Director Shane Witham then summarized the site plan and condition changes and his staff report and fielded questions regarding water detention, landscaping and setbacks.
- Michael DeBlasi*, Keizer, suggested that tree plantings be increased in the parking areas and that the interior intersection be changed to a roundabout that could be an amenity instead of just an intersection.
- Mr. Witham responded that the tree requirement for this area is 20% higher than normal. Public Works Director Bill Lawyer added that he would not recommend a roundabout at this location because of its proximity to Chemawa Road traffic.

Alan Roodhouse, President of RPS Development Company, *Stacia Hernandez*, Chief of Staff for the Confederated Tribes of the Grand Ronde and *Dan McQue* from the Confederated Tribes of Siletz indicated they were available to answer any questions. There were no questions.

With no additional testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council direct staff to prepare an order adopting the proposed Area D Master Plan Amendment and Major Variance Approval. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Freeman, Herrera, Smith and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons and Reid (2)

**b. RESOLUTION –
Exemption of
the Purchase
and Installation
of Play
Structure and
Fall Protection
Materials from
Competitive
Bidding for
Claggett Creek
Park**

Mayor Clark opened the Public Hearing.

Mr. Johnson summarized his staff report. Mr. Lawyer provided additional explanation regarding the contractor and the fall protection surface.

With no additional testimony, Mayor Clark closed the Public Hearing.

Councilor Freeman moved that the Keizer City Council adopt a Resolution - Exemption of the Brand Name Specification Purchase of Surface America Fall Protection Product from Competitive Bidding and Purchasing Play Structure Materials, Surface America Fall Protection Materials, and Installation Services from Ross Recreation Equipment Co., Inc. for Claggett Creek Park. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Freeman, Herrera, Smith and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons and Reid (2)

**ADMINISTRATIVE
ACTION**

**a. RESOLUTION –
Placing on the
Ballot the
Question of
Adoption of a
New Home Rule
Charter that
Replaces the
Current Charter**

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Placing on the Ballot the Question of Adoption of a New Home Rule Charter that Replaces the Current Charter and Authorizing Filing of Explanatory Statement Relating to Adoption. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Freeman, Herrera, Smith and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons and Reid (2)

Mayor Clark urged Councilors to be actively involved in getting the message out to the public. Councilors Smith and Herrera volunteered to take the lead.

- b. ORDINANCE – Amending Keizer Development Code Regarding Sections 3.106, 3.107, and 3.108; Amending 98-389**
- Mr. Johnson reminded Council that the Ordinance is in response to direction from Council.
- Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 3.106 (Property Line Adjustment), Section 3.107 (Partitions), and Section 3.108 (Subdivisions, Planned Unit Developments, and Manufactured Home Parks); Amending 98-389. Councilor Herrera seconded. Motion passed as follows:
- AYES: Clark, Freeman, Herrera, Smith and Kohler (5)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Parsons and Reid (2)
- c. RESOLUTION – Authorizing Finance Director to Sign State of Oregon Grant Agreement (Grant No. 1079) (CARES Act Funds)**
- Mr. Johnson summarized his staff report noting that this is a reimbursement grant. City Manager Chris Eppley explained that the allocation is based on a population formula but there are a lot of strings attached. Finance Director Tim Wood provided additional information regarding how the funding could be spent and the timeline.
- Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Finance Director to Sign State of Oregon Grant Agreement (Grant No. 1079) (CARES Act Funds). Councilor Herrera seconded. Motion passed as follows:
- AYES: Clark, Freeman, Herrera, Smith and Kohler (5)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Parsons and Reid (2)
- d. RESOLUTION – Authorizing City Manager to Sign COVID-19 Emergency Business Assistance Program Forgivable Loan Agreement**
- Mr. Johnson summarized his staff report. Mr. Witham and Mr. Eppley provided additional information regarding outreach, amounts, recipients and the application process. Discussion followed regarding how to reach the underserved and organizations that assist with that.
- Councilor Freeman moved that he Keizer City Council adopt a Resolution Authorizing City Manager to Sign COVID-19 Emergency Business Assistance Program Forgivable Loan Agreement. Councilor Herrera seconded. Motion passed as follows:
- AYES: Clark, Freeman, Herrera, Smith and Kohler (5)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Parsons and Reid (2)

CONSENT CALENDAR

- a. RESOLUTION – Authorizing City Attorney to Sign Abacusnext Amicus Attorney Agreement
- b. RESOLUTION – Authorizing the Finance Director to Enter into Agreement with CenturyLink for Internet Services
- c. Approval of July 13, 2020 City Council Work Session Minutes
- d. Approval of July 20, 2020 City Council Regular Session Minutes

Councilor Freeman moved that the Keizer City Council approve the Consent Calendar. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Freeman, Herrera, Smith and Kohler (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Parsons and Reid (2)

COUNCIL LIAISON REPORTS

Councilor Smith urged everyone to donate to the Keizer Food Bank and to drive safely and thanked both Mr. Lawyer for his explanation on street striping and members of the Charter Review Task Force.

Councilor Freeman thanked everyone for their patience during paving projects, announced upcoming events and meetings, urged everyone to check on neighbors during the heat and to support the local food bank and announced that the local community action agency has rent and energy assistance funds available if needed.

Councilor Herrera shared information regarding events and meetings in which he had participated, recognized David Emami who is Oregon's first Iranian-American member of a City Council, thanked Hersch Sangster for organizing the upcoming bike repair event, shared information about an interaction he had with a community member who was concerned about defunding the local police force, and thanked the Parks Department for repairing trip hazards and area parks.

Councilor Kohler reported on events and meetings that he had attended, announced upcoming ones and noted that he had received calls supporting the Keizer Police. He expressed sadness at the stress that families are experiencing due to Covid-19 restrictions and urged everyone to be patient and kind.

Mayor Clark reported on meetings and events she had attended, encouraged everyone to continue taking preventative measures to slow the spread of the Corona virus, thanked everyone involved with the most recent Coffee with Cathy, and shared information regarding the Marion-Polk Food Share.

OTHER BUSINESS

Public Works Director Bill Lawyer explained that he had reviewed the sidewalk permit submitted for the Dearborn/Delight path and discovered that it was the old plan. He will be following up with staff and the school representatives to making corrections.

**WRITTEN
COMMUNICATIONS**

Mayor Clark referred to a new letter regarding fireworks and thanked Chief Teague for his recommended language regarding regulation of fireworks noting that she had passed that on. She also suggested that a letter be sent to Marion County urging that the safety of the Quinaby/River Road intersection be improved. Council agreed that a letter should be written and submitted at the Area Commission meeting on Thursday.

AGENDA INPUT

August 10, 2020 - 6:00 p.m. - City Council Work Session - Cancelled
 August 17, 2020 - 7:00 p.m. - City Council Regular Session
 September 8, 2020 (Tuesday) - 7:00 p.m. - City Council Regular Session
 September 14, 2020 - 6:00 p.m. – Council Work Session - Parks Tour

Mayor Clark suggested that Council meet on September 28 to follow-up on the inclusivity goal.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:28 p.m.

MAYOR:

APPROVED:

 Cathy Clark

 Debbie Lockhart, Deputy City Recorder
COUNCIL MEMBERS

 ~ Absent ~

 Councilor #1 – Laura Reid

 Councilor #4 – Roland Herrera

 Councilor #2 – Kim Freeman

 Councilor #5 – Elizabeth Smith

 ~ Absent ~

 Councilor #3 – Marlene Parsons

 Councilor #6 – Daniel R. Kohler

Minutes approved: _____

Written Communications/Testimony and Submitted Documents

RIVER RD NE / CLEAR LAKE RD NE / QUINABY RD NE



8/17/2020 Keizer City Council Meeting
Lani Radtke, PE – County Engineer

Background

- Skewed intersection
- High crash rate
- Most common causes and influences:
 - Side roads, left-turns off River Rd
 - Motorists misjudging gaps or running stop



Previous Engineering Efforts



- Recently updated signage
- Currently meets engineering standards
- Applied for grants for larger improvements

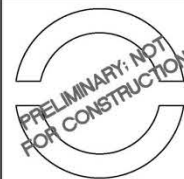
In all four directions:

- STOP signs
- Red beacons
- “Stop Ahead” signs
- Pavement legends
- “New Traffic Pattern Ahead” signs (temporary)



Additionally, in NB/SB direction on River Rd:

- 2 Amber beacons on “Stop Ahead” signs
- 2 Portable Changeable Message Signs (temporary)



MARION COUNTY

RIVER RD N, QUINABY RD, AND
CLEAR LAKE RD - ALL WAY STOP
CONVERSION

DEPARTMENT OF PUBLIC WORKS

PROJECT NO.:	###
ECMS NO.:	###
FED. PROJ. NO.:	###
KEY NO.:	###
SITE NO.:	###
HORIZ. DATUM:	OCS SALEM
VERT. DATUM:	NAVD83
DESIGNED BY:	###
DRAWN BY:	###

TITLE:
SIGNAGE

SHEET:
1



Future Plans

- Converting to all-way stop by end of month
- Installing street lighting at intersection
- Conducting further analysis to apply for more grant funding

Questions and Comments

Lani Radtke, PE

County Engineer

Marion County Public Works

503-588-5036

lradtke@co.marion.or.us

populations of the Willamette Valley though the wooded Coast Range to the beaches of Tillamook County.

- **Update** – The Concept Plan considers the Trail in four segments – Coastal, Valley, River, and Canyon. Coastal and Valley segment master planning is complete and partners are working to identify catalyst projects and implementation opportunities. The River and Canyon segment planning project is fully funded and currently in progress.
 - **Salmonberry Trail River and Canyon Segments Plan Review Committee** – Regional Solutions and Oregon Department of Forestry have co-convened a diverse group of individuals to inform the next steps of the Salmonberry Trail's development. Committee members met for the first time this week for introductions and orientation. Oregon State Parks and Department of Forestry provided an overview of the Salmonberry Trail, its history, and planning updates. The committee will meet again in the coming weeks to review a summary of the base conditions for the river and canyon segments.
 - **Salmonberry Trail – Valley Segment** – The Metro Regional Solutions Team hosted Salmonberry Trail partners and agencies to discuss master planning and implementation for the Valley Segment of the Salmonberry Trail, located in Washington County. Strategic alignment of bi-regional Regional Solutions and state agency engagement will further advance this regionally significant trail project. For additional updates, see the Metro RST entry below.

Mid-Valley Region – Jody Christensen

- **Marion County Public Health and People of Color (POC) Leaders Meeting** – In partnership Marion County Commissioner Kevin Cameron, RS convenes the weekly meeting.
 - This week, the health department director gave an overview of the draft Marion County Public Health Testing Strategy. Several areas were highlighted where the county is seeking input for the POC leaders. The group will provide feedback over the next few days and will continue to work on this “living” document.
- **Mid-Valley Community Outreach Alliance**, a Black, Indigenous, and People of Color (BIPOC) group meeting weekly, includes representatives from Pineros Y Campesinos Unidos del Noroeste (PCUN), Mujeres Luchadoras Progresistas (MLP), Latino Business Alliance (LBA), Oregon Human Development Corporation (OHDC), Oregon Employment Office – Woodburn, Advanced Economic Solutions, Farmworker Housing Development Corp (FHDC), Unidos Bridging Community, Western Oregon University (WOU) Multicultural Center, Mano a Mano – Salem, Izo Marketing, City of Independence - Community Engagement, Portland General Electric (PGE), Oregon Childhood Development Coalition (OCDL), Oregon Education Association, the Higher Education Coordinating Committee (HECC), Northwest Human Services, AHIVOI!, Consulado de Mexico en Portland, Micronesian Islander Community OREGON and Capaces Leadership. Strategic Economic Development Corp (SEDCOR), Willamette Workforce Partnership (WWP), the Mid-Willamette Valley Council of Governments (MWVCOG), Business Oregon, and the Chemeketa Small Business Development Center join the meetings as well.
 - This week's discussion focused on the region's key industry sectors and economic drivers. RS was seeking recommendations for BIPOC business owners and leaders who could engage with the Equity in Recovery strategy. RS will be following up on the recommendations.

RESOLUTION FOR THE CITY OF KEIZER TO BE AN INCLUSIVE CITY

WHEREAS, Immigrants and refugees of all nations have contributed to the health, well-being, and general welfare of the City of Keizer as families and neighbors;

WHEREAS, Immigrants and refugees of all nations have contributed to the prosperity of Oregon as workers and taxpayers;

WHEREAS, Inclusion and integration of all residents of Keizer is a vital concern for the general welfare of Keizer in all respects;

WEREAS, Discrimination based on national origin, or perceived national origin, race, ethnicity, language, gender identity, sexual orientation, marital status, disability, income, citizenship status, or religion is a chronic aspect of life for many Oregonians;

WHEREAS, Chronic discrimination leads to community disengagement, diminished opportunities for integration, increased stigmatization, greater incidents of health morbidity;

WHEREAS, Chronic discrimination negatively impacts local economic activity;

WHEREAS, Promotion of health, well-being, and general welfare are core obligations of Keizer,

WHEREAS, Prosperity requires harnessing all of Keizer's available labor, skills, and ideas to grow Keizer's economy and expand opportunities,

WHEREAS, Every Keizer resident should be treated with compassion and respect regardless of identity, national origin or citizenship status;

WHEREAS, Under the national constitution, the immigration power to exclude and deport is reserved exclusively to the national government,

NOW, THEREFORE, KEIZER RESOLVES that Keizer is an Inclusive City that embraces, celebrates, and welcomes all residents of any national origin, race, ethnicity, language, gender identity, sexual preference, marital status, disability, income, citizenship status, or religion, and their contributions to the collective prosperity of all residents; and,

BE IT FURTHER RESOLVED THAT the use of City funds, personnel or equipment for the enforcement of federal immigration law is prohibited; and,

BE IT FURTHER RESOLVED THAT the provision of services or benefits by Keizer shall not be conditioned upon a resident's federal immigration status, religion, race, ethnicity, country of origin, language, gender identity, sexual preference, marital status, disability, income, and citizenship status, except as required by federal or State law.

Davis, Tracy

From: Tina N <tinabobina1175@gmail.com>
Sent: Monday, August 17, 2020 1:29 PM
To: Davis, Tracy
Subject: Public Comment for Council Meeting

Dear City Council,

I am writing to you to inform you that I stand with LUS Youth in their movement to hold the Salem-Keizer School Board accountable for their refusal to listen to the voices of their community, which they are said to represent, as well as their racist actions, remarks, and affiliations. I am sure you are already aware of the specifics, but if you are not I suggest you reach out to LUS Youth for more information, which they will gladly provide if they haven't already.

As leaders, it is your job to not only create policy to benefit our city, but also to use your platform as a mouthpiece. I ask that you, as a council, address the racism in our school board and request for the resignation of the offending board members. Specifically, Marty Heyen, a proud associate of the white supremacist group III%. If you cannot make this statement as a unified council, I request that you each take responsibility for your own voices and speak out. You are our leaders, you should be making your voices heard so your community knows exactly where you stand.

Additionally it has come to my attention that the Keizer Police Department has held an event during which they were not wearing masks. I, myself, have witnessed several officers not wearing masks while out and about, specifically when they are well within six feet of citizens. These are public employees, and their refusal to wear masks is a threat to public health and safety.

Finally, I'd like to address council member Daniel Kholer. You recently sent a rather unprofessional email to a concerned citizen named Summer. I have read the email, and I am embarrassed that an elected official would engage in this kind of communication, clearly aimed at intimidating and silencing a citizen. It was clear you were upset. In the future, I suggest releasing that tension in a more private manner rather than through official communication from your position of leadership. Maybe try journaling.

Thank you for your time and attention. Your city is watching.

Sincerely,
Tina Noon

Davis, Tracy

From: Cathy Clark
Sent: Monday, August 17, 2020 6:53 AM
To: Davis, Tracy
Subject: FW: Keizer Fest "2.0"

Hi Tracy,
Would you please print this for the council to have as part of this evening's discussion?
thanks,
Cathy

Cathy Clark, Mayor
clarkc@keizer.org
503-932-1731

From: Daniel M. Potter [danielmpotter77@gmail.com]
Sent: Monday, August 17, 2020 1:58 AM
To: Cathy Clark; Laura Reid; Kim Freeman; Marlene Parsons; Elizabeth Smith; Daniel Kohler
Subject: Keizer Fest "2.0"

Dear Mayor Clark and City Council,

I see that at the city council meeting this evening (8/17/2020) there is an item on the agenda regarding possibly holding some sort of Keizer Fest "2.0" at Keizer Rapids Park in late September. I feel that this is extremely irresponsible given that we are still deeply in the COVID-19 pandemic, and are seeing concerning spread within our community and county. Further concerning is that on the permit application it indicates that alcohol will be served, and that makes it even more difficult to be physically distant and have responsible behavior.

While we would all love to go back to normal and be able to have festivals and such, it doesn't make sense at all. Our community needs to be focused on stopping the spread so our kids can go back to school in-person, businesses recover, and families and friends can be together. Please deny this application to use Keizer Rapids Park and encourage the Chamber to focus on 2021's festival.

Thank you for your time.

Sincerely,

Daniel M. Potter
Keizer, OR

Daniel M. Potter

Davis, Tracy

From: Rich Rodriguez <84822tango@gmail.com>
Sent: Wednesday, August 5, 2020 9:57 PM
To: Davis, Tracy
Subject: Public Testimony - August 24th - Multimedia Request

Good Day Tracy -

I hope this finds you well.

It is my intent to provide public testimony at the upcoming Council meeting on August 24th.

There is a photograph (attached) taken in the City that I would like to present to Council, preferably on a large screen for all to easily view. Is this possible in Council Chambers?

I would like to also have the photo included as part of the record for that meeting. How can that be accomplished?



RE: Keizer concerns

Cathy Clark

Sent: Sunday, August 16, 2020 7:27 AM

To: Jeff & Alyssa Maskal [jeffandalyssa@gmail.com]

Tracy - written
communication for the
record

Good morning Jeff and Alyssa,

Thank you for contacting me about River Road and Quinaby.

The Council and I agree with you that the intersection needs to be improved for safety.

Marion County already had plans in the works to get this done and will be presenting the improvements at our city council meeting on Monday, August 22. Construction is being scheduled and they may have dates to share with us then. I am thankful that Marion County is getting this done. While only a roundabout would eliminate people running stop signs, the planned 4 way stop will reduce the severity of crashes when they do happen.

For baseball at Keizer Little League Park, the organizers have been observing the protocols for outdoor venues to keep the players and other participants safe. We have not been alerted to any contact tracing that has led to the baseball tournaments. More cars would be expected since carpooling is not a good idea. Keizer Little League and the tournament organizers know that their compliance with public health requirements is the only way to safely run these events for all involved.

Have a great week ahead and take care,
Cathy

Cathy Clark, Mayor
clarkc@keizer.org
503-932-1731

From: Cathy Clark [cathyclark97303@comcast.net]

Sent: Saturday, August 15, 2020 8:51 AM

To: Jeff & Alyssa Maskal; Cathy Clark

Subject: Re: Keizer concerns

I am forwarding this email to my city account and will reply from there.

Cathy Clark
cathyclark97303@comcast.net
503-932-1731

On 08/04/2020 8:08 AM Jeff & Alyssa Maskal <jeffandalyssa@gmail.com> wrote:

Good Morning

I have a couple of concerns I would like to address.

First: The intersection of Clearlake Rd/Quinaby and River Rd. I am aware of the fatality that happened last week and many others that have happened over the years. One of my biggest concerns with that intersection is that the Hitchin Post is allowing cars to park on the edge of River Rd making it difficult to see if you are heading west across River rd or turning left onto River Rd from Quinaby. Also, the angle of the intersection makes it hard to navigate. It's like playing frogger and who gets across the intersection the fastest. I do believe it's time that Marion County does something to make this intersection a little safer.

Secondly: The amount of people participating in the baseball/softball activities during a pandemic is mind boggling. Ridge Drive is often loaded with cars, the amount of people congregating in the parking lot of KLL field is astounding. I rarely see people wearing masks. This is something that is being allowed to happen and it's making it worse on those that are trying to do the right thing so we can keep the economy open.

Thank you for taking the time to listen to my concerns. Feel free to reach out to me if you have any questions.