



SPECIAL MEETING NOTICE

There will be a Special Session of the Keizer City Council on Wednesday, August 10, 1994 at 6:30 p.m. This meeting will be held at Keizer City Hall, Robert L. Simon Council Chambers, 930 Chemawa Road NE, Keizer, Oregon. Discussion items will include a memorandum dated July 11, 1994 from the City Manager regarding the chronology and other documents concerning Iris Lane. If applicable an Executive Session will be held pursuant to ORS 192.660(1)(f) - to consider records exempt from public inspection. Questions regarding this special meeting may be directed to Dotty Tryk, City Manager at 390-3700, extension 112.

DATED this 5th day of August, 1994.

**Tracy L. Davis
City Recorder**

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
SPECIAL SESSION

Wednesday
**Monday, August 10, 1994
6:30 p.m.**

**Robert L. Simon Council Chambers
Keizer City Hall
Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on matters **NOT** scheduled for public hearing or on the agenda.

4. DISCUSSION

- a. Iris Lane Project - July 11, 1994 City Manager Memorandum and other Documents

5. OTHER BUSINESS

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

6. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications and petitions.

7. ADJOURN

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.



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City Recorder**



City of Keizer

MEMORANDUM

DATE: August 10, 1994

TO: Mayor Koho and Councilmembers

FROM: Dotty Tryk, City Manager *Dotty*

SUBJECT: Iris Lane Project

The purpose of this special Council meeting is to hear a report on the Iris Lane Project. In particular the Council will hear a chronology of the project, the current status, an explanation for staff actions and corrective action.

Chronology

A detailed chronology is attached which takes John Morgan's report to me and to which I added in *Italics* my research. In summary, the Iris Lane project stalled while Bi-Mart looked at the preliminary plans and Peterson Engineering was looking at ways to mitigate the parking space losses. Bi-Mart had no interest in moving forward with a plan that would cost them spaces in a lot that was already short on spaces based on their preferences. Peterson Engineering put the project on the back burner during the construction season due to other more pressing projects.

Although there was no communication directly with Bi-Mart over the winter, Peterson was looking at alternative lot designs and these were brought to the regular engineering meetings at City Hall over the winter and spring. He was also convinced that the City might need to offer some consideration for the loss of the spaces. That was the reason that he recommended including \$170,000 in the FY'95 Budget.

The original concept was to build the cross street and modify the east intersection after Cherry Avenue was rebuilt. When the City began to put some effort into the Cherry Avenue Design Plan, Bill decided that the final Iris Lane design could wait until that was completed. This was as much a decision based on workload and priorities as a conscious decision. As such, it wasn't formal and wasn't really discussed with John.

During this winter and spring, John did continue to report on all of the River Road Projects and, having nothing to say about Iris Lane progress, he said that negotiations were going on, when he didn't have direct knowledge that they were.

Current Status

The Council made a policy decision in May that the City was not to offer to purchase right-of-way from Bi-Mart. So, there will be no offer. Additionally, the Cherry Avenue Design Plan will look at other east-west connections before a final selection(s) is made and that decision will be the Council's. No money has been spent; no contracts have been let; no promises have been made. The Council remains in total control of all procedures through the budgetary process, our contract ordinance and property purchase statutes.

Staff Actions

John did, in fact, make statements about the progress of the Iris Lane project which were not accurate. I believe he did so without harmful intent to reassure the Council that the various parts of the River Road Redevelopment Program were moving along. But the fact remains that he did not check his statements with our engineer and he should have. On the other hand, Bill Peterson should have kept John more informed of the status of the project. I believe that he had nothing to report, so didn't. But, as the agendas of the engineering meetings show, he was aware that it should have been discussed with John. He simply didn't get around to it.

Both John and Bill have a heavy workload. This project was on the back burner. The problem was in the miscommunications both between the engineers and the Planning Department and between John and me and the Council.

Corrective Action

As the contract manager John bears the responsibility for the misinformation given to the Council. Disciplinary action was taken and John has developed a workplan that will tighten up communications with our contractors, me, the Council and the public.

This workplan is attached. It is designed to provide more formal tracking of projects with regular updates including distributing the minutes of R3B and the Planning Commission meetings. The benefits of this system will be closer management of multiple activities, quicker notice when projects go awry and good tools for monitoring the work of the new planner.

Conclusion

In addition to committing to a work plan, John has written an apology he has asked that I share with the Council. Along with that, you also have my commitment that information will be verified before being stated as fact.

Chronology - Iris Lane

1992

River Road Design Plan Developed by consultant group and R3B - Included identification of need to enhance east/west access between River Road and Cherry Avenue in order to enhance business climate. Iris Lane identified as best option. Notice provided to Bi-Mart though contact between John Morgan and store manager.

Nov. 2, 1992

Public Hearing before Council on Design Plan - Dick Hunsaker, Bi-Mart property manager, attends but does not speak.

April 29, 1993

Meeting with Gary Lewis of ABC Properties (Marth's building), Dick Hunsaker of Bi-Mart, Tom Bauer of R3B, Wally Mull and John Morgan of City Staff, Dick Woelk of ATEP, and Bill Peterson and Russ Faust of Peterson Engineering at Peterson Engineering office. The idea, program, and design alternatives for Iris Lane were presented and discussed in a detailed work session. Hunsaker presented his concern about potential parking loss and said he would need to take time and in-house analysis before they could respond. Lewis of ABC properties was "ready to sign" whatever was necessary to donate the land and get the project started. All action was held off until Bi-Mart's issues could be resolved. Agreed at meeting that Peterson would send Bi-Mart the site plan and design alternatives for Hunsaker and his staff to work on. Peterson tells his staff to stop all work on design because of the need to get Bi-Mart's cooperation before investing any more Agency resources.

May 21, 1993

The first Community Development Update to mention Iris Lane. It stated that the above mentioned meeting had occurred and that there was general support for the project as long as some details could be worked out, in particular the potential loss of parking spaces. Our engineer, Bill Peterson was charged with preparing a design to minimize the loss and to review a plan by May 24.

June 2, 1993

Latest plan mailed by Peterson to Hunsaker asking for comment.

Summer & Fall 1993

Peterson's secretary, Shirley, at Bill's direction calls Hunsaker's office to see what was going on. Never received return call.

Summer & Fall 1993

No work is done on Iris pending response from Bi-Mart, plus the project is lower priority than other city engineering projects.

Fall & Winter 93/94

When staff and R3B developed the work program for the Cherry Avenue Design Plan, it was decided to study all options for east/west access with Iris being part of the study. Therefore, a final decision on Iris was not anticipated until the Design Plan is adopted, which is scheduled for spring of 1995.

January 18, 1994

In a report to the Council sitting as the Agency Board, John reviewed the status of several elements of the River Road Project. He stated that the Iris Lane project "is still being designed, with Peterson Engineering working closely with Bi-Mart, Inc. on a final parking lot design. It is anticipated that these negotiations will be complete within 90 days, and the project ready to proceed to construction this coming summer."

January through March

The Cherry Avenue Design Plan contract was worked on by R3B and a project team of consultants were contracted to develop the plan. One of the essential items of the program was to review east-west connections between River Road and Cherry Avenue.

Over the course of the winter, at our weekly engineering meetings, the subject of parking on the Bi-Mart lot was discussed and various alternatives were suggested.

March 28 1994

Engineering meeting notes state "Iris Lane-WIP & John to discuss."

April 4, 1994

The Community Development Report published this day states that "Peterson Engineering, Inc., continues to work with Bi-Mart on the design for Iris Lane. Some parking will be lost to the street and design options are being explored which will minimize this loss. The City engineer believes the final agreements can be reached this summer with construction starting this fall."

April 7, 1994

Engineering meeting notes state "Iris Lane-WIP & John to discuss with property owners."

April 11, 1994

Engineering meeting notes state again "WIP & John to discuss with property owners"

April 18, 1994

Engineering notes state "Iris Lane-Revising Plans"

Agendas for these weekly meetings show Iris Lane as a topic with notes that Bill will discuss with John. John does not normally attend these meetings. The discussion didn't occur.

April 1994

Capital Improvements component of budget discussed at Public Work/Engineering staff meetings to refine budget numbers for draft 94-95 budget. Peterson recommends that the "New Street/Bi-Mart" line item be increased by \$170,000 since the Agency may have acquisition costs. \$170,000 represents the outside of what such costs may actually be.

John reported to me that the \$170,000 addition to the "New Street/Bi-Mart" line item was recommended to him by Bill Peterson when the Public Works/Engineering staff reviewed the capital improvement component of the budget. Bill believed we might have to acquire right-of-way since he had not received an enthusiastic response (and, in fact, no response over an extended period of time) from Bi-Mart about the street especially since it appeared they would lose parking spaces.

April 27, 1994

Draft budget presented to R3B for review. Discussion focused on the amount of increment to take and a new "property improvement program" providing direct service to merchants. R3B makes several recommendations on these points and approves the draft budget.

These minutes state that "Negotiations continue with Bi-Mart on the design for Iris Lane."

May 16, 1994

The Budget Message delivered to the R3B Budget Committee states that the new street/Bi-Mart project is increased from \$130,000 to \$300,000. "This increase anticipates purchasing right-of-way which originally was hoped to be donated to the project."

Draft budget, which includes the R3B recommendations, presented to Budget Committee. Committee discusses the new \$170,000 item and expresses concern about having to acquire right-of-way. Committee takes no action to change the line item, but Chair Simon indicates that project is subject to further study before a final decision to spend the money will be made.

The minutes of this meeting show that John said that we haven't been able to strike a deal so far with Bi-Mart and..."they don't seem so willing to (donate the right-of-way mostly because of a trade-off for lost spaces."

The discussion centered around the purchase of the right-of way with the consensus that the purchase is going to need more study and that nothing would be done without Council approval. There was no motion to remove the \$170,000 from the budget at that meeting and the budget was sent to the Agency for adoption.

There was no question at the end of this meeting that we were not to offer to purchase right-of-way from Bi-Mart.

June 20, 1994

Committee approved budget goes to the Agency Board where the \$170,000, and the corresponding revenue, are removed.

At that meeting John restated that the staff would not offer to purchase right-of-way.

June 30, 1994

The Keizertimes reports that the Bi-Mart property isn't owned by Bi-Mart to which John replied with surprise. This was when I first learned that Bi-Mart wasn't the property owner and that we hadn't spoken to them in several months.

July 29, 1994

I had a discussion with Bill Peterson. At that time he made several points.

He feels that he may not have kept John fully informed about his lack of contact with Bi-Mart.

Since the initiation of the Cherry Avenue Design Plan, he thought that it would be better to hold off on the final design of Iris Lane so he wasn't actively pursuing the project

His standard operating procedure for cases such as this, which he says is standard in the industry, is to work with the major tenant first when there may be impacts from a capital improvement. He makes sure the tenant is happy before approaching the owner on any property issues. Unlike what the Keizertimes said, Bill knew Bi-Mart did not own the property but he was not going to approach the property owner until an acceptable plan had been reached with Bi-Mart. John did not know Bi-Mart did not own the property, but didn't need to know as Bill was doing our property negotiations

Community Development Department - Memorandum

DATE: August 4, 1994
TO: Dotty Tryk
FROM: John Morgan 
SUBJECT: Communication Plan

In the wake of the "Iris Lane" controversy, I have taken a careful look at how information is gathered, processed, and distributed relative to community development activities. I have found that there are several areas where things can be improved. The reasons to make improvements are:

- To broaden the awareness and understanding of community development activities and projects,
- To allow more timely distribution of information and reports,
- To better identify and analyze trends and patterns; and
- To enhance project management.

I have identified five areas for immediate improvement. These are described below:

Better Tracking and Reports

There is so much activity in this department, in terms of both development and planning projects, that it is very difficult to keep a handle on all of it. The following actions will be taken:

- Building permits will be logged on a daily basis by computer rather than by hand. This will allow immediate access to data for summarization, analysis, and presentation.
- Land Use Cases will be logged when filed by computer and tracked through the process. This will also allow immediate access to data for summarization, analysis, and presentation.



- A major project database will be developed and implemented. This will be updated weekly with current status reports for all projects. Summaries can be produced for any time period.
- A computerized log of significant contacts with the public will be kept and shared as appropriate.
- The Community Development Report will be published much more often, and will include the most current information from the four databases mentioned above.

The computerization of this information has been something I have wanted to do for some time, but I have not taken the time to design and implement such a system. I believe now, however, that doing so is critical to continued effective management of this operation. I hope to have this implemented within a few months.

Better Planning Commission and R3B Record Keeping

I was dismayed to discover the gathering and retention of meeting materials for these two groups has been spotty, at best. Therefore, the following plan will be implemented when the new Recording Secretary is retained:

- The Recording Secretary will have full responsibility for creating a complete record of each meeting.
- All meeting materials, either mailed in advance or distributed at the meeting, will be gathered by the Recording Secretary into a formal meeting record.
- The meeting record will be filed in the central files of City Hall.

Improved Distribution of Planning Commission and R3B Materials

I discovered that the meeting materials were not getting distributed to all those concerned. I was particularly chagrined to find that meeting minutes were not distributed to you or the Council. These minutes contain a thorough record of our long range planning and redevelopment activity and should have been immediately available to the Council. Now, I have seen that the system is changed as follows:

- Meeting Agendas and minutes will be distributed to the entire Council prior to each meeting.
- A full agenda packet will be distributed to the City Manager prior to each meeting.



Improved Communication with the City Manager

The Manager needs to have better and more thorough information on many small things that happen in the community involving the Community Development Department. Therefore, the following plan will be implemented immediately:

- "Flash-Data" will be implemented where I use e-mail to send the Manager notes on any interesting item as or immediately after it happens.
- I will try to spend more time with the Manager in a conversational environment where day-to-day and project planning issues can be worked out.

Improved Communication with the Council

I have always been struck with how much more the Commission and R3B know about community development activities. However, at the start of each meeting I give an update on "what's going on?" plus answer any related questions. The Council never gets the benefit of this informal type of project briefing. While I do not have a specific proposal, I am very interested in getting something working in this vein.

I will work to fully implement these actions as soon as possible. I will appreciate your comments and concurrence. Thank you.



Community Development Department - Memorandum

DATE: August 5, 1994

TO: Dotty Tryk

FROM: John Morgan

SUBJECT: Iris Lane Issues

This memorandum will fully and totally describe my actions concerning Iris Lane and the reasons for them. Any suggestion of any activity, expectation, motivation, or decision outside of these statements is false.

I have provided to you a chronology of the meetings and activities about Iris Lane. The questions at hand deal with what I said about the project during this period. Others have gathered written information such as minutes and CD Reports that accurately report my statements.

Over the last year on several instances I said negotiations were underway between Peterson Engineering and Bi-Mart, stating the same theme several different ways. In truth, "active" negotiations were not taking place.

As is the case with all our engineering design and construction projects, Peterson Engineering is given project management responsibilities. Therefore, I had no day-to-day contact with the project after our meeting in June of 1993 with representatives of Bi-Mart and ABC Properties where we discussed the concept, the design options, and our expectations about participation in the project.

Due to the volume of work with the other elements of the River Road Project, plus all the other long range and current planning work the Department is immersed in, I did not aggressively pursue or push the Iris Lane project. A couple of times over the last year I asked Bill Peterson what was happening with the project. He told me each time he had not heard back from Bi-Mart on the proposed design, that he would try to get a hold of them, and as soon as they responded he would take up the project to finish the design and move toward construction.

Les Zeitz stated it well in his editorial where he said I spoke from "stale information." I said negotiations were under way because I expected Bill and Bi-Mart to get together at any time and the project to proceed. I did not check back with Bill to see exactly where things stood. I erred in not doing so before I spoke about the project, and I erred in giving an overly positive "spin" to the situation.



Only two decisions have been made relative to Iris Lane over the last year, and neither was impacted or influenced by my statements about negotiations. First, when I was developing my budget proposal last spring, I met with the Public Works and Engineering staff to review the 93-94 budget and progress on the various projects. I asked for their advice on any changes or additions that needed to be made to the 94-95 budget.

Bill recommended adding \$170,000 to the Iris Lane line item. He believed that Bi-Mart was not going to be as willing as we had first hoped to give up some of their parking lot for a street. This was based on their cautious reaction at our initial meeting, and on the lack of response over the prior months. Therefore, adding money for right-of-way acquisition and related expenses to be used, if necessary, was prudent suggestion.

I accepted the recommendation and included it in my draft budget for two reasons. First, I understood Bill's logic for why it should be included and believed it to be a proposal that should be considered by the you, the Budget Committee, and the Council. Second, it did not impact revenues. Since we developed the revenue side of the budget using Council's policy of a \$1.00 per thousand tax rate, the revenue amount was a known figure. The \$170,000 would either be in the ending fund balance or moved into this specific line item. It did not change the tax amount at all. It was only later that the Council moved away from their \$1.00 per thousand policy and reduced the revenue by \$170,000.

The second decision relative to Iris Lane was the decision by the design team to study all potential east/west streets between Cherry Avenue and River Road, including Iris Lane, to determine the best options for enhancing east/west traffic flow. As we told the Budget Committee, any work toward constructing Iris Lane would wait until the Design Plan was completed.

Again, neither of these actions were in any way influenced by my erroneous statements about our progress.

Dotty, as you know, Skip and I have worked hard to create the best Community Development Department in the state. I believe, with the help of you, Wally, and many others, we have been very successful by any measurable standard, especially by providing the best value to the tax payer. We have also put together what already is a successful urban renewal program. I am very embarrassed and regretful that my overly enthusiastic comments have created this blemish on our work. I apologize to you both for my actions, and for the difficulty it has caused all of us.

I encourage you to share these comments and my apology with the Council.





City of Keizer

MEMORANDUM

DATE: July 11, 1994

TO: Mayor Koho and Councilmembers

FROM: Dotty Tryk, City Manager *Dotty*

SUBJECT: Council Update

Community Development

Some councilors expressed concern that they may have been "oversold" on the need to place \$170,000 in the Agency budget for purchasing right-of-way from Bi-Mart. I asked John to prepare me a chronology of the events in dealing with Bi-Mart. This memo is attached along with transcripts from the relevant discussions at the Agency Budget Committee, the Agency and the Council meetings.

Because the Bi-Mart management was not responding to our calls, the right-of-way purchase amount was recommended by our contract engineer in case the City was not able to get a donation. Your direction was very clear that you did not want to offer to purchase right-of-way. Your discussion was very useful to me and your direction was a policy decision that should appropriately come from elected officials rather than staff. We will not offer to purchase this right of way.

You were also concerned that staff didn't know who the owner of the property was. In fact, our engineering firm did know and, as I explained, part of their contract is to negotiate for the property needed to do public improvements. Their practice when dealing with a major tenant is to make the tenant happy before going to the property owner. This approach makes the negotiations with the property owner, who is an absentee landlord, go more smoothly.

Monday night you will be receiving copies of the Adopted Budgets for both the Agency and the City. The estimated tax rate for the Urban Renewal District is \$0.79.

Friday was Skip Wendolowski's last day as an employee. He will be spending 16 hours a week with us on a contracted basis through the Council of governments until a new Associate Planner is hired. Until then, John will be staffing the counter as much as possible to deal with the day to day planning issues.

Police

The Summer Bash event went on Saturday night with very few problems. I gave them a variance for 80 dB at the nearest neighbors' homes which was close to the noise level authorized for Keizerfest. We did receive 8 complaints. Our CSOs visited each complainant and feel that they satisfied all but one, Mr. King of 1109 Manzanita --I received two calls from him. He may be at your next council meeting.

I have asked that we step up our enforcement on the Fortune Cookie. Mr. Cotta appears to need continuing encouragement. He has told us that his plans were slowed down because he needed a structural engineering report and he now plans to start construction in about three weeks. We have also discovered that he is not technically the current owner of the shopping center. He and the actual owner have worked an arrangement--perhaps on the line of a lease option--to defer the sale and help the current owner with capital gains taxes. At any rate, the current owner will also be receiving our communications.

Administration

Paul Frykberg announced his retirement last Wednesday effective immediately. Johnny Yee has agreed to return to his former position as Accounting Clerk. The Accounting Technician classification will not be filled.

Please call if you have any questions or comments. I like hearing from you.

MEMORANDUM

DATE: July 7, 1994
TO: Dotty
FROM: John
SUBJECT: Iris Lane

This memorandum will provide to you a chronology of our work on Iris Lane, and some brief comments on some of the points recently raised about it. I have gone back over all my records concerning Iris Lane, including meeting with Bill Peterson to gain relevant information from his files, and have created this chronology:

Chronology - Iris Lane

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River Road Design Plan Developed by consultant group and R3B - Included identification of need to enhance east/west access between River Road and Cherry Avenue in order to enhance business climate. Iris Lane identified as best option. Notice provided to Bi-Mart though contact between John Morgan and store manager.

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June 2, 1993

Latest plan mailed by Peterson to Hunsaker asking for comment.

Summer & Fall 1993

Peterson's secretary, Shirley, at Bill's direction calls Hunsaker's office to see what was going on. Never received return call.

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No work is done on Iris pending response from Bi-Mart, plus the project is lower priority than other city engineering projects.

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Capital Improvements component of budget discussed at Public Work/Engineering staff meetings to refine budget numbers for draft 94-95 budget. Peterson recommends that the "New Street/Bi-Mart" line item be increased by \$170,000 since the Agency may have acquisition costs. \$170,000 represents the outside of what such costs may actually be.

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June 20, 1994

Committee approved budget goes to the Agency Board where the \$170,000, and the corresponding revenue, are removed.

Transcript
Budget Committee Meeting
May 16, 1994
Called at 6:01 p.m.

Present at meeting: Dennis Koho, Jim Keller, Jerry McGee, Al Miller, Marlene Wellin (arrived at 6:08 p.m.), Jerry Watson (arrived at 6:06 p.m.), Bob Simon, Dick Inman, JoAnne Beilke, Roy Duncan, Carl Beach, Mark Caillier, Dotty Tryk, John Morgan and Tracy Davis.

(Meeting in progress)

J. Morgan: Under capital outlay. Highlights: The new street Bi-Mart which as we know is called Iris Lane, that project has gone up in estimate because we haven't been able to strike a deal so far with Bi-Mart under the expectation originally that they would donate the right-of-way and they don't seem so willing to do that mostly because of a trade off for lost spaces. They're losing a fair number of parking spaces in this and so they are not willing to give away their right-of-way when they are losing parking spaces. So we may have to actually acquire right of way in there which is why you see the \$300,000 when before it was \$130,000.

Signal interconnects and revisions. In order to finish that project the next component of it is street lighting which goes beyond just the signals themselves, so it would give additional lighting up and down the corridor and much to the delight of the Iris Festival Committee there would be banner poles and banners and that kind of things as part of that lighting project.

(Discussion of street lights in signal interconnect line items)

(Explanation of remaining line items, undergrounding, property improvements, assistance programs, signage and identity, phone and computer systems)

J. Keller: John, were going to talk a little philosophical right now concerning these numbers, but I was on the R3B when it was first formed and I recall as we were going through this planning process we had a lot of very good ideas at the time and thought it would be really be great for River Road and as time moved on we had our breath taken away when we learned what the cost of undergrounding was going to cost us and our reaction to that was go ahead and do the undergrounding but also take a number of elements out of the plan because we couldn't afford those. When I looked at the Iris Lane cost of its development more than doubling, I'm just wondering why the same questions weren't asked for this particular project. Are we getting to a point where we need to really address this issue and determine if it is still a good idea. My thoughts being right now, it's not.

J. Morgan: One of the things that we've asked the traffic engineering and civil engineering consultants to do that are part of the Cherry Avenue team is to examine other east/west corridors to see if one of them might make sense instead of Iris Lane to meet that original need of trying to create a better east/west link between Cherry and River Road. And I think we'll have an answer on that before we would ever be ready to build Iris. We may find the Sunset extension, improvement to Cade or Plymouth or signalization of Bever might take the place of Iris functionally at less costs. So I'm real aware of that and I think R3B is real well aware of that and I don't think we'd spend that line item until, I know we wouldn't spend that line item until we have those questions answered.

J. McGee: The staff report says that the new east/west through Bi-Mart has been designed and is ready for construction. I agree with Jim. In the first discussion that occurred on the Iris Lane we were talking about \$80,000 and then it got to \$136,000. At \$136,000 it was a marginal project. At \$300,000 it is a no project in just my own personal feeling. We can use that \$300,000 much more effectively than we can on that project and when I saw that the design work was done I thought well sometimes you have to invest a little money. I figured the design about \$5500 or \$7000 somewhere, whatever it was and that is was better to take our losses and cut our bait at that time. I think from my own point of view that I want some kind of a restriction on that because at dollar amount or anywhere close to that it is not a doable project and Jim idea as I understand it is to if what you were saying is to explore other places there is no question we could possibly get one or two other sites where we already own the right of way, etceteras. So I don't know how and I haven't through how we should put a restriction on this but I think from my point of view Iris Lane is assumed droll in Keizer history as an idea that has failed. By failing I don't mean that is anyone's fault, it's just not going to be there.

D. Tryk: Well it would be my intention to bring this project back to you before we start letting out bids for construction and you can take a look at that. That's a policy issue.

D. Koho: I disagree a little bit. At some point it gets too expensive and I'm not prepared tonight to know exactly where that is but dislike there does some things that no other light anywhere else can do and if you live in the area such as I do and you want at the businesses there, and you like to walk, you know what a danger it is for someone my age who runs to try and get across the street and with the number of seniors who live in the area, they take their life in their hands. That's the one good way of bringing the lights in. We talked about this even before about the need to do something there for pedestrians. So I think bringing it back to us until we know exactly is a good way to do it when we see how much it is at that time.

J. Keller: The caveat is that with it is Bi-Mart recognizes the direction that we're moving and decides that it may not be necessary for us to purchase that right-of-way it would probably be a good idea at that time or to discuss it further.

J. Watson: I'd like to make a couple comments on that along Jim's line and then I'd like to come back to somewhat of a broader philosophical point. We have got a lot of money in this project which is money that's generated almost automatically, certainly a substantial portion of it is \$408,000 leaps out at me and says another item in this particular category. I am wondering at what extent property owners and businesses will see this as a public trough where they can compete fairly easily and I do not want that impression to be created. I personally think that it may or may not be a good idea to build that road, it makes some sense, but I would think it is certainly a benefit to the adjacent property owners if push came to shove on contributing the land or not I would think the contribution makes sense and then to turn around and pay an extra hundred and sum thousand dollars for it, I would hold on to my money.

J. Beilke: I think the other side of it is that you got people driving through there anyway as Iris Lane.

J. McGee: The other question I had real quickly, John, is I heard that if the Iris Lane does go in that our synchronization of the lights just dropped.

J. Morgan: No, the synchronization assumes Iris Lane is there. It was designed specifically as if it was there.

C. Beach: The only thing that I would add I think is what Jim hasn't talked about yet, I think it would be prudent to go back to Bi-Mart if we get to that point and be candid with them and say this is maybe a doable thing if the contribution is made but if it isn't we will look elsewhere. They might change their mind as to whether they are willing to donate.

J. Morgan: If I may Mr. Chair, they acknowledged to us that the signal is very valuable to them and our City Engineer is negotiating with them right now and it hasn't settled yet.

D. Inman: In regards to Dennis' comment about the pedestrian crossing in the roadway, and you can signalize for that, how important is Iris Lane?

J. Beilke: Right, except there is a lot of people, I live there too that drive through there and they drive through there.

?: I do too! That's four of us.

J. Morgan: Iris Lane was included in the River Road design plan for a couple of reasons. One was the signal. One was the pedestrian thing. That's where it started. One of the things that R3B determined in this process is there was a need or desire to link the Cherry Avenue business corridor with the River Road business corridor trying to create depth to the commercial district and to link those so people might think of them as more one commercial area than two distinct areas and they said we need to create east/west links to do that and so then it became from there. The third reason is that there was very strong support for the idea of getting rid of the Cherry/Manbrin signal because it really fouled

traffic up in that area and with a sense that if that signal went we would need another one to help get on and off Cherry. So, all three of those added up to Iris Lane as being the logical connection.

D. Inman: Did you say that was a desire not a need?

J. Morgan: I think there is some of both in it.

B. Simon: I think there is pretty well consensus that Iris Lane project is going to need more study and in fact I think we can let it rest right there for the time being and put it on hold.

Transcript
Urban Renewal Agency Meeting
June 20, 1994
Called at 6:30 p.m.

Present at meeting: Dennis Koho (arrived 6:45 p.m.), Al Miller, Jerry McGee, Jim Keller, Chet Patterson, Dotty Tryk, John Morgan and Tracy Davis.

(Short budget overview presentation by Dotty Tryk)

J. McGee: I was under different impression of what we did with what used to be called Iris Lane and it's now called the new street at Bi-Mart. I see it's back in at \$300,000. As I recall the discussion, we jeopardized that project, didn't we?

D. Tryk: We talked about that, Councilor Keller brought that up to me also and the upshot of the discussion was to leave it where it is and it would cover either Iris Lane or some other east/west access and we would not do anything with any of those projects until we came back to you, the Agency Board. It is in there to hold the space budgetary, but it would not be spent without your approval.

J. McGee: OK. I would like to ask John a question if I could in respect to that. Let's assume that we agree with the east/west connectors and I think most people in the community do, I think we do agree with that. If you had a-third of a million dollars, would Bi-Mart be your first choice or would you move it up stream?

J. Morgan: I would probably do more than Bi-Mart. I would do Bi-Mart and do one farther south. The advantage of Iris Lane has always been that the assumption we could do it cheaply without acquiring right-of-way. It was intended to help rejuvenate that particular center so there was an immediate demand or economic benefit from having it right there. Then three, is a signal on River Road at that location fits the timing progression in other locations it may not. So there were three reasons to do it and while we may end of moving away, I still like it for those three reasons.

J. McGee: Just to continue on and then I'll stop. I see the signal installation has been zeroed out. Wasn't that the signal that you were just talking about?

J. Morgan: No, in the two years ago the budget had signal removal and signal installation as separate line items. They were zeroed out just as we worked to make a better structure of the renewal budget and put signals more in the project where they were to be built.

J. McGee: All right.

J. Morgan: It's still reflected because there was money budgeted two years ago in those items.

J. McGee: So if there is an Iris Lane there would be funds there to signalize that.

J. Morgan: Yes, there are.

J. McGee: That's all the questions I had.

A. Miller: I just wanted to follow up on something that John said. There is already a signal at Sunset and then we have access east/west at Bever. Wouldn't it, how, I mean, it would seem to me that instead of doing a whole new thing at Bi-Mart with a light, it might make sense to put Sunset through.

J. Morgan: One of the things that R3B is working on right now, of course is this Cherry Avenue design plan and a work program element is to look at east/west access and specifically to look at a Sunset extension; Bever, Iris Lane, Cade and Plymouth. There are five options and to examine which make sense, some or all, or none and make specific recommendations on that. So I would besiege the Council to leave it there for that purpose and we may decide that Sunset extension makes more sense than Iris especially if we can't do Iris as inexpensively as we thought we might.

J. McGee: If we change that instead of new street at Bi-Mart or new street anywhere and call it east/west connector, would that be a better description.

J. Morgan: Sure.

J. McGee: I would feel comfortable with that as knowing what the goal is.

C. Patterson: I would agree with that.

A. Miller: Do we need a motion on that?

D. Tryk: No.

J. Keller: One concern I still have and correct me John if I am wrong, but in that \$300,000, a \$170,000 of it is for the acquisition of the land.

J. Morgan: That was the estimate if we had to acquire the land. It would be about \$170,000. That's correct.

J. Keller: So, I recall that conversation a little bit better and you know we encourage to go ahead and talk to Bi-Mart and if they are willing to go ahead and donate the land we were going to proceed. But it was in my mind we were not going to be earmarking that additional \$170,000 for anything.

J. Morgan: I clearly got the message from the Council that you weren't interested in buying that right-of-way and that was almost a negotiating point with Bi-Mart, they want to come in and play the game, get their signal, get their route access, that's great, but no we're not going to buy the right-of-way for them to have the privilege of doing that. That's the assumption I been running on since the Budget Committee meeting and I know that Bill Peterson knows that and he is the one that has been talking with Bi-Mart. I don't think he has told them yet because this is total back burner and we're not pursuing this project right now, but he is pretty well prepared to go to them and tell them the Council is not prepared to buy right-of-way period, lets go from there.

J. Keller: OK, with that thought in mind, why should we leave that other \$170,000 in there.

J. Morgan: What we may find is that we might want to do Iris but then as a result of this Cherry Avenue planning process we might want to do another, like I said maybe Sunset, maybe an improvement on Cade. So it gives us some budget flexibility to have that all under an east/west item and its there. Virtually nothing happens without the Agency Board's considered discussion and decision on that. You are in total control of where that money goes.

D. Tryk: And if it isn't spent, it goes into the ending fund balance.

J. Morgan: Right.

A. Miller: I guess that's my question. If we approve a budget with line items then can't that then be spent without any further approval.

D. Tryk: Any contract over \$20,000 has to come back to you.

J. Morgan: And you're going to approve, the district doesn't get anything because it's all in a planning context and so you will approve plans and you will approve specific items as we go along here. So you will have many opportunities to be in that process.

C. Patterson: At this point, we really don't know that, on what we're going to do.

J. Morgan: That's true.

C. Patterson: And the planning process is lengthy enough, could we conceivably really do any kind of road improvement between now and June 30, 1995?

J. Morgan: Yes. I think you will see this Cherry Avenue process certainly far enough along where there will be a clear indication of the direction by next spring. Which means we might be in a position to let contracts as early as May or so of next year. So, maybe yes, maybe no.

A. Miller: Anything else. Close public hearing. Move on, entertain a Resolution for adoption of the budget.

C. Patterson: I'd moved adoption of a Resolution adopting the fiscal year 94-95 budget, making appropriations, and levying taxes.

J. McGee: Second it.

A. Miller: Any discussion? Councilor Keller.

J. Keller: I'd like to see us amend it in some way, I missed, we're still doing the same thing by budgeting \$300,000 for a new street. We haven't changed anything and that money is still in there. I haven't seen anything to indicate we still need that \$170,000. That \$170,000 was put in there for the purchase of the land from Bi-Mart. It wasn't put in there in anticipation for other streets and that being the case I don't think we should retroactively find reason to keep it in there. I think it should come out. I would make an amendment reducing that amount by \$170,000.

J. McGee: What would be your, where would you put the \$170,000, in a contingency or in debt service, tax stabilization account or what?

J. Keller: It would be removed.

J. McGee: So it would reduce the levy?

J. Keller: It would reduce the levy.

D. Tryk: We could certainly reduce the levy, at \$175,000 if \$800,000 is about a dollar that would reduce it by about 17 cents, 15 cents. If you don't want to reduce the levy then the other alternatives are to put it into a tax stabilization account which is a debt service reserve, retirement of future debt, putting it into contingency so that you have something to work with later if you choose because that can't be spent without your approval or putting it in the ending fund balance which would then roll into next year.

J. Keller: If we would have had those at the onset, it wouldn't bother me seeing it in those other areas, but it was in there exclusively for the purchase of that land and that's the only reason. There was no other reason indicated that we needed it. But now there is because we aren't going to buy the land from Bi-Mart.

D. Tryk: Yes, but as part of your discussion when we talked about not wanting to do that, we talked about looking at other east/west access. This gives flexibility in the budget for if you want to do something in addition to what you got in there and it won't be done without coming back to you formally.

A. Miller: Let me ask if it is moved to debt service, then can it only be used for debt service or can we move it back to contingency?

D. Tryk: If you move it in to the tax stabilization account for future debt service, you cannot access it this year. You can next year. The same if it goes into the ending fund balance. The only way for you to be able access it this year is to put it in contingency which would take board approval to access it or to leave it in the line item which we would come back to you with plans for a project that you have approved.

J. McGee: I don't see any advantage in a contingency over the way we have it here because in either case you've got to come back to the Council if it's over \$20,000. So, putting it in contingency actually may, could make it vulnerable for other projects rather than an east/west connector.

D. Tryk: But that would be your option.

J. McGee: Yes, and once again that would be our choice.

A. Miller: Chet.

C. Patterson: If we need the money for a street because we have chosen to do additional streets, if the earliest we are really looking at is May, it's just going to push that process off a couple of months.

J. Morgan: That's right.

A. Miller: Well, there is a motion on the floor. Do I hear a second?

C. Patterson: Did you move?

J. McGee: Did you move an amendment.

J. Keller: Yes I did.

J. McGee: Did you say in the amendment where you would have it go?

A. Miller: No, he said to delete it totally.

J. McGee: All right.

A. Miller: Not move it anywhere.

C. Patterson: I'll second.

J. McGee: All right that amendment by deleting it totally would be a tax reduction.

A. Miller: Right.

J. McGee: There would be no other way.

D. Koho: I apologize for coming in late, can you, I get the gist of the motion, but how much are we talking about?

J. Keller: It's the \$170,000 that they had earmarked for the purchase of the Bi-Mart property and what I am understanding now is they want to keep it in the budget for other possible projects. My argument being it was placed in there for the purchase of the land and we have indicated we don't want to purchase the land so we should just take it out.

D. Koho: So that leaves the remainder to develop if we wind up not having to purchase the land?

J. Keller: Yes.

J. McGee: Or to develop another street if Iris Lane doesn't.

A. Miller: OK, there's been a motion to amend and seconded. All in favor in the motion to amend say aye.

J. Keller, C. Patterson, D. Koho, A. Miller, J. McGee: aye

A. Miller: All opposed.

(no response)

A. Miller: OK, now we move on to the main motion for adoption of the budget as amended. Mayor, there are no other amendments to the budget. All in favor of the budget as amended, say aye.

J. Keller, C. Patterson, D. Koho, A. Miller, J. McGee: aye

A. Miller: All opposed.

(no response)

A. Miller: Budget passes. I'll turn the meeting over to the Mayor.

(Meeting continues on.)

Transcript
City Council Meeting
July 5, 1994
Called at 7:02 p.m.

Present: Dennis Koho, Jim Keller, Jerry McGee, Al Miller (arrived at 7:14 p.m.), Jerry Watson, Dotty Tryk, John Morgan, Chuck Stull, Wally Mull, Kim Krause, Shannon Johnson and Tracy Davis.

Other Business topics.

J. McGee: And my last point, is other than the Fortune Cookie, I have had more comments and responses to the Keizertimes article regarding Iris Lane and what I would ask if for Dotty to put the best spin you can on that. We looked at best if it was an extremely bad communication between staff and Council and worst it could be much worse, but I am interested in will you give me the best answers I can to the people who are asking the questions.

D. Tryk: Basically, the lack of knowledge as to who we were supposed to be corresponding with, probably is a result of our engineering firm doing other things. Normally we rely on the engineering firm to do the design, they do the property checks. I don't know how this fell through the cracks. I've always known that Bi-Mart does not own it's own property. But the person who was at Bi-Mart that we have been dealing with before when we have done other things with Bi-Mart and always represented himself as being a person who could make decisions and at this point when the media came to him, he said he was not in fact the person who could make those decisions. So we may have relied on him in good faith when we shouldn't of. We are not at the position where this is irretrievable by any means, we do know where the owner is and will be in communication with the owner and we won't be pouring a whole lot more money in to the design until we know what we are doing.

J. McGee: It sounds, as has been mentioned by some members of the public, it sounds like we are paying him, an engineer, a contract engineer to do our negotiating for us. Why would we, is that the appearance that it gives, is that factually what we are?

D. Tryk: Yes, our contract engineer does do right-of-way negotiations for us.

D. Koho: Do you recall the property along the freeway when we got that?

J. McGee: Yes.

D. Koho: He got that.

D. Tryk: He has done all the negotiations for any kind of easement whenever we improve streets, whenever we divide land, that all part of what he does. That part of what an engineering department would do for you if you had an in-house department.

A. Miller: You know I need to say that I have some real concerns about what I read in the paper. I don't think my memory is that faulty and two urban renewal agency meetings ago we were lead to believe that Bi-Mart was firm on the \$170,000 for the property and at that point the agency decided that Iris Lane was dead and unless Bi-Mart would not, unless they would donate the property.

D. Tryk: That is what you decided. We did not have a firm price for what Bi-Mart wanted.

A. Miller: But we were lead to believe that Bi-Mart would not donate the property the property and they were seeking somewhere around \$170,000. The article said that nobody had contacted Bi-Mart in two years and nobody had contacted the person in Corvallis. I didn't feel from reading that article that we were given straight information.

D. Tryk: Well I don't think the article was entirely accurate. We had in fact been in contact with Bi-Mart within the last two years. The fellow who we had been in contact with at Bi-Mart was not the person we were supposed to be talking to.

A. Miller: Well, who had we been talking to?

D. Tryk: We had been talking to the Bi-Mart property manager who we thought had some decision making ability in this and we have subsequently discovered that he did not.

A. Miller: And that was different than the person that was quoted in the article?

D. Tryk: The same person that was quoted in the article.

A. Miller: But that person said they hadn't been contacted in two years.

D. Tryk: Well, I can't say what that person said, and to who he said it and how it was reported. You have been misquoted in the papers too.

A. Miller: Well, I guess the point that I am trying to make is that we were trying to budget tax payer dollars and we're doing a budget based on representations made by staff that I do not feel were accurate, \$170,000 we were lead to believe that it's going to be necessary if we wanted to proceed with Iris Lane to spend that money on that property and nobody had made any contacts and it wasn't necessarily true, and that bothers me.

D. Tryk: It was an estimate that our engineering firm thought we might have to offer up to that amount if we were going to buy right-of-way in order to get that right-of-way. It was not a dollar figure that was ever discussed with Bi-Mart or the property owner and that's the way it was refrained at the budget discussions and then you said wait a minute we never ever thought we were going to have to buy right-of-way and so we want you just to negotiate with Bi-Mart or the property owner for the benefit for having that street and not the right-of-way and that was the direction we gave our engineering firm. We didn't put the \$170,000 out of the budget because you did not make motion to take it out of the budget during the budget committee process and that's not inappropriate because urban renewal budgets very often are built to be as flexible as possible. So leaving that \$170,000 in there would give the agency the opportunity if you want to do some improvements to Cade, for instance, make it east/west, it was just in there it held a place, we had the funding because we had the tax increment and we have that debt, that bonded debt revenue in there that you can use very appropriately for any kind of improvement in the district.

A. Miller: The point I'm getting at, Dotty, is that we were told that Bi-Mart was not willing to donate the property and it didn't say Bi-Mart or the property owner. We were told Bi-Mart was not willing to donate the property. Bi-Mart isn't even the one to make the decision.

D. Tryk: You're right.

D. Koho: I think she's said that and said that it was a mistake on staff's part.

A. Miller: The other thing that was in the article is that staff was quoted as saying we're going to proceed with the planning which would imply that Iris Lane is dead but we are spending money on the planning any way.

D. Tryk: We are planning Cherry Avenue and part of planning Cherry Avenue is planning an appropriate east/west connections. I guess at this point you could read, Bi-Mart or Iris Lane as either Iris Lane or a place setter for another one or more east/west connections when we figure out what the best way to develop Cherry Lane is and when R3B looks at it, you look at it.

J. Watson: Mr. Mayor?

D. Koho: Councilor.

J. Watson: I think there are two appropriate questions to ask. One is whether what was reported in the paper as comments by our staff were accurately reported or not. The other is what was said at the Urban Renewal meeting of two times ago. My recollection is similar to yours in that I kind of thought the \$170,000 sound firm but frankly I don't know. At this point I am not prepared to judge anybody right, wrong or indifferent with regards to either of those questions. So I think if it is of enough concern that you ought to

review the tape for accuracy first and then if that looks to be important, we should authorize staff to transcribe relevant portions if they haven't been. And beyond that ask for a report on whether the comments about the staff as reported are accurate. The rest of it is information that is hearsay as best in terms of what other people had to say and I am not prepared to make much of anything of a decision on that basis. I think there is a reasonable question that you raised if it was oversold to us by staff then we probably ought to know that and maybe we would want to do something about that but at this point we don't have the information to carry on argumentation.

August 10, 1994

The Honorable Mayor, City Council and City Manager
City of Keizer
Keizer, Oregon

RE: Keizer Community Development Director

Ladies and Gentlemen:

The purpose of this letter is to express my support for Mr. John Morgan, the City's Community Development Director, particularly in light of the recent articles and editorials in the Keizer Times regarding Iris Lane. I realize that since I have not been directly involved in this matter, I cannot comment directly upon all aspects of this issue. However, I am well able to comment upon Mr. Morgan's integrity and dedication to the City of Keizer's best interests.

I have had the opportunity to work directly with Mr. Morgan during my term as Keizer City Planning Commissioner, and was aware of Mr. Morgan by reputation even before this time. Mr. Morgan has a reputation both in the community at large and within the development and engineering community as being an astute, honest, forward-looking and enthusiastic planner.

I have seen nothing in the recent events surrounding Iris Lane which would in any way change my high opinion of Mr. Morgan. As Mr. Morgan is the first to admit, he is very optimistic and enthusiastic about his work and the future potential of the City of Keizer. I have also been impressed over the last year at the volume of work, based on the development which has been ongoing within the City, which has been undertaken and completed by such a small Planning Department. On top of the ongoing requirements for reviewing and approving the developments within the City, Mr. Morgan has managed to coordinate and keep on track a large number of project, including but not limited to the Willow Lake studies and on-going negotiations with the City of Salem, traffic studies and signalization, ordinance revisions, River Road redevelopment, and other projects to numerous to mention at this time.

It is my understanding that Mr. Morgan was hired by the City to be the Community Development Director, and acts as the manager for the City's Planning Department. It should not be the City's expectation that Mr. Morgan would be intimately involved in every project on a day-to-day basis, as this would result in a very inefficient management style. Mr. Morgan has admitted that he did not stay as current on the Iris Lane project as he could have, and was more verbally optimistic about an ideal outcome than may have been warranted, but this should not

August 10, 1994

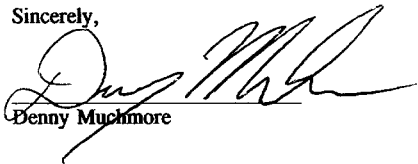
The Honorable Mayor, City Council and City Manager
City of Keizer

Page 2

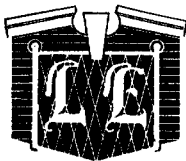
be viewed as an indictment of his ability to efficiently serve the City of Keizer. I personally do not view Iris Lane as one of the most pressing issues facing the City of Keizer, and do not feel that any harm has been done the City by this project being "on the back burner."

In closing, I would like to reiterate that I feel that Mr. Morgan is a extremely valuable contributor to the overall well being of the City, and encourage the Council to support a dedicated employee and servant of the Community.

Sincerely,

A handwritten signature in black ink, appearing to read "Denny Muchmore", written over a horizontal line.

drm



RECEIVED

'94 AUG 4 AM 9 33
August 3, 1994

City of Keizer
The Mayor and Common Council
P.O. Box 21000
Keizer, Oregon 97307-1000

CITY OF KEIZER
CLERK'S OFFICE

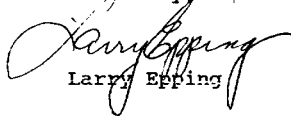
Dear Mayor and Council Members,

I am writing this letter as a history of the planning and landuse experience I have had with John Morgan over the last 10 years.

I have always had the utmost respect for John's creditability and his ability to work with the public. Some of this experience was while he was employed with the City of Salem. Since he has become Community Development Director for the City of Keizer we have had several projects processed through John. In all of this process John has been effective in moving the projects forward in an expeditious manner

If any more information is needed from me, please let me know.

Sincerely,


Larry Epping

LTE:meh



SAMUEL T. GOESCH, CLU, Agent
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3975 River Road N, Suite 2
Keizer, Oregon 97303
Phone: Bus: 503-393-6252

August 5, 1994



MAYOR KOHO & CITY COUNCIL
CITY OF KEIZER
KEIZER, OR 97303

Dear Mayor and Council:

I write you as a concerned citizen and as the Chair of the Keizer Planning Commission. The article in the July 28, 1994 Keizertimes and the recent Council action to investigate the Community Development Director prompt my concern about the propriety of the behavior of the Council.

The call for a Special Council session made first through the community weekly paper and not on the Council floor is ambush politics. That act casts doubt on the integrity of the Councilors involved and causes many in the community to wonder if there is an issue to investigate or just an opportunity to have ones name before the public in an election year.

John Morgan is an experienced, well trained and creative land use planner. His employment by Keizer has been to the community's advantage. John is good at the day to day issues and tasks that face any planning department. John is outstanding in his ability to look beyond the short term with vision to a livable, efficient community with a sense of place. Not a community that looks and feels like every other. His vision of Keizer is that of a clean, safe, attractive community not cluttered with haphazard development or projects that debate the values of Keizer.

It sometimes seems that the Council can't look beyond the latest building permit and the fastest possible turn around time for that permit. I would remind Council that Marion County, the Keizer Planning Department and Keizer Public Works all handle building permits.

Looking beyond building permits the Community Development Department and John Morgan as director are responsible for at least the following areas:

Keizer Comprehensive Plan Revisions

Subdivision and Plan Unit Development review and approval
River Road Redevelopment (R3B)/Urban Renewal administration
Staff support to the planning commission and R3B board
All land use changes in Keizer

Zone Code development, revision and interpretation
Participation in SKATS, the Salem Keizer Area Transportation Study
Grant writing
Support to the city council

Do all the above within the the requirements of State, County and City laws and administrative rules

The City Council apparently expects Morgan to know all details, of all



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PAGE TWO

projects at all times. Though many Councilors don't even personally review the packets prepared for them by city staff more than minutes before Council meetings. A double standard exists.

Morgan has been instrumental in securing significant grant monies for the City and SKATS. I would refer the Council to the Community Development report of July 1994 for specific details of those grants.

John Morgan was mistaken when he told the Council that Iris Lane was moving forward. He didn't know all details of all projects at all times and that point has been made most forcefully. My question to you is what standard do you set? What level of performance is enough or expected? What is more important? Quick turn around of building permits and land use actions or the creation of Iris Lane?

Keizer is one of the fastest growing communities in Oregon. This growth is widely acknowledged and creates a tremendous work load for the staff. The Community Development Department has consisted of just two employees. The Council in the Planning Task Force report of Feb. 2, 1994 pointly asks about the effectiveness of those employees. Council could certainly enhance that effectiveness by providing support staff. Planners doing their own word processing and photocopying are over paid clerical staff and underutilized planning staff. Council's zeal to hold down the budget in the Community Development Department creates many of the problems for which the Council then criticizes the Department Director, John Morgan.

I strongly suggest to Council that it stop persecuting the Community Development Department and its Director, John Morgan. That the Council clearly establish it's expectations and standards in writing and stick to those expectations and standards. That the Council adequately staff the Department with planners and support staff and then leave the day to day oversight to the City manager.

Respectfully,

Samuel T. Goesch, Chair
Keizer Planning Commission

August 9, 1994

Dear Mr. Mayor and Keizer City Council,

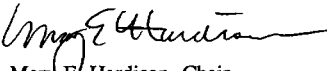
With regards to the recent controversy, I would like to express my support for John Morgan, Community Development Director.

I have known and worked with John for over 10 years and have always found his honesty beyond reproach. I have also found him to be enthusiastic and a man of vision. At times, it may be that this enthusiasm and vision has caused him to overlook some details of a project. With regards to this controversy, it seems to me that this may have been the case.

While we can ill afford to miss details on an important project like this, we should not allow such an error outweigh the fact of the overall success of this project. We should all learn from this situation and move on to continue to bring the project to full fruition.

I believe John has been and should continue to be an important part of the River Road/Cherry Avenue Redevelopment Project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary E. Hardison", with a long, sweeping horizontal line extending to the right.

Mary E. Hardison, Chair
River Road Redevelopment Board

August 10, 1994

Mayor & City Councilors
c/o Tracy Davis
City of Keizer
P.O. Box 21001
Keizer, OR 97307

Dear Mayor and Councilors:

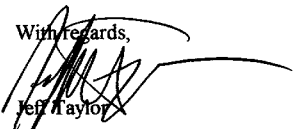
I am writing in regards to the controversy regarding John Morgan and statements made about the Iris Lane project. My interest is not as a member of the Planning Commission, rather someone who has know John for over twenty years.

John and I attended Willamette University at the same time in the early seventies. We both majored in a new program of Urban and Regional Government studying a broad spectrum of urban palnning and management. I can attest that John was consistantly one of the better students in the program and respected by other students. Although John and I did not maintain close contacts after college, he worked with a roommate of mine in the private as well as the public sector of planning. This is a unique combination we are fortunate to have in our Community Development office. Most city planners don't have a clue of what's going on in the real world.

John Morgan doesn't have a dishonest bone in his body and any mis-statements about Iris Lane were probably a result of his over-exuberance, an under-staffed department, and therefore having to do to many things at once. Basicly, John is guilty of assuming to much. As we know, to assume makes an **Ass out of U and Me**.

It is my hope that you allow the City Manager to handle this in the normal procedural manner.

With regards,



Jeff Taylor

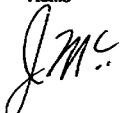
8/10/94

Memo

To: The Mayor and Council

From: J.Mc.

Subject: Special Council Meeting



I regret I will miss my first Council meeting. I have shared with the Mayor the reason. However, I have given considerable thought to the agenda and wish to share my concerns.

1. Does the manager appreciate why the Council is so concerned? In the manager's report she seems to trivialize by suggesting that the information received was due to "over selling" or when asked to give it her best spin, cited mis quotes as the problem.
2. Is this, (Iris Lane), an isolated incident or is there a pattern of conduct? I think back on other major issues where it now appears that the Council did not have the full information prior to decision time, i.e. the transportation plan, the housing contract, and the \$400,000 in "special projects" in the Urban Renewal budget. Even after the Iris Lane issue surfaced there is reason to believe that similar conduct occurred in the Valentine Cupcake story.
3. Was the manager aware of the mis information regarding Iris Lane prior to the presentation of the Urban Renewal budget? If so why was it included in the budget? If she didn't know, is she ~~as~~ concerned that she didn't? If she did not know, she will need to convince us that she will not tolerate a repeat. If on the other hand she did know, the council will need to convince her that they will not tolerate a repeat. It is conceivable that she knew. I remind the Council that the Government T.V. appeared in the budget after the Council clearly expressed opposition to the concept.
4. Finally, I would expect the manager to describe rather specifically the level of oversight she expects to invoke with staff inclined to "over sell".

August 1, 1994

To: Mayor Dennis Koho
From: City Councilors Keller, McGee and Miller

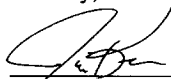
Dear Mayor Koho:

We, the undersigned Keizer City Councilors, do hereby request that you call a special meeting of the Keizer City Council in accordance with Section 13 of the Charter of the City of Keizer. The purpose of the requested meeting is to discuss the Memorandum from the City Manager dated July 11, 1994, and the Chronology and other documents attached thereto, concerning Iris Lane. Our concerns are in regard to the apparent inconsistencies in the documents provided and prior inaccuracies in information provided by City staff to the City Council. We believe the City Council needs to discuss this matter in the very near future.

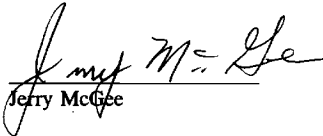
We further request the presence of legal counsel, the City Manager, John Morgan, and Bill Peterson at this special meeting.

We look forward to you scheduling the requested special meeting in the very near future.

Sincerely,



Jim Keller



Jerry McGee



Al Miller

cc: City Councilors

original
in 8-1-94
cc file