

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

A G E N D A
KEIZER CITY COUNCIL
EXECUTIVE SESSION

Monday, August 2, 2010

5:45 p.m.

**Keizer Civic Center
Keizer, Oregon 97303**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Pursuant to ORS 192.660(2)(e) – *To conduct deliberations with persons designated by the governing body to negotiate real property transactions.***
 - b. Pursuant to ORS 192.660(2)(h) – *To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.***
 - c. Pursuant to ORS 192.660(2)(i) – *To review and evaluate the employment related performance of the chief executive officer or any public body, a public officer, employee or staff member who does not request an open hearing.***
- 4. ADJOURN**

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

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

AGENDA

KEIZER CITY COUNCIL **REGULAR SESSION**

Monday, August 2, 2010

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC TESTIMONY

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

5. PUBLIC HEARINGS

6. ADMINISTRATIVE ACTION

- a. **RESOLUTION** – Authorizing the Mayor to Sign Intergovernmental Agreement for Annexing a Portion of Keizer Rapids Park

7. CONSENT CALENDAR

- a. **RESOLUTION** – Establishing Classifications for Senior Storm Water Environmental Program Tech and Storm Water Environmental Program Tech
- b. **RESOLUTION** – Regarding Evaluation of City Attorney and Declining to Grant Salary Increase
- c. **RESOLUTION** – Authorizing City Manager to Expend Funds From the Park Improvement Fund for Additional Due Diligence Costs Relating to the Buchholz Option Agreement
- d. **RESOLUTION** – Initiating Legislative Amendments to the Keizer Development Code Regarding Portable and Temporary Signs

- e. **RESOLUTION** – Authorization for Supplemental Budget for Expenditure of Carryover Funds of Dog Park Donations
- f. Approval of July 6, 2010 Regular Session Minutes
- g. Approval of July 12, 2010 Work Session Minutes
- 8. **COMMITTEE REPORTS**
 - a. Bikeways Committee Proclamation (Rick Jorgensen)
- 9. **OTHER BUSINESS**

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

 - a. New Business or Old Business Issues
- 10. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.
- 11. **AGENDA INPUT**
 - August 9, 2010**
 - 5:45 p.m. – City Council Work Session**
 - August 16, 2010**
 - 7:00 p.m. – City Council Regular Session**
 - September 7, 2010 (Tuesday)**
 - 7:00 p.m. – City Council Regular Session**
- 12. **ADJOURNMENT**



COUNCIL MEETING: August 2, 2010
AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS
THROUGH: CHRIS EPPLEY, CITY MANAGER
NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR
FROM: SAM LITKE, SENIOR PLANNER

**SUBJECT: INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN KEIZER
AND MARION COUNTY**

Attachments:

- IGA

ISSUE:

Whether the city should enter into an intergovernmental agreement with Marion County relating to issues involved with annexation of land adjacent to the Keizer Rapids Park.

DISCUSSION:

This agreement is part of the process for the city to be able to annex property adjacent to the Keizer Rapids Park. As you are aware the city recently revised its own zone code to allow the annexation of land that is outside of the city's Urban growth boundary provided that such an action is consistent with Marion County Comprehensive Plan policies.

Currently, the County's land use policies prohibit such an action. On August 18th Marion County will have a public hearing to consider revising its policies to allow the annexation of lands outside the city's UGB if it is adjacent to the Keizer Rapids Park. Because the annexation will technically not involve the county and they will not have any ability to place any conditions on the city's action this agreement then outlines the terms that the city agrees to follow. These specify that the annexation of land does not need to be brought into the city's UGB, that sanitary sewer can not serve the lands; that the lands have an EFU qualifying zone designation; uses allowed be limited to those permitted in that zone; and, that a conditional use be granted prior to operating land as a park.

RECOMMENDATION:

That the City Council authorize the Mayor to sign the IGA.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2010-_____

AUTHORIZING THE MAYOR TO SIGN
INTERGOVERNMENTAL AGREEMENT FOR ANNEXING A
PORTION OF KEIZER RAPIDS PARK

WHEREAS, Keizer has acquired lease rights and/or ownership of property adjacent to or nearby the Willamette River for development of a regional park known as Keizer Rapids Park;

WHEREAS, Keizer Rapids Park is currently outside the city limits and under the jurisdiction of Marion County;

WHEREAS, Keizer is seeking to annex a portion of the properties that are located outside of the city limits and outside the city's urban growth boundary;

WHEREAS, annexation of the properties is consistent with state land use regulations provided the property continues to carry a zoning designation matching its current designation;

WHEREAS, Marion County and the City of Keizer wish to enter into an intergovernmental agreement to provide guidance and an understanding of process related issues and responsibility for tasks associated with the agreed upon conditions necessary to meet the intent of Marion County urbanization goals and policies, as amended;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is hereby authorized to sign that certain Intergovernmental Agreement for Annexing a

1 Portion of Keizer Rapids Park, a copy of which is attached as Exhibit "A" and by this
2 reference incorporated herein.

3 PASSED this _____ day of _____, 2010.

4 SIGNED this _____ day of _____, 2010.

5

6

7

8

9

10

Mayor

City Recorder

**INTERGOVERNMENTAL AGREEMENT
FOR
ANNEXING A PORTION OF KEIZER RAPIDS PARK**

PARTIES:

City of Keizer, an Oregon municipal corporation (“Keizer”)

Marion County, a political subdivision of the State of Oregon (“County”)

RECITALS:

- A. With the assistance of Marion County and others, Keizer has acquired lease rights and/or ownership of approximately 120 acres adjacent or nearby the Willamette River for development of a regional park known as Keizer Rapids Park.
- B. Keizer Rapids Park is currently outside the City limits and under the jurisdiction of Marion County. Keizer has applied for and the County has approved Conditional Use Permit No. 06-44 allowing use of the subject property as a park.
- C. Keizer and the County wish to enter into this Intergovernmental Agreement pursuant to ORS Chapter 190 to provide guidance and an understanding of process related issues and responsibility for tasks associated with the agreed upon conditions necessary to meet the intent of Marion County urbanization goals and policies, as amended.
- D. Keizer has an opportunity to purchase land known as the Buchholz and the Buchanan properties. These properties would be purchased using “program income” urban renewal funds and these funds may be expended only for property and for projects within its city limits. All of the Buchholz property and the Buchanan property is contiguous to the Keizer Rapids Park and is to be included as part of the Keizer Rapids Park. The Keizer Rapids Park is a regional park serving the recreational needs of the citizens of Keizer and the region. The development of the Keizer Rapids Park is a result of a joint partnership between Keizer, the County, and others.
- E. The properties Keizer is seeking to annex are located outside of the city limits and outside of the city’s urban growth boundary. Annexation of these properties is consistent with state land use regulations provided the property continues to carry a zoning designation matching its current designation.

NOW, THEREFORE, the parties, based on the mutual promises and covenants made hereby, agree as follows:

AGREEMENT:

1. County agrees to consider adopting a comprehensive plan amendment to allow annexation of property outside the Urban Growth Boundary, as shown on Exhibit A, as long as annexation is for regional park purposes and meets other reasonable conditions. County is not obligated to adopt an amendment and, if it adopts one, is not obligated to defend it on appeal.
2. If County adopts the amendment referenced above, Keizer shall move forward with annexation of the Buchholz parcel, the Buchanan parcel, and a portion of Keizer Rapids Park. Upon annexation of these properties, Keizer shall zone the properties with a comprehensive plan and zone designation consistent with the prior County comprehensive plan and zone designation. Annexation of these properties shall be permitted by the County at this time without requiring that these properties be brought into the Urban Growth Boundary.
3. Properties that are annexed shall be used for uses consistent with the City of Keizer EFU designation until such time as the annexed properties are brought within Keizer's Urban Growth Boundary.
4. The properties annexed into the city limits of Keizer that are governed by conditions specified in Conditional Use Permit (hereafter CUP)#06-44 shall remain subject to the terms of that permit. The property is to be used for park purposes consistent with that permit until such time as the property is within Keizer's Urban Growth Boundary and Keizer amends that permit under its own process.
5. Keizer shall include the Buchholz and Buchanan parcels in the Keizer Rapids Park Master Plan and obtain conditional use approval, issued by Keizer, to operate a park on properties not under the terms of CUP #06-44 prior to operating a park on that property.
6. Keizer shall not provide sanitary sewer service to any lands outside of the urban growth boundary.
7. Keizer agrees to annex the Chemawa Road right-of-way that abuts the Keizer Rapids Park and newly annexed property, and shall become responsible for the improvement and maintenance of all facilities within that right-of-way. Keizer

agrees to initiate the jurisdictional transfer of the right-of-way within 120 days of the annexation of the adjacent property.

8. This agreement shall no longer apply to a property once the property is included in the urban growth boundary.
9. Subject to the provisions of the Oregon Tort Claims Act and the Oregon Constitution, Keizer and County each agrees to indemnify and hold harmless the other for, from and against all claims, costs, expenses (including attorney fees), losses, damages, fines, charges, actions or other liabilities arising from its own intentional or negligent acts or those of its officers, agents, contractors or employees.

CITY OF KEIZER, an Oregon
Municipal corporation

MARION COUNTY, a political sub-
division of the State of Oregon

By: _____
Lore Christopher, Mayor

By: _____
Janet Carlson, Chair
Board of Commissioners

Dated: _____

Dated: _____

Approved as to form:

Approved as to form:

City Attorney

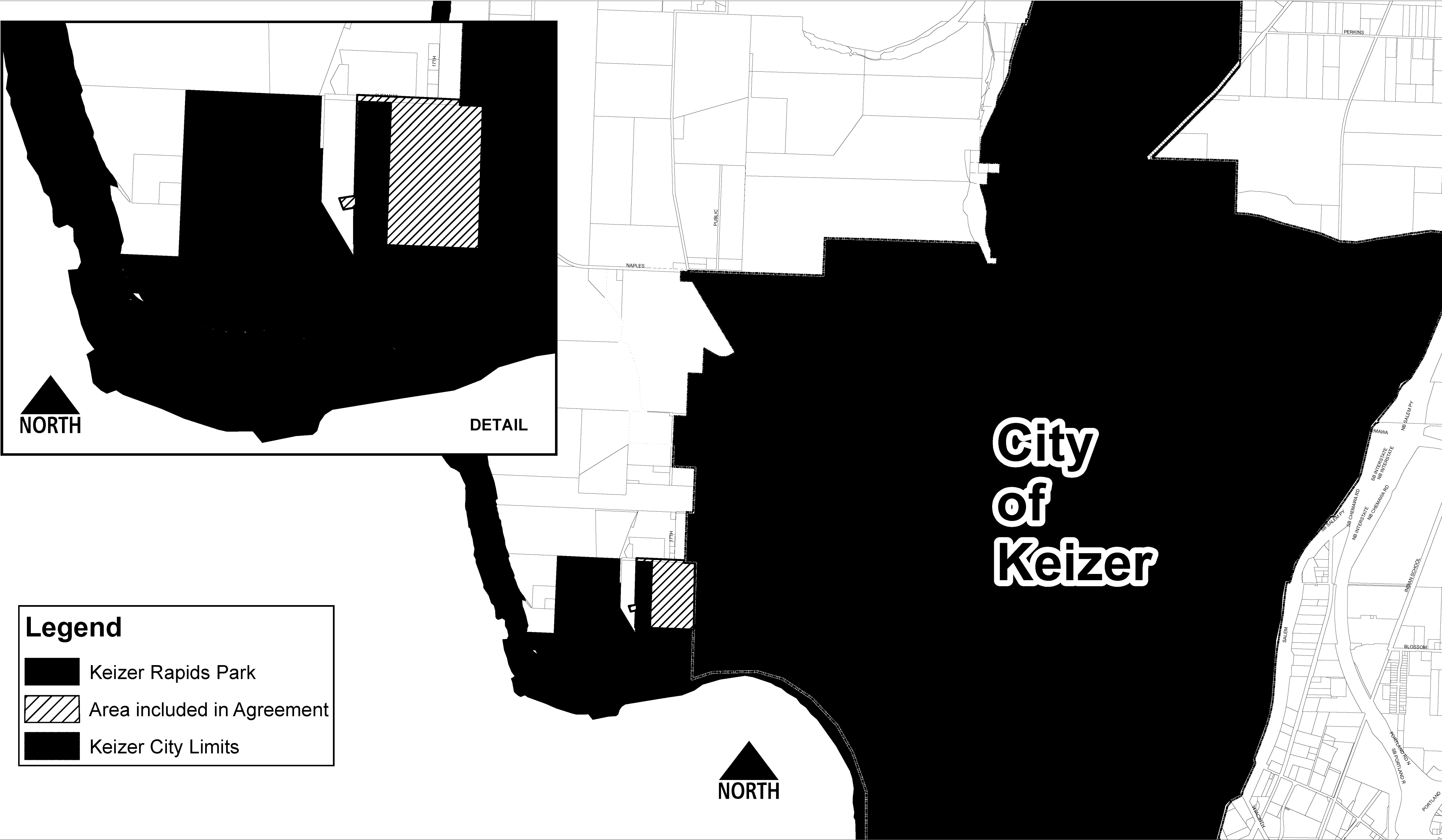
Marion County Legal Counsel Date

Marion County Contracts Date

Exhibit A - Keizer Rapids Park
City of Keizer/ Marion County Intergovernmental Agreement

Marion County
Public Works

Date: 06/09/2010	Project: \\staffrequests\brandonkeizer\rapsExhibitA.mxd	Prepared by: Burnie
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CITY COUNCIL MEETING: August 2, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: MACHELL DEPINA
HUMAN RESOURCES DIRECTOR**

**SUBJECT: ESTABLISHING CLASSIFICATION FOR ENVIRONMENTAL
PROGRAM TECHNICIAN AND SENIOR ENVIRONMENTAL
PROGRAM TECHNICIAN**

ISSUE:

At the June 7, 2010 City Council Meeting, The City Council passed the FY 10-11 City Budget by Council Resolution R2010-2045. This budget included funding to support the establishment of two new positions in the Stormwater Division to address the requirements of two additional stormwater programs which by federal regulation the City is required to meet. Failure to fully implement and monitor these additional programs would result in fines from the federal and state governments as well as any third party that may choose to sue the City for failure to meet standards that will protect water quality.

A classification review has been completed by the Human Resources Director, approved by the City Manager and reviewed by the members of the Personnel Policy Committee. The Personnel Policy Committee supports the establishment of these two new classifications and placement at the salary ranges listed in the Resolution. A copy of the job descriptions are attached as Exhibits 1 and 2.

RECOMMENDATION:

It is recommended the City Council pass the Resolution Establishing Classification for Environmental Program Technician and Senior Environmental Program Technician.

If you have any questions regarding the staff report, please contact me at 503-856-3417 or by email at depinam@keizer.org

Thank you.



JOB DESCRIPTION

Environmental Program Technician

The job description does not constitute an employment agreement between the City and employee and is subject to change.

Class Title:	Environmental Program Technician	Effective Date:	July 1, 2010
Working Title:	Environmental Program Technician	Supervisor:	Environ. Program Coord.
Department:	Public Works	Supervision:	None
FLSA Status:	Non-Exempt	Bargaining Unit:	None

JOB SUMMARY

Under the direction of the Environmental Program Coordinator and the lead of the Senior Environmental Program Technician, the Environmental Program Technician performs highly technical work in support of environmental programs and initiatives involving application of scientific principles and knowledge. The classification completes development of comprehensive operating, action, and quality assurance/quality control plans required by regulatory stormwater programs. This classification requires knowledge and understanding of environmental policies, codes, regulations, procedures and methods and the ability to apply this knowledge with limited supervision.

Incumbents must have the ability to design scientific studies; maintain clearly defined, detailed and comprehensive records; collect consistently accurate data; interpret and analyze data, exercise independent judgment in performing duties; develop and maintain data management systems and effectively communicate testing procedures and results to others within the Department and the applicable regulatory agencies. This classification will also be required to perform environmental sampling and monitoring; collect, analyze, and model data; inspect facilities and/or construction sites for environmental concerns and/or non-compliance issues, and respond to reports of illicit discharge as needed.

WORKING CONDITIONS

Work is performed both inside and outside including varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Occasional evening and weekend work may be required. Classification requires regular use of desktop computer, calculator, miscellaneous office equipment, i.e. fax, phone, copier, etc.

Physical Demands: Must be physically able to bend, kneel, stoop or climb stairs, sit, keyboard, read, write, hear and speak for extended periods. Able to lift/pull up to 60 pounds. Subject to 24-hour call back for emergency conditions. Occasional contact with customers in conflict situations.

SAFETY

Maintains a safe work environment by complying with Federal, State, and City safety policies and procedures and for continually practicing safety and health while performing the duties of this classification. Actively supports safety and loss control measures.

DUTIES, RESPONSIBILITIES & ESSENTIAL FUNCTIONS

The following examples of duties, responsibilities & essential functions do not encompass all job requirements.

Percent	Duties
80%	Environmental Program Functions ▪ Designs, plans, monitors, coordinates, and implements environmental studies associated with stormwater and water quality requirements. ▪ Facilitates monitoring program; develops and oversees monitoring plan; coordinates storm tracking and sample mobilization; ensures all sampling activity is consistent with program requirements, and ensures that detection levels and testing procedures are appropriate and accurate. ▪ Maintains, calibrates, and deploys monitoring equipment. ▪ Collects samples; analyzes and summarizes monitoring data. ▪ Assists with development and maintenance of data management systems for use in generating monitoring result reports. ▪ Inputs data into appropriate databases, ensuring that all data is accurately categorized by type and that all necessary information concerning sample collection and lab testing protocol is accurately recorded. ▪ Designs scientific studies to evaluate program effectiveness; interprets data and performs advanced statistical analysis. ▪ Produces required reports on weekly, monthly, quarterly, annually and as needed basis. Updates data to stormwater website. Works with Sr. Environmental Program Technician to ensure data is formatted appropriately for public use. ▪ Presents data to program staff and Department members as needed. Prepares and presents data orally and in writing to members of various boards, committees, task forces, state and federal representatives and members of the public as directed.
20%	Other Related Functions ▪ Prepares short and long term projects and work assignments; maintains records of materials and equipment used; maintains time sheets and other work and personnel reports as required. ▪ Provides back-up assistance to field staff as needed by responding to environmental incidents as directed and by conducting inspections of facilities and/or construction sites to identify environmental concerns and/or non/compliance issues. Follow City enforcement protocols; recommend and implement enforcement actions as needed. ▪ Assist in coordination of outreach and educational programs. Order supplies for outreach/educational materials to implement Environmental Services Program. ▪ Operates as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems. ▪ Operates a motor vehicle safely and legally. ▪ Responds to inquiries from the public, City Councilors, other agencies and staff. ▪ Attends conferences and/or training sessions relevant to environmental program standards. ▪ Emergency on-call as directed by supervisor. ▪ Other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of environmental science including practices and techniques of environmental protection, enhancement, erosion control, and water quality/pollution control.
- Local, state, and federal laws and regulations relating to environmental programs.
- Principles and practices of data gathering, modeling, and research techniques.
- Principles of data management and statistical analysis.
- GIS concepts, practices, and techniques.
- Database management.
- Standard office practices and procedures.
- Proper and safe use of tools and equipment required for the position including occupational hazards and safety precautions related to the work.
- Pollution prevention techniques and water quality Best Management Practices.
- Current computer capabilities and applications, as they relate to the duties of the position.

Ability to:

- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Manage complex scientific processes, produce technical documents and work simultaneously on multiple tasks.
- Perform professional-level work under limited supervision; exercise independent judgment and initiative within established guidelines.
- Learn processes, regulations, laws, and ordinances unique to organization and locale.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable, detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties.
- Understand, interpret, explain, and apply laws, regulations, ordinances, and policies applicable to assigned environmental program responsibilities.
- Ensure proper maintenance of all required files, records, and documentation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public.
- Ability to satisfactorily represent the program, the department, and the City;
- Ability to travel as required.
- Physically perform the essential functions of the job.

Education and Experience

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Associates degree in Environmental Science and 4 years experience in a technical or research-related environmental position,

or;

Bachelor's degree in Environmental Science, Biology, or other applicable field, and 2 years experience in a technical or research-related environmental position,
or;
Master's degree in Environmental Science, Biology, or other applicable field, and 1 year experience in a technical or research-related environmental position,
and;
Demonstrated proficiency with GIS and Excel programs.

Licenses, Certificates, and Other Requirements

A valid Oregon driver's license at time of hire.
First Aid/CPR Certification within 90 days of hire.
May require specialized certification depending on job assignment.

APPROVALS

Department Director: _____

Human Resources Director: _____

City Manager: _____

RECEIPT: Employee: _____

Date: _____



JOB DESCRIPTION

Senior Environmental Program Technician

The job description does not constitute an employment agreement between the City and employee and is subject to change.

Class Title:	Senior Environmental Program Technician	Effective Date:	July 1, 2010
Working Title:	Senior Environmental Program Technician	Supervisor:	Environ. Program Coord.
Department:	Public Works	Leadworker:	Environ. Program Tech.
FLSA Status:	Non-Exempt	Bargaining Unit:	None

JOB SUMMARY

Under the general supervision of the Environmental Program Coordinator, the Senior Environmental Program Technician implements and supports City programs in the Stormwater Division for the Public Works Department. The position takes the lead role in implementation of selected stormwater policies, programs, and procedures for the City's National Pollutant Discharge Elimination System (NPDES) Phase II Permit, Total Maximum Daily Load (TMDL) Implementation Plan, and Water Pollution Control Facilities (WPCF) Permit for operation and management of Underground Injection Control (UIC) devices. Duties include comprehensive and highly technical work in support of environmental programs and initiatives as are required through the Federal Clean Water Act (CWA) and Safe Drinking Water Act (SDWA) as well as the design and development of data acquisition and tracking procedures for stormwater related assets and inventory.

The Senior Environmental Program Technician is the Public Works Department's lead for asset management and develops the tracking strategies required through the various regulatory stormwater programs. The position is responsible for developing the structure of the City's stormwater asset database including processes for data collection, regular updates, and input. This classification requires knowledge and understanding of environmental policies, codes, regulations, procedures and methods and the ability to apply this knowledge, both in the office and in the field with limited supervision. Incumbent must have the ability to develop recommendations from collected data; interpret and explain City and Department policies related to assigned projects, activities and procedures to a variety of audiences; exercise independent judgment; and provide effective leadership and coordination in developing solutions, and recommending new techniques. The incumbent also serves as the lead for Environmental Program staff.

WORKING CONDITIONS

Work is primarily performed inside with occasional work outside in varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Occasional evening and weekend work may be required. Classification requires regular use of desktop computer, calculator, miscellaneous office equipment, i.e. fax, phone, copier, etc.

Physical Demands: Must be physically able to bend, kneel, stoop or climb stairs, sit, keyboard, read, write, hear and speak for extended periods. Able to lift/pull up to 60 pounds. Subject to 24-hour call back for emergency conditions. Occasional contact with customers in conflict situations.

SAFETY

Maintains a safe work environment by complying with Federal, State, and City safety policies and procedures and for continually practicing safety and health while performing the duties of this classification. Actively supports safety and loss control measures.

DUTIES, RESPONSIBILITIES & ESSENTIAL FUNCTIONS

The following examples of duties, responsibilities & essential functions do not encompass all job requirements.

Percent	Duties
50%	<u>Environmental Program Functions</u> ▪ Assists with development of program requirements for the NPDES Phase II permit, the TMDL Implementation Plan for the Willamette Basin, and the WPCF permit for the operations and management of UICs. ▪ Develops tracking and data management strategies to be used by the Stormwater Division for permit specific requirements. ▪ Develops and maintains stormwater database linked to all permit and management plan stormwater requirements to allow the Public Works Department, as required by permit, to respond immediately to emergency situations, to provide quality and timely customer service, and extract statistical data required by DEQ. ▪ Responsible for development and implementation of internal training for Public Works operations personnel and other applicable City personnel, for stormwater related activities, inspections, and maintenance. ▪ Responds to Keizer residents, City Councilors, other agencies and City staff in regard to stormwater education or regulatory issues. ▪ Assists with review and evaluation of existing, new, and updated stormwater management plans (internal and external) as well as ongoing annual program evaluation and required annual reporting for the City's three stormwater programs. ▪ Presents data to program staff and Department members as needed. Prepares and presents data orally and in writing to members of various boards, committees, task forces, state and federal representatives and members of the public as directed.
25%	<u>Stormwater ArcMap Management</u> ▪ Creates and edits stormwater information. ▪ Manages stormwater GIS information. ▪ Communicates and follows up on technical needs with the appropriate City personnel.
15%	<u>Field & Leadwork Responsibilities</u> ▪ Responds to citizen inquiries or complaints. ▪ Assists maintenance personnel for stormwater related issues, as needed. ▪ Verifies stormwater infrastructure data and inspects waterways and associated features. ▪ Leads, motivates, trains, prioritizes, schedules, assigns and reviews the work of Environmental Program staff. ▪ Evaluates Environmental Program Technician performance; under the direction of the Environmental Program Coordinator, participates in the decision making process on personnel actions, including disciplinary and training plans; participates in the decision making process regarding hiring and terminations; assists with handling conflicts between staff members.
10%	<u>Other Related Functions</u> ▪ Prepares short and long term projects and work assignments; maintains records of materials and equipment used; maintains time sheets and other work and personnel reports as required, provides weekly reports to supervisor.

- | | |
|--|--|
| | <ul style="list-style-type: none"> ▪ Provides back-up assistance to field staff as needed by responding to environmental incidents as directed and by conducting inspections of facilities and/or construction sites to identify environmental concerns and/or non/compliance issues. Follow City enforcement protocols; recommend and implement enforcement actions as needed. ▪ Operates as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems. ▪ Operates a motor vehicle safely and legally. ▪ Attends conferences and/or training sessions relevant to environmental services standards. ▪ Emergency on-call as directed by supervisor. ▪ Other related duties as assigned. |
|--|--|

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles of environmental science including practices and techniques of environmental protection, enhancement, erosion control, and water quality/pollution control.
- Public Works infrastructure including, stormwater and wastewater assets.
- State and Federal stormwater regulations.
- Advanced GIS concepts, practices and procedures and background.
- Advanced database management and statistical analysis.
- Local, state, and federal laws and regulations relating to environmental programs.
- Advanced principals and practices of data gathering, modeling, and research techniques.
- Advanced principles of data management and statistical analysis.
- Standard office practices and procedures.
- Proper and safe use of tools and equipment required for the position including occupational hazards and safety precautions related to the work.
- Pollution prevention techniques and water quality Best Management Practices.

Ability to:

- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Manage complex scientific processes, create, maintain, and edit GIS data produce technical documents and work simultaneously on multiple tasks.
- Perform professional-level work under limited supervision; exercise independent judgment and initiative within established guidelines.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable, detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Understand, interpret, explain, and apply laws, regulations, ordinances, and policies applicable to assigned environmental program responsibilities. Communicate effectively with the public regarding complicated environmental issues both in written and oral format.
- Learn processes, regulations, laws, and ordinances unique to organization and locale.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties.
- Ensure proper maintenance of all required files, records, and documentation.

- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public. Work effectively as a productive team member.
- Ability to satisfactorily represent the program, the department, and the City;
- Ability to travel as required.
- Physically perform the essential functions of the job.

Education and Experience

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in Environmental Science, Biology, or other applicable field, and 4 years experience in a technical or research-related environmental position,

or;

Master's degree in Environmental Science, Biology, or other applicable field, and 2 year experience in a technical or research-related environmental position,

and;

Two years Lead Worker or Supervisory experience as well as demonstrated proficiency with GIS and Excel programs.

Licenses, Certificates, and Other Requirements

A valid Oregon driver's license at time of hire.

First Aid/CPR Certification within 90 days of hire.

May require specialized certification depending on job assignment.

APPROVALS

Department Director: _____

Human Resources Director: _____

City Manager: _____

RECEIPT: Employee: _____

Date: _____

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2010-_____

ESTABLISHING CLASSIFICATION FOR
ENVIRONMENTAL PROGRAM TECHNICIAN AND
SENIOR ENVIRONMENTAL PROGRAM TECHNICIAN

WHEREAS, the City Council of the City of Keizer desires to create the
classifications of Environmental Program Technician and Senior Environmental Program
Technician;

WHEREAS, no such Classifications exist currently;

WHEREAS, the Human Resources Director has conducted research relative to
appropriate salary of such classifications and based on this analysis the Environmental
Program Technician classification would be placed at Range 18 and the Senior
Environmental Program Technician classification would be placed at Range 21;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the
classification of Environmental Program Technician is hereby created and placed at
Range 18 and Senior Environmental Program Technician is hereby created and placed at
Range 21 of the City of Keizer's Salary Matrix.

PASSED this _____ day of _____, 2010.

SIGNED this _____ day of _____, 2010.

Mayor

City Recorder

CITY COUNCIL MEETING: August 2, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**FROM: MACHELL DEPINA
HUMAN RESOURCES DIRECTOR**

SUBJECT: CITY ATTORNEY EVALUATION AND SALARY FREEZE

ISSUE

The City Attorney's contract provides for a yearly performance review and Council action if a step increase or cost-of-living increase is not granted. The yearly performance review has been completed for the year ending June 30, 2010 and the Council has determined the City Attorney's performance to be satisfactory.

The Council has also determined the City Attorney will not be given a salary increase for the 2010-11 fiscal year, to remain consistent with other non-represented employees not provided such an increase due to budget cuts. The attached Resolution implements a salary freeze for the City Attorney for the 2010-11 fiscal year.

RECOMMENDATION

It is recommended that the Council review the attached Resolution and take appropriate action.

If you have any questions regarding this staff report, please contact me by phone at 503-856-3417 or by email at depinam@keizer.org.

Thank you.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2010-_____

3 REGARDING EVALUATION OF CITY ATTORNEY
4 AND DECLINING TO GRANT SALARY INCREASE
5

6 WHEREAS, the Keizer City Council has extended the contract of the City
7 Attorney to June 30, 2011 pursuant to Resolution R2010-2013;

8 WHEREAS, the Employment Contract between the City of Keizer and E.
9 Shannon Johnson provides for a performance review at least once each fiscal year;

10 WHEREAS, the City Council has conducted the performance review for the fiscal
11 year ending June 30, 2010 and the Council has determined that E. Shannon Johnson's
12 performance is satisfactory;

13 WHEREAS, the Employment Contract does not require formal contract
14 amendment for salary increases, but requires Council action if a step increase/cost-of-
15 living increase is not granted;

16 WHEREAS, a salary freeze for all non-represented City employees has been
17 implemented for the 2010-11 fiscal year;

18 WHEREAS, the Council has determined that the City Attorney will not be given a
19 salary increase for the 2010-11 fiscal year to remain consistent with other non-
20 represented employees;

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NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that a salary freeze for the City Attorney will be implemented for the 2010-11 fiscal year. This shall equate to no step increase or cost-of-living increase.

PASSED this _____ day of _____, 2010.

SIGNED this _____ day of _____, 2010.

Mayor

City Recorder

CITY COUNCIL MEETING: August 2, 2010

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: BUDGET AUTHORIZATION FOR ADDITIONAL EXPENSES
CONCERNING THE BUCHHOLZ PROPERTY OPTION**

Council authorized the option agreement with regard to the Buchholz property and we are moving ahead with review of that possible transaction. Some of the preliminary work that was done concerning survey and environmental assessments has been completed. Unfortunately, the environmental assessment portion of the project turned out to be somewhat problematic. However, we have been assured that the risk of environmental contaminants is quite low. The total expenditure for the environmental assessments was \$12,157.50. Along with survey costs of \$3,000.00, all of the \$15,000.00 estimated for due diligence costs has been expended.

We are moving forward with the steps necessary to annex the property so that program income from the sale of Keizer Station – Area B property can be utilized. However, since that program income is not yet available, additional authorization is needed from the Park Improvement Fund for remaining due diligence matters.

Staff estimates that the annexation costs with the County will be \$2,000.00. In addition, there will be additional survey costs connected with the formal annexation process. At this point the exact amount of those costs has not been ascertained. We are asking for budget authority of a total of \$5,000.00 to cover these additional costs.

RECOMMENDATION:

Adopt the attached Resolution authorizing the additional expenditure of \$5,000.00 for due diligence costs in connection with the Buchholz option agreement.

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

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2010-____

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6 RESOLUTION AUTHORIZING CITY MANAGER TO
7 EXPEND FUNDS FROM THE PARK IMPROVEMENT
8 FUND FOR ADDITIONAL DUE DILIGENCE COSTS
9 RELATING TO THE BUCHHOLZ OPTION AGREEMENT

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11
12 WHEREAS, Council authorized the City Manager to enter into an Option
13 Agreement and Agreement of Purchase and Sale with Ella Buchholz for the possible
14 purchase of property that is appropriate for use as additional Keizer Rapids Park
15 property;

16 WHEREAS, Council authorized the City Manager to expend up to \$15,000.00 for
17 due diligence expenses relating to survey work and environmental reports;

18 WHEREAS, the City Manager has expended such amount for the survey and
19 environmental reports;

20 WHEREAS, the City Manager has determined that additional due diligence costs
21 in the approximate amount of \$5,000 relating to the Buchholz property is necessary;

22 NOW, THEREFORE,

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2 BE IT RESOLVED by the City Council of the City of Keizer that the City
3 Manager is authorized to expend up to \$5,000 for due diligence expenses in relationship
4 to the Buchholz Option Agreement. The funds for the due diligence expenses up to
5 \$5,000 shall be from the Park Improvement Fund.

6 PASSED this _____ day of _____, 2010.

7

8 SIGNED this _____ day of _____, 2010.

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Mayor

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City Recorder

COUNCIL MEETING: August 2, 2010

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: NATE BROWN
COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT:

Initiating Text Amendment; revising Sign Code Requirements on Temporary Signage and Real Estate Signs.

BACKGROUND:

After receiving testimony at City Council Meeting of May 3, 2010 Council directed staff to work with the Chamber of Commerce and their Economic Development and Government Affairs Committee (EDGA) to hear the concerns of the business community and make a recommendation on appropriate changes to the Keizer Development Code (KDC). EDGA held two separate meetings where they heard the concerns of business owners and asked City Staff to present concepts based on their concerns with specific issues. After extensive discussion, the members of EDGA forwarded a recommendation to the City Council. This was discussed at the Council Work Session on July 12, 2010, where Council directed staff to prepare the formal resolution initiating a text amendment on the issues presented.

ISSUE:

The recommendation made to council from EDGA is to prepare code language for the following changes, primarily focused on the requirements on temporary signage:

Allow "A-Frame" signs as temporary signs

6 sq ft max size

Professional appearance—no hand lettered, pasted paper, etc.

Sturdy—able to withstand normal weather conditions.

Spaced no closer than 50' from other "A-frame" signs.

Placed only on private property, behind the sidewalk.

Cannot block a sidewalk, exit or other pedestrian way.

Must be removed after business hours.

"A-Frame" signs next to buildings allowed without restrictions (next to doorway).

Can't block sidewalks or exits

Must be taken in after business hours

6 sq ft max size

Integrated business centers allowed more temp signs (currently allowed only one), possibly limited to those businesses that do not have visual access to the Arterial they are located on.

“Feather signs” allowed as a temporary sign type.

Increase allowed time for temporary signs (currently allowed 90 days)

Real Estate signs limited to 16 sq ft (currently allowed 32sq ft).

RECOMMENDATION:

Adopt attached resolution initiating text amendment on temporary signage provisions, and real estate signs.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2010-_____

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5 INITIATING LEGISLATIVE AMENDMENTS TO THE
6 KEIZER DEVELOPMENT CODE REGARDING PORTABLE
7 AND TEMPORARY SIGNS
8

9 WHEREAS, the City Council of the City of Keizer considers it necessary and
10 appropriate to initiate the legislative amendment process to review and possibly revise
11 certain portions of the Keizer Development Code regarding signs;

12 NOW, THEREFORE,

13 BE IT RESOLVED that pursuant to KDC 3.111.02 and 3.203.01, the City
14 Council of the City of Keizer hereby initiates the legislative amendment process to
15 review the Keizer Development Code sections and determine possible amendments to
16 allow expanded use of temporary and/or portable signs, and to revise the allowed size of
17 real estate signs.

18 BE IT FURTHER RESOLVED that planning staff is directed to send appropriate
19 notice to the Department of Land Conservation and Development and any other affected
20 agencies and jurisdictions in a manner appropriate and necessary under state law.
21 Planning staff is delegated the authority to draft proposed text amendments for notice
22 purposes.

23 BE IT FURTHER RESOLVED that any notice shall state that additional
24 amendments to other sections of the Keizer Development Code that are related to the
25 above referenced proposed amendments shall also be considered and possibly adopted.

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BE IT FURTHER RESOLVED that the Keizer Planning Commission is requested

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to schedule the matter for public hearing as provided in state and local law.

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PASSED this _____ day of _____, 2010.

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SIGNED this _____ day of _____, 2010.

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Mayor

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City Recorder

CITY COUNCIL MEETING:_____

AGENDA ITEM NUMBER:_____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

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

**FROM: BILL LAWYER
PUBLIC WORKS SUPERINTENDENT**

SUBJECT: DOG PARK DONATION FUNDS SUPPLEMENTAL BUDGET

DATE: July 21, 2010

BACKGROUND:

During fiscal year 09 -10 staff anticipated purchasing a drinking fountain for the dog park at Keizer Rapids Park for installation. Due to the availability of a public water source this purchase was not completed in fiscal year 09-10. Staff has committed to installing this drinking fountain in fiscal year 10-11 as a public water source has now become available through an easement granted by a neighboring property owner. Construction of the needed water line will begin soon allowing the drinking fountain to be installed near the end of the summer.

FISCAL IMPACT:

The funds for this project were appropriated in fiscal year 09-10 were not expended and are available to be carried over to fiscal year 10-11 for expenditure. This results in a zero net change to the overall Park Donation line 22.

RECOMMENDATION:

Staff recommends Council adopt the attached resolution authorizing the supplemental budget for expenditure of carryover funds of dog park donations.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2010-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET FOR EXPENDITURE OF
CARRYOVER FUNDS OF DOG PARK DONATIONS**

WHEREAS ORS 294.480 (a) provides for a supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2011:

General Fund	<u>Increase</u>	<u>Decrease</u>
Resources	\$3,500	
Expenditures – Park Operations	\$3,500	

Dog Park Donations funds appropriated in FY09-10 for a Dog Park fountain were not expended and are available to be carried over to FY10-11 for expenditure.

PASSED this _____ day of _____, 2010

SIGNED this _____ day of _____, 2010

Mayor

City Recorder



MINUTES KEIZER CITY COUNCIL

Tuesday, July 6, 2010
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 pm. Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Jim Taylor, Council President
Cathy Clark, Councilor
Mark Caillier, Councilor (via phone)
David McKane, Councilor
Brandon Smith, Councilor

Absent:

Richard Walsh, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community
Development
Jeff Kuhns, Police
Debbie Lockhart, Deputy City
Recorder

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

None

PUBLIC HEARINGS

a. ORDINANCE – Relating to Solid Waste Management in the City of Keizer (Repealing Ordinance No. 96-350 and Ordinance 2004- 482)

City Manager Chris Eppley explained that the ordinance has nothing to do with the rates, but is mostly a clean-up item. The Order discusses whether or not to take the program from bi-weekly to weekly. He explained that a new program will be implemented September 1 which will allow food waste items to be discarded in the yard debris bins and is included in the rate structure passed at the last meeting.

Mayor Christopher opened the Public Hearing.

Estle Harlan, Lincoln City, Consultant for the waste hauler franchises, provided clarification and additional information regarding the new program explaining that the chemical properties of food waste, when mixed with yard debris or shredded newspapers, changes so that the odor is diminished. She explained that detailed instructions will come from the haulers when the program is implemented, clarified that beginning September 1 the rate approved by Council at their last meeting will include recycling and yard debris/food waste pick-up on alternating weeks.

Mayor Christopher pointed out that this is a decision made by the County to reduce the amount of waste going to the burn plant and extend the life

of the burn plan and is therefore, not an option. However, citizens can choose not to place food waste in their yard debris bins.

Additional discussion took place regarding various aspects of the ordinance including providing multi-family dwellings and renter-occupied units with garbage service; use of licensed facilities for composting food waste and seasonal pick-ups.

Mr. Eppley noted that the choices are:

- Do nothing
- Remain at status quo which will mandate reconstruction of the burn plant and will be more costly than this option, or
- Do all we can to create a gap between the waste stream and the capacity of the plant which Marion County is urging.

Mayor Christopher clarified that the decision tonight is choosing to remain at bi-weekly pickup of the yard debris bin or choosing weekly pickup. Ms. Harlan noted that should Council choose not to have the weekly pickup at this time, they could revisit the option in about 6 months, but if they choose to have weekly pickup, they cannot go back to bi-weekly because the investment in equipment will have already been made.

Mary Cans with the Garbage Haulers Association showed Council a 2-gallon compost container being funded and sponsored by Marion County for free distribution to patrons of the various haulers. She explained that once the free ones are gone, they will be available for purchase and that it can be used to store the food waste in the kitchen. She suggested that food waste can also be stored in a container in a freezer and discarded frozen into the yard debris bin to mitigate odor. She concluded noting that communities that have chosen to have bi-weekly pickup have regretted that decision.

Millie Estrin, Keizer, voiced support for the program but urged that pickup remain at bi-weekly.

Neil Madison, Keizer, voiced concern regarding smell and rodents and urged weekly pickup.

John S. Porter, Keizer, commended the work of the waste haulers and stated that he was opposed to mixing food waste with yard debris and would therefore not participate in this program.

City Attorney Johnson and Ms. Harlan suggested replacing the word "Putrescible" with "non-compostable and non-recyclable" and changing the word "garbage" to "solid waste" on page 38, line 17.

Councilor Taylor moved to adopt a Bill for an Ordinance – Relating to Solid Waste Management in the City of Keizer (Repealing Ordinance No. 96-350 and Ordinance 2004-482) as amended. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Smith, McKane, Caillier, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Walsh (1)

Ms. Harlan provided clarification regarding infractions and customer responsibilities with discussion then taking place regarding enforcement.

b. ORDER – In the Matter of Amendment of Rates for Residential Service Franchise Solid Waste Collection

Councilor Taylor moved to adopt an Order In the Matter of Amendment of Rates for Residential Service Franchise Solid Waste Collection Within the City of Keizer Effective September 1, 2010 (Food Waste and Yard Debris Weekly Collection). Councilor Clark seconded. Motion failed as follows:

AYES: Clark (1)

NAYS: Christopher, Smith, McKane, Caillier and Taylor (5)

ABSTENTIONS: None (0)

ABSENT: Walsh (1)

ADMINISTRATIVE ACTION

a. RESOLUTION – Authorizing Mayor to Enter Into the Local Agency Agreement/Transportation Enhancement Program Project with Oregon Department of Transportation

City Manager Chris Eppley explained that the Oregon Department of Transportation is beginning the process of upgrading Chemawa Road North to Urban Standards and that in order to obtain access to the Federal funds the City must enter into an Intergovernmental Agreement with ODOT for project design and management. Councilor Clark provided additional information regarding the meeting that was held for property owners. Councilor Smith clarified that this is one of the projects in the budget for which the City has been saving over the past three years.

Councilor Taylor moved to adopt a Resolution Authorizing Mayor to Enter Into the Local Agency Agreement/Transportation Enhancement Program Project with Oregon Department of Transportation for Chemawa Road – River Road to Keizer Rapids Park Project. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Smith, McKane, Caillier, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Walsh (1)

CONSENT CALENDAR

- A.** Extending Keizer Rotary Amphitheatre Task Force
- B.** RESOLUTION ~ Authorizing the City Manager to Enter Into Agreements through Auto Leasing Specialists LLC for Police Vehicles
- C.** RESOLUTION ~ Special Event Sign – Keizer Chamber – Good Vibrations Motorcycle Event
- D.** Approval of June 7, 2010 Regular Session Minutes

Councilor Taylor moved for approval of the Consent Calendar. Councilor Smith seconded. Motion passed as follows:

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

COMMITTEE REPORTS

a. Keizer Bikeways Appointment

City Manager, Chris Eppley, reported that there was a vacancy on the Bikeways Committee. Notice of the vacancy was published and the Volunteer Coordinating Committee unanimously recommended Rick Jorgensen to fill the vacancy.

Councilor Taylor moved that the City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Rick Jorgensen to position number 1 on the Bikeways Committee. Councilor Clark seconded. Motion passed unanimously as follows:

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

Councilor Caillier announced the upcoming Claggett Creek Watershed and Stormwater Advisory committee meetings and the Marie Dorion Sign Dedication.

Councilor Clark reported that

- The Salem Keizer Area Transportation Study had their public hearing on the Service Transportation Improvement Plan and has asked ODOT focus on low-cost/high-benefit projects along the Highway 22 corridor to improve safety.
- Mid-Willamette Area Commission on Transportation and K-23 meetings were cancelled.
- Commissioners Breakfast and Marion County Fair are coming up.

Councilor McKane reported on activities of the Good Vibrations Task Force and reviewed details of the upcoming event. He also provided additional information about Marie Dorion and the upcoming sign dedication.

Councilor Taylor commended Barbara Clements for her efforts on the Marie Dorion project, reminded everyone of the Commissioners Breakfast and commended Volcanoes owner Jerry Walker for the incredible job done to honor veterans at the stadium on July 4.

Councilor Smith announced the next meeting time and place of the Economic Opportunities Analysis Task Force.

OTHER BUSINESS

City Manager Chris Eppley announced that his daughter had lost her second big front tooth.

Captain Kuhns announced that the Keizer Community has a tradition of extensive participation in the National Night Out event and encouraged neighborhoods to participate again this year on Tuesday, August 3.

Community Development Director Nate Brown announced that his department is putting together the Master Plan for Area B application. They will be preparing staff reports, exhibits, plans, etc. He added that the department is also very busy with addressing the tall grass and weed complaints and that staff is working hard to cover vacancies in other departments as well.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

July 12, 2010

- 5:45 p.m. – City Council Work Session
- Keizer Chamber of Commerce

July 19, 2010

7:00 p.m. – City Council Regular Session

August 2,, 2010

7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:34.

MAYOR:

APPROVED:

Lore Christopher

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~ Absent ~

Councilor #2 – Brandon Smith

Councilor #5 – Richard Walsh

Councilor #3 – Mark Caillier

Councilor #6 – James Taylor

Minutes approved:



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, July 12, 2010
Keizer Civic Center
Keizer, Oregon

**CALL TO
ORDER**

Mayor Christopher called the work session to order at 5:50 p.m. The following were present:

Councilors:

Lore Christopher, Mayor
Jim Taylor, Council President
Cathy Clark, Councilor
David McKane, Councilor
Mark Caillier, Councilor
Brandon Smith, Councilor

Absent:

Richard Walsh, Councilor

Chamber:

Christine Dieker
Rich Duncan
Bruce Anderson
Joe Egli

Staff

Nate Brown, Community
Development
Rob Kissler, Public Works
Director Shannon Johnson,
City Attorney
Kevin Watson, Assistant to
the City Manager
Debbie Lockhart, Deputy
City Recorder

DISCUSSION
a. Keizer Sign
Code

Community Development Director Nate Brown reviewed issues and concerns raised at the Economic Development and Government Affairs meeting and then directed attention to the recommendations which include allowing A-Frame signs as temporary signs with certain restrictions; allowing "feather signs" as a temporary sign type; reducing the allowed size of real estate signs and increasing the time allowed for temporary signs.

Councilors voiced concern over being inundated with signage on River Road with Mr. Brown explaining that the number allowed would depend on frontage. Councilors also indicated the desire to make the change a "pilot" with the idea that it would be revisited after a year. Mr. Brown urged Councilors to an incremental approach to the Sign Code changes noting that staff workload is substantial because of the Keizer Station Master Plan process and the Periodic Review. Mr. Kissler urged caution, noting that placement of the signage might create vision clearance and pedestrian safety issues. Additional discussion took place with support being voiced for allowing A-Frame signs to be used indefinitely but being displayed only during business hours and possibly limiting their use to businesses that don't already have exposure. Following lengthy discussion Council indicated that they wished to initiate the text amendment process to change the sign code.

**b.Future
Tourism
and Visitor
Activities**

Mayor Christopher reported that the City had received a letter of intent from the Transit District indicating that the District intended to purchase the City-owned land for the appraised price which is one more step toward finalizing the deal that will allow for both entities to build a dual purpose building that could be expanded to meet future needs.

Joe Egli then distributed and reviewed the Chamber business plan including the vision, attracting sports, a master calendar, staffing, marketing and personal interaction with visitors. He reported that 90 baseball teams would be in Keizer this weekend, several hundred motorcyclists would arrive the following weekend, and packets containing coupons and information about Keizer would be distributed to them all. Discussion took place at length regarding upcoming events and the need for sports arenas and fields. Mr. Egli noted that the Chamber hopes to locate in the I-5 area within a year and keep the office at the Heritage Center as well. Additional discussion ensued regarding Community Center and Amphitheater scheduling/reservations and including that information in a central calendar which would be generated by the Chamber and hosted on their website with a link on the City of Keizer website.

Chamber Executive Director Christine Dieker acknowledged the importance of a calendar adding that there is a need for added staff and revenue; an additional revenue source is needed. She explained that currently the Iris Festival is the only source of revenue, but the Chamber is hoping to develop others. Councilor McKane summarized that the Chamber has a desire to be at Keizer Station, to share a building with the City and Transit District and that additional funding sources are being explored.

**Public
Testimony**

Kim Lewis, Keizer, (arrived at 6:45 pm) urged that changes be made to the Sign Code to accommodate small businesses in Keizer. Mayor Christopher summarized the discussion that had taken place earlier in the meeting and explained the process that would be initiated at the next Council meeting.

**Good
Vibrations**

Councilor McKane reviewed planned activities for this event and urged everyone to participate.

ADJOURN

Meeting adjourned at 7:30 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane

Councilor #4 – Cathy Clark

~ Absent ~

Councilor #2 – Brandon Smith

Councilor #5 – Richard Walsh

Councilor #3 – Mark Caillier

Councilor #6 – James Taylor

Minutes approved:

City of Keizer, Oregon
KEIZER
ESTABLISHED 1905
Proclamation

WHEREAS, the Mayor and City Council for the City of Keizer recognizes that volunteer effort is an extremely important asset to the community, and

WHEREAS, the Mayor and City Councilors wish to make known their gratitude and appreciation for those who give of themselves in fulfilling their public duty and promoting a better community through their actions,

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

Rick Jorgensen

is appointed to serve his community as a member of the **Keizer Bikeways Committee** with his term expiring in December of 2010. Let it also be known that the governing body of the City of Keizer does hereby give its heartfelt thanks and appreciation for his dedication and commitment to the community in volunteering his time and energy to the betterment of Keizer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to be affixed to this document this 2nd day of August, 2010.

Signed: _____, August 2, 2010
Lore Christopher, Mayor Date