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, July 16, 2012
6:00 p.m.
Keizer Civic Center
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **DISCUSSION**

   a. **Pursuant to ORS 192.660(2)(i) –** *To review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.*

4. **ADJOURN**

Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at (503) 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days(48 hours) in advance.

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

A G E N D A

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, July 16, 2012
6:50 p.m.
Keizer Civic Center - Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC TESTIMONY**

   This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. **PUBLIC HEARING**

5. **ADMINISTRATIVE ACTION**

6. **CONSENT CALENDAR**

   a. **Approval of June 4, 2012 Urban Renewal Agency Minutes**

   b. **Approval of June 29, 2012 Urban Renewal Agency Minutes**

   c. **Approval of July 2, 2012 Urban Renewal Agency Minutes**

7. **OTHER BUSINESS**

   This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8 **AGENDA INPUT**

9. **ADJOURN**

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, June 4, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the session to order at 6:30 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Cathy Clark	Shannon Johnson, City Attorney
Jim Taylor	Nate Brown, Community Development
Joe Egli	Bill Lawyer, Public Works
Brandon Smith	Marc Adams, Police Chief
Mark Caillier	Susan Gahlsdorf, Finance Director
David McKane	Tracy Davis, City Recorder

PUBLIC TESTIMONY

None

PUBLIC HEARING

a. RESOLUTION ~ Adopting FY 2012-2013 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment

Finance Director Susan Gahlsdorf directed attention to an *amended resolution*. She then introduced Interim Assessor Shawn Beaton and Van Khieu from Marion County Assessor's Office who attended the meeting to answer questions. She explained that the assessment amount on the tax rolls was amended (it went down slightly) and noted that the Agency is being asked to certify the adjustments and numbers that resulted from the adjusted assessments.

Ms. Gahlsdorf explained that the Budget Committee had approved the Urban Renewal Agency Budget on May 8, 20112 and that this meeting included a public hearing to receive additional citizen input, make allowed adjustments and adopt the Budget for FY 2011-2012. She reviewed the adjustments allowed by Oregon law adding that the budget must be approved by June 30, 2012. She noted that in February of 2012 Council passed the Ninth Amendment to the Urban Renewal District the revenues of which are to be used exclusively for dealing with the Keizer Station LID issue. She noted that after consulting with the County, it has been determined that the Agency needs to approve $1,497,961 in order to get to the net $1.395. Staff recommends adoption of the resolution with amendments.

Mr. Van Khieu, Silverton, and Shawn Beaton, Dallas, explained that the increased number takes into account the uncollectibles (which is the discount) and compression. Ms. Gahlsdorf clarified that when the City budgeted for this, total revenue of $1.395 was budgeted and that included back taxes, but in talking with the County and seeing how the amendment is written, it is only for the current taxes so those back taxes will be received in addition to the $1,395,000 and that is the agreement that the City had with the other taxing jurisdictions; it was all on current tax assessments. Ms. Gahlsdorf then fielded questions regarding distribution of the taxes and collection of the maximum indebtedness.

Chair Christopher opened the Public Hearing.

Hearing no Public Testimony, Chair Christopher closed the Public Hearing.

Agent Clark moved that the Keizer City Council adopt a Resolution Adopting FY 2012-2013 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment *as amended*. Agent Taylor seconded. Motion passed unanimously as follows:

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

ADMINISTRATIVE ACTION

None

CONSENT CALENDAR

a. Approval of April 2, 2012 Urban Renewal Agency Minutes.

Agent Clark moved to that the Keizer City Council approve the Consent Calendar. Agent Taylor seconded. Motion passed unanimously as follows:

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

OTHER BUSINESS

None

ADJOURNMENT

With no further business the meeting was adjourned at 6:42 p.m.

APPROVED:

Debbie Lockhart, Deputy City Recorder

Lore Christopher, Chair

AGENCY MEMBERS

David McKane	Mark Caillier
Jim Taylor	Cathy Clark
Brandon Smith	Joe Egli

Minutes approved:________________________________

MINUTES
KEIZER URBAN RENEWAL AGENCY
Friday, June 29, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the session to order at 12:01 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Cathy Clark	Nate Brown, Community Development
Jim Taylor	Susan Gahlsdorf, Finance Director
Joe Egli	Tracy Davis, City Recorder
Brandon Smith	
Mark Caillier	

Absent

David McKane

PUBLIC TESTIMONY

None

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Adopting FY 2012-2013 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment – Repealing UR 2012-153

Finance Director Susan Gahlsdorf introduced Shawn Baeton from Marion County Assessor's office and provided background information regarding why the special meeting was called. She reminded Agents that the Urban Renewal District had been increased by $6 million to deal with the LID debt and that the tax revenue collection was reduced as part of the negotiations with the taxing jurisdictions. Staff had numerous contacts with Marion County Assessor officials on how to correctly certify its tax revenue for the upcoming year. County officials' interpretation of how to complete the certification form was different from the interpretation received from Bond Counsel. Therefore the certification form was completed as the County advised with a footnote included as advised by Bond Counsel. However, the Oregon Department of Revenue rejected the form so a new form had to be completed and a new Resolution passed.

<u>Agent Clark moved that the Urban Renewal Agency of the City of Keizer adopt a Resolution Adopting FY 2012-2013 Urban Renewal Agency Budget, Making Appropriations, and Declaring Tax Increment – Repealing UR 2012-153. Agent Taylor seconded. Motion passed as follows:</u>

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

CONSENT CALENDAR None

OTHER BUSINESS None

ADJOURNMENT With no further business the meeting was adjourned at 12:07 p.m.

APPROVED:

______________________________	______________________________
Lore Christopher, Chair	Debbie Lockhart, Deputy City Recorder

AGENCY MEMBERS

~ Absent ~	______________________________
David McKane	Mark Caillier
______________________________	______________________________
Jim Taylor	Cathy Clark
______________________________	______________________________
Brandon Smith	Joe Egli

Minutes approved:______________________________

MINUTES
KEIZER URBAN RENEWAL AGENCY
Monday, July 2, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Chair Christopher called the session to order at 6:52 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Cathy Clark	Marc Adams, Police Chief
Jim Taylor	Susan Gahlsdorf, Finance Director
Joe Egli	Tracy Davis, City Recorder
Brandon Smith	
Mark Caillier	
David McKane	

PUBLIC TESTIMONY

None

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. RESOLUTION ~ Authorizing Amendment of the Urban Renewal Agency's Outstanding Line of Credit and the Related Urban Renewal Bond, Series 2008

Finance Director Susan Gahlsdorf explained that the Agency currently has an outstanding line of credit for $2,660,000. There is cash available to pay off the debt (due 11/14/12) but staff is recommending extending the line of credit to December 2015 and using the money to pay on the LID debt which is accruing at 5.2% interest. The line of credit is a variable rate and is currently accruing interest at 2.3%. This would save interest costs up to as much as $76,000 per year depending on the LID cash flow.

<u>Agent Clark moved that the Urban Renewal Agency of the City of Keizer adopt a Resolution Authorizing Amendment of the Urban Renewal Agency's Outstanding Line of Credit and the Related Urban Renewal Bond, Series 2008. Agent Taylor seconded. Motion passed unanimously as follows:</u>

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

CONSENT CALENDAR

None

OTHER BUSINESS None

ADJOURNMENT With no further business the meeting was adjourned at 6:55 p.m.

APPROVED:

____
Debbie Lockhart, Deputy City Recorder

____
Lore Christopher, Chair

AGENCY MEMBERS

______________________________	______________________________
David McKane	Mark Caillier
______________________________	______________________________
Jim Taylor	Cathy Clark
______________________________	______________________________
Brandon Smith	Joe Egli

Minutes approved:________________________________

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, July 16, 2012
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

a. Birdie's Bistro Liquor License Application

6. ADMINISTRATIVE ACTION

a. RESOLUTION - Authorizing City Manager to Enter Into Sole-Source Procurement Contract with GSI Water Solutions, Inc. for Groundwater Protectiveness Modeling

b. RESOLUTION – Authorizing the City Manager to Enter Into Contract with 4B Engineering and Consulting LLC for Water System Master Plan Update

c. RESOLUTION – Establishing The Water Master Plan Update Task Force

d. RESOLUTION – Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending R2012-2256

7. CONSENT CALENDAR

a. RESOLUTION – Authorizing Disposition of Surplus Property

b. Approval of June 4, 2012 Regular Session Minutes

c. Approval of June 11, 2012 Work Session Minutes

d. Approval of June 18, 2012 Regular Session Minutes

e. Approval of July 2, 2012 Regular Session Minutes

8. COMMITTEE REPORTS

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 6, 2012
7:00 p.m. – City Council Meeting

August 13, 2012
5:45 p.m. – City Council Work Session

August 20, 2012
7:00 p.m. – City Council Meeting

12. ADJOURNMENT

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at (503)390-3700 or through Oregon Relay at 1-800-735-2900 at least two working days (48 hours) in advance.

CITY COUNCIL MEETING:_________July 16, 2012________

AGENDA ITEM NUMBER:________________________

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

THROUGH: **CHRIS C. EPPLEY**
CITY MANAGER

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

SUBJECT: **BIRDIE'S BISTRO LIQUOR LICENSE**

BACKGROUND:

On June 14th, 2012, the City received an application for a Full On-Premises Sales liquor license for Birdie's Bistro which is located at 3860 River Road N Suite 101, Keizer, Oregon, formerly Steam Heat Coffee.

As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the proposed establishment. A request was sent to the Keizer Police Department to conduct a background check on the applicants. The Department reports a clear background report on the applicants. In addition, the Keizer Planning Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

The applicants, Shana and Troy Schmidt have been invited to attend the meeting to answer any questions the Council may have.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for a Full On-Premises Sales liquor license for Birdie's Bistro under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.

City Council Meeting: July 16, 2012________

Agenda Item No.________________________

To: Mayor and City Council

Thru: Chris Eppley, City Manager

From: Marc Adams, Chief of Police
Rita Powers, Police Support Supervisor

Subject: Liquor License Application for:
Birdie's Bistro

Issue: Shall the City Council approve the liquor license application for Birdie's Bistro, located at 3860 River Rd. N., Keizer, Oregon 97303?

Background

There were no police calls for service at this address within the past year.

The applicants, Shana and Troy Schmidt have no Oregon Criminal History.

Thus, the background investigation did not reveal any information to be in conflict with Keizer City Ordinance 2010-623.

Recommendation
The Keizer Police Department recommends approval of the liquor license application for Birdie's Bistro, 3860 River Rd. N., Keizer, Oregon 97303.

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

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

ACTIONS

- [ ] Change Ownership
- [X] New Outlet
- [ ] Greater Privilege
- [ ] Additional Privilege
- [ ] Other __________

90-DAY AUTHORITY

- [ ] Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- [ ] Limited Partnership
- [ ] Corporation
- [X] Limited Liability Company
- [ ] Individuals

CITY AND COUNTY USE ONLY

Date application received: 6/14/12

The City Council or County Commission:

____
(name of city or county)

recommends that this license be:

- [ ] Granted
- [ ] Denied

By:____________________
(signature) (date)

Name:____________________

Title:____________________

OLCC USE ONLY

Application Rec'd by: OLCC SP

Date: 6/6/2012 (Pending)

90-day authority: [ ] Yes [ ] No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Schmidt Ventures LLC ③ __________

② __________ ④ __________

2. Trade Name (dba): Birdie's Bistro

3. Business Location: 3860 [redacted] River Road N Suite 101, Keizer Marion OR 97303
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 6293 Sunnyview Rd NE Salem OR 97305
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503 851 5036 __________
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? [ ] Yes [X] No

7. If yes to whom:__________ Type of License:__________

8. Former Business Name:__________

9. Will you have a manager? [ ] Yes [X] No Name:__________
(manager must fill out an Individual History form)

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

11. Contact person for this application: Shana Schmidt 503 851 5036
(name) (phone number(s))

6293 Sunnyview Rd NE Salem OR 97305 — birdies2911@gmail.com
(address) (fax number) (e-mail address)

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

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
JUN 0 4 2012
SALEM REGIONAL OFFICE

Applicant(s) Signature(s) and Date:

① Shana Schmidt Date 05/29/2012 ③ __________ Date__________

② Rcpt# 37949 Date ④ __________ Date

OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Schmidt Ventures LLC Phone: 503 851 5036

Trade Name (dba): Birdie's Bistro

Business Location Address: 3860-A River Road N

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:		Outdoor Area Hours:	
Sunday	7am to 6pm	Sunday	7am to 6pm
Monday	7am to 8pm	Monday	7am to 8pm
Tuesday	7am to 8pm	Tuesday	7am to 8pm
Wednesday	7am to 8pm	Wednesday	7am to 8pm
Thursday	7am to 8pm	Thursday	7am to 8pm
Friday	7am to 10pm	Friday	7am to 10pm
Saturday	7am to 10pm	Saturday	7am to 10pm

The outdoor area is used for:

- ☒ Food service Hours: 7am to 10pm
- ☒ Alcohol service Hours: 7am to 10pm
- ☐ Enclosed, how ____

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

____ (Investigator's Initials)

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

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	to	
Monday	to	
Tuesday	to	
Wednesday	to	
Thursday	to	
Friday	6pm to	10pm
Saturday	6pm to	10pm

SEATING COUNT

Restaurant: 32 Outdoor: 24

Lounge: ____ Other (explain): ____

Banquet: ____ Total Seating: 56

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: ____

Date: ____

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

Applicant Signature: [signature] **Date:** May 28, 2012

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

CITY COUNCIL MEETING: July 16, 2012

AGENDA ITEM NUMBER:___________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

THROUGH: BILL LAWYER
DIRECTOR OF PUBLIC WORKS

FROM: ELIZABETH SAGMILLER
ENVIRONMENTAL PROGRAM COORDINATOR

SUBJECT: REQUEST AUTHORIZATION TO PROCEED WITH SOLE-SOURCE CONTRACT FOR GROUNDWATER PROTECTIVENESS DEMONSTRATION MODEL

BACKGROUND:

The City of Keizer's stormwater system includes approximately 100 underground injection control (UIC) devices that manage stormwater through distribution into the soil. In order to manage these systems, the City was required to apply for a Water Pollution Control Facilities (WPCF) permit through the Department of Environmental Quality (DEQ) in 2009.

The DEQ developed a WPCF permit template in 2010 that was to be used for agencies and industrial entities that operate UICs. The permit meets the requirements of state rules and provides stipulation for required protection of groundwater through the federal Safe Drinking Water Act. UICs that do not have adequate separation to seasonal high groundwater, or are within a water well setback are subject to the conditions of the permit which includes actions up to and including closure of the system. DEQ has approved utilization of a groundwater protectiveness demonstration (model) to continue to operate UICs that do not meet the rule authorized conditions listed in Division 44 of the Oregon Administrative Rules. Under current template conditions, approximately 75% of Keizer's UICs could require closure within 3 to 10 years of the permit term.

A groundwater consulting firm, GSI Water Solutions Incorporated has been retained by five Oregon agencies to date including Redmond, Bend, Gresham, Clackamas County, and Portland to evaluate whether stormwater injected through UICs have the potential to affect nearby drinking water wells. The results of their findings through development of the model have demonstrated that UICs are protective of groundwater even with a reduction of the required setbacks listed in the WPCF permit template. Based on the GSI Model conducted for Clackamas County, DEQ agreed that UICs are protective of groundwater with a separation to seasonal high groundwater at 2.6 feet rather than the 10 feet of separation originally required in the permit. Portland utilized the GSI Model and received a ‘No Further Action’ designation from DEQ for nearly 500 UICs saving the City millions of dollars in decommissioning costs. The model input is dependent on local geology and stormwater quality so values will be different for each municipality.

The City of Keizer anticipates entering negotiations with DEQ in 2013/2014 for the WPCF permit. The City of Milwaukie, Eugene, and Canby are also working with GSI on modeling programs.

ISSUE

Without employing the modeling efforts developed by GSI to address Oregon’s specific WPCF permit requirements, Keizer faces serious budgetary challenges for the next 10 years through required management actions for the majority of local UICs. Furthermore, allowable reduction in regulations brought about by findings in the model may allow the installation of new UICs for future growth within the City.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manger to enter into a contract with GSI Water Solutions, Inc. Please contact the Environmental Program Coordinator with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING CITY MANAGER TO ENTER INTO SOLE-SOURCE PROCUREMENT CONTRACT WITH GSI WATER SOLUTIONS, INC. FOR GROUNDWATER PROTECTIVENESS MODELING

WHEREAS, the City applied for a Water Pollution Control Facilities permit in December 2009;

WHEREAS, such permit is required for municipalities that operate underground injection control (UIC) facilities;

WHEREAS, the City currently manages approximately 100 UICs;

WHEREAS, the Department of Environmental Quality's (DEQ) draft permit requirements cover UICs;

WHEREAS, UICs that do not have adequate separation to seasonal high groundwater or are within a water well setback must retrofit, close, or demonstrate that UICs are protective of groundwater;

WHEREAS, GSI Water Solutions, Inc. has developed a groundwater protectiveness model that has resulted in allowing agencies to demonstrate that certain UICs are protective of groundwater;

WHEREAS, entering into a contract with GSI Water Solutions, Inc. for development of a protectiveness model will provide the opportunity to significantly

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

reduce the regulatory consequences of DEQ's draft permit requirements covering UICs and possibly save the City a significant amount of money;

WHEREAS, GSI Water Solutions, Inc. is the only party that has prepared and successfully defended a Groundwater Protectiveness Model;

WHEREAS, a Notice of Sole-Source Procurement was published in the Keizertimes on June 29, 2012 as required by OAR 137-047-0275;

WHEREAS, no objections to the sole source procurement were filed with the City within the statutory deadline;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the selection of GSI Water Solutions, Inc. as a sole-source procurement is based on the following findings:

1. Department of Environmental Quality's (DEQ) draft permit requirements cover Underground Injection Controls (UICs).
2. Preparation of a Groundwater Protectiveness Model for the Keizer area will provide the opportunity to significantly reduce the regulatory consequences of DEQ's draft permit requirements covering UICs and possibly save the City a significant amount of money.
3. Several other Oregon cities have had a Groundwater Protectiveness Model prepared by GSI Water Solutions, Inc.
4. GSI Water Solutions, Inc. prepared the Model for the City of Portland. Portland received a "No Further Action" designation from DEQ saving Portland millions of dollars.
5. GSI Water Solutions, Inc. is the only party that has prepared and successfully defended a Groundwater Protectiveness Model.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

6. It is unlikely that entering into an agreement with GSI Water Solutions, Inc. as a sole-source procurement will encourage favoritism or substantially diminish competition for public contracts.
7. The City is unaware of any other party who is capable of performing the required services.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that no objections were received to the published Notice of Sole-Source Procurement.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to enter into the attached Contract with GSI Water Solutions, Inc. for preparation and defending a Groundwater Protectiveness Model.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is made this _______ day of _________, 2012 by and between the CITY OF KEIZER, an Oregon municipal corporation, herein referred to as "CITY," and GSI WATER SOLUTIONS, INC. an Oregon corporation, herein referred to as "CONSULTANT."

In consideration of the mutual promises set forth herein, CITY and CONSULTANT agree as follows:

1) Term of Agreement. This Contract shall cover services rendered from the date of execution by both Parties through June 15, 2014.

2) Description of Work: CONSULTANT agrees to perform the services set forth in the attached Scope of Work and in compliance with the attached schedule of rates, all set forth in Exhibit “A” and incorporated herein by this reference. Time is of the essence in completing this Contract and CONSULTANT agrees to complete the services set forth in the Scope of Work within the time frame(s) provided in the Estimated Timeline.

3) Changes. CONSULTANT and/or CITY may request changes in the Scope of Work. If agreed to, such changes shall be formalized in writing and signed by both parties.

4) Payment: CITY agrees to pay CONSULTANT a sum not to exceed $39,800.00 Dollars. Payment will be made monthly within twenty (20) days of receipt of CONSULTANT's billings. Such monthly billings shall be based on time and materials basis pursuant to Exhibit “A”. CITY certifies that sufficient funds are available and authorized for expenditure pursuant to this Contract in Fiscal Year 2012-2013 up to a maximum of $15,000.00. The funds needed for the balance of the Contract are subject to appropriation by the City Council during the budget process. If the City Council does not appropriate funds for subsequent fiscal years for the balance of this Contract, CITY may immediately terminate this Contract by giving written notice of termination to CONSULTANT. CONSULTANT shall not be entitled to compensation for any work performed after the date of such written termination notice. CITY shall also have the right to accelerate or decelerate the work to match funding limitations.

5) Relationship of the Parties: The parties intend that an independent contractor relationship will be created by this Contract. CITY is interested only in the results to be achieved, and the conduct and control of the work will lie solely with CONSULTANT. CONSULTANT is not to be considered an agent or employee of CITY for any purpose, and the employees of CONSULTANT are not entitled to any of the benefits that CITY provides for CITY's employees. It is understood that CITY does not agree to

use CONSULTANT exclusively. It is further understood that CONSULTANT is free to contract for similar services to be performed for other persons while it is under contract with CITY.

6) Liability: The work to be performed under this Contract will be performed entirely at CONSULTANT's risk. CONSULTANT shall acquire and maintain, for the duration of this Contract, at a minimum, the following insurance:

a) General Liability. CONSULTANT shall maintain commercial general liability insurance in the amount of $1,000,000 per occurrence/$2,000,000 annual aggregate, which protects it from claims for personal injury, bodily injury and property damage.

b) Automobile Liability. CONSULTANT shall maintain automobile liability coverage for non-owned and hired autos, in the amount of $1,000,000 per occurrence which protects Consultant from claims for bodily injury and property damage.

c) Workers' Compensation Insurance. CONSULTANT shall maintain workers' compensation insurance in the statutory amount of not less than $500,000 for all employees engaged in the work.

Prior to commencing services, and on an annual basis thereafter, CONSULTANT shall provide CITY with certificates of insurance attesting to existence of the insurance coverage required by this Agreement. Certificates shall be endorsed to name the City of Keizer, its officers, agents, contractors, and employees as additional insured. CONSULTANT warrants that no coverage shall be cancelled without 30 days written notice to CITY except 10 days notice for non-payment of premium. In the event CONSULTANT does not obtain or maintain the coverage required by this Agreement, CITY may, at its option, terminate this Agreement.

7) Compliance with Rules and Regulations: CONSULTANT shall comply with all rules and regulations as contained in all applicable Federal, State and local laws, rules and regulations and shall require any and all subcontractors to comply with all applicable provisions of the same and of this Contract.

a) CONSULTANT shall make payment promptly, as due, to all persons supplying to CONSULTANT labor or material for the performance of the work to be performed under this Contract. CONSULTANT shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished. [ORS 279B.220(1)&(3)]

b) CONSULTANT shall pay all contributions or amounts due the Industrial Accident Fund from CONSULTANT, or any subcontractor, incurred in the performance of this Contract. [ORS 279B.220(2)]

c) CONSULTANT shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. [ORS 279B.220(4)]

d) CONSULTANT shall comply with the overtime and maximum hours of labor provisions of ORS 279B.020 and 279B.235.

e) CONSULTANT, and all other employers working under this Contract, will comply with the workers' compensation provisions of ORS 656.017 (unless CONSULTANT or other employers are exempt under ORS 656.126.) [ORS 279B.230(2)]

f) If the CONSULTANT fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the CONSULTANT or a subcontractor by any person, or the assignee of the person in connection with this Contract as the claim becomes due, CITY may, at its option, pay such claim and charge the amount of payment against funds due or to become due CONSULTANT by reason of this Contract. [ORS 279C.515(1)]

g) CONSULTANT shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to employees of CONSULTANT, of all sums that the CONSULTANT agrees to pay for the services and all moneys and sums that the CONSULTANT collected or deducted from the wages of the CONSULTANT'S employees under any law, contract or agreement for the purpose of providing or paying for the services. [ORS 279B.230(1)]

8) <u>Responsibility of CONSULTANT</u>: CONSULTANT shall provide the services set forth herein in an efficient, expeditious, and professional manner in accordance with all applicable laws governing such work, and shall work closely with and be guided by CITY. CONSULTANT shall be responsible for the professional quality, technical adequacy and accuracy, and timely completion of services performed by CONSULTANT as set forth in Exhibit "A". It is the intent of CITY that said services be completed to achieve the best possible results in accordance with generally accepted professional standards applicable

to the types of services and work provided hereunder in the locality in which the services are provided. CONSULTANT shall be and remain liable, in accordance with applicable law, for all damage to and costs incurred by the CITY to the extent caused by, arising from or connected with the CONSULTANT's negligent errors, omissions or performance of any of the services furnished under this Agreement.

9) Subcontracts. The CONSULTANT shall have full responsibility under these conditions, general provisions, plans and specifications for any subcontracts which he may let. Work not performed by CONSULTANT with its own forces shall be performed by subcontractors. CONSULTANT agrees to bind each subcontractor (and require every subcontractor to so bind its subcontractors) to all the provisions of this Contract and the Contract Documents as they apply to the subcontractor's portions of the work.

10) Ownership of Work Product. Upon payment of all fees and expenses, all instruments of professional services prepared by CONSULTANT on this project, including but not limited to, drawings and specifications are the property of the CITY.

11) Equal Employment Opportunity/Affirmative Action/Minority Business Enterprises:

a) Throughout the term of this Contract, CONSULTANT shall fully comply with the equal employment opportunity requirements of federal, state and local law and shall maintain a policy that all employment decisions, practices and procedures are based on merit and ability without discrimination on the basis of an individual's race, color, religion, age, sex, national origin, or physical or mental disability. CONSULTANT's policy shall apply to all employment actions including advertising, recruiting, hiring, promotion, transfer, disciplinary action, lay-off and termination.

b) CONSULTANT shall carry out its equal employment opportunity policy by making a determined and good-faith effort at affirmative action to employ, and advance in employment, women, minorities, the physically and mentally disabled and other disadvantaged groups.

c) CONSULTANT shall make a determined and good faith effort to utilize minority and female business enterprises in its contracted expenditures, including without limitation contracts for the acquisition of goods, services, materials, supplies and equipment used in the performance of this Contract.

d) CONSULTANT may not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS

200.055. By executing this Contract, CONSULTANT certifies that CONSULTANT has not discriminated and will not discriminate, in violation of this subsection, against any minority, women or emerging small business enterprise in obtaining any required subcontract. If the CONSULTANT violates this certification, the CITY may regard the violation as a breach of contract that permits: (a) termination of the contract; or (b) the CITY to exercise any remedies for breach of contract that are reserved or allowed in this Contract. [ORS 279A.110]

12) Indemnification: CONSULTANT shall indemnify, hold harmless and defend CITY, its officers and employees, against all liability or loss, and against all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature based upon, caused by or arising out of the negligent acts, errors or omissions of CONSULTANT, or violation of any statute, ordinance or regulation. If CITY, its officers and employees, are found to be partially responsible for damages as noted herein by a court or arbitrator, CITY shall reimburse CONSULTANT for such proportion of damages within thirty (30) days of final judgment or award. CONSULTANT shall also indemnify CITY against all liability and loss in connection with, and shall assume full responsibility for, payment of all Federal, State and local taxes or contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to CONSULTANT's employees, including any subcontractors, engaged in performance of the contract.

13) Assignment: The parties each hereby bind themselves, their successors, assigns and legal representatives to each other with respect to the terms of this agreement. Neither party shall assign, sublet or transfer any interest in this agreement without written authorization of the other.

14) Notices: All written notices given to the CITY by CONSULTANT shall be addressed to and filed with the Public Works Director, City of Keizer, PO Box 21000, Keizer, Oregon 97307. All written notices from the CITY to CONSULTANT shall be addressed to GSI Water Solutions, Inc. 55 SW Yamhill, Suite 400, Portland, OR 97204 unless notice of change of address is received by the CITY.

15) Termination. Either City or Consultant may terminate this Agreement upon seven days' written notice. If this Agreement is terminated, City agrees to pay Consultant for all services rendered and, if allowed under this Contract, reimbursable expenses incurred up to the date of termination. Upon not less than seven days' written notice, Consultant may suspend the performance of its services if City fails to pay Consultant in full for services rendered or expense incurred. Consultant shall have no liability because of such suspension of services or termination due to City's non-payment.

16) Legal Actions:

a) This agreement shall be enforceable in Marion County, Oregon, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein.

b) If suit or action is taken to enforce any of the provisions of this agreement, the party prevailing therein shall be entitled to recover from the other such sum as the Court may adjudge reasonable as attorney fees therein, including any appeal thereof, in addition to all other sums provided by law.

IN WITNESS WHEREOF, the parties have executed this agreement.

CITY OF KEIZER	**GSI WATER SOLUTIONS, INC.**
By: ____________________________	By: ________________________
Name: Christopher C. Eppley	Name: ________________________
Position: City Manager	Position: ______________________

APPROVED AS TO FORM:

____
E. Shannon Johnson,
Keizer City Attorney

June 28, 2012

Ms. Kat LaFever
City of Keizer Public Works Department
930 Chemawa Road NE
Keizer, Oregon 97303

Subject: Proposal for UIC Services, Groundwater Protectiveness Modeling, Keizer, Oregon

Dear Ms. LaFever:

GSI Water Solutions, Inc., (GSI) is pleased to present this scope and budget estimate for Underground Injection Control (UIC) services in support of the City of Keizer's (City) application for a UIC Water Pollution Control Facilities (WPCF) Permit and management of the City's UICs. The objectives of the work are to evaluate pollutant fate and transport from City UICs for identifying the protective separation distance, and to determine a waste management area (WMA) for UICs with less than the protective separation distance.

Project Background

UICs are an important component of a stormwater management plan and allow for aquifer recharge in an urban environment by infiltrating stormwater into the subsurface. UICs are regulated by the Department of Environmental Quality (DEQ) under Oregon Administrative Rules (OAR) 340 – 044, which set forth standards for UIC construction and use. DEQ requires that UICs be approved either by rule-authorization or be covered under a WPCF Permit. The City is applying for a WPCF Permit from DEQ.

In May 2012, DEQ issued a draft UIC WPCF permit template. The draft permit template requires UICs to have greater than 5 feet of separation distance between the bottom of the UIC and the seasonal high groundwater table. UICs that have less than 5 feet of separation distance need to be decommissioned or undergo corrective action (e.g., structural retrofit or a groundwater protectiveness demonstration, GWPD). The GWPD is used to identify the separation distance that protects the groundwater resource based on soil properties in the permittee's jurisdiction. DEQ has allowed using a GWPD to determine the minimum separation distance for a permitee's UICs (i.e., 2.6 feet for Clackamas County Water Environment Services). If a UIC has less than the minimum separation distance (and/or if the UIC is completed in groundwater), the May 2012 draft permit template allows for the permittee to calculate a WMA for the UIC, and continue to use the UIC provided there are no receptors (e.g., water wells) within the WMA. The May 2012 draft template does not stipulate a horizontal setback distance between existing UICs and water wells. However, OAR 340 – 044 requires that UICs be located at least 500 feet from a water well, and outside of the two year time of travel for a municipal water well. Previously, DEQ has allowed the City of Portland (the only entity in Oregon with a UIC WPCF permit) to operate UICs within these setbacks based on the results of a GWPD. Our understanding from Bill Mason/DEQ, at this time, is that DEQ will allow any UICs with greater than 5 feet of separation distance within the set back. If a UIC has less than 5 feet of separation distance within the set back or is completed in groundwater, a WMA area can be determined.

DEQ provided the May 2012 draft permit template to the U.S. Environmental Protection Agency (EPA), Northwest Environmental Defense Center (NEDC), and Oregon Association of Clean Water Agencies (ACWA) for review. As of June 2012, the draft UIC WPCF permit template is being revised by DEQ based on ACWA comments (DEQ had not received comments from EPA or NEDC). DEQ anticipates finalizing the UIC WPCF permit template in early July.

The City uses approximately 100 UICs to manage stormwater. Most of the City's UICs are constructed as horizontal perforated pipe, and the remaining UICs (about 20 percent) are constructed as vertical drywells. The City has developed a map showing the depth to seasonal high groundwater. Based on the map, approximately 4 City UICs have inadequate separation distance to groundwater based on the requirements in the May 2012 draft permit template, and 2 City UICs are completed in groundwater. Additionally, about 65 of the City's UICs are within setbacks to water wells. The City is planning on annexing currently unincorporated portions of Keizer over the next 10 years (approximately 800 acres northeast of Keizer), and the construction of the UICs in this area is currently unknown.

The City would like to begin assembling data to support the WPCF Permit application, and to manage its current and future (i.e., in annexation areas) UIC system. Specifically, the City would like to:

- Determine the minimum separation distance that is protective of the groundwater resource, and
- Define WMAs for UICs completed in groundwater or with less than the minimum separation distance.

The following scope of work describes in more detail the work that GSI will perform to accomplish these objectives.

Project Approach and Scope of Services

The approach for supporting the City's application for a WPCF Permit follows precedents set by GWPDs conducted for Clackamas County Water Environment Services and the cities of Bend, Redmond, Portland and Gresham, and WMA delineations conducted for the City of Portland.

Task 1 – Hydrogeology Analysis and Develop GWPD Input Parameters

Task 1 consists of preparation and development of the data for use in a GWPD and WMA models. Specific Task 1 activities include:

- Prepare for and attend a kickoff meeting with the City to identify data gaps for conducting the GWPD and WMA delineations.
- Obtain information from the City regarding separation distance at City UICs, municipal drinking water well locations, and information on private water well locations.
- Review geologic and hydrogeologic information for the Keizer area (and forecasted future annexation areas) to obtain the geology of the unsaturated zone. The geologic classification will be used to inform model input parameters and to select UICs for infiltration testing. Some of the information that will be reviewed includes maps from the USGS and DOGAMI, driller's well logs, and hydrogeologic reports.
- Develop standard operating procedures (SOP) for conducting infiltration testing at vertical UICs, and identify locations for infiltration testing based on UIC design, presence of water in the UIC, and local geology.
- Analyze hydrogeology in the vicinity of Keizer, including analysis of unsaturated zone permeability based on infiltration tests, and aquifer permeability based on specific capacity data from drillers' logs.
- Obtain previously-collected data about Keizer's stormwater chemistry and pollutant levels (e.g., total organic carbon), and use information to develop model input parameters.
- Obtain information regarding local rainfall from existing rain gauges to calculate UIC discharge volumes for the modeling effort.
- Meet with the DEQ and the City of Keizer to discuss approach for the GWPD and/or waste management area delineation. Based on our experience with other municipalities, soliciting input from DEQ prior to developing a model is a cost effective approach that facilitates regulatory acceptance of model results.
- Invoicing and monthly status reports showing the percent complete.

Task 1 Deliverables

Deliverables for Task 1 include:

- Minutes from kick off meeting between the City and GSI.
- Email recommending locations for infiltration testing based on UIC construction, Keizer geology, and presence of water in the UIC.
- SOP for conducting infiltration testing at vertical UICs.
- Monthly invoices showing percent complete.

Task 1 Assumptions

Task 1 is based on the following assumptions:

- City staff will conduct infiltration testing and stormwater sampling for TOC.

Task 2 – GWPD Modeling

Using a previously developed unsaturated zone model, GSI will conduct a pollutant fate and transport assessment to evaluate protectiveness at City UICs. The unsaturated zone model will serve as a corrective action for UICs that are noncompliant under the UIC WPCF permit, and will be used to determine the minimum allowable separation distance at City UICs. Specific Task 2 activities include:

- Develop input parameter values for the GWPD based on: (a) the geologic, hydrogeologic, and TOC data collected as a part of Task 1 and (b) literature values for pollutant chemical properties.

- Run the fate and transport model.

- Document the model in a brief letter report describing the model input parameters, model results, and conclusions and recommendations for application of the model (i.e., protective separation distances).

Task 2 Deliverables

- Draft letter report for City review,

- Final letter report based on incorporation of City comments.

- Groundwater protectiveness look up table (if necessary based on UIC WPCF permit language)

Task 2 Assumptions

Task 2 is based on the following assumptions:

- The letter report will be finalized based on one round of comments from the City.

Task 3: WMA Delineation

GSI will develop a groundwater model to calculate WMAs for UICs with less than the minimum required separation distance calculated in Task 2 using the GWPD model. Two WMAs will be calculated:

- A WMA for UICs that discharge directly to groundwater, using an initial pollutant concentration equal to the Effluent Discharge Limit (EDL), or other, agreed-upon EDL multiplier, and
- A WMA for UICs that do not discharge to groundwater but have less than the minimum required separation distance. The model will use an input concentration based on the

GWPD model (i.e., the pollutant concentration after a certain transport distance through unsaturated zone soils). The transport distance will be discussed with the City, and is anticipated to be based on actual separation distances at UICs with less than the minimum required separation distance.

WMAs will be simulated for both vertical UICs and for horizontal perforated pipes, if necessary. The approach for WMA calculation is to develop a three-dimensional numerical groundwater model that simulates solute fate and transport. The model will be developed using the United States Geological Survey (USGS) finite difference groundwater flow model MODFLOW to simulate groundwater flow, and the solute transport code MT3D to simulate pollutant fate and transport. MODFLOW and MT3D will simulate the effects of advection, dispersion, dilution, biodegradation, and sorption.

Model input parameters will be based on scientific references, aquifer data collected by the City of Keizer (i.e., pumping tests at City wells), analysis of water well data from driller's logs, and/or data collected as a part of stormwater discharge monitoring. The simulations will include the transport of stormwater pollutants that most commonly exceed DEQ WPCF template proposed Effluent Discharge Limits (EDLs) based on the Kennedy Jenks (2009) report: pentachlorophenol (PCP), di (2-ethylhexyl) phthalate (DEHP), benzo(a) pyrene (BaP) and lead (Pb). Transport will be simulated for the average lifetime of a City UIC (assumed to be about 25 years).

Following the completion of modeling, GSI will meet with the City to discuss model results. Following the meeting, GSI will prepare a technical memorandum that documents model input values, model setup, and model results. GSI will also meet with DEQ and City of Keizer to discuss the results and implications of the GWPD model and the WMA model, either at the time of City of Keizer's WPCF permit negotiations or at another agreed-upon time.

Task 3 Deliverables

- Draft technical memorandum for City review,
- Final technical memorandum based on incorporation of City comments,
- Minutes from meeting with DEQ and City of Keizer discussing modeling results and implications.

Task 3 Assumptions

Task 3 is based on the following assumptions:

- The technical memorandum will be finalized based on one round of comments from the City.

Budget

We propose to conduct the above scope of work on a time and materials basis in accordance with the attached 2012 GSI Fee Schedule.

Our proposed budget for the above scope of services is **$39,800.** We understand that the City has budgeted up to $15,000 of the total for the 2012 – 2013 fiscal year, and the remaining amount for the 2013 – 2014 fiscal year. We will not exceed this amount without prior written authorization. Table 1 provides a breakdown of the budget estimate for the project.

Table 1
Budget Estimate
City of Keizer UIC Services

Task	Budget
Task 1 – Hydrogeology Analysis and Develop GWPD Input Parameters (FY 2012 – 2013)	$ 10,300
Task 2 – GWPD Modeling	
a) Run GWPD Model (FY 2012 – 2013)	$ 4,700
b) Reporting (FY 2013 – 2014)	$ 7,900
Task 3 – WMA Delineation (FY 2013 – 2014)	$ 16,900
TOTAL (FY 2012 – 2013 and FY 2013 – 2014)	**$ 39,800**

Schedule Timeline

The schedule is based on DEQ's issuance of the final UIC WPCF permit template, the City's fiscal budget, and internal City schedule for GWPD and WMA delineations. We understand that the City would like to have the project kick off meeting in late July 2012. In mid-August, GSI will provide the City with the SOP for infiltration testing, and begin researching data input for the model. The City would like to present the modeling approach to DEQ in September, and will begin collecting TOC data from November 2012 to January 2013. The GWPD model will be run in Spring 2013 and documented July 2013. The WMA model will be run beginning in July 2013. We anticipate finishing all modeling and deliverables by June of 2014.

Please feel free to contact us at 971-200-8516 (Matt) or 971-200-8527 (Heidi) if you have any questions.

Sincerely,

Matthew Kohlbecker

Heidi Blischke

Matt Kohlbecker, RG
Project Hydrogeologist

Heidi Blischke, RG
Principal/GSI Water Solutions, Inc.

GSI Water Solutions, Inc.
55 SW Yamhill Street, Suite 400 Portland, OR 97204
P: 503.239.8799 F: 503.239.8940
info@gsiwatersolutions.com www.gsiwatersolutions.com

2012 GSI Fee Schedule

Labor

Labor Category	Hourly Rate
Principal	$170 - $140
Senior	$160 - $120
Project	$130 - $90
Senior Staff	$95 - $85
Staff	$85 - $70
GIS/Graphics	$100 - $80
Editor/Documents	$90 - $80
Administration	$90 - $70

The hourly rate for trial preparation and expert witness testimony is 1.5 times the standard billing rate shown above.

Expenses

- Mileage: IRS authorized rate/mile
- Direct Expenses: Cost
- Outside Services: Cost plus 10 percent markup

CITY COUNCIL MEETING: July 16, 2012

AGENDA ITEM NUMBER:___________

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

THROUGH: **CHRIS EPPLEY**
CITY MANGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **WATER MASTER PLAN UPDATE**

DATE: **July 10, 2012**

BACKGROUND:

The City Council adopted the current Water System Master Plan Update in February 2001. Since that time the Water Division of the Public Works Department has followed the recommendations in the plan for Capital Improvements related to supply and distribution of water to the community. There have been some unanticipated problems arise during the last 10 years with some of the wells, in addition to the finalization of the Groundwater Rule by the State of Oregon, and the development of Keizer Station, that emphasize the need to update the current Master Plan. This update is also needed to complete our Water Management and Conservation Plan required by the Oregon Water Resources Division that has a completion deadline of January 2013.

FISCAL IMPACT:

The funds for this project are included in the FY 12/13 Water Fund budget line 54.

RECOMMENDATION:

Staff recommends Council adopt the attached resolution authorizing the City Manger to sign a contract not to exceed the amount of $40,000.00 with 4B Engineering and Consulting LLC for the Water Master Plan Update.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING CITY MANAGER TO ENTER INTO CONTRACT WITH 4B ENGINEERING AND CONSULTING, LLC FOR WATER SYSTEM MASTER PLAN UPDATE

WHEREAS, the Water System Master Plan needs to be updated to complete the City's Water Management and Conservation Plan required by the Oregon Water Resources Division;

WHEREAS, the deadline required by the Oregon Water Resources Division is January 2013;

WHEREAS, the principal of 4B Engineering and Consulting, LLC assisted with the preparation of the 2001 Water System Master Plan Update;

WHEREAS, the principal of 4B Engineering and Consulting, LLC is familiar with the City's water system and was involved with the design of most of the City's water supply system;

WHEREAS, under Ordinance No. 2005-519, contracting with engineers for non-routine or specialized services are exempt from competitive bidding;

WHEREAS, it is desirable to have a direct appointment of 4B Engineering and Consulting, LLC for the update of the Water System Master Plan;

NOW, THEREFORE,

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT RESOLVED by the City Council of the City of Keizer that the contract for the Water System Master Plan Update project is exempt from the competitive bidding requirements as this project requires an engineer for non-routine or specialized services.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the Water System Master Plan Update project contract be directly appointed to 4B Engineering and Consulting, LLC.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to enter into the attached contract with 4B Engineering and Consulting, LLC for the Water System Master Plan Update project.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of ______________________ ("Effective Date") between

City of Keizer Oregon ("Owner")

and 4B Engineering and Consulting, LLC ("Engineer")

Engineer agrees to provide the services described below to Owner for Water System Master Plan Update ("Project").

Description of Engineer's Services: Provide engineering and planning services to prepare a Water System Master Plan Update for period: 2012-2032, inclusive. All work to be in compliance with generally accepted engineering standards and approved by the Owner and Oregon State Health Authority upon completion. Study shall include the elements as outlined in Proposal dated June 15, 2012 (Attachment).

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices*. Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices*. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineers services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by the Owner, effective upon the receipt of notice by Engineer.

B. The terminating party, under paragraphs 4.01.A.1 or 4.01.A.2, may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the laws of Oregon.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee (Latest Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. However, the Water System Master Plan Update itself shall be the property of Owner.

G. To the fullest extent permitted by law, Owner and Engineer: 1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and 2) agree that Engineer's total liability to Owner under this Agreement shall be limited to $50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. The parties intend that an independent contractor relationship will be created by this Contract. Owner is interested only in the results to be achieved, and the conduct and control of the work will lie solely with Engineer. Engineer is not to be considered an agent or employee of Owner for any purpose, and the employees of Engineer are not entitled to any of the benefits that Owner provides for Owner's employees. It is understood that Owner does not agree to use Engineer exclusively. It is further understood that Engineer is free to contract for similar services to be performed for other persons while it is under contract with Owner.

J. In the event that Owner is required to employ an attorney to enforce the provisions of this Agreement, Engineer agrees to pay Owner's reasonable costs of enforcement, including attorney fees, and if Owner is required to maintain any suit, action or proceeding upon this Agreement or if any appeal is taken therefore, the prevailing party shall be entitled to recovery, in addition to such other sum of money or performance due hereunder, such sums as the Court may adjudge reasonable as attorney fees in said suit, actions, proceeding or appeal plus the costs and disbursement awarded therein.

8.01 Total Agreement

A. This Agreement, consisting of pages 1 to 4 inclusive, together with any expressly incorporated appendix, constitutes the entire agreement between the Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument between the Owner and Engineer.

9.01 Payment (Lump Sum Basis)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. A sum amount not to exceed $40,000.00 Dollars.

10.01 Term of Agreement

This Agreement shall cover services rendered from the date of execution by both Parties through December 21, 2012.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:	City of Keizer Oregon	ENGINEER:	4B Engineering and Consulting, LLC
By:	Christopher C. Eppley	By:	Edward Butts, PE
Title:	City Manager	Title:	Owner
Date Signed:		Date Signed:	
		License or Certificate No. and State	13,250--Oregon
Address for giving notices:		Address for giving notices:	
PO Box 21000		3700 River Road N., Suite #2	
Keizer, OR 97307-21000		Keizer, OR 97303	

4B Engineering & Consulting LLC

3700 River Road N., Suite #2
Keizer Oregon 97303
Phone: 503-589-1115---------Fax: 503-589-1118

June 15, 2012

William Lawyer
Public Works Director
City of Keizer
PO Box 21000
Keizer, OR 97307-1000

RE: Scope of Services and Proposal for Water System Master Plan Update-2012

Dear Mr. Lawyer,

On behalf of 4B Engineering and Consulting, LLC, I am pleased to submit our scope of services and proposal to update the City of Keizer Water System Master Plan. As you know, the most recent update was prepared in 2001 by myself while employed with Stettler Company; my primary intent for this plan is to review the following scope from the 2001 update in order to modify the planning values to current levels with a special emphasis directed towards revising the future plans for source expansions, water quality and regulatory issues, and improvements:

1) Revised Population and City Growth Projections for a Revised 20 Year Period (2012-2032);
2) Changes and Updates in Applicable Land Use and/or Zoning;
3) Current Residential and Commercial/Industrial Water Usage/Losses-Impact from Keizer Station Addition;
4) Years 2012-2032 Source (Wells) and Pumping Facilities Improvement/Replacement Plan and Schedule;
5) New Distribution System Analysis and Hydraulic Modeling Based on the Current Piping Layout;
6) Re-Examine and Evaluate Current and Projected Water Storage Requirements;
7) Current Water Quality Issues and Projected Impact from Regulatory Changes throughout Study Period;
8) Updated and Revised Capital Improvement Plan.

This Update will be prepared in compliance with the Oregon Health Authority guidelines and will be submitted, upon city adoption, as the official and current Water System Master Plan Update for the City of Keizer, Oregon.

Based on the above scope of work, 4B Engineering proposes to complete the Keizer Water System Master Plan Update for a net cost not to exceed $ 40,000.00. This cost includes ten (10) sets of a draft and ten (10) sets of a final plan, any additional copies of the update will be invoiced at the actual cost of printing. Based on our current work load and the need to fully incorporate the current water system improvements now under construction into the plan, I propose assembling the required data and a draft report through the upcoming summer and early fall months with preparation of the working draft report occurring during the fall months of 2012 with cooperation and input from the city's selected review committee with a final report issued around November 15-30, 2012.

Please let me know if there is any additional information or clarification needed regarding this proposal and, as always, I look forward to working with you and your staff on this project in the very near future.

Respectfully,

Edward P. Butts, PE, CWRE, BCEE, FASCE
Principal

CITY COUNCIL MEETING:____________________

AGENDA ITEM NUMBER:________________

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY
CITY MANAGER

FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR

SUBJECT: ESTABLISHING THE WATER MASTER PLAN UPDATE TASK FORCE

DATE: July 10, 2012

BACKGROUND:

The development of the Water Master Plan update needs to have a Task Force created to provide input and assistance to ensure we end up with the best finished product.
Staff recommends the Task Force be made up of representatives from the following sectors of the community;

1 Business Sector Representative

1 Development Sector Representative

1 Citizen At Large

2 Water Industry Peer Representatives

2 City Council Representatives

RECOMMENDATION:

Staff recommends Council adopt the attached Resolution. Following adoption, the Mayor should appoint the members.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

ESTABLISHING WATER MASTER PLAN UPDATE TASK FORCE

WHEREAS, an update to the Water Master Plan is required to complete the City's Water Management and Conservation Plan required by the Oregon Water Resources Division;

WHEREAS, the Keizer City Council finds it necessary and appropriate to appoint a task force to review and provide input during the development of the update to ensure the best finished product;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Water Master Plan Update Task Force is hereby established as outlined in Appendix "A", which is attached hereto and by this reference made a part hereof.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Task Force

Name: Water Master Plan Update Task Force

Purpose: To review, provide input and assistance, and to make recommendations to the Keizer City Council regarding the Water Master Plan Update to ensure that the City of Keizer ends up with the best finished product possible.

Membership: The Task Force shall consist of seven members. The members shall be appointed by the Mayor and shall consist of one representative from the business section, one representative from the development sector, one citizen at large, two representatives from the water industry, and two representatives from the City Council. The Task Force will be staffed by the Public Works Director or other city staff as non-voting members.

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

Meetings: The Task Force shall meet as determined by a majority of the members. All meetings of the Task Force shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

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

Duration: This Task Force shall be dissolved no later than December 15, 2012, unless extended by City Council action. However, the Task Force can make recommendations to City Council at any time.

CITY COUNCIL MEETING: July 16, 2012

AGENDA ITEM NUMBER:_____________

TO: MAYOR CHRISTOPHER AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: AMENDING MEMBERSHIP OF TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN COMMITTEE

At the July 2, 2012 Council meeting, the Council adopted Resolution No. R2012-2256 establishing the Traffic Safety/Bikeways/Pedestrian Committee. The Council added a representative from the Keizer Fire District as a voting member.

Although upon review of the video it appeared the Council wished to have ten voting members, that was not actually made part of the motion. In addition, it was not clear how the Fire District representative would be appointed.

Therefore, we have a prepared a new Resolution clarifying that there will be a total of ten voting members and that the Keizer Fire District representative would be appointed by the District, rather than by the normal Volunteer Coordinating Committee process.

In addition, the appointments to the Committee were not made at the previous meeting. It would be appropriate to appoint the Committee members by minute motion, after adopting the Resolution.

RECOMMENDATION:

Adopt the attached Resolution amending Resolution No. R2012-2256. After adopting the Resolution, by minute motion appoint the members pursuant to the attached roster.

Please let me know if you have any questions. Thank you.

ESJ/tmh

TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE
Updated 7/11/2012

Position	Member ***Indicates Cycle Enthusiast**	Address/Phone	Original Appt. Date	Exp. Date	Council Report
1*	Rick Jorgensen		6/2012 *(*07/01/10)*	12/31/12	
2*	Jeremy Jensen		6/2012 *(*01/2010)*	12/31/13	
3*	Shelly Campbell		6/2012	12/31/14	
4	Curt McCormack		6/2012 *(1/2010)*	12/31/12	
5	Keith Blair		6/2012 *(12/2010)*	12/31/13	
6	Dennis Dunning		6/2012 *(12/2011)*	12/31/14	
7	David Dempster		6/2012 *(*09/2008)* *(12/2011)*	12/31/12	
8	Edwin Thompson Jr.		6/2012 *(05/2008)*	12/31/13	
9	Eamon Bishop		6/2012 *(12/2008)*	12/31/14	
10	Keizer Fire District Representative			None	
	Jim Taylor Council Liaison				
	Bill Lawyer, Staff Liaison				

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AMENDING THE TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE; **AMENDING RESOLUTION NO. R2012-2256**

WHEREAS, the City Council adopted Resolution No. R2012-2256 establishing the Traffic Safety/Bikeways/Pedestrian Committee on July 2, 2012;

WHEREAS, the City Council wishes to amend the membership section and term of office sections in Appendix "A";

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2012-2256 is hereby amended in Appendix "A", which is attached hereto and by this reference incorporated herein.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix “A”
City Council Committee

Name: Traffic Safety/Bikeways/Pedestrian Committee

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities, including bikeways and pedestrian routes, and to make recommendations on projects and practices that improve safety, efficiencies and choices for transportation mode options. The powers and duties of the Committee shall include, but are not limited to:

1. To develop, prioritize, and recommend coordinated traffic safety programs.
2. To develop and maintain a Master Bikeway Plan to include an assessment of the need for bikeways, recommended routes with costs and priorities, proposed funding sources, and implementation program.
3. To recommend traffic safety priorities for the City.
4. To review and recommend project applications for funding.
5. To serve in a liaison capacity between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
6. To provide traffic and transportation-related research and information to official agencies of the City.
7. To coordinate and disseminate information to the public on routes and rules for bicyclists, pedestrians, and transit.
8. To promote public knowledge and compliance with traffic safety programs and laws.
9. To promote expanding transportation options that increase safety, efficiency, health, and independence.
10. To provide an annual written or oral report of its activities to the Council and other reports which the Council may request from time to time.

Membership: The Committee shall consist of ten voting members. One of the voting members shall be a representative from the Keizer Fire District and at least three (3) of the voting members shall be bicycle enthusiasts and actively engaged in recreational and/or commuter bicycling. Liaisons from the City Council and the City staff shall serve as non-voting ex officio members. The Keizer Fire District representative shall be appointed by the District. Other members shall be appointed as outlined by the City Council Rules of Procedure, except for the initial selection which shall be by City Council appointment.

Term of Office: Other than the Keizer Fire District representative which shall be perpetual, each member of the Committee shall be appointed for a three-year term, except for initial terms which shall be staggered. Members may be reappointed. The terms shall be staggered so that not more than three will expire in the same year.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by two-thirds majority vote of the City Council.

COUNCIL MEETING: July 16, 2012

AGENDA ITEM NUMBER:________

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

THROUGH: **Chris Eppley, City Manager**
and
Susan Gahlsdorf, Finance Director

FROM: **Tim Wood**
Assistant Controller

SUBJECT: Toughbook Surplus Request

BACKGROUND:

In accordance with City Ordinance No. 2008-579, City Staff is requesting that the equipment listed on Exhibit A be deemed surplus property as it is no longer useful as the result of the recent Toughbook laptop acquisitions. The property will be disposed of in a manner that is in the best interest of the City.

FINANCIAL IMPACT:

Staff estimates that the City could receive approximately $2,500 – $3,500 in proceeds from the sale of the Toughbooks.

RECOMMENDATION:

Staff recommends the City Council approve disposition of the equipment listed in Exhibit A.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2012-_____

AUTHORIZING DISPOSITION OF SURPLUS PROPERTY

WHEREAS, Ordinance No. 2008-579 allows for surplus property to be disposed of;

WHEREAS, the Tough Books identified on the attached list have been identified as having a value of approximately $100 each and being of no further use for public purposes;

WHEREAS, the above referenced Ordinance allows the disposal of City-owned surplus property by several methods, including any method that in the City's discretion is in the best interests of the City;

WHEREAS, staff has recommended the disposal of the Tough Books identified on the attached list as surplus property because they are no longer useful or needed;

WHEREAS, the City Manager approves of the disposal of the Tough Books identified on the attached list as surplus property;

NOW, THEREFORE,

BE IT RESOLVED that the City Council of the City of Keizer declares the Tough Books identified on the attached list to be surplus property.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the identified Tough Books be disposed of by electronic (website) auction.

///

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///

///

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that the City Manager is authorized to take any and all necessary acts to effectuate the disposal of the surplus property.

PASSED this __________ day of _________________, 2012.

SIGNED this __________ day of _________________, 2012.

____
Mayor

____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Exhibit "A"

Lable #	Model Number	Memory	Hard Drive Size	Internal Drive	Operation System	Notes
1	CF-30CAQAZBM	1 GIG	80 GIG	DVD	XP	
2	CF-29EWKGZKM	512 MEG	40 GIG	Floppy	None	
3	CF-29EWKGZKM	512 MEG	40 GIG	Floppy	None	
4	CF-29EWKGZKM	512 MEG	40 GIG	Floppy	None	Damage KB
5	CF-29EWKGZKM	512 MEG	40 GIG	Floppy	None	Damage KB
6	CF-29EWKGZKM	1 GIG	40 GIG	Floppy	XP	
7	CF-29EWKGZKM	1 GIG	60 GIG	Floppy	xp	
8	CF-30CAQAZBM	1 GIG	80 GIG	DVD	XP	
9	CF-29EWKGZKM	1 GIG	40 GIG	Floppy	XP	
10	CF-29EWKGZKM	512 MEG	40 GIG	Floppy	XP	
11	CF-29EWKGZKM	1 GIG	40 GIG	Floppy	XP	
12	CF-29EWKGZKM	1 GIG	40 GIG	NONE	XP	
13	CF-29EWKGZKM	1 GIG	40 GIG	Floppy	XP	
14	CF-29HTLGZBM	1 GIG	60 GIG	Floppy	XP	
15	CF-29HTLGZBM	1 GIG	60 GIG	Floppy	XP	
16	CF-29HTLGZBM	512 MEG	60 GIG	NONE	XP	
17	CF-29HTLGZBM	512 MEG	60 GIG	NONE	XP	
18	CF-29HTLGZBM	1 GIG	60 GIG	Floppy	XP	
19	CF-29HTLGZBM	1 GIG	60 GIG	Floppy	XP	
20	CF-29HTLGZBM	1 GIG	60 GIG	Floppy	XP	
21	CF-29HTLGZBM	1 GIG	60 GIG	DVD	XP	
22	CF-29HTLGZBM	512 MEG	40 GIG	DVD	XP	
23	CH-18FHAZXBM	512 MEG	60 GIG	NONE	XP	
24	CH-18FHAZXBM	512 MEG	40 GIG	NONE	XP	
25	CH-18FHAZXBM	512 MEG	N/A	NONE	None	Bad HD
26	CH-19CHBAXBM	1 GIG	80 GIG	NONE	XP	

Other Items:

8 Replacment Keyboards
Power Supplies

MINUTES
KEIZER CITY COUNCIL
Monday, June 4, 2012
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 p.m. Roll call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development Director
Brandon Smith, Councilor	Bill Lawyer, Public Works Director
Joe Egli, Councilor	Chief Marc Adams, Police
Mark Caillier, Councilor	Susan Gahlsdorf, Finance Director
David McKane, Councilor	Tracy Davis, City Recorder
Michael Courser, Youth Councilor	

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Matt Lawyer, Keizer, on behalf of Home Grown Theater, requested the free use of space in the Civic Center for rehearsal purposes. He noted that the performance will be free to the public at the Keizer Rapids Park Amphitheater. Councilor Caillier interjected that 9 people from the group had recently participated in invasive species removal at Keizer Rapids Park. Mayor Christopher specified that no staff time would be provided and that the rooms would still be available for rental. Mr. Lawyer noted that this usage would only be for the next two weeks; space has been secured for the remainder of the rehearsal time. Council agreed by consensus to allow the group to use the space for this week and next.

Joe VanMeter, Keizer, President of the Keizer Fire Board, thanked Council for bringing the Clear Lake issue to the vote of the people. He noted that the Fire District ran an honorable campaign and voiced dismay that 20% of Keizer voters made the decision for all of Keizer. He noted that nothing like this election fiasco has ever been seen before in Oregon and the election behavior was such an embarrassment to the state that legislation would be developed to mandate settlement of these issues prior to a vote by the people. In closing he thanked those involved and asked that the Ordinance on the agenda be rescinded.

PUBLIC HEARING

a. ORDINANCE ~ Setting Water Rates (2013) – Repealing Ordinance 2011-636

Finance Director Susan Gahlsdorf explained that in 2002 the City Council adopted a Cost of Service Model to help determine the annual water rate adjustment and that prior to the budget process staff updates the model to identify the appropriate adjustment for the following year. She reminded everyone that water sales have declined over the past few years and updates to the model over the past three years have identified a need for an increase of at least 3% each year. The first two years Council elected not to increase at all. To accommodate the reduced income, the City has postponed improvements to the water system infrastructure. Using the revised infrastructure replacement schedule the model shows that a 2% system wide increase is necessary this following year to pay for operating costs and infrastructure. The committee approved budget reflects this increase.

Mayor Christopher opened the Public Hearing.

Mr. Lawyer fielded questions regarding the sewer averaging system and explained how rates are set.

With no further testimony, Mayor Christopher closed the Public Hearing.

Councilor Clark moved that the Keizer City Council adopt an Ordinance Setting Water Rates (2013) Repealing Ordinance 2011-636. Councilor Taylor seconded. Motion passed unanimously as follows:

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

b. RESOLUTION ~ Certification of Lighting District Assessments

Finance Director Susan Gahlsdorf directed attention to the list showing assessments by district noting that they must be certified to the Marion County Assessor's office by June 30, 2012 in order to be assessed on the November 2012 tax rolls. Because the fund has a sufficient ending balance projected for the fiscal year, staff is recommending reducing the administrative fee from $8.10 to $4.05. This reduction will be partially offset by an increase in electricity cost. It will result in a typical reduction on the tax bill of $1 to $3. This is the second year the City has adjusted the assessment variables in order to reduce the cost to property owners.

Mayor Christopher opened the Public Hearing. Hearing no testimony, Mayor Christopher closed the Public Hearing.

Councilor Clark moved that the Keizer City Council adopt a Resolution Certifying Lighting District Assessments. Councilor Taylor seconded. Motion passed unanimously as follows:

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

c. RESOLUTION ~ Adopting FY2012-2013 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes

Finance Director Susan Gahlsdorf provided a response to a recent article in the newspaper that reported that the City was expecting a 25% increase in revenue equaling about $6 million. She explained that this is the Keizer Station LID Assessment payments in the budget. It relates to the property default and is the reason the City increased the Urban Renewal maximum indebtedness. The City did, however, have an increase of approximately $440,000 in property taxes because 2/3 of the Urban Renewal District was sunsetted. Ms. Gahlsdorf then fielded questions and provided additional information regarding how the City was going to deal with the Keizer Station LID debt.

Director Gahlsdorf then summarized actions and deliberations of the Budget Committee which culminated in the Committee Approved Budget being presented to Council for adoption. She reviewed the adjustments allowed by Oregon law and asked Council to consider the following adjustment: The Police Department has been collecting donations for a new K-9 dog and expects to have approximately $15,000 by September. Staff recommends increasing the Police Operating Budget to purchase the pooch. The adjustment has been included in the Budget Resolution.

Mayor Christopher opened the Public Hearing.

Cari Emery, Peer Court, explained that the program has maintained an 80% success rate since 2004 without changing the budget and requested that Council increase the Peer Court line item by 2.5% because Marion County Juvenile Department has increased their portion. Director Gahlsdorf interjected that this request was included in the Committee Approved Budget and Ms. Emery was simply providing additional information to support the increase. Ms. Emery then fielded questions regarding the Peer Court program regarding the success rate, community service hours and the support received from the Keizer Police Department.

Bill Quinn, Keizer, questioned the City's reasoning for expecting a 2.5% increase in property taxes because evaluations are dropping. Director Gahlsdorf responded that she had met with Marion County and she felt the 2.5% is aggressive. The increase will probably only be .5%.
Mr. Eppley explained how property taxes are assessed.

With no further testimony Mayor Christopher closed the Public Hearing.

<u>Councilor Clark moved that the Keizer City Council adopt a Resolution Adopting FY2012-2013 City of Keizer Budget, Making Appropriations and Imposing and Categorizing Taxes as amended for the K-9. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

ADMINISTRATIVE ACTION

a. ORDINANCE ~ Repealing Ordinance Withdrawing Territory from Marion County Fire District No. 1 – Repealing Ordinance 2011-644

City Attorney Shannon Johnson reminded Council that they had directed him to prepare this ordinance following a public hearing on the matter. Councilor Clark noted that she had watched the proceedings on Keizer 23 so would be voting on the issue. She questioned the status of the the bias claim. Mr. Johnson responded that the parties have agreed on the form of the order and to dismiss it, but it has not been signed.

<u>Councilor Clark moved that the Keizer City Council adopt an Ordinance Repealing Ordinance Withdrawing Territory from Marion County Fire District No. 1 – Repealing Ordinance 2011-644. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

b. RESOLUTION ~ Directing Distribution of Revenues from the Transient Occupancy Tax – Repealing R2011-2136

City Attorney Johnson explained that 20% of the Transient Occupancy Taxes the City collects have been used for the Community Center Fund and he and Director Gahlsdorf felt it was appropriate to have that set forth in a resolution. The resolution states clearly that 80% of the Transient Occupancy Tax goes to the General Fund and 20% to the Community Center Fund to allow for tourism related events. He added that approximately $11,000 was set aside in the budget for Keizer Chamber tourism activities.

<u>Councilor Clark moved that the Keizer City Council adopt a Resolution Directing Distribution of Revenues from the Transient Occupancy Tax – Repealing R2011-2136. Councilor Taylor seconded. Motion passed as follows:</u>

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

c. RESOLUTION ~ Authorization for Supplemental Budget – Police, 9-1-1, PEG, Community Center and Street Lighting District Expenses

Finance Director Susan Gahlsdorf explained that these were year-end budget adjustments. In the budget process about $35,000 of unexpended appropriations were found this year.

- The money was set aside for compensation payout but as a precautionary measure, a contingency is requested knowing that it will likely not be spent because officers are being encouraged to use compensatory time as time off rather than cash out and several have indicated a willingness to do so.
- If 9-1-1 excise tax comes in higher than budgeted, the City will have insufficient appropriation to pay it out to the Fire Districts.
- Production services and the Public Education Government Fund were budgeted as materials and services. The City is asking for a reclassification to Capital Outlay because it fits that expenditure

category. There is no fiscal impact.

- Operation of the community center is fairly new and the history is limited. It appears that janitorial costs will be over budget so a $5,000 appropriation of contingency is being requested to cover the shortfall and to purchase $1,000 worth of new tables.
- Electricity costs in the Street Lighting District Fund are expected to exceed the amount anticipated. Contingency is sufficient to cover the additional cost.

Ms. Gahlsdorf clarified that these appropriations are for the current fiscal year and explained that every fund has a contingency.

<u>Councilor Clark moved that the Keizer City Council adopt a Resolution - Authorization for Supplemental Budget – Police, 9-1-1, PEG, Community Center and Street Lighting District Expenses. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

d. RESOLUTION ~ Authorizing Temporary Use and Signs Subject to Conditions for Keizer Friday Market (2012)

City Attorney Shannon Johnson explained that the Keizer Friday Market is proposed for a trial run for July 20, August 17 and August 31 at Chalmers Jones Park at the City Hall complex. This resolution would allow temporary uses and signage.

<u>Councilor Clark moved that the Keizer City Council adopt a Resolution Authorizing Temporary Use and Signs Subject to Conditions for Keizer Friday Market (2012). Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

CONSENT CALENDAR

A. RESOLUTION ~ Declaring the City's Election to Receive State Shared Revenues
RESOLUTION ~ Certifying the City of Keizer Provides Four or More Municipal Services
B. RESOLUTION ~ Certification of Delinquent Sewer and Storm Water Accounts
C. RESOLUTION ~ Authorizing the City Manager to Enter Reimbursement Agreement with Chemeketa Community College (Repealing R2012-2204)
RESOLUTION ~ Authorizing the City Manager to Enter Reimbursement Agreement with Chemeketa Cooperative Regional Library Service Council R2012-2205)
D. RESOLUTION ~ Authorizing the City Manager to Sign the Personal

Services Agreement for Courtroom Interpreter Services

E. RESOLUTION ~ Authorizing the City Manager to Execute Extension of City of Keizer Custodial Services Contract with Willamette Valley Rehabilitation Center, Inc.
F. RESOLUTION ~ Authorizing the City Manager to Enter Into an Agreement with Johnson Reid, LLC for Periodic Review Consultant Work (Economic Analysis and Housing Needs Analysis)
G. RESOLUTION ~ Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction for Annual Street Resurfacing Project

Councilor Smith pulled items C and D.

Councilor Clark moved for approval of Items A, B, E, F, and G of the Consent Calendar. Councilor Taylor seconded. Motion passed unanimously as follows:

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

Regarding Item C, Councilor Smith expressed the belief that all of the Reimbursement Agreements had been signed. Mr. Johnson explained that all jurisdictions had accepted previous agreements based on legal review. Legal counsel from Chemeketa asked for minor changes and those are in front of Council.

Regarding Item D, Councilor Smith questioned why this did not go out for a Request for Proposals. Mr. Johnson explained that it was done recently and will be done the next time it comes up. Responding to inquiry from Councilor Taylor, Ms. Gahlsdorf noted that court interpreter charge was $6,000 per year.

Councilor Clark moved for approval of Items C and D of the Consent Calendar. Councilor Taylor seconded. Motion passed unanimously as follows:

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

COMMITTEE REPORTS
a. PROCLAMATION Wallace House Bicentennial

Taken out of Order. Mayor Christopher read the proclamation which reviewed events planned for the June 9 celebration of the 200th anniversary of the Wallace House, the first permanent non-native American settlement in the Willamette Valley (established in 1812) located at Wallace House Park. Dr. Jerry McGee provided additional information regarding the Wallace House, thanked those who participated in the event and urged everyone to buy a commemorative coin in support of this project. Keizer Points of Interest Committee Chair, Terri Hoag, thanked Council for their support of this and other projects adding that the committee is working closely with K-23 Committee on the Oral History project. Mayor Christopher suggested KPIC contact Debbie Miller to assist in the Oral History Project.

Councilor McKane reminded everyone of the upcoming Good Vibrations event noting that one of the events will be breakfast at the Community Center on Saturday and Sunday. He urged those interested in being a sponsor to sign up on the web page. Secondly, Councilor McKane commended the Keizer Chamber for participating in an event benefiting the family of Chris Fry by outfitting his home for wheel chair use since he lost the use of his legs.

Councilor Caillier reminded everyone of the upcoming Wallace House event at Wallace House Park and commended the 55 community volunteers who pulled invasive species.

Councilor Clark reported that she had met with the Oregon Municipal Planning Organization Consortium on Friday for a walking tour of the Union Street bike-pedestrian bridge and Riverfront Park and discussion of the statewide transportation strategy for greenhouse gas reduction, the federal surface transportation reauthorization, and new crash data for bicycles and pedestrians. She reminded everyone of the upcoming Mid-Willamette Area Commission on Transportation meeting and the Transit Center Open House and congratulated McNary graduating seniors.

Councilor Smith announced the upcoming Parks Board meeting adding that he will be unable to attend since he will be attending his son's graduation at Whiteaker. He congratulated his son Keifer, a Whiteaker graduate and McNary graduates, McKenna and Austin.

Mayor Christopher explained that there had been concerns regarding the Keizer Little League fields and funding of repairs. Discussion has taken place regarding putting together a work group and an RFP for the management of the park. Councilor Taylor is hoping to include citizens who were instrumental in putting together the Keizer Little League Park including Mike Gaynor, Clint Holland, Dave Bauer, Phil Lacaffe and Rick King.

Councilor Taylor added that the committee will focus on making sure that the park is used for the youth of Keizer. Both Keizer Youth Sports and Keizer Little League will be included in the discussion so that current issues can be addressed. Mayor Christopher added that the leadership from Keizer Little League and Keizer Youth Sports will be invited to voice their concerns and provide ideas.

OTHER BUSINESS
a. New Business or Old Business

Community Development Director Nate Brown reminded Council of the upcoming work session with the Planning Commission to discuss the Interchange Area Management Plan. He noted that a representative from the Oregon Department of Transportation would attend and apologized

Issues because he did not have the materials for the meeting.

Chief Adams announced that long-term Police Department employee Prajedes Martinez is retiring.

Youth Councilor Michael Courser announced that seniors had had their last assembly; Wednesday is the last day of School and Friday is graduation.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

June 11, 2012

5:45 p.m. – City Council/Planning Commission Joint Work Session

- Interchange Area Management Plan

June 18, 2012

7:00 p.m. – City Council Meeting

July 2, 2012

7:00 p.m. – City Council Meeting

ADJOURNMENT

With no further business, the meeting adjourned at 8:34 p.m.

MAYOR: APPROVED:

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Lore Christopher

____
Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Joe Egli
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved:____________________________

MINUTES
KEIZER CITY COUNCIL and PLANNING COMMISSION JOINT WORK SESSION
Monday, June 11, 2012
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Council President Cathy Clark called the work session to order at 5:48 p.m. The following were present:

Council:	Commission:	Staff:
Mayor Christopher (5:56)	Jim Jacks	Chris Eppley, City Manager
Cathy Clark	Greg Rands	Shannon Johnson, City Attorney
Jim Taylor	John Rizzo	Bill Lawyer, Public Works
Brandon Smith	Matt Chappell	Nate Brown & Sam Litke, Community Development
Joe Egli	Jonathan Thompson	Debbie Lockhart, Deputy City Recorder
David McKane	Jared Choc (absent)	
Mark Caillier	One Position Vacant	

DISCUSSION Interchange Area Management Plan

Community Development Director Nate Brown explained that the Interchange Area Management Plan process began in 2008; the interchange is vital to the future of Keizer. He introduced Terry Cole, the Lead Planner for Oregon Department of Transportation Region 2 and Shayna Reyberg who will be working with Keizer on the Code language that will need to be adopted into the Comprehensive Plan and the Transportation System Plan. Mr. Brown then distributed a map showing the recommended alternative for the program noting that the document shows all the different options studied. He noted that the various configurations were studied on a specific basis to identify how much improvement would be required for the functionality of the interchange.

Some discussion took place regarding the effect the interchange plans might have on urban growth expansion with Mr. Brown explaining that the DLCD had expressed concern regarding a perceived assumption that Keizer had permission to expand so the project was quantified in general terms with calculated land use, trips and modeling. Mr. Cole added that the approach taken was consistent with the existing plan. When looking 20 to 25 years into the future and the growth around the existing interchange, there are difficulties and the proposed improvements help those.

Mr. Cole then explained the analysis process noting that the I-5 mainline was studied at the same time. The analysis process was traditional with intersections studied individually. Each study shows a specific expectation for level of service and volume to capacity measurements. The alternatives in the report showed the greatest promise for avoidance of failure. The best balance was studied and performance evaluations studied. Alternative mobility standards will be adopted for this interchange; this would modify the ones already in place and the way the future impacts would be analyzed. Mr. Cole pointed out that there is no money for any of this; the management thrust is the “no build” scenario; ODOT does not expect the improvements to be constructed within the 20-year planning horizon but the policy is adaptable so that if money is found the project can be built. Mr. Brown interjected that with the City undergoing Periodic Review and with potential urban growth boundary discussions, it became apparent that review of the interchange was needed and Mr. Cole had informed the City that this process was available.

Mr. Cole explained that there was no guarantee of funding but this study gives the City a clear picture of what to advocate for and it resets the game board with respect to mobility standards. He explained that the document is broken out into existing conditions and future analysis which includes performance improvements and recommended alternatives should funding become available.

Discussion then took place regarding expansion of the urban growth boundary, failure of the intersection, funding for improvements, the source of traffic at the intersection, and partnerships. Mr. Cole explained that the City does not need to adopt the full document. Each jurisdiction is being asked to adopt language and code changes that apply to their area. Adoption of the Interchange Function Statement, which tells what it is and what it is expected to do, constitutes an agreement. Mr. Brown added that there is a lot of work remaining; the improvements need to be introduced into the Regional Transportation System Plan and put on the illustrative list (wish list), and agreements with other partners need to be worked out.

Focus was then directed to the map that had been distributed with Mr. Cole reviewing each improvement:

Phase 1:

- I-5 to OR99E widening
- Verda Extension to I-5 OR99E widening

Phase 2:

- 35th Street realignment
- Lengthen Chemawa Road northbound and southbound ramps
- Tepper overcrossing and East Tepper Drive
- Indian School Road realignment
- Portland Road to Chemawa Road auxiliary lanes

Phase 3

- North ramps partial clover “B”
- Other planned projects which include extension of Verda Lane

Shayna Reyberg provided orientation on the implementation noting that the City will not adopt the entire document but will take parts relevant to Keizer and she will propose the exact language at upcoming meetings. It will show support for the improvements, recognize that they are not funded, acknowledge and address what would happen if the funding was secured, address alternative mobility standards and acknowledge that ODOT would adopt those for their facilities as well as Keizer. This would allow for the projects to move forward. Mr. Brown added that the City has already adopted an alternative but this plan would push that plan to allow more flexibility and more trips.

Mr. Cole noted that the current standard is calculated using a particular set of analysis methods and ODOT is suggesting a procedure where instead of using the highest hour number, the analysis parameters be the average of the annual pm peak. This adjusted methodology would effectively lower the bar for the volume to capacity calculation. Mr. Brown explained that this flexibility comes with the requirement that the City create an overlay district and commit to living within the budget; it puts a higher level of importance on the analysis that is done and the City will be held accountable to the plan. Ms. Reyberg added that the overlay zone puts a special flag on the area; it doesn't lay any regulations on, but enhances the level of coordination with ODOT. It will refer people to the Access Management Plan and will provide a flag for planners when reviewing applications in this area. She explained that the plan was developed jointly with other jurisdictions so ODOT does not anticipate opposition from other cities. Adoption will look different for each jurisdiction but the baseline will be the same.

ADJOURN Meeting adjourned 7:23 p.m.

APPROVED:

MAYOR:

Debbie Lockhart, Deputy City Recorder

Lore Christopher

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Joe Egli
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved:_____________________________

MINUTES
KEIZER CITY COUNCIL
Monday, June 18, 2012
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 p.m. Roll call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Shannon Johnson, City Attorney
Jim Taylor, Councilor	Nate Brown, Community Development Director
Brandon Smith, Councilor	Bill Lawyer, Public Works Director
Joe Egli, Councilor	Captain Kuhns, Police
Mark Caillier, Councilor	Tracy Davis, City Recorder
David McKane, Councilor	
Michael Courser, Youth Councilor	

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Rick Hammerquist Keizer, representing the Keizer Tennis Association, announced that the KTA to date had raised $18,000 towards the Claggett Creek tennis courts. He reviewed tennis programs and volunteer teaching opportunities and the fundraising plan submitted to the Parks Advisory Board for approval and recommendation to Council.

Ken LeDuc, Keizer, distributed a brochure developed to facilitate fundraising efforts for a play structure at Willamette Manor Park and explained that a dunk tank is planned with funds being split evenly between Keizer Tennis Association and Willamette Manor Park play structure. He urged Council and City staff to volunteer to sit in the tank for 15 minutes. Mayor Christopher responded that Council Rules prohibit Councilors from participating in this sort of activity but perhaps family members could participate instead.

Regarding the Ball Park Task Force, Mr. LeDuc requested that members of Keizer Little League, Keizer Youth Sports Association, and Keizer Tennis Association (for tournament expertise) be included in the membership and asked that meetings be held at a time and place convenient to the public to allow for optimum public input.

PUBLIC HEARING

a. Porter's Pub Liquor License – Change of Ownership

City Manager Chris Eppley reported that an application was submitted for a Change of Ownership for a Full On-Premises Sales Liquor License for Porter's Pub, Keizer, Oregon. A public hearing was scheduled, notice published, a background check was done and calls for service are within the City recommended standards. Staff recommends that following a public hearing, Council recommend approval of the application.

Mayor Christopher opened the Public Hearing.

David Thomas explained that he had been working on the purchase for the last four months and the establishment will stay basically the same. He then fielded questions regarding his experience and dealing with violations.

With no further testimony, Mayor Christopher closed the Public Hearing.

<u>Councilor Clark moved that the Keizer City Council approve the application for a full On-Premises Sales Liquor License for Porter's Pub under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer and forward the recommendation to the Oregon Liquor Control Commission for final approval. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

b. Kolby's Restaurant Bar and Billiards – New Liquor License

City Manager Chris Eppley reported that an application was submitted for a Full On-Premises Sales Liquor License for Kolby's Restaurant Bar and Billiards, Keizer, Oregon. A public hearing was scheduled, notice published, necessary notification given, a background check was done, and Keizer Planning Department finds the location of the establishment to be properly zoned and has no comment on the application. Staff recommends that following a public hearing, Council recommend approval of the application.

Mayor Christopher opened the Public Hearing.

Cameron Corkie Kyle, Salem, explained that he had always wanted to start a billiard facility so this was a dream come true.

With no further testimony, Mayor Christopher closed the Public Hearing.

<u>Councilor Clark moved that the Keizer City Council recommend approval of the application for a Full On-Premises Sales liquor license for Kolby's Restaurant Bar and Billiards under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer and to forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

ADMINISTRATIVE ACTION

a. ORDINANCE ~ Relating to the Amendment of the Electric Utility License Fee Ordinance – Amending Ordinance No. 94-286

City Attorney Shannon Johnson explained that Portland General Electric and City Staff have tentatively agreed on language for a franchise agreement to replace the old business license tax. Salem Electric, however, has some changes that have not yet been finalized so the City cannot enter into the PGE agreement. Staff is therefore suggesting extending the license fee to October 31.

<u>Councilor Clark moved that the Keizer City Council adopt an Ordinance Relating to the Amendment of the Electric Utility License Fee Ordinance Declaring an Emergency – Amending Ordinance No. 94-286. Councilor Taylor seconded.</u> <u>Motion passed unanimously as follows:</u>

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

b. ORDINANCE ~ Relating to the Amendment of the Gas Utility License Fee Ordinance – Amending Ordinance No. 94-285

Mr. Johnson explained that Northwest Natural Gas is closer to agreement but some minor questions still need to be addressed.

<u>Councilor Clark moved that the Keizer City Council adopt an Ordinance Relating to the Amendment of the Gas Utility License Fee Ordinance Declaring an Emergency – Amending Ordinance No. 94-285. Councilor Taylor seconded.</u> <u>Motion passed unanimously as follows:</u>

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

c. RESOLUTION ~ Authorizing Temporary Use and Signs Subject to Conditions for 2012 City Sponsored Concert/Live Theater Series at Keizer Rotary Amphitheatre

Community Development Director Nate Brown explained that this is the authorization for KRA to place signs in public facilities. Because the City's ordinance does not allow that, the issue must be addressed under the special event procedure which grants Council the authorization to allow those signs.

<u>Councilor Clark moved that Keizer City Council adopt a Resolution Authorizing Temporary Use and Signs Subject to Conditions for 2012 City Sponsored Concert/Live Theater Series at Keizer Rotary Amphitheatre. Councilor Taylor seconded. Motion passed unanimously as follows:</u>

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

CONSENT CALENDAR

a. RESOLUTION ~ Adopting Cost of Living Increase for City Employees Based on Committee Approved Budget for 2012-2013
b. RESOLUTION ~ Establishing the Traffic Safety/Bikeways Committee – Repealing R2003-1403 and R2007-1779
c. RESOLUTION ~ Establishing the Keizer Little League Park Task Force.
d. Approval of May 7, 2012 Regular Session Minutes
e. Approval of May 14 2012 Work Session Minutes
f. Approval of May 21, 2012 Regular Session Minutes

Items B, C, E and F were pulled from the Consent Calendar.

Councilor Clark moved for approval of Items A and D of the Consent Calendar. Councilor Taylor seconded. Motion passed unanimously as follows:

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

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

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

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

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

Councilor Clark announced that she had discussed changes with Mr. Johnson and was requesting that Item B be addressed at the next Council meeting.

Regarding Item C Councilor Taylor expressed the desire to include Keizer Little League and Keizer Youth Sports in discussion regarding the park but asked that they not be voting members since this task force would be working on the Request for Proposals. It was noted that there is no reference to the RFP in the Resolution forming the task force. Mr. Eppley responded that staff is preparing the RFP; this task force could assist in the evaluation of the RFP. Discussion then took place regarding the need to include the two organizations in discussion and their voting status, the possibility of the City taking over maintenance of the park and the role of the City.

Councilor Taylor suggested an amendment that the task force make a recommendation on the RFP.

Mr. Eppley explained that the ball program needs to move forward so someone needs to take over the management of the park to prepare for the next season. He suggested that the process by bifurcated: the RFP would find a successful manager for the park for the immediate future and the task force would then focus past the next ball season. The RFP would be for one year only so task force recommendations could come before Council and go into effect after the next season.

Councilor Clark moved that Keizer City Council adopt a Resolution Establishing the Keizer Little League Park Task Force amended to increase the number of Task Force members to seven including representatives of Keizer Little League and Keizer Youth Sports Association. Councilor Taylor seconded.

Councilor Egli noted that the wording indicated that the Mayor would appoint the members and questioned if the Board of KYSA and KLL shouldn't choose their own representative. Mr. Johnson responded that he would change the wording in the resolution to allow the two Boards to appoint their own representatives on the Task Force.

Motion passed unanimously as follows:

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

COMMITTEE REPORTS

a. If I Were Mayor Contest Winners

Emma John, Weddle Elementary School, received the award for her poster which focused on after school community service activities that students could be involved in.

Sierra Reynolds, Whiteaker Middle School, received the award for the best essay. She read the essay and explained that Mr. Hafer, her college prep class teacher, inspired her to write it.

b. 2011-2012 Youth Councilor Recognition

Mayor Christopher provided information regarding the leadership program of Salem/Keizer Chamber of Commerce noting that Youth Councilor Michael Courser came to the Council through this program. She then presented him with a Certificate of Appreciation and a gift card in recognition and gratitude for his service on Council. Mr. Courser then announced that he had attained the rank of Eagle Scout.

Councilor McKane announced the date for the next Traffic Safety Commission meeting.

Councilor Caillier provided information regarding the June 9 Bicentennial Celebration.

Councilor Egli reminded Councilors to take the on-line Emergency Management training, announced the next meeting with Marion County Fire District, and thanked Highway Fuel for donating bark for the Keizer Corner.

Councilor Clark announced that Keizer Points of Interest, K-23 Advisory Board and Keizer Heritage Foundation would be collaborating on the Oral History project. She thanked Mayor Christopher and Mayor Peterson for participating in the Volcanoes welcome event and Jean Bond-Esser who did illustrations for the kiosk at the Bicentennial event and Councilor Caillier for his efforts at the event. She reviewed meetings she had attended including the Mid-Willamette Area Commission on Transportation; invited everyone to the upcoming RiverFair and to the next K-23 Advisory Committee meeting; and explained that the special 15-star flag, a replica from 1812, is being flown at Keizer Corner until the RiverFair.

Councilor Taylor reported that a professional photographer will be filming and producing the Fly Fishing Councilors outdoor show this summer.

OTHER BUSINESS

a. New Business or Old Business Issues

Public Works Director Bill Lawyer announced that the boat ramp project at Keizer Rapids Park has begun and road resurfacing projects should be starting within the next two weeks. Roads being resurfaced are listed on the website and should be completed by the end of August.

Mr. Brown announced that the Energy Assistance Grant Program has eight applications that have been approved totaling over $100,000. The State Historic Preservation Association rejected two projects because any house over 50 years old must go through their review and they have determined that there may be a potential for a historic district some day in the future. He will be challenging their authority in this requirement.

Michael Courser announced that the next event on the McNary calendar is a holiday on July 4…. All day.

WRITTEN COMMUNICATIONS

Councilor Clark announced that the Keizer Rotary Amphitheater summer concert series is now posted on the City website. The first is on June 30.

AGENDA INPUT

July 2, 2012
7:00 p.m. – City Council Meeting
July 9, 2012
5:45 p.m. – City Council Work Session
July 16, 2012
7:00 p.m. – City Council Meeting

ADJOURNMENT With no further business, the meeting adjourned at 8:43 p.m.

MAYOR: APPROVED:

______________________________ ______________________________

Lore Christopher Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

______________________________ ______________________________

Councilor #1 – David McKane Councilor #4 – Cathy Clark

______________________________ ______________________________

Councilor #2 – Brandon Smith Councilor #5 – Joe Egli

______________________________ ______________________________

Councilor #3 – Mark Caillier Councilor #6 – James Taylor

Minutes approved:

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MINUTES
KEIZER CITY COUNCIL
Monday, July 2, 2012
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:00 p.m. Roll call was taken as follows:

Present:	**Staff:**
Lore Christopher, Mayor	Chris Eppley, City Manager
Cathy Clark, Council President	Nate Brown, Community Development Director
Jim Taylor, Councilor	Bill Lawyer, Public Works Director
Brandon Smith, Councilor	Chief Adams, Police
Joe Egli, Councilor	Susan Gahlsdorf, Finance Director
Mark Caillier, Councilor	Tracy Davis, City Recorder
David McKane, Councilor	

FLAG SALUTE

Mayor Christopher led the pledge of allegiance.

PUBLIC TESTIMONY

Jerry McGee, Keizer, explained the policy regarding Councilor decorum or dignity, noting that the policy dictates that a Councilor should refrain from activities that would be viewed as undignified or bring regrets to the office. He stressed that it is not the person but the office and urged citizen support. Dr. McGee and Councilor Clark then provided information regarding the geo-cache coins minted to commemorate the 200th year of the Wallace House and the 30th year of the City of Keizer.

Stan Hoisington, Keizer, announced that one out of ten children had become victims of identity theft and suggested that children's social security numbers be monitored continually and unauthorized use be reported. He left a brochure about his company Legal Shield's "Safeguard for Minors".

PUBLIC HEARING

None

ADMINISTRATIVE ACTION

a. ORDINANCE ~ Amending Procedure for Equitable

Finance Director Susan Gahlsdorf explained the process for allocating costs for a local improvement district and pointed out the recommended changes.

<u>Councilor Clark moved that the Keizer City Council adopt an Ordinance Amending Procedure for Equitable Apportionment for Local Improvement Assessments – Amending Ordinance No. 92-244. Councilor Taylor</u>

Apportionment for Local Improvement Assessments

seconded. Motion passed unanimously as follows:

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

RESOLUTION ~ Setting Application Fee for Apportionment of Local Improvement District Assessments

Councilor Clark moved that the Keizer City Council adopt a Resolution Setting Application Fee for Apportionment of Local Improvement District Assessments. Councilor Taylor seconded. Motion passed unanimously as follows:

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

b. RESOLUTION ~ Authorizing a Financing Agreement Committing the City's Full Faith and Credit for the Civic Center Line of Credit

Finance Director Gahlsdorf explained that this line of credit is the same line of credit that was considered at the Urban Renewal Agency meeting held prior to the Council meeting. The City is involved because Bank of America has asked for the full faith and credit of the City. She assured everyone that this puts the City at no more risk than it is already because the LID assessment is backed by the full faith and credit of the City. Existing funds will be used to pay the LID debt which has a higher interest rate than the line of credit.

Councilor Clark moved that the Keizer City Council adopt a Resolution Authorizing a Financing Agreement Committing the City's Full Faith and Credit for the Civic Center Line of Credit. Councilor Taylor seconded. Motion passed unanimously as follows:

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

CONSENT CALENDAR

a. RESOLUTION ~ Authorizing Public Works Director to Enter Into Agreement with Pacific INT-R-TEK for Pipe Cleaning and Television Inspection
b. RESOLUTION ~ Establishing the Traffic Safety/Bikeways/Pedestrian Committee – Repealing R2003-1403 and R2007-1779
c. RESOLUTION ~ Authorization to Appropriate Excess Expenditures for Park Bark Chips
d. RESOLUTION ~ Granting Step Increase to the City Manager
e. RESOLUTION ~ Granting Step Increase to the City Attorney

Councilor Clark pulled Item B from the Consent Calendar.

Councilor Clark moved that the Keizer City Council adopt Items A, C, D and E of the Consent Calendar. Councilor Taylor seconded. Motion passed unanimously as follows:

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

Regarding Item B, Councilor Clark noted that the Traffic Safety Commission had passed a motion to make the Fire District member of the Commission a voting member as it is on the current Commission. Councilor Taylor noted that Councilor McKane had asked him to serve as Council liaison on this committee and he was willing to do so; Councilor Clark had agreed to fill in when he was not available. Mayor Christopher indicated she was in favor of this arrangement.

Councilor Clark moved to approve Item B of the Consent Calendar amended to include the Keizer Fire District member as a voting member in the Commission membership. Councilor Taylor seconded. Motion passed unanimously as follows:

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

COMMITTEE REPORTS

a. Appointment to the Keizer Events and Festivals (K-FEST) Committee

Councilor Clark reported that there was a vacancy on the Keizer Events and Festivals Team (K-FEST). Notice of the vacancy was published and the Volunteer Coordinating Committee unanimously recommended Jodi McBride to fill Position #5, a two-year term, position expiring May 2014.

Councilor Clark moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Jodi McBride to position number 5 on the Keizer Events and Festivals Team (K-FEST), to serve a two-year term ending May 2014. Councilor Taylor seconded. Motion passed unanimously as follows:

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

b. Appointment to the Keizer Planning Commission

Councilor Clark reported that there was a vacancy on the Planning Commission. Notice of the vacancy was published and the Volunteer Coordinating Committee unanimously recommended Hersch Sangster to serve the remainder of the term and the subsequent term expiring September 2015.

Councilor Clark moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint Hersch Sangster to position #7 on the Planning Commission to serve the remainder of the term and the subsequent term expiring September 2015. Councilor Taylor seconded. Motion passed unanimously as follows:

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

c. Appointment to the Keizer Parks Advisory Board

Councilor Clark reported that there was a vacancy on the Parks Advisory Board. Notice of the vacancy was published and the Volunteer Coordinating Committee unanimously recommended David Louden to fill the vacancy.

Councilor Clark moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee to appoint David Louden to position #5 on the Parks & Recreation Advisory Board to serve a 3-year term, expiring December 2014. Councilor Taylor seconded. Motion passed unanimously as follows:

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

d. PROCLAMATION Accessibility Awareness Month

Taken out of order. Mayor Christopher read a proclamation for Accessibility Awareness Month. Charles Keen, Salem, explained that the proclamation is not meant to reach only City government, but government as a whole and state, local and non-profit organizations that serve disabled individuals in the community.

Councilor Smith announced the date and time for the next Parks Advisory Board meeting.

Councilor Taylor reported that he and Richard Walsh took Statesman Journal reporter Perez on a trip down the Willamette River informing her of the history of Keizer Rapids Park and the Willamette River Trail.

Councilor Clark announced upcoming events including the Sustainability Summit, Commissioner Breakfast, and the Marion County Fair. She reviewed issues discussed at the Community Transit Task Force meeting and congratulated Councilor Smith on his new grandchild.

Councilor Egli reported on his recent meeting with Marion County Fire and urged Councilors who had not taken their emergency management training to do so.

Councilor Caillier announced the cancellation of the July Claggett Creek Watershed Council meeting, and requested responses by July 15 from Councilors on the draft Council Rules and Procedures.

Councilor McKane reported that he had attended a meeting at the Kroc center in which routes for children traveling to and from the facility were discussed. He announced the upcoming Planning Commission meeting and thanked Councilor Clark for attending the Traffic Safety Commission meeting in his absence.

OTHER BUSINESS

a. New Business or Old Business Issues

Chief Adams announced that August 7 is National Night Out, stated that after 25 years of service Officer Brian Hunter was retiring, and commended Keizer Police for their recent bank robber apprehension.

Finance Director Susan Gahlsdorf announced that Karen Hillier in Utility Billing had resigned due to personal reasons. She hopes to fill the position quickly so that everyone is ready for the system conversion scheduled for this fall.

Community Development Director Nate Brown announced that the Planning Commission will review the text amendment necessitated by the adoption of the Interchange Area Management Plan.

Councilor Egli indicated that Keizer Homegrown Theater has requested the Wednesday and Thursday prior to their scheduled performance at the amphitheater for additional performances. Following discussion, Council agreed by consensus to give the group a "soft" reservation to use it on Wednesday and Thursday. If someone else wants to rent, then Home Grown Theater will have the right to come up with the money for the rental fee.

WRITTEN COMMUNICATIONS

Councilor Clark announced that the Keizer Rotary Amphitheater summer concert series is now posted on the City website. The first is on June 30.

AGENDA INPUT

July 9, 2012
5:45 p.m. – City Council Work Session (Cancelled)
July 16, 2012
7:00 p.m. – City Council Meeting
August 6, 2012
7:00 p.m. – City Council Meeting

ADJOURNMENT

With no further business, the meeting adjourned at 7:48 p.m.

MAYOR:	APPROVED:
______________________	______________________
Lore Christopher	Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – David McKane	Councilor #4 – Cathy Clark
Councilor #2 – Brandon Smith	Councilor #5 – Joe Egli
Councilor #3 – Mark Caillier	Councilor #6 – James Taylor

Minutes approved: