MINUTES

KEIZER CITY COUNCIL
Monday, June 17, 2002
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the regular meeting to order at 7:12 p.m. Roll Call was taken as follows:

Present:
Lore Christopher, Mayor
Michel Gaynor, Councilor
Charles E. Lee, Councilor
Jerry McGee, Councilor
Jacque Moir, Council President
Richard Walsh, Councilor

Absent:
Judy K. Smith, Councilor

Staff:
Chris Eppley, City Manager
Susan Gahlsdorf, Finance Director
Rob Kissler, Public Works Director
Marc Adams, Chief of Police
Dianne Hunt, Human Resources Director
Shannon Johnson, City Attorney
Tracy L. Davis, City Recorder

PUBLIC TESTIMONY

Arthur Burr, 744 Castle Drive North, Keizer-spoke in support of Keizer having a library. He felt the alternatives, with the exception of the threshold library, would be worth looking into and expressed his opinion that a library district would be the best of the alternatives.

Responding to questions Mr. Burr felt it would be advantageous for the city to be involved in the Chemeketa Regional Library system because of the resources it has available.

Jim Schepke, State Librarian, 250 Water Street NE, Salem-expressed thanks to the Task Force for the labor done working towards a library. Mr. Schepke felt the regional library concept would offer the best option for

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the least amount of money.

Mr. Shepke addressed a survey studying the regional library concept and the citizens of Keizer that were part of this survey and their reaction to the concept, which was positive.

Responding to questions Mr. Shepke indicated that there were individuals at the State Library that would be willing to review the report submitted by the Task Force. He continued to address questions regarding a regional library the areas and approximated tax costs that could be included in this concept.

Mayor Christopher thanked Mr. Shepke for his testimony.

COMMITTEE REPORTS

a. Naming of "Focal Point"

Councilor Lee provided all the suggested names for he Focal Point, noting the four recommended by the task force, which were *Keizer Center, Keizer Corner, Keizer Unity Point and The Heart of Keizer.* It was suggested that a public hearing be held for input from the community.

It was the consensus of the Council to hold a public hearing regarding this issue on July 1, 2002.

b. Parks Advisory Board Report-Future Funding Proposal

Jim Taylor, 3225 Mayfield Place North, Keizer-Chair of Parks Board provided a copy of the Board's recommendation to request consideration by the Council for a charter amendment to fund parks.

Clark Williams, 1050 Rafael Street North, Keizer-Vice Chair of Parks Board provided a brief history of Keizer parks and the need to adequately fund the system to continue maintenance and the development of the parks system.

Mr. Williams reported that the Board was requesting from the Council the opportunity to take the proposal before the voters. As part of the proposal they would be requesting $318,000 in funding a year which would include adding two additional full-time employees, the purchase of equipment to allow for many contracted services, such as mowing, to be done in-house. Mr. Williams also addressed a parks comparable cities worksheet that indicated the majority of these cities were spending five to five and one-half percent on parks maintenance versus Keizer spending of 2.2 percent.

Responding to questions Mr. Taylor stressed the efficiency of doing some of these tasks in-house which would also allow an employee to take more ownership of park.

Councilor McGee expressed concerns regarding the efficiency claims and requested information to back this claim. He also requested additional data to back the need for a charter amendment.

Mr. Taylor indicated the need to have dedicated funds to maintain parks and placing the issue before the voters to see what their needs are in the way of parks would be desirable. He indicated that a charter amendment would lock in the dedicated fund.

Responding to questions City Attorney Johnson addressed the water district charter amendment that allowed monies in this fund to be spent only for water purposes. He indicated this would be the same reasoning behind a parks charter amendment.

City Manager Eppley interjected noting that a charter amendment can only be changed by the vote of the people.

Councilor McGee spoke strongly about the amount being request. He felt $318,000 was too much to request at one time.

Councilor Walsh felt it was important to let the voters exercise their power to make a decision regarding this issue.

Mr. Taylor indicated that the funding being requested would not exceed the Parks Comprehensive Plan, which was adopted by the Council in 1992.

Councilor McGee stressed that the Master Plan was a guideline to be followed as funding was available and was not a binding contract.

Responding to questions Public Works Director indicated that approximately 50% of the city's parks were developed and he that was unaware of any city that met the national average for parks development.

Mr. Taylor continued to stress the need to adequately fund the city's park system.

With further discussion City Attorney Johnson indicated he could bring further information regarding a charter amendment at the next Council meeting.

Responding to questions Mr. Taylor indicated that the passage of a charter amendment/dedicated fund would take the place of the general fund monies that are currently used for parks.

The Council further discussed issues and information regarding a charter amendment.

Council President Moir moved to direct staff to pursue a charter amendment for dedicated funds and come back with a recommendation of $318,000 to put a ballot measure on the November ballot for funding of parks for the City of Keizer. Councilor Walsh seconded the motion.

Councilor McGee moved an amendment to the motion from $318,000 to $200,000. Councilor Lee seconded the motion.

Speaking to his amendment Councilor McGee felt it was too much of an increase at one time and encouraged an incremental approach to the increase in funding.

Councilor Gaynor indicated he would like to see something set aside for parks, but was unsure at what amount this should be.

Councilor's McGee and Walsh debated the need for additional full-time employees for the parks system.

Councilor Lee spoke in favor of a dedicated fund, but expressed the need for further justification of the dollar amount and personnel being requested in this proposal.

Mr. Kissler answered questions from the Council regarding current maintenance of the parks, the parks master plan and SDC funds.

The vote on the amendment failed as follows:

AYES: McGee (1)
NAYS: Christopher, Gaynor, Lee, Moir and Walsh (5)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

The main motion passed as follows:

AYES: Christopher, Lee, Moir and Walsh (4)
NAYS: Gaynor and McGee (2)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

- River Cities 2002 Conference/Mid-Willamette River Connection Report- This report was postponed until July 1, 2002.

c. **Council Liaison Reports**

- ***Traffic Safety Commission-***

No report was submitted.

- ***Southeast Keizer Resource Center-***

Councilor Lee reported on Friday, June 21st a bilingual magician would be entertaining the children.

- ***Emergency Operations Committee-***

Council President Moir reported that CERT training would be taking place with the Fire Department on September 5th. She noted a grant in which Marion County's Emergency Manager would be applying for to develop a single emergency communications channel.

The next meeting of the committee would take place on June 25th.

- ***Claggett Creek Watershed Council-***

Council President Moir reported the project was continuing and she provided a brief outline of what would be taking place.

- ***Planning Commission-***

No report was submitted.

- ***Parks Advisory Committee-***

Council President Moir reported that the committee would continue to seek donations through the city's water bill.

- ***Keizer Urban Renewal Board-***

Councilor Gaynor reported that the City Manager provided a presentation regarding urban renewal. The discussions regarding this would continue at the next meeting scheduled for June 25th at 6:00 p.m.

- ***Community Policing Committee-***

Mayor Christopher reported that in cooperation with Salem various policing organizations would be seeking grant funds to assist with a diverse group of improvements and/or programs.

OTHER BUSINESS

Performance Evaluation

Mayor Christopher noted in Executive Session that the Performance Evaluation was completed for the City Manager. She praised Mr. Eppley for the work he had completed during the past year.

Relay for Life

Mayor Christopher summarized this event for the American Cancer Society and her wish to organize a Council team during next year's event.

Memo Pertaining to Possible Regional Park

City Manager Eppley summarized this memo and requested the Council's input regarding a possible partnership with the state to develop a nature-type of park with the property currently owned by the state.

Police Department Updates

Chief Adams reported that Officer's Bigler and

Copeland graduated from the police academy.
He also noted in cooperation with Skyline Ford that child safety seat inspections were available.

Human Resources Update
Dianne Hunt provided an update on the cleaning taking place at City Hall and the Police Department.

Public Works Updates
Public Works Director Rob Kissler requested that due to vision hazards and people parking in the bioswale that "no parking" signs be placed from Alder Drive to Cherry Avenue down to Pleasant View Park. He requested consensus from the Council to come back with a formal action request to do this.

After a brief discussion it was the consensus of the Council for staff to contact the neighborhood association and bring the issue back to Council on July 1, 2002.

Chalmers Jones Park Master Plan
Public Works Director Rob Kissler reported that a draft master plan had been completed for Chalmers Jones Park for the Council's consideration.

Staff recommended adoption of the plan with an additional map showing the existing improvements. Mr. Kissler indicated that funds in the Revenue Sharing Line Item were sufficient to complete the master plan.

A resolution would be brought before the Council on July 1, 2002 for adoption.

Council President Moir moved to direct staff to prepare a Resolution for the July 1, 2002 meeting, adopting the Master Plan for Chalmers Jones Park. Councilor McGee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

Mayor Christopher recessed the meeting at 9:20 p.m., reconvening at 9:25 p.m.

PUBLIC HEARINGS

a. RESOLUTION- Transferring Appropriations for Fiscal year 2001-2002

Finance Director Susan Gahlsdorf noted issues not anticipated during the budget process and the reasons for the need to transfer funds.

Mayor Christopher opened the public hearing.

With no one wishing to testify Mayor Christopher closed the public hearing.

Council President Moir moved Resolution Transferring Appropriations for Fiscal Year 2001-2002. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

b. Proposed Sanitation Franchise Fee Increase

Finance Director Susan Gahlsdorf indicated that the public hearing was scheduled to discuss increasing the city's sanitation franchise fee from 3% to 5%.

Staff recommended holding the public hearing, deliberating on the issue and directing the City Manager to amend the Solid Waste Collection Franchise agreement to provide for an annual franchise fee equal to 5% of the Franchisee's gross annual income.

Ms. Gahsldorf indicated that the local hauler's had requested that any increases take place August 1st opposed to July 1st.

Councilor McGee urged the Council to move forward with the July 1st timeline beginning the City's fiscal year.

Mayor Christopher opened the public hearing.

With no one wishing to testify Mayor Christopher closed the public hearing.

Council President Moir moved to direct the City Manager to amend all Solid Waste Collection Franchise Agreements to Provide for an Annual Franchise Fee Equal to five-percent of the Franchisee's Gross Annual Income Earned within the City of Keizer. Councilor Lee seconded the motion.

Councilor McGee noted the necessity to increase the fees being discussed.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

c. Proposed Sewer License Fee

Finance Director Susan Gahlsdorf provided a brief summary regarding the proposed fee indicating that the fee would generate approximately $70,000 during the next fiscal year.

Staff recommended opening the public hearing, deliberating and voting on the ordinance.

Mayor Christopher opened the public hearing.

With no one wishing to testify Mayor Christopher closed the public hearing.

Council President Moir moved an Ordinance Relating to Sewer Utilities in the City of Keizer Establishing Utility License Fees; Declaring an Emergency. Councilor Lee seconded the motion.

Responding to questions, Mrs. Gahlsdorf indicated the license fee goes directly into the general fund to support general government services versus an administrative fee, which covers the cost of maintaining utility accounts and staff time to accomplish this.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

ADMINISTRATIVE ACTION

a. Discussion of Library Task Force Report

Library Task Force Chairman Jerry Watson provided an opening statement to the discussion noting the task forces charge and the Council's decision whether to move forward with the information provided.

The Council discussed the history of what had been done pertaining to obtaining library services.

Councilor Walsh summarized the services available at the Reading Connection and the other services available to Keizer residents through the CCRLS program. He did note some of the gaps within the library system, which included a limited number of internet accessible computers, the lack of adult education services that could be included in a threshold library. He went on to address the deficiencies and cost issue within the threshold library and encouraged filling only the gaps within the system and felt the 21st Century Library would fill the needs of library services for Keizer citizens.

Councilor McGee felt it would be important to incorporate any aspect of construction of a library in with the consultant's report regarding the possibility of a civic center. He urged the task force to avoid the November ballot and to embrace the double majority to enable what he called a "true reading" of what the community wants and is willing to pay for.

Councilor Lee agreed with Councilor's McGee and Walsh's comments expressing concern that if a choice for a library were chosen who would carry the message forward to the public acting as an advocate for the cause.

Council President Moir questioned the ability to rent a building opposed to constructing one.

This issue was debated, with a variety of ideas being added to the discussion. Questions were posed as to whether the Threshold Library would be eligible for "kickbacks" from CCRLS. It was felt that more information was needed pertaining to this option.

Mayor Christopher outlined the pros and cons of a library district, subjugating her agreement with Councilor Walsh's proposal. She went on to state the next step would be to determine whether to agree with the "Gap" Library (21st Century Library) as submitted by the Task Force and then determine how, and when to move forward with a proposal to place on the ballot.

Mr. Watson addressed areas of the 21st Century Library, which he felt would be prudent for a consultant to review. This included staffing, the actual gaps in library services and the differences in the library collection.

Responding to questions Mr. Watson went on to state that his preference would be the district proposal if there were enough support to make this option work.

Jane Kirby, member of the Library Task Force, spoke of her experience as a librarian in the City of Salem and she provided some insight from the knowledge she has gained in this position pertaining to library services. She urged the Council to consider the options for the betterment of the community.

Judy Brown, member of the Library Task Force, urged the Council to allow the citizens of Keizer to vote on whether they felt a library was needed in Keizer.

Councilor Walsh re-addressed some of his earlier comments and the following motion was made.

Councilor Walsh moved to direct staff to come back with a Resolution for Review and Adoption to send a ballot measure to the Keizer citizens to vote on the issue of a "Gap Library" (locally directed branch size library that philosophy is to meet the needs that are not currently being met elsewhere in the community).

Mayor Christopher seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

The Council discussed whether there was a need for a consultant to review the issue. After a brief discussion the Council agreed by consensus to direct staff to come back with a RFP to define the parameters as listed in the 21st Century Library proposal and a fatal flaw analysis. Council would then determine when to place this issue on the ballot.

Mayor Christopher thanked the Library Task Force for their work and discharged them of their duty.

b. RESOLUTION- Authorization of Interfund Loans to the Revenue Sharing Fund

Finance Director Susan Gahlsdorf reported that a revenue shortfall was expected to take place within this fund and that staff was proposing an interfund borrowing from the Water Facility Fund to the Revenue Sharing Fund. The loan would be repaid with interest by June 30, 2003 and would not affect any construction projects scheduled from the Water Facilities Fund.

Staff recommended adoption of the resolution.

Council President Moir moved for Adoption of the Resolution Authorization of Interfund Loans to the Revenue Sharing Fund. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

c. ORDINANCE- Regulating Alarm

City Attorney Shannon Johnson reported that difficulties arising from the implementation of the

Systems, Requiring Permits, and Providing Penalties for False Alarms, Fees and Penalties for Ordinance Violations.

current ordinance had prompted staff to re-evaluate the ordinance.

Councilor Lee expressed interest in having Community Policing to review the ordinance.

Councilor McGee questioned whether the ordinance was meeting its intent.

City Manager Eppley indicated that once the bugs were worked out of the system he would have more accurate information to supply to the Council.

Responding to questions Chief Adams indicated at this time the amount of false alarms had remained fairly consistent, but he felt once the ability to cite an alarm owner became fluent that there would be a significant decrease in the number of false alarms.

Councilor Lee moved a motion to refer the revised Ordinance to the Main Community Policing Committee for review and to forward any further recommendation to the City Council. Mayor Christopher seconded the motion.

Councilor Walsh expressed concerns regarding Sections Three and fifteen. He felt the technicality of an intentional alarm being set should be addressed in the ordinance, under Section Three. He also requested clarification under Section 15, suggesting a fine when caught without an alarm permit and a per- day fine from the date of the original citation.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

d. RESOLUTION- Authorizing City Manager to Enter Agreement for Audit Services for the City

Finance Director Susan Gahlsdorf reported that the City's contract with Grove, Mueller and Swank P.C. expired and typically at this point a Request for Proposal was solicited for bids. However, with the implementation of the new accounting requirements

of Keizer

(GASB #34) staff felt it would be difficult and costly to introduce a new audit firm into the City's operations.

Staff recommended that the Council authorize the Resolution to enter into the agreement with Grove, Mueller and Swank P.C. extending audit services for the next two years.

Mrs. Gahlsdorf addressed questions from the Council.

Council President Moir moved a Resolution Authorizing the City Manager to Enter Agreement with Grove, Mueller, and Swank PC for Audit Services for the City of Keizer. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

e. Municipal Court Judge Compensation Study and Evaluation Process

City Manager Christopher Eppley reported in December 2001 the City Council approved a two-year extension with A. Carl Myers for judicial services for the Keizer Municipal Court. A salary survey conducted in April found the average hourly rate of $73 per hour.

Pertaining to an evaluation process for the Judge it was recommended that a subcommittee of two City Council members appointed by the Mayor who in turn would review the Judge's performance on an annual basis.

Outlining the fiscal impact City Manager Eppley indicated that funds were available for fiscal year 2002-2003 to cover the increased hourly rate.

Staff recommended that the Mayor appoint a Council subcommittee to review the performance of he Municipal Court Judge as outlined.

Mayor Christopher appointed Councilor's McGee and Moir as the subcommittee to review the Judge's performance and report to the Council prior to July 1, 2002.

With additional discussion Mayor Christopher expressed an interest in the number of citations issued in a month and the number of citations dismissed. She also requested the original amount of the fines and the actual dollar amount imposed by the Judge.

f. Approval of SKAPAC Minutes from May 23, 2002 Meeting

City Manager Eppley recommended that staff makes changes, as necessary, to the minutes and then approve the minutes as amended to be placed in the SKAPAC record by June 24, 2002.

The minutes were addressed and amendments suggested to the minutes and additions to the transcript.

Council President Moir moved for approval of the minutes of the May 23, 2002 SKAPAC meeting of the Governing Bodies as amended. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

Council President Moir moved to direct staff to add changes as noted to the SKAPAC meeting of the Governing Bodies transcript of the May 23, 2002 meeting as amended. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

CONSENT CALENDAR

a. RESOLUTION- Certification of Delinquent Sewer Accounts
b. RESOLUTION-Authorizing the City Manager to

Enter Agreement with Morse Bros. For Improvements and Connection of Bike Paths on River Road (from Country Glen Subdivision to North City Limits)

Council President Moir moved for approval of the Consent Calendar. Councilor Lee seconded the motion.

The motion passed as follows:

AYES: Christopher, Gaynor, Lee, McGee, Moir and Walsh (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Smith (1)

WRITTEN COMMUNICATIONS

Mayor Christopher noted a letter from Marion Country requesting a letter of support for the Marion County Urban Growth Management Project.

Council agreed to review the information and address during the next meeting.

AGENDA INPUT

July 1, 2002
7:00 p.m. City Council Regular Session

- Chemawa Activity Center/Keizer Station Plan-Text Amendment/Comprehensive Plan Change/Zone Change Case No. 01-50 (continued from June 3, 2002)
- Buffalo Pit Restaurant Liquor License Application Hearing

July 8, 2002
5:30 p.m. City Council Work Session

- Keizer Station Plan

July 15, 2002
7:00 p.m. City Council Regular Session

Mayor Christopher noted the agenda items.

Councilor Walsh noted he would not be in attendance during the July 1, 2002 meeting.

ADJOURNMENT

Mayor Christopher adjourned the meeting at 11:39 p.m.

Cindy Perry

Cindy Perry
Recording Secretary

APPROVED:

MAYOR: Christopher

Lore Christopher

COUNCIL MEMBERS:

ABSENT
Councilor #1 - Judy K. Smith

Jacque Moir
Councilor #4 - Jacque Moir

Councilor #2 - Michel Gaynor

Councilor #5 - Richard Walsh

Charles E. Lee
Councilor #3 - Charles E. Lee

Jerry McGee
Councilor #6 - Jerry McGee

Minutes approved:

August 5, 2002