



MINUTES
KEIZER CITY COUNCIL
Monday, June 15, 2015
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

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

Present:

Cathy Clark, Mayor
Dennis Koho, Council President
Marlene Parsons, Councilor
Roland Herrera, Councilor
Amy Ripp, Councilor
Brandon Smith, Councilor
Kim Freeman, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
John Teague, Police Chief
Jeff Kuhns, Deputy Police Chief
Tim Wood, Assistant Controller
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

- a. **Life Saving Award – Keizer Police Officer Andrew Phelps:** Chief Teague acknowledged Officer Phelps for his part in saving the life of Mr. Clason. He noted that Officer Phelps was responsible for keeping Mr. Clason alive until Keizer Fire arrived on the scene. Mayor Clark added her thanks as well.
- b. **Oath of Office for Keizer Reserve Officers – Daniel Rierson and Greg Harrison:** Chief Teague introduced both new Reserve Officers and City Attorney Shannon Johnson issued the Oaths of Office.
- c. **PROCLAMATION: Parks and Recreation Month:** Mayor Clark read the Proclamation proclaiming July as Parks & Recreation Month and presented it to Clint Holland of the Parks Advisory Board and Parks Board Council Liaison Marlene Parsons.

**COMMITTEE
REPORTS**

Clint Holland, Keizer, thanked everyone involved in the Big Toy build at Keizer Rapids, and specifically thanked Dave Bauer and the food preparation volunteers. He reported that the Parks Advisory Board had awarded a grant to Hans Schneider for volleyball courts at Keizer Rapids Park with construction starting in July; Jerry Nuttbrock will be starting on amphitheater support building improvements. He also reviewed the schedule for the summer free concert series.

Councilor Smith reminded everyone that the Big Toy project began October 22, 2012 when Will Stitt sent an email to Bill Lawyer and then came to the Parks Board meeting. Council contributed \$100,000 of SDC funds (less than 1/3 of the total cost with the rest coming from donations and volunteers) to make this happen. Mayor Clark also thanked Shelly Paddock for her volunteer efforts in caring for the children of volunteers during the build. Mr. Holland added that Big Toy volunteers will be honored at the amphitheater on June 27.

**PUBLIC
TESTIMONY**

None

**PUBLIC
HEARINGS**

None

**ADMINISTRATIVE
ACTION**

**a. ORDINANCE -
Amending the
Ordinance
Adopting Waste
Water
Collection and
Disposal
System Rules
and
Regulations –
Declaring an
Emergency –
Amending
Ordinance 90-
163 (Second
Reading)**

City Attorney Shannon Johnson reminded Council that this matter had not passed unanimously at the previous meeting so was being brought back for a second reading. He explained that it has to do with delinquent 'sewer only' accounts and the process wherein the delinquencies are sent to the County and the amount is added to the tax bill. The recommendation is to adopt the Ordinance which allows for the fee; the resolution actually sets the fee.

Councilor Ripp announced that her question had been answered by Finance Director Susan Gahlsdorf so she would be voting to approve the Ordinance.

Councilor Koho moved that the Keizer City Council adopt a Bill for an Ordinance on second reading Amending the Ordinance Adopting Waste Water Collection and Disposal System Rules and Regulations – Declaring an Emergency – Amending Ordinance 90-163. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**RESOLUTION –
Amending Fees
for Certain
Administrative
Services;
Amending
Resolution
2014-2453;
Repealing
Resolution
2014-2482**

Councilor Koho moved that Keizer City Council adopt a Resolution Amending Fees for Certain Administrative Services; Amending Resolution 2014-2453; Repealing Resolution 2014-2482. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- b. RESOLUTION - Certification of Delinquent Sewer Accounts** - Assistant Controller Tim Wood explained that this is the annual certification of the delinquent 'sewer only' accounts done in conjunction with the previous action. The delinquent amounts will be added to Marion County property tax statements.
- Councilor Koho moved that Keizer City Council adopt a Resolution – Certification of Delinquent Sewer Accounts. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)
- c. RESOLUTION - Amending Administrative Services Fund; Amending R2010-2017; Repealing R2014-2461** - Mr. Wood explained that the Finance Department is recommending a simple change to how administrative service costs are allocated. Historically the Finance Department has included all expenditures for certain funds; the recommendation is to exclude debt service payments.
- Councilor Koho moved that the Keizer City Council adopt a Resolution Amending Administrative Services Fund; Amending R2010-2017; Repealing R2014-2461. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)
- d. ORDER – In the Matter of the Amendment Rates for Franchise Solid Waste Collection Within City of Keizer, Effective as of August 1, 2015** - Mr. Johnson reminded Council of a recent Public Hearing wherein Council chose the option of adding the weekly organics or green cart service and a Consumer Price Index increase. He provided explanation regarding automatic increases related to CPI, a 'presumed rate', transparency and public input and noted a correction on page 3. Councilor Koho made corrections on page 1, lines 17 & 19, and page 2 lines 3, 8 & 10.
- Councilor Koho moved that the Keizer City Council adopt an Order In the Matter of the Amendment Rates for Franchise Solid Waste Collection Within City of Keizer, Effective as of August 1, 2015 as amended. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)
- e. ORDINANCE – Amending Ordinance** - City Attorney Shannon Johnson reminded Council that an ordinance was adopted requiring annual permits expiring June 30 of each year. The owner of Alpha Alternative Solutions, Ben Robison, feels this is unfair because he didn't get a full year from his application and is therefore

**Adopting the
Keizer Medical
Marijuana
Facility Permit
Process;
Amending
Ordinance No.
2014-702**

asking that the permit be effective for one year from issuance. He provided details on the ordinance and noted that Mr. Robison has already paid the fee for his renewal in accordance with the existing ordinance. Mr. Johnson then fielded questions regarding the cost of issuing the permit, city permit expiration dates being concurrent with state permit expiration dates, background checks, and information on the application.

Councilor Koho moved that Keizer City Council adopt a Bill for an Ordinance Amending Ordinance Adopting the Keizer Medical Marijuana Facility Permit Process; Amending Ordinance No. 2014-702. Councilor Smith seconded (permit valid one year from issuance). Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Koho moved that Keizer City Council grant the request for a refund by Alpha Alternatives Solutions, LLC, and authorize the issuance of a refund of \$926.10 to Alpha Alternatives Solutions, LLC. Councilor Ripp seconded. Motion passed as follows:

AYES: Clark, Koho, Ripp and Herrera (4)

NAYS: Freeman, Smith and Parsons (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Smith inquired where the \$926 would come from. Mr. Wood responded that it will likely be a refund of the money they recently gave to the City. It will impact the working capital carryforward for next year.

**f. ORDINANCE –
Terminating the
North River
Road Economic
Development
Area Urban
Renewal Plan**

Mr. Johnson reminded Council that the Urban Renewal Agency had passed a resolution at the last meeting directing the Finance Director to terminate the collection of tax increments, transfer the assets of the agency and declare the urban renewal plan complete. This Ordinance accepts the assignment from the Urban Renewal Agency and terminates the North River Road Economic Development Area Urban Renewal Plan.

Councilor Koho moved that Keizer City Council adopt an Ordinance Terminating the North River Road Economic Development Area Urban Renewal Plan. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- g. ORDINANCE – Granting Authority to Issue Citations for City of Keizer Infractions to Code Enforcement Officer and Community Services Officer**
- Mr. Johnson explained that this ordinance provides clarification that the code enforcement officer is authorized to issue citations. The community service officer has been added as well. This does not include traffic violations; traffic is covered under state statute.
- Councilor Koho moved that the Keizer City Council adopt a Bill for an Ordinance Granting Authority to Issue Citations for City of Keizer Infractions to Code Enforcement Officer and Community Services Officer; Declaring an Emergency. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)
- h. RESOLUTION – Authorization for Supplemental Budget and Transfer of Appropriation – Community Center Transfer and Water Facility Transfer**
- Mr. Wood explained that there are two budget adjustments; the first in response to the revenue shortfall in the community center fund which is supported by the general fund, the second is in response to additional resources available in the water fund. Rather than taking out a bank loan and paying interest, the City can transfer to the water facility fund to support the capital improvement plan.
- Councilor Koho moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget and Transfer of Appropriation – Community Center Transfer and Water Facility Transfer. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)
- i. RESOLUTION – Authorizing the City Manager to Terminate the Agricultural Lease for Filbert Orchards Located at 1590 Chemawa Road North, Keizer, Oregon**
- Mr. Johnson reminded Council that in 2012 the City and Willamette Mission Farm, Inc., entered into an agricultural lease with an expected termination of February 2017, but due to concerns regarding the Big Toy structure location, termination of the lease has been requested.
- Discussion took place regarding removal of the trees prior to this termination and the loss of revenue.
- Councilor Koho moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Terminate the Agricultural Lease for Filbert Orchards Located at 1590 Chemawa Road North, Keizer, Oregon. Councilor Parsons seconded. Motion passed unanimously as follows:
- AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)

CONSENT CALENDAR

- a. RESOLUTION – Authorizing the City Manager to Enter Into Agreement with Hicks Striping and Curbing Inc. for Repainting of Pavement Legends
- b. RESOLUTION – Relating to the Pay of the City Manager
- c. RESOLUTION – Granting Pay Increase to the City Attorney
- d. RESOLUTION – Authorizing the City Manager to Enter Into Subscription Services Contract with Chaves Consulting , Inc. (Master Software Agreement – Electronic Records)
- e. RESOLUTION – Amending the ICMA Retirement Corporation’s Vantagecare Retirement Health Savings Plan
- f. RESOLUTION – Amending the Keizer Personnel Policy Manual Regarding Cell Phones (Section 8, Pages 41 and 42); Amending R2010-2040
- g. RESOLUTION – Authorizing City Manager to Enter Into Intergovernmental Agreement with Salem-Keizer School District 24J (School Resource Officers)
- h. Approval of May 18, 2015 Regular Session Minutes
- i. Approval of June 1, 2015 Regular Session Minutes
- j. Approval of June 8, 2015 Work Session Minutes

Councilor Smith pulled Item h.

Councilor Koho moved to approve the Consent Calendar except Item h.
Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Koho, Parsons, Freeman, Smith, Ripp and Herrera (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Koho moved for approval of Item h of the Consent Calendar.
Councilor Parsons seconded. Motion passed as follows:

AYES: Clark, Koho, Parsons, Freeman and Herrera (5)

NAYS: None (0)

ABSTENTIONS: Smith and Ripp (2)

ABSENT: None (0)

COUNCIL LIAISON REPORTS

All Councilors and Mayor Clark expressed gratitude and appreciation to all the volunteers who worked on the Big Toy Project.

Councilor Freeman announced that the Volunteer Coordinating Committee meeting was cancelled for June.

Councilor Ripp reported that the Art Commission was moving forward with the mural on the bowling alley and would be installing placards at the statues. The Traffic/Bikeways Committee is working on educating the driving public regarding use of roundabouts. She also reported on Keizer

Chamber news, noted the upcoming Bark for Life event, and congratulated McNary graduates.

Councilor Koho reported that the Planning Commission was reviewing text amendments relating to Infill. The Public Hearing has been continued to the July meeting. He also reported that he had attended the Keizer United meeting.

Councilor Herrera reported that he had attended the McNary High School graduation and the Kennedy volunteer program. He announced that the Volcanoes are back in town and opening day is Wednesday.

Mayor Clark announced that a recognition party for the Big Toy will be held on June 27 at the Keizer Rotary Amphitheater.

OTHER BUSINESS

City Manager Chris Eppley praised City staff and support staff for their participation in the Big Toy build, noted that the build 'ran like clockwork', and predicted that participants would be doing more for the City in the future.

Deputy Chief Kuhns provided an update on the upcoming Blast (Bringing Law Enforcement and Students Together) Camp and announced that National Night Out is August 4.

Public Works Director Bill Lawyer thanked all the captains and their families for the five 15-hour days that they gave, Dino and Mary for participating all day every day, Will Stitt for starting this project, Bob Shackelford and Seth K, all the wheel barrow operators and all other volunteers. He then read a card given to him by 16-year old, Sarah, noting that these kids are our next generation.

Community Development Director Nate Brown expressed gratitude for being able to participate in the project with his church youth group.

City Attorney Shannon Johnson announced that the Executive Session scheduled for after the meeting was cancelled.

City Recorder Tracy Davis announced that the Community Center would be the site for a conference for a women's religious organization Sunday through Friday for 800 to 1,000 people.

Tim Wood expressed gratitude for being able to work on the Big Toy with 'some of the finest of Keizer'.

Machell DePina announced that she was at the Big Toy in spirit, watching on line and she was proud of the volunteer effort.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

July 6, 2015

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

July 13, 2015

5:45 p.m. – City Council Work Session

August 3, 2015

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

August 10, 2015

5:45 p.m. – City Council Work Session

- Tour of Career Technical Education School

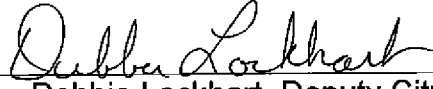
ADJOURNMENT

Mayor Clark adjourned the meeting at 8:50 p.m.

MAYOR:

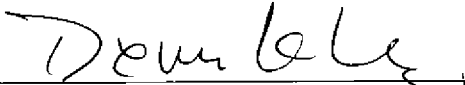

Cathy Clark

APPROVED:



Debbie Lockhart, Deputy City Recorder

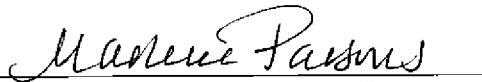
COUNCIL MEMBERS


Councilor #1 – Dennis Koho


Councilor #4 – Roland Herrera


Councilor #2 – Kim Freeman


Councilor #5 – Amy Ripp


Councilor #3 – Marlene Parsons


Councilor #6 – Brandon Smith

Minutes approved: July 6, 2015