



MINUTES KEIZER CITY COUNCIL

Monday, June 2, 2014

Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Christopher called the meeting to order at 7:01pm. Roll Call was taken as follows:

Present:

Lore Christopher, Mayor
Dennis Koho, Councilor
Cathy Clark, Councilor
Marlene Quinn, Councilor
Jim Taylor, Councilor
Kim Freeman, Councilor
Sky Cater, Youth Councilor

Absent:

Joe Egli, Council President

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works
John Teague, Police Chief
Susan Gahlsdorf, Finance Director
Machell DePina, Human Resources
Tim Wood, Senior Controller
Tracy Davis, City Recorder

FLAG SALUTE

Scout Mason from Troop 67 led the pledge of allegiance.

PUBLIC TESTIMONY

Shabri Vignery and Audra Anderson, Keizer, reported on the impact of the gates being closed on Sandy Drive at McNary High School. They explained that the gates are only closed during school hours so the impact has been negligible. Mayor Christopher suggested they talk to the school board so that they understand; particularly because there are many other entrances to the school grounds. Councilor Taylor suggested approaching Cherriots about changing their route so that students would not be dropped off at Sandy Drive. Mayor Christopher suggested that Ms. Vignery and Anderson document the times and number of youth that congregate and take pictures and, when school reconvenes, go to the District as a coalition of moms and explain the problem. She urged that dialog take place with Cherriots and suggested that pictures of bad behavior be posted on social media and the school website. Mayor Christopher indicated that Council would be willing to submit a letter of support as well.

Vickie Hilgemann, Keizer, announced that the Keizer Parks Foundation had received a \$15,000 grant from the Oregon Community Foundation to be used for the Big Toy at Keizer Rapids Park. She then presented Council with a \$10,000 check which is the amount the Foundation had

raised during the year towards building the Big Toy.

Richard Walsh, Keizer, reported on Parks Advisory Board actions including approval of master planning the new 58 acre parcel at Keizer Rapids Park and delaying the siting of the Big Toy Project until the UGB expansion. He reviewed the proposed Parks Board Matching Grant Program and rules and asked Council to approve them. City Attorney Shannon Johnson added that this will be on the next meeting agenda.

Richard Walsh, Keizer, named attendees at the recent Willamette Water Trail meeting and noted that the trail is shaping up with canoe racks, lockers and bike racks at Keizer Rapids Park and other communities are considering installing them. The Champoeg Management Unit is looking into improving signage and Yamhill Landing is being reestablished as a campsite with others planned. Mr. Walsh then requested that a link to the Willamette Water Trail website be placed on the City's web page.

PUBLIC HEARINGS

a. ORDINANCE – Setting Water Rates (2015); Repealing Ordinance No. 2013-680 and 2003-484

Finance Director Susan Gahlsdorf reminded Council that last year they had approved a new Water Master Plan which included \$10 million of infrastructure improvements over the next 20 years. Staff recommends funding this with an "even rate slope" meaning a regular rate increase every year for the next several years. She explained the advantages to this sort of increase noting that the average increase per household will be \$6.64 per year.

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

Councilor Taylor moved that Keizer City Council adopt an Ordinance Setting Water Rates (2015); Repealing Ordinance No. 2013-680 and 2003-484. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

b. RESOLUTION – Amending the Storm Water Utility Fee and Declaring an Emergency (Amending R2007-1808; Repealing R2013-3258)

Director Gahlsdorf reminded Council that last year the City went through an extensive process of reviewing the long term funding needs of the storm water utility and in November 2012 Council adopted a plan and funding strategy necessary to meet State and Federal regulatory requirements. Compliance requirements call for rate increases over the next 5 years. Noncompliance could result in heavy fines from the Federal Government. The first rate increase went into effect January, 2013. Staff recommends funding the Storm Water operations and improvements with even rate slope increases of 10%-12% each year. The average increase per household for this utility will be \$5.16 per year.

Councilor Koho reminded Council and Staff that the original ordinance requires that Council provide a program for credits to those who do

something extra and this has not been done. City Attorney Shannon Johnson agreed with Councilor Koho but noted that there was no date in the ordinance for establishing the credits. He suggested that Council either amend the ordinance or set up the credit program. Councilor Taylor interjected that the Storm Water Advisory Committee began working on this at their last meeting. Council agreed by consensus to either initiate the program or amend the Resolution by the end of 2014.

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

Councilor Taylor moved that Keizer City Council adopt a Resolution Amending the Storm Water Utility Fee and Declaring an Emergency (Amending R2007-1808; Repealing R2013-3258). Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**c. RESOLUTION –
Establishing
Fees for Certain
Administrative
Services;
Repealing R84-
098, R85-122,
R2012-2271, and
R2013-2381**

City Attorney Shannon Johnson explained that this was mainly related to Police Department fees and the fees listed in the staff report.

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

Councilor Taylor moved that Keizer City Council adopt a Resolution Establishing Fees for Certain Administrative Services; Repealing R84-098, R85-122, R2012-2271, and R2013-2381. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**d. RESOLUTION –
Adopting Land
Use Fees
Relating to
Partitions and
Subdivisions**

City Attorney Johnson explained that the Partition and Subdivision fees have to be recorded with the County Clerk so the Resolutions are split to avoid paying to record fees that are not required to be recorded. He added that the Planning Commission considered this at their last meeting and recommended Council adoption of the Partition and Subdivision fees.

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

Councilor Taylor moved that Keizer City Council approve a Resolution Adopting Land Use Fees Relating to Partitions and Subdivisions. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

**RESOLUTION –
Adopting Land
Use and Sign
Permit Fees
Unrelated to
Partitions and
Subdivisions**

Councilor Taylor moved that Keizer City Council approve a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing R2011-2123 and R2013-2382. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

**e. RESOLUTION –
Adopting the FY
14-15 Budget,
Making
Appropriations
and Imposing
and
Categorizing
Taxes**

Finance Director Susan Gahlsdorf provided background on the development of the Budget, reviewed allowable adjustments and restrictions and recommended adoption of the Budget.

Mayor Christopher opened the Public Hearing.

Richard Walsh, Keizer, urged that more funding be allowed for the Parks Matching Grant program to get the best bang for the buck for the citizens of Keizer. He noted that Keizer Rapids Parks generates over \$24,000 a year in rental income which has helped fund the Willamette Manor play structure and the improvements at the Little League Park. He requested that the \$4,000 left on the table after Budget deliberations be allocated to Parks and added that rental income from Park property should be allocated for use in the Parks fund as well.

City Manager Chris Eppley explained that it is inaccurate to say that there was \$3900 left on the table; the Budget is actually about \$5,000 short of meeting the 15% ending fund balance goal set in budget policy adopted by Council. If Council wants to move money, the \$60,000 Contingency Fund would be a more appropriate source, but it would put the City in a dangerous position. Ms. Gahlsdorf added that funding could be added mid-year if the grant program is in need.

Councilors Quinn and Taylor voiced support for giving an additional \$10,000 to the Parks Matching Grant Program. Councilors Koho and Freeman urged caution because the contingency fund is low.

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

Councilor Taylor moved that the Keizer City Council approve a Resolution Adopting the FY 14-15 Budget, Making Appropriations and Imposing and Categorizing Taxes. Councilor Clark seconded.

Public Works Director Bill Lawyer explained that because a project will not be completed during the 14-15 fiscal year, Line 21 in Water Facility

Fund needs to be modified: projected expenses reduced by \$30,000 (down to \$60,200) and increased in 15-16 fiscal year by \$30,000 (from \$79,000 to \$109,000).

Councilor Quinn offered a friendly amendment to amend the Water Facility Fund as detailed by Public Works Director Bill Lawyer. Councilors Taylor and Clark accepted the amendment.

Councilor Quinn offered a friendly amendment to add \$10,000 to the current Parks budget from the contingency fund. Councilor Clark did not accept the amendment.

Councilor Quinn moved to amend the Budget adding \$10,000 to the current Parks budget from the contingency fund. Councilor Taylor seconded. Motion failed as follows:

AYES: Quinn and Taylor (2)

NAYS: Christopher, Koho, Freeman and Clark (4)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

Mayor Christopher offered a friendly amendment to add \$4,000 to the Parks Fund from the Contingency Fund. Councilors Taylor and Clark accepted the amendment.

Councilor Clark offered a friendly amendment to add \$1,000 to page 108 line 16 for after school programs; taken from the Contingency Fund. Councilors Taylor and Clark accepted the amendment.

Councilor Clark clarified that the accepted amendments were: \$4000 more for Parks and \$1000 more for schools.

Motion (with friendly amendments) passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**f. RESOLUTION –
Declaring the
City's Election
to Receive State
Revenues**

Senior Controller Tim Wood explained that Oregon Law Requires Cities to annually pass a Resolution requesting revenue sharing funds and state law requires that any city in a county with over 100,000 inhabitants also certify that they provide 4 or more municipal type services. Estimates for Revenue Sharing are approximately \$293,000 next year.

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

Councilor Taylor moved that the Keizer City Council adopt a Resolution Declaring the City's Election to Receive State Revenues. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

**RESOLUTION –
Certifying the
City Provides
Four or More
Municipal
Services**

Councilor Taylor moved that the Keizer City Council adopt a Resolution Certifying the City Provides Four or More Municipal Services. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

**g. RESOLUTION –
Certification of
Street Lighting
District
Assessments**

Mr. Wood directed attention to the assessments and explained that they need to be certified to Marion County by June 30 so that they can be added to the November 2014 Tax Roles. The total amount is \$457,783. The average increase for each household is approximately \$7 per year primarily due to increases in electricity rates.

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

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

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

**h. RESOLUTION –
Forming
Windsor Island
Street Lighting
Local
Improvement
District**

City Manager, Chris Eppley, provided the history of the formation of this Street Lighting Local Improvement District and noted that the Public Hearing was to consider remonstrances to the project and objections to proposed assessments. Staff recommendation is that City Council open a Public Hearing to consider oral objections and written remonstrances to the formation of Windsor Island Street Lighting Local Improvement District and if there are no objections, close the public hearing and consider adoption of the resolution forming the district and the proposed assessment ordinance.

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

Councilor Taylor moved that the Keizer City Council adopt a Resolution Forming Windsor Island Street Lighting Local Improvement District. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**ORDINANCE –
Spreading
Assessments to
Windsor Island
Street Lighting
Local
Improvement
District**

Councilor Taylor moved that the Keizer City Council adopt an Ordinance Spreading Assessments to Windsor Island Street Lighting Local Improvement District. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**ADMINISTRATIVE
ACTION**

**a. RESOLUTION –
Amending
Administrative
Services Fund;
Amending
R2010-2017**

Director Gahlsdorf provided clarification regarding this fund noting that the 2013-14 Budget provides for two additional cost centers within the Administrative Services Fund: the Public Works non-departmental costs and Finance Department utility billing. She noted that there is no fiscal impact to this; it is simply a Budget Compliance issue.

Councilor Taylor moved that the Keizer City Council adopt a Resolution Amending Administrative Services Fund; Amending R2010-2017. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

**b. RESOLUTION –
Authorization
for
Appropriations
Transfer for
Electricity
Rebates and
Electricity Rate
Increases**

Senior Controller Tim Wood provided background information regarding Street Lighting Districts noting that prior to the formation of the districts they were accounted for as part of the sewer fund and Salem gave Keizer electricity rebates which were credited to the sewer fund. When the two funds separated, those rebates continued to go to the sewer fund but they should be accounted for in the Street Lighting District. Staff is requesting that a portion of the \$88,500 of electricity rebates be appropriated to the Street Lighting District to offset some of the increased electricity costs.

Councilor Taylor moved that the Keizer City Council adopt a Resolution Authorization for Appropriations Transfer for Electricity Rebates and Electricity Rate Increases. Councilor Clark seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Egli (1)

- c. RESOLUTION – Certification of Delinquent Sewer and Storm Water Accounts** Director Gahlsdorf explained that the sewer and storm water fees are collected from residents and businesses of Keizer and that the list attached to the staff report shows delinquent accounts. In addition to the delinquencies a 10% delinquency amount and a \$37 administrative fee have been added.
- Councilor Taylor moved that the Keizer City Council adopt a Resolution Certification of Delinquent Sewer and Storm Water Accounts. Councilor Clark seconded. Motion passed as follows:
- AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)
- d. ORDINANCE – Amending Keizer Development Code Regarding Sections 1.200, 2.102, 2.103, 2.104, 2.105, 2.107, 2.432 3.101, and 3.202; Amending Ordinance 98-389** City Attorney Shannon Johnson explained that this was addressed in February but the Cottage Cluster section was a different application process with fees so staff waited until the meeting where fees would be addressed.
- Councilor Taylor moved that the Keizer City Council adopt an Ordinance Amending Keizer Development Code Regarding Section 1.200 (Definitions), Section 2.102 (Single Family Residential), Section 2.103 (Limited Density Residential), Section 2.104 (Medium Density Residential), Section 2.105 (High Density Residential), Section 2.107 (Mixed Use), Section 2.432 (Cottage Cluster Development), Section 3.101 (Summary of Application Types), and Section 3.202 (General Procedures – Types I, II, and III Actions); Amending Ordinance 98-389. Councilor Clark seconded. Motion passed as follows:
- AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

CONSENT CALENDAR

- A. RESOLUTION – Authorizing City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC for Annual Street Resurfacing Project (2014)
- B. RESOLUTION – Ratifying the Public Works Director's Execution of Marion County Community Projects Grant Program Application for Community Build Playground Project at Keizer Rapids Park
- C. RESOLUTION – Authorizing the City Manager to Sign Intergovernmental Agreement between Marion County and the City of Keizer for Inmate Work Crew Services (2014-2016)

Public Works Director Bill Lawyer provided additional information regarding the Inmate Work Crew Services.

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

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

COMMITTEE REPORTS

a. Appointments to the Keizer Arts Commission

Mayor Christopher moved to appoint Rick Day, Jill Hagen, Amy Ripp, Beth Melendy, Heather Weathers and someone from McNary to the Keizer Arts Commission. Councilor Taylor seconded. Motion passed as follows:

AYES: Christopher, Koho, Quinn, Freeman, Taylor and Clark (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Egli (1)

OTHER COMMITTEE REPORTS

Councilor Koho urged that signs directing Keizer Station traffic to River Road be installed. Mr. Lawyer indicated they would be installed soon.

Councilor Clark announced various activities she had attended or was planning to attend including the flag raising ceremony at Pvt. Ryan J. Hill Park, the World War II dedication at Wilson Park, the Open House at Courthouse Square and the welcome event for the Volcanoes.

Councilor Freeman thanked staff and all organizers for the flag raising ceremony at Pvt. Ryan J. Hill Park.

Councilor Quinn announced meeting times for the Community Build Project at Keizer Rapids Park and public hearings related to the master planning process and the Special K-FEST meeting to approve bands. She also thanked staff and all organizers for the flag raising ceremony at Pvt. Ryan J. Hill Park.

Councilor Taylor announced the upcoming Keizer Points of Interest Committee/City Council Joint Session Tour and praised the World War II memorial and the people who lived during that time.

OTHER BUSINESS

City Recorder Tracy Davis announced volunteer opportunities.

Human Resources Director Machell DePina announced current recruitment for a Utility Billing Clerk and encouraged bi-lingual applicants to apply.

Police Chief Teague announced that a Keizer PD position was offered to an officer in Beaverton Police Department.

Community Development Director Nate Brown announced that he would be making the presentation on the Oregon Parks and Recreation Department Grant for the Big Toy. The request is for \$150,000. Bill Lawyer clarified that the \$25,000 received from the Parks Foundation can be used as part of the grant match for this grant.

Mayor Christopher added that a poison oak tree adjacent to Keizer Little League Park had been removed. She explained that the City does not have authority to remove vegetation from private property but the owner gave them permission and R & R Tree service removed the tree. The owner will reimburse the City for the cost.

Youth Councilor Sky Cater reported on the Golden Onion Awards for Drama Department and student events in the upcoming week including graduation, birthdays and various graduation parties. He added that he plans on attending college but will not start until winter term. Mayor Christopher then presented him with a certificate and card as a token of Council appreciation for his service.

**WRITTEN
COMMUNICATION**

None

AGENDA INPUT

June 9, 2014

5:45 p.m. – City Council Work Session

- Tour with Keizer Points of Interest Committee

June 16, 2014

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

ADJOURNMENT

Mayor Christopher adjourned the meeting at 8:53 p.m.

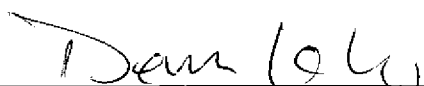
MAYOR:


Lore Christopher

APPROVED:


Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS


Councilor #1 – Dennis Kono

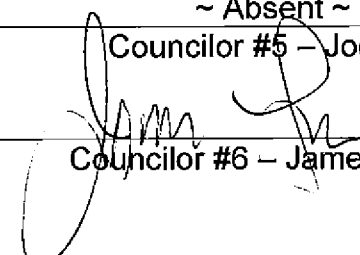

Councilor #2 – Kim Freeman

Councilor #3 – Marlene Quinn

Councilor #4 – Cathy Clark

~ Absent ~

Councilor #5 – Joe Egli


Councilor #6 – James Taylor

Minutes approved: July 7, 2014