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AGENDA

KEIZER CITY COUNCIL

REGULAR SESSION

Monday, October 7, 2024

7:00 PM

**Robert L. Simon Council Chambers
Keizer, Oregon**

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. SPECIAL ORDERS OF BUSINESS

- a. Domestic Violence Awareness Month Proclamation
- b. Indigenous People Day Proclamation
- c. National Disability Employment Awareness Month Proclamation

5. COMMITTEE REPORTS

6. PUBLIC COMMENTS

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

7. PUBLIC HEARINGS

- a. RESOLUTION - Authorization for Supplemental Budget - General Fund Police Operations - Criminal Justice Commission Organized Retail Theft Grant Agreement

8. ADMINISTRATIVE ACTION

- a. RESOLUTION - Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors

RESOLUTION - Authorizing Temporary Uses Subject to Conditions for Keizer Holiday Lights Parade (2024)

- b. RESOLUTION - Authorizing the City Manager and Chief of Police to Sign Memorandum of Understanding No. 3 Relating to 2023-2026 Collective Bargaining

Agreement

- c. Temporary Display of the Thomas Dove Keizur, a Willamette Farmer's Legacy, in the Event Center Living Room
- d. Support Letter for the Petition to Amend the Three Basin Rule for the North Santiam Sewer System
- e. **RESOLUTION** - Approving the City Engineer's Report; Declaring the City's Intent to Form Bohlander Meadows Street Lighting Local Improvement District; Providing Notice and Setting Hearing
- f. **RESOLUTION** - Supporting Plans for Placement of Gold Star Memorial Monument at Ryan J. Hill Memorial Park

9. CONSENT CALENDAR

- a. Approval of September 9, 2024 Joint City Council and Parks & Recreation Advisory Board Work Session Minutes
- b. Approval of September 16, 2024 City Council Work Session Minutes
- c. Approval of September 16, 2024 City Council Regular Session Minutes

10. 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.

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

*Monday, October 14, 2024 - 6:00 p.m.
City Council Work Session*

*Monday, October 21, 2024 - 7:00 p.m.
City Council Regular Session*

*Monday, November 4, 2024 - 7:00 p.m.
City Council Regular Session*

14. ADJOURNMENT

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 Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



Proclamation

WHEREAS, the people of Keizer believe that all people shall be treated with dignity and respect; and

WHEREAS, domestic violence and abuse have no place in our community; and

WHEREAS, active community support for domestic violence awareness and prevention and victim support services saves lives and creates places and a culture of safety and hope for survivors; and

WHEREAS, Marion County, through the District Attorney's office, Sheriff's office, Public Health Department, and the Domestic Violence Council, provides significant resources for prosecution, prevention education, and victim support services; and

WHEREAS, our commitment to domestic violence awareness and prevention includes Keizer Police Department training and regional law enforcement coordination, and extends to community support for and volunteerism with partners such as Safety Compass, Center for Hope and Safety, and Liberty House Children's Advocacy Center; and

WHEREAS, we know we each can make a difference by speaking up, raising awareness, reaching out to help victims and survivors, and taking action to prevent domestic violence.

NOW, THEREFORE, I, CATHY CLARK, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim the month of October 2024 as

DOMESTIC VIOLENCE AWARENESS MONTH

And further commit ourselves to take action to end domestic violence in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 7th day of October 2024.

MAYOR CATHY CLARK
City of Keizer, Oregon

City of Keizer, Oregon



Proclamation

WHEREAS, in 1977, the International Conference on Discrimination Against Indigenous Populations in the Americas, sponsored by the United Nations, began work to replace Columbus Day in the Americas with a celebration to be known as Indigenous Peoples' Day; and

WHEREAS, The United Nations Declaration on the Rights of Indigenous Peoples was adopted by the General Assembly on Thursday, September 13, 2007, and the United States endorsed the Declaration on December 16, 2010; and

WHEREAS, the Declaration begins by:

“Affirming that indigenous peoples are equal to all other peoples, while recognizing the right of all peoples to be different, to consider themselves different, and to be respected as such,

Affirming also that all peoples contribute to the diversity and richness of civilizations and cultures, which constitute the common heritage of humankind,

Affirming further that all doctrines, policies and practices based on or advocating superiority of peoples or individuals on the basis of national origin or racial, religious, ethnic or cultural differences are racist, scientifically false, legally invalid, morally condemnable and socially unjust”; and

WHEREAS, in August 1953, the 83rd Congress approved House Concurrent Resolution 108, which directed the government “as rapidly as possible, to make the Indians within the territorial limits of the United States subject to the same laws and entitled to the same privileges and responsibilities as are applicable to other citizens of the United States, and to end their status as wards of the United States, and to grant them all of the rights and prerogatives pertaining to American citizenship; and

WHEREAS, HCR 108 was, in reality, Termination, designed to strip the Tribal nations of the United States of their identity, force assimilation into mainstream American culture, and deny the rights of self-determination enshrined in the 374 United States – Indian treaties established between 1778 and 1872; and

WHEREAS, in 1977, the first Restoration of Oregon Tribes was achieved by the Siletz Tribe, and has been completed for nine Tribes or Tribal Confederations which have been committed to rebuilding their nations and controlling their own destiny; and

WHEREAS, the people of the city of Keizer, recognize and acknowledge that the city is built upon the homelands of the peoples of the Confederated Tribes of Siletz Indians and Confederated Tribes of the Grand Ronde and further recognize and acknowledge the many contributions made to our community through their knowledge, labor, spirituality, technology, science, philosophy, arts and culture.

NOW, THEREFORE, I, Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim October 14, 2024 as

INDIGENOUS PEOPLES’ DAY

AND FURTHER proclaim that the City of Keizer shall continue its efforts to promote the prosperity, dignity, respect, and well-being of Indigenous persons in our community.

*IN WITNESS WHEREOF, I have hereunto set my hand
and caused the Seal of the City of Keizer to be affixed this
7th day of October 2024.*

MAYOR CATHY CLARK
City of Keizer, Oregon

City of Keizer, Oregon

Proclamation

WHEREAS, October 2024 marks the 79th anniversary of National Disability Employment Awareness Month; and

WHEREAS, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the significant and wide-ranging contributions of America's workers with disabilities; and

WHEREAS, in 1945, Congress enacted a law declaring the first week in October each year as "National Employ the Physically Handicapped Week;" and

WHEREAS, in 1962, the word "physically" was removed to acknowledge that not all disabilities are physical or visible, and to be more inclusive of the employment needs and contributions of people with disabilities; and

WHEREAS, Congress passed the Rehabilitation Act of 1973 and, in 1988, Congress further expanded efforts to engage and equip employers to hire persons with disabilities by declaring October as National Disability Employment Awareness Month; and

WHEREAS, the 2024 theme "Access to Good Jobs for All" "speaks to our commitment to expand the number of employment opportunities for people with disabilities and the quality of those opportunities," explained Assistant Secretary for Disability Employment Policy Taryn M. Williams. "Good jobs change lives and all workers — including disabled people — deserve the opportunity to prepare for success in high-quality, good-paying jobs in workplaces free of discrimination." and

WHEREAS, employment of persons with disabilities is a critical part of efforts to achieve full opportunity, participation, economic self-sufficiency, and independent living for people with disabilities and

WHEREAS, the City of Keizer is committed to increasing access to good jobs for all workers, building an inclusive community and supporting a strong economy in which all our residents may engage.

NOW, THEREFORE, I, CATHY CLARK, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, do hereby proclaim the month of October 2024 as

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

and call upon employers, schools, and community organizations to work together to promote and expand employment of people with disabilities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 7th day of October 2024.

MAYOR CATHY CLARK
City of Keizer, Oregon



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Tim Wood, Assistant City Manager

Subject: RESOLUTION - Authorization for Supplemental Budget - General Fund Police Operations - Criminal Justice Commission Organized Retail Theft Grant Agreement

Proposed Motion

I move the City Council adopt Resolution R2024-____ Authorization for Supplemental Budget - General Fund Police Operations to recognize and appropriate the Criminal Justice Commission Organized Retail Theft Grant Agreement.

I. Summary

At the September 9, 2024 Regular Session meeting, the City Council authorized the City Manager to enter into a grant agreement with the Criminal Justice Commission for \$168,000 and requested staff to bring back a supplemental budget to recognize and appropriate the grant funds.

The supplemental budget adjustment is to recognize \$168,000 in additional intergovernmental revenue and appropriate those resources in the 2024-25 - General Fund - Police Operations budget as \$65,400 in personnel services, \$22,600 in materials and services and \$80,000 in capital outlay.

II. Background

- A. Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. The supplemental budget adjustments being considered involve:
1. Moving unused appropriations from the prior fiscal year to the current fiscal year (no fiscal impact),
 2. Moving appropriations from one category to another within the current fiscal year (no fiscal impact), and
 3. Identifying and appropriating new resources (creating new appropriations).

III. **Current Situation**

- A. The supplemental budget adjustment requires a public hearing that was noticed in the Keizertimes on September 27, 2024.

IV. **Analysis**

- A. **Strategic Impact** - Not Applicable
- B. **Financial** - The Financial Impact is to recognize in the General Fund - Police Operations budget, \$168,000 in additional intergovernmental revenue and appropriate those resources in the General Fund - Police Operations budget as \$65,400 in personnel services, \$22,600 in materials and services and \$80,000 in capital outlay.
- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2024-25 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. **Alternatives**

- A. Adopt the attached resolution authorizing the supplemental budget adjustments.
- B. Take no action and City Staff may need to work with the Criminal Justice Commission regarding the grant funds.

VI. **Recommendation**

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt the attached resolution.

Attachments

- 1. RES_CC_Authorization for Supplemental Budget -General Fund Police Operations_10 07 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund Police Operations
Department - Criminal Justice Commission Organized Retail Theft Grant**

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2025:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund - Non-Departmental				
Revenues - Intergovernmental	1,876,400	168,000	-	2,044,400
General Fund - Police Operations Department				
Personnel Services	9,148,200	65,400	-	9,213,600
Materials and Services	1,243,400	22,600	-	1,266,000
Capital Outlay	447,000	80,000	-	527,000
This supplemental budget request is to recognize and appropriate \$168,000 in intergovernmental revenues to recognize the Criminal Justice Commission Organized Retail Theft Grant.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2024

SIGNED this _____ day of _____, 2024

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Melissa Bisset, City Recorder
Subject: Keizer Holiday Lights Parade

Proposed Motion

I move the City Council adopt Resolution R2024-_____ Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors.

AND

I move the City Council adopt Resolution R2024-_____ Authorizing Temporary Uses Subject to Conditions for Keizer Holiday Lights Parade (2024).

I. Summary

The Keizer Chamber of Commerce is requesting the City Council authorize the annual Keizer Holiday Lights Parade event for 2024.

II. Background

- A. In 1990, the City Council passed Ordinance 90-193 (An Ordinance Prohibiting Street Vendors) that prohibits the selling of any commodity or service upon any street, sidewalk or public right-of-way. There is a provision that allows for suspension of such regulations during a festival. The suspension is done by a City Council Resolution.
- B. In 2004 the City Council passed Ordinance 2004-489, amending Section 2.203 of the Keizer Development Code (Ordinance No. 98-389), which regulates "Permitted Temporary Uses". This amendment affords Council discretion in authorizing "additional temporary uses" during a specific event or festival and specifically allows for the Council to authorize temporary signage in conjunction with a temporary use. The Development Code reads as follows: *Additional Permitted Temporary Uses. The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival. This may include setting forth reasonable types of uses, appropriate zones for such uses, temporary signs and any time restrictions the Council finds necessary to protect the health, safety and welfare of the Public.*

(KDC Section 2.203.04.E)

- C. The Keizer Holiday Lights Parade is a significant community event that is beneficial to the citizens of Keizer and the surrounding communities. This activity is being organized under the leadership of the Chamber of Commerce.
- D. The event will take place on December 14, 2024 this year. The Keizer Chamber of Commerce submitted a packet of materials relating to the event for approval, a copy of which is attached.
- E. In addition to the permits, the Chamber specifically requests authority to place up to eleven food trucks/carts at potentially each of the following locations:
 - 1. Saint Edward Catholic Church
 - 2. Willamette Valley Bank
 - 3. Simonka House
 - 4. US. Bank
 - 5. Coopercreek Mercantile
 - 6. 911 Supply
 - 7. Remodeling by Classic Homes
 - 8. Farmers Agency
 - 9. SMI Real Estate & Property Management
 - 10. Keizer Sub Shop
 - 11. ABB Stoves Hearth & Home
- F. The application and temporary use permit fees are approximately \$66. The K23 coverage fee is approximately \$1,300.
- G. The City, as part of its sponsorship, typically waives fees. The Keizer Chamber of Commerce has requested a waiver of the fees.
- H. Typically, the City provides police and public works staffing for the parade. Those costs are estimated to be \$7,500 and were included in the budget.

III. Current Situation

- A. Ordinance No. 90-193 requires that the City Council, by Resolution suspend the regulations regarding vendors. A Resolution is attached for your consideration. This Resolution prohibits any interference with pedestrian, vehicular, or parade traffic.
- B. The Keizer Development Code requires that the City Council, by Resolution, authorize permitted temporary uses during a specific event or festival.
- C. The Keizer Chamber of Commerce has requested temporary uses that are not allowed without permission, including the allowance of food trucks.
- D. To allow the Keizer Holiday Lights Parade events to take place as requested, the City Council needs to adopt a Resolution outlining the specific uses allowed during the events. The attached Resolution approves the request with conditions that were imposed last year. It also waives all fees for the event.

IV. Analysis

- A. **Strategic Impact** - No strategic impact. This action brings the community together and benefits the citizens of Keizer and the surrounding communities.
- B. **Financial** - If Council chooses to waive fees, the direct financial impact of this request is \$8,866, including police and public works staffing costs which have already been budgeted.
- C. **Timing** - Adoption of the Resolutions will allow the Keizer Holiday Lights Parade to occur on December 14, 2024.
- D. **Policy/Legal** - Allowing the event with or without a fee waiver is a Council policy decision.

V. Alternatives

- A. Adopt the attached Resolutions with conditions that allow the event as requested which includes the waiver of the fees.
- B. Adopt a Resolution with conditions to allow the event to occur and to allow the food trucks and parade as requested charging the Chamber for costs, or some of the costs.
- C. Take no action and the event will not take place.

VI. Recommendation

Council should adopt the Resolution authorizing a temporary suspension of the Ordinance prohibiting street vendors. Council should then adopt the Resolution authorizing temporary uses subject to conditions for the Keizer Holiday Lights Parade.

Attachments

- 1. Chamber Request
- 2. Parade Route Map
- 3. 2024 Food Truck Map
- 4. Permit Application
- 5. RES_CC_Suspension of Vendor Ordinance for Holiday Light Parade_10 7 2024
- 6. RES_CC_2024 Keizer Holiday Light Parade_10 7 2024

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4118 River Road N
Keizer, Oregon 97303
KeizerChamber.com

September 5th, 2024

**To: Mayor Clark and Keizer City Councilors
Adam Brown, Keizer City Manager**
From: Keizer Chamber of Commerce, Corri Falardeau
**Subjects: Keizer Holiday Events (Christmas Tree Lighting and Holiday
Light Parade)**
Special Event Permit (see attached)
Sign Code Variance request
Street Closure request

Keizer Chamber is proud to partner with the City of Keizer and many local area businesses to bring the spirit of the holidays beginning with Thanksgiving to the streets within our community. Below please find details for the Christmas and the Keizer Holiday Lights Parade.

Chamber Events Date and Times:

Christmas Tree Lighting *Start time 6-7pm* December 3, 2024

The Christmas Tree Lighting takes place at Walery Plaza, Christmas Caroling, Santa arrives for to help light the tree, Candy canes given for all kids! Free cookies and hot cocoa will be offered to all. The McNary High school choir will be singing, and this year and the Army National Guard Band will be playing live music.

Keizer Holiday Lights Parade

Keizer Holiday Lights Parade is a community wide celebration of the unique spirit of Keizer. Held the Second Saturday of December each year, this year falling on December 14th, 2024. Keizer Holiday Lights Parade is a one-day event in which we celebrate the Holiday's with a Light Parade. The Holiday Lights Parade Committee, a function of the Keizer Chamber of Commerce, oversees the scheduling of events and the promotion of the Parade. The Chamber will, in cooperation with the City of Keizer, facilitate the Keizer Holiday Lights Parade.

Parade – *start time 7:00pm*

**December 14 Staging at Lockhaven (3:00pm – 9:00pm)
Parade on River Rd from Lockhaven to Glynbrook.
Disbandment begins at Glynbrook to Plymouth (side streets of River Rd.)**

EXECUTIVE BOARD

Jeremy Turner
Jane Lowery
Jonathan Thompson
Tami Levin

DIRECTORS

Alex Aguilar
Jenn Benavidez
Brian Canini
Misti Cook
Darrell Fuller
Mike Gatchet
Louis Risewick
Dave Walery

503.393.9111

info@KeizerChamber.com
[@KeizerChamber](#)



4118 River Road N
Keizer, Oregon 97303
KeizerChamber.com

Description of Events:

Parade – Parade 60+ entries of floats, bands, cars, and marching groups. Noise will be generated during the parade along River Rd from bands and other entries providing live and recorded music. All floats will be illuminated to participate.

6:00pm-9:00pm Food Trucks and vendors available for public (Indicated on the Food Truck Map provided) Free Hot Chocolate, Coffee, and Goodies available for the public too.

Street Closures	Days'	Time	Location
River Road	December 14th	6:15pm-9:00pm	Lockhaven to Plymouth
Lockhaven	December 14th	3:00pm-9:00pm	McClure to River Rd
Cherry Ave	December 3rd	5:30-7:30pm	Greenwood to Mambrin

Parade Detours

West and east bound traffic will be able to cross River Rd at Chemawa Rd until the main parade lead float/entry approaches the intersection.

North/South Detour (west of River Road)- north and south bound traffic via: McNary Estates Drive (back gate), McClure St., Lockhaven (west of McClure St), Windsor Island Rd/Shoreline, Wayne, Rivercrest, Sunset, 5th, Fall Creek Dr., Sandra Ave., Dorcas, Jack St, and Stark

North/South Detour (east of River Road) – north bound traffic via: Plymouth, Cherry Ave. and Salem Parkway

North/South Detour (east of River Road) –south bound traffic via: Manzanita, Trail, Lockhaven, Verda, and Salem Parkway

North end of River Road gradually will open as end of parade continues south.

Event Parking

Parking will be available in various area lots of unoccupied businesses, and alongside streets.

Promotional Event Signs, Banners

The Keizer Holiday Lights Parade Committee will embark on decorating the City with Holiday Lights Parade Street Banners at the vacant lot on

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[@KeizerChamber](https://www.instagram.com/KeizerChamber)



4118 River Road N
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River Rd & Bever, the vacant lot next to Willamette Valley Bank, Chemawa Rd., Lockhaven Dr. and on participating business storefronts, promoting the Parade. Starting November 25th, 2024.

Other Permits and Agencies

The Keizer Chamber of Commerce will require all food concessionaires to obtain Temporary Restaurant Licensing from Marion County Health Department. We will also require they have the proper insurance for this event.

The Keizer Holiday Light Parade Committee asks the City of Keizer limit mobile street vending during the parade be exclusive to those who have registered with the Parade, through the Chamber's required processes. (Local Schools, Youth, and Non-Profit organizations given priority).

Security & Safety

Keizer Police Department has established an Incident Action Plan in partnership with input provided by the Keizer Chamber and event planning committee for the Keizer Holiday Lights Parade.

All activities will be monitored with volunteers for each event as well as staff of the Keizer Chamber of Commerce.

Clean Up

The Keizer Chamber will provide cleanup for the parade route with Chamber Volunteers and by partnering with Chamber members. Garbage cans, street cleaning and porta potties will be offered during the Tree Lighting and the Parade.

Fee Waiver Request

The Keizer Chamber would like to request to waive police staffing, public works staffing, temporary use permit fees, K23 television coverage, and public works barricade fees and any other fees for this event.

Respectfully Submitted for

Keizer Chamber of Commerce

Christmas in Keizer

Executive Director Corri Falardeau

EXECUTIVE BOARD

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Tami Levin

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503.393.9111

info@KeizerChamber.com

[@KeizerChamber](#)

2024 Keizer Holiday Lights Parade

PARADE ROUTE, STAGING, AND DISBANDMENT



River Road will close at 6:00 pm from Lockhaven to Glynbrook and will remain closed until all parade entries are cleared from River Road. Please be sure to have established a disbandment plan PRIOR to the time of the parade start.

YOU WILL NOT BE ALLOWED to disband on River Road.

(Chemawa Road will remain open for East to West traffic until approximately 7:00pm).

2024 HOLIDAY LIGHTS PARADE

Lockhaven (River to McClure) Closed @ 3pm

Parade Staging

Keizer

SAINT EDWARD

McNary High School



UGM Simonka PLACE

HUMAN BEAN

Keizertimes



Willamette Valley Bank



COPPER CREEK

CLASSIC HOMES



911 SUPPLY

FARMERS INSURANCE

SMI REAL ESTATE AND PROPERTY MANAGEMENT



RENEWAL by ANDERSEN

KEIZER CHAMBER OF COMMERCE

Sam Orcutt Way



ABB STOVES HEARTH & HOME LLC

Places to get a warm treat!

- St Edwards– Latino Youth Group, Tamales & Cocoa
- Willamette Valley Bank: Outdoor heaters, Cocoa/Cider – Cookies– ive Reporting From Lyndon Zaitz & Robin Barney
- Simonka House– Coffee , Cocoa & Cookies
- U.S. Bank -
- Coppercreek Mercantile: Food truck, and other various Food Trucks, Bentley's Coffee
- Keizer Sub Shop– Hot Cocoa & Cookies
- Remodeling by Classic Homes:
- 911 Supply–
- Gino Corridori, Farmers Agency– Coffee, Cocoa & Cookies.
- ABB Stoves Hearth & Home– Hot Cocoa, Cookies
- SMI Real Estate & Property Management–Hot Cocoa & Cookies

End of Parade

RIVER ROAD
(Lockhaven to Appleblossom)
CLOSED @6:15PM



CITY OF KEIZER

PARADE, SPECIAL EVENT, OR BLOCK PARTY PERMIT

Applications for permits must be submitted 75 days prior to the date of the event. This permit is pursuant to City of Keizer **Ordinance No. 2023-868**, a copy of which is attached to this application for the information of the applicant. A fee of \$50.00 must accompany this application.

Corri Falardeau

Name of Applicant/Person Responsible

Keizer Chamber of Commerce

Name of Organization/Group

4118 River Rd N Keizer OR 97303

Applicant's Address

August 23, 2024

Date Application Submitted

(503) 393-9111

Preferred Phone Number

corri@keizerchamber.com

Email Address

Type: Parade ☒ Walk ☐ Run ☐ Bike Race ☐ Block Party ☐ Special Event ☐ _____

Name of Event: Keizer Holiday Light Parade

Date of Event: December 14, 2024 Beginning and Ending Time of Event: 7:00pm-9:00pm

Description / Purpose of Event/Name of Street to be Closed:

Holiday Light Parade with floats, walking groups, and Santa Clause. To have a free community Holiday Celebration for the whole city to attend. Lockhaven and River Rd

If applicable, describe in detail the portion of the street to be closed: The entire road - Lockhaven & River Rd to River Rd & Appleblossom

Number of Persons expected to participate: 500+ Number of Vehicles: 50+

Number of Animals: 20+ Will charity, gratuity, or offerings be solicited or accepted? No

Will sales of food, beverages, or other merchandise occur? Yes

Will event include mobile food trucks?

Is parking requested to be restricted or prohibited during the event? No

Will sound amplification equipment be used? Yes If yes, describe the equipment:

Sound will be amplified from floats and we will have parade announcers at Willamette Valley Bank and Walery's Plaza

Clean-up Arrangements: See attached sheet

Proposed Route: See attached parade route.

Assembly Location: McNary High School parking lot and Lockhaven

Disassembly Location: Glynbrook & River Rd

***Attach Map/Drawings showing route/ location, including the assembly and disassembly points, location of activities, proposed signing/ traffic control plan and the specific location of streets to be closed (if applicable).**

Complete this section for Long Term Events

An event that may be disruptive to neighboring properties for more than 1 day

Have you had this event in the same location previously? yes If yes, has the Affected Area or the type/size of event changed from the last event? No

Date map was submitted to the City Manager for approval? _____ Please note this must be done prior to conducting public engagement per Ordinance No. 2023-868, Section 7.

If applicable, attach written approval from the homeowners' association board to this application.

Dates you conducted public engagement to garner responses from residents, businesses, and neighborhood associations in the Affected Area? McNary Estates - 8/2/2024

Date you placed signs at each location of entry to the Affected Area? November 29, 2024

Dates you actively solicited input from residents and businesses by means of social media or other methods?

Provide evidence that at least fifty (50%) of the responses received are in favor of the application.

This permit is subject to the following conditions:

1. No alcoholic beverages are permitted on City-owned streets unless an OLCC license has been issued for the event, liquor liability insurance has been issued acceptable to the City, and the event has been permitted by the City with alcoholic related conditions.
2. All residents living adjacent to the proposed closure or businesses located adjacent to the proposed closure have been notified of the event.
3. If determined by City Manager, barricades, cones or other devices may be required. Applicant must work with City staff to ensure placement, maintaining and removal of any devices.
4. Signage must comply with the current Keizer Sign Regulations. If signage does not comply with the Keizer Sign Regulations, Applicant must request staff to request Council to consider the signage requested.

5. Applicant is responsible for monitoring of sound during event. Applicant must comply with all applicable regulations and law, including, but not limited to the Keizer Noise Ordinance.
6. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
7. The event will be conducted in such a manner as outlined in the ordinance to ensure the safety of the participants and spectators.
8. Permittee shall be responsible for clean up of areas and removal of all paraphernalia and debris as a result of this event.

****NOTICE****

Permittee shall defend, indemnify and hold harmless the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the Permittee of such events carry commercial single limit liability insurance in the minimum amount of \$2,000,000 and name the City of Keizer, its officers, agents, and employees as an additional insured for this event. Claims made in excess of the policy will be the responsibility of the Permittee of the event. The certificate of insurance and additional insured endorsement shall be provided to City within five (5) days of Permit issuance. If acceptable certificate of insurance and additional insured endorsement is not received, the City reserves the right to revoke the Permit and cancel the event

INSURANCE CO. Hanover Insurance Company POLICY NO. OH2H066657

COVERAGE LIMITS \$1,000,000 Each occurrence \$2,000,000 General Aggregate

****PERMIT REVOCATION****

The City Manager or Chief of Police may revoke this permit at any time by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of any permit conditions, undue burden on public service, or if circumstances reasonably show that special event, parade, or block party can no longer be conducted consistent with public safety.

****APPLICATION SIGNATURE****

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances. I understand the City of Keizer as a public entity is subject to Oregon Public Records Law and this Application is a public record and subject to disclosure upon request.


SIGNATURE

Name of Applicant: Corri Falardeu

8/28/2024
DATE

Name of Event: Keizer Holiday Lights Parade

FOR CITY USE ONLY

APPROVED ROUTE AND/OR POLICE, PUBLIC WORKS, AND FIRE DISTRICT COMMENTS:

Approved by: _____
Keizer Police Department

Date: _____

Approved by: _____
Keizer Public Works Department

Date: _____

ADDITIONAL CONDITIONS:

Approved by: _____
City Manager

Date: _____

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-_____
4

5
6 AUTHORIZING A TEMPORARY SUSPENSION OF THE
7 ORDINANCE PROHIBITING STREET VENDORS
8

9
10 WHEREAS, the City of Keizer adopted Ordinance 90-193 in December, 1990 which
11 prohibits street vendors in the City of Keizer;

12 WHEREAS, the Ordinance allows for suspension of these regulations during a
13 festival;

14 NOW, THEREFORE,

15 BE IT RESOLVED that a temporary suspension of the Ordinance prohibiting street
16 vendors is hereby granted and street vendors will be permitted on Saturday, December 14,
17 2024 from 5:00 p.m. to 11:00 p.m.

18 BE IT FURTHER RESOLVED all vendors must have any necessary governmental
19 permits and approvals.

20 BE IT FURTHER RESOLVED that at no time shall any person interfere with,
21 impede or block pedestrian, vehicular or parade traffic in any manner whatsoever or
22 unreasonably interfere with viewing the parade. Street vendors shall not operate on private
23 property.
24
25

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately on
2 the date of its passage.

3 PASSED this _____ day of _____, 2024.

4
5 SIGNED this _____ day of _____, 2024.

6
7
8 _____
9 Mayor

10
11 _____
12 City Recorder

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2024-_____

3 AUTHORIZING TEMPORARY USES SUBJECT TO
4 CONDITIONS FOR KEIZER HOLIDAY LIGHTS PARADE
5 (2024)
6

7 WHEREAS, the Keizer Development Code provides pursuant to Section
8 2.203.04(E) that the City Council may by resolution authorize temporary uses during a
9 specific event or festival;

10 WHEREAS, the Keizer Development Code also provides that the Council may
11 set forth the reasonable types of uses, zones and time restrictions;

12 WHEREAS, the Keizer Chamber of Commerce has requested the City to
13 authorize a temporary use for the Keizer Holiday Lights Parade, including, but not
14 limited to placement of food booths, stands, trucks or carts in specific locations during
15 the events;

16 WHEREAS, the City Council has considered this matter and finds that it is
17 appropriate to grant the request with certain restrictions necessary to protect the health,
18 safety and welfare of the public;

19 NOW, THEREFORE,
20

PAGE 1 - Resolution R2024-_____

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

1 BE IT RESOLVED by the City Council of the City of Keizer that the 2024
2 Keizer Holiday Lights Parade is authorized as specific temporary uses and the hours of
3 operation, allowance for booths/stands for the events, and signage for the events are
4 hereby allowed pursuant to the design, restrictions and conditions as set forth in the
5 attached Exhibit "A" which is incorporated herein by this reference.

6 BE IT FURTHER RESOLVED that the City waives all City fees in connection
7 with this matter and provides Police/Public Works support as a part of the City's
8 sponsorship of the event.

9 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
10 on the date of its passage.

11 PASSED this _____ day of _____, 2024.

12 SIGNED this _____ day of _____, 2024.

13

14

15

16

17

18

Mayor

City Recorder

EXHIBIT "A"

Design, Restrictions and Conditions

The City Council approves the proposed temporary use, hours of operation, placement of food trucks/carts, and signage for the 2024 Keizer Holiday Lights Parade as follows:

1. Except as set forth in this decision, the 2024 Keizer Holiday Lights Parade shall be routed, staged, disbanded, operated and conducted pursuant to the Special Event Permit application submitted by the applicant as approved by the Keizer Police Department and Public Works Department.
2. Except as noted below, the 2024 Keizer Holiday Lights Parade may have one (1) food truck/cart located at each of the following locations :
 - Saint Edward Catholic Church
 - Willamette Valley Bank
 - Simonka House
 - U.S. Bank
 - Coppercreek Mercantile (one in addition to the food trucks already located at this location)
 - Keizer Sub Shop
 - Remodeling by Classic Homes
 - 911 Supply
 - Farmers Insurance
 - ABB Stoves Hearth & Home
 - SMI Real Estate and Property Management

All food trucks/carts shall be placed on a parking lot or other hard surface area.

No food truck/cart may be placed without the property owner's permission. All food trucks/carts shall be subject to the conditions further described herein as well as the sign code. Such food trucks/carts may be placed no earlier than noon December 14, 2024 and must be removed no later than noon December 15, 2024 and may not be located on any public road or sidewalk. The exact site location is subject to approval by the Planning Director.

3. No electronic signs of any type are allowed, unless required by the Keizer Police Department or Public Works Department for safety reasons.
4. The 2024 Keizer Holiday Lights Parade may have four (4) banners not to exceed 32 square feet advertising the events. The locations of such banners must have prior approval of the Planning Director. Such banners may be placed no earlier than November 25, 2024 and must be removed no later than December 16, 2024.

5. The 2024 Keizer Holiday Lights Parade may have a hand sign or flag located at the Focal Point. Such sign or flag may be placed no earlier than November 25, 2024 and must be removed no later than December 16, 2024. The hand sign or flag shall not exceed the allowable size as stated in the sign code.
6. Signs, banners, flags and balloons shall be placed to ensure there shall be no traffic interference or distraction, and if deemed to be a hazard by the Planning Director, shall be removed immediately upon notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.
7. No other signs are allowed.
8. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 4. No signs shall be placed on private property without the specific permission of the private property owner. Other than banners referenced in Section 4, placement of any sign in any public right-of-way or sidewalk easement shall cause the City to remove such signs immediately without notice. In such instance, the Keizer Holiday Lights Parade shall be billed for City staff time, including benefits.
9. If required under applicable regulations, any food vendor shall obtain a license from Marion County Environmental Health or similar county agency prior to operating.
10. Any food truck/cart or other vendor shall not obstruct pedestrian pathways, driveways or drive aisles and shall not create a traffic or safety hazard.
11. Any paper, cardboard, wood, or plastic containers, wrappers, or any litter or material is to be picked up by the vendor.
12. All food trucks/carts must remain capable of being moved at any time.
13. All activities shall comply with Keizer Police Department's direction and requirements of Keizer Fire District.
14. Any food truck/cart not removed by December 16, 2024 may be immediately removed by City staff without notice and the Keizer Holiday Lights Parade shall be billed for staff time at the hourly rate of staff person including benefits for removing the food truck/cart.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Andrew Copeland, Police Chief
Subject: Cell phones to KPA Members

Proposed Motion

I move that the City Council adopt Resolution R2024-____ Authorizing the City Manager and Chief of Police to Sign Memorandum of Understanding No. 3 Relating to 2023-2026 Collective Bargaining Agreement.

I. Summary

The Keizer Police Association (KPA) has formally proposed amendments to Section 7.9 of the prevailing collective bargaining agreement. Specifically, the KPA is advocating for the provision of department-issued cell phones in lieu of the current monthly stipend arrangement.

II. Background

- A. Employees of the Keizer Police Department who are required to carry a phone as part of their essential job duties currently receive a monthly cell phone stipend of \$75.
- B. Both the City Staff and the Keizer Police Association (KPA) agree that the use of personal phones for law enforcement purposes presents several issues.
 - 1. Police officers frequently handle highly sensitive information, including personal details about individuals, ongoing investigations, and other confidential law enforcement data. Using personal phones for work-related tasks can compromise the security of this information.
 - 2. When officers use personal phones to collect evidence (such as photos or videos), it can create challenges in maintaining a proper chain of custody. Personal devices often lack the formal tracking and logging systems required for legal proceedings, which could lead to complications in court.
 - 3. Work-related communications are subject to public records laws, such as the Freedom of Information Act (FOIA). If an officer uses a personal phone for work-related texts, emails, or calls, these communications may still be subject to public records requests. Failure to produce such communications can

result in legal consequences for noncompliance.

4. Additionally, the use of personal phones can blur the distinction between official duties and personal matters, causing confusion in legal proceedings. For instance, it may be difficult to determine whether a text message was sent in a personal or official capacity, complicating arguments about the relevance and admissibility of the evidence.

III. Current Situation

- A. The City of Keizer currently provides a \$75 stipend to Keizer Police employees who require a cell phone.

IV. Analysis

- A. **Strategic Impact** - Not Applicable
- B. **Financial** - The City of Keizer pays \$75 to Keizer Police employees for a cell phone stipend.

If the City of Keizer provided cell phones to police department employees, it would cost the city less than \$45 per phone.

- C. **Timing** - Once the Resolution is signed, City Staff will direct IT to work on providing cell phones to Police Department personnel.
- D. **Policy/Legal** - The City Council is required to approve the attached Resolution because it has a financial impact and would modify the Keizer Police Association Collective Bargaining Agreement.

V. Alternatives

- A. Adopt the attached Resolution as submitted.
- B. Amend the attached Resolution.
- C. Direct City Staff to work with the KPA for an alternative approach to providing cell phones to employees.

VI. Recommendation

Staff recommends the City Council adopt the attached resolution.

Attachments

1. RES_CC_KPA CBA MOU 3 - Cell Phone Issuance_10 7 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-_____

AUTHORIZING THE CITY MANAGER AND CHIEF OF
POLICE TO SIGN MEMORANDUM OF UNDERSTANDING
NO. 3 RELATING TO 2023-2026 COLLECTIVE BARGAINING
AGREEMENT

WHEREAS, the City Council authorized the City Manager and Chief of Police to
enter into a Collective Bargaining Agreement with the Keizer Police Association by
Resolution R2023-3386;

WHEREAS, such Collective Bargaining Agreement is effective from July 1,
2023 through June 30, 2026;

WHEREAS, from time-to-time amendments need to be made to such Agreement
to modify provisions and change job classifications as authorized by the Council;

WHEREAS, each amendment is made with the use of a Memorandum of
Understanding;

WHEREAS, the Council authorized the City Manager and Chief of Police to sign
Memorandum of Understanding relating to the 2023-2026 Collective Bargaining
Agreement without further authorization by the City Council except for amendments
relating to provisions that relate to wages, benefits, budgetary matters, or job
classification additions, except in situations where the job classifications have already
been formally approved by the Council;

WHEREAS, the City Manager and Chief of Police have executed Memorandum of Understanding No. 1 through No. 2 to amend some of the provisions of the Collective Bargaining Agreement;

WHEREAS, Memorandum of Understanding No. 3 must be authorized by the City Council since it relates to budgetary matters;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager and Chief of Police are authorized to sign Memorandum of Understanding No. 3, a copy of which is attached hereto.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2024.

SIGNED this day of , 2024.

Mayor

City Recorder

2023-2026 Collective Bargaining Agreement
Memorandum of Understanding No. 3

Re: Issuance of City-Owned Cell Phones to KPA Members

The City of Keizer ("City") and the Keizer Police Association ("Association") agree to changes in Section **7.9 Personal Wireless Phone Allowance**, of the 2023-2026 Collective Bargaining Agreement. The changes adopt language changing the personal phone allowance to a City-issued phone:

Section 7.9 Personal Wireless Phone Allowance City-Issued Phones for City Business:

~~Employees are eligible for personal wireless phone allowances (stipends) as outlined in City policy.~~

Members shall be provided, by the City, one smart phone (iPhone or Android) and protective case. The phone and rate plan will be paid for by the City, and the phone and the protective case will be replaced by the City as needed. Members are not eligible for a monthly pre-tax allowance for personal phone use for City business.

Members will adhere to City policy regarding City-issued phone use. The issuance of City-paid phones does not obligate any member to answer their phone off-duty, except as provided under Section 5.8 On-Call Criminal Investigations Unit Detective.

Signatures below testify to the acceptance of this Memorandum of Understanding, and it becomes effective upon signing.

FOR THE CITY OF KEIZER:

Adam Brown, City Manager

Date

Andrew Copeland, Chief of Police

Date

FOR THE KEIZER POLICE ASSOCIATION:

Andrew McCowan, President

Date

Carrie Anderson, Vice President

Date



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Thomas Dove Keizur Display

Proposed Motion

I move that the Keizer City Council approve the Thomas Dove Keizur, a Willamette Farmer's Legacy, display in the event center living room from November 1, 2024 through January 31, 2025.

I. Summary

The Keizer Heritage Center has recommended the Keizer City Council host a showing of two double-sided displays of Thomas Dove Keizur in the Living Room of the Keizer Event Center. Approval from city council is requested to display the exhibit between November 1, 2024, through January 30, 2025.

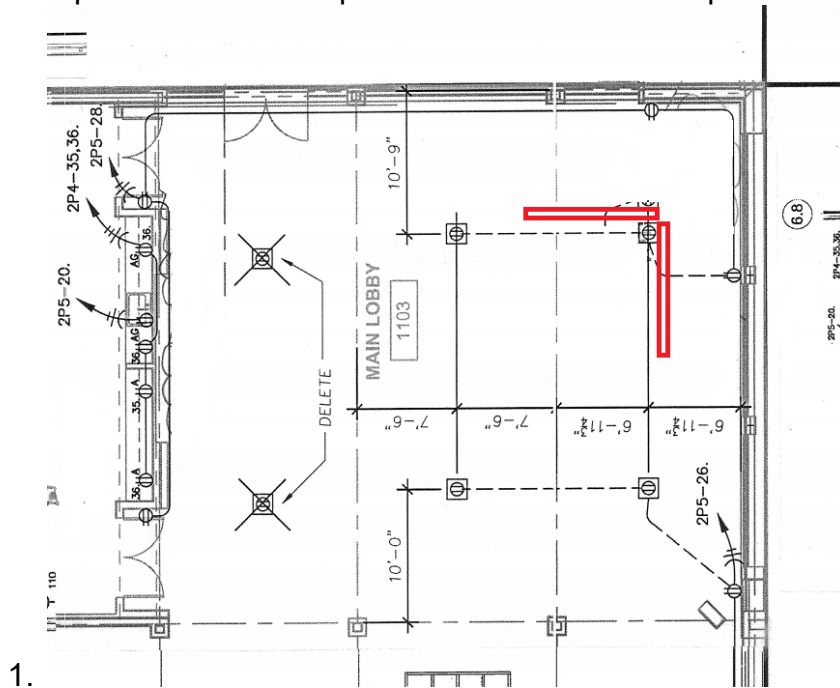
II. Background

- A. A digital display of T.D. Keizur - A Willamette Farmer's Legacy is live on the Oregon State Capitol's website and can be accessed by clicking [here](#). A physical display of two double-sided 10-foot wide by 7-foot tall exhibits, funded by the Oregon State Capitol Foundation, has been created for display in the Oregon Capitol building in 2026. Additionally, the Keizer Heritage Museum has recently acquired a Keizur family heirloom, wedding socks that were worn by multiple generations of Keizur Family members, including Thomas Dove Keizur.
- B. The City of Keizer has the opportunity to display these exhibits in Keizer Event Center at the request of the Keizer Heritage Museum with the recently acquired Keizur family wedding socks. The socks have a protective display case.

III. Current Situation

- A. The Heritage Museum would like to hold a special event for the displays on November 15, coinciding with Thomas and Mary Keizur's birthdays, at the event center. It is proposed that the display be shown through January 30, 2025.
- B. Staff walked the area with Executive Director Robert Becker and determined that

the displays could be set up optimally in the southwest corner of the living room. The displays have underlighting and overlighting for which the electrical need can be accommodated by the floor outlets in the area as shown in the diagram below. This will provide sufficient space for both sides of the panel to be comfortably seen.



- C. Several events will be a minor disruption to the display. In December, the Event Center living room has a Christmas tree display. There are a few large events that happen during this time period. To avoid any damage to the display, the museum will move the display into the customer service foyer of city hall during the time period where the Christmas Trees are displayed and for events where the full event center and living room are used. Museum volunteers will move the display.
- D. The State Capitol Foundation has given special permission to share this exhibit with other museums in Oregon. Display at the Keizer Event Center will be the first public presentation of this exhibit.

IV. Analysis

- A. Strategic Impact - Not Applicable
- B. Financial - The display will be covered by the museum's insurance, which will list the city as additionally insured. The display panels have a value of approximately \$7,500.
- C. Timing - The celebration is planned for November 15. Approval at the October 7, 2024 meeting will give time for the museum to organize the kickoff event.
- D. Policy/Legal - Use of the Event Center area comes under the purview of the Keizer City Council.

V. Alternatives

- A. Approve the display.
- B. Take No Action - The display will not be allowed to be shown in the Event Center without approval by the City Council.

VI. Recommendation

Staff recommends approval of the Thomas Dove Keizur historical panel and wedding socks display.

Attachments

None

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Support Letter for the Petition to Amend the Three Basin Rule for the North Santiam Sewer System

Proposed Motion

I move that the City Council direct the City Manager to provide a letter of support in favor of the Petition to Amend the Three Basin Rule for the North Santiam Sewer System.

I. Summary

Marion County has requested that the City of Keizer provide a letter of support in favor of the Petition to Amend the Three Basin Rule for the North Santiam Sewer System.

II. Background

- A. On August 30, 2024, Marion County submitted a petition to the Oregon Department of Environmental Quality (DEQ) to amend the Three Basin Rule. This amendment is essential to the completion of the North Santiam Sewer System, a critical project for the region's wildfire recovery, long-term growth, and environmental sustainability.
- B. The Three Basin Rule provides additional protections for the Clackamas, North Santiam, and McKenzie watersheds, which are major drinking water sources. The rule currently prohibits new or expanded discharges to these basins. Instead, highly treated wastewater effluent must be disposed of by infiltration into the ground. A recent ruling by the United States Court of Appeals for the Ninth Circuit, known as the Maui Decision, has created a conflict with the Three Basin Rule.
- C. The Maui Decision ruled that discharges to groundwater may be considered the functional equivalent of direct discharges to surface water. This decision impacts Marion County's plan to discharge treated wastewater into the ground as part of the North Santiam Sewer System. Despite our system's stringent filtration process, the current Three Basin Rule would prohibit the necessary permits for this project due to the Maui Decision.
- D. Marion County's petition to amend the Three Basin Rule would allow for new, state-of-the-art publicly owned treatment plants that discharge to groundwater, provided they meet stringent environmental protection standards mandated by the Clean

Water Act. Marion County's proposed Three Basin Rule amendment will increase water quality protections for the Clackamas, North Santiam and McKenzie Rivers while providing a permitting pathway for projects like the North Santiam Sewer System.

III. Current Situation

- A. Mayor Clark, and Councilors Reid and Kohler agreed to add this to the agenda for discussion of a letter of support.

IV. Analysis

- A. **Strategic Impact** - Does not apply.
- B. **Financial** - No financial impact on Keizer residents.
- C. **Timing** - Public comment period is open was originally scheduled to close on October 6, but has been extended. The council's resolution will be able to be received on record.
- D. **Policy/Legal** - The council can speak as one by resolution.

V. Alternatives

- A. Direct the City Manager to provide a letter of support in favor of the Petition to Amend the Three Basin Rule for the North Santiam Sewer System.
- B. Take no action.

VI. Recommendation

Staff recommends that the City Council direct the City Manager to provide a letter of support in favor of the Petition to Amend the Three Basin rule for the North Santiam Sewer System.

Attachments

1. LTR_3BR Change - Keizer LoS_10 07 24

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

[Date]

Oregon Department of Environmental Quality
700 NE Multnomah St., Suite 600
Portland, OR 97232

RE: Petition to Amend the Three Basin Rule (OAR 340-041-0350)

Dear Environmental Quality Commission,

I am writing to you regarding Marion County's petition to amend the Three Basin Rule to allow the establishment of the North Santiam Sewer System. Although the City of Keizer is not a direct downstream user of the Santiam River, the water systems of Keizer and Salem are interconnected, and Keizer relies on Salem's water system—sourced from the Santiam River—as an emergency backup. This connection makes it crucial for Keizer to be aware of and engaged in efforts to maintain the health and sustainability of the Santiam River watershed.

The proposed changes to the Three Basin Rule would allow for a modern, environmentally sound public sewer system to serve communities within the North Santiam watershed. This is essential for managing wastewater treatment efficiently, helping communities like Mill City and Gates—still recovering from devastating wildfires—grow sustainably while protecting water quality. The amendments will not weaken the environmental protections in place; rather, they will allow local governments to manage wastewater effectively under current regulatory frameworks and federal laws.

Updating the Three Basin Rule is a necessary step to ensure both economic development and environmental protection in these rural areas. The modifications will support Marion County's vision of providing public sewer systems while maintaining the integrity of the region's water resources, including the Santiam River, from which Keizer's emergency water supply is derived.

I urge you to support Marion County's efforts to amend the Three Basin Rule. Although Keizer may not be directly impacted by this rule, ensuring a healthy Santiam River ecosystem is vital for the broader region, including our neighboring city, Salem, and our shared reliance on clean, reliable water.

Thank you for your attention to this important matter.

Sincerely,



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Bohlander Meadows Street Lighting Local Improvement District

Proposed Motion

I move to adopt Resolution R2024-_____ Approving the City Engineer's Report, Declaring the City's Intent to Form Bohlander Meadows Street Lighting Local Improvement District, Providing Notice and Setting Hearing.

I. Summary

On September 3, 2024, the City Council adopted Resolution R2024-3502 declaring the City's intent to initiate Bohlander Meadows Street Lighting Local Improvement District and directing the City Engineer to make a survey and file a written report with the City Recorder. This Council action was taken in response to a petition from the developer requesting the formation of the lighting district in this area.

II. Background

- A. Ordinance No. 94-278 provides procedures for Municipal Lighting Districts and Special Assessments.

III. Current Situation

- A. A petition was filed on August 7, 2024, by Trademark Enterprises LLC to form a Local Improvement District for street lights. The petition contains the number of required signatures of the property owner as outlined by City of Keizer Ordinance 94-278.
- B. On September 3, 2024, the City Council adopted Resolution R2024-3502 and found it necessary and convenient to form a lighting district and to finance the district in whole or in part by special assessment and declaring its intent to form the district. The Council further directed the City Engineer to make a survey of the district and file a written report with the City Recorder on or before September 25, 2024.
- C. The City Engineer has prepared the survey and written report and it is included as an attachment to this Staff Report.

- D. At this time, the City Council shall consider the report. The Council may, by resolution, approve the report as submitted or may amend and approve the report as amended. The Council may direct the City Engineer to furnish the Council with a further report or information or, the Council may by resolution record its intention to abandon the formation of the district.
- E. After the Council has approved the Engineer's report as submitted or as amended by the Council, the Council shall declare by resolution that it intends to form the district and shall direct the City Recorder to mail to the owners of the real property within the district a notice. The contents of this notice are described in Ordinance No. 94-278.

IV. Analysis

- A. **Strategic Impact** - The City Council adopted procedures to form new street lighting districts in 1987 in an effort to work toward the Council's goal of street lighting citywide.
- B. **Financial** - The costs for establishing the district in the first year include a fee for the engineer's report and the administrative fee to cover the costs for advertising and the staff time in establishing the district. The City receives reimbursement from the property owners for these costs and the actual electricity used through assessments placed on the tax rolls. All activity is budgeted through the Street Lighting District Fund.
- C. **Timing** - If a public hearing is set, the date must be no earlier than ten days immediately following the date of the mailing of the notice.
- D. **Policy/Legal** - The City Council adopted Ordinance No. 94-278 related to Municipal Lighting Districts and Special Assessments.

V. Alternatives

- A. Adopt the attached Resolution and Engineer's report as submitted.
- B. Amend and approve the Resolution and report as amended.
- C. Direct the City Engineer to furnish the Council with a further report or information.
- D. Direct City Staff to prepare a Resolution to record its intention to abandon the formation of the district.

VI. Recommendation

Staff recommends the City Council adopt the Resolution declaring the City's Intent to form Bohlander Meadows Street Lighting Local Improvement District, approving the Engineer's report and providing notice and setting a hearing.

Attachments

- 1. RES_R2024-3502_2024-09-03_ 10 07 24

2. DOC_Petition to Form LID Street Lighting_10 07 24
3. MAP_Street Lighting Plan - Bohlander Meadows_ 10 07 24
4. MAP_LID_ 10 07 24
5. Doc_Warranty Deed_CC_10 07 24
6. ORD_94-278_1994-03-21_10 07 24
7. RES_CC_Approving City Engineers Report for Bohlander Meadows Street Lighting District_10 7 2024
8. REP_Survey and Report from Engineer_1- 07 24

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024- 3502

4
5 DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING
6 LOCAL IMPROVEMENT DISTRICT (BOHLANDER MEADOWS) AND
7 DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A
8 WRITTEN REPORT WITH THE CITY RECORDER
9

10 WHEREAS, the City Council of the City of Keizer has received a petition
11 from the developer to initiate a street lighting district in the Bohlander Meadows
12 development in the City of Keizer, Oregon; and

13 WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary
14 signatures of land owner comprising two-thirds of the property to be included within
15 Bohlander Meadows Street Lighting District have requested the formation of the
16 district;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that:

- 19 1. The City Council declares its intent to initiate Bohlander Meadows
20 Street Lighting Local Improvement District;
- 21 2. The map attached hereto, marked Exhibit "A", and by this reference
22 incorporated herein sets forth the proposed boundaries of the district;
- 23 3. The City Engineer is hereby directed to make a survey of the District;
- 24 4. The City Engineer shall file a written report with the City Recorder on
25 or before September 25, 2024.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this 3rd day of September, 2024.

4
5 SIGNED this 3rd day of September, 2024.

6
7 *Cathy Clark*
8 Mayor

9
10 *Melissa Bisset*
11 City Recorder

PETITION TO FORM LOCAL IMPROVEMENT DISTRICT FOR STREET LIGHTING

To the City Council for the City of Keizer:

The undersigned being the owner or contract purchaser of the described property hereinafter set opposite my or its name, hereby petition the Keizer City Council to form a STREET LIGHTING LOCAL IMPROVEMENT DISTRICT for:

Bohlander Meadows

within the City of Keizer.

The legal description of the proposed district is:

See attached deed

PLEASE ATTACH A MAP OF THE AREA

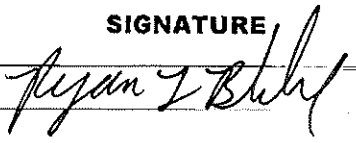
This petition to form this district is in conformity with the charter, ordinances and regulations of the City of Keizer.

PETITION SUBMITTED BY:

NAME: Jeremy Grenz

ADDRESS: 1155 13th St. SE, Salem OR 97302

PHONE NUMBER: 503-910-7805

DATE	DEED HOLDER/CONTRACT BUYER	SIGNATURE	ADDRESS OF PROPERTY (IF VACANT - LOT NUMBER/SECTION)
7/30/2024	Trademark Enterprises LLC		1326 Oppek St. NE

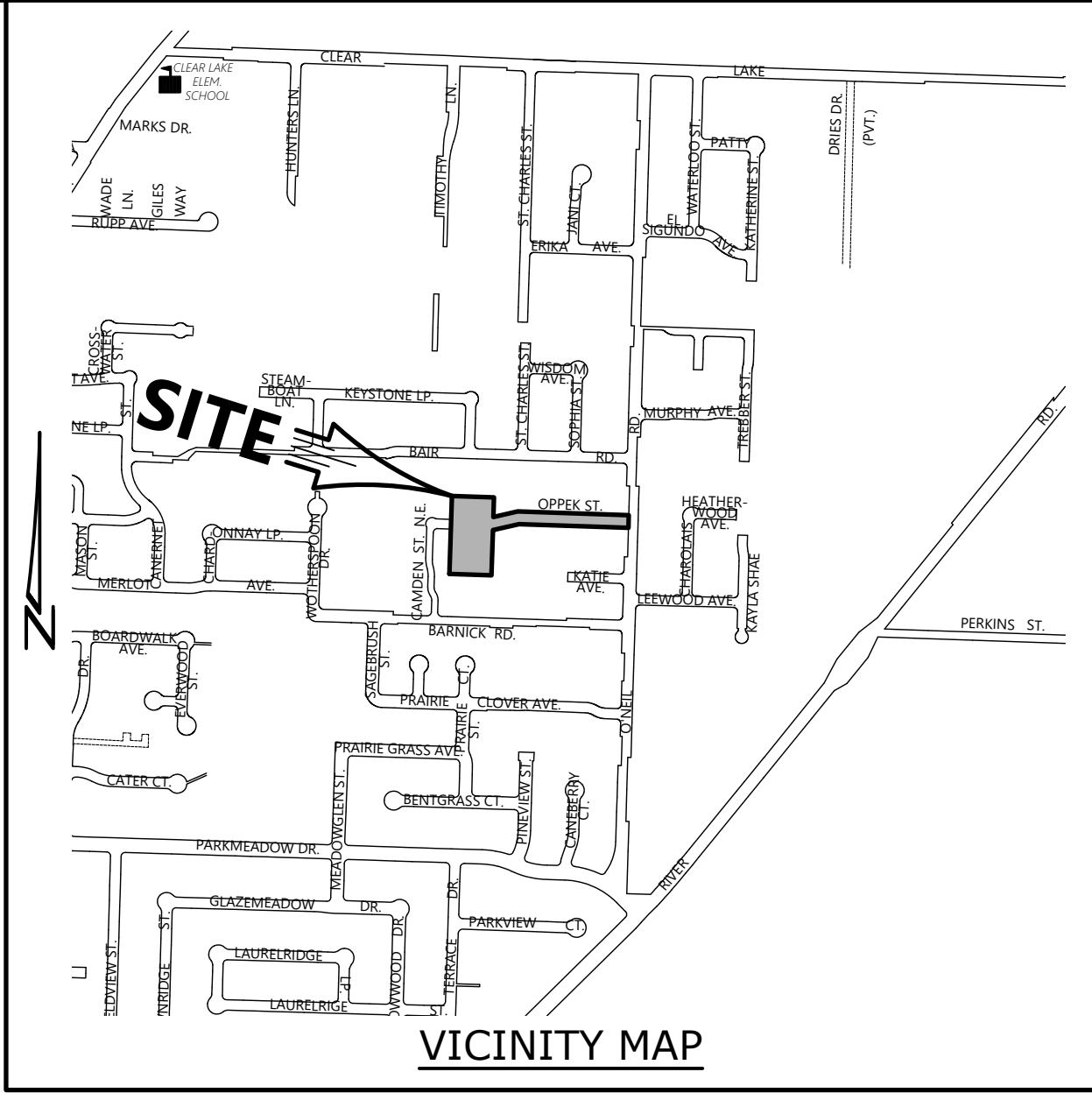
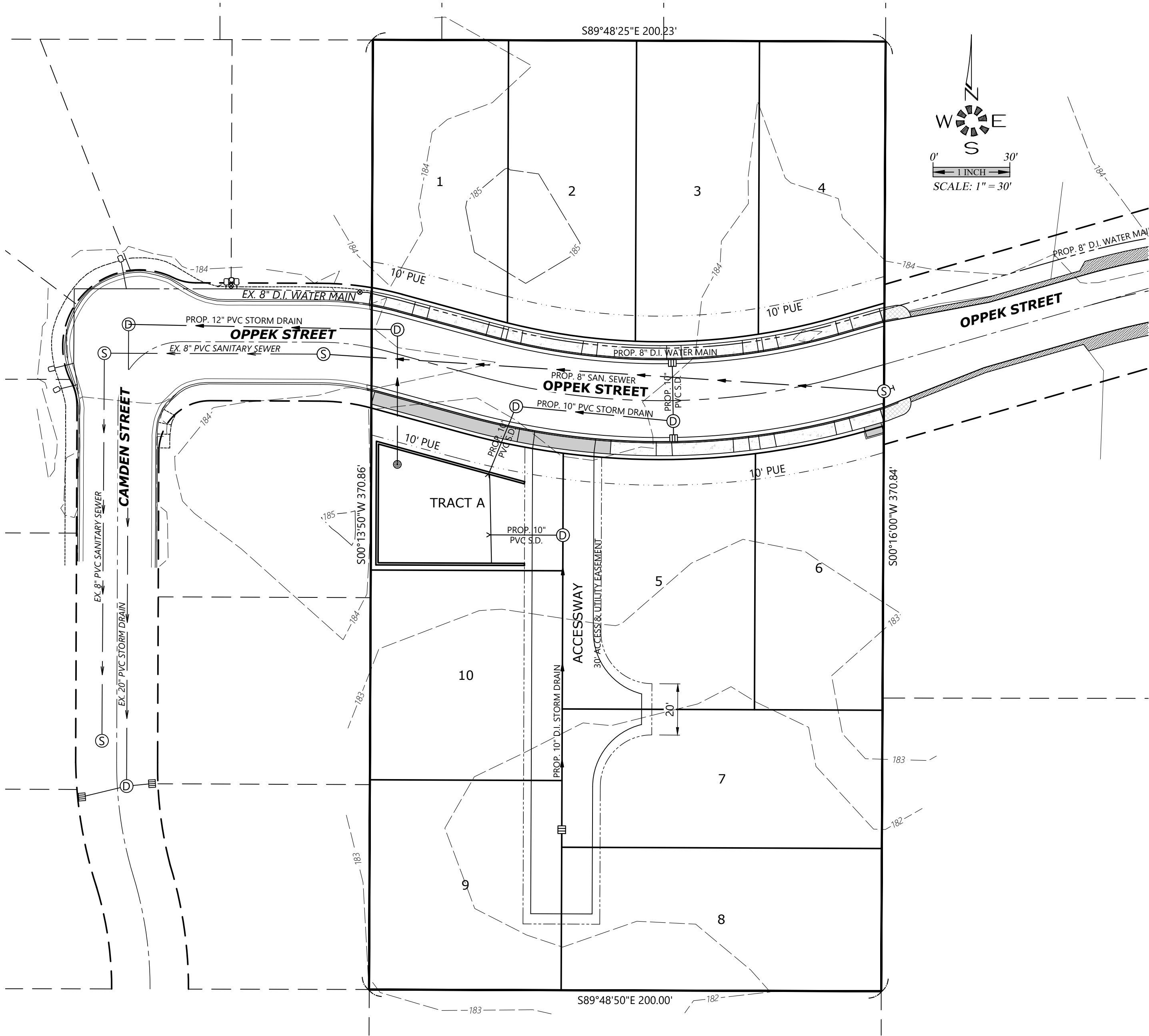
Owner / Developer:

TRADEMARK ENTERPRISES, LLC

P.O. BOX 5248
SALEM, OREGON 97304

BOHLANDER MEADOWS

SEC. 23, T. 6 S., R. 3 W., W.M.
CITY OF KEIZER
MARION COUNTY, OREGON



T.B.M. 182.58
PK NAIL LOCATED AT THE INTERSECTION OF
OPPECK STREET AND O'NEIL ROAD NE ON
THE EASTERN SIDEWALK.
BASED ON MARION COUNTY POINT
IDENTIFICATION NUMBER 2122 AT STATION
9650 (NGVD 29 179.82)

ABBREVIATIONS			
A.C.	ASPHALTIC CONCRETE	L	LENGTH, LINE
ACMP	ALUMINIZED CMP	L.P.	LIGHT POLE
ASSY.	ASSEMBLY	M	METER, MAIN
B.O.	BLOW OFF	M.H.	MANHOLE
B.F.V.	BUTTERFLY VALVE	MTL.	METAL
C & G	CURB & GUTTER	O.H.	OVERHEAD
CATV	CABLE TELEVISION	PC	POINT OF CURVE
C.B.	CATCH BASIN	PCC	POINT OF CONTINUING CURVE
C.B.C.O.	CATCH BASIN CLEANOUT	PED.	PEDESTAL
C.B.I.	CATCH BASIN INLET	PRC	POINT OF REVERSE CURVE
CCR	COMPACTED CRUSHED ROCK	PROP.	PROPOSED
C.L.	CENTERLINE	PT	POINT OF TANGENCY
CMP	CORRUGATED METAL PIPE	PUB.	PUBLIC
C.O.	CLEANOUT	PUE	PUBLIC UTILITY EASMT.
CONC.	CONCRETE	PVC	POLYVINYL CHLORIDE
CONST.	CONSTRUCT	PVT.	PRIVATE
D.I.	DUCTILE IRON	P.P.	POWER POLE
DIA.	DIAMETER	P.L.	PROPERTY LINE
DWG.	DRAWING	R	RADIUS
EASMT.	EASEMENT	R-	RIM
E.G.	EXIST. GRADE / GROUND	RD	ROOF DRAIN
EOP, E.P.	EDGE OF PAVEMENT	R.O.W.	RIGHT-OF-WAY
ELEC.	ELECTRIC	SAN.S. or S.S.	SANITARY SEWER
ELEV. or EL.	ELEVATION	S	SLOPE
EX. or EXIST.	EXISTING	S.Q.F.	STORMWATER QUALITY FACILITY
F.D.C.	FIRE DEPT. CONNECTION	STA.	STATION
FT.	FEET	STD.	STANDARD
F.F.	FINISH FLOOR	STL.	STEEL
F.G.	FINISH GRADE	STM.DRN. or S.D.	STORM DRAIN
F.H.	FIRE HYDRANT	SVC.	SERVICE
F.M.	FORCE MAIN	SW	SIDEWALK
GUT. or GTR.	GUTTER	T.C.	TOP OF CURB
G.V.	GATE VALVE	TEL.	TELEPHONE
IMP.	IMPROVEMENT	TYP.	TYPICAL
INST.	INSERT	U.G.	UNDERGROUND
INV. or I-	INVERT	ULT.	VAULT
		W.M.	WATER MAIN

SYMBOLS		SYMBOLS	
EX.	PROP.	EX.	PROP.
⊕	● BLOW OFF ASSY.	⑤	⑤ MANHOLE SAN. SEWER
⊞	⊞ CATCH BASIN	⑥	⑥ MANHOLE STORM DRAIN
⊞	■ CATCH BASIN CLEANOUT	②	② 2' DIA. C.O. / M.H.
⊞	⊞ CATCH BASIN INLET	Ⓣ	Ⓣ MANHOLE TELEPHONE
⊞	⊞ CATV PED. / BOX	Ⓜ	Ⓜ MANHOLE WATER
○	● CLEANOUT	▽	▶ REDUCER / INCREASER
⊞	⊞ ELEC. PED. / BOX	⊞	⊞ TEL. PED. / BOX
⊞	⊞ FIRE HYDRANT	⊞	⊞ TRAFFIC PED. / BOX
⊞	⊞ GAS LOCATION MARKER	⊞	⊞ UTILITY / POWER POLE
⊞	⊞ GAS VALVE	⊞	⊞ WATER METER
⊞	⊞ MAIL BOX	⊞	⊞ WATER VALVE
---	--- CABLE TELEVISION	---	--- SANITARY SEWER EXIST.
---	--- CENTERLINE	---	--- SANITARY SEWER CONST.
---	--- DITCH C.L.	---	--- STORM DRAIN EXIST.
---	--- ELECTRICAL LINE	---	--- STORM DRAIN CONST.
---	--- GAS MAIN	---	--- WATER MAIN EXIST.
---	--- TELEPHONE LINE	---	--- WATER MAIN CONST.

SHEET INDEX

SHEET 101	COVER SHEET
SHEET 102	EXISTING CONDITION PLAN
SHEET 103	EXISTING CONDITION PLAN
SHEET 201	SANITARY SEWER SERVICE PLAN
SHEET 202	SANITARY SEWER PLAN
SHEET 301	STORM DRAIN PLAN
SHEET 302	STORM DRAIN PLAN
SHEET 303	STORMWATER QUALITY FACILITY PLAN
SHEET 304	RETAINING WALL DETAILS
SHEET 401	STREET PLAN - OPPEK STREET -0+20 TO 3+60
SHEET 402	STREET PLAN - OPPEK STREET 3+60 TO 9+00
SHEET 403	STREET CROSS SECTIONS
SHEET 404	ACCESSWAY PLAN
SHEET 405	RAMP PLAN
SHEET 406	LOT GRADING PLAN
SHEET 501	WATER MAIN PLAN
SHEET 502	OFFSITE WATER MAIN IMPROVEMENT
SHEET 601	EROSION CONTROL PLAN - PRE-GRADING & POST GRADING
SHEET 602	EROSION CONTROL PLAN - POST STORM DRAIN & POST PAVING
SHEET 603	EROSION CONTROL NOTES AND DETAILS
SHEET 701	LOT DIMENSIONS, SIGNING, & SIDEWALK PLAN
SHEET 702	TREE REMOVAL & REPLACEMENT PLAN
SHEET 703	STREET LIGHTING PLAN
SHEET 901	DETAIL SHEET
SHEET 902	DETAIL SHEET
SHEET 903	DETAIL SHEET
SHEET 904	DETAIL SHEET

SHEET L0.0	LANDSCAPE PLAN
SHEET L1.1	LANDSCAPE PLAN
SHEET L2.1	LANDSCAPE PLAN



COVER SHEET

BOHLANDER MEADOWS

NO CHANGES, MODIFICATIONS
OR REVISIONS SHALL BE
MADE WITHOUT THE
AUTHORIZATION OF THE
DESIGN ENGINEER.
DIMENSIONS & NOTES TAKE
PRECEDENCE OVER
GRAPHICAL REPRESENTATION.

Design: M.D.G.
Drawn: D.G.G.
Checked: J.J.G.
Issue Date: 7/30/24
Scale: AS SHOWN
As-Built: ---



101

06 3W 23DC



06 3W 23DC

06 3W 23DC

KEIZER

MARION COUNTY, OREGON
SW1/4 SE1/4 SEC23 T6S R3W W.M.
SCALE 1" = 100'

LEGEND

- LINE TYPES
- Taxlot Boundary
 - Road Right-of-Way
 - Railroad Right-of-Way
 - Private Road ROW
 - Subdivision/Plat Bndry
 - Waterline - Taxlot Bndry
 - Historical Boundary
 - Easement
 - Railroad Centerline
 - Taxcode Line
 - Map Boundary
 - Waterline - Non Bndry

- CORNER TYPES
- + 1/16TH Section Cor.
 - ⊙ DLC Corner
 - ⊕ 1/4 Section Cor.
 - ⊕ 16, 15 Section Corner
 - ⊕ 21, 22

NUMBERS

Tax Code Number
00 00 0

Acreage
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

CANCELLED NUMBERS

100			
101			
400			
500			
600			
800			
1000			
1300			
1400			
1500			
2201			
2400			

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY

Assessors Office
Cartography Dept

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.marion.or.us

PLOT DATE: 5/12/2021

KEIZER
06 3W 23DC



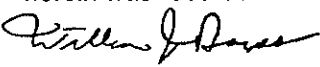
THIS SPACE RESERVED FOR RECORDER'S USE

After recording return to:
Trademark Enterprises, LLC
PO Box 5248
Salem, OR 97304

Until a change is requested all tax statements shall be sent to the following address:
Trademark Enterprises, LLC
PO Box 5248
Salem, OR 97304
File No. 583637AM

MARION COUNTY RECORDS2023-29628D-DEED09/29/2023 12:53 PM\$10.00 \$11.00 \$10.00 \$60.00\$91.00



I, Bill Burgess, County Clerk for Marion County, Oregon, certify that the instrument identified herein was recorded in the Official Records.

Pgs=2 DEB

STATUTORY WARRANTY DEED

John E Bohlander and Susan M Bohlander, Trustees of the Bohlander Family Trust, under agreement dated June 7, 2006,

Grantor(s), hereby convey and warrant to

Trademark Enterprises, LLC,

Grantee(s), the following described real property in the County of Marion and State of Oregon free of encumbrances except as specifically set forth herein:

Parcel 1:
Beginning at a point which is 1,120.77 feet East and 217.80 feet North from the one quarter corner of the South line of Section 23 in Township 6 South, Range 3 West of the Willamette Meridian, Marion County, Oregon, thence North 370.60 feet to a point on the Northline of a tract of land conveyed to Glenn Rolofson by deed recorded in Volume 517, Page 569, Deed Records for Marion County, Oregon; thence East 200 feet to the Northeast corner of said tract; thence South along the East line of said tract 370.60 feet to a point which is 217.60 feet North from the South line of said section 23; thence West 200 feet to the point of beginning.

Parcel 2
Lots 22 and 23 of FOREST RIDGE ESTATES, Phase 1, Keizer, Marion County, Oregon

FOR INFORMATION PURPOSES ONLY, THE MAP/TAX ACCT #(S) ARE REFERENCED HERE:

063W23DC00200
063W23DC04600
063W23DC04700

The true and actual consideration for this conveyance is \$1,000,000.00.
The above-described property is free of encumbrances except all those items of record, if any, as of the date of this deed and those shown below, if any:

2023-2024 Real Property Taxes, a lien not yet due and payable

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 27 day of September, 2023.

The Bohlander Family Trust, under agreement dated June 7, 2006

By: John E Bohlander
John E Bohlander, Trustee

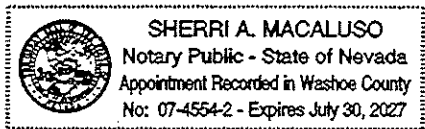
By: Susan M Bohlander
Susan M Bohlander, Trustee

State of Nevada ss.
County of Washoe

On this 27 day of September, 2023, before me, Sherri A Macaluso a Notary Public in and for said state, personally appeared John E Bohlander and Susan M Bohlander known or identified to me to be the person whose name is subscribed to the foregoing instrument as trustee of the The Bohlander Family Trust, under agreement dated June 7, 2006, and acknowledged to me that he/she/they executed the same as Trustee.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Sherri A Macaluso
Notary Public for the State of Nevada
Residing at Sparks, NV
Commission Expires: 07/30/2027



Marion County
Document Separator Page

Instrument # 2023-29628

September 29, 2023 12:53 PM

State of Oregon
County of Marion

I hereby certify that the attached
instrument was received and duly
recorded by me in Marion County
records:

Fee: \$91.00

Bill Burgess
Marion County Clerk

This is not an invoice.

1 BILL NO. 260

A BILL FOR

ORDINANCE NO.
94- 278

2
3 AN ORDINANCE PROVIDING PROCEDURES FOR MUNICIPAL
4 LIGHTING DISTRICTS AND SPECIAL ASSESSMENTS AND
5 REPEALING ORDINANCE 87-091 AND 87-094

6 The City of Keizer ordains as follows:

7 Section 1. **Definitions.** OWNER. Whenever the term "owner"
8 is used herein in relationship to the ownership of real
9 property, such term shall be held to mean the record holder of
10 the legal title to the land in questions or, where land is being
11 purchased under a land sale contract, recorded or verified to
12 the recorder in writing by the record holder of legal title to
13 the land, then such purchaser shall be deemed the "owner."

14 CITY ENGINEER. Whenever the term "city engineer" is used
15 in this ordinance, such term shall be held to refer to an
16 engineer designated by the City Council to act in that capacity.

17 Section 2. **Initiating Formation of a Municipal Lighting**
18 **District.** (1) When the Council considers it necessary and
19 convenient to form a municipal lighting district and to finance
20 said district in whole or in part by special assessment
21 according to benefits conferred on property within the district,
22 the Council shall declare by resolution that it intends to form
23 the district. The resolution shall set forth the proposed
24 boundaries of the district, and direct the City Engineer to make
25 a survey of the district. The City Engineer shall file a
26 written report with the City Recorder within the time set forth
27 by the Council in the resolution.

28 ///

1 - ORDINANCE NO. 94- 278

FMAGIC

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

1 (2) When the owners of the two-thirds of the land that
2 will benefit from the formation of a municipal lighting district
3 request by written petition that the Council initiate the
4 formation of the district, the Council shall declare by
5 resolution that it intends to form the district. The resolution
6 shall set forth the proposed boundaries of the district and
7 direct the City Engineer to make a survey of the district. The
8 City Engineer shall file a written report with the City Recorder
9 within the time set forth by the Council in the resolution.

10 Section 3. **Engineer's Report.** Unless the Council directs
11 otherwise, the engineer's report shall contain the following:

12 (1) A map or plat showing the location and boundaries of
13 the proposed street lamps within the district and the land which
14 may be expected to receive the principal benefits from provision
15 of municipal lighting services.

16 (2) Plans, specifications, and estimates of total cost for
17 the installation of light pole foundations, light poles, street
18 lamps and connecting wiring. If the installation is to be
19 carried out under contract with the power company, the engineer
20 will include the proposed contract with that company.

21 (3) An estimate of total initial annual costs for the
22 provision of municipal lighting services within the district.

23 (4) An estimate of unit cost for installation of street
24 lights, and of annual unit cost for provision of municipal
25 lighting service to the benefitted properties, per square foot,
26 per unit foot, or another unit of cost.

2 - ORDINANCE NO. 94-_____

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Keizer, Oregon 97303
(503) 390-1635

1 (5) A recommendation concerning the method of assessment
2 to be used to arrive at a fair apportionment of the whole or a
3 portion of the cost of provision of municipal lighting services
4 to the benefitted properties which recommendation shall be in
5 accordance with Section 9 of this ordinance.

6 (6) A description of each lot, parcel of land, or portion
7 of land to be benefited, with names of the record owners and,
8 when readily available, names of contract purchasers as shown
9 on books and records of the Marion County Tax Assessor. To
10 describe each lot or parcel of land under provisions of this
11 section, it shall be sufficient to use the tax account number
12 assigned to the property by the Tax Assessor or by book and page
13 designations shown on books and records of the Marion County
14 Clerk.

15 **Section 4. Council Considerations of Engineer's Report.**
16 After the Engineer's report has been filed with the City
17 Recorder, the Council shall consider the report. The Council
18 may by resolution approve the report as submitted or may amend
19 and approve the report as amended. The Council may direct the
20 City Engineer to furnish the Council with a further report or
21 information or, the Council may by resolution record its
22 intention to abandon the formation of the district.

23 **Section 5. Notice of Hearing.** After the Council has
24 approved the Engineer's report as submitted or as amended by the
25 Council, the Council shall declare by resolution that it intends
26 to form the district and shall direct the City Recorder to mail

1 to the owners of real property within the proposed district a
2 notice stating:

3 (1) The name of the proposed district.

4 (2) That the report, or amended report, of the City
5 Engineer, as approved by the Council, is on file in the City
6 Recorder's office and is subject to public examination; giving
7 the date, no earlier than ten (10) days immediately following
8 the date of mailing the notice when any remonstrances or
9 objections thereto will be considered by the Council at a public
10 hearing.

11 (3) That the proposal could be modified as a result of
12 testimony at the hearing so interested persons should attend the
13 hearing in order to have an opportunity to testify on any
14 proposed changes.

15 (4) That written remonstrances may be filed against the
16 proposed district in the office of the City Recorder not later
17 than the scheduled time for the Council hearing of objections
18 to the proposed district.

19 (5) That the formation of the district will be suspended
20 for six (6) months if there is presented a valid remonstrance
21 of the owners of two-thirds (2/3) of the land to be specially
22 assessed therefor.

23 (6) A description of the boundaries of the district to be
24 specially benefited by the provisions of municipal lighting
25 services and a description of the project in general terms.

26 (7) That the actual cost of administration of the district

4 - ORDINANCE NO. 94-_____

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1 will be added to the installation assessment and each annual
2 assessment.

3 (8) The Engineer's estimate of the total installation
4 cost, the unit installation cost, and the initial annual unit
5 cost of the municipal lighting service which is to be paid for
6 by special assessment of benefited properties and the formula
7 used to determine the proposed assessment.

8 (9) That the assessment will become a lien against the
9 property.

10 The Council may, in its discretion, direct the City
11 Recorder, upon the basis of the Council-approved Engineer's
12 Report, to advertise for bids and designate the time at which
13 such bids shall be open, which time may be the time of the
14 aforesaid hearing; provided that no such contracts shall be let
15 before said public hearing or after any valid remonstrance to
16 the Council-approved Engineer's Report has been made as herein
17 provided and providing that in the letting of any such contract,
18 provisions of Section 7 herein shall be followed by the Council.

19 Section 6. **Hearing.** At the aforesaid hearing the Council
20 shall hear oral objections to the proposed District formation
21 and shall consider any written remonstrances thereto. Written
22 remonstrances of the owners of two-thirds (2/3) of the land to
23 be specially assessed for such District shall suspend the
24 proposed formation in which event no further action to effect
25 the formation shall be taken for at least six (6) months.
26 "Owner" shall have the meaning for this purpose that it is given

5 - ORDINANCE NO. 94-_____

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1 and defined herein. If the Council, after hearing objections
2 and considering any remonstrances, finds that there is not
3 sufficient remonstrance, it may proceed with the formation of
4 the District.

5 **Section 7. Manner of Doing Work: Contracts, Bids, Bonds.**

6 The Council shall provide by resolution the time and manner of
7 installation of street lights, and may provide for the City to
8 do the work or it may award the work on contract. In the event
9 that the work is done under contract, the Council shall proceed
10 in accordance with procedures of state law and city ordinance
11 for public contracting. If the work is contracted, the contract
12 shall be let to the lowest responsible bidder, provided that the
13 Council shall have the right to reject all bids when they are
14 deemed unreasonable or unsatisfactory. The Council shall
15 provide for taking security by bond for the faithful performance
16 of any contract let under its authority, and the provisions
17 thereof, in case of default, shall be enforced by action in the
18 name of the City.

19 **Section 8. Special Hearing when Low Bid Substantially**
20 **Exceeds Engineer's Estimate.** If the Council finds upon opening
21 bids for the work of such installation that the lowest
22 responsible bid substantially exceeds the Engineer's estimate,
23 it may, in its discretion, hold a special hearing of objections
24 to proceeding with the improvement on the basis of such bid and
25 may direct the City Recorder to publish reasonable notice
26 thereof in a newspaper of general circulation in the City.

1 Section 9. Method of Assessment, Alternative Methods of
2 Financing; Administrative Cost. The Council in adopting a
3 method of assessment of the installation costs and annual costs
4 of the provision of municipal lighting services may:

5 (1) Use any just and reasonable method of determining the
6 extent of the municipal lighting district consistent with the
7 benefits derived therefrom.

8 (2) Use any method of apportioning the sum to be assessed
9 as is just and reasonable between the properties determined to
10 be specially benefited.

11 (3) Authorize payment by the City of all or any part of
12 the cost of municipal lighting services when in the opinion of
13 the Council, on account of topographical or physical conditions,
14 unusual or excessive public travel, or other character of the
15 area involved, or when the Council otherwise believes the
16 situation warrants it, provided the method selected creates a
17 reasonable relation between the benefits derived by the property
18 specially assessed and the benefits derived by the City as a
19 whole.

20 (4) Include in the installation assessment and each
21 subsequent annual assessment, the actual cost of administration
22 of the district for the period of the assessment.

23 Nothing herein contained shall preclude the Council from
24 using other available means of financing said district,
25 including federal or state grants-in-aid, service charges,
26 revenue bonds, general obligation bonds, or other legal means

1 of finance. In the event any of such other means of finance are
2 used, the Council may, in its discretion, levy special
3 assessments hereunder according to benefits to cover any part
4 of the costs of the improvement not covered by such means.

5 The city may also determine that the method of collecting
6 the assessment will be pursuant to ORS 223.866 or will be
7 directly from the owner as provided in this ordinance.

8 Section 10. **Assessment Ordinance.** (1) If the Council
9 determines that the municipal lighting district shall be formed
10 and when the estimated installation and initial annual cost is
11 determined or after the installation of street lamps and when
12 the installation cost has been actually determined, and when the
13 administration cost has been determined, the Council shall
14 decide whether the benefited property shall bear all or a
15 portion of the installation and initial annual cost, and the
16 cost of administration, and determine whether the assessment
17 will be collected pursuant to ORS 223.866 or directly from the
18 owner by the city. The City Recorder or other persons
19 designated by the Council shall prepare the proposed
20 installation assessment, the proposed first annual assessment
21 and the cost of administration assessed to each lot within the
22 assessment district and file the assessments in the recorder's
23 office.

24 (2) Notice of the proposed assessment shall be published
25 once in a newspaper of general circulation in the city and shall
26 be mailed to the owner of each lot proposed to be assessed at

1 the address shown on the Marion County Tax Assessor's roll.

2 The notice shall state the following:

3 (a) A description of the property to be assessed.

4 (b) The total amount of the project cost.

5 (c) The amount of assessment proposed on the
6 described property and a statement that this amount could
7 be modified as a result of objections filed by other
8 property owners in the district.

9 (d) The date by which time written objections shall
10 be filed with the City Recorder and the City's Recorder's
11 address.

12 (e) A statement that the written objection must state
13 the grounds for the objection.

14 (f) The date, time and place of the hearing by the
15 Council to consider the objections filed.

16 (g) A statement that the assessment will be due and
17 payable unless the property owner elects to make
18 installment payments.

19 (h) The name and phone number of the City Recorder
20 or another City employee who can answer questions regarding
21 the assessment.

22 (3) At the hearing the Council shall:

23 (a) Consider objections and may adopt, correct,
24 modify or revise the assessment against each lot in the
25 district according to special and peculiar benefits
26 accruing to it from the district.

9 - ORDINANCE NO. 94-_____

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

1 (b) By ordinance, spread the assessment. The
2 ordinance shall include findings which state as follows:

3 (i) A description of the local improvement
4 district and improvements made.

5 (ii) The total cost and the assessment formula
6 used.

7 (iii) A statement that the project has been
8 constructed as provided in the plans and
9 specifications.

10 (iv) A statement regarding each objection and
11 the Council's findings regarding that objection.

12 (v) A statement that each property is specially
13 benefited in the amounts shown on the assessment roll.

14 The operative part of the ordinance shall include at
15 a minimum the following:

16 (i) The total cost that shall be assessed
17 against the individually benefited properties as
18 apportioned in the assessment roll.

19 (ii) That the City Recorder shall mail the
20 notice of assessment which states the amount due and
21 that an application to make installment payments may
22 be filed with the City if the property is eligible.

23 (iii) The assessment shall be entered as a lien
24 in the City Lien Docket.

25 Section 10A. Annual Assessment Resolution. After a
26 municipal lighting district has been formed in accordance with

10 - ORDINANCE NO. 94-_____

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
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1 this ordinance, the second and subsequent annual assessments
2 shall be spread by resolution which may also include changes in
3 the mode of collecting the assessment. The method of assessment
4 and the procedure for notice and hearing for subsequent annual
5 assessments shall be determined in accordance with Sections 9
6 and 10 of this ordinance, except that notice shall be published
7 only.

8 Section 11. **Notice of Assessment.** Within ten (10) days
9 after the ordinance levying the installation and the initial
10 annual assessments has been passed, the City Recorder shall send
11 a notice of assessment to each owner of assessed property by
12 regular mail.

13 (2) The notice of assessment shall include the name of the
14 property owner, a description of the assessed property, the
15 amount of the assessment, the date of the assessment ordinance,
16 the fact that the assessment is a lien against the property, and
17 shall state that the assessment may be collected in the manner
18 provided in ORS 223.866 or that the city may collect directly
19 from the owner as provided herein and state the time within
20 which such assessments must be paid or bonded and that
21 assessments which are not paid or bonded within the time stated
22 in the notice shall bear interest pursuant to Section 21 and
23 that the property so assessed is subject to foreclosure if such
24 assessments are not paid or bonded within the time stated in the
25 notice. Such record owner or other owner as herein defined may
26 make application to bond such assessment pursuant to the

1 provisions of ORS 223.205 known as the "Bancroft Bonding Act",
2 together with amendments or future amendments thereof.

3 Section 11A. **Notice of Annual Assessment.** The City
4 Recorder shall provide notice of the second and subsequent
5 annual assessments by one of the following methods: (A) to each
6 owner of assessed property by regular mail if the city collects
7 the assessment directly from the owner, (B) by publishing notice
8 of the assessment once in a newspaper of general circulation
9 within the city of Keizer if the assessment is collected
10 pursuant to ORS 223.866. The notice of annual assessment shall
11 contain the information required by Section 11 (2).

12 Section 12. **Lien Recording, Interest, Foreclosure.**
13 (1) After the ordinance or resolution levying assessments has
14 been passed, the City Recorder shall enter in the docket of City
15 liens a statement of the respective amounts assessed on each
16 lot, parcel of land or portion of land, a description of the
17 improvement, names of property owners, and the date of the
18 assessment ordinance or resolution. Upon entry into the lien
19 docket the amounts shall become liens and charges on the lots
20 parcels of land or portions of land that have been assessed for
21 provision of municipal lighting services.

22 (2) Assessment liens of the City shall be superior and
23 prior to all other liens or encumbrances on property insofar as
24 state law permits.

25 (3) If the assessment is collected by the city directly
26 from the owner, then thirty days after the date of the

1 assessment ordinance or resolution, interest shall be charged
2 at a rate pursuant to Section 21, and the City may foreclose or
3 enforce collection of assessment liens in the manner provided
4 by state law.

5 (4) The City may enter a bid on property being offered at
6 a foreclosure sale. The City bid shall be prior to all bids
7 except those made by persons who would be entitled under state
8 law to redeem the property.

9 Section 13. **Error in Assessment Calculation.** Claimed
10 errors in the calculation of assessments shall be called to the
11 attention of the City Recorder, who shall determine whether
12 there has been an error. If there has been an error, the City
13 Recorder shall recommend to the Council an amendment to the
14 assessment ordinance or resolution to correct the error. On
15 enactment of the amendment, the City Recorder shall make the
16 necessary correction in the docket of liens and send a corrected
17 notice of assessment by registered or certified mail.

18 Section 14. **Supplemental Assessments.** If an assessment
19 is made before the installation cost or annual cost of the
20 improvement is determined, and if the amount of the assessment
21 is insufficient to defray expenses of the installation or annual
22 cost, the Council may declare the insufficiency by resolution
23 and prepare a proposed supplemental assessment. The Council
24 shall set a time for hearing objections to the supplemental
25 assessment and direct the City Recorder to mail notice of the
26 hearing to the affected property owners. After the hearing the

13 - ORDINANCE NO. 94-_____

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

1 Council shall make a just and equitable supplemental assessment
2 by ordinance or by resolution, if the insufficient assessment
3 was authorized by resolution, which shall be entered in the
4 docket of liens as provided by Section 12. Notice of the
5 supplemental assessment shall be published and mailed in
6 accordance with Sections 10 and 11, and collection of the
7 assessment shall be made, in accordance with Sections 12 and 13.

8 Section 15. **Rebates.** On completion of the installation
9 of the municipal lighting project or an annexation thereto, if
10 the assessment previously levied on any property is found to be
11 more than sufficient to pay the cost of the installation of
12 street lamps or the initial annual cost of provision of street
13 lighting service, the Council shall determine the excess and
14 declare it by ordinance. When declared, the excess amounts must
15 be entered in the lien docket as a credit on the appropriate
16 assessment. If an assessment has been paid, the person who paid
17 it or that person's legal representative shall be entitled to
18 payment of the rebate credit. Rebates for second and subsequent
19 annual assessments may be made in the same manner except that
20 the excess may be spread by resolution.

21 Section 16. **Remedies.** Subject to curative provisions of
22 Section 17 and rights of the City to reassess as provided in
23 Section 18, proceedings for writs of review and other
24 appropriate equitable or legal relief may be filed as provided
25 by state law.

26 Section 17. **Abandonment of Proceedings.** The Council may

1 abandon proceedings for formation of or annexation to districts
2 under Section 1 to 18 and 23 at any time before final
3 installation of the street lamps. If liens have been placed on
4 property under this procedure, they shall be cancelled, and
5 payments made on assessments shall be refunded to the person who
6 paid them or to that person's legal representative.

7 Section 18. **Curative Provisions.** (1) A district
8 assessment shall not be rendered invalid by reason of:

9 (a) Failure of the engineer's report to contain all
10 information required by Section 3.

11 (b) Failure to have all the required information in
12 the District formation resolution, assessment ordinance,
13 assessment resolution, annexation ordinance, lien docket,
14 or notices required to be published, posted or mailed.

15 (c) Failure to post notice, list the name of, or mail
16 notice to an owner of property as required by this
17 ordinance.

18 (d) Any other error, mistake, delay, omission,
19 irregularity or other act, jurisdictional or otherwise, in
20 the proceedings or steps specified, unless it appears that
21 the error is unfair or unjust in its effect on the person
22 complaining.

23 (2) The Council shall have authority to remedy and correct
24 all matters by suitable action and proceedings.

25 Section 19. **Reassessment.** When an assessment, annexation
26 assessment, supplemental assessment, or reassessment for

1 municipal lighting district formed by the City has been set
2 aside, annulled, declared or rendered void, or its enforcement
3 restrained by a Court of this state or by a federal court having
4 jurisdiction, or when the Council doubts the validity of the
5 assessment, annexation assessment, supplemental assessment,
6 reassessment, or any part of it, the Council may make a
7 reassessment in the manner provided by state law.

8 Section 20. **Deeds on Property Sold for Delinquent**
9 **Assessments.** The Mayor and City Recorder may be and they are
10 hereby authorized to sign and execute all deeds for and on
11 behalf of the City, when said City shall be called upon under
12 the laws, Charter and ordinances of said City to issue any deeds
13 for property sold for delinquent municipal lighting district
14 assessments.

15 Section 21. **Lien interest.** The interest rate to be
16 charged on each municipal lighting district's liens shall not
17 exceed the rate at which the lighting district's Bancroft Bonds
18 are sold plus one-half of one percent (1/2%). If the bonds are
19 not sold prior to lien payments being due or no bonds are sold,
20 the interest rate charged on those billings shall be set by the
21 City Recorder at the current rate for bonds financing similar
22 projects in other comparable jurisdictions plus 1/2%. The
23 interest rate shall be adjusted subsequent to the bond sale, if
24 any, as herein previously described. The first billing
25 following the bond sale will include an adjustment reflecting
26 a refund for an interest overcharge or an additional amount due

1 from an interest undercharge.

2 Section 22. **Effect on Existing Lighting Districts.** The
3 city of Keizer hereby recognizes and accepts all lighting
4 districts formed in accordance with state law or county
5 ordinance before the city of Keizer incorporated and presently
6 existing within the Keizer city limits and lighting districts
7 formed under previous ordinances of the City of Keizer. Such
8 lighting districts shall be governed by the provisions of this
9 ordinance. All action previously taken by the city of Keizer
10 with regard to these lighting districts is hereby approved and
11 ratified.

12 Section 23. **Annexation to lighting districts.** When the
13 owners of land in an area wish to annex to a municipal lighting
14 district, they may file an annexation petition with the city
15 council. The area proposed for annexation shall be contiguous
16 to the municipal lighting district it will join. The annexation
17 petition shall be signed by all the owners of all the land in
18 the territory proposed to be annexed and shall set forth the
19 proposed boundaries of the territory to be annexed. Upon
20 receipt of the petition, the council will direct the city
21 engineer to prepare a report in accordance with Section 3 of
22 this ordinance as the terms of that section would apply to the
23 territory proposed for annexation and the existing district.
24 The council will consider the engineer's report as provided in
25 Section 4 of this ordinance. After consideration of the
26 engineer's report, if the council decides to proceed with the

17 - ORDINANCE NO. 94-_____

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1 annexation, a hearing before the council will be set. The city
2 recorder shall give notice of the hearing by regular mail to the
3 owners of land in the area to be annexed and to owners of land
4 in the municipal lighting district. The notice shall contain
5 the applicable information specified in Section 5 of this
6 ordinance. The council will conduct the hearing in accordance
7 with the provisions of Section 6 of this ordinance. After the
8 hearing, if the council determines that the proposed territory
9 should be annexed to the municipal lighting district, then the
10 council shall proceed in accordance with Section 10 of this
11 ordinance. After the hearing, if any, on the proposed
12 assessments, the council shall adopt an ordinance approving the
13 annexation, establishing the assessment in accordance with the
14 provisions of Section 9 of this ordinance and spreading the
15 assessment. The city recorder shall give notice of the
16 assessment in accordance with the provisions of Section 11 of
17 this ordinance. The other sections of this ordinance and
18 particularly Sections 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21
19 shall apply to annexation proceedings as appropriate to carry
20 out the intent of this section. After the ordinance annexing
21 the territory has been adopted, the annexed territory shall
22 become subject to the outstanding indebtedness, bonded or
23 otherwise, of the municipal lighting district in like manner as
24 the territory within the municipal lighting district and shall
25 be subject to annual assessments the same as the remainder of
26 the property in the municipal lighting district.

18 - ORDINANCE NO. 94-_____

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1 Section 24. **Severability.** The sections and phrases of
2 this ordinance are severable. The invalidity of a section or
3 phrase shall not affect the validity of the remaining sections
4 or phrases.

5 Section 25. **Repeal.** Ordinance No. 87-091 and 84-094, An
6 Ordinance Providing Procedures For Municipal Lighting Districts
7 and Special Assessments, enacted August 17, 1987, and August 31,
8 1987, respectively are hereby repealed.

9 PASSED this 21st day of March , 1994.

10 SIGNED this 21st day of March , 1994.

11
12

Al Miller, Council President
Mayor

13
14

Gracy H. Davis
City Recorder

15 824COK2.013

19 - ORDINANCE NO. 94-_____

LIEN, HOBSON & JOHNSON

Attorneys at Law
4855 River Rd. N.
Keizer, Oregon 97303
(503) 390-1635

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-_____

APPROVING THE CITY ENGINEER'S REPORT; DECLARING THE CITY'S INTENT TO FORM BOHLANDER MEADOWS STREET LIGHTING LOCAL IMPROVEMENT DISTRICT; PROVIDING NOTICE AND SETTING HEARING

BE IT RESOLVED by the City Council of the City of Keizer:

Section 1. That the City Council hereby finds the City Engineer's Report attached hereto and by this reference incorporated herein, containing preliminary plans and an estimate of probable costs for Bohlander Meadows Street Lighting Local Improvement District which was filed with the City Recorder on September 20, 2024 to be satisfactory, and the same are hereby approved and adopted.

Section 2. That the City Council hereby declares its intention to form Bohlander Meadows Street Lighting Local Improvement District and to make the lighting district improvements to serve Bohlander Meadows Street Lighting Local Improvement District.

Section 3. That the City Council hereby directs the City Recorder to give notice of its intention to form Bohlander Meadows Street Lighting Local Improvement District and to make the improvements by sending notice to the property owners within the district stating a public hearing will be held on November 4, 2024, said notice to also provide that information required under City of Keizer Ordinance 94-278 (an ordinance providing for procedures for municipal lighting districts and special assessments).

ENGINEER'S REPORT
FOR
BOHLANDER MEADOWS
STREET LIGHTING DISTRICT

For City Council Action October 7, 2024



Prepared by:



Date: September 19, 2024

Project File: 4353-11

To: The Honorable Mayor and City Council

From: City Engineer's Office

Subject: Street Lighting District for Bohlander Meadows

Authority and Purpose:

This report is submitted in accordance with the requirements of City of Keizer **Ordinance No. 94-278** and Council **Resolution 2024-3502** for the purpose of creating the subject Street Lighting District.

District Boundaries and Map:

A Map of the proposed District is attached showing the areas benefitted by the streetlights proposed to be installed.

Lighting Plan:

The lighting improvements will consist of 1, 45-Watt, LED luminary at 30' mounting height attached to a 35' heavy-duty, direct-bury, gray fiberglass pole with a 6' aluminum mast arm. This design is selected to meet current city standards and provide the most efficient light coverage. It is recommended that installation be accomplished by the following method:

Portland General Electric Co. (PGE) would install the underground wiring and supply the electrical power to the District. The luminary and pole would be furnished, owned, and maintained by PGE.

Estimated Developer Costs:

(1) 45-Watt luminary @ \$7.69 per month ea. X 12 mos.	\$92.28
(1) 35' HD, DB fiberglass pole @\$8.62 per month ea. X 12 mos.	\$103.44
Administrative Fee @ \$8.10/Lot:	\$81.00
Engineering @ \$14.00/Lot:	<u>\$140.00</u>
Total Assessment	\$416.72
(1) Per Lot Assessment (First Year, 10 Lots)	\$41.67

(1) Includes tax roll preparation, audit, delinquencies and miscellaneous administrative costs to the City as authorized by Res. 94-716.

Method of Assessment: It is recommended that the costs be assessed on a per lot basis to each parcel in the district.

For the developer, the first-year assessment would include the one-time costs for District formation and engineering. Subsequent year's assessments would reduce to \$19.57 per lot.

Assessment Roll: The attached preliminary assessment roll identifies the benefitted properties and the first-year assessments to be levied against each.

Respectfully submitted,



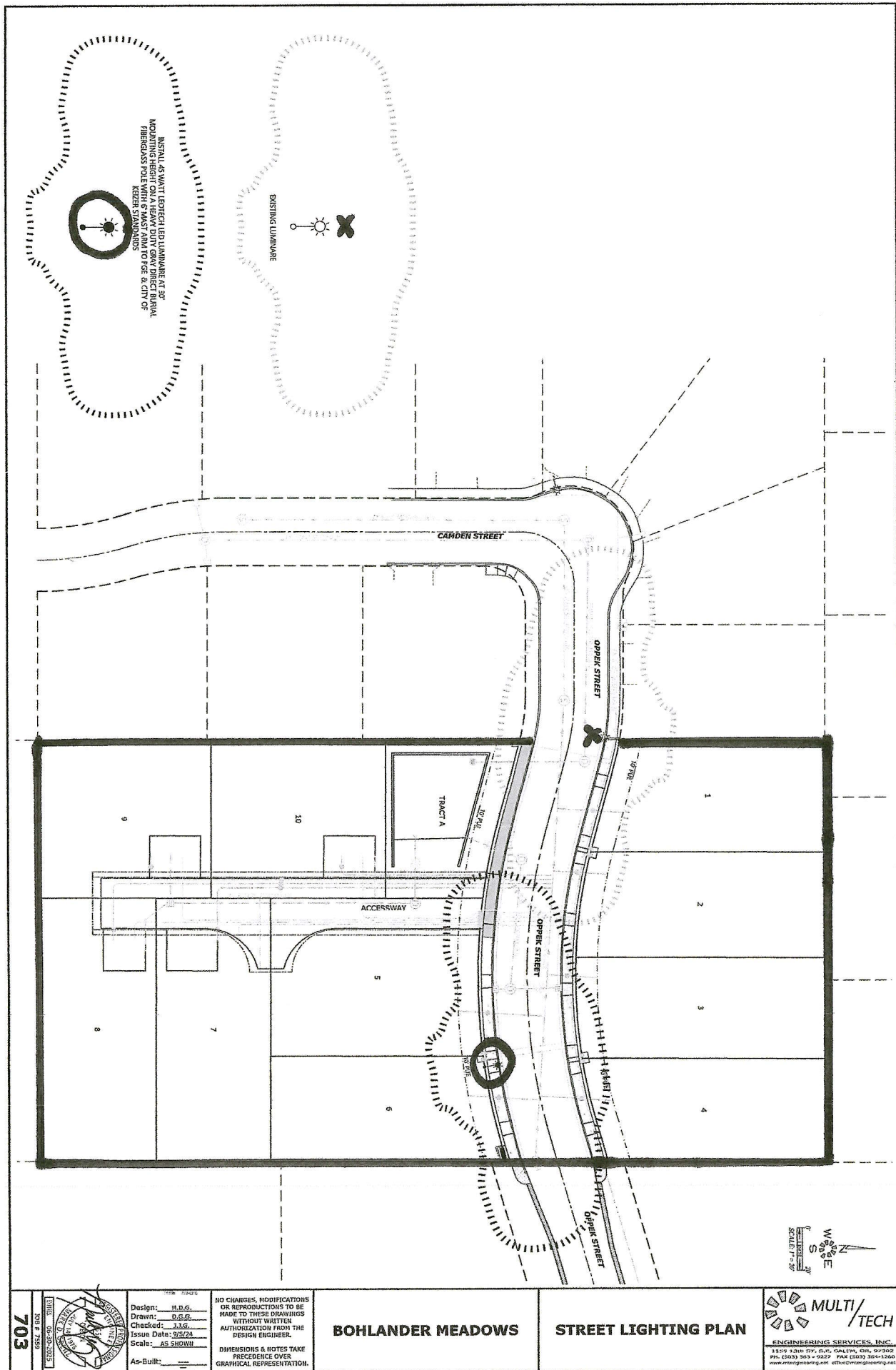
AKS Engineering & Forestry, LLC
Richard Walker, P.E., Principal

PRELIMINARY ASSESSMENT ROLL

BOHLANDER MEADOWS
STREET LIGHTING DISTRICT

Assessors Map and Tax Lot No.
063W23DC
00200

<u>Lot#</u>	<u>Owner</u>	<u>Cost (per lot)</u>
1 - 10	TRADEMARK ENTERPRISES LLC P.O. BOX 5248 SALEM, OR 97304	\$41.67 (first year)
Total Assessment:		\$416.72



703

DATE: 10/10/2010
 DESIGNED BY: J.D.G.
 DRAWN BY: J.D.G.
 CHECKED BY: J.D.G.
 ISSUE DATE: 9/5/24
 SCALE: AS SHOWN
 AS-BUILT:

NO CHANGES, MODIFICATIONS OR REPRODUCTIONS TO BE MADE TO THESE DRAWINGS WITHOUT WRITTEN AUTHORIZATION FROM THE DESIGN ENGINEER.

DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.

BOHLANDER MEADOWS

STREET LIGHTING PLAN

MULTI/TECH

ENGINEERING SERVICES, INC.
 11519 92ND ST., S.W., GALLUP, OH, 44703
 PH: (330) 363-9227 FAX: (330) 364-1260
 www.multi-tech-engineering.com



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Gold Star Memorial Monument

Proposed Motion

I move the City Council adopt Resolution R2024-_____ Supporting Plans for Placement of Gold Star Memorial Monument at Ryan J. Hill Memorial Park.

I. Summary

A request was made by Shauna Hill Fenesin, the mother of Ryan J. Hill, to place a Gold Star Memorial monument in Ryan J. Hill Memorial Park. This proposed monument would be the first one in the state of Oregon and would be constructed with polished granite. The preferred and recommended location in the park is where the current non-functional water feature is located.

II. Background

- A. A proposal was presented to the Parks & Recreation Advisory Board at the June 11th, 2024 meeting to allow a Gold Star Memorial monument to be placed in Ryan J. Hill Memorial Park.
- B. This monument would be coordinated through the Woody Williams Foundation, a 501c3 non-profit organization.
- C. There would be no cost to the city for the installation or maintenance of the monument.
- D. The Parks & Recreation Advisory Board voted unanimously to recommend to the City Council a Gold Star Memorial monument be placed in Ryan J. Hill Memorial Park.
- E. The goal is to have the monument constructed by the next Gold Star Day, which is Monday, September 29th, 2025.

III. Current Situation

- A. The preferred location for the monument in the park is where there is an existing water feature and landscaping, which is in the southern portion of the park. This

location would be visible from the I-5 freeway.

- B. The existing water feature is not functional and would take considerable effort and cost to repair it.
- C. The existing giant sequoia in the landscaped area will eventually cause damage to the area and will need to be removed.
- D. A council resolution of support will open the city up for grant funding through potential state organizations.

IV. **Analysis**

- A. **Strategic Impact** - N/A
- B. **Financial** - A resolution of support can be used for future grant funding opportunities.
- C. **Timing** - Supporting this proposal now will assist in meeting the goal to have the monument constructed by the next Gold Star Day, Monday, September 29th, 2025.
- D. **Policy/Legal** - Council approval is required for resolutions.

V. **Alternatives**

- A. Provide official support for the Gold Star Monument in Ryan J. Hill Memorial Park. With a resolution of support, the City can show their support and participation with our fund-raising partners that the monument has a place in Ryan J. Hill Memorial Park.
- B. Do nothing.

VI. **Recommendation**

Staff recommends the Keizer City Council vote to approve the resolution of support for the Gold Star Memorial monument to be placed at Ryan J. Hill Memorial Park.

Attachments

1. RES_CC_Supporting Placement of Told Star Memorial Monument_10 7 2024

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-_____

SUPPORTING PLANS FOR PLACEMENT OF GOLD STAR
MEMORIAL MONUMENT AT RYAN J. HILL MEMORIAL PARK

WHEREAS, the mother of Ryan J. Hill approached the City requesting that a
Gold Star Memorial Monument be placed at Ryan J. Hill Memorial Park;

WHEREAS, the Keizer Parks and Recreation Advisory Board recommends the
placement of a Gold Star Memorial Monument to be placed at Ryan J. Hill Memorial
Park;

WHEREAS, it is recommended that the placement of the monument is where the
existing water feature and landscaping is located in the southern portion of the park;

WHEREAS, the Woody Williams Foundation, a 501c3 non-profit organization
will be coordinating the installation of the monument with the support of the City;

WHEREAS, the Keizer City Council has considered the request and wishes to
support the proposal;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the proposal to
locate a Gold Star Memorial Monument at Ryan J. Hill Memorial Park is hereby
accepted and supported by the City Council.

1 BE IT FURTHER RESOLVED that any and all expenses connected with the
2 production and placement of the monument shall be paid by grant funds acquired by the
3 Woody Williams Foundation or City.

4 BE IT FURTHER RESOLVED that the final location of the Gold Star Memorial
5 Monument at Ryan J. Hill Memorial Park is to be determined and approved by the
6 Public Works Director/City Manager.

7 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
8 upon the date of its passage.

9 PASSED this _____ day of _____, 2024.

10 SIGNED this _____ day of _____, 2024.

11

12

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14

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16

17

Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL AND PARKS & RECREATION ADVISORY BOARD
JOINT WORK SESSION

Monday, September 9, 2024

Keizer Rapids Park, Keizer Little League Park and Ryan J. Hill Memorial Park

CALL TO ORDER Mayor Clark called the meeting of the Keizer City Council to order at 6:02 p.m. Chair Lawyer called the meeting of the Parks and Recreation Advisory Board to order at 6:02 p.m.

ROLL CALL Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor (and Parks Board)
Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Bill Lawyer, Public Works Director
Robert Johnson, Parks Division Manager
Melissa Bisset, City Recorder

Parks & Recreation Advisory

Board Present:

Matt Lawyer, Chair
Lisa Cejka, Vice Chair
Tanya Hamilton
Gwen Carr
Michael Pantalone
Clay Rushton
David Loudon
Bob Shackelford
Jill Gust

Youth Liaison Present:

Liam Stitt

2024 CITY PARKS TOUR - IN THE FOLLOWING ORDER:

- a. **Keizer Rapids Park - Starting at the Amphitheatre** The Members convened at the Keizer Rapids Park - Keizer Rotary Amphitheatre.

Parks and Facilities Division Manager Robert Johnson shared the status of the pickleball court. There was discussion about the scheduling of the courts.

Public Works Director Bill Lawyer spoke on the use of the fields for soccer in two directions, and he provided an update on equipment and lighting for the fields.

- b. Keizer Rapids Park – Artificial Turf Fields**

The artificial turf fields at Keizer Rapids Park were visited. Representatives from Mid-Valley Soccer Club and the Salem Women's Football Association were present and announced that they had formed a new nonprofit to manage the artificial turf fields.

Mayor Clark commented that the City would be working with the new nonprofit on a model that would serve the players and community in a way that maximizes the use of the fields.

c. Keizer Little League Park

The Keizer Little League Park was visited. There were comments about creating a smoother walkway for accessibility. There was discussion regarding American Disability Act (ADA) compliance, concerns with repairs and safety of the bleachers, and walk-throughs with the managers of the park.

Mr. Lawyer commented on the tremendous improvements made to the park over the years. Mayor Clark noted that the park was added to the City's Master Plan, which would help facilitate necessary maintenance.

The water drainage issue was discussed and the seriousness of the City complying with the stormwater permit. The limited amount of parking was discussed.

d. Ryan J. Hill Memorial Park

The Ryan J. Hill Memorial Park was visited, and Public Works Director Lawyer shared how the park was named. Ryan J. Hill was the only Keizer resident who was killed during active duty.

There was conversation on how well the new Gold Star Memorial would add to the park and how important it would be to have momentum for its funding and construction.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Meeting adjourned: 7:35 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”



**MINUTES
KEIZER CITY COUNCIL
WORK SESSION**

**Monday, September 16, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER Mayor Clark called the meeting to order at 5:33 p.m.

ROLL CALL Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Melissa Bisset, City Recorder

Absent:

Vacant Position #5
Soraida Cross, Councilor

DISCUSSION

- a. League of Oregon Cities 2025-2026 Legislative Priorities** Mayor Clark noted that the Council had submitted their top legislative priorities to the City Manager.

City Manager Adam Brown shared that the top scores from the City Council were: Community Safety and Neighborhood Livability (sponsored by the Transportation Committee), Infrastructure Funding (co-sponsored by the Water and Wastewater Committee and Community and Economic Development Committee), the 2025 Transportation Package (sponsored by the Transportation Committee), and Employment Lands Readiness and Availability (sponsored by Community and Economic Development Committee).

There was discussion about adding one more priority in order to submit five top priorities to the League of Oregon Cities. The next three top-ranking

priorities discussed were Marijuana Tax, Restoration of Recreational Immunity, and Full Funding and Alignment for Housing Production. There would be a discussion and vote on the priorities during the following City Council Regular Session. City Attorney Joseph Lindsay explained Recreational Immunity and tort claims.

It was noted that the City's three percent annual revenue from Marijuana Tax was around \$40,000.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:08 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



MINUTES
KEIZER CITY COUNCIL
Monday, September 16, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:02 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Ma'Layah Latty-Farrar, Youth
Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder

Absent:

Vacant Position #5
Soraida Cross, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Proclamation - National Hispanic Heritage Month

Crista Medrano-Hernandez, Keizer, shared her family's history and experience in a small town in Guatamala, her experience coming to the United States as an immigrant, and how her family likes to give back and volunteer with non-profits in appreciation for everything that was given to them in the United States. She described how she came to Keizer and that it was where she needs to be. Thais Rodick, Chair of the Community Diversity Engagement Committee (CDEC), provided a history and discussed the growth of Latino populations in Oregon. Benita Picazo, Vice Chair of the CDEC, shared the three values of diversity, equity, and inclusion.

Mayor Clark read the Proclamation recognizing September 15th through October 15th as National Hispanic Heritage Month. She presented the proclamation to Thais Rodick and Benita Picazo from the CDEC.

COMMITTEE REPORTS

Matt Lawyer, Parks and Recreation Advisory Committee Chair, commented on Wallace House Park, how it had been transformed over the years, how Carol Doerfler helped cultivate Palma Ciea, and how Ms. Doerfler was a special person. Mr. Lawyer shared that there had recently been a massive effort at Wallace House Park.

Councilor Kohler explained that every year as part of the National Day of Service and the Church of Latter-day Saints picks a service project. They chose Wallace House Park this year and did quite a bit of work and planted 125 plants. Mayor Clark and Councilor Reid were also in attendance. Herc Rentals had donated equipment. Mr. Lawyer noted that all the work transformed the park. An Eagle Scout had recently completed a path. He explained that it was a very special time to involve families to do things for other people.

Mr. Lawyer shared that the annual parks tour took place between the City Council and the Parks and Recreation Advisory Board. The tour included the new artificial turf fields and pickleball courts at Keizer Rapids Park, the Keizer Little League complex, and PFC Ryan J. Hill Park. Mr. Lawyer explained that there was a goal of replacing the fountain at PFC Ryan J. Hill Park with a Gold Star Memorial.

PUBLIC COMMENTS

Fire Chief Hector Blanco provided the monthly call volumes, noting that the amount of calls was trending up. The Defensible Space services were still available. There would be a car seat clinic. Chief Blanco provided an update on Community Risk Reduction efforts. They were working on establishing pet fosters for emergency situations.

Mayor Clark read a note left from Eric Rasor and Victoria Meredith for the City Council's ongoing support of Soaring Heights Recovery Homes in response to the City waiving the fees for their second annual fundraising dinner.

Corri Falardau, Keizer Chamber of Commerce Executive Director, spoke about the upcoming Leadership Keizer program noting that they wanted to make sure that the class was accessible for everyone.

Tami Levin, Keizer Chamber of Commerce Board Secretary, would lead the next cohort for Leadership Keizer. She would like to bring opportunities on how to communicate better.

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. **RESOLUTION - Adopting the Neighborhood Traffic Management Program; Repeal of Resolution R99-1118**

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding

methods of notification, there was a request to clarify that the City would do the notification, adding Consumer Price Index (CPI) to the definitions, funding options.

Tammy Saldivar, Chair of the Traffic Safety, Bikeways and Pedestrian Committee (TSBP) was excited to see the Neighborhood Traffic Management Program (NTMP) be completed as they had been working on updating the program for quite some time.

Mike DeBlasi, TSBP Committee Member, hoped that it would be an acceptable tool by the residents to have concerns addressed.

There was discussion about the NTMP being a tracking method and useful tool to move forward rather than having to restart the discussion.

It was noted that the Community Diversity Engagement Committee also reviewed the program and provided feedback.

There was discussion about keeping the NTMP up-to-date and refined as it was being used. Mr. Brown suggested sharing issues in real time between the TSBP members and staff.

Amended corrections were noted by Council President Starr and Mr. Brown had an addition to Appendix C with possible remedies.

Council President Starr moved to adopt Resolution R2024 as amended, Adopting the Neighborhood Traffic Management Program; Repeal of Resolution R99-1118. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Kohler, Starr and Juran (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)

b. Event Center Use Fee Waiver - Keizer Community Library Program for Children and Families Events

Assistant City Manager Tim Wood summarized the staff report.

B.J. Toewe, Keizer Community Library, reviewed the programming and attendance. With the use of the Keizer Event Center, they had been able to bring in professional performers, and accommodate the increased attendance.

There was a question about lowering the required insurance amount from \$2,000,000 to \$1,000,000. City Attorney Lindsay explained that a different amount could be approved by the City Attorney with the consensus of the Council.

There were no objections by the City Councilors to the City Attorney changing the insurance required to \$1,000,000.

There would be a book sale at the Keizer Event Center.

Council President Starr moved the City Council approve a waiver of the Event Center use fee of

\$4,212.14 for the Keizer Community Library's Program for Children and Families on December 27, 2024, March 26, 2025, April 30, 2025, July 2, 2025, July 16, 2025, July 23, 2025, July 30, 2025, and August 13, 2025. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

c. League of Oregon Cities 2025-2026 Legislative Priorities Discussion

City Manager Adam Brown summarized the staff report. He added that during the earlier work session, it was discovered that there was an opportunity to add one priority to the top five.

Mayor Clark explained that if a priority was not in the top five, it doesn't mean that the League of Oregon Cities (LOC) would drop the priority. This would help direct the LOC staff by focusing its efforts on the priorities of the Cities that have the biggest needs.

The Marijuana Tax, Full Funding and Alignment for Housing Production, and Restoration of Reactional Immunity priorities were considered.

The Full Funding and Alignment for Housing Production was the consensus of the Council and would be the fifth priority that would be submitted.

It was noted that items 1, 2, 3, 5, and 8 in the packet were ranked.

1 - Community Safety and Neighborhood Livability

2 - Infrastructure Funding (Co-sponsored by Water and Wastewater Committee)

3 - 2025 Transportation Package

5 - Employment Lands Readiness and Availability

8 - Full Funding and Alignment for Housing Production

Council President Starr moved that the Keizer City Council authorize the City Manager to submit the Council's legislative priorities as agreed to in the City Council Meeting on September 16, 2024 (regular session). Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

d. RESOLUTION - Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269)

AND

Adopting Timeline to fill City Councilor Position #5 Vacancy

City Attorney Lindsay summarized the staff report. He explained that the closing deadline for candidates of the appointment process gives the candidates enough time after the election for their candidacy to be dissolved in the upcoming election if they conceded to go through the appointment process.

There was a question about when submissions for appointments could be accepted.

Discussion ensued regarding having the advertisement published in the October 18, 2024 edition of the Keizertimes.

Council President Starr moved to adopt Resolution R2024- Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269). Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved to adopt the proposed timeline as amended to fill the City Council vacancy with interviews and the appointment taking place on December 2, 2024. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

e. RESOLUTION - Adopting User Fees for the Keizer Rapids Park Artificial Turf Fields

City Manager Adam Brown summarized the staff report. Discussion followed regarding the various rates.

It was clarified that the new non-profit, Keizer Community Fields, would be management of the facility.

Discussion ensued regarding the formation of the non-profit.

Brian Fineran, Treasurer of the Salem Women's Football Association and would be the Secretary of the new non-profit, shared that the idea was that the new non-profit would be dedicated to the management of the fields. The existing organizations would continue to run their sports programming separately, and that management was not being tied into the new non-profit's management. The new non-profit was set up as a member-operating non-profit.

Membership and fees were discussed.

It was proposed that the term local would be considered 1,000 feet outside the Urban Growth Boundary.

There was a question about the sinking fund and a request for a review of the sinking fund plan and fee structure in six months. The six-month review could also be a time for the Council to consider doing something similar to the Event Center fee waivers by preparing an agreement to support the City's neighboring areas for those who decide not to become a member.

Mr. Brown confirmed with the City's insurance provider that any play time (open, practice, or

games) outside of scheduled games would be covered by the City's insurance.

There was a question about the timing of the incorporation of the non-profit. The Articles of Incorporation had been filed recently. The new non-profit would have 27 months to complete the process to become a non-profit, and their origination would be backdated.

Discussion ensued regarding the various rates and how they would be administered. There were definitions included in the resolution, and it was suggested that they could be further clarified in the contract between the non-profit and the City.

Discussion ensued regarding how local members might be defined. There was conversation about the rates being considered fair by the local clubs. There would be a process in the new non-profit's Bylaws to join as a member and having responsibilities on the fields.

There was conversation about membership opportunities and when they would be available.

Mr. Lindsay shared that the City needs to give the public a chance to make comments when fees are being established.

Mayor Clark asked anyone present was interested in addressing the fee schedule. There was no one from the public interested in making comments on the proposed fees.

Council President Starr moved to adopt Resolution R2024- Adopting User Fees for the Keizer Rapids Park Artificial Turf Fields. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

f. County Community Prosperity Initiative Grant

Mayor Clark called a recess at 9:25 p.m.

Mayor Clark called the meeting back to order at 9:33 p.m.

City Manager Adam Brown summarized the staff report.

There was a question about whether the proposal submitted to the County had been reviewed by the Parks and Recreation Advisory Board (Parks Board), which they had not. There were questions about the process timeline, the grant submission process, and who was involved in creating the additional Community Prosperity Initiative Scope document that had been submitted to the County.

There was a question about why the County contacted a City Councilor rather than Mr. Brown receiving the request for additional information on his grant request submission.

Concern was expressed to be sure to have a discussion of the pavilion with the Parks Board.

Mr. Brown explained the timeline, as discussed in the staff report. He noted that he handed out copies of the proposed grant request at a meeting with the County.

Discussion ensued regarding how the document was created and who was involved in the creation of the document.

Mr. Brown clarified that according to the County Economic Development Director, the City could still use the Community Prosperity Initiative grant by going with a one-year, \$20,000 allocated grant, or the City could use the \$60,000 payment for the Parks Master Plan Amendment process.

Concern was expressed about a required matching fee and that the Parks Board and Council weren't involved with the grant.

There was interest in having the Parks Board discuss the appropriateness of a building and consider the conditions of the other parks and current projects.

Public Works Director Lawyer spoke about the last Parks Master Plan Amendment, and he thought that the process would cost about \$25,000 and would take approximately nine months. He felt it was very proper to go through the process of engaging the community specific to Keizer Rapids Park and that a pavilion was relevant, especially for the KeizerFEST.

There was a suggestion about including the engineering design as part of the grant application for the \$60,000 one-time payment.

Discussion ensued regarding what should be submitted in the grant application and the timing to respond to the County on the application.

It was noted that grants have to go through a process and would have Council involvement.

Council President Starr moved that the Keizer City Council approve the Marion County Community Prosperity Initiative grant application for \$60,000 to be used towards a Parks Master Plan Update/ Amendment to consider a Pavilion at Keizer Rapids Park. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Kohler, Starr and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

CONSENT CALENDAR

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Kohler, and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

a. Approval of September 3, 2024 Regular Session Minutes

OTHER BUSINESS

There was discussion about the Community Diversity Engagement Committee (CDEC), voting youth member who was at College, and the length of their term.

The Roster on the website shows the youth member's term ending on December 31, 2025, which would give this position a four-year term, and the term should end December 31, 2024. Confirmation of the ending term was requested.

Mayor Clark would like to begin accepting applications since the youth member was at college.

Councilor Starr noted that the youth member was a direct appointment by the Mayor, and the City doesn't take applications for the CDEC.

Mayor Clark clarified that solicitation of Letters of Interest from students would go to her for review and appointment.

There were no objections referring to the turf fields moving forward as Keizer Rapids Park Turf Fields.

STAFF UPDATES

Chief Copeland reported on upcoming events and recent recruitments.

City Attorney Joseph Lindsay appreciated being on vacation and returning to not too many emails.

COUNCIL MEMBER REPORTS

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended as well as upcoming events.

AGENDA INPUT

Monday, September 23, 2024 - 6:00 p.m.

City Council and Community Diversity Engagement Committee Joint Work Session

Monday, October 7, 2024 - 7:00 p.m.

City Council Regular Session

Monday, October 14, 2024 - 6:00 p.m.

City Council Work Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 11:07 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”