



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, March 7, 2016**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 7:03 pm. Roll Call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Marlene Parsons, Councilor  
Amy Ryan, Councilor  
Kim Freeman, Councilor  
Roland Herrera, Councilor  
Youth Councilor Siri Scales

**Staff:**

Chris Eppley, City Manager  
Shannon Johnson, City Attorney  
Nate Brown, Community  
Development Director  
Bill Lawyer, Public Works Director  
Tim Wood, Interim Finance Director  
John Teague, Police Chief  
Debbie Lockhart, Deputy City Recorder

**Absent:**

Dennis Koho, Council President  
One Position Vacant

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS  
OF BUSINESS**

**a. Greater Gubser  
Neighborhood  
Association  
Annual Report**

Mark Caillier, Keizer, President of the Greater Gubser Neighborhood Association submitted the Annual Report. He reviewed association activities including the Big Toy build, a neighborhood garage sale and National Night Out. He noted that the association had taken over the Snow Cop program and had contributed over \$300,000 and 300,000 pounds of food since the beginning of the Miracle of Lights display. He announced of the upcoming Community Center clean-up event adding that Highway Fuel would be donating the bark dust.

Councilor Parsons moved to accept the Greater Gubser Neighborhood Association Annual Report and extend recognition for an additional year. Councilor Herrera seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho and One Position Vacant (2)

**COMMITTEE  
REPORTS**

City Manager Chris Eppley reported that following publication of notice of a vacancy on the Parks Advisory Board and acceptance of testimony from the applicant, the Volunteer Coordinating Committee unanimously

**a. Volunteer Coordinating Committee Recommendation for Appointment to Keizer Parks Advisory Board** recommended Matt Lawyer to fill the vacancy.  
Councilor Parsons moved that the Keizer City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Matt Lawyer to position number 8 on the Parks Advisory Board. Councilor Freeman seconded. Motion passed as follows:  
 AYES: Clark, Parsons, Ryan, Freeman and Herrera (5)  
 NAYS: None (0)  
 ABSTENTIONS: None (0)  
 ABSENT: Koho and One Position Vacant (2)

**PUBLIC TESTIMONY** *Carolyn Holman, Keizer, Secretary of the West Keizer Neighborhood Association, extended an invitation to the Association's next meeting, and announced that the scheduled Chemawa Road cleanup for Saturday had been cancelled (the next one will be in June) and the association continues with the beautification program at Cummings Elementary School with Carol Doerfler planting pansies at the reader board.*

**PUBLIC HEARINGS** None

**ADMINISTRATIVE ACTION** Finance Director Tim Wood explained that the Community Center has experienced a significant increase in usage which brings in more rents but necessitates more labor, maintenance and payment of credit card processing fees. The proposed increase is for \$15,000: \$10,000 for labor and \$5,000 for building maintenance and credit card processing fees.

**a. RESOLUTION – Authorization for Supplemental Budget (Community Center)**  
Councilor Parsons moved that the Keizer City Council adopt a Resolution for Authorization for Supplemental Budget (Community Center). Councilor Freeman seconded. Motion passed as follows:  
 AYES: Clark, Parsons, Ryan, Freeman and Herrera (5)  
 NAYS: None (0)  
 ABSTENTIONS: None (0)  
 ABSENT: Koho and One Position Vacant (2)

**b. RESOLUTION – Declaring a Vacancy for City Council Position Number Six**  
 City Attorney Shannon Johnson explained that Councilor Brandon Smith had resigned and the City Charter requires that this be declared through adoption of a resolution accepting the resignation. He then reviewed the timeline that would need to be adopted for the process of filling the vacancy.  
Councilor Parsons moved that the Keizer City Council adopt a Resolution Declaring a Vacancy for City Council Position Number Six. Councilor Freeman seconded. Motion passed as follows:  
 AYES: Clark, Parsons, Ryan, Freeman and Herrera (5)  
 NAYS: None (0)  
 ABSTENTIONS: None (0)  
 ABSENT: Koho and One Position Vacant (2)

Councilor Parsons moved that the Keizer City Council adopt the proposed process and timeline to fill the vacancy and direct staff to give notice to the media inviting letters of interest and resumes from interested parties. Councilor Freeman seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho and One Position Vacant (2)

**c. RESOLUTION  
– Granting  
Consent to  
Leave of  
Absence for  
Councilor  
Dennis Koho**

Mr. Johnson explained that Councilor Koho who has been absent for approximately 30 days is in favor of being given a leave of absence through April 4.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Granting Consent to Leave of Absence for Councilor Dennis Koho. Councilor Freeman seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho and One Position Vacant (2)

**CONSENT  
CALENDAR**

- A. RESOLUTION – Authorizing the City Manager to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Keizer Rapids Park Projects – Repealing R2015-2550
- B. Water Filter Plant Equipment Purchase – Lacey Court
- C. Approval of February 10, 2016 Work Session Minutes
- D. Approval of February 16, 2016 Regular Session Minutes

Items B, C and D were pulled.

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

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho and One Position Vacant (2)

Item B: Public Works Director Bill Lawyer explained that the filter will allow the water from this well to be used by removing the sulfites and manganese.

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

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho and One Position Vacant (2)

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

AYES: Clark, Parsons, Ryan and Herrera (4)

NAYS: None (0)

ABSTENTIONS: Freeman (1)

ABSENT: Koho and One Position Vacant (2)

Corrections were made to the February 16, 2016 Minutes. Councilor Parsons moved for approval of Item D of the Consent Calendar as corrected. Councilor Ryan seconded. Motion passed as follows:

AYES: Clark, Parsons, Ryan and Herrera (4)

NAYS: None (0)

ABSTENTIONS: Freeman (1)

ABSENT: Koho and One Position Vacant (2)

## **COUNCIL LIAISON REPORTS**

Councilor Herrera reported that he had attended the Community Dinner sponsored by LDS in Keizer. He urged Keizer citizens to attend this monthly event. He also attended the 'El Patron' grand opening and the leadership program at Kennedy. This week he will be talking to the Kennedy 5<sup>th</sup> grade class about civics and the City Council. Councilor Herrera then congratulated the Oregon State Girls Basketball team and specifically former McNary student, Deven Hunter, and the McNary Boys Basketball team who beat Tualatin before being beaten by South Salem.

Councilor Parsons reported that the Keizer Festival Advisory Board is hoping to put on a Solar Eclipse Festival in August 2017 and put a golf cart float in the Rose Festival Parade. Upcoming meetings included the Parks Advisory Board, Planning Commission and the Marion County Commissioners Breakfast.

Councilor Ryan announced that the Festival Advisory Board had recommended Council approval of a plan for the layout of the Iris Festival, the sculpture 'Blind Date' has been moved to the Focal Point and 'Iron Glory', donated by local artist Ric Smith, was installed at Copper Creek Mercantile. Artists are getting ready to begin painting on the Town & Country mural. The Chamber has chosen a new director but she is not at liberty to disclose the name. She provided additional information about Chamber activities and urged those interested to check out their website.

Councilor Freeman announced that she had attended the Liberty House tour and listed upcoming meetings including the Claggett Creek Watershed Council, Traffic Safety/Bikeways/Pedestrian Committee and West Keizer Neighborhood Association. She added that AARP has an assistance program to help those in need with their income taxes, and announced volunteer openings on the Keizer Points of Interest and Budget Committees.

Youth Councilor Siri Scales announced that the McNary Talent Show went well and the annual blood drive will begin on Tuesday. They are

hoping for over 100 donations.

Mayor Clark reviewed meetings/events she had attended including the Homeless Initiative Task Force, the Fire luncheon, Greater Gubser Neighborhood Association, Salem-Keizer Area Transportation Study (SKATS), Claggett Creek Watershed Council, League of Oregon Cities Board of Directors, Aurora airport tour and the Uptown Music event celebrating 25 years in business. She added that she gave the State of the City address at the recent Rotary meeting and announced that Lemonade Day is coming up; Salem-Keizer Education Foundation is sponsoring that program.

## **OTHER BUSINESS**

Chief Teague announced that there were two vacancies in the Police Department; one has been filled by Ronald Farns, a Willamette Law graduate, who interned at the District Attorney's Office as a Prosecutor and more recently has been working with disabled persons in Idaho.

Community Development Director Nate Brown announced that at the next meeting he would be asking for authorization to apply for a Transportation Growth Management Grant for updating Keizer's downtown plans and to apply for money from the Department of Land Conservation and Development for the study that is needed to address issues related to the urban growth boundary expansion.

City Manager, Chris Eppley, reported that Tim Wood has been hired as the permanent Finance Director for the City of Keizer. Four excellent candidates were interviewed by three panels of interviewers and Tim rose above them.

## **WRITTEN COMMUNICATIONS**

Mayor Clark announced that the Mitchells had sent in their annual report from the Festival of Lights Holiday Parade and have decided that after 25 years they are ready to retire.

## **AGENDA INPUT**

**March 14, 2016**

5:45 p.m. – City Council Work Session - Emergency Management

**March 21, 2016**

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

**April 4, 2016**

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

## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:05 pm.

MAYOR:

APPROVED:

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Cathy Clark

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Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

~ Absent ~

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Councilor #1 – Dennis Koho

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Councilor #4 – Roland Herrera

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Councilor #2 – Kim Freeman

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Councilor #5 – Amy Ryan

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Councilor #3 – Marlene Parsons

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Councilor #6 – Vacant

Minutes approved: 3-21-16