

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**KEIZER CITY COUNCIL****REGULAR SESSION**

Monday, April 15, 2019

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE** ~ McNary Junior ROTC
4. **SPECIAL ORDERS OF BUSINESS**
 - a. Volunteer of the Quarter Award
5. **COMMITTEE REPORTS**
 - a. Volunteer Coordinating Committee Recommendation for Appointment to the Keizer Points of Interest Committee
6. **PUBLIC TESTIMONY**

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. VIP Beverage and Event Services Liquor License Application
8. **ADMINISTRATIVE ACTION**
 - a. **RESOLUTION** – Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2019)
 - b. **RESOLUTION** – Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors
 - c. Fee Waiver Request for a Soggy Day in the Park 2.0 at Keizer Rapids Park
9. **CONSENT CALENDAR**
 - a. **RESOLUTION** – Authorizing the City Manager to Award and Enter Into an Agreement with Roy Houck Construction LLC. for Annual Street Resurfacing Project
 - b. Approval of April 1, 2019 Regular Session Minutes
 - c. Approval of April 8, 2019 Work Session Minutes

10. **COUNCIL LIAISON REPORTS**

11. **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.

12. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications.

13. **AGENDA INPUT**

City of Keizer Budget Committee Meetings

- Tuesday, April 30, 2019 – 6:00 p.m.
- Thursday, May 2, 2019 – 6:00 p.m.
- Thursday, May 9, 2019 – 6:00 p.m. (if necessary)

May 6, 2019

7:00 p.m. – City Council Meeting

May 13, 2019

6:00 p.m. – City Council Work Session

14. **ADJOURNMENT**

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CATHY CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

SUBJECT: VOLUNTEER OF THE QUARTER AWARD

ISSUE:

The Volunteer Coordinating Committee has selected the McNary Junior ROTC as the recipient of the Volunteer of the Quarter award for first quarter of 2019. The JROTC was nominated by Matt Lawyer. The nomination letter is attached.

Mr. Erik Jespersen, Principal of McNary High School, has been invited to the meeting to accept the award on behalf of the JROTC. Our thanks and congratulations to the JROTC for their contributions to our community.

A new submission has been received for Volunteer of the Quarter Nomination at 03/19/2019 10:44 AM

Name of Nominee: McNary JROTC
Address of Nominee: 595 Chemawa Rd N, Keizer, OR 97303
Nominee Phone Number or Contact Information: Erik Jespersen

Each quarter the City of Keizer recognizes an individual or group of individuals for their contributions to the community. This award is designed to recognize the achievement and to encourage actions that enhance the city of Keizer, the community and the lives of our citizens. Process for Award of Nomination: (1) A written nomination form is submitted to the Keizer City Recorder, P.O. Box 21000, Keizer, Oregon or submitted by clicking the submit button on this form. (2) Additional letters of support, supplementary information such as pictures, news stories, biographical information, or other materials that show the project or contribution of the nominee may be included. (3) The nomination will be reviewed and decided by the Volunteer Coordinating Committee. The nominator may be requested to attend a meeting of the committee to answer questions and explain the nomination in further detail. (4) The award will then be presented at a regular meeting of the Keizer City Council. *Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::

The McNary JROTC have been an integral part of projects with the Claggett Creek Watershed Council and the city of Keizer for many years. They have assisted in projects at Keizer Rapids Park, Country Glenn Park and the Keizer Community Center. In these locations they have been directly responsible for the removal of more than 200 yards of debris, scotch broom, soiled rocks from the Community Center. They are the go-to-team for special assignments in watershed events.

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community::

They display a level of professionalism expected of an organization associated with the United States Military. Their steadfast devotion to learning the ways of the Air Force enables them to be exceptional volunteers. They have saved the city of Keizer thousands of dollars over the years and embody, Pride in their actions, Spirit in the way they conduct business and Service through Volunteerism.

Your Name: Matt Lawyer
Your Address: 7055 Pierce Dr N, Keizer OR 97303
Your contact information (email or phone): 808-393-8700 mattlawyer82@yahoo.com

VOLUNTEER OF THE QUARTER

First Quarter 2019

Presented to

McNary Junior ROTC

***With sincere gratitude and appreciation for your
volunteer contributions to the
Keizer Community.***

Cathy Clark

Mayor – City of Keizer

Daisy Hickman

Volunteer Coordinating Committee Chair

CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: VOLUNTEER COORDINATING COMMITTEE RECOMMENDATION FOR
KEIZER POINTS OF INTEREST COMMITTEE APPOINTMENT**

ISSUE:

The Volunteer Coordinating Committee met on March 21st to review applications and interview candidates for an opening on the Keizer Points of Interest Committee. The Committee is recommending Maria Pressey for Position #4; term expiring November 30, 2020.

RECOMMENDATION:

It is recommended the City Council accept the Volunteer Coordinating Committee recommended appointment.

CITY COUNCIL MEETING: April 15, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: VIP BEVERAGE & EVENT SERVICES – NEW LIQUOR LICENSE
APPLICATION**

BACKGROUND:

On March 22, 2019 the City received an application for a new liquor license for VIP Beverage & Event Services. The applicant is Pedro Mendez and the business will be located at 1125 Swingwood Court NE, Keizer, Oregon. The application is for Limited On-Premises and a Limited Off-Premise license. As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment. The Keizer Police Department reports that they ran a background check on the applicant and has no reason to recommend denial of the application. In addition, the Keizer Community Development Department has reviewed the application and finds that is acceptable due to the fact that the location is only being used to store products, and no retail sales will be performed from the site. This request is subject to all applicable requirements governing Home Occupations (KDC section 2.403) and with adherence to these standards, this request can be approved.

The applicant will not sell or have on-premises consumption. See OLCC email attached.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for VIP Beverage & Event Services under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	Name of City or County:
<input type="checkbox"/> Brewery 3 rd Location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 1 st location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 2 nd location	By: _____
<input type="checkbox"/> Brewery-Public House 3 rd location	Date: _____
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input checked="" type="checkbox"/> Off-Premises <i>Amended 3/26/19</i>	Date application received:
<input type="checkbox"/> Off-Premises with Fuel Pumps	<i>3-18-19</i>
<input type="checkbox"/> Warehouse	By: <i>J. C. WICK</i>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	Date application accepted as initially complete:
<input type="checkbox"/> Winery 1 st Location	<i>3-18-19</i>
<input type="checkbox"/> Winery 2 nd Location	By: <i>J. C. WICK</i>
<input type="checkbox"/> Winery 3 rd Location	License Action(s): <i>WID - From Salem</i>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

VIP Beverage & Event Services Inc.

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
<p>RECEIVED</p> <p>OREGON LIQUOR CONTROL COMMISSION</p> <p>MAR 18 2019</p> <p>SALEM REGIONAL OFFICE</p>	



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

SoS: 152,3805-99

Please Print or Type

Corporation Name: VIP Beverage & Event Services Inc. Year Incorporated: 2019

Trade Name (dba): VIP Beverage Services

Business Location Address: 1125 Swingwood Ct NE

City: Keizer

ZIP Code: 97303

List Corporate Officers:

Pedro V. Mendez
(name)

President / Secretary
(title)

List Board of Directors:

(name)

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:

Pedro V. Mendez

Number of
Shares Held:

1000

Number of Stock Shares:

Issued: 1000

Unissued: 0

Total Shares Authorized
to Issue: 1000

Server Education Designee:

DOB:

(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Officer's Signature:

(name)

(title)

Date:

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 08/11)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Pedro V. Mendez Phone: (503) 409-3039
 Trade Name (dba): V.I.P Beverage Services
 Business Location Address: 125 Swingwood Ct NE
 City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

Not open to the public

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

 (Investigator's Initials)

Seasonal Variations: ☐ Yes ☐ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Pedro V. Mendez Date: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

From: Davis, Tracy
Sent: Thursday, April 04, 2019 12:26 PM
To: Harms, Tammie; Johnson, Shannon; Brown, Nate
Subject: Fwd: OLCC- Information regarding VIP Beverage & Event Services Inc Off-Premises Sales and Limited On-Premises Sales license application

Info from OLCC on the license.

Sent from my iPhone

Begin forwarded message:

From: MCNEAL Dan * OLCC <Dan.McNeal@oregon.gov>
Date: April 4, 2019 at 10:34:56 AM PDT
To: "davist@keizer.org" <davist@keizer.org>
Subject: OLCC- Information regarding VIP Beverage & Event Services Inc Off-Premises Sales and Limited On-Premises Sales license application

RE: VIP Beverage & Event Services Inc (OLCC Off- Premises Sales and Limited On-Premises Sales New Outlet)
dba VIP Beverage and Event Services
Premises Address: 1125 Swingwood Ct NE
Keizer, OR 97303

I received your email regarding the above license application. You are correct that OLCC does not have license that can be issued for a mobile premises, with the exception of railroads, airlines, and public passenger carriers which are licensed to carry at least 40 passengers.

Although the Limited On-Premises Sales license is most commonly used for premises where there will be alcohol consumption at the licensed premises, that license is also used by businesses which do not propose to allow alcohol consumption at the licensed premises, but are seeking a license to allow the applicant to provide catering services in conjunction will OLCC Pre-Approved Catering Privileges at events where the applicant will provide food and beverages, or to provide alcohol service at special events at which the licensee will obtain an OLCC Temporary Use of Annual license that covers the day(s) alcohol will be served at the event. Each Temporary Use of Annual license application must be approved by the local government where the event will occur. OLCC does not charge a fee for the Temporary Use of Annual License (but the local government may charge a fee to make a recommendation on the application.)

Information on this specific application

VIP Beverage & Event Services Inc will be licensed with a Limited On-Premises Sales license and an Off-Premises Sales license. The sole officer, director, and stockholder of VIP Beverage & Event Services Inc is Pedro (Peter) V. Mendez.

The applicant has applied for Same Day delivery (Off-Premises Sales license) and for Catering Pre-Approval. The licensed premises is a portion of a garage at a private residence owned by Peter Mendez's spouse, Stephanie K. Hamel. The garage space is rented to VIP Beverage and Events Services, Inc and will be used for storing alcohol that will be sold under the Off-Premises Sales license or Limited On-Premises Sales license. Alcohol will not be consumed on the licensed premises. Alcohol orders will be received by phone or internet; customers will not come to the licensed premises to pick up alcohol, and no alcohol consumption will be allowed on the licensed premises.

The applicant will use the Off-Premises Sales and Limited On-Premises Sales licenses to:

- Sell factor sealed containers of alcohol (malt beverages, wine, and cider) to consumers, who are holding private events where the alcohol will not be resold. Typical events will be weddings, birthday parties, and quinceanera events. The alcohol will be delivered to the events location using following the same day or next day delivery requirements; and
- Provide alcohol (malt beverages, wine, and cider) at private catered events, where the applicant will have a contract with a client to provide food and beverages for a specific number of guests; and
- Provide the service of malt beverages, wine, and cider (but not food service) at events which will licensed to VIP Beverage & Event Services LLC under a Temporary Use of Annual license. Food service that meets the requirements of the OLCC Food Service Rule in Oregon Administrative Rules(OAR) 845-006-0462(4) can be provided by VIP Beverage & Event Services LLC, or through another food service provider at the event, but the food service must be available in all areas where alcohol sales, service, or consumption is available.

Dan McNeal

OLCC License Investigator

Phone: 503-872-5187 Fax: 503-872-5074

Dan.McNeal@oregon.gov

OLCC

P.O. Box 22297

Milwaukie, OR 97269-2297

COUNCIL MEETING: April 15, 2019**AGENDA ITEM NUMBER: _____****TO: MAYOR CLARK AND CITY COUNCIL MEMBERS****THROUGH: CHRIS EPPLEY
CITY MANAGER****FROM: E. SHANNON JOHNSON
CITY ATTORNEY****SUBJECT: KEIZERFEST TEMPORARY USE AND ASSOCIATED SIGNAGE****BACKGROUND:**

The KeizerFEST events will begin May 2nd and run through May 19th this year. The Keizer Chamber of Commerce submitted a packet of materials relating to KeizerFEST events for approval, a copy of which is attached.

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. (Section 2.203.04.E)

The KeizerFEST is a significant community event which is beneficial to the citizens of Keizer and the surrounding communities. This activity has occurred under the leadership of the Chamber of Commerce.

A significant portion of the KeizerFEST will take place in the area of the Lion’s Club, the Elks Lodge and at the end of Cherry Avenue. The Resolution approves the signage and special events for the events throughout the City. The Resolution also requires that the Chamber place a sign at Alder Drive indicating that access to the businesses is allowed during the KeizerFEST. This sign is to prevent the confusion when the street closure (“Local Access Only”) sign is placed at this same location. Specific conditions are attached to the Resolution.

The City, as part of its sponsorship, typically waives fees, Keizer Police/Public Works costs, and the K23 coverage of the parade. The Resolution includes the waiver of such fees and assistance, assuming the Council wishes to do so.

RECOMMENDATION:

Adopt the attached Resolution Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2019).

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R2019-_____

3 AUTHORIZING TEMPORARY USE AND SIGNS SUBJECT
4 TO CONDITIONS FOR KEIZERFEST (2019)
5

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

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

11 WHEREAS, the Keizer Chamber of Commerce has requested the City to
12 authorize a temporary use for the KeizerFEST, including, but not limited to placement of
13 temporary signage to promote such festival;

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

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that the 2019
19 KeizerFEST is authorized as a specific temporary use and the hours of operation and

1 signage for the 2019 KeizerFEST is hereby allowed pursuant to the design, restrictions
2 and conditions as set forth in the attached Exhibit "A" which is incorporated herein by
3 this reference.

4 BE IT FURTHER RESOLVED that the City waives City fees in connection with
5 this matter and provides Police/Public Works support and K23 coverage as a part of the
6 City's sponsorship of the event.

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

9 PASSED this _____ day of _____, 2019.

10 SIGNED this _____ day of _____, 2019.

11
12 _____
13 Mayor

14
15 _____
16 City Recorder

EXHIBIT "A"

Design, Restrictions and Conditions

The City Council approves the proposed temporary use, hours of operation and signage for the 2019 KeizerFEST as follows:

1. Except as set forth in this decision, the 2019 KeizerFEST shall be located, operated and conducted pursuant to the attached Special Event Permit application submitted by the applicant dated March 13, 2019. Signs, banners, flags and balloons shall be limited to the locations and numbers identified in the application.
2. The Chamber of Commerce shall install a temporary sign at Alder Drive indicating that the businesses are open, in addition to the required Keizer Police Department language. The Chamber of Commerce shall work directly with the affected businesses, Keizer Police Department and Public Works Department regarding content and placement of the sign.
3. The 2019 KeizerFEST may have up to 5 banners not to exceed 20 square feet advertising the event. The locations of such banners must have prior approval of the Community Development Director or designee. Such banners may be placed no earlier than April 22, 2019 and must be removed no later than May 31, 2019.
4. The 2019 KeizerFEST may have hand signs and flags located adjacent to the main intersections along River Road and on participating business storefronts. No signs or flags may be placed without the property owner's permission. All hand signs and flags shall not exceed the allowable size as stated in the sign code. Such hand signs and flags may be placed no earlier than April 22, 2019 and must be removed no later than May 31, 2019 and may not obstruct any public road or sidewalk.
5. 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 Community Development Director, shall be removed immediately without notice. Balloons shall be placed in such a manner so as to not present a potential to damage light fixtures or landscaping.
6. No other signs are allowed.
7. No electronic signs of any type are allowed, unless required by the Keizer Police Department for safety reasons.
8. No signs, flags, balloons or other items may be placed in the right-of-way, except for banners referenced in Section 3. No signs shall be placed on private property

without the specific permission of the private property owner. Placement of any yard 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 KeizerFEST shall be billed for City staff time, including benefits.

9. All activities shall comply with Keizer Police Department/Public Works direction and requirements of Keizer Fire District. See attached April 9, 2019 email from Keizer Fire District (Anne-Marie Storms) and the April 4, 2019 email from Keizer Police Department (Sgt. LeDay). (NOTE: Parking is allowed on Cherry Avenue between Manbrin and Greenwood after 6:00 P.M. on May 11, 2019 only for the kick-off event.)
10. Any signs, banners, flags and balloons not removed by June 1, 2019 may be immediately removed by City staff without notice and the KeizerFEST shall be billed for staff time at the hourly rate of staff person removing the signage, including benefits.



City of Keizer

PARADE OR SPECIAL EVENT PERMIT FOR PUBLIC PROPERTY

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Applications for permits must be submitted at least 60 days prior to date of parade or special event. This permit is pursuant to City of Keizer Ordinance No 2000-419. A fee of \$25.00 must accompany this application.

Type of Event: ☒ Parade ☒ Walk ☒ Run ☐ Bike Race ☒ Special Event: Annual KeizerFEST

Date of Event: 05/11/19-05/19-19 Event Start Time: see attached Event End Time: see attached

Title of Event: KeizerFEST

Description of Event: Hometown celebration. Festival: Entertainment Tent, Carnival, Vendors, Food Trucks, Parade, 3k/5k, 10k, 1/2 marathon.

Proposed Route or Event Location: Parade Lockhaven/River Rd-Appleblossom/River Rd

Festival: Cherry Ave/Manbrin

Estimated Participants: 30,000 Number of Vehicles: 200 Number of Animals: 100

Clean-up Arrangements: Volunteer Crews/Contracted Services for all events, including post parade, street sweeping

Assembly Location: Parade Lockhaven (River Rd - McClure)

Disassembly Location: Parade River Rd (Garland, Appleblossom, Weeks)

☒ Map Included: Please include a map showing the desired route or location, including assembly and disassembly points of the event, the proposed signing/traffic control plan, and the specific locations of streets to be closed.

Request for suspension of street vendor ordinance: ☒ Yes ☐ No
(Note: If granted, suspension of the ordinance allows sales by all persons.)

Group or Organization (if applicable): KeizerFEST

Applicant Name: Keizer Merchant Association dba Keizer Chamber of Commerce

Primary Phone: (503) 393-9111 Secondary Phone: _____

Mailing Address: 4118 River Rd N Keizer OR 97303

Email Address: Danielle@KeizerChamber.com

This permit is subject to the following conditions:

1. No alcoholic beverages are permitted on public street or property unless allowed by City Ordinance. Please contact City staff for additional requirements regarding alcoholic beverages.
2. Permittee certifies that all residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades may be placed in the street right-of-way but must be positioned to allow access for emergency vehicles. Barricades are available from the City by calling 503-856-3551. Barricades must be returned to Public Works no later than the day after closure date.
4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
5. The event will be conducted in such a manner to ensure the safety of the participants and spectators.
6. 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 and indemnify 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 sponsor of such events carry commercial single limit liability insurance in the minimum amount of \$500,000 and name the City of Keizer as an additional insured for this event. "City of Keizer" includes its officers, agents, contractors and employees. Claims made in excess of the policy will be the responsibility of the sponsor of the event. Sponsor shall provide City with evidence of the insurance no later than 20 days prior to the event.

INSURANCE COMPANY: Mt Vernon Fire Ins Company

POLICY NUMBER: NBP1557296

COVERAGE LIMITS: 1,000,000 personal, 2,000,000 general

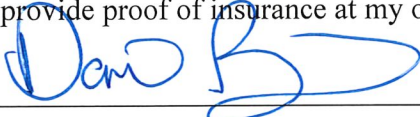
****PERMIT REVOCATION****

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event 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, that I will abide by all restrictions, administrative rules and applicable City Ordinances, and that I will provide proof of insurance at my own expense as required herein.

Applicant's Signature: 

Date: 3/13/19

*****FOR OFFICE USE ONLY*****

APPROVED ROUTE AND/OR POLICE COMMENTS:

FIRE DEPARTMENT COMMENTS:

ADDITIONAL APPROVAL COMMENTS OR CONDITIONS:

Approved by: _____
Keizer Police Department

Approved by: _____
Keizer Fire Department

Approved by: _____
Keizer Public Works

Approved by: _____
Keizer City Manager



March 13, 2019

To: Mayor Clark and Keizer City Councilors
Chris Eppley, Keizer City Manager

From: Danielle Bethell, Executive Director, Keizer Chamber of Commerce
KeizerFEST Co-Chairs, Dave Walery & Scott White

Subjects: KeizerFEST
Special Event Permit (see attached)
Sign Code Variance request
Street Closure request

KeizerFEST

KeizerFEST is a community wide celebration of the unique spirit of Keizer the month of May. The Iris Festival Council, a function of the Keizer Chamber of Commerce, oversees the scheduling of events and the promotion of the festival. The Chamber wishes to, in cooperation with the City of Keizer, facilitate the KeizerFEST Parade, an Entertainment Tent including a Kick Off Party, a Fun Center & Carnival, KeizerFEST Run(s), a Poker Run (motorcycle) and a Mayor's Pet Parade, a Golf Tournament, a Soccer Tournament, a car show, a La Familia Day, a local teen music showcase, a valley wide greeters and a Crown the Hound event.

Chamber Events Date and Times:

Fun Center/Carnival (Includes set-up, event nightly cleanup, and take down)

May 15 - 8:00 am to May 20 - 5:00 a.m.

5K & 3K– start time 9:15 am / 9:30 am

May 18 Courses begin and end at Manbrin just west of River Road.
5K and Kidz 3K courses down and back on River Road.

Half Marathon & 10K Run – start time 8:30 am

May 18 Half Marathon & 10K Courses begin at Manbrin just west of River Road, staging is on Manbrin and in the parking lot of O'Reilly's.

Parade – start time 10:30 am

May 18 Staging at Lockhaven (7am – 10:30am)
Parade on River Rd from Lockhaven to Glynbrook.
Disbandment begins at Glynbrook to Plymouth (side streets of River Rd.)

Mayor's Pet Parade – start time 10:00 am

May 18 Mayor's Course along River Road starting and ending at Creekside Shopping Center Parking Lot (Corner River Rd/Lockhaven Dr.)

Location of Events:

Lion's Club, Elks Lodge, north end of Cherry Ave, River Road, Lockhaven Dr., Mandrin Dr, McNary High School, and McNary Golf Club

Description of Events:

Fun Center & Carnival The majority of the activity will generate from a carnival and evenings of live music scheduled at the entertainment tent which will be located at the Keizer Lions' Club

Parade – Parade 100+ 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.

Run/Walk Events – 500-800 runners and walkers are expected to participate in the run/walk events (3k, 5k, 10k, & Half Marathon). During the 3k & 5k on Saturday, the fastest participants will finish in 15



to 20 minutes and the slowest participants will finish by 10:30 am. During the 10k the fastest participants will finish around 9:15 am and the slowest by 10:00 am. During the Half Marathon the fastest participants will finish around 11:00 am and the slowest by 12:30pm.

Mayor's Pet Parade –50-100 projected participants able to complete event with-in 30 minutes.

Street Closures	Days	Time	Location
River Road	May 18	9am -1:30pm	Lockhaven to Plymouth
Lockhaven	May 18	630am-12:30pm	McClure to River Rd
Manbrin	May 18	6am-12:30pm	Birch Ave to River Rd
Cherry Ave	May 15-20	8am – 5am	Alder St to Manbrin Dr
Cherry Ave	May 17	5pm –thru May 19 12am	Manbrin to Greenwood

Parade Detours

West and east bound traffic will be able to cross River Rd at Chemawa Rd until the main parade (not pet 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, Transportation, & RV Parking

Parking will be available at Keizer Elks Lodge, in various area lots of unoccupied businesses, and alongside streets. Parking will also be available on Cherry Ave South of Carnival to Alder Drive. RV Parking available at the Keizer Elks Lodge for Elks members.

Promotional Event Signs, Banners & Balloons

The KeizerFEST Marketing Committee will embark on decorating the City with KeizerFEST Street Banners, yard signs on the main intersections along River Road, Chemawa Rd. Cherry Ave, Lockhaven Dr. and on participating business storefronts, promoting the festival. 2 banners at the River Rd/Lockhaven Intersection; (Additional banners & hand signs along River Road and at the Fun Center will be posted April 22 through May 31st. Light pole banner (flags) will be hung on up to 30 Keizer Station and River Road light poles.

Other Permits and Agencies

The Keizer Chamber of Commerce will obtain a special event licensing/insurance through OLCC, Marion County Public Works and require all food concessionaires to obtain Temporary Restaurant Licensing from Marion County Health Department.



The Festival Council requests the City of Keizer limit mobile street vending during the parade be exclusive to those who have registered with the festival. (Local Schools, Youth, and Non-Profit organizations given first priority).

Security & Safety

A professional security company will provide crowd control and overnight security throughout the festival grounds. The Festival Council has established an Incident Command Plan in partnership with Keizer Police Department and will accommodate an onsite command center at the Festival location, as requested by Keizer Police Department. All activities will be monitored with volunteers.

Other Festival Events facilitated by the Keizer Chamber of Commerce

* Events may be added or deleted to the below schedule

Thursday, May 2 - Mayor's Prayer Breakfast, Keizer Civic Center

Saturday, May 11 – KeizerFEST Kick Off Party in main tent at Lions Club

Thursday, May 16– Sponsor Recognition Luncheon in main tent at Lions Club

Thursday, May 16 – Family Fun Night at main tent/festival grounds at Lions Club

Thursday – Sunday, May 15 to 19 – Carnival, Cherry Ave south of Manbrin

Friday, May 17 – Mid Willamette Valley Chamber Greeters in the main tent at Lions Club

Friday, May 17 - Golf Tournament, McNary Golf Club

Thursday – Sunday May 16 to 19 – Fun Center at Cherry Ave / Lions Club

Street Fairs/Exhibitors/Bazaar

Community Stage

Food Courts

Crown the Hound

Keizerfest in the Big Tent on Friday & Saturday

Saturday – Sunday May 18-19 Adult Soccer Tournament at McNary High School

Saturday, May 18 – Keizer's Poker Ride & Bike Rally

Saturday, May 18 – KeizeFEST Car Show – located in the Saint Edwards Catholic Church

Sunday, May 19 – Salem/Keizer Teen Music Showcase in the main tent at Lions Club

Sunday, May 19 – La Familia Day, Cultural specific music/entertainment in the main tent at Lions Club

Other Sanctioned Festival Events facilitated by other Organizations*

Saturday, May 4 - Keizer Art Association Iris Art Show and Awards Reception

Saturday, May 11 - Keizer's Distinguish Young Women Program, McNary High School

Sunday, May 12 - Keizer Fire Fighters Mother's Day Breakfast

Saturday, May 18 – Keizer Little League KeizerFEST baseball tournament

Monday, May 27 - Schreiner's Garden Memorial Day BBQ, Schreiner's Iris Gardens

Respectfully Submitted for

KeizerFEST Planning Board and the Keizer Chamber of Commerce





*Manbrin
Lockhaven*

TRAFFIC REROUTED TO ACCOMMODATE PARADE & FESTIVAL

Street Closures	Days	Time	Location
River Road	May 18	9am - 1:30pm	Lockhaven to Plymouth
Lockhaven	May 18	630am-12:30pm	McClure to River Rd
Manbrin	May 18	6am-12:30pm	Birch Ave to River Rd
Cherry Ave	May 15-20	8am – 5:00am	Alder St to Manbrin Dr
Cherry Ave	May 15 5pm - thru May 19 11pm		Manbrin to Greenwood

From: Anne-Marie Storms <AStorms@keizerfire.com>
Sent: Tuesday, April 09, 2019 11:00 AM
To: Harms, Tammie
Subject: Keizerfest Permit

Good Morning Tammie,

I have finished reviewing the Keizerfest permits and have the following comments:

- 1) The main tent will require a fire inspection prior to being open to the public to ensure all fire safety features including emergency light, exit signs, egress etc comply with the Oregon Fire Code.
 - a. Exit signs are required in tents requiring two or more exits.
 - b. Exit signs shall have letters no less than 12 inches and be illuminated by a power source when occupied.
 - c. The maximum distance to an exit shall be no more than 100 feet.
 - d. All guy wires, guy ropes, and other support members shall not cross an exit way at a height of less than 8 feet.
 - e. Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent being used for cooking or public assembly, except the materials necessary for one day supply for feeding and care of animals
 - f. Sawdust and shavings may be used for a public performance and exhibits when kept damp.
- 2) Vendor tents with cooking and electricity will need a fire inspection prior to opening due to increased hazard.
- 3) Each vendor booth shall not be located within 20 feet of amusement rides or devices. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent not used for cooking
- 4) The emergency lane on the Lions Club property must be 20 feet wide and an unobstructed vertical clearance of not less than 13 feet 6 inches. Approved turn around shall be provided if access is greater than 150 feet..
- 5) Turning radius into emergency access ways shall meet the following: The inside turning radius and outside turning radius shall be not less than 28 feet and 48 feet respectively, measured from the same center point.
- 6) Fire hydrants and fire department connections shall be maintained without obstructions including posts, fences, vehicles, growth, trash, storage or other obstacles which would hinder locating or use. ORS 811.550(16) prohibits parking within 10 feet of a fire hydrant (OFC 507.5.4).
- 7) Each concession stand/booth shall have **a minimum of one exit** leading directly out of the area without exiting through intervening spaces including other concession stand/booth, display, or enclosed areas.
- 8) Temporary Generators shall be separated from tents or membrane structures by a minimum of 20 feet, placed on an approved surface per OFC 3104.19. Generators shall be isolated from contact with the public by fencing, enclosure or other approved means. Fuel shall be stored outside in an approved manner not less than 50 feet from tents, stands/booths or membrane structures. Refueling shall be performed in an approved location not less than 20 feet from tents, stands/booths or membrane structures. Generators shall not be running during refueling operations. Post "NO SMOKING" sign and "DANGER-FLAMMABLE LIQUIDS" sign by generator
- 9) Tents shall maintain a distance of no less than 20 feet from structures, right-of-ways or property lines (location of the tent in relation to other tents, buildings or property lines is dependent upon the aggregate square footage and the use. For the purpose of determining required distances, support ropes and guy wires are considered part of the tent and membrane structure).
- 10) Tents **used for cooking** require 20 feet of separation from other tents; this does not include the adjacent cooking tents
- 11) When multiple tents are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 foot fire break.
- 12) All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials

- 13) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official
- 14) LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure
- 15) Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be fastened in place to prevent unauthorized movement
- 16) Each vendor booth where cooking is being conducted, indoors or outdoors, shall have access to:
 - a) A readily accessible minimum ~~2A:10B~~**C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 75 feet to obtain a fire extinguisher.
 - b) Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.
- 17) Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet
- 18) Extension cords shall be plugged directly into an approved receptacle and shall serve only ONE portable appliance
- 19) **Crowd Managers.** Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

Thanks,

Anne-Marie

Anne-Marie Storms
Deputy Fire Marshal
Keizer Fire District
661 Chemawa Road NE
Keizer, OR 97303
(503)390-9111

Harms, Tammie

From: Davis, Tracy
Sent: Thursday, April 04, 2019 7:46 PM
To: Harms, Tammie; Johnson, Shannon
Subject: FW: Iris Fest Parade

FYI

*Tracy L. Davis, MMC
 City Recorder/Community Center Manager*

From: LeDay, David <LeDayD@keizer.org>
Sent: Thursday, April 4, 2019 3:11 PM
To: Wenning, Trevor <WenningT@keizer.org>; Davis, Tracy <DavisT@keizer.org>
Subject: RE: Iris Fest Parade

I attended the meeting today and here is a brief of what we covered.

Alder drive and Cherry AVE will have an electronic sign that states business open.

Just to the north of Pronto Signs will be a hard barricade with road closed signs. On the West side of the roadway it will be barricaded with a chain and manned at all times so emergency vehicles can pass if need be.

There will be no parking this year on Cherry Ave this year. Food trucks will occupy both eastbound lane and center lane of Cherry Ave from the hard barricades north.

Detour signs will be posted for folks to turn onto Alder DR NE and guide them to Manbrin. Also same at Manbrin and Cherry to guide them to Alder.

The driveway/alley way will be open at Pronto Signs for traffic to exit onto River RD N and will be posted. This is a right turn only exit onto River RD N. This will allow all traffic to be able to enter the (Grass Hut and any other business during hours)

*** Chamber is making a sign that states: "All businesses open during business hours." It will be about 24" X 36" in size and placed at the electronic sign at Cherry and Alder. It will be blue in color with white lettering.

Most of these changes are to better accommodate the Grass Hut and there concerns.

Keizer Police Department
 Sgt. David LeDay
 Traffic Safety Unit
 503-390-3713 xt. 3482



A.C.T.A.R. #1752
 DRE/Instructor #5969

COUNCIL MEETING: April 15, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCILOR MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: RESOLUTION AUTHORIZING TEMPORARY SUSPENSION OF
STREET VENDOR ORDINANCE**

Ordinance No. 90-193 (An Ordinance Prohibiting Street Vendors) 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. I have enclosed a Resolution for your consideration that allows street vendors from 8:00 a.m. to noon on the day of the KeizerFEST Parade in any location. This Resolution also prohibits any interference with pedestrian, vehicular or parade traffic.

This is the same Resolution as the Council adopted last year.

On Page 3 of the March 13, 2019 memo from the Chamber attached to the application, the Chamber has recommended that the City limit mobile street vending during the parade to be exclusive to those who have registered with the festival. This issue has come up previously. It is my recommendation that if the Council wishes to consider this for future years, that we put the matter on the agenda and determine if we want to amend the Ordinance. Though it is possible to take this course of action, the Ordinance would have to be amended and a process would have to be established to do so. The issue of cost, authority to register, and authority to enforce such regulations would need to be reviewed. If Council wishes to look at that issue, you should direct staff accordingly.

RECOMMENDATION:

Adopt the attached Resolution Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING A TEMPORARY SUSPENSION OF THE
ORDINANCE PROHIBITING STREET VENDORS

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

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

NOW, THEREFORE,

BE IT RESOLVED that a temporary suspension of the Ordinance prohibiting street vendors is hereby granted and street vendors will be permitted on Saturday, May 18, 2019 from 8:00 a.m. to noon.

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

BE IT FURTHER RESOLVED that at no time shall any person interfere with, impede or block pedestrian, vehicular or parade traffic in any manner whatsoever.

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

PASSED this _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

Mayor

City Recorder

CITY COUNCIL MEETING: April 15, 2019**AGENDA ITEM NUMBER: _____****TO: MAYOR CLARK AND CITY COUNCIL MEMBERS****THROUGH: CHRIS EPPLEY
CITY MANAGER****FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR****SUBJECT: FEE WAIVER REQUEST FOR A SOGGY DAY IN THE PARK 2.0 AT
KEIZER RAPIDS PARK****DATE: April 4, 2019****BACKGROUND:**

The Claggett Creek Watershed Council (CCWC) is planning the second annual Soggy Day in the Park event for April 20th, 2019. This event is designed to encourage families from the community to get into the outdoors, have fun, and learn something about the Willamette River through boat rides on the river and learn about invasive species through nature hikes in the natural area of the park. Other activities planned include backhoe demonstrations, food catered by Adam's Rib Smokehouse and bouncy houses for kids to play in.

This matter is before the Council to consider whether it is appropriate to waive or reduce fees for the event. Here is a breakdown of the total fees for the event as proposed.

Application Fee for Amphitheater permit	\$ 60.00
Refundable Deposit	\$ 150.00
Use Fees (6 hrs. @ \$40.00 per hr.)	<u>\$ 240.00</u>
Total Fees	\$ 450.00

It is appropriate for Council to consider the matter of the fees and make a minute motion to deny the waiver request, waive some of the fees, or waive all of the fees for the April 20th, 2019 Soggy Day in the Park 2.0 event at the Keizer Rotary Amphitheatre and Keizer Rapids Park.

RECOMMENDATION:

The City Council should consider the matter and make a minute motion to formalize its intent with regard to the fees.

Please contact me with any questions or concerns.

CITY COUNCIL MEETING: April 15, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR**

SUBJECT: ANNUAL STREET RESURFACING

DATE: April 5, 2019

BACKGROUND:

The Department of Public Works solicited bids through the formal bid process for the resurfacing of River Road from the south city limits to the Chemawa Road intersection. A total of five bids were received and opened April 2nd, 2019. Bids ranged from \$1,239,389.05 to \$807,301.80 with Roy Houck Construction LLC. submitting the lowest bid.

FISCAL IMPACT:

Funds for this project are available in the proposed Fiscal Year 2019/2020 Street Fund Budget.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manger to enter into a contract with Roy Houck Construction LLC in the amount of \$807,301.80 for the resurfacing of River Road N from the south city limits to the Chemawa Road intersection.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2019-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER
INTO AN AGREEMENT WITH ROY HOUCK CONSTRUCTION
LLC. FOR ANNUAL STREET RESURFACING PROJECT (2019)

WHEREAS, the Public Works Department strives to resurface streets annually;

WHEREAS, bids were solicited for resurfacing of River Road from the south city limits
to the Chemawa road intersection;

WHEREAS, funds available to complete this project are contemplated in the 2019-2020
Street Fund;

WHERE, five bids for this project were received. Roy Houck Construction LLC.
submitted the low bid for a total amount of \$807,301.80. The City Engineer has reviewed and
certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders on April 8,
2019;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is
hereby authorized to award the contract to and enter into an agreement with Roy Houck
Construction LLC, Inc. for a total cost of \$807,301.80 to resurface River Road North from the
south city limits to the Chemawa Road intersection. Funding for this project is proposed in the
2019-2020 Street Fund.

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

3 PASSED this _____ day of _____, 2019.

4 SIGNED this _____ day of _____, 2019.

5

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Mayor

City Recorder



MINUTES
KEIZER CITY COUNCIL
Monday, April 1, 2019
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

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

Present:

Cathy Clark, Mayor
Kim Freeman, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor
Daniel Kohler, Councilor
Anne Farris, Youth Councilor

Staff:

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

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

**a. PROCLAMATION
– Child Abuse
Prevention
Month**

Mayor Clark pointed out that there are a number of organizations in the community that partner to make homes safe and healthy for children. She then read the proclamation making April Child Abuse Prevention Month.

**b. PROCLAMATION
– Volunteer
Recognition
Month**

Trish Crenshaw from the Keizer Volunteer Coordinating Committee thanked Councilors for their ongoing dedication to the City and offered cookies as a token of appreciation. Mayor Clark then read the proclamation making April Volunteer Appreciation month.

**c. Career
Technical
Education
Center Student
Spotlight**

Josh Barnett, the Law Enforcement instructor at the Career Technical Education Center, introduced *Emely Medina* noting that although she came late into the program she has made up a lot of ground and exceeded other students. Miss Medina added that she loved the program and that seeing her Dad in law enforcement inspired her to follow in his footsteps and it has been the best decision she has ever made.

**d. West Keizer
Neighborhood
Association**

Carol Doerfler, President of West Keizer Neighborhood Association introduced Vice President Carol Phipps, secretary Carolyn Homan and board members Rhonda Rich and Gary Blake, read the 2018 Annual

Annual Report

Report and directed attention to a timeline regarding the Bauer shooting. Rhonda Rich and Councilor Freeman provided additional information.

Councilor Freeman moved that the Keizer City Council accept the 2019 Annual Report of West Keizer Neighborhood Association and extend recognition for another year. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

COMMITTEE REPORTS None

PUBLIC TESTIMONY None

PUBLIC HEARING None

ADMINISTRATIVE ACTION City Manager Chris Eppley summarized his staff report.

a. Request for Community Center Fee Waiver – Latinos En Accion Committee – Latino Recognition Scholarship Reception

Councilor Herrera, speaking from the testimony table, apologized for Pastor Dominguez' absence noting that he was stuck at the airport. He then provided detailed information about the scholarship program and some of the past recipients. Councilors Parsons, Reid and Freeman praised the program, provided information regarding a past recipient attending Stanford but spending breaks mentoring McNary students, and urged everyone to attend and donate.

Councilor Freeman moved that Keizer City Council approve waiving the Civic Center rental fee and the security-cleaning deposit but charge for staffing time. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Smith and Kohler (6)

NAYS: None (0)

ABSTENTIONS: Herrera (1)

ABSENT: None (0)

b. Keizer Chamber of Commerce Disbursement Request

Finance Director Tim Wood summarized his staff report. Mayor Clark added that the Chamber report was very thorough and the use of funds showed a good return on investment for the community.

Councilor Freeman moved that the Keizer City Council authorize the City to disburse \$8500 to the Chamber. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. RESOLUTION –
Adoption of
2019-2020 City
Council Goals**

City Manager Chris Eppley summarized his staff report. Discussion followed regarding the Charter review goal, inclusivity, and benchmarks. Mayor Clark asked that the second bullet point on page 24 of the packet (Business Plan for Completion within 24 months) be changed to “Continue to seek action steps to be an inclusive and welcoming community”. Mr. Eppley agreed to make this change.

Councilor Freeman moved that the Keizer City Council adopt a Resolution – Adoption of 2019-2020 City Council Goals. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. ORDINANCE –
Adopting the
Mobile Food
Vendor
Premises Permit
Process; Repeal
of Ordinance
No. 2017-773**

City Attorney Shannon Johnson summarized his staff report. He and Community Development Director Nate Brown then fielded questions and provided additional information regarding proximity to residential zones, regulating hours of operation, and complying with regulatory requirements.

Alice Daly, representing the Oregon Food Truck Association and owner of a food cart, voiced support for the ordinance and suggested extending the hours of operation when alcohol is available.

Discussion followed regarding the requirement of food availability if alcohol is being served, generator noise, event permits, and the effect on portions of the Development Code that relate to mobile food trucks.

Mr. Johnson suggested adding the following subsection C under Section 3, page 38 of the packet: *“This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.”*

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Adopting the Mobile Food Vendor Premises Permit Process; Repeal of Ordinance No. 2017-773 adding Section 3, Subsection C: “This ordinance is not applicable if the mobile food vendor is operating under a special event permit, parks permit or other city permit.” Councilor Herrera seconded.

Councilor Parsons declared a potential conflict of interest.

Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**RESOLUTION –
Adopting Land
Use and Sign
Permit Fees
Unrelated to
Partitions and
Subdivisions;
Repealing
Resolution
R2019-2953**

Mayor Clark noted that this does not require a public hearing but asked if anyone had any comments for the record.

Councilor Freeman moved that the Keizer City Council approve a Resolution Adopting Land Use and Sign Permit Fees Unrelated to Partitions and Subdivisions; Repealing Resolution R2019-2953. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**CONSENT
CALENDAR**

- a. RESOLUTION – Authorizing the City Manager to Enter Into an Agreement with Salem Concrete Paving for Construction of ADA Sidewalk Drop Ramps (2019)
- b. Approval of February 25, 2019 Work Session Minutes
- c. Approval of March 4, 2019 Regular Session Minutes
- d. Approval of March 18, 2019 Regular Session Minutes

Councilor Freeman moved for approval of the Consent Calendar. Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Parsons, Reid, Freeman, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**COUNCIL LIAISON
REPORTS**

Councilor Kohler reviewed meetings and events that he had attended, congratulated the Oregon Ducks Women's Basketball team, provided information on YMCA sponsorships, and asked for coverage on the upcoming meetings that he will miss.

Councilor Reid reported on meetings and events she had attended and announced upcoming ones.

Councilor Freeman announced upcoming events.

Councilor Smith reported on events she had attended, announced the next display planned for the Community Center Gallery and urged everyone to watch for upcoming Keizerfest events.

Councilor Herrera thanked the Volunteer Coordinating Committee for their work, reviewed meetings and events he had attended and announced upcoming ones.

Youth Councilor Farris reminded everyone of Capitol College Night and shared information regarding spring sports at McNary, the Career Connection event at Salem Convention Center and various McNary music events. She thanked Mr. Barnet and Miss Medina for coming to the Council meeting.

Mayor Clark shared information from meetings and events she had attended, reported that Janet Carlson will be working to coordinate homeless care through the Homelessness Initiative and announced upcoming meetings and events.

OTHER BUSINESS City Attorney Shannon Johnson asked Council to address a walk-on item regarding HVAC efficiency upgrades and suspend the rules.

Councilor Freeman moved to suspend the rules to consider this issue.
Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Public Works Director Bill Lawyer read his staff report adding that this will fine tune the controls better, make the building overall more comfortable and could save the City up to \$30,000 per year.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Authorizing Public Works Director to Sign Trane Building Services Proposal and Energy Trust of Oregon Custom Incentive Offer for Heating, Ventilation and Air Conditioning Systems at Civic Center.
Councilor Herrera seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

WRITTEN COMMUNICATIONS Mayor Clark read letters received from Avery Buss and an anonymous concerned Oregonian.

AGENDA INPUT **April 1, 2019, 7:00 p.m.** – City Council Meeting
April 8, 2019, 5:45 p.m. – City Council Work Session
April 15, 2019, 7:00 p.m. – City Council Meeting
May 6, 2019, 7:00 p.m. – City Council Meeting

ADJOURNMENT Mayor Clark adjourned the meeting at 9:23 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, April 8, 2019
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Council President Kim Freeman called the meeting to order at 6:00 pm.
Roll call was taken as follows:

Present:

Cathy Clark, Mayor (6:01)
Kim Freeman, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Elizabeth Smith, Councilor

Staff:

Lt. Trevor Wenning, Police
Debbie Lockhart, Deputy City
Recorder

Absent:

Dan Kohler, Councilor

DISCUSSION

a. Safety

**Presentation by
Keizer Police Lt.
Trevor Wenning**

Lt. Wenning gave his presentation: In the Event of an Active Threat – ACT! The presentation covered the prevention of gun violence before it starts, the definition of an active shooter, statistics of incidents, how to be prepared, being situationally aware, options in the situation of an active shooter (Run, Hide, Fight), information to provide 911, use of weapons under stress, and reacting to and what to expect from law enforcement.

Following the presentation Lt. Wenning took Councilors to the offices/rooms behind the Council Chambers to show them the safest place in which to retreat.

Discussion followed regarding profiling, biases, lockdown drills at McNary, and the possibility of doing this training more frequently and for other organizations.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:22 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____