



MINUTES
KEIZER CITY COUNCIL
Monday, November 6, 2023
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER Mayor Clark called the meeting to order at 7:00 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 R. Kohler, Councilor
Robert Husseman, Councilor
Laura Reid, Councilor
Youth Councilor Grayton Woodard

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shannon Johnson, City Attorney
Shane Witham, Planning Director
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder

FLAG SALUTE Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

- a. **PROCLAMATION** - Mayor Clark read the Proclamation recognizing November as Native
Native American
Indian Heritage
Month American Indian Heritage Month. She presented the proclamation to Grand Ronde Councilwoman Lisa Leno and Siletz Chair Delores Pigsley.
- b. **PROCLAMATION** - Mayor Clark read the Proclamation recognizing Ruby Bridges Walk to
Ruby Bridges
Walk to School
Day School Day. Mayor Clark presented the proclamation to *Beth Schmidt* and *Tania Perfecto-Calderon* representing Safe Routes to School. Beth Smith expressed her appreciation for recognizing what Ruby Bridges did and for the students to walk and talk to involve the whole community with this call to action. There would be eight schools participating and the walk would occur in the Forest Ridge and Cummings Elementary Schools.
- c. **PROCLAMATION** - Mayor Clark read the Proclamation recognizing Small Business Saturday ®.
Small Business
Saturday ® She presented the proclamation to *Corri Falardeau*, Executive Director, and *Jane Lowry*, President, of the Chamber of Commerce. Ms. Falardeau stated that supporting small businesses throughout the year is important. She

encouraged the community to shop locally with small business retailers.

Chair Fatima Falcon Ontiveros, President, of the Latino Business Alliance, has six different small business workshops in Spanish and English. Expo Negocio would be on November 9th from 7:30 a.m. - 3 p.m.

COMMITTEE REPORTS

Tammy Kunz, Keizer Resident and Community Diversity Engagement Committee Member, provided an update on their most recent meeting in which they discussed the equity lens, the status of the strategic plan, their book studies, reviewed the Organizations List in order to be more active in reaching out, and it is American Indian Heritage Month for November.

Tammy Saldivar, Traffic Safety, Bikeways and Pedestrian (TSBP) Committee member, shared that they had been reviewing the Neighborhood Traffic Management Program (NTMP) and obtaining lots of feedback on it. They had been keeping Verda Lane as a standing item on their agenda and wanted to continue to hear people's thoughts and concerns on the development of the roadway. Ms. Saldivar commented on misunderstanding the Committee's role and received the staff's presentation and guidance. Mayor Clark noted that there would be a Work Session with the TSBP Committee to discuss the NTMP prior to adoption.

a. Volunteer Coordinating Committee Recommendations for Appointment - Keizer Budget Committee and Keizer Parks Advisory Board.

City Recorder Melissa Bisset reviewed the Staff Report, which included appointment recommendations from the Volunteer Coordinating Committee.

Council President Starr moved that Council accept the recommendation of the Volunteer Coordinating Committee and appoint Matthew Stalheim to Position 1 on the Keizer Budget Committee, for a term expiring August 31, 2025, and appoint Clay Rushton, David Loudon and Bob Shackelford to the Parks Advisory Board, Positions 4, 5, 6 respectively with term expiring December 31, 2026. Seconded by Councilor Reid. Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Husseman, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Husseman appointed Emerson Carella to the Volunteer Coordinating Committee.

PUBLIC COMMENTS

A letter of appreciation was received for the Police Department and Code Compliance from Vanessa Nordyke, Executive Director with Court Appointed Special Advocates for Children (CASA) of Marion County.

Ken Gierloff, Keizer, commended staff for getting the graffiti off the new play structure. He attended the Traffic Safety, Bikeways and Pedestrian Committee meeting and was trying to get clarification regarding a flashing beacon on Shoreline. Mr. Bill Lawyer, Public Works Director, noted that the

item would be presented at the next City Council Meeting.

Lyndon Zaitz, Keizer Resident, Keizer Homegrown Theatre Board member. They would be recognizing Native American Heritage Month and Ed Edmo, Native American Consultant would be presenting his stories from his ancestry.

PUBLIC HEARINGS

- a. **OLCC Application** *Mayor Clark opened the Public Hearing.*

- Change of

Ownership -

Bubba's Pub and

Lotto

City Recorder Melissa Bisset presented the Staff Report.

Mayor Clark closed the Public Hearing.

Council President Starr moved to recommend approval of the application for a change of ownership for the Liquor License for Bubba's Pub and Lotto under the guidelines as established by ORS 471.175 and the Ordinances of the City of Keizer. Councilor Reid seconded. Motion passed unanimously as follows.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- b. **RESOLUTION -** Assistant City Manager Tim Wood summarized the Staff Report.

Exemption of Peer

Court Coordinator

Services

Agreement from

Competitive

Biding and

Awarding

Agreement to

Emily Carter

Mayor Clark opened the Public Hearing.

Discussion followed noting that there few Peer Courts in Marion County and very few qualified Coordinators. Chief Copeland commented that it's a good program for offenders to be referred to Peer Court and do community service outside the court system. The Council requested the success rate over the last couple of years.

With no further testimony, Mayor Clark closed the Public Hearing.

Council President Starr moved to adopt a Resolution R 2023- Exemption of Peer Court Coordinator Services Agreement from Competitive Bidding and Awarding Agreement to Emily Carter. Councilor Reid seconded. Motion passed unanimously as follows.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE

ACTION

- a. **RESOLUTION - Authorizing the City Manager to Purchase a Thermo Scientific Trunarc Handheld Narcotics Analyzer** Police Chief Andrew Copeland summarized the Staff Report. He explained how the piece of equipment worked to identify drugs without having to remove them from the bag for immediate results. Discussion ensued regarding training, software updates, and safety of officers.
- Council President Starr moved to adopt a Resolution R2023- Authorizing the City Manager to purchase a Thermo Scientific TruNarc Handheld Narcotics Analyzer. Councilor Reid seconded. Motion passed unanimously as follows.
AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)
- b. **RESOLUTION- Directing City Attorney to Take Action to Have City of Keizer Join with Other Local Governments to Request Amendment/Repeal of the 621 Cable Franchising Order** City Attorney Shannon Johnson summarized the Staff Report. Discussion followed regarding the length of the Cable Franchising Agreement, and there was a question about which other cities were involved.
- Council President Starr moved to adopt a Resolution 2023- Directing City Attorney to Take Action to Have City of Keizer Join with Other Local Government to Request Amendment/Repeal of the 621 Cable Franchising Order. Councilor Reid seconded. Motion passed unanimously as follows.
AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)
- There was a question about if the cost exceeded \$1,000, and City Attorney Johnson confirmed that the matter would come back to the Council.
- c. **Request for Community Center Use Fee Waiver - Keizer Community Band** Assistant City Manager Tim Wood summarized the Staff Report.
- Michael Koenig*, Keizer Community Band Director, shared that they have a holiday and spring concert, and they usually have at least 150 people attend.
- Discussion ensued regarding the refundable deposit and the timing. It was noted that it was a fantastic event.
- Council President Starr moved to Waive the Community Center Use Fee for the Keizer Community Band. Councilor Reid seconded. Motion passed unanimously as follows.
AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

Mayor Clark asked to remove Item C.

Council President Starr moved the City Council approve the Consent Calendar items A, B, D, E, F, G, and H. Seconded by Councilor Kohler. Motion passed unanimously as follows:

AYES: Clark, Reid, Cross, Husseman, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark pulled item C because the Youth Liaison is a Voting Member, and therefore it would be redundant to have a Youth Liaison. The consensus was to not pass a Motion for Item C.

- a. **RESOLUTION** - Amending the Audit Committee; Amending Resolution R93-627; Repeal of Resolution R2022-3338
- b. **RESOLUTION** - Amending the City of Keizer Budget Committee; Amending Resolution R2013-2311; Repealing Resolution R2023-3396
- c. **RESOLUTION** - Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225
- d. **RESOLUTION** - Amending the General Fund Long Range Planning Task Force; Amending Resolution No. R2010-2089; Repealing Resolution R2013-2313
- e. **RESOLUTION** - Amending the Resolution Establishing Personnel Policy Committee; Amending Resolution No. R2009-1994; Repealing Resolution R2013-2320
- f. **RESOLUTION** - Amending the Volunteer Coordinating Committee; Amending Resolution R2013-2328
- g. Approval of September 25, 2023 Work Session Minutes.
- h. Approval of October 2, 2023 Regular Session Minutes.

OTHER BUSINESS None.

STAFF UPDATES City Manager Brown commented that a Project Manager was designated to review the current website and compare it with other options, and a team had been assigned to look at the City Website for a possible update.

Mayor Clark asked about adding to the Council Rules and Procedures for the Mayor, Council President, City Manager, City Recorder, and a bi-weekly rotating City Councilor to review the City Council Meeting Agenda prior to publication. It was noted that it was a common practice in other cities.

Assistant City Manager Wood shared that the Peer Coordinator reported that there had been no repeat offenders in the last year and a half. Mr. Wood advised the community that it was the time to conserve water so their sewer bill would be affected positively.

Chief Copeland commented on a recent and challenging school event. He shared that the Police Staff who worked the case really provided empathy and service to the families.

Public Works Director Lawyer reported on the sporadic work on the East side of River Road, which was the beginning of the fiber optic Traffic Signal Communication upgrade. Some traffic lights may not be operating correctly for several weeks to a month and a half.

City Attorney Johnson answered Council President's Starr's question that the amount of the 621 FCC order is an actual figure not to exceed \$885.00 for 16 clients, which includes cities, cable commissions, and PEG channels around the country.

COUNCIL MEMBER REPORTS

Councilor Cross reported on Soaring Heights and had a great dinner, she attended the YMCA Board meeting, Career Technical Education Center Alliance for Hospitality Program, an annual luncheon for the YMCA, and the Southeast Keizer Neighborhood Association meeting. She shared the upcoming Courtney Place Veterans Housing Tacos & Talk and a fundraiser for the Veteran's Suicide Prevention.

Councilor Juran had attended several of the same meetings as Councilor Cross.

Council President Starr reminded the Keizer Community to be looking for the Keizer Network of Women Giving Trees. In addition to attending the same events, she had been working on the Miracle of Lights scheduling. The social media would have a registration link to sign up and work in the tent. She attended the Community Diversity Engagement Committee meeting.

Councilor Kohler attended the Salem-Keizer Community Commissioners meeting, the Secretary of Energy Advisory Board meeting, and the annual luncheon for the YMCA. Upcoming events included the Orchestra Concert and Latino Business Alliance would be hosting Latino Negocio.

Councilor Husseman encouraged citizens to vote. The Traffic Safety, Bikeways, and Pedestrian (TSBP) Committee would be held later in the week.

Councilor Reid attended a McNary Performing Arts Play, the APT group who put on a fantastic concert, and the TSBP Committee meeting and the Community Dinner. She commented on the Choir and Orchestra Concerts. She participated in the Wallace House clean-up, and she was looking forward to Ed Edmo coming to the Keizer Homegrown Theatre. She encouraged the community to contact the principals to support the Book Fair.

Youth Councilor Woodard shared that McNary High School had their football

and soccer season is wrapping up. Boys Soccer made the playoffs, and the Cross Country team made it to State for the second time. In addition to the Orchestra Concert already mentioned, the Fall Band concert was coming up.

Mayor Clark was elected to serve another term on the League of Oregon Cities (LOC) Woman's Caucus and on the Oregon Mayor's Association (OMA) Board of Directors. She noted that the Mid-Willamette Council of Governments Legislative Committee is moving forward with what they heard from the Legislative Session. They convened a gathering of jurisdictions about the West Extension, which is a Bill to study the extension of the West commuter rail service.

Mayor Clark reported that the Mid-Willamette Homeless Alliance Executive Committee met, and the full Board would be meeting soon. The two-county continuum had achieved getting housing and emergency shelter for those in need. She attended the Area Commission on Transportation meeting and the Marion-Polk Medical Society community help impact dinner. They honored regional leaders in public health, including the Confederated Tribes of Grand Ronde Chair Cheryle Kennedy.

Mayor Clark had the opportunity to hear from Chris Gibson, Executive Director of the Oregon-Idaho High Intensity Drug Trafficking Area, speak on the public impact of street fentanyl. She stated that the increase in fentanyl presence, illness, and deaths in Oregon was shocking and was a call to action. She would attend the Marion County Health and Human Services Building Ribbon Cutting.

Councilor Reid wished all of the Veterans a Happy Veterans Day and thanked them for their service.

AGENDA INPUT

November 13th, there would be a Council Work Session on the use policies and rates for the Community Center rooms.

November 20th and December 4th at 7 p.m., the Council would meet in regular session.

ADJOURNMENT

Adjourned at 8:48 pm.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Soraida Cross

Councilor #2 – Shaney Starr

Councilor #5 – Robert Husseman

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

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.”