



MINUTES KEIZER CITY COUNCIL

Monday, July 1, 2024

Robert L. Simon Council Chambers - Keizer, Oregon

CALL TO ORDER

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

ROLL CALL

Roll call was taken as follows:

Present:

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

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Machell DePina, Human Resources
Director
Melissa Bisset, City Recorder

Absent:

Soraida Cross, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

Volunteer of the Quarter - Tony Grove

Mayor Clark recognized the work of Tony Grove, which included using his store to collect food for the Keizer Community Food Bank and providing a space for those who felt disenfranchised. He also helped a variety of charities.

Mayor Clark presented the award to Tony Grove's daughter, AnnMare, to say thank you to her beloved father, his friends, and his biological and community families.

Mayor Clark shared that there was an announcement about Punks for a Purpose. There would be a "Tony's Corner," which would be a place where people know where they can get food and keep the good times going for Tony Grove.

COMMITTEE REPORTS

Kat Thoreson, Keizer Public Arts Commission (KPAC) Chair, provided an update on the work of the Commission. They were planning on creating a

rack card with information about the new utility wraps, a thank-you note to the Keizer Community Foundation and the River Road art be placed on the City's website, there had been a request to change the name of the Cold Wet Eagle statue. The artist of the Cold Wet Eagle statue came to the recent KPAC meeting and was willing for the name to be changed. The award and gift card would be presented to the winner of the 2024 Holiday Card Contest at the November City Council Meeting. Artwork was authorized to be purchased at their most recent meeting.

There was discussion regarding the utility box wrap program. There were up to 15-16 proposed utility box wraps along River Road aligned with the stoplights.

Lore Christopher noted that they wanted an open call to artists to submit any type of art for the utility box wraps so that there could be a portfolio for the Keizer Public Arts Commission to choose from. The Commission was interested in wraps that were relevant to the culture of Keizer. The wraps cost about \$1,000 and anyone could sponsor a wrap. There was a stipend for the artist of \$200 and the wrap cost \$800.

Matt Myers, Traffic, Safety, Bike and Pedestrian Committee reviewed the highlights from the previous month's meeting. He provided a sample of the spreadsheet that they keep related to issues that come before the Committee. Beth Schmidt, Salem-Keizer Safe Routes to Schools Coordinator came to the meeting and spoke on grant funding and programs in Oregon. It was noted that an additional position had been added to the Salem-Keizer Safe Routes to Schools.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association, shared that they had several meetings in different locations around the community including three parks where they have hosted meetings. They had done outreach and created committees, which included a crime reduction, welcoming committee, and neighborhood association events committee. There were 345 people who receive their quarterly email and 65 were hand delivered. Zoom meetings were now being offered. Ms. Kunz reviewed their upcoming events.

**a. Volunteer
Coordinating
Committee
Recommendation
for Appointments
to the Keizer
Public Arts
Commission**

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved the City Council to accept the recommendation of the Volunteer Coordinating Committee and appoint Deborah Sisco to Position #7 of the Keizer Public Arts Commission for a term expiring June 30, 2027, and appoint Katherine Klein as Youth Committee Liaison to the Keizer Public Arts Commission for the 2024/2025 school year. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)
ABSENT: Cross (1)

PUBLIC COMMENTS Mayor Clark acknowledged written communication received by 12 members of the community related to Quality-of-Life Policing in Keizer.

PUBLIC HEARINGS There were no public hearings.

**ADMINISTRATIVE
ACTION**

- a. **RESOLUTION -**
Authorizing
Finance Director
to Enter Into
Engagement
Letter With Piper
Sandler & Co Assistant City Manager Tim Wood summarized the staff report. Discussion followed regarding inquiring about the cost with other organizations.

Council President Starr moved to adopt Resolution R2024- Authorizing Finance Director to Enter Into Engagement Letter With Piper Sandler & Co. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)
- b. **RESOLUTION -**
Authorizing
Finance Director
to Enter Into
Engagement
Letter With
Hawkins Delafield
& Wood LLP Assistant City Manager Tim Wood summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Authorizing Finance Director to Enter Into Engagement Letter for Bond Counsel With Hawkins Delafield & Wood LLP. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)
- c. **RESOLUTION -**
Authorizing the
City Manager to
Enter Into
Agreement With
Hicks Striping &
Curbing, LLC for
Repainting of
Pavement
Legends Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding the type of work the contractor would be conducting and the future costs.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Enter Into Agreement With Hicks Striping & Curbing, LLC. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)
- d. **RESOLUTION -**
Authorizing
Temporary Use
and Signs Subject City Attorney Joseph Lindsay summarized the staff report.

Corri Falardeau, Keizer Chamber of Commerce Executive Director, presented the request related to KeizerFEST activities. She noted that they

to Conditions for KeizerFest (2024) would follow the direction of the Public Works Director regarding the setup of the vendors. She shared that the Keizer Art Fair would be included at KeizerFEST.

Council President Starr moved to adopt Resolution R2024- Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2024). Councilor Reid seconded.

There was discussion regarding construction of the Artificial Turf Fields and Pickleball Courts and how it could impact KeizerFEST. Mr. Lawyer explained that the impact should be minimal if the schedules stay as they currently are, and the construction activity should be fairly minimal for both projects during the festival. It was noted that construction fencing was encouraged by the City, and it's at the contractor's risk if they choose not to install fencing.

Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**e. ORDINANCE-
Establishing
Rules of
Procedure for
Public
Contracting and
Personal Services
Contracts;
Repealing
Ordinance No.
2005-519 and
Ordinance No.
2008-580**

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt an Ordinance Establishing Rules of Procedure for Public Contracting and Personal Services Contracts; Repealing Ordinance No. 2005-519 and Ordinance No. 2008-580. Councilor Reid seconded.

It was noted that when there was a change in state procurement law, there would be a mandatory review of the rules.

Motion passed unanimously as follows upon first reading:

AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

**f. RESOLUTION -
Policy Regarding
Notification to
Council of
Contracts Over
the Amount of
\$25,000**

City Attorney Joseph Lindsay summarized the staff report. Mr. Lindsay explained that contracts over \$25,000 and would be reported to the City Council as soon as reasonably possible, which was meant in the resolution. Discussion ensued on changing the language to read "as soon as reasonably possible but at least by the next City Council Meeting" for executed contracts.

Council President Starr moved to adopt Resolution R2024- Policy Regarding Notification to Council of Contracts Over the Amount of \$25,000 as amended. Councilor Reid seconded. Motion passed unanimously as follows: AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)

- g. **RESOLUTION - Establishing the Amount of the Sewer System Development Charge for Wastewater Treatment Facilities; Repealing Resolution R2023-3397**
- Assistant City Manager Tim Wood summarized the staff report.
- Council President Starr moved to adopt Resolution R2024- Establishing the Amount of the Sewer System Development Charge for Wastewater Treatment Facilities; Repealing Resolution R2023-3397. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)
- h. **RESOLUTION - Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225**
- Assistant City Manager Tim Wood summarized the staff report.
- Tammy Kunz, Keizer resident, expressed concerns and the Community Diversity Engagement Committee (CDEC). The CDEC wished to request a Work Session for more conversation regarding the development of questions and concerns for a smooth transition related to the current and upcoming openings.
- Discussion ensued on the requested process and recommendation to the Council, possible interview questions, the process of all committees, and it was encouraged for the Councilors to talk with their appointees before making a decision, and scheduling a work session with the CDEC.
- RESOLUTION - Amending the City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269)**
- Councilor Husseman moved as written that the City Council adopt Resolution R2024- Amending Community Diversity Engagement Committee and Amending Resolution R2021-3225. Motion died for lack of second.
- Mayor Clark noted that under Agenda Input, a Work Session on this matter would be scheduled.
- i. **RESOLUTION - Authorizing City Manager and Public Works Director to Sign 2024-2027 Collective Bargaining Agreement With Laborers International**
- Human Resources Director Machell DePina summarized the staff report. It was noted that the annual, fiscal impact of a little over \$1,000 per employee who was represented in the agreement.
- Council President Starr moved to adopt Resolution R2024- Authorizing City Manager and Public Works Director to Sign 2024-2027 Collective Bargaining Agreement With Laborers International Union of North America, Local 737. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Husseman, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)

Union of North
America, Oregon
Southern Idaho
District Council
Local 737

ABSENT: Cross (1)

**CONSENT
CALENDAR**

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

AYES: Clark, Reid, Starr, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

a. RESOLUTION - Certification of Delinquent Sewer Accounts

b. Approval of May 16, 2024 Joint Meeting Minutes of the City of Keizer, City of Salem and Marion County

c. Approval of June 3, 2024 Regular Session Minutes

d. Approval of June 10, 2024 Work Session Minutes

OTHER BUSINESS

There was no other business.

STAFF UPDATES

City Manager Brown reported that residents are allowed to use Fireworks up until midnight on July 4th. He encouraged the community to enjoy and be safe.

Chief Copeland reported that there was a celebration for cadets. There were now 10 cadets. Chief Copeland shared the upcoming and recent events that the Police Department had participated in. He noted that there would be two officers dedicated to Firework response on the 4th of July. He recognized Detective Carrie Anderson for her 30th year with the City of Keizer.

Human Resources Director DePina reported that the new Human Resource Information System (HRIS) was moving along and set for testing in September.

Public Works Director Lawyer reported that the Splash Fountain will operate on the 4th of July.

City Attorney Joseph Lindsay reported that Tammie Harms, Legal Department celebrated her 15th year with the City of Keizer.

**COUNCIL MEMBER
REPORTS**

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

AGENDA INPUT

Monday, July 8, 2024 - 6:00 p.m.

City Council Work Session - Youth Peer Court

Monday, July 15, 2024

Executive Session - 5:30 p.m.

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

Monday, August 1, 2024 - 7:00 p.m.

City Council Regular Session

Monday, August 12, 2024 Work Session - ~~Canceled~~

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:10 p.m.

MAYOR:


Cathy Clark

APPROVED:


Dawn Wilson, Deputy City Recorder

Minutes approved:

07/15/24

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