



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

CALL TO ORDER

Mayor Clark called the meeting to order at 7:01 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Lore Christopher, Councilor
Ma'Layah Latty-Farrar, Youth
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
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

There were no special orders of business.

COMMITTEE REPORTS

Lisa Cejka, member of the Parks and Recreation Advisory Board, summarized the last meeting. She provided a copy of the Proposed Improvements for the Carlson Skate Park that had been submitted to the Parks and Recreation Advisory Board. She commented on the sense of community at the Skate Park. Ms. Cejka also provided an update on the Gold Star Memorial project. She noted that the Traffic Safety, Bikeways and Pedestrian Committee had brought up the issue of parking at Keizer Little League Park. She highlighted the parking concerns.

Discussion ensued regarding amendments to the Parks Master Plan, potential grants and System

Development Charges (SDC) funds for the Skate Park. There was consensus from Council for staff to work with MIG Consultants on the Parks Master Plan to look at general language to enhance the existing amenities in the City's parks.

PUBLIC COMMENTS

John Strauch, Mid-Valley Media, commented on the set-up time needed for the Chamber's First Citizen Awards Banquet. He felt that more time was needed than one day for the set-up. Corri Falardeau, Keizer Chamber of Commerce Executive Director, added that the request was to start using the room at 1:00 p.m. Discussion ensued regarding treating all non-profits equally. There was consensus from the Council that they could begin using the room to set up at 4:00 p.m. and if no one had booked, then they could use the room earlier in the day.

Shannon Johnson, Keizer, former City Attorney, worked at length on the draft code and was pleased to see the Code adoption come to fruition.

Thanks was expressed to Mr. Johnson for his work on the code.

Judy Liechty, Keizer Community Food Bank, shared that their recent issues with Marion Polk Food Share had been resolved. The issues stemmed from the Oregon Food Bank. She commented on the number of families that they had served and noted that the amount of needs had increased. She stated that the donations were down. She added that she had appreciated the community support.

Marlene Parsons, Keizer, shared that the Keizer Elks Lodge partnered with the Keizer Chamber of Commerce. In addition to the hams that were provided by the Chamber of Commerce, the Elks Lodge provided three food boxes per family.

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. Follow Up From Solid Waste Haulers

City Manager Adam Brown shared that during a discussion of the solid waste rate increase proposals, the City Council requested that the solid waste haulers come back before the end of the year with additional information.

Shawn Edmonds, Loren's Sanitation, and Greg Dittman, Valley Recycling and Disposal, stated that Covanta/Reworld was shutting down at the end of the year, and Loren's was ready to take on the additional tons. Their partners at Coffin Butte Landfill were also ready. There would likely be a shutdown period.

There was a question about tipping fee increases by Marion County. The solid waste haulers were still in discussions with Marion County on the fees, and at this point in time, they're not seeing any increases in rates in the next year.

He commented that when the incinerator shuts down, the Medical Material would be transported to Bio-Clean in Salem where they sanitize, shred, and dispose of all the waste so this rate would

significantly increase. They were working with DEQ to go through a process to make sure that all the different recycling products were identified and that educational programs would be available. They were looking at expanding the depot to make it more robust with a wider variety of acceptable items.

b. RESOLUTION - Establishing Keizer Park Reservation and Use Fees; Repealing Resolution R2023-3411

Assistant City Manager Tim Wood summarized the staff report. There was a question about efficiency in the reservation process. Discussion ensued regarding the revenue that was barely paying for the costs for parks reservations. If the City keeps the indexing into 2026, the City would lose money with each park reservation. There was a suggestion to look at the application form to make sure there's nothing else that needed to be updated in the form when updating the fees.

Council President Starr moved to adopt Resolution R2024- Establishing Keizer Park Use Fees; Repealing Resolution R2023-3411. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. RESOLUTION - Authorizing Disposition of Surplus Property and Authorizing City Manager to Sign Facility Space Intergovernmental Agreement with City of Salem

Police Chief Andrew Copeland summarized the staff report. Discussion followed regarding the radio equipment that had failed during the last outage.

Council President Starr moved to adopt Resolution R2024- Authorizing Disposition of Surplus Property and Authorizing City Manager to Sign Facility Space Intergovernmental Agreement with City of Salem. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. RESOLUTION - Approving the City Engineer's Report; Declaring the City's Intent to Form Clear Lake Commons Street Lighting Local Improvement District; Providing Notice and Setting Hearing

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Approving the City Engineer's Report; Declaring the City's Intent to Form Clear Lake Commons Street Lighting Local Improvement District; Providing Notice and Setting Hearing. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. **RESOLUTION** - In the Matter of Adoption of the Municipal Judge Evaluation Process; Repealing Resolutions No. R2021-3142 and R2024-3499

City Attorney Joseph Lindsay summarized the staff report. There was a question about whether an annual evaluation was often enough. It was noted that there was a schedule for court that would be shared with the City Council on a more consistent basis because court sessions weren't happening every Wednesday.

Council President Starr moved to adopt Resolution R2024- In the Matter of Adoption of the Municipal Judge Evaluation Process; Repealing Resolutions No. R2021-3142 and R2024-3499. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

f. **ORDINANCE** - Creating a Planning Commission; Providing for its Composition and Organization; Providing its Powers and Duties; Repeal of Ordinances 2020-824 and 2023-867

Planning Director Shane Witham summarized the staff report. There was a question regarding the number of people on the commission in the same industry. Mr. Witham shared that there was quite a bit of discussion by the Planning Commission and that they were comfortable with the current language.

Mr. Lindsay shared that it was almost verbatim to the State's requirements. The City of Keizer had a stricter threshold in the language where the City requires no more than one of the same business, trade, occupation, or profession and the State requires no more than two. Discussion ensued regarding whether the membership should still include a non-resident member. There was discussion regarding other City Boards, Commissions and Committees and that there should be a tie at minimum to Keizer. Discussion ensued regarding whether term limits should continue. Mr. Lindsay would incorporate the suggested changes into the Ordinance and Resolution.

- There was consensus to look at adding an additional term for the planning commission members.
- There was consensus on not having term limits.

Mr. Lindsay would incorporate the suggested changes and bring them to the Planning Commission for further discussion at their January meeting.

Council President Starr moved to approve the proposed Planning Commission Resolution R2025 in the matter of adopting rules of the Commission and Repeal of Resolution 83-1, 83-2, and R98-2 and recommend that the Planning Commission adopt such Resolution. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark called a recess.

- g. **ORDINANCE - Adopting and Enacting a New Code for the City of Keizer, Oregon; Providing for the Repeal of Certain Ordinances Not Included Therein; Providing a Penalty for the Violation Thereof; Providing for the Manner of Amending Such Code and Providing When Such Code and This Ordinance Shall Become Effective**

RESOLUTION - Repealing Resolutions R85-144, R85-154, R86-206, and R2001-1232

Mayor Clark reconvened the meeting.

City Attorney Joseph Lindsay summarized the staff report. It was noted that certain chapters are reserved for ease of use. It was commented that the City Council would mostly use the code online instead of hard copies for everyone, which would be searchable and be a cost savings.

Council President Starr moved to adopt an Ordinance 2024- Adopting and Enacting a New Code for the City of Keizer, Oregon; Providing for the Repeal of Certain Ordinances Not Included Therein; Providing a Penalty For the Violation Thereof; Providing for the Manner of Amending Such Code; And Providing When Such Code and this Ordinance Shall Become Effective.

Councilor Reid seconded. Motion passed unanimously as follows upon first reading:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

It was noted that the code adoption page would be changed by replacing Councilor Robert Husseman's name with Councilor Lore Christopher. There was a comment that the code had been delivered at the time Councilor Husseman was still on the Council and Councilor Christopher had not yet been appointed.

There was a request to refer to the Code as Keizer Municipal Code (KMC).

Council President Starr moved to adopt Resolution R2024- Repealing Resolutions R85-144, R85-154, R86-206, and R2001-1232. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- h. **Discussion Regarding Revisions to the City Council Rules of Procedure**

City Attorney Joseph Lindsay summarized the staff report. Discussion followed regarding the proposed changes.

Concern was expressed about the start time of executive sessions, especially when there was an item that would be on the regular session agenda. Mr. Lindsay commented that executive sessions could start at 5:30 p.m. or be added to the end of the regular session if an end time was

determined, or even be placed in the middle of the regular session when there was an action item. The majority of the Councilors were in favor of moving to a 6 p.m. start time for City Council meetings.

It was clarified that the Council Rules could be changed by motion and that a Resolution could be brought forward as well to incorporate changes.

There was a suggestion to find efficiencies in the City council meeting.

Discussion ensued regarding regional votes and having the Council's interest when councilors are voting on matters outside the City's business.

There was Council discussion regarding how to proceed with the changes.

There was a suggestion to table committee assignments and then proceed with another chunk of sections. That would also provide the opportunity to hear from Councilor-elect Parsons.

There was discussion about making appointments for Councilors Parsons and Christopher to fill in the gaps at the January 6th meeting and then holding over other assignments until the new process was determined.

The Council decided to continue discussion on their rules on Saturday, January 18th.

Councilor Christopher moved to start City Council meetings at 6:00 p.m. beginning January 6th with the whole section on the three-hour language. Councilor Cross seconded. Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, and Christopher (5)

NAYS: Reid and Clark (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

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

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. **RESOLUTION - Accepting the Canvass of Election Votes from the November 5, 2024, General Election for the Keizer City Council Positions (Mayor and City Council Positions 1, 2, 3)**
- b. **RESOLUTION - Authorizing City Manager to Sign Local Government Grant Program Agreement for Keizer Rapids Park Bathroom, Trail, and ADA (PHASE II)**
- c. **Approval of December 2, 2024 Special Session Minutes**

d. Approval of December 2, 2024 Regular Session Minutes

OTHER BUSINESS

There was no other business.

STAFF UPDATES

Human Resources Director Klever announced that it was the first day of using the new HRIS system, PeopleGuru.

Assistant City Manager Wood encouraged everyone to continue conserving water during the sewer reset period in an effort to keep their utility bills from increasing.

Chief Copeland reported that the Police Department participated in Shop with a Cop.

Public Works Director Lawyer recognized the Public Works staff for the honorable mention for the float entry once again and did a great job building the float.

COUNCIL MEMBER REPORTS

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

AGENDA INPUT

Monday, January 6, 2025 - 6:00 p.m.
City Council Regular Session

City Council Work Session - The Council decided that the Work Session would be from 8 a.m. - 12 p.m. on Saturday, January 18, 2025.

Tuesday, January 21, 2025 - 6:00 p.m.
City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 11:19 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

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