



MINUTES
KEIZER CITY COUNCIL
Monday, January 6, 2025
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:01 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
Marlene Parsons, 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
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Welcome and Introductions - Mayor Cathy Clark

Mayor Clark welcomed and introduced the re-elected and newly elected members of the City Council.

b. Presentation of Life Saving Award to Officer Ben Howden

Police Chief Andrew Copeland shared about how Officer Ben Howden responded to a medical call in which he had close proximity to where he was and arrived to the scene within one minute. He ran into the house and performed CPR on the patient, Randy Redenbaugh. Officer Howden's quick and competent action saved Mr. Redenbaugh's life. Mr. Redenbaugh presented the Life Saving Award to Officer Howden.

c. Recognition of Outgoing City Council Member Laura Reid - Mayor Cathy Clark

Mayor Clark recognized outgoing City Councilor Laura Reid and presented her with a Proclamation.

d. Comments from Outgoing City Council Member Laura Reid

Councilor Reid shared that it had been an honor to serve as City Councilor. She shared about her experiences over the last eight years of service.

e. Recognition of Council President Shaney Starr - Mayor Cathy Clark

Mayor Clark recognized Council President Shaney Starr and presented her with a Proclamation.

f. Introduction of New City Council Member - Mayor Cathy Clark

Mayor Clark introduced Councilor Marlene Parsons.

The Councilors expressed appreciation for Councilor Reid's service to the community and work to invest in the youth.

g. Oath of Office - Administered by City Attorney Joseph Lindsay

Comments by Mayor and Councilors

Marlene Parsons - Council Position #1

Shaney Starr - Council Position #2

Kyle Juran - Council Position #3

Cathy Clark - Mayor

Marlene Parson's granddaughter's, Daysia Jenkins and Raegen Weathers, administered the oath of office for Marlene Parsons - Council Position #1, with City Attorney Joseph Lindsay as the Notary Public present and certifying the oath.

Dick Withnell administered the Oath of Office for Shaney Starr - Council Position #2, with City Attorney Joseph Lindsay as the Notary Public present and certifying the oath.

City Attorney and Notary Public Joseph Lindsay administered the Oath of Office for Kyle Juran - Council Position #3

City Attorney and Notary Public Joseph Lindsay administered the Oath of Office for Cathy Clark - Mayor

Mayor Clark and City Councilors made statements expressing their gratitude to their families, friends and the community.

h. RECEPTION

There was a short reception for the outgoing and new members beginning at 6:40 p.m. The meeting resumed at 7:01 p.m.

i. Election of 2025-2026 City Council President

Councilor Parsons nominated Shaney Starr as the Council President. Councilor Cross seconded. There were no other nominations.

There was a vote affirming Council President Starr for the next two years. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

COMMITTEE REPORTS

a. 2025-2026 Volunteer Coordinating Committee Appointments

Each member of the City Council announced their appointments to the Volunteer Coordinating Committee for the 2025-2026 term, which are as follows:

Councilor Parsons: Position # 1 - Tina Richmond

Council President Starr: Position # 2 - Lanora Blake

Councilor Juran: Position # 3 - Jane Herb

Councilor Cross: Position # 4 - Leslie Risewick

Councilor Christopher: Position # 5 - Kim Freeman

Councilor Kohler: Position # 6 - Larry Jackson

Mayor Clark: Mayor's Position - Daisy Hickman

b. Boards, Commissions, Council Committee Appointments

Councilor Christopher asked that the item could be tabled until the next meeting in January as the Council Rules of Procedure were being discussed and potentially changed relating to City Committees, Boards, Commissions and Task Forces. She added that this was just a timing issue.

Council President Starr moved suspended the Council Rules of Procedure to take up the matter of delaying all of the appointments until the next City Council Meeting. Motion was seconded by Councilor Christopher. Motion Passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark commented on the current vacancies.

Councilor Parsons and Councilor Christopher shared that they would be willing to fill in the vacancies over the next two weeks where they are needed.

Council President Starr motioned to postpone all of the committee assignments until the January 21st City Council meeting. Councilor Christopher seconded. Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Hersch Sangster shared the history of the long-standing Bike Helmet Program. He noted that they were looking for donations.

Matt Lawyer, Keizer, Parks and Recreation Advisory Board Chair and Keizer Rotary Member provided an update on the Gold Star Memorial. They had raised over \$10,000. A grant request would be coming before the Parks and Recreation Advisory Board. They needed to have \$30,000 by April 1st in order to meet the September 2025 completion date. There was a request to do a groundbreaking. Mr. Lawyer expressed his gratitude for the community, council, and staff for their support on the project. Mr. Lawyer explained the meaning of a Gold Star Memorial.

City Manager Brown shared that services had been secured to remove the water feature and tree at Ryan J. Hill Memorial Park in preparation of the Gold Star Memorial.

PUBLIC COMMENTS

Mayor Clark acknowledged receipt of two written public comments. Tammy Kunz, President of the Greater Northeast Keizer Association (GNEKNA), submitted a budget request for the current fiscal year for the GNEKNA. Staff would be coming back to Council with a Staff Report. The other written comment was from the President of the Keizer Chamber of Commerce Board asking that the City Council not appoint a liaison to the Keizer Chamber of Commerce until the contract was written between the City and the Chamber.

Mary Rodriguez, Keizer, commented on a letter circulating in surrounding communities called the Brown Roundup. She expressed her fear and concern for her grandchildren and community members because she felt that they might be taken by the Brown Roundup.

Mayor Clark shared that her fellow mayors along the coast are outraged by this, and this was a community that accepts everyone and that the Statement of Values states that everyone shall be treated with dignity and respect, and the City meant this. It was not okay and not acceptable in the City of Keizer to plant fear between our neighbors. She encouraged everyone to help each other when someone was threatened.

Chief Copeland stated that the Keizer community would not stand for that type of behavior. The Police Department would do their best to get them out of this town. He commented that the City loves diversity because it makes this community stronger and better.

Liam Stitt, Keizer, Youth Liaison to the Parks and Recreation Advisory Board, recently decided to attend all of the Boards, Commission and Committee Meetings. He was attempting to gain more knowledge about the City as a political entity. He asked about the Council, what their jurisdiction was and what they do. Mayor Clark directed Mr. Stitt to the City Charter. She welcomed Mr. Stitt to contact each of the council members and visit more.

PUBLIC HEARINGS

a. OLCC Application - Change of Ownership - Limited On-Premises Sales Liquor License - Osaka Hibachi & Sushi, formerly Teriyaki Town and Sushi

City Recorder Melissa Bisset summarized the staff report.

Martina Sihotang, the new owner, shared the history on how she and her husband have evolved their business.

Council President moved the City Council recommend approval of the application for a change of ownership for a Limited-On-Premises Liquor License for Osaka Hibachi & Sushi under the guidelines established by ORS 471.175 and the Ordinances of the City of Keizer. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. 2025 Liquor License Renewals

City Recorder Melissa Bisset summarized the staff report.

Councilor Parsons recused herself from the vote as she has a child that owns one of the businesses.

Council President Starr moved the City Council recommend the renewal of the listed liquor licenses of establishments located in the City of Keizer and forward this recommendation to the Oregon Liquor & Cannabis Commission (OLCC). Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, and Christopher (6)

NAYS: None (0)

ABSTENTIONS: Parsons (1)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Authorizing the City Manager to Purchase Property at 4860 Bailey Road for \$799,000

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Purchase Property at 4860 Bailey Road NE for \$799,000. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Amending City of Keizer City Council Rules of Procedure

City Attorney Joseph Lindsay summarized the staff report adding that the proposed Council Rules of Procedure, Section 11.5 speaks to a five-minute speaking rule for motions. Councilor Christopher shared that the Council was passionate and had spontaneous speakers who like to speak and that the proposed limit to the initial speaking to any debate subject was five minutes. Councilor Christopher shared that she wished that the Keizer City Council Rules of Procedure be amended to state that any city council member wishing to speak on a single topic during discussions be limited to five (5) minutes per turn.

Councilor Christopher moved to add the following language as a new Subsection C in Section 5.2

that states "During Council regular meetings, work sessions, and special meetings, Council members must limit speaking on a single topic during discussions to five (5) minutes per turn. If additional time is needed, the Council member must request and receive permission from a majority of Council before continuing." Council President Starr seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

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

AYES: Clark, Starr, Cross, Kohler, Juran, and Christopher (6)

NAYS: None (0)

ABSTENTIONS: Parsons (1)

ABSENT: None (0)

a. Approval of December 9, 2024 Work Session Minutes

b. Approval of December 16, 2024 Regular Session Minutes

OTHER BUSINESS

City Manager Brown noted that the City was working on the Master Plan Amendment at Keizer Rapids Park and wanted to ask for Council's permission to add the Council Liaison to the work group. By consensus, the Council agreed to the update.

Mayor Clark asked the City Council if they would consider a sunset of the Personnel Policy Committee. There was no objection to having a conversation about considering whether or not to sunset the Personnel Policy Committee.

Mayor Clark asked the Council to consider changing the voting council member for the Keizer Public Arts Commission (KPAC) to a non-voting Council Liaison. Councilor Christopher felt that there should not be a voting council member on KPAC because the Council Liaisons are information conduits. There was no objection to having a discussion on this as an agenda item. It was noted that the resolutions for each of the advisory committees would need to be reviewed and amended.

It was noted that the Community Diversity Engagement Committee (CDEC) has two voting council members and the Budget Committee, Audit Committee, and Personnel Policy Committee have voting council members. It was asked if the Council wished to look at that as well. It was suggested for the CDEC Resolution to be reworked to have only one non-voting council member and have the terms run concurrent with the council terms to match the structure of the Volunteer Coordinating Committee. This would come forward as an agenda item.

STAFF UPDATES

Assistant City Manager Wood encouraged the community to continue to conserve water. He reminded the community that there would be rate increases coming up.

Chief Copeland reported on the number of calls. He added that the Police department had participated in a Safe Routes to School event at Whitaker Middle School.

Mayor Clark expressed thanks to the Public Works Department for their work on the broken main in the sewer line.

Mr. Lawyer updated the Council on the fiber installation being done in the community by Ziplly.

There was a question about the building that had been occupied by Shari's. Mr. Witham shared that there had been a building permit submitted by Pho Keizer.

City Attorney Lindsay reported that collective bargaining was continuing.

There was a question about the workers connected to Ziplly Fiber on private property and what could be done. Mr. Lindsay explained that the City has a non-exclusive Franchise Agreement that allows Ziplly Fiber to work in the right-of-ways and public utility easements for the purpose of establishing their infrastructure. They must put everything back to where it was and if they damage the property, they must fix it. There was a suggestion to ask Ziplly if day labor or subcontractors were being used. It was requested that residents know about workers in their neighborhoods.

COUNCIL MEMBER REPORTS

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

Councilor Kohler appointed Jane Titchenal to the CDEC.

AGENDA INPUT

Saturday, January 18, 2025 - 8:00 a.m.
City Council Work Session

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

Monday, February 3, 2025 - 6:00 p.m.
City Council Regular Session

ADJOURNMENT Mayor Clark adjourned the meeting at 8:53 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."