



MINUTES
KEIZER CITY COUNCIL
Tuesday, January 21, 2025
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 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 Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor

Absent:

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

a. Promotion of Scott Keniston to Sergeant

Police Chief Andrew Copeland recognized the promotion of Scott Keniston to Sergeant and shared his work with the City of Keizer.

b. Recognition of Machell DePina, Human Resources Director Emeritus

Mayor Clark recognized Human Resources Director Emeritus Machell DePina for excellent service and accomplishments.

COMMITTEE REPORTS

Fire Chief Hector Blanco congratulated Sergeant Keniston noting that he had been a volunteer firefighter. He reviewed the call numbers for the month of December. He shared information about the work of Oregon Firefighters on the California Fires. There were five Keizer Firefighters that had been sent to help. He reminded the community of the defensible space grant and car seat installations. They were currently recruiting volunteers. They've partnered with Northwest Senior and Disabilities, ADRC (Oregon's Aging and Disability Resource Connection) program to provide seniors with numerous resources from funding to healthcare. They also partnered with the Northwest Human Services to manage the Keizer Fire District's resources.

Matt Lawyer and Andrew Hemenway provided an update from the Parks and Recreation Advisory Board. Mr. Lawyer shared that they recently reviewed a grant request for the Gold Star Monument. The Board asked that the Council consider providing the funds prior to completion of the project. City Manager Adam Brown confirmed that the item would come before the City Council at the next City Council meeting.

Matt Lawyer, Planning Commission Chair, provided an update from the Planning Commission. He shared that the Civic Center clean up would be held on March 15th at 9:00 a.m.

a. Municipal Judge Evaluation Council Assignments

Councilor Parsons and Councilor Kohler volunteered to attend arraignments and/or hearings and check in with the Judge for 2025.

Councilor Cross and Council President Starr volunteered to attend arraignments and/or hearings and check in with the Judge for 2026.

PUBLIC COMMENTS

Mayor Clark acknowledged written comments from Ramiro Navaro, Jane Herb, and Tammy Kunz.

Lisa Cejka, Keizer, spoke about Zipty working in her neighborhood. She shared that there was a door hanger, many workers and commented that they did a fabulous job.

Councilor Christopher added that she also had Zipty in her neighborhood and her experience was exactly the same situation that Ms. Cejka experienced.

PUBLIC HEARINGS

a. RESOLUTION - Forming Clear Lake Commons Street Lighting Local Improvement District

ORDINANCE - Spreading Assessments to Clear Lake Commons Street Lighting Local Improvement District

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Forming the Clear Lake Commons Street Lighting Local Improvement District and moved to adopt an Ordinance No. 2025- Spreading Assessments to Clear Lake Commons Street Lighting Local Improvement District. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. OLCC Application - Change of Ownership - Off-Premises Liquor License - US Market 1025

City Recorder Melissa Bisset summarized the staff report.

Taslina Sidhu shared that it was a dream of hers and her sister's Jaslima Sidhu to purchase the market as they had grown up with it being their neighborhood market.

Council President Starr moved the City Council recommend approval of the application for a change of ownership for an Off-Premises Sales Liquor License for US Market 1025 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)

ADMINISTRATIVE ACTION

a. Event Center Fee Waiver - Keizer Chamber of Commerce Percey Auction

Assistant City Manager Tim Wood summarized the staff report.

Leslie Risewick, Co-chair of the Percey Auction, and Jill Gust, Keizer Chamber of Commerce, shared about the Percey Auction that was organized by the Keizer Network of Women (KNOW).

Discussion followed regarding the amount of time needed to set up, schedule, and the amount of money that was raised the previous year.

Council President Starr moved the City Council approve the requested waiver of the Event Center use fee of \$7,150 but charge the refundable security deposit of \$1,500 and third-party security of \$900 for the Keizer Chamber of Commerce Percey Auction on May 2, 2025. 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. Event Center Fee Waiver - CASA of Marion County Dinner

Assistant City Manager Tim Wood summarized the staff report.

Jennifer Collins, Event Manager for Court Appointed Special Advocates (CASA) of Marion County shared that they were no longer residing in Keizer however, they were still serving many kids in Keizer. She shared information about the event.

Council President Starr moved the City Council approve the requested waiver of the Event Center

use fee of \$3,703.12 but charge the refundable security deposit of \$1,500 and third party security of \$600 for the CASA of Marion County Dinner on April 26, 2025. 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)

c. Budget Request - Greater Northeast Keizer Neighborhood Association (GNEKNA)

Assistant City Manager Tim Wood summarized the staff report.

Discussion followed about how much money had been spent by the other neighborhood associations.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association (GNEKNA) President, shared about the various ways that they had spent the funds. She shared that the additional funds would be used for printing and a Zoom subscription.

There was a suggestion for GNEKNA to look for other funding resources.

The City Council took no action.

Colleen Busch, Southeast Keizer Neighborhood Association (SEKNA), shared that they agreed to use their funds to pay for the candidate forum and the Neighborhood Association State of the City that was coming up.

d. RESOLUTION - Authorizing City Manager to Sign Letter of Intent with Terra Firma Property Development LLC (Keizer Station Area B)

City Manager Adam Brown summarized the staff report. It was noted that there was no commission being paid by the City.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Sign Letter of Intent with Terra Firma Property Development LLC (Keizer Station Area B). 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)

e. ORDINANCE - Relating to Planning Commission; Amending Keizer Code Sections 2-123 and 2-124

Planning Director Shane Witham summarized the staff report. It was noted that there was language in the code that already allowed for a term of office to be three years or until their successors are appointed and qualified.

Council President Starr moved to adopt an Ordinance No. 2025- Relating to Planning Commission; Amending Keizer Code Sections 2-123 and 2-124. Councilor Kohler seconded.

Motion passed unanimously as follows upon first reading:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

f. RESOLUTION - Authorizing the City Manager to Enter Into a Contract with Turney Excavating Inc. for Manhole Repairs

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding the failure of the manholes.

Council President Starr moved to adopt Resolution R2025- Authorizing the City Manager to Enter Into a Contract with Turney Excavating Inc. for Manhole Repairs. 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)

g. Discussion regarding the potential sunset of the Personnel Policy Committee (PPC)

City Manager Adam Brown summarized the staff report. There was discussion about the upcoming Personnel Policy Committee that was scheduled to meet on January 27th. There was consensus that the meeting would be cancelled.

Council President Starr moved the Keizer City Council direct staff to bring back a resolution to sunset the Personnel Policy Committee. 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)

h. RESOLUTION - Adopting the City of Keizer Council Rules of Procedure; Repealing Resolutions R2022-3369, R2023-3370, R2023-3373, R2024-3440, R2024-3505, Minute Motion Made December 16, 2024, and Minute Motion Made January 6, 2025

City Attorney Joseph Lindsay summarized the staff report and provided updates made to the Council Rules of Procedure pursuant to the January 18th Work Session, which occurred after the packet was published. Councilors Juran, Christopher, Cross, Kohler, Parsons, and Council President Starr did not have any concerns about the proposed changes.

Mayor Clark expressed her concern for the position of the Council Vice President that was discussed at the January 18th Work Session. She felt the position doesn't serve a need or purpose and requested that it be removed.

Mayor Clark moved for an amendment to delete the Council Vice President from this version of the Council Rules of Procedure. Motion died for lack of a second.

Mayor Clark expressed her concerns about the Board, Commission, and Committee appointments process and Section 6.4.

Council President Starr moved to adopt Resolution R2025- Adopting the City of Keizer Council Rules of Procedure; Repealing Resolutions R2022-3369, R2023-3370, R2023-3373, R2024-3440, R2024-3505, Minute Motion Made December 16, 2024, and Minute Motion Made January 6, 2025. Councilor Kohler seconded. Motion passed as follows:

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

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

i. Boards, Commissions, Committee Appointments for City Council

Councilor Christopher moved to not make appointments to the Community Diversity Engagement Committee. Motion died for a lack of a second.

The City Council discussed the appointments for 2025-2026.

Community Diversity Engagement Committee - Councilor Cross and Mayor Clark

Keizer Emergency Planning Committee - Council President Starr

Keizer Public Arts Commission - Councilor Christopher expressed her wish to be appointed after the process to change the resolution was completed but agreed to the appointment.

Keizer Parks and Recreation Advisory Board - Councilor Parsons

Keizer Planning Commission - Councilor Juran

Traffic Safety/ Bikeways/ Pedestrian Committee - Council President Starr

Volunteer Coordinating Committee - Councilor Kohler

Keizer Budget Committee - All Council

Long Range Planning Task Force - All Council

Keizer Audit Committee - Councilor Parsons, Council President Starr, Councilor Cross, Alternate - Mayor Clark, and Citizen members - Elaine Wilson and Melissa Martin

West Keizer Neighborhood Association - Council President Starr and Councilor Juran

Greater Gubser Neighborhood Association - Councilor Christopher

South East Keizer Neighborhood Association - Councilor Kohler

North West Keizer Neighborhood Association - Councilor Parsons

Greater Northeast Neighborhood Association - Councilor Cross; and Mayor Clark would be the floater should a council member not be available for a neighborhood association meeting.

Claggett Creek Watershed Council - Mayor Clark

Keizer Community Library Board of Directors - Council President Starr

Keizer Heritage Foundation Board of Directors - Councilor Christopher

Keizer United - Councilor Parsons

Mid-Willamette Valley Council of Governments Board of Directors - Mayor Clark

Mid-Willamette Valley Economic Development Partnership Board - Council President Starr

Discussion ensued regarding Mayor Clark's request to continue as liaison on the Mid-Willamette Valley Homeless Alliance Board.

Council President Starr moved to appoint Councilor Cross to serve as the voting member on the Mid-Willamette Valley Homeless Alliance Board and the ORS 190 Entity Board and Mayor Clark

serve as the alternate for both the Homeless Alliance Board and the ORS 190 Entity Board.

Motion was seconded by Councilor Christopher. Motion passed as follows:

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

NAYS: Clark, Parsons (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mid-Willamette Valley Homeless Alliance Board and ORS 190 Entity Board - Councilor Cross, Alternate - Mayor Clark

Salem Waste Water Task Force - Councilor Kohler

Mid-Willamette Valley Commission on Transportation (MWACT) - Councilor Juran, Alternate - Mayor Clark

Salem Keizer Area Transportation Studies (SKATS) - Councilor Juran, Alternate - Mayor Clark

Salem Keizer CFEC Scenario Planning (thru 2025) - Councilor Juran and Mayor Clark

Council President Starr moved that the Keizer City Council adopt the Committee Assignments as discussed. Motion was seconded by Councilor Kohler. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to nominate Councilor Cross as City Council Vice President.

Seconded by Councilor Christopher. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

There were no Consent Calendar items.

OTHER BUSINESS

Public Works Director Bill Lawyer explained that there was a request to place a stop sign/s at the intersection of Adam Court, Brooks Avenue, Forman Avenue, and Manbrin Drive. He asked for direction from the City Council if they wished for him to get a professional opinion on the potential placement of a stop sign. Discussion ensued regarding parking in the area and what would be looked at in the professional evaluation. Mr. Lawyer explained that he has the authority by ordinance to place stop signs; however, he wished to have a professional study. There was a consensus from Council for Mr. Lawyer to look at budget availability in the next fiscal year for a professional study.

Mayor Clark asked the Council if they were interested in joining the Salem Chamber of Commerce. She explained the benefits of the membership. Council President Starr asked if the topic could be added to the next agenda.

Mayor Clark asked the Council about the Latino Business Alliance assignments. There was

consensus from the Council that they would continue to receive notice of the meetings on the "This week and next" email, but it would no longer have Councilors being assigned for specific dates.

Councilor Juran asked about filing in the swale at Keizer Rapids Park, and he was interested in talking about moving the dirt from Volcanoes Stadium to Keizer Rapids Park.

Discussion ensued regarding the amount of dirt that would need to be moved, the cost, and the timing. The topic would be brought back for further discussion.

Councilor Christopher motioned to continue the meeting for an additional 15 minutes to complete the agenda. 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)

STAFF UPDATES

Public Works Director Lawyer reminded the community that the weather would be cold over the next week and a half and to check on their neighbors.

City Attorney Joseph Lindsay mentioned the Council had asked to talk more about the Library Funding in January. There was consensus of the Council that there would be more discussion about Library funding at the City Council's goal setting in February.

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

Monday, February 10, 2025 - 6:00 p.m. - City Council Work Session

Tuesday February 18, 2025 - 6:00 p.m. - City Council Regular Session

Monday, February 24, 2025 - 6:00 p.m. - Long Range Planning Task Force

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:11 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."