MINUTES
KEIZER CITY COUNCIL

Monday, January 22, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
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:	**Staff:**
Cathy Clark, Mayor	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Councilor	Shane Witham, Planning Director
Robert Husseman, Councilor	Joseph Lindsay, City Attorney
Kyle Juran, Councilor	Shannon Johnson, City Attorney Emeritus
Daniel Kohler, Councilor	Bill Lawyer, Public Works Director
Laura Reid, Councilor	Andrew Copeland, Police Chief
	Melissa Bisset, City Recorder

DISCUSSION

a. Review Status of Short-Term Goals

City Manager Brown provided a brief overview of the Budget Process, noting that the evening's meeting was Phase 1 of the 2024-2025 Budget and that the short-term goals would be discussed. Phase 2 would be the financial forecasting through the Long Range Planning Task Force, and that the long-range goals would be within the Strategic Plan.

Mr. Brown provided an update on the next steps for the Urban Growth Boundary Expansion. There was a discussion of the various options. There would be a City Council Work Session scheduled for after the short legislative session.

The goal of procurement simplification was discussed. The Council expressed a desire to have a Work Session regarding a draft procurement policy.

There was discussion regarding the goal of a City-wide camera system and the potential costs, including the ongoing annual expense. There was a question about how much of a cost-savings there would be from the help of deterring crime and solving cases. Cameras would be in the parks, at road exits from the City, as well as Police Body Cameras. The upfront costs were estimated to be $500,000 plus the cost of power and $75,000 for the Police Body Cameras.

The Artificial Turf Project was bid and awarded, and the construction was scheduled to begin in the Spring for the first Phase. It would cost approximately $1 million to finish the parking lot and equipment building. The City would be applying for a grant for the bathroom. There was discussion about partnerships, potential sponsorships and future use of the fields.

City Attorney Emeritus Shannon Johnson shared that he was in the process of reviewing a draft Code. He was working with the vendor's legal counsel.

Mr. Brown shared that the implementation of the Agenda Management System was mostly implemented with the exception of a formatting correction. An email automation subscription would be launched soon. The new system improved public access and transparency and was used for all City Council, Board, Commission, and Committee meetings.

There was an update on the Human Resources Information System (HRIS) system. The first request for proposal (RFP) failed to attract a vendor that satisfied the review team. A second RFP was under review by the City Attorney. Human Resources Director DePina shared that it would take some time to implement the system.

A draft Social Media Policy, based on the League of Oregon Cities model policy, had been started and could come to the Council as early as March 2024.

City Staff had made proposed edits to the Emergency Operations Plan. The City was sixth in line to have Marion County conduct a professional review of the changes, and the review was anticipated to begin by the end of 2024. It was noted that the Emergency Intergovernmental Agreement was very old, and there was a request to review Intergovernmental Agreements more frequently.

Assistant City Manager Wood provided an update on the goal of Adapting Community Center Policies and Practices to run optimally. He shared that over the last year, the related Ordinance and fees had been updated. There would be improvements to the chairs and an expansion. It was noted that the marketing budget needed to be increased. Council commented on audio and visual improvements to the Event Center.

Mr. Brown provided an update on integrating the Strategic Plan into the next

Budget Process. He stated that the Strategic Plan was under further public engagement and feedback would be brought back to the City Council for further discussion.

Mr. Wood shared that there was a preliminary budget for a sidewalk gap and repair program using American Rescue Plan Act (ARPA) funds. It was noted that there was a need to create a program. Discussion ensued regarding street improvement requirements and leveraging local dollars for local sidewalks. Mayor Clark mentioned that the massive long sections of streets have been updated using Federal funding, which was based upon certain street classifications.

Mayor Clark encouraged neighbors to talk with Public Works about sidewalk repair projects because the City had been able to work with property owners by paying for the curbs, fronting the cost of the driveways, and the property owners installed new sidewalks. It was suggested that using a Local Improvement District would establish a way to find an effective and fair cost. It was suggested that there be a Work Session with the Traffic Safety, Bikeways and Pedistrians (TSBP) Committee and Community Diversity Engagement Committee (CDEC) to get the word out on projects that could be done collaboratively between the City and property owners. The TSBP and CDEC could also work collaboratively on outreach, prioritizing and participating in the conversation on creating the sidewalk gap and repair program.

Mr. Brown shared that there was some naturally occurring redevelopment taking place in the River-Cherry Overlay District. Planning Director Witham explained that this was a long-term goal and that there were overlay and financing opportunities, but the biggest challenge was the huge cost. The idea of creating an Urban Renewal District was discussed several years ago so that the City could re-invest. He noted that the draft Strategic Plan included the long-range plan with a more formalized type of financial assessment of Urban Renewal District possibilities. Also included in the draft Strategic Plan was a safety and mobility audit of River Road, specifically for rolling, walking, and bicycling to identify any hazardous areas with a look to analyze mid-block crossings on the South portion of River Road. Discussion ensued regarding the type of work that could be done related to the River-Cherry Overlay District over the next year or two. Discussion ensued regarding the various projects in the revitalization plan.

The Climate-Friendly and Equitable Communities (CFEC) implementation was discussed. A Walkable-Mixed Use Areas (Climate Friendly Areas) Study was completed in 2023. The implementation of zone changes for Walkable-Mixed Use areas would be coming in 2024. The Senario Planning Process was beginning, which would inform the future Transportation System Plan update.

Mr. Brown provided an update on the website. A team had been formed and immediate updates had been made to make it mobile-friendly and new imagery integrated into the home page. The team was also reviewing whether to use the current vendor to update or do a request for proposals. It was noted that some residents wished to have an option to pay their utility bill from the home page.

Mayor Clark expressed her appreciation to Staff.

ADJOURNMENT Mayor Clark adjourned the meeting at 8:21 p.m.

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.”