



MINUTES
KEIZER CITY COUNCIL
Tuesday, January 2, 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
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Youth Councilor Grayton Woodard

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shannon Johnson, City Attorney
Shane Witham, Planning Director
Andrew Copeland, Police Chief
Machell DePina, Human Resource Director
Dawn Wilson, Deputy City Recorder

Absent:

Robert Husseman, Councilor

FLAG SALUTE Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS** None.

**COMMITTEE
REPORTS**

- a. **Volunteer Coordinating Committee Recommendation for Appointment - Traffic Safety, Bikeways, and Pedestrian**
- City Manager Adam Brown reviewed the Staff Report.
- Council President Starr moved that Council accept the recommendation of the Volunteer Coordinating Committee and appoint David Philbrick and Matt Myers and assign them to Positions 5 and 7 respectively on the Traffic Safety, Bikeways and Pedestrian Committee, for a term expiring December 31, 2026. Seconded by Councilor Reid. Motion passed unanimously as follows:

Committee AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Husseman(1)

- b. Volunteer Coordinating Committee Recommendation for Appointment - Keizer Public Arts Commission** City Manager Adam Brown reviewed the Staff Report.
- Council President Starr moved that Council accept the recommendation of the Volunteer Coordinating Committee and appoint Deborah Sisco to the Keizer Public Arts Commission to Position 7 with term expiring June 30, 2024. Seconded by Councilor Reid. Motion passed unanimously as follows:
AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Husseman(1)

PUBLIC COMMENTS *Richard “Dick” Withnell*, Keizer Resident, provided written comment on adding taxes to Keizer citizens, without voter approval.

Lore Christopher, Keizer Resident, provided written comment on computers for Keizer Heritage Museum and preserving the Keizer Community Center.

Marlene Parsons, Keizer Resident, provided written comment on Parks and Police Services Fees.

Jacqueline Moir, Keizer Resident, provided written comment on fees in the Strategic Plan for City Hall and the Community Center.

Amy Ryan Courser provided written comment on Park and Police Services Fees.

PUBLIC HEARINGS

- a. RESOLUTION - Exemption of the Brand Name Specifications Purchase of Goods from Competitive Bidding and Entering Into a Contract with CompuNet, Inc.** Assistant City Manager Tim Wood summarized the Staff Report. Councilor Kohler mentioned that constituents have inquired about this process. Mayor Clark stated that her prior experience with a completely different phone system and provider would create a lot of extra staff time and expense.
- Council President Starr moved to adopt Resolution R2024 Exemption of the Brand Name Specifications Purchase of Goods from Competitive Bidding and Entering into a Contract with CompuNet, Inc. Councilor Reid seconded. Motion passed unanimously as follows.
AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Husseman (1)

ADMINISTRATIVE ACTION

- a. **Discussion regarding amendment to the Council Rules - Adding Discussion Items** Mayor Clark summarized the Staff Report. Discussion ensued regarding the proposed changes, past practice, and when the Council Rules were updated.
- Council President Starr moved that the Keizer City Council to Direct Staff to Draft a Resolution to Amend Council Rules as Presented in the Council Packet. Councilor Reid seconded. Motion Failed as follows:
- AYES: Clark, Reid, and Starr (3)
 NAYS: Cross, Juran, and Kohler (3)
 ABSTENTIONS: None (0)
 ABSENT: Husseman (1)
- b. **Discussion regarding amendment to the Council Rules of Procedure - Minutes & Electronic Mail/Social Media** City Attorney Shannon Johnson summarized the Staff Report.
- Council President Starr moved that the Keizer City Council direct City Staff to prepare a Resolution to incorporate the proposed changes specific to Section 13.1 - Minutes and Section 19.1 - Electronic Mail/Social Media. Councilor Reid seconded. Motion passed unanimously as follows:
- AYES: Clark, Reid, Starr, Cross, Kohler, and Juran (6)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: Husseman (1)
- c. **Discussion regarding Gas and Electric Franchise Agreements** City Manager Adam Brown summarized the Staff Report.
- There was discussion regarding the number of years of the contract.
- Zachary Sielichy*, Government Affairs Manager with Northwest Natural, stated that they have a resource center on Broadway and spoke about a streamlined permit process for working in right-of-ways and how a franchise creates stability. He asked that the Council support their Franchise Agreement.
- Wendy Veliz*, Portland General Electric (PGE), spoke to seek the Council's approval for a Franchise Agreement with PGE. She provided statistics for PGE's services and stated that PGE shared services with the City of Keizer by utilizing public right-of-ways. PGE asked that the Council move forward with staff's recommendation to agree with a Franchise Agreement. She confirmed that the standard, best practice is a ten-year contract with an auto-renewal of five years.
- Tony Schacher*, Salem Electric, summarized the number of members that they serve and the history of electric service. He stated that a Franchise Agreement instead of a right-of-way ordinance was a much more suited means to regulate their use within the right-of-way, although having both would likely strengthen the City's ability to regulate right-of-way use to meet its needs.

Council President Starr moved that the Keizer City Council to Direct the City Manager and City Attorney to move forward with negotiating gas and electric franchise agreements expiring in the next five months. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

There were no objections for an industry standard, 10-year Franchise Agreement.

- d. **ORDINANCE** - In the Matter of the Application of Backus Investments LLC for a Partition to Divide the Property Into Two Parcels, and for a Comprehensive Plan Map Change From Commercial to Medium and High Density Residential for the Northern Parcel, and a Zone Change From Commercial General to Medium Density Residential for the Northern Parcel Located at 1141 Chemawa Road North, Keizer, Oregon (Case No. 2023-16)
- Planning Director Shane Witham summarized the staff report.
- Council President Starr moved to adopt an Ordinance 2024- In the Matter of Application of Backus Investments LLC for a Partition to Divide the Property Into Two Parcels, and for a Comprehensive Plan Map Change From Commercial to Medium and High Density Residential for the Northern Parcel, and a Zone Change From Commercial General to Medium Density Residential for the Northern Parcel Located at 1141 Chemawa Road North, Keizer, Oregon (Case No. 2023-16) Councilor Reid seconded. Motion passed unanimously as follows upon first reading.
- AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)
- NAYS: None (0)
- ABSTENTIONS: None (0)
- ABSENT: Husseman (1)
- e. **RESOLUTION** - Adopting Use Policies and Rates for the Keizer Event Center; Repealing Resolution R2023-3423
- Assistant City Manager Tim Wood summarized the Staff Report. Event Center Manager Lily Von shared that the City was marketing and promoting the Event Center. She met with other people in the community and industry and attended various events. She stated that there were 17 community centers in the surrounding areas, and most of them share the same types of events available for rental. She stated that the name of Event Center captures the City services and uses for the Event Center rentals, and Event Center was more concise than Community Event Center.
- There was discussion about adding a tagline like "Keizer's Living Room." Ms. Von stated that they have a Marketing Plan to include a tagline. There was discussion regarding parking. It was noted that the topic of changing the name had been discussed in a previous Work Session. Mr. Johnson stated that the reason for the Resolution returning to the Council is to be certain that the name change be at the Council's direction and a matter of format.

Council President Starr moved to adopt Resolution R2024 Adopting Use Policies and Rates for the Keizer Event Center; Repealing Resolution R2023-3423. Councilor Reid seconded. Motion passed unanimously as follows.
AYES: Clark, Reid, Kohler, and Starr (4)
NAYS: Juran and Cross (2)
ABSTENTIONS: None (0)
ABSENT: Husseman (1)

- f. **Event Center Use Fee Waiver - Keizer Chamber of Commerce - First Citizen's Banquet** Assistant City Manager Tim Wood summarized the Event Center Use Fee waiver for the Keizer Chamber of Commerce First Citizen's Banquet.
- Corri Falardeau Executive Director at Keizer Chamber of Commerce, asked for a fee waiver and provided details about the event.
- Council President Starr moved that the Keizer City Council approve a Waiver of the Event Center Use Fee of \$3,275.00 for the Keizer Chamber of Commerce for First Citizen's Banquet on January 20, 2024, a charge for the Refundable Security Deposit of \$1,500, and \$262.50 for Third-Party Security Personnel Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Starr, Cross, Kohler, and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Husseman (1)

**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, and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Husseman (1)

- a. **RESOLUTION - Authorizing the City Manager to Award and Enter into an Agreement with Pacific Excavation, Inc. for 2024 Waterline Replacement Project**
- b. **RESOLUTION - Authorizing the City Manager to Enter into a Contract with Cascade Water Works, LLC for New Reitz Well Pump Installation**
- c. **Approval of December 4, 2023 Regular Session Meeting Minutes.**
- d. **Approval of December 18, 2023 Regular Session Meeting Minutes.**

OTHER BUSINESS

City Attorney Shannon Johnson spoke on a Resolution to sign an Employment Contract with Joseph Lindsay and asked the Council to suspend the Rules to consider this matter.

Councilor President Starr moved that the Keizer City Council suspend the rules and take up the matter before them. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

Councilor President Starr moved that the Keizer City Council adopt the Resolution for to sign an Employment Contract with Joseph Lindsay. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

Council President Starr shared that she spent quite a bit of time conducting City Attorney reference interviews with Mr. Lindsay's colleagues and councilors, and everyone had glowing and raving reviews about working with Mr. Joseph Lindsay. Council President Staff also received lots of comments about Mr. Lindsay being fun to work with and that he really knows his work.

Councilor Juran also conducted City Attorney reference interviews, and everyone said that he was easy to get along with, always down to earth, and very fun.

Mayor Clark noted that the recruitment was opened twice to ensure that someone could keep the ball rolling in forward momentum and to have a very capable and qualified team successor. Mayor Clark welcomed the incoming City Attorney Joseph Lindsay.

STAFF UPDATES

Assistant City Manager Wood suggested that everyone conserve water to help save costs on their water and sewer bills.

Chief Copeland reported that they lost some veteran officers and would be hiring some new officers. The Police Department had an opportunity to secure an emotional support dog who would reside with Lieutenant Nelson.

Human Resources Director DePina reported on the City Attorney hire and recruitment of the Police Dog.

Mayor Clark reported on Affordable Housing and expressed her appreciation to everyone who has helped out.

COUNCIL MEMBER REPORTS

Councilor Cross shared the meetings and events she had recently attended.

Councilor Juran conducted City Attorney reference interviews.

Council President Starr shared the meetings and events she had recently attended. She conducted City Attorney reference interviews.

Councilor Kohler shared the meetings and events he had recently attended. He thanked everyone who participated in the Miracle of Lights this year.

Councilor Reid toured the Youth Services facility with the Mid-Willamette Community Action and learned about how the youth have been overlooked and the homelessness situation.

Youth Councilor Woodard shared that McNary's musical on Mamma Mia would be coming up and the Federal Application for Student Aid (FAFSA) Scholarships recently opened.

Mayor Clark reviewed the meetings and events she had recently attended. She shared that the three Counties and Finance team for the Mid-Willamette Valley Council of Governments (MWVCOG) have completely overhauled the accounting system, and they completed the audit early with no issues. She stated that it was important to the City of Keizer because the City was a member of the MWVCOG's small business loans program, and they were a critical part of making sure that money was coming in and getting to the local businesses.

Mayor Clark participated with the Community Development Partnership Board. She thanked the Mayor of Independence for hosting the annual Mayor's Association. Coming up would be the Legislative Committee on Measure 110 to find solutions for people suffering with addictions. The Catholic Community Services Family Shelter would be opening soon.

AGENDA INPUT

Monday, January 8, 2024 - 6:00 p.m. - City Council Work Session

Discussion regarding Utility Service Utilizing the Public Rights-of-Way and Communications License Law.

Tuesday, January 16, 2024 - 7:00 p.m. - City Council Regular Session

Thursday, January 18, 2024 - 6:00 p.m. - Joint City Council & Traffic Safety/Bikeways/Pedestrian Committee Meeting

Neighborhood Traffic Management Program

Monday, January 22, 2024 - 6:00 p.m. - City Council Work Session

Review Status of Short-Term Goals

Monday, February 5, 2024 - 7:00 p.m. City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:48 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.”