



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, February 24, 2025**  
**Robert L. Simon Council Chambers**  
**930 Chemawa Road NE**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 6:02 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  
Marlene Parsons, Councilor  
Lore Christopher, 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

**DISCUSSION**

**a. Keizer City Council 2025-2026 Short Term and Long Term Goals**

City Manager Adam Brown reviewed the following potential goals:

- Urban Growth Boundary Expansion (or not) and Next Steps
- Transportation System Plan
- Emergency Operations Plan revision
- Five-Year Strategic Plan
- Parks Master Plan Revision
- Big Toy Tune-Up
- Gold Star Memorial
- Discount Program for under 60 and in need
- ADA Plan

- Clean up of ordinances

Discussion ensued regarding what the Emergency Operations Plan revisions would entail. It was noted that it would be grant-funded and would be able to be done in the two-year time frame.

Mr. Brown shared that there was a potential volunteer, Mo Avishan, was willing to help with the Strategic Plan. There was a suggestion to have a work session regarding the Strategic Plan and to see if there were other expert volunteers in the community who might be willing to help.

There was discussion about gathering intercept data at KeizerFEST related to the Parks Master Plan Revision. It was noted that the Parks Master Plan Revision was in the two-year timeframe.

Councilor Parsons shared that there would be a tune-up of the Big Toy to celebrate its ten-year anniversary. She said there would be volunteers helping with the work, and they hoped to have it done before the kids were out of school in June. They wished to have an event to celebrate the anniversary and refreshments for the Big Toy. There was a request for the Public Works Director to look at a timeframe for the tune-up. Public Works Director Lawyer would look at funding and a timeframe. There was a suggestion for Marion County Fire District to help with the tune-up. There were comments about the need for resurfacing.

Councilor Cross suggested that the City Council hear about various improvements and events for the parks that the Parks Recreation and Advisory Board communicates with the City Council ahead of time, so the Council can determine if they should be part of the Council Goals.

There was discussion about a potential discount program for under 60 and in need and when a program might be considered and implemented.

There was discussion about an American Disability Act (ADA) Plan, and it was noted that it was nearly complete. It would be brought back before the Council.

Mr. Brown provided an explanation of when something might be a staff goal versus a Council goal.

The cleanup of ordinances would be ongoing.

Code Enforcement was discussed. Mr. Brown shared that a Community Service Officer position was a new position that was currently being recruited for.

There was a suggestion to consider adding a limited-duration planner to the short-term list to help with Planner activities to help with items such as Master Plans and the Willow Lake Settlement Agreement.

Planning Director Witham explained that the Willow Lake Settlement Agreement was written by lawyers and not planners, so it would be best for questions to be addressed by lawyers. Mr. Witham commented that the planning was not difficult in the Willow Lake area because it was zoned using the Comprehensive Plan zone change process, which was application based using the Quasi-Judicial process. Zone changes would require jurisdictional concurrence by the parties

to the settlement agreement.

There was discussion about exploring options related to the Willow Lake Settlement Agreement. There was a question about whether outside Legal Counsel may be needed. City Attorney Lindsay explained the related discussions he had about the Agreement.

There was a suggestion about moving the Sidewalk Gap Program to the short-term list.

The Big Toy tune-up would be removed from the goals list, and it would go to the Parks and Recreation Advisory Board to discuss the Big Toy tune-up project.

Discussion ensued regarding the Gold Star Memorial and if it should be a Council Goal.

The following potential goals would be on the Short-Term Goals list:

- Urban Growth Boundary Expansion (or not) and Next Steps
- Transportation System Plan
- Emergency Operations Plan revision
- Five-Year Strategic Plan
- Parks Master Plan Revision
- Gold Star Memorial
- Discount Program for under 60 and in need
- Sidewalk Gap Program
- Willow Lake Settlement Agreement Options Review
- Traffic Congestion

Discussion ensued regarding sidewalk repairs when trees become too large. There was a suggestion to do a work session on sidewalk repairs.

Mr. Lawyer explained the difference in policy of the Public Works Department regarding trees versus sidewalks. If the tree is causing damage to a sidewalk where a tree needs to be removed, cut, or the roots need to be grounded, the Public Works Street Funds would pay for the tree removal and stump or root grinding. The property owner would pay for the sidewalk repair and replacement of the tree. City Code dictates that trees and sidewalks are the property owners' responsibility.

There was a suggestion to add congestion on River Road to the goal list. Mr. Witham explained how the Transportation System Plan would look at congestion, but with the new state rules related to Climate-Friendly and Equitable Communities, it was not solely looking at congestion.

There was a suggestion to add a Public Works Succession Plan to the goal list. It was noted that Mr. Lawyer had been with the City for 36 years and was planning to retire after 38 years of service, so the City needs to be prepared for what the next iteration of Public Works looks like. Mr. Brown stated that it would be an administrative function, not a policy issue.

The following items would be on the Long-Term Goals list:

- Traffic Congestion
- Sidewalk Gap Program
- Housing Capacity Analysis
- Economic Opportunities Analysis
- Urban Growth Boundary (UGB) Options

There was a suggestion to discuss options for Street Lighting. There was a consensus of the Council to have Street Lighting be discussed at a Work Session.

Mayor Clark reviewed the status of the Work Plan for 2023-2024 noting the following accomplishments:

- Strategic Planning Process that was now on the short-term goals for completion
- A Community Diversity Engagement Committee was established with framework, definitions, and assigned projects, such as the revamped Neighborhood Traffic Management Plan.
- Volunteer committee training and onboarding: Councilor Kohler provided chair training, and there was an opportunity to use the Oregon City Manager Association's Civic Education Tool Kit that the City could adapt to its needs by providing a link on the City's website.
- Housing disparities and barriers to homeownership in Keizer: there would be more communication with the Salem Housing Authority on programs and options.

Mayor Clark explained that the Salem Housing Authority was not part of the City of Salem, as it was an independent agency established in 1969, and their service area was the Salem-Keizer UGB, which includes Keizer. The City of Keizer needs representation, so Mayor Clark met with Nicole Utz, Executive Director. Mayor Clark and Councilor Cross would be meeting with the Board to gain information on new homeownership programs and opportunities being administered by the Salem Housing Authority.

The following Work Sessions would take place:

- March 10 - Long Range Planning Task Force
- April 14 - meet with Neighborhood Associations
- May 12 - Budget Committee
- June 9 - meet with the CDEC
- July 14 - Sidewalks Repair
- August 11- Street Lights
- September 8 - Parks Tour
- October 13 - To be determined
- November 10 - Long Range Planning Task Force
- December 8 - no work session

Town Halls on UGB and Fluoride would be planned.

There was a suggestion to first have an open Town Hall and to have Town Halls on a Saturday.

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 7:50 p.m.

MAYOR:

APPROVED:

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Cathy Clark

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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.”*