MINUTES
KEIZER CITY COUNCIL
Monday, March 3, 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:	Staff:
Cathy Clark, Mayor	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Council Vice President	Shane Witham, Planning Director
Kyle Juran, Councilor	Joseph Lindsay, City Attorney
Daniel Kohler, Councilor	Bill Lawyer, Public Works Director
Marlene Parsons, Councilor	Andrew Copeland, Police Chief
Lore Christopher, Councilor	Garrett Klever, Human Resources Director
Ma'Layah Latty-Farrar, Youth Councilor	Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. <u>Proclamation</u> - National Disability Awareness Month and National Disability Employment Awareness Month

Ashley Erb, Director of Community Engagement at Shangri-La presented information on National Disability Awareness Month and the local work of Shangri-La. She presented the book Demystifying Disabilities by Emily Ladau to be kept at City Hall and shared with anyone wanting to read it.

Mayor Clark read the Proclamation recognizing March as National Disability Awareness Month and National Disability Employment Awareness Month. She presented the Proclamation to Ashley Erb.

COMMITTEE REPORTS

Michael DeBlasi, Traffic, Safety, Bikeways, Pedestrian Committee (TSBP) Chair, shared about their most recent meeting. There was a conversation about parking near Ben Miller Park and enforcement challenges. The TSBP had recommended changing residential speeds to 20 miles per hour. There would be more discussion in the future.

a. South East Keizer Neighborhood Association Annual Report

Mr. Don Davis, Secretary of the Southeast Keizer Neighborhood Association (SEKNA), provided the annual report for SEKNA.

Councilor Kohler expressed his pride in the SEKNA with the expansion of eight meeting attendees, and there was a brief conversation about their budget and expenses.

Mr. Davis advocated for the same sign that is in the park that says it's closed from dusk to dawn. Then that would hopefully make it enforceable for overnight parking. He would work with City staff.

<u>Council President Starr moved City Council accept the report of the Southeast Keizer Neighborhood Association and extend recognition to the Southeast Keizer Neighborhood Association for an additional year. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

PUBLIC COMMENTS

Mayor Clark acknowledged the written public comments for the record.

Rhonda Rich, Keizer, President of West Keizer Neighborhood Association (WKNA), appreciated the City Council and their work. She provided comments about the Council's Work Session discussing short-term and long-term goals. She requested emergency operations information be communicated to the community. She asked if the artificial turf fields Phase II and Phase III should be added to the goals. She was happy to have the meetings begin at 6:00 p.m. but she missed the staff reports as the meetings seemed to get cut short. She reminded everyone about the upcoming State of the City hosted by the Neighborhood Associations.

Councilor Christopher loved the idea of getting more information about the Emergency Operations Plan and perhaps having an FAQ once the Emergency Operations Plan was complete.

PUBLIC HEARINGS

a. OLCC Application - New License - Retail On Premises Sales and Consumption for Margarita Factory

City Recorder Melissa Bisset summarized the staff report. There was a question about the location.

<u>Council President Starr moved the City Council recommend approval of the application for a new license application for a Retail On-Premises Sales and Consumption Liquor License for Margarita</u>

Factory Keizer, 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. RESOLUTION - Approving Renewal of the Cable Television Franchise Agreement With Comcast of Oregon I, Inc.

City Attorney Joseph Lindsay summarized the staff report. It was noted that the franchise rate would not go up.

Council President Starr moved to adopt Resolution R2025- Approving Renewal of the Cable Television Franchise Agreement with Comcast of Oregon I, Inc. 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. ORDINANCE - Establishing a Franchise Agreement with Salem Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-668

City Attorney Joseph Lindsay summarized the staff report. Tony Schacher, General Manager for Salem Electric expressed his appreciation for working with City Attorney Lindsay. It was noted that there was new language about vegetation management and that the franchise rate was status quo.

Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Salem Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-668. 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)

c. Discussion - Community Diversity Engagement Committee Membership, Terms, Officers, and Meeting Requirements

City Attorney Joseph Lindsay summarized the staff report. He requested Council direct staff on what particular changes the Council would like to see in a resolution regarding the composition and processes of the Community Diversity Engagement Committee (CDEC) membership.

City Manager Brown reminded the Council that there was also a voting Youth Member appointed by the Mayor that was to be discussed further.

By consensus, the Council wished to have it changed to one non-voting liaison instead of two voting city council members.

A majority of the City Council wished to continue to appoint the CDEC members.

Council Vice President Cross moved to change the CDEC rules to match the Volunteer Coordinating Committee's and on the Resolution for a two-year term. Motion was seconded by Kohler.

Councilor Parsons shared that she would like to be able to appoint a person.

It was clarified that Councilors would have the ability to replace members. Mayor Clark expressed concern that it would change the tenor of the CDEC to be more closely aligned with the Councilors who appoint them and felt that this would not be helpful.

Discussion ensued regarding a two-year appointment aligning with the two-year biennium rather than a three-year-year with staggered terms.

City Attorney Lindsay asked for clarification on resetting all of the positions so that the terms commence at the same time.

Council Vice President Cross made a friendly amendment to restart the CDEC positions and to have all of them start together in the Resolution. Agreed to by Councilor Kohler. Motion passed as follows:
AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)
NAYS: Clark (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark strongly recommended keeping the Youth Member as a voting member, and she suggested that the Youth Member be appointed by the Volunteer Coordinating Committee (VCC).

Councilor Cross wanted a non-voting member.

Council President Starr wanted the youth member to be a voting member.

Mayor Clark recommended the youth member be a two-year term as an experiment.

Councilor Christopher suggested that the one-year term could be a pilot program.

Councilor Juran expressed concern that it might preclude a senior student from applying and wanted them to be able to serve consecutive terms.

Councilor Cross was in favor of a one-year term.

There was consensus that the Youth Member would be appointed by the VCC.

Council President Starr moved for the Youth member to be a voting member. Seconded by

Councilor Parsons. Motion failed as follows:
AYES: Clark, Starr, and Parsons (3)
NAYS: Christopher, Cross, Kohler, and Juran (4)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Parsons moved that the Youth Liaison be a two-year term. Seconded by Council President Starr. Motion failed as follows:
Roll Call vote:
AYES: Clark, Starr, and Parsons (3)
NAYS: Kohler, Cross, Christopher, and Juran (4)
ABSTENTIONS: None (0)
ABSENT: None (0)

By consensus of the Council, the Mayor's position would appoint a member, there would be seven members, and the youth member would be a non-voting youth liaison appointed by the VCC.

Councilor Christopher moved that the membership paragraph is consistent with the other membership paragraphs for the other committees and the purpose items 1,2, 3 are moved down into tasks. Councilor Kohler seconded. Motion passed as follows:
AYES: Clark, Kohler, Starr, Christopher, Cross, Juran, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark noted for the record that she did not agree, but since the motion passed, she would go along with the consensus to carry out the will of the Council for consistency.

It was suggested to ask the CDEC to evaluate the resolution description and bring back their recommendation for revisions to the Council. Within the membership section of the CDEC resolution, the Council would like to remove the word task and have everything listed under purpose, knowing that the changes would be subject to an amendment. The resolution would come to the Council at their next meeting.

d. Discussion to be brought to the next Community Diversity Engagement Committee (CDEC) Meeting - Rename CDEC Committee

City Manager Adam Brown summarized the staff report.

Councilor Cross explained that she had been researching and working with Ray White, they were intentional on the language with a goal of creating a culture if belonging for everyone. She suggested potential names of Keizer Community Outreach Committee, Keizer Culture of Kidness Committee, Keizer Community Ambassadors, Keizer Outreach Alliance, Keizer Community Connection Committee, Keizer Neighbors Connection Committee. She suggested that the names be forwarded to the CDEC for them to select one of the names along with any other names that the Council has.

There was discussion about not being divisive and about being inclusive.

Discussion ensued regarding whether there should be a list of names for CDEC to choose from or if they should also be able to make a different recommendation for the name.

Councilor Cross commented that the word diversity wasn't in the list of possible names.

Councilor Cross preferred for the list of possible names to go to the CDEC for discussion and have their recommendation of a name come back at the next Council meeting.

Councilor Cross moved to take this name change and list to the next CDEC meeting and ask them make their recommendation at that meeting and then have it come back to the next City Council meeting.

It was clarified that the CDEC could have a conversation to bring back any name that they would like, including keeping the name they had and then bring it back to the next City Council meeting for discussion. It was noted that the Council was not limiting the language that the CDEC recommendations based on their best judgment and would bring back their recommendations to the Council.

Motion passed unanimously as follows:
AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

e. Consider Proclamation Request for Vietnamese-American Remembrance Day (April 30th)

City Recorder Melissa Bisset summarized the staff report.

City Attorney Joseph Lindsay noted options for the way proclamations were delivered were discussed. The rules don't state that the Council has to have proclamations read at a meeting in order to allow for the proclamation and that proclamations could be sent by US Mail, hand-delivered, etc.

Discussion ensued about having one Proclamation per meeting, setting time aside to attend the various observances at other locations, and sending the proclamations to the requesters. By consensus, this item was tabled to March 17th to allow time for the proposed Proclamation to be made available for the Council.

f. Consider Proclamation Request Global Love Day (May 1, 2025)

City Recorder Melissa Bisset summarized the staff report.

There was a suggestion to let the requester know that the City would be unable to accommodate them this year. There was discussion that the Council Rules of Procedure stated that additional proclamations were to come to the City Council to decide if they would read them at a meeting.

It was noted that proclamations could be mailed or presented, but the Council should be in agreement on moving forward with the content of Proclamations.

Mayor Clark referenced Resolution R2003-1391, which states that proclamations could be declined.

Councilor Juran asked about putting this back into the Council Rules of Procedure and suggested that the Council give staff the leeway to not bring the proclamations to Council if they don't meet certain criteria--and if the criteria was met to let the Mayor decide if the Proclamations would be sent out because bringing several Proclamations each month to the Council just to say no on was not the way to go.

There was a consensus not to put a motion on the table for this item, and the Council decided not to issue the Proclamation for Global Love Day.

g. Consider Proclamation Request for Month of the Military Child (April 2025)

City Recorder Melissa Bisset summarized the staff report.

No action was taken by the City Council to advance the Month of the Military Child Proclamation.

h. <u>RESOLUTION</u> - Recognizing National Observances and Commemorative/Heritage Months; Repeal of Resolutions R2021-3215, R2022-3324, and R2022-3343

Assistant City Manager Tim Wood summarized the staff report.

Mayor Clark asked that the Youth Councilor Proclamation be removed from the annual list but to ask the Council.

There was a suggestion to remove the Volunteer Month Proclamation and include the Vietnamese-American Remembrance Day Proclamation.

It was noted that Small Business Saturday was on the Resolution list. There was a suggestion to list all the proclamations.

There was a request that there be an adopted list so that it did not need to be revisited.

There was a suggestion to have a list and a calendar that the Council sets.

City Attorney Joseph Lindsay offered to change the Resolution to list which proclamations that would be read at Council meetings and have a separate section listing the proclamations that would be taken to organizations. It was requested to let the Council decide annually as to which proclamations would go to Council or other organizations and instead list the proclamations that the Council agreed upon. It was also requested to have a list of approved proclamations, the months don't need to be included, and to let the City Council decide how they would be delivered.

<u>Councilor Christopher moved to ask staff to bring back two lists, one list that the Council has already approved with the months listed as to when they would be read at the City Council meeting and the second list would be others that have been approved but will not be read at a City Council meeting. Council President Star seconded. Motion passed as follows:</u>
AYES: Starr, Juran, Cross, and Christopher (4)
NAYS: Parsons, Kohler, Clark (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark requested that the Youth Councilor Proclamation be removed because the Council would do the recognition without a proclamation.

Councilor Christopher moved that Indigenous People's Day as an approved recognition to be sent out but not at City Council meeting. Motion died for lack of a second.

There was a suggestion to take on items j and l and then come back to items i or k. There was no objection. There was a consensus to table item i to March 17th.

i. Discussion Item - Council Rules and Procedure

This item was tabled to the March 17, 2025 City Council meeting. Mayor Clark asked that Section 14 be reworked so that it is in compliance with Public Meetings Law.

j. RESOLUTION - Authorizing City Manager to Enter into Personal Services Agreement With CivicPlus for Website Software and Services

Assistant City Manager Tim Wood summarized the staff report.

It was noted that the implementation was budgeted, and it would not exceed the agreed upon amount. There was discussion about the pricing.

There were questions about where the funds would be coming from and if local vendors were contacted.

Mr. Brown noted that government websites were a niche market. He explained the incredible deal that the Deputy City Recorder had negotiated. He added that it integrates with the agenda management system and the code.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Enter into Personal Services Agreement With CivicPlus for Website Software and Services. Councilor Kohler seconded. Motion passed as follows:
AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)
NAYS: Cross (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

k. RESOLUTION - Adopting City of Keizer Personnel Policies; Repealing Resolutions R2010-2040, R2015-2599, R2022-3276, and R2022-3297

Human Resources Manager Garrett Klever summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Adopting City of Keizer Personnel Policies; Repealing Resolutions R2010-2040, R2015-2599, R2022-3276, and R2022-3297. 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)

I. RESOLUTION - Amending the Audit Committee - Amendment Resolution No. R93-627; Repeal of Resolution R2023-3418
RESOLUTION - Amending the Keizer Emergency Planning Committee; Amending Resolution R2023-3406
RESOLUTION - Amending the Keizer Parks and Recreation Advisory Board; Amending Resolution R2013-2318; Repeal of Resolution R2014-2503
RESOLUTION - Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending Resolution R2012-2256; Repealing Resolution R2024-3503
RESOLUTION - Amending the Volunteer Coordinating Committee; Amending Resolution R2013-2328; Repealing Resolution R2023-3422

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt all resolutions presented in the packet that amend the Volunteer Coordinating Committee, the Traffic Safety/Bikeways/Pedestrian Committee, the Keizer Parks and Recreation Advisory Board, the Keizer Emergency Planning Committee, and the Audit Committee, and repealing all prior, related resolutions mentioned therein. 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)

CONSENT CALENDAR

Councilor 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, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

a. RESOLUTION - Authorizing the City Manager to Sign Intergovernmental Agreement for Use of Property for Placement of Drive-up Ballot Box at City Hall

OTHER BUSINESS

There was no other business from staff.

Councilor Christopher asked if there was a decision made on the type of play structure at Bob Newton Park. The Public Works Director Bill Lawyer commented that he would send the Council the play structure options. It was noted that Mr. Lawyer shared the options at the Neighborhood Association.

STAFF UPDATES

Assistant City Manager Wood reported on the annual sewer reset period.

Chief Copeland reported that he submitted requests with Safeway to fix the sign. Regarding speeding in certain areas, Chief Copeland reminded everyone that there was still only one traffic officer to enforce speed limits. He provided an update on the License Plate Readers that were working great and shared a story about how it recently solved a crime with different policing.

Public Works Director Lawyer reported on the manhole replacement project.

Planning Director Witham provided an update on the Neighborhood Traffic Safety Plan.

City Attorney Joseph Lindsay reported that Keizer Police Associations Sergeants negotiations were ongoing and reminded the Council to be neutral.

COUNCIL MEMBER REPORTS

Youth Councilor Latty-Farrar provided an update on the activities at McNary High School.

AGENDA INPUT

Monday, March 10, 2025 - 6:00 p.m. - Long Range Planning Task Force Meeting

Monday, March 17, 2025 - 6:00 p.m. - City Council Regular Session

Monday, March 24, 2025 - 6:00 p.m. - City Council Work Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:00 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."