MINUTES
KEIZER CITY COUNCIL
Monday, March 17, 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, Council Vice President
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. <u>PROCLAMATION</u> - Women's History Month

Mayor Clark read the Proclamation recognizing March as Women's History Month. Ashley Dunn shared on Women's History Month and was presented with the Proclamation.

COMMITTEE REPORTS

Fire Chief Hector Blanco reviewed the recent number of calls for service, noted they were looking for volunteers, and shared they would be receiving two new ambulances and parametrics. He reviewed the current activities of the Keizer Fire District.

Matt Lawyer, Keizer, commented that there were over 100 volunteers for the 15th Annual Civic

Center Clean-up and expressed his appreciation to the volunteers.

Matt Lawyer, Chair of the Planning Commission, provided a summary of the most recent Planning Commission meeting.

Matt Lawyer, Chair of the Parks Recreation and Advisory Board (PRAB), provided highlights from the most recent PRAB meeting. He provided an update on the Gold Star Memorial and explained its significance.

Mayor Clark provided an update from the most recent Claggett Creek Watershed Council meeting.

a. Art Commission Council Liaison Appointment

Council President Starr moved to appoint Councilor Christopher as a Council Liaison to the Keizer Public Arts Commission. 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)

PUBLIC COMMENTS

Mayor Clark acknowledged the written comments.

Marci Wilken, Keizer, expressed concern about removing the word diversity, expressed support for retaining the word diversity, and commented on the work of diversity, equity and inclusion.

Ryan Hewlett, Keizer, expressed his thanks for the work of the Councilors and Staff. He then expressed concern about removing the word diversity from the Community Diversity Engagement Committee (CDEC). He asked the Council to focus on what matters, be kind, have integrity, and do the right thing.

Butch Dunn, Keizer, recognized St. Patrick's Day. He commented on the results of the last two elections. He expressed his support for the Mayor, City Councilors, and for the work they do and for whatever decisions they make related to the CDEC.

Lisa Cejka, Keizer, read a letter on behalf of Carrie Brown, which expressed her support for the name and work of the CDEC. She shared associations of the word diversity. She asked that national politics be disentangled from local cities. In the words of Johnny Lake, Ms. Brown wrote that we are more alike than not and added that we are all neighbors and not adversaries.

Jane Titchenal, Keizer, shared that she has seen overwhelming support from the community to keep the name of the CDEC. She expressed her thoughts about the word diversity. She noted that the goal of the committee was to learn about Keizer's evolving needs, connecting with neighbors, identifying barriers, and expanding inclusive opportunities. The CDEC's goal was to uplift and celebrate the diverse experiences and identities of the city members. She asked that the conversation be continued.

Michael Welsh, Keizer, felt that the term diversity was being weaponized, and he expressed his concern. He expressed his support for the CDEC.

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. <u>ORDINANCE</u> - Establishing a Franchise Agreement with Northwest Natural Gas Company for Placement of Gas Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-669

City Attorney Joseph Lindsay summarized the staff report. Mayor Clark noted that the ordinance was related to franchise fee rates only that are received for accessing rights-of-ways.

<u>Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Northwest Natural Gas Company for Placement of Gas Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-669. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. Amphitheatre Fee Waiver - 2025 Keizer Rapids Summer Sounds Concert Series

Assistant City Manager Tim Wood summarized the staff report. Tim Davis, Valor Mentoring, shared about the Summer Sounds Concert Series and sponsorship opportunities. It was noted that the Valor Mentoring would be responsible for the insurance during the events.

<u>Council President Starr moved that the City Council approve the waiver of fees in the amount of $3,675 for Valor Mentoring's 2025 Keizer Rapids Summer Sounds Concert Series. 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)

c. Event Center Fee Waiver - Vetcare, Westcare Oregon - 2nd Annual Mental Health Summit

Assistant City Manager Tim Wood summarized the staff report. Roy Schmidt, Vetcare, Westcare, explained the work of Vetcare, Westcare and information about the Mental Health Summit. He explained the use of grants. He recognized that First Responders are subject to post dramatic stress disorder and noted that anyone was welcome to attend the event. It was a free event for the community.

<u>Council President Starr moved the City Council approve the requested waiver of the Event Center use fee of $3,225 but charge the refundable security deposit of $1,500 for the Vetcare, Westcare Oregon - 2nd Annual Mental Health Summit on May 20, 2025. 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)

d. **<u>RESOLUTION</u> - Authorizing City Manager to Sign Agreement with Keizer Chamber of Commerce for Visitors Center and Tourism Promotion Services; Waiving of City-Related Fees as Sponsorship of Events**

City Manager Adam Brown summarized the staff report.

The following representatives from the Keizer Chamber of Commerce were present to answer questions: Jeremy Turner, President; Corri Johnson, Executive Director; and Johnathon Thompson, Board Treasurer.

Discussion followed regarding the estimated amount of time the Keizer Chamber spent on tourism-related tasks and the cost of overhead. There was discussion about the marketing plan, printed material, social media, and the website in relation to the amount of the financial request. It was noted that the fiscal year for the City and the Chamber Keizer did not align. Discussion ensued regarding the funding request in relation to the total operating budget and where the money would be applied. There was clarification that $30,000 was in-kind donations and not included in the cash amount of funding that was being requested.

Marketing efforts were discussed. There were questions related to metrics for marketing and outreach.

The relationship and data collection with Travel Salem was explained.

Councilor Christopher expressed concern that there was not an agreement in place yet, and she felt the agreement was not ready because she wanted more information to know how the funds would be spent.

The Keizer Chamber suggested that they could continue to refine the marketing plan for the upcoming year with the feedback they received.

It was noted that there was $50,000 in contingency available. It was anticipated that there would be a budget request from the Keizer Chamber in the upcoming City Budget. There were questions about whether the funds sitting in contingency could be released.

The terms of the agreement were discussed. There were questions about when the presentations would occur.

Discussion ensued regarding the Marketing Plan and metrics.

<u>Council President Starr moved to release the $40,000 in funding to the Keizer Chamber of Commerce. Seconded by Councilor Christopher.</u>

<u>Councilor Kohler asked for a friendly amendment to move to $45,000. The friendly amendment was not accepted.</u>

There was a question about where the dollar amounts had come from. Councilor Juran stated that some of the things on the Marketing Plan had not been accomplished for the past year. Council Vice President Cross shared that the higher dollar amount gave the City more room moving forward for better fiduciary responsibility. Mayor Clark was comfortable with the full $50,000.

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

Mayor Clark felt that the City Council should not micromanage the Chamber of Commerce's operations.

Council President Starr moved to table the Contract and Marketing Plan to allow staff to work on refining and developing metrics, deliverables and timeframes. Seconded by Councilor Kohler. Motion passed as follows:
AYES: Cross, Kohler, Starr, Christopher (4)
NAYS: Clark, Parsons, Juran (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark called for a recess at 8:16 p.m. Meeting resumed at 8:24 p.m.

e. RESOLUTION - Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors

RESOLUTION - Authorizing Temporary Use and Signs Subject to Conditions for KeizerFest (2025)

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors. 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)

Council President Starr moved to adopt Resolution R2025- Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2025). Councilor Kohler seconded.

There was a question if these two Council actions could be incorporated into the agreement between the City and Keizer Chamber of Commerce so a resolution wouldn't need to be approved annually. Planning Director Shane Witham shared that the sign code states that the Council has the authority to temporarily make decisions for festivals, and he would work with the City Attorney on revising the language.

Motion passed unanimously as follows:

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

f. Discussion - Advisory Recommendations from the Community Diversity Engagement Committee (CDEC)

Assistant City Manager Tim Wood summarized the staff report. Discussion ensued regarding the advisory recommendations in relation to Appendix A of the Resolution.

There was a suggestion to add internal and external organizations and to expand on collaboration by adding more action-orientated purposes. It was suggested to see the group create an engagement action plan with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions for both items 4.a and 4.b. It was suggested to add this to the top of item 4 to read "to assist in developing action plan recommendations for community engagement" so that every item gets an action plan.

There was a suggestion to ask the CDEC to add their suggestions to include "active identification and elimination for barriers to participation and include intentionally seek out underrepresented and underserved communities" in the action plan of the CDEC.

There was discussion to make a motion to change the voting status of the youth voting member of the CDEC.

<u>Council Vice President Cross moved to reconsider the voting Youth Liaison position for CDEC. Seconded by Council President Starr. Motion passed as follows:</u>
AYES: Clark, Cross, Starr, and Parsons (4)
NAYS: Kohler, Juran, Christopher (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

<u>Council President Starr moved to retain the position of voting Youth Member on the CDEC. Seconded by Council Vice President Cross. Motion passed as follows:</u>
AYES: Clark, Cross, Starr, and Parsons (4)
NAYS: Kohler, Juran, Christopher (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

There was not a majority interest of the Council in using a standardized method for appointments, including the questions and scoring rubric created by the CDEC.

There was not a majority interest of the Council to retain the existing three-year staggered terms.

There was a majority interest to retain the CDEC name.

g. <u>RESOLUTION</u> - Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225

<u>Council President Starr moved to extend the time until 9:15 p.m. Councilor Parsons seconded.</u>

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

City Attorney Joseph Lindsay summarized the staff report. Mr. Lindsay noted that he would strike the word "non" preceding non-voting member, and under Purpose in Section 4, he would change the words from action and recommendations to "assist in developing action plans to be recommended for Council approval, community engagement, and civic processes in the following areas."

Council President Starr suggested adding an item "CDEC develop content for promotional materials, such as a rack card, specific to outreach and engagement for consideration by the City Council" and under item c, add "Create an action plan for engagement in community events." Mr. Lindsay suggested adding the words "community events" to 4.c. It was suggested to add some verbiage to create a proposed engagement plan focused on youth for Council consideration.

There was a suggestion to add an annual work session between Council and CDEC, and the Council agreed to add this.

Councilor Christopher to extend the City Council by another 5 minutes. Seconded by Council President Starr. Motion passed as follows:
AYES: Clark, Kohler, Cross, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Starr moved to adopt Resolution R2025- Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225; as amended. Councilor Kohler seconded.

Mayor Clark commented that while she appreciated the enthusiasm about a particular task and not taking forward the tasks recommended by the CDEC to include them in the list, she doesn't think that's an equitable move. However, more importantly, she was going to vote no because she believes the CDEC needs to operate autonomously by being appointed to staggered, three-year terms and making them appointments of the Keizer City Council, similar to the Volunteer Coordinating Committee.

Motion passed as follows:
AYES: Cross, Starr, Juran, Christopher, and Parsons (5)
NAYS: Clark, Kohler (2)
ABSTENTIONS: None (0)
ABSENT: None (0)

h. Community Diversity Engagement Committee Appointments and Councilor Liaison Appointment (CDEC)

Council President Starr moved to appoint Councilor Cross as the Liaison to the Community

Diversity Engagement Committee. Councilor Christopher 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)

The CDEC appointments were tabled to the April 7th meeting. Items i, j, k, and l were tabled to April 7th.

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

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

k. Discussion Item - Council Rules and Procedure

l. RESOLUTION - Adoption of 2025-2026 City Council Goals

CONSENT CALENDAR

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded.

Mayor Clark pulled items a, b, d to table corrections for the next meeting.

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar, items c and e. 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. Approval of February 10, 2025, Work Session Minutes

b. Approval of February 18, 2025, Regular Session Minutes

c. Approval of February 24, 2025, Work Session Minutes

d. Approval of the March 3, 2025, Regular Session Minutes

e. Authorizing the City Manager to Sign a Letter of Consent Regarding Ziply Fiber Transfer of Franchise Agreement

OTHER BUSINESS

There was no other business due to a lack of time.

STAFF UPDATES

There were no staff updates due to a lack of time.

COUNCIL MEMBER REPORTS

There were no council member reports due to a lack of time.

AGENDA INPUT

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

Monday, April 7, 2025 - 6:00 p.m. - City Council Regular Session

Monday, April 14, 2025 - 6:00 p.m. - City Council Joint Work Session with Neighborhood Associations

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:21 p.m.

MAYOR: APPROVED:

____________________________ Cathy Clark

____________________________ Dawn Wilson, Deputy City Recorder

Minutes approved: ________________________

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