



**MINUTES
KEIZER CITY COUNCIL**

**Monday, April 7, 2025
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:

Cathy Clark, Mayor
Shaney Starr, Council President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
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
Melissa Bisset, City Recorder

Absent:

Soraida Cross, Council Vice
President

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. "If I Were Mayor" Contestant Recognition

Mayor Clark summarized the "If I Were Mayor" contest and presented certificates to the following finalists and winners.

Video Submission Finalists: Anastasiya Lim, Tehya Lewis, Carson Brown, Samuel Solis

Video Submission Winner: Katherine Klein

Essay Submission Finalists: Michelle Ashon-Imoroo, David Ashon-Imoroo, Nina Bastida

Essay Submission Winner: Collin Vosler

The video submission by Katherine Klein was displayed.

b. PROCLAMATION: Child Abuse Prevention Month

Mayor Clark read the Proclamation recognizing April as Child Abuse Prevention Month. She presented the proclamation to Adrienne Thomas, Prevention Outreach Coordinator, from Liberty House Children's Advocacy Center.

c. OR OSHA Safety & Health Achievement Recognition Program Presentation of Plaque and Flag to City

City Manager Brown acknowledged the City staff for graduating from Oregon Occupational Safety and Health Administration (OSHA) Safety and Health Achievement Recognition Program (SHARP).

OSHA representatives explained the process for receiving the awards, noting that Keizer was the only City in the State that has achieved the SHARP status.

COMMITTEE REPORTS

Youth Councilor Latty-Farrar reviewed the activities of McNary High School.

Brenda Lamb, Traffic Safety, Bikeways, and Pedestrian Committee member, shared about their most recent meeting and the pilot pedestrian flag program. There was discussion about the pilot program, including funding, installation, liability, the application process, and safety. It was noted that they would only be allowed on the crosswalks.

Lore Christopher, Council Liaison for the Keizer Public Arts Commission, provided an update from the most recent meeting.

a. Northwest Keizer Neighborhood Association Annual Report and Presentation of Bylaws

Hersch Sangster, Chair, and Griffin Walker Vice Chair of the Northwest Keizer Neighborhood Association shared information about the Northwest Keizer Neighborhood Association.

The graffiti removal program was discussed.

Council President Starr moved the City Council accept the report of the Northwest Keizer Neighborhood Association and extend recognition to the Northwest Keizer Neighborhood Association for an additional year. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved the City Council accept the bylaws of the Northwest Keizer Neighborhood Association. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

b. Greater Northeast Keizer Neighborhood Association Annual Report and Presentation of Bylaws

Tammy Kunz, President of the Greater Northeast Keizer Neighborhood Association, shared their accomplishments from the past year.

Mr. Lindsay noted a few places left open for percentages to solidify on page 131 of the packet related to the bylaws. The two amendments included that special meetings may be called by the board for specified members, which would probably be by a quorum of members. Also, a quorum of a meeting would probably be over half of the members for a simple majority.

Council President Starr moved the City Council accept the report of the Greater Northeast Keizer Neighborhood Association and extend recognition to the Greater Northeast Keizer Neighborhood Association for an additional year. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved the City Council accept the bylaws as amended of the Greater Northeast Keizer Neighborhood Association. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

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

Position #1: Councilor Parsons - Robin Barney

Position #2: Council President Starr - Sara Ngo

Position #3: Councilor Juran - Larry Porter

Position #4: Council Vice President Cross - Will make the appointment on April 21st

Position #5: Councilor Christopher - Fausto Ramos

Position #6: Councilor Kohler - Guillermo Rodriguez

Position #7: Mayor Clark - Jane Titchenal

It was noted that the Youth position would be appointed through the Volunteer Coordinating Committee process.

d. Volunteer Coordinating Committee Recommendations for Appointments - Parks and Recreation Advisory Board; Budget Committee; Traffic Safety, Bikeways, and Pedestrian Committee; and Keizer Public Arts Commission.

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved the City Council accept the recommendations of the Volunteer Coordinating Committee and appoint Liam Stitt to the Youth Liaison Position of the Parks and Recreation Advisory Board for school year term of 2025/2026; appoint Bruce Anderson to Position #5 of the Budget Committee for the term expiring August 31, 2026; Trevor Lewis to Position #4 of the Traffic Safety, Bikeways, and Pedestrian Committee for the term expiring December 31, 2027; and appoint Claire Juran to Position #4 to the Keizer Public Arts Commission for term expiring June 30, 2027. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

PUBLIC COMMENTS

Mayor Clark acknowledged the written comment received by Nancy Livermore related to concerns for inadequate parking.

Michael Welsh, Keizer, congratulated the City for receiving the SHARP award. Mr. Welsch felt that those who laid the groundwork for equity and inclusion were undermined and that it was not productive for Community Diversity Engagement Committee (CDEC) members to be replaced.

Tammy Kunz, Keizer, thanked Council President Starr for having previously appointed her, expressed sadness that the CDEC members being replaced, and were not told prior to the meeting. She shared about the work of the CDEC.

Ryan Hewlett, Keizer, thanked the Council for keeping the name Diversity in the CDEC. He felt that replacing CDEC committee members would set the Committee back. He was happy that a Youth Liaison would still be a voting member. He expressed support for voting Youth Liaisons on Committees.

Nancy Livermore, Keizer, expressed concerns about inadequate parking.

Francisco Saldivar, Keizer, shared about the upcoming renewal bond measure for Chemeketa Community College on the May ballot.

Levi Herrera, Keizer, supported the idea of street art specifically with murals and walls. He expressed confusion and concern about the process for the new appointments related to the CDEC.

Carrie Brown, Keizer, shared her thoughts about how the CDEC committee members were and should be appointed and expressed her disappointment with the members not being reappointed. She commented on the current and planned work of the committee and expressed concern that the work would be stalled.

PUBLIC HEARINGS

a. RESOLUTION - Authorization for Supplemental Budget - General Fund - Transient

Occupancy Tax

Mayor Clark opened the public hearing.

Assistant City Manager Tim Wood summarized the staff report.

Councilor Parsons momentarily left the meeting and was not present for this item.

Mayor Clark closed the public hearing.

Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, and Christopher(4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross and Parsons (2)

b. RESOLUTION - Authorization for Supplemental Budget - Street Fund

Mayor Clark opened the public hearing.

Assistant City Manager Tim Wood summarized the staff report.

Mayor Clark closed the public hearing.

Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - Street Fund. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

c. RESOLUTION - Authorization for Supplemental Budget - Administrative Services Fund

Mayor Clark opened the public hearing.

Assistant City Manager Tim Wood summarized the staff report. It was noted that the allocation would be correct in the upcoming budget.

Mayor Clark closed the public hearing.

Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - Administrative Services Fund. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

d. **RESOLUTION - Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund**

Mayor Clark opened the public hearing.

Assistant City Manager Tim Wood summarized the staff report.

Mayor Clark closed the public hearing.

Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

e. **OLCC Application - New License Application - Mesa del Rincon Cerveceria & Taproom, LLC**

Mayor Clark opened the public hearing.

City Recorder Melissa Bisset summarized the staff report.

Moises Mendoza Medina, owner of Mesa del Rincon Cerveceria & Taproom, LLC, commented that they are transitioning the requirements to have a full liquor license to offer signature cocktails in addition to craft beers.

Mayor Clark closed the public hearing.

Council President Starr moved the City Council recommend approval of the application for a New License Application for a Full On-Premises, Commercial Liquor License for Mesa del Rincon Cerveceria & Taproom, LLC 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, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

f. **RESOLUTION - Authorizing the City Manager to Transfer Property to City of Salem (Marion County Tax Lot 073W01B003400)**

Mayor Clark opened the public hearing.

City Attorney Joseph Lindsay summarized the staff report. Public Works Director Lawyer shared that the piece of property was in the City of Salem and has a sewer lift station on it. The City of Salem owns the lift station and with ownership of the property, they could maintain the lift station.

Mayor Clark closed the public hearing.

Council President Starr moved to adopt Resolution R2025- Authorizing the City Manager to Transfer Property to City of Salem (Marion County Tax Lot 073W01B003400). Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

ADMINISTRATIVE ACTION

a. Event Center Fee Waiver - 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo

This item was taken out of order.

Casity Troutt, Future Farmers of America (FFA) alumni and representative, along with some FFA students, Aleena Santiago and Memphis Hukill, explained the work of FFA and request for the waiver to raise money for their student programs.

Council President Starr moved the City Council approve the requested waiver of the Event Center use fee of \$2,550 but charge \$300 for security and \$1,150 for the refundable security deposit for the 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo event on October 25, 2025. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

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

City Manager Adam Brown summarized the staff report. There was a question about how leads would be assigned to the Council goals.

Council President Starr moved the Keizer City Council adopt Resolution R2025- Adoption of 2025-2026 City Council Goals. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Councilor Christopher moved that the Keizer City Council create a work group comprised of Councilor Christopher, Councilor Juran, and Council President Starr working with the City Manager and Mo Avishan to bring back to the City Council an update on our current status with the five-year strategic plan. Seconded by Council President Starr.

Mayor Clark stated that her understanding was that the Council would have a work session to work on the short-term goals and decide where they were and then proceed. This motion would jump ahead in creating a work group, and she preferred to have all the Council involved.

Motion passed as follows:

AYES: Kohler, Starr, Juran, Christopher, and Parsons (5)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

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

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Recognizing National Observances and Commemorative/Heritage Months; Repealing Resolutions R2021-3215, R2022-3324 and R2022-3343. Councilor Kohler seconded.

Mayor Clark stated her concern with not including Constitution Week and Small Business Saturday, which are two very important observances to recognize in a public setting annually, and that was why she would be voting no.

Motion passed as follows:

AYES: Kohler, Starr, Juran, Christopher, and Parsons (5)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

d. Discussion Item - Council Rules and Procedure

Mayor Clark reviewed her suggested changes to the Council Rules of Procedure.

Page 5 of the rules in Section 3.10 to add "or reasonably need to compel a Council member to attend as per Charter Section 3.6" for the purpose of a quorum.

Council President Starr moved to amend the Council Rules, Section 3.10 Attendance Duty. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

It was clarified that these changes were for council only and not for committees, or commissions.

Sections 4.13 and 7.2 have two typos that would be corrected.

Section 18.3 would be rewritten to clarify the sentence to read "in addition, the candidate must be a resident or when allowed a non-resident who must be a property owner or business owner in the city with no more than one non-resident per city committee, board, or commission, except where specified by resolution or ordinance."

Council President Starr moved to clarify Section 18.3 with the language recommended. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Section 18.5 has a typo that would be corrected.

Section 20 on a Work Plan would be rewritten for it to include permissive language.

It was requested to consider a change to section 9.1.c from five to three minutes.

Councilor Parsons moved to change public comments from five minutes to three minutes. Seconded by Councilor Juran.

Councilor Christopher would be voting no because she felt that the Council doesn't have enough opportunity to talk with the community members.

Councilor Kohlher felt that the full five minutes was needed to give everyone an opportunity to share their thoughts.

Council President Starr felt that it was not right to limit public comments to three minutes.

Councilor Juran felt that everyone has the opportunity to send the long version of their public comment to the Council who takes it into consideration their comments whether or not they speak in person, and he encouraged everyone to also speak if they felt comfortable.

Motion Failed as follows:

AYES: Clark, Juran, and Parsons (3)

NAYS: Kohler, Starr, Christopher (3)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved for Section 6.1.e. Committee Reports to add "and Youth Councilor Report". Councilor Kohler seconded. Motion passed Unanimously as follows:

AYES: Clark, Juran, Kohler, Starr, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved for consent calendar to after public comment. Councilor Kohler seconded. Motion passed Unanimously as follows:

AYES: Clark, Juran, Kohler, Starr, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved for Section 14.2 Proclamations . Councilor Kohler seconded.

Motion passed Unanimously as follows:

AYES: Clark, Juran, Kohler, Starr, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

There was discussion regarding the proclamation process and how the Council would know if someone submitted a proclamation request using an online form. It was suggested to have a proclamation request database that the Council could check and if they wish to suspend the rules to consider the proclamation. It was noted that the City Recorder could send all requests to the Council and if the Council received a request, they could forward it to the City Recorder. City Attorney Lindsay reminded the Council that there can't be any discussion or shared opinions about the requests to avoid a possible serial meeting.

The discussion on Section 14.2 was tabled and would be brought back.

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

Council President Starr moved to extend the meeting to 9:15. Councilor Parsons seconded.

Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

City Manager Brown suggested that the proclamation could be added to the informal list each year. At the beginning of the year, those proclamations could be considered for the formal process. It was clarified that if proclamations were added to the informal list, those proclamations would still be sent to the requester.

Council President Starr moved the City Council to approve the Proclamation Request for the informal list for the Vietnamese-American Remembrance Day and Frontline Worker Appreciation Month. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

f. Consider Proclamation Request for Frontline Worker Appreciation Month (May)

g. Approval of February 10, 2025, Work Session Minutes

Mayor Clark requested a change to the February 10th work session minutes on page 229 (page 3 of the minutes) at the references by the Rabbi to insert the name Rabbi Perlstein for clarification, two paragraphs down from that on September 15th about Constitution Week Proclamation that it was agreed to add "by a majority to add it to September 15th," and on page 4 about the Ruby Bridges Walk to School Day change to Salem-Keizer Safe Routes to School.

Councilor President Starr moved that the Keizer City Council approve the February 10, 2025.

Work Session Minutes with the change noted. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Kohler, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

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

Mayor Clark requested a change for clarification to the February 18th minutes on page 239 (page 7 of the minutes) in reference to the Oregon Library Association guidelines and the context of the conversation because the Council was talking about the Oregon State Library requirements, the third paragraph down explains that nothing was required by the OLA and should be the Oregon State Library, and on page 240 (page 8 of the minutes), the vote on the motion amendment was included, but the final vote on the main motion was omitted and had the same result so the vote should be added in.

It was requested for the Council to have an updated version of the minutes clarifying the vote before a motion would be made.

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

Mayor Clark requested a change to the March 3rd minutes on page 245 (page 3 of the minutes), item 8.b. at the end of the sentence "it was noted that there was new language about vegetation management and the rates were status quo" to make it the same as item 8.a. where it states, "it was noted that the franchise rate was status quo" for clarification because the City wouldn't have any control over the electricity rates.

Councilor President Starr moved that the Keizer City Council approve the March 3, 2025, Regular Session Minutes with the change noted. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Kohler, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

j. ORDINANCE - Relating to Cruising; Repealing Keizer Code Section 26-1

Police Chief Andrew Copeland summarized the staff report.

Council President Starr moved to adopt an Ordinance No. 2025- Relating to Cruising; Repealing Keizer Code Section 26-1. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

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, Kohler, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

- a. **Amphitheatre Fee Waiver Request - Claggett Creek Watershed Council - Soggy Day in the Park**
- b. **Event Center Fee Waiver - 2025 Ed Harris Memorial Trade-O-Ree (Scouts)**
- c. **Approval of March 17, 2025 Regular Session Minutes**
- d. **Approval of March 24, 2025 Work Session Minutes**

OTHER BUSINESS

Councilor Christopher recognized Mayor Clark's recent birthday, and she showed a picture of the Wallace House poster that the Council agreed to loan long-term to the Keizer Museum to share the progress.

Councilor Christopher would like to make a motion that the City provide up to \$2,400 for the Keizer Cultural Center for a rack card. She felt that transient occupancy tax would be a good use of the funds. By consensus, staff would bring the item to the next City Council meeting.

STAFF UPDATES

There were no staff updates.

COUNCIL MEMBER REPORTS

There were no pressing reports from Council Members.

AGENDA INPUT

Monday, April 14, 2025 - 6:00 p.m.

City Council Work Session - Joint meeting with Neighborhood Associations

Monday, April 21, 2025 - 6:00 p.m.

City Council Regular Session

Monday, May 5, 2025 - 6:00 p.m.

City Council Regular Session

ADJOURNMENT

Mayor Clark announced that Council would be moving into Executive Session under ORS 192.660(2)(e) and ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to negotiate real property transactions to carry on labor negotiations. She shared the location, attendees, and requirements of the media should they attend.

Mayor Clark adjourned the meeting at 9:16 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.”