



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, April 21, 2025**  
**Robert L. Simon Council Chambers**  
**930 Chemawa Road NE**  
**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:**

Cathy Clark, Mayor  
Shaney Starr, Council President  
Soraida Cross, Council Vice  
President  
Kyle Juran, Councilor  
Daniel Kohler, Councilor  
Marlene Parsons, Councilor  
Lore Christopher, Councilor

**Staff:**

Adam Brown, City Manager  
Joseph Lindsay, City Attorney  
Bill Lawyer, Public Works Director  
Andrew Copeland, Police Chief  
Garrett Klever, Human Resources  
Director  
Melissa Bisset, City Recorder

**Absent:**

Ma'Layah Latty-Farrar, Youth  
Councilor

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

**a. PROCLAMATION - Volunteer Recognition Month**

Jane Herb, Chair of the Volunteer Coordinating Committee, recognized the City Council volunteers and handed out City of Keizer lapel pins and Certificates of Appreciation. Mayor Clark read the proclamation recognizing Volunteer Recognition Month.

**b. Recognition of Police Department by Liberty House**

Alison Kelley and Bruce Anderson from Liberty House recognized and thanked the Keizer Police Department for their work and support. Ms. Kelley described the work of Liberty House.

## COMMITTEE REPORTS

Hector Blanco, Keizer Fire Division Chief, shared the monthly calls for service, and provided information about upcoming events and programs. It was noted that Chief Blanco was retiring and that he would be the Grand Marshal in the KeizerFEST Parade.

Lisa Cejka, Parks and Recreation Advisory Board, provided a summary of their last Board meeting. There was discussion about memorials in parks. She commented on Soggy Day in the Park, and the painting of the Big Toy would be on June 21st.

### a. West Keizer Neighborhood Association Annual Report

City Manager Brown summarized the staff report. Rhonda Rich, President and Rob Witters, Vice President of the West Keizer Neighborhood Association presented their annual report.

Council President Starr moved the City Council accept the report of the West Keizer Neighborhood Association and extend recognition to the West Keizer Neighborhood Association for an additional year. 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. Greater Gubser Neighborhood Association Annual Report

Patti Tischer, President, and Laura Daniel, Secretary of the Greater Gubser Neighborhood Association, presented their annual report.

Council President Starr moved the City Council accept the report of the Greater Gubser Neighborhood Association and extend recognition to the Greater Gubser Neighborhood Association for an additional year. 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)

### c. Community Diversity Engagement Committee Appointment (CDEC) - Position #4

Council Vice President Cross thanked Carrie Brown with all the work she had done on the Community Diversity Engagement Committee (CDEC). She appointed Elaine Wilson to Position # 4 of the CDEC. Elaine Wilson expressed her excitement to join the CDEC, and she was hoping to make an impact for future generations.

## PUBLIC COMMENTS

Mayor Clark acknowledged the written comment for the record.

## CONSENT CALENDAR

Council President Starr read the Consent Calendar. Mayor Clark pulled item b.

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar items

a., c., d., e., f. 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)

Mayor Clark stated that she pulled item 7.b. because she felt it was very important to include Constitution Week as it was submitted in the public comment, and if there was no change because of that, she would be a no vote.

Council President Starr moved the Keizer City Council adopt the Resolution Recognizing National Observances and Commemorative/Heritage Month, Repeal of Resolution R2025-3565. Seconded by Councilor Kohler.

Mayor Clark explained that she would like to add Constitutional Week back in because it was an activity that was done by the City of Keizer as noted in the letter received from the Greater Northeast Keizer Neighborhood Association, and since it was used by teachers in the schools in our district.

Mayor Clark moved to amend to put Constitution Week in as a recognized Proclamation in City Council at the second meeting in September. Councilor Parsons seconded.

Council Vice President Cross noted that Consitution Week was previously discussed in a meeting and the list was limited for the act of being timely.

Motion Failed as follows:

AYES: Clark (1)

NAYS: Starr, Cross, Kohler, Juran, Christopher, and Parsons (6)

ABSTENTIONS: None (0)

ABSENT: None (0)

The vote for the original Motion was as follows:

Motion passed as follows:

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

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. **RESOLUTION - Authorizing City Manager to Sign Intergovernmental Agreement Between Marion County and City of Keizer for Community Prosperity Initiative (CS-5974-24)**
- b. **RESOLUTION - Recognizing National Observances and Commemorative/Heritage Months; Repeal of Resolution R2025-3565**
- c. **RESOLUTION - Adopting the City of Keizer Council Rules of Procedure - Repealing Resolution R2025-3535**
- d. **Police Department Community Service Petty Cash Fund Report**

e. Approval of February 18, 2025 Regular Session Minutes

f. Approval of April 7, 2025 Regular Session Minutes

## **PUBLIC HEARINGS**

a. **OLCC Application - License Application - Micheladas Antojitos El Perico Mobile**

*Mayor Clark opened the Public Hearing.*

City Recorder Melissa Bisset summarized the staff report.

*With no further testimony, 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 OLCC Application - License Application - Micheladas Antojitos El Perico Mobile LLC under the guidelines established by ORS 471.175 and the Code 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 - Authorizing City Manager and Chief of Police to Sign 2025-2026 Collective Bargaining Agreement with Keizer Police Association (for the Sergeant Bargaining Unit)**

City Attorney Joseph Lindsay summarized the staff report. There was discussion about the Prohibited Conduct section.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager and Chief of Police to Sign 2025-2026 Collective Bargaining Agreement with Keizer Police Association (for the Sergeant Bargaining Unit). 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. **RESOLUTION - Authorizing City Manager to Sign Management Agreement with Keizer Community Field Association for Keizer Multi-Sports Synthetic Turf Fields**

**RESOLUTION - Revising User Fees for the Keizer Rapids Park Artificial Turf Fields; Amending Resolution R2024-3506**

City Manager Adam Brown summarized the staff report. City Attorney Lindsay asked that the sentence on page 284 of the packet be revised because the parties have agreed to the truing up meeting, and it's important to include the words. At the very top of the paragraph, where it reads, "August 1st and October 15th," to add the sentence, "At the March meeting, Manager will pay any outstanding, unencumbered profits towards any remaining sinking fund amounts owed."

Mayor Clark invited the public to make comments on the fee schedule. There were no comments.

Ryan Finneran, Keizer Community Field Association Secretary, was available for comments. He noted that there could be some re-evaluation of the lighting fee. He commented on the free egg hunt on the fields.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Sign a Management Agreement as amended with the Keizer Community Field Association for Keizer Multi-Sports Synthetic Turf Fields and adopt Resolution R2025- Revising User Fees for the Keizer Rapids Park Artificial Turf Fields; Amending Resolution R2024-3506. 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)

**c. Funding Request for Keizer Cultural Center**

City Manager Adam Brown summarized the staff report. City Manager Brown clarified that the total amount represented the budgeted figure, noting that the City had recently received the third-quarter payment and was on track to meet the budget target.

Council President Starr moved that the Keizer City Council approve funding up to \$2,400 for rack cards out of the current years' Transient Occupancy Tax. Councilor Kohler seconded.

Mayor Clark made a clarification that the rack cards are for the Keizer Cultural Center.

Councilor Christopher further clarified that this would pay for two sets of rack cards; one was for the museum and one was for the Keizer Cultural Center, which were all four of the non-profits. The Museum Association that the Keizer Heritage Museum belongs to only allows specific rack cards for museums.

Mayor Clark made a clarification of rack cards as requested by the Keizer Cultural Center.

Mover and seconder accepted the clarification.

Councilor Christopher made a friendly amendment to secure \$10,000 from the Transient Occupancy Tax fund for the purpose of funding the Library for the next Budget Cycle. It was noted that this friendly amendment needed to be a separate motion because it was a separate issue.

Vote on the original Motion:

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Christopher commented on an Agenda meeting by making a statement expressing her

concern regarding the accusation of acting independently of a committee that she was assigned to as their liaison, which was the Keizer Heritage Foundation Board.

Councilor Christopher moved that before any City Councilor including the Mayor initiates an inquiry or investigation from the City Manager or any City staff member regarding a City Councilor or the Mayor, approval must first be obtained from the City Council. Seconded by Councilor Juran.

Councilor Christopher felt that this Motion was necessary to ensure due process and prevent unilateral actions that could compromise the integrity of the government.

City Attorney Lindsay asked if this was something that the Council wished to have in the Council Rules and Procedure. There was discussion about adding it to the Council Rules of Procedure.

Councilor Parsons asked for clarification. Councilor Christopher stated that the intent of the motion was so that an informal inquiry of any City Councilor was prohibited by any party without the approval of City Council.

Discussion ensued on the legality of including the intent of the motion in the Council Rules of Procedure.

Mr. Lindsay explained that the Council Rules of Procedure and the City's structure did allow for such language and that the City Attorney could write a confidential memo and avail the City Council of executive session on certain State-level, legal issues.

Mayor Clark stated that she was not clear on the understanding of the Motion on the table, so she would be a no vote until she could have a better understanding and time to consider the intended and unintended consequences.

Councilor Kohler asked the Council if they wanted to put this rule into practice now and then the City Attorney would update the Council Rules of Procedure.

Motion passed as follows:

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

NAYS: Clark and Parsons (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

#### **d. Discussion regarding potential Liquor License Code Amendments**

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved to direct City Staff to send Option 1 to the OLCC for their review and further direct staff to bring Option 1 back to Council if approved by the OLCC for a Public Hearing. 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)

**e. Authorize the City Manager to Sign a Letter of Support for Comcast's Broadband Equity, Access, and Deployment (BEAD) Grant Program**

City Manager Adam Brown summarized the staff report. It was noted that the boundary was identified as the Salem-Keizer School District.

Council President Starr expressed her support for providing equitable access for internet service and/or Wi-Fi.

Council President Starr moved the Keizer City Council authorize the City Manager to sign a letter of support for Comcast's Broadband Equity, Access, and Deployment (BEAD) grant request.

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)

There was a five-minute recess to fix auditory issues.

**f. RESOLUTION - Authorizing the Keizer Police Department to Conduct Administrative Inventory of Custodial Personal Property**

Police Chief Andrew Copeland summarized the staff report.

Council President Starr moved the Keizer City Council adopt Resolution 2025- Authorizing the Keizer Police Department to Conduct Administrative Inventory of Custodial Personal Property.

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)

**g. Discussion regarding Council Rules and Procedure, Section 14 - Proclamations**

City Manager Brown reminded the Council that there was discussion at the April 7th meeting regarding the Proclamation Section, and the City Council wished to continue the discussion at this meeting. Mayor Clark noted that there was a draft of an online form for proclamation submissions.

Council President Starr moved to amend the Council Rules of Procedure as presented on page 321. Councilor Kohler seconded.

City Manager Brown commented on the idea of having a formal and informal list.

Councilor Parsons made a friendly amendment that we have two lists. One is formal and one is informal. Councilor Kohler accepted.

Motion passed unanimously as follows:

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

#### **h. Discussion regarding two-adult supervision policy**

City Manager Brown summarized the staff report. Discussion followed regarding when the policy would apply. There was a suggestion to add vulnerable adults language to the policy and to add a definition.

There was consensus of the Council to move forward to direct staff to bring back a Resolution.

#### **OTHER BUSINESS**

Council President Starr moved to suspend the Council Rules of Procedure to take up the matter. Seconded by Councilor Kohler.

Councilor Christopher moved for \$10,000 set aside of projected Transient Occupancy Tax for the remainder of this fiscal year to be carried forward into the 2025/26 budget for the purpose of funding Library. Seconded by Councilor Kohler.

Mayor Clark commented for the record that this would be contingent upon the final quarter funds being received.

Motion passed unanimously as follows:

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

#### **Town Hall Scheduling**

City Manager Brown shared proposed dates for Town Halls with a general session, a Town Hall on the Urban Growth Boundary, and one on fluoride. Discussion ensued regarding the day of the week and the time of the day to host the Town Halls. There was consensus by the City Council to hold Town Halls on the Urban Growth Boundary on May 10th and May 27th.

#### **STAFF UPDATES**

There were no staff updates.

#### **COUNCIL MEMBER REPORTS**

There were no council member reports.

#### **AGENDA INPUT**

**Monday, April 28, 2025 - 6:00 p.m.**

City Council Work Session - Neighborhood Associations

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

City Council Regular Session

**Monday, May 12, 2025 - 6:00 p.m.**  
Budget Committee

**Tuesday, May 13, 2025 - 6:00 p.m.**  
Budget Committee

**Monday, May 19, 2025 - 6:00 p.m.**  
City Council Regular Session

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 9:01 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.”*