



**MINUTES
KEIZER CITY COUNCIL**

**Monday, May 5, 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
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:

Ma'Layah Latty-Farrar, Youth
Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Proclamation - Asian American Native Hawai'ian Pacific Islander Heritage Month

Maribel Ramillosa, President of the Greater Salem Filipino American Association, presented information about the Greater Salem Filipino-American Association. Marissa Scharer, Owner of the Manila Fiesta Filipino Food, presented information about her authentic Filipino food restaurant in Salem.

Mayor Clark read the Proclamation recognizing May as Asian American Native Hawai'ian Pacific Islander Heritage Month.

COMMITTEE REPORTS

Rhonda Rich, West Keizer Neighborhood Association, noted that their last meeting of the season before summer break would be happening on Thursday. She reviewed the items on their agenda.

David Philbrick, member of the Traffic Safety, Bikeways and Pedestrian Committee, summarized the recent meeting. Discussion ensued regarding potential enforcement on Alder and the City getting in touch with Claggett Creek Middle School. The City was looking at options for signage. There was a suggestion to use the trailer speed sign in the area where there had been complaints.

PUBLIC COMMENTS

Caleb Folsom, Gervis, Builder/Developer, was attempting to develop a cottage cluster in Keizer. He provided a handout to the Council that showed how the Keizer Code made it unfeasible to build. There was a question about the development. Discussion ensued regarding density in relation to the type of development. Mr. Folsom shared a recent development that he had made in Keizer.

There was discussion about parking and what else would be done on the property if a cottage cluster could not be built. Planning Director Shane Witham provided a history of Planning Code changes and State requirements. There were suggestions for Mr. Folsom to bring his request as a variance or bring his concerns to the Planning Commission. Mr. Folsom explained the design of the cottage cluster.

CONSENT CALENDAR

Mayor Clark pulled item e.

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar items a.b.c. and d. 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. **Event Center Use Fee Waiver - Soaring Heights Recovery Homes - Third Annual Vision Dinner**
- b. **RESOLUTION - Authorizing the City Manager to Award and Enter Into an Agreement with K & E Excavating LLC for McLeod Storm Drain Realignment Phase 2 Project**
- c. **RESOLUTION - Authorizing the City Manager to Award and Enter into a Contract with First Pacific Corporation for Construction of Keizer Rapids Turf Fields Phase 2**
- d. **RESOLUTION - Amending the Keizer Personnel Policies; Amending Resolution R2025-3549**

e. Approval of April 21, 2025 Regular Session Minutes

Mayor Clark stated that on page 3 of the minutes, there were two votes listed for her motion to amend the list of national observances to have a Proclamation for Constitution Week. The second set of votes was correct. She would like to have the 7-0 votes removed, leave the 1-6 votes and that the final vote was 6-1 as noted.

Mayor Clark moved to approve the April 21, 2025, regular session minutes as amended.
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)

PUBLIC HEARINGS

a. RESOLUTION - Exemption of the Brand Name Specification Purchase of Surface America Fall Protection Product from Competitive Bidding and Purchasing Play Structure Materials, Surface America Fall Protection Materials, and Installation Services from Ross Recreation Equipment Co., Inc. for Bob Newton Family Park

Mayor Clark opened the Public Hearing.

Public Works Director Bill Lawyer summarized the staff report.

With no further testimony, Mayor Clark closed the Public Hearing.

Council President Starr moved to adopt Resolution R2025- Exemption of the Brand Name Specification Purchase of Surface America Fall Protection Product from Competitive Bidding and Purchasing Play Structure Materials, and Installation Services from Ross Recreation Equipment Co. for Bob Newton Family Park. Councilor Kohler seconded.

It was noted that the contract included removal of the existing fall protection and the existing play structure.

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. Medical Disposal Rate Discussion

City Manager Adam Brown summarized the staff report.

Shawn Edmonds, Loren's Sanitation, explained that there were 47 commercial customers that were impacted.

Kevin Hines, Marion Environmental Services, explained the impact of the Brooks incinerator

closing. This meant that transporting the waste was much further. Marion County and the City of Salem approved the rate increases. They were working with a local company that may have a process in the future that could reduce the costs. Marion County Environmental Services had been absorbing the costs.

There was a request for the number of people worked at the 47 businesses and a comment on the impact of rate increases on small businesses. There were questions about residential rates, the volume of medical waste, customer communication, and costs moving forward and if the costs could be lowered.

Council President Starr moved to direct staff to schedule the public hearing and bring back the requested disposal rates for medical waste for public testimony and consideration at a subsequent meeting. 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 - Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2025-3568)

City Attorney Joseph Lindsay summarized the staff report. Discussion followed regarding rules versus laws.

Council President Starr moved to adopt Resolution R2025- Amending City of Keizer Council Rules of Procedure (Amending Resolution R2025-3568). Councilor Kohler seconded.

Mayor Clark noted that the proposed changes came out of asking for documentation related to a budget request. Mayor Clark asked for help to understand how an outside organization asking for documentation of a budget request rises to the level of an investigation of the councilor who made the request. She asked about having the responsibility of process and compliance for fiduciary accountability. She commented that the timeline between the budget request to the City and the board action of the Keizer Heritage Foundation didn't match, and it was a procedural error and easy to fix.

Mayor Clark felt that questions and inspection of publicly available information when allocating public funds to a private agency should be allowed, especially when a Councilor was a board officer of that organization and check signer on the account. Mayor Clark asked if it would be in the best interest to ensure that processes are followed. Mayor Clark felt that it will suppress complaints or misconduct and have a chilling effect and less transparent and accountable process, and this was why she would be voting no.

Motion passed as follows:

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

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. ORDINANCE - Relating to Recognition of Neighborhood Associations; Amending Keizer

Code Sections 2-274 and 2-275

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt an Ordinance No. 2025- Amending City of Keizer Council Rules of Procedure (Amending Resolution R2025-3568) relating to Recognition of Neighborhood Associations; Amending Keizer Code Sections 2-274 and 2-275. 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)

OTHER BUSINESS

There was no other business.

STAFF UPDATES

City Manager Brown reported that there would be Town Hall Listening Sessions related to the question of growth and expansion.

Mayor Clark congratulated Assistant City Manager Wood for the Government Finance Officers Association Award of Excellence and thanked him for the work on getting the proposed budget published.

Chief Copeland reported that there was a recent social media posting that Corban University had done highlighting the Police Department. He reviewed recent events the Police Department had participated in. He recognized Lieutenant Wenning for his work on completing and receiving the Police Department re-accreditation.

Public Works Director Lawyer reported on the continued services that the Public Works Department was providing.

Planning Director Witham reported on recent building permits and noted there would be changes to the code coming to the Council.

COUNCIL MEMBER REPORTS

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended as well as upcoming events.

AGENDA INPUT

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

Budget Committee

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

Budget Committee

Thursday, May 15, 2025 - 6:00 p.m.

Budget Committee - if needed

Monday, May 19, 2025 - 6:00 p.m.

City Council Regular Session followed by Executive Session

Monday, June 2, 2025 - 6:00 p.m.

City Council Regular Session

Monday, June 9, 2025 - 6:00 p.m.

City Council Joint Work Session with Community Diversity Engagement Committee

ADJOURNMENT

Mayor Clark stated that the City Council would be going into Executive Session pursuant to ORS 192.660 (2) (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Mayor Clark adjourned the meeting at 7:53 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.”