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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, August 4, 2025

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE

4. SPECIAL ORDERS OF BUSINESS

5. COMMITTEE REPORTS

6. PUBLIC COMMENTS

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

7. CONSENT CALENDAR

- a. Event Center Use Fee Waiver - Marion County Re-entry Initiative Breakfast
- b. RESOLUTION - Authorizing the City Manager to Purchase 2025 Ford F550 Truck for Public Works Department and Authorizing Disposition of Surplus Property
- c. Approval of July 14, 2025 Work Session Minutes
- d. Approval of July 21, 2025 Regular Session Minutes

8. PUBLIC HEARINGS

- a. Text Amendment Case 2025-06: Amending Keizer Code Appendix A, Section 2.110 - Commercial Mixed Use (related to auto-oriented uses) - Re-Opening Public Hearing
- b. RESOLUTION - Exemption of Informal Solicitation Requirements Relating to the Purchase of Degas Separator for the Meadows Pump Station from Mazzei Injector Company LLC
- c. RESOLUTION - Authorization for a Supplemental Budget - Administrative Services

9. **ADMINISTRATIVE ACTION**

- a. **ORDINANCE** - Relating to Auto-Oriented Uses in Keizer Station Area B; Amending Keizer Code Appendix A, Section 2.1104.04 and Section 2.110.05
- b. Salem Keizer Welcome Sign Design Recommendation
- c. Discussion regarding Scope of Services for Request for Proposals for Keizer Little League Park
- d. Discussion regarding the request from Traffic Safety, Bikeways, and Pedestrian Committee for possible name change

10. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

Monday, August 11, 2025

City Council Work Session - CANCELED

Monday, August 18, 2025 - 6:00 p.m.

City Council Regular Session

Tuesday, September 2, 2025 - 6:00 p.m.

City Council Regular Session

Monday, September 8, 2025 - 6:00 p.m.

Joint Work Session with the Parks & Recreation Advisory Board - Parks Tour

14. **ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"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."



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Use Fee Waiver - Marion County Re-entry Initiative Breakfast

Proposed Motion

I move the City Council approve a waiver of the Event Center use fee of \$2,530 for the Marion County Re-entry Initiative Breakfast on October 2, 2025.

I. Summary

The Marion County Commissioners have requested a waiver of the event center use fee for the Marion County Reentry Initiative (MCRI) breakfast on Thursday, October 2, 2025, from 7:30 am - 8:30 am. In addition, Marion County has requested access to the ballroom on October 1, 2025 from 1:00 pm to 5:00 pm for setup. The event is free and open to the public.

The mission of MCRI is to rebuild lives, promote community safety, and save taxpayer money. The program helps individuals who are reentering our community after incarceration. The MCRI program is funded through donations and sponsorships.

The rental rates for the Keizer Event Center provide a 20% discount for Keizer Governmental Partners (i.e. Marion County). The use rate for the Iris Ballroom for this event would be \$2,530, which includes stage and audio/visual charges.

Staffing costs for room setup and support during the event are approximately \$600.

In the past, the City has waived all fees associated with this event. The MCRI program has been very successful in providing meaningful support to the people in the Keizer community. The City is proud to support this effort.

II. Background

- A. Marion County previously held the Re-Entry Initiative Breakfast at the Keizer Event Center on October 24, 2024.
- B. The use fees associated with the October 24, 2024 event were waived by the City Council.

III. **Current Situation**

- A. The City has received a completed Event Center Use Agreement dated January 22, 2025.
- B. The City has received a request for a use fee waiver on June 4, 2025.
- C. As of this date, no other requests for room reservations on this date have been received.

IV. **Analysis**

- A. **Strategic Impact** - Not Applicable
- B. **Financial** - The use fee waiver will result in \$2,530 less revenue for the Event Center Fund.
- C. **Timing** - The Marion County Re-entry Initiative Breakfast is scheduled for October 2, 2025.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

- A. Approve a waiver of the Event Center use fee of \$2,530.
- B. Approve a waiver of the Event Center use fee for an alternate amount.
- C. Deny the request for a waiver of the Event Center use fee of \$2,530.

VI. **Recommendation**

Staff recommends the City Council approve a waiver of the Event Center use fees of \$2,530 for the Marion County Re-entry Initiative Breakfast on October 2, 2025.

Attachments

1. LTR_CC_Marion County Community Services Fee Waiver Request_08 04 2025

"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."

County Commissioners
Danielle Bethell, Chair
Colm Willis
Kevin Cameron



**Chief Administrative
Officer**
Jan Fritz

MARION COUNTY BOARD OF COMMISSIONERS

June 4, 2025

To the Keizer City Council and the Keizer Civic Center,

On behalf of the Marion County Board of Commissioners and our partners we want to thank you for your continued support of the Marion County Reentry Initiative.

The Marion County Reentry Initiative (MCRI) is a collaborative effort involving community corrections, education, law enforcement, health and non-profit agencies working together to rebuild lives, promote community safety, and save taxpayer money by breaking the cycle of criminal activity.

MCRI works to reduce crime and recidivism by offering coordinated services which are critical for successful community reentry after release from prison. MCRI's key partners provide housing, transportation, treatment, mentoring, family strengthening, and employment services for MCRI clients.

On October 2, we will return to the Keizer Civic Center to celebrate another successful year, discuss upcoming plans, and provide an opportunity for community members to support us through donations to the organization.

To support the most effective and efficient use of the resources available to the MCRI, I am respectfully asking the Keizer City Council to consider waiving the rental fee for this event.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Colm Willis", is written over a light blue horizontal line.

Colm Willis
Marion County Board of Commissioners



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Service Vehicle for Water Fund

Proposed Motion

I move the City Council adopt Resolution R2025-_____ Authorizing the City Manager to Purchase 2025 Ford F550 Truck for Public Works Department and Authorizing Disposition of Surplus Property.

I. Summary

The Public Works Department budgeted for the purchase of a service vehicle in the City Council adopted FY 25/26 Water Fund budget. This vehicle is being acquired from Northside Ford through the State contract #1656 pricing agreement.

II. Background

- A. The Water Division currently has a 2004 Ford F-550 service truck that is in need of replacement. The replacement vehicle, a 2026 Ford F-550, is priced at \$98,627.19, which includes a Scelzi service body and the trade-in of the 2004 Ford F-550 service truck.

III. Current Situation

- A. The 2004 Ford F-550 service truck is a front line service vehicle used for maintaining and improving the water distribution system and is in need of replacement.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - The Water Division allocated \$115,000.00 in FY 25/26 for the purchase of a new service truck. The purchase price of \$98,627.19 is under that amount and provides funds for upfitting of communication equipment and safety lighting.
- C. **Timing** - Approval of this purchase will allow the vehicle to be ordered and delivered

at the earliest possible date.

- D. **Policy/Legal** - City Council approval is required to meet the legal requirements and policy of the City of Keizer Code, Article V, Section 2.

V. Alternatives

- A. Adopt the attached Resolution.
- B. Take no action.

VI. Recommendation

Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to purchase a 2026 Ford F-550 regular cab chassis with a Scelzi service body from Northside Ford Truck Sales Inc., and declaring the 2004 F-550 service truck surplus property.

Attachments

1. RES_CC_Purchase of 2026 F-550 Service Vehicle - Water Division_8 4 2025

“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.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2025-_____

4
5 AUTHORIZING THE CITY MANAGER TO PURCHASE 2026
6 FORD F550 TRUCK FOR PUBLIC WORKS DEPARTMENT AND
7 AUTHORIZING DISPOSITION OF SURPLUS PROPERTY
8

9 WHEREAS, the City of Keizer has funds budgeted in the 2025-2026 water fund
10 to purchase a new truck to replace a 2004 Ford F-550 service truck used primarily by the
11 Water Division;

12 WHEREAS, the City has determined procurement through the Oregon
13 Cooperative Procurement Program (ORCPP) provided the best price of \$98,627.19 for a
14 Ford F-550 vehicle after the trade in allowance for the 2004 Ford F-550 service vehicle
15 of \$6,500 from Northside Ford;

16 WHEREAS, the 2004 Ford F-550 service vehicle has been identified as having a
17 trade-in value of approximately \$6,500;

18 WHEREAS, Ordinance No. 2008-579 allows the disposal of City-owned surplus
19 property by several methods, including any method that in the City's discretion is in the
20 best interests of the City;

21 WHEREAS, staff has recommended the disposal of the 2004 Ford F-550 service
22 vehicle as surplus property because it is no longer useful or needed;

23 WHEREAS, the City Manager approves of the disposal of the 2004 Ford F-550
24 service vehicle as surplus property;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the City Manager
3 is hereby authorized to purchase a 2026 Ford F-550 vehicle from Northside Ford for a net
4 purchase price up to \$98,627.19 after trade-in credits described below.

5 BE IT FURTHER RESOLVED that the City Council of the City of Keizer declares
6 the 2004 Ford F-550 service truck as surplus property.

7 BE IT FURTHER RESOLVED that the 2004 Ford F-550 service truck be disposed
8 of by use as a trade-in against the 2026 Ford F-550 vehicle with a total value of \$6,500.

9 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
10 and all necessary acts to effectuate the purchase of the 2026 Ford F-550 vehicle and the
11 disposal of the surplus property.

12 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
13 upon the date of its passage.

14 PASSED this _____ day of _____, 2025.

15

16 SIGNED this _____ day of _____, 2025.

17

18

19

Mayor

20

21

22

City Recorder



**MINUTES
KEIZER CITY COUNCIL**

**Monday, July 14, 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
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Lore Christopher, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Melissa Bisset, City Recorder

Absent:

Marlene Parsons, Councilor

a. Discussion regarding Sidewalk Gap & Repair Program

City Manager Adam Brown provided maps of where there were and were not sidewalks within the City. There was discussion about the number of feet and pricing. The number of feet would be determined and provided to the Council. Discussion ensued regarding various neighborhood designs in relation to sidewalks.

There was a question if there were priority areas. Public Works Director Bill Lawyer felt that the City should look at areas that prioritize kids and safety. Mr. Lawyer suggested that the Traffic, Safety, Bicycles, and Pedestrian (TSBP) Committee help with the prioritization.

Discussion ensued regarding providing a framework for the TSBP to use to determine the priority areas. Mr. Lawyer noted that knowing how much funding was available would be important in the prioritization process. There was a suggestion to look at national standards.

Mr. Brown reviewed other common local government sidewalk repair and sidewalk infill programs.

Mr. Lawyer explained the complaint process related to sidewalk repairs. It was noted that sidewalk liability falls to the homeowner.

Discussion ensued regarding right-of-way in relation to sidewalks. Mr. Lawyer shared that the County Tax Assessor's Office has easily accessible maps online that show right-of-ways. There was a suggestion to update the City's map to include if the City has right-of-way.

Mr. Lawyer explained that a Local Improvement District had been used as a means of financing for new sidewalks for neighborhoods desiring them in public right-of-ways that have curbs. Mr. Lawyer commented that it was a very successful project.

Mr. Brown reviewed sections of the City Code related to ownership and liability highlighting that homeowners have liability for damages related to sidewalks.

Mr. Brown shared options for repair, such as grinding, removing, replacing, and expanding foam concrete. There were comments about the various reasons causing sinking and raising of sidewalks.

There was discussion about standard sidewalk widths and street trees. Mr. Lawyer shared about how the City has managed street trees that are damaging sidewalks. Discussion regarding liability ensued.

Reimbursement cost/share programs for sidewalk infill were discussed. Mr. Brown explained that all sidewalks do not have to be uniform types, but the type should be consistent with the neighborhood.

Possible funding was discussed. There would be a \$1 million repayment to the Street Fund from Area B and \$100,000 would be available to be used for a proof of concept program.

Staff had a preference for focusing on infill as the cost of repairs could go through funding quickly.

Mr. Lawyer suggested a sidewalk repair loan program. There was discussion about various terms that could be used in a sidewalk repair loan program.

There was a suggestion to do the proof of concept for a sidewalk repair loan program in the south and west. Mr. Lawyer felt that an income-based process would be there for those that need it most. There was a suggestion to work with Marion County to see if there were ways to partner.

It was suggested that the City determine where the City has right-of-ways, have a subject-matter expert look at priority guidelines and methodology for infill, and then take it to the TSBP to use the guidelines to create a list of infill locations. There was a suggestion to consider continuity, right-of-way and stormwater. Concern was expressed about renters and how renters could be supported if the program was income-based. There were comments about the potential of landlords raising rent and affordability.

There were comments about education and reporting complaints.

Mr. Brown shared that these were options that weren't currently available and would hopefully be

in reach for those who needed assistance.

There would be another work session on the topic in the next three months.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:31 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

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MINUTES KEIZER CITY COUNCIL

**Monday, July 21, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 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

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Trevor Wenning, Lieutenant
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. Swearing in of Officer Kathlyne Wallace

Police Lieutenant Hein shared the background of new Officer Kathlyne Wallace. Officer Wallace was congratulated and welcomed to Keizer.

COMMITTEE REPORTS

Matt Lawyer, Chair, of the Parks Recreation and Advisory Board, summarized the recent meeting where they discussed the lighting and closing time of the Keizer Rapids Park artificial turf fields. Mr. Lawyer provided two documents related to the Gold Star Memorial. There was discussion about the funding for the Gold Star Memorial.

Robin Barney, member of the Community Diversity Engagement Committee, summarized the

recent meeting where they discussed their priorities over the next six months and their long-term goals, guidelines for proclamation speakers, postcards and surveys.

There were suggestions about the proclamations and postcards.

PUBLIC COMMENTS

Rhonda Rich, West Keizer Neighborhood Association President, commented on the lights at Keizer Rapids Park Turf Fields and shared that the Neighborhood Association has been in support of the Turf Fields. She commented on a meeting from before the turf fields were built about the timing of the lighting. They asked that the games and lighting end at 9:00 p.m. and that the Council take into account the recommendation from the Parks and Recreation Advisory Board.

Ms. Rich shared comments from Ellen Marsh, Keizer, about the lighting and closing time of the fields, requesting that it be at 9:00 p.m.

Kay Klaus, Keizer, felt that the best closing time for the field would be 9:00 p.m. She hears the noise from the fields.

Ruth Ann Fry, Keizer, expressed gratitude to Robert Johnson and the Police Department for keeping the park safe. She provided a history of the park. She commented on the number of dogs off-leash, e-bikes, and motorcycles. She felt it was nice to have the amphitheater and liked that the noise was done at 9:00 p.m. She enjoyed hearing the players on the fields. She would appreciate it if the lights went off at 9:00 p.m.

There was a question about e-bikes and e-scooter usage in the parks. It was noted that current regulations do not have any. It was suggested that the Parks and Recreation Advisory Board look at regulations related to time, manner and place for e-bikes and e-scooters in the parks. The Traffic Safety, Bikeways and Pedestrian Committee would also look at the e-bike and e-scooters safety.

CONSENT CALENDAR

- a. **RESOLUTION - Authorizing the City Manager to Enter Into Street Sweeping Contract**
- b. **Approval of July 7, 2025 Regular Session Minutes**

Council 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)

PUBLIC HEARING

- a. **ORDINANCE - Declaring a Lien Against Property Located at 981 Cater Court North, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Keizer Code; Declaring an Emergency**

Mayor Clark opened the Public Hearing.

Planning Director Shane Witham summarized the staff report.

There was discussion about the number of liens on the property.

There was a question about volunteer groups to help with the property. Mr. Witham explained that the property owner would need to have a willingness to work with the volunteer group.

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

Council President Starr moved to adopt an Ordinance No. 2025- Declaring a Lien Against Property Located at 981 Cater Court North, Keizer, Oregon and Directing the City Recorder to Enter Such Lien in the Minor Lien Docket Pursuant to Keizer Code; Declaring an Emergency. 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)

ADMINISTRATIVE ACTION

a. ORDINANCE - Relating to Park Regulations; Amending Keizer Code Sections 28-23 and 28-43

Public Works Director Bill Lawyer reviewed the recommended revisions to the Code. Discussion followed regarding the timing of play, the use of the fields, the initial split vote of the Parks and Recreation Advisory Board, and special event permits versus sporting events. There was discussion about Special Event Permits.

There was conversation about locking the gates versus not locking the gates.

It was noted that the City now has cameras in the parks. There would be additional conversations with Keizer Community Fields.

Council President Starr moved to adopt an Ordinance No. 2025- Relating to Park Regulations; Amending Keizer Code Sections 28-23 and 28-43. Councilor Kohler seconded.

There were comments about lights and parks hours at Keizer Little League Park.

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)

b. RESOLUTION - 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

Council President Starr stated that she had an actual conflict of interest in the matter and would not be participating in the conversation. She left the Council Chambers for the discussion.

City Manager Adam Brown summarized the staff report. Mayor Clark expressed her appreciation to the Chamber, Councilor Juran, Councilor Cross, and City Manager Brown for their work on the agreement.

There was discussion about the process and the agreement.

Jeremy Turner, Keizer Chamber Board President, commented that the new board could discuss a potential Council Liaison with the Chamber of Commerce.

Discussion followed regarding the work being done with Travel Salem.

Mr. Turner shared about Leadership Keizer and CO.STARTERS.

Councilor Kohler moved to adopt Resolution R2025- 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. Council Vice President Cross seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: Starr (1)

ABSENT: None (0)

OTHER BUSINESS

City Manager Brown expressed his gratitude for Councilor Juran, Council Vice President Cross, and Mayor Clark for working with the Keizer Chamber of Commerce on the conversations surrounding the agreement.

Mayor Clark asked the Council to suspend the rules to take up the matter to grant her permission to attend the August 4, 2025 Executive Session by electronic means.

Councilor Christopher moved to suspend the rules to take up the matter to grant Mayor Clark permission to attend the August 4, 2025 Executive Session by electronic means. Council President Starr 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)

Councilor Christopher requested to attend the City Council Meeting via Zoom as well. It was requested that the Council give permission to Mayor Clark and Councilor Christopher to attend both the August 4th Regular Meeting and Executive Session via Zoom. Staff would notify the Council about the scheduling of the Executive Session.

Council President Starr moved to approve Councilor Christopher and Mayor to attend the Council meeting and possible Executive Session via electronic means on August 4, 2025. 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)

STAFF UPDATES

City Recorder Melissa Bisset shared that Dawn Wilson recently achieved her Certified Municipal Clerk status.

COUNCIL MEMBER REPORTS

Mr. Lawyer commented that the Big Toy was closed for a couple more days for resurfacing and reminded the community that pickets were still available.

There were comments about the success of the volunteer painting project at the Big Toy and the outstanding work of the volunteers.

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

AGENDA INPUT

There were no comments.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:58 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."



To: City Council

From: Shane Witham, Planning Director

Subject: Auto-Oriented Uses in Keizer Station Area B

Proposed Motion

No specific motion is necessary, as this is a re-opening of the public hearing regarding this issue. This issue for consideration of an ordinance is addressed under the administrative action portion of this agenda.

I. Summary

At the July 7th City Council meeting, City Council directed staff to provide for re-opening the public hearing regarding this issue. A public hearing was originally held on this matter on June 16th, and at the close of the hearing, Council directed staff to prepare an ordinance for adoption of text changes that would allow for a drive thru restaurant use in the Commercial Mixed Use zone within Keizer Station Area B only on the east side of Keizer Station Boulevard. At the July 7th City Council meeting, the City Council took up the administrative action to consider the ordinance and determined they wanted to re-open the hearing to allow for additional testimony to be shared by citizens prior to taking any action.

II. Background

- A. The Commercial Mixed Use zone (Section 2.110) has historically included "use restrictions" limiting specific uses within a specified and described area located near Chemawa and River Road. This area near the intersection of Chemawa and River Road was established in the 90's to attempt to alleviate concerns around traffic and congestion, as well as aesthetics. When the Keizer Station Plan was developed in the early 2000's, the same list of restricted uses was included for the properties located within Area B of the Keizer Station. When the River Cherry Overlay District was established and adopted in 2019, properties along River Road were rezoned to mixed use and "auto-oriented" uses are restricted within the identified "Centers" to only be allowed through a Conditional Use Permit.
- B. The City Council approved Letters of Intent for the sale of 2 separate City-Owned properties that are located in Area B of Keizer Station. One of those letters of intent was with Raising Cane's (chicken finger restaurant) and one was with Terra Firma LLC. It was anticipated that a text amendment would be pursued for the drive-through restaurant use when the Letter of Intent was authorized to be signed with Raising Cane's. The City Council was informed by the City Manager at that time that

staff would be working with the prospective developer to identify the appropriate process so it could be considered. The letters of intent do not obligate the City to take any action. Properties developed within the Keizer Station Area are required to be consistent with the adopted Masterplan for the subject area. This means additional future land use actions would have to be taken prior to development.

- C. The Planning Commission held a public hearing on May 21st, and received testimony on the proposed changes. Ultimately, the Planning Commission made a unanimous recommendation to forward the proposed changes to City Council for consideration that would allow for both drive-thru restaurant uses, as well as gasoline service station uses.
- D. On June 16th, a public hearing was held before City Council that ultimately resulted in a unanimous motion by City Council, directing staff to prepare an ordinance for adoption that would allow for a drive-thru restaurant use only on the east side of Keizer Station Boulevard, and no gasoline service station use.
- E. At the July 7th City Council meeting, Council took up the matter of the adoption of the proposed ordinance under Administrative Action and determined that prior to taking any action, the public hearing should be re-opened at the August 4th City Council Meeting.

III. **Current Situation**

- A. Staff has provided the appropriate legal notice to re-open the public hearing as directed by City Council. The matter has been scheduled and appropriate legal notice was published for the public hearing to be held.

IV. **Analysis**

- A. **Strategic Impact** - No direct strategic impact. However, this change is being requested in order for properties within Area B of Keizer Station to be developed.
- B. **Financial** - None
- C. **Timing** - The public hearing has been noticed and identified as the time for City Council to consider testimony regarding this issue.
- D. **Policy/Legal** - The code identifies the process for a text amendment, which has been followed. Appropriate notices have been sent, and the time has been set for the public hearing to consider the proposed changes.

V. **Alternatives**

- A. This is a re-opening of the previous hearing. No action is necessary to be taken as a part of this hearing, since Council previously directed staff to prepare an ordinance for adoption. The consideration for adoption will be taken up under the Administrative Action portion of this agenda, which is the appropriate time for Council to provide direction to staff or take action on the proposed ordinance.

VI. Recommendation

Staff recommends that City Council reopen the public hearing, receive testimony on the matter and then close the public hearing. Staff recommends that Council take action during the administrative action portion of the Agenda, as opposed to the close of the public hearing.

Attachments

1. City Attorney Notes from citizens at July 9 Neighborhood meeting

"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."

The following notes were taken by the Keizer City Attorney (Joseph Lindsay) at the Neighborhood listening meeting on Wednesday, July 9, 2025, between 5:30pm and 7:00pm. The citizen statements are not verbatim or exhaustive and are general summaries of the positions/comments made at the meeting. As three City Councilors were in attendance, their positions, statements, and opinions are intentionally removed to avoid the creation of a serial meeting via intermediary in the providing of this document.

- I am pro-growth, for the record. To repeat, me and my wife are pro-growth.
- Have you seen a Kane's? Just concrete and a square building.
- The neighborhood doesn't want a drive through. I don't want to smell chicken cooking. I'm not selling my property. I'm trying to continue to live there.
- I've only heard of a gas station and a drive through. I don't want a drive in in my neighborhood.
- There's one good thing going for us: In and Out is opening in Ridgefield.
- There will be one hundred cars waiting and the fumes.
- It's still a drive though (when distinguished from the popularity of In and Out). That's 30 cars an hour on average. I'm not objecting to development. I'm objecting to traffic, and when a train comes through there...it'll be all jammed up.
- Biggest concern is the children. Walking traffic is crazy when schools are out. More important than the City making some money. And no access to McLeod.
- Safety of the children. I have three that walk on Dennis Ray. And a year and a half ago, a girl got hit.
- We should fix the streets while we are at it.
- I walk every morning and almost die (occasionally).
- Because of traffic, won't turn left, but cut through the neighborhood.
- There's a broken speed sign on the ground because that how people feel about it (being restricted/told how to drive)
- I have a fear of there's one suitor with money, so the City will sell out.
- And traffic is going to take a jump when Fairfield Inn comes on board.
- Keizer Station came along, bought up land, got rid of horses. But the train tracks separated that. Now it's next to us. Scary. Keizer Station is great now (new changes that are scary).
- Why did the doctors pull out?
- If said no to gas station, then what else will be built there?
- Doesn't seem like a bad place for pizza.
- Planning Director explains that it is confusing, but entitlements are already in place where developers could build what is in the current plan. And when a master plan amendment is applied for, there with being hearings and notice of 250ft plus physical signs.
- Have we told these people that Gubser Neighborhood is the Christmas light neighborhood? It's a one-month deal. We are continuing to do this.

- Upon clarification, when presented with whether the citizen group was against the drive through next to the transit station, no person raised their hand to be against that, saying that it was the lesser of two evils.
- Not concerned with traffic in traffic or traffic in business areas, just as long as it was not in my neighborhood.
- Jobs created need to make more than \$35,000.
- Sometimes you wait a little and you get something better.
- Fear. Just hoping we're not in a hurry.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Meadows Degas Seperator

Proposed Motion

I move the City Council adopt Resolution 2025-_____ Exemption of Informal Solicitation Requirements Relating to the Purchase of Degas Separator for the Meadows Pump Station from Mazzei Injector Company LLC.

I. Summary

The purchase of degas separators will enable air injected into the water to maintain the filter media in the filter plant to be removed to improve the aesthetic quality of the water produced at the Meadows pump station.

II. Background

- A. A filter plant was installed at the Meadows site to remove minerals that were creating objectionable water quality in the water produced by the Meadows site.
- B. Air is being used as an oxidant to keep the filter media charged and effective instead of using chemicals as the oxidant.
- C. The air becomes entrained in the water and is not able to be released until the water is used by citizens in their homes.

III. Current Situation

- A. Staff researched methods to remove the air being injected into the water and found the Mazzei degas separators are the recommended and preferred equipment to use.
- B. The design engineer for the filter plant provided provisions in the design to install degas separators if it became necessary.
- C. After operating the filter plant at the Meadow site for a year, it was determined the degas separators are necessary.

IV. **Analysis**

- A. **Strategic Impact** - N/A
- B. **Financial** - Funds for the purchase of the degas separators are identified in the City Council adopted FY 25/26 Water Facility Replacement Fund budget. Staff estimated the cost of the degas separators to be \$150,000.00. The actual cost for them is \$131,610.00.
- C. **Timing** - Approval of this Resolution will allow for the degas separators to be received and installed at the earliest possible date.
- D. **Policy/Legal** - In order to purchase the Mazzei degas separators, the City Council, as the local contract review board for the City of Keizer, must adopt findings and exemption of the purchase from the competitive bidding process pursuant to Keizer Code Chapter 2, Article V., Section 2-156. A Resolution to accomplish the required action is attached for your review.

V. **Alternatives**

- A. Adopt the attached Resolution authorizing exemption of the purchase from the informal bidding process pursuant to Keizer Code Chapter 2, Article V., Section 2-156.
- B. Take no action.

VI. **Recommendation**

Staff recommends the City Council adopt the attached Resolution.

Attachments

1. RES_CC_Exemption of Meadows Pump Station Degas Separator_8 4 2025

“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.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2025-____

4
5
6 EXEMPTION OF INFORMAL SOLICITATION REQUIREMENTS
7 RELATING TO THE PURCHASE OF DEGAS SEPARATOR FOR
8 THE MEADOWS PUMP STATION FROM MAZZEI INJECTOR
9 COMPANY LLC.

10
11
12 WHEREAS, the Meadows pump station has been operating for a year;

13 WHEREAS, when the Meadows pump station was designed, it was designed to
14 install degas separators if it became necessary and it has been determined that degas
15 separators are necessary;

16 WHEREAS, Mazzei Injector Company LLC's degas separators have been
17 recommended to be the preferred equipment to use;

18 WHEREAS, as local contract review board for the City of Keizer, the City
19 Council desires to exempt from competition and award the quote to purchase the degas
20 separators from Mazzei Injector Company LLC;

21 WHEREAS, notice of public hearing on the proposed exemption of informal
22 solicitation requirements relating to the purchase of degas separators from Mazzei
23 Injector Company was published as required by Keizer Code, Chapter 2, Article V.,
24 Section 2-156;

25 WHEREAS, a public hearing was held on August 4, 2025 to take comments on
26 the findings for an exemption of the degas separators for the Meadows Pump Station;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the City of
3 Keizer makes the following findings:

4 1. Exemption from competitive bidding for the purchase of degas
5 separators for the Meadows pump station is requested. The City has made an
6 investment in the Meadows pump station and it was designed for the degas separators
7 to be installed if it became necessary. The degas separators are necessary and it is the
8 recommendation that the degas separator made by Mazzei Injector Company LLC be
9 purchased and installed for the following reasons:

10 a. the design engineer for the filter plan provided provisions in the design
11 to install the degas separators; and

12 b. the entire well will not need to be reconfigured.

13 2. The estimated amount of this project falls within an already established
14 exemption from the formal bidding requirements. The Keizer Code allows
15 procurement of goods and services not exceeding \$150,000 to be made under an
16 informal solicitation using either quotes or proposals.

17 3. The estimated quote price for this project is \$131,610.00.

18 4. Exempting the purchase of the degas separators from competitive
19 bidding and awarding the quote to Mazzei Injector Company LLC will avoid further
20 delays and the additional expense of formal bidding.

21

1 5. It is unlikely that the exemption from the informal solicitation procedure
2 and the awarding of the quote to Mazzei Injector Company LLC for the degas
3 separators for the Meadows pump station will not encourage favoritism in the awarding
4 of the bid or substantially diminish competition for public bidding, as this is a rare and
5 unique circumstance.

6 6. The proposal is to have this project be exempt from alternative
7 contracting methods.

8 7. It is necessary to authorize the quote so that the equipment can be ordered
9 and installed as soon as possible.

10 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
11 the Council approves the findings set forth above.

12 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
13 the purchase of the degas separators from Mazzei Injector Company LLC for the
14 Meadows pump station is exempt from competitive bidding requirements based upon
15 the findings set forth herein.

16 BE IT FURTHER RESOLVED that the City Manager of the City of Keizer is
17 authorized to enter into the attached quote for the purchase of the degas separators
18 from Mazzei Injector Company LLC.

19
20
21

1 BE IT FURTHER RESOLVED that this Resolution shall take effect
2 immediately upon the date of its passage.

3 PASSED this _____ day of _____, 2025.

5 SIGNED this _____ day of _____, 2025.

Mayor

City Recorder

QUOTE WORKSHEET

FORM# 1030-001 (Rev 4)

CLIENT INFORMATION		PROJECT INFORMATION	
CLIENT NAME:	City of Keizer OR	QUOTE NUMBER:	070125JW-1_REV1
CONTACT NAME:	Patrick Taylor	QUOTE DATE:	July 1, 2025
ADDRESS:	930 Chemawa Rd. NE Keizer, OR 97303	PROJECT NAME:	Keizer, OR WTP
EMAIL:	taylor@keizeror.gov	APPLICATION/SPEC #:	Degassing
PHONE:	(503) 856-3560	QUOTATION BY:	Jim White
BUYER TYPE:	End User	PHONE:	(661) 375-5439

Thank you for your interest in Mazzei Injector Company. We appreciate the opportunity to provide you with this quotation. The following items are quoted as per your request:

PART NUMBER	QUANTITY	DESCRIPTION	UNIT PRICE (USD)	EXTENDED PRICE (USD)
DSF06030AAA00A	2	Degas Separator: Model 600 • Material: 316L Stainless Steel • Flow Rate: 400-800 GPM • Max Pressure: 80 psi • Pressure Loss: 1-4 psi • Inlet/Outlet Connections: 6.0" Flange, ANSI B16.5, Class 150 • Vent Connection: 3.0" Flange, ANSI B16.5, Class 150	\$ 57,000.00	\$ 114,000.00
DRV49FHAAF00	2	Degas Relief Valve • Material of Construction: 316L • Inlet Connection: 3.0" Flange • Outlet Connection: 1.0" Female NPT • Finish/Testing: Passivated per ASTM guidelines/Hydor or Dye Penetrant	\$ 7,455.00	\$ 14,910.00
Start up	1	Equipment Startup & Training • 2 days travel time • 1 day onsite • Includes travel and meals	\$ 2,700.00	\$ 2,700.00

SUBTOTAL:	\$ 131,610.00
FREIGHT ESTIMATE:	not included
TOTAL:	\$ 131,610.00

QUOTATION CONDITIONS/SPECIFICATIONS

FOB POINT:	FOR U.S. ORDERS: FOB Origin (Bakersfield, CA)
WARRANTY:	As described in attached Mazzei Terms and Conditions
PAYMENT TERMS:	20% on signed contract; 30% on submittal approval/customer Notice to Proceed; and 50% on delivery. Net 30.
DELIVERY TO CARRIER:	16-18 weeks from submittal approval and notice to proceed
ON-SITE SETUP:	As described in quotation body. Additional site time billed at \$1,200 per day + travel costs (Air, Transportation, Hotels & Meals)
QUOTE VALID:	QUOTE valid for 90 days
QUOTED PRICE:	Subject to change for increases in material costs if notice to proceed is not provided within 90 days of QUOTE
DESIGN REPORT:	System design used for the quotation

MATERIAL ESCALATION:

For larger Contracts with longer durations, language related to price adjustment tied to indexed raw material costs (e.g., steel), should be included

**MAZZEI'S TERMS & CONDITIONS OF SALE (INCLUDED ON THE FOLLOWING PAGES)
ARE AN INTEGRAL PART OF THIS QUOTE**



MAZZEI GENERAL TERMS AND CONDITIONS OF SALE

PLEASE READ CAREFULLY

EXH# 2050-001 (Rev D)

All sales by Mazzei Injector Company, LLC (MAZZEI) are subject to and made upon the following terms and conditions.

1. GENERAL PROVISIONS

These General Terms and Conditions of Sale become part of and are binding upon Seller and Buyer upon our acceptance of Buyer's Order and/or Purchase Order. Buyer's Order and/or Purchase Order is an offer to purchase and is accepted only upon confirmation by MAZZEI and shipment. As to any conflict between Buyer's Purchase Order and these General Terms and Conditions of Sale, these General Terms and Conditions of Sale control. **The Buyer is warned, therefore, to read the following carefully to see that it reflects those terms that are acceptable to the Buyer.** These General Terms and Conditions of Sale cannot be modified, amended, extended or altered orally and any term or condition altered or amended must be in writing and signed by an authorized officer of MAZZEI. The terms and conditions contained in any work order, change order, purchase order, or other document or instruction which are in writing and signed by an authorized officer of MAZZEI and which are different than or in addition to these terms and conditions, shall be construed with these terms and conditions, the specific controlling and overriding the general. These terms and conditions shall not be altered, amended, modified, supplemented, waived or cancelled without the written approval of an authorized officer of MAZZEI. The sale and these terms shall be construed in accordance with the laws and jurisprudence of the State of California.

2. PAYMENT

PAYMENT IS DUE IMMEDIATELY. The obligation of MAZZEI to ship on an open account is conditioned on its satisfaction with prior credit approval and non-delinquent status of the Buyer. MAZZEI shall make that determination in its sole discretion and according to its own standard of satisfaction with Buyer's credit, as long as MAZZEI acts in good faith. Open account terms are net thirty (30) days unless otherwise agreed to by both parties in writing. All past due accounts are subject to a 1½% per month (18% per annum) late charge on the past due balance.

3. DELIVERY

All freight is F.O.B. Bakersfield, California. The standard shipping procedure is via UPS or other reasonable carriers as determined by MAZZEI. The buyer may also arrange for delivery, which then the condition is Ex-Works.

3.1 PERFORMANCE IS CONDITIONAL. In addition to any excuse provided by California Commercial Code sections 2613-2615 or by other applicable law, MAZZEI will be excused from liability for non-delivery or delay in delivery arising from any event beyond MAZZEI's control, whether or not it was foreseeable by either party, specifically including but not limited to acts of God, terrorist acts, wars, fires, labor disputes or strikes, and other acts or developments beyond the control of MAZZEI.

3.2 RETURNS. Prior approval by MAZZEI is required before returning any merchandise. All returns are subject to a 25% restocking charge and must be shipped freight prepaid. Returned goods must be in new and saleable condition. Custom made or special items may not be returned. No returns will be accepted if a claim in writing is not made to MAZZEI within 10 days after receipt of shipment.

- 3.3 SHORTAGES.** MAZZEI must receive notification in writing of any shortages within 7 days of receipt of shipment.

4. WARRANTY

- 4.1 PERIOD OF WARRANTY.** Subject to the limitations set forth below, MAZZEI warrants that for a period of twelve (12) months after sale to Customer, as defined by the date of product shipment from MAZZEI, MAZZEI's Products (except for the specific warranties for polypropylene (PP) plastic and polyvinylidene fluoride (PVDF) plastic injectors, set forth immediately hereafter) shall be free from defects in material and workmanship. With respect to PP injectors and PVDF injectors, MAZZEI warrants: (a) for a period of three (3) years after sale to Customer PP injectors shall be free from defects in material and workmanship; (b) for a period of six (6) years after sale to Customer, PVDF injectors shall be free from defects in material and workmanship.
- 4.2 PROCEDURE FOR WARRANTY CLAIMS.** In the event any Products are found to be defective during the warranty period, Customer must contact in writing an Authorized MAZZEI Dealer as promptly as possible. Dealer will coordinate with MAZZEI to process all warranty claims. In the event the Dealer cannot or will not respond to the Customer, Customer may contact in writing the MAZZEI Warranty Department directly. MAZZEI will issue a return authorization number ("RMA") after validation of the nature of the claimed defect. No products shall be returned without prior issue by MAZZEI of an RMA number. Dealer or Customer, as appropriate, shall return the Product(s) to MAZZEI with the RMA clearly affixed to the product and postage prepaid to the following address: 500 Rooster Drive, Bakersfield, California, 93307 USA. Attn: Warranty Claims Division.
- 4.3 MAZZEI'S OPTIONS IN RESPONDING TO WARRANTY CLAIM.** MAZZEI will, at its sole option, either repair or replace the defective Product(s) that appear, to MAZZEI's satisfaction, to have been defective in material or workmanship. Any repair or replacement hereunder may, at MAZZEI's option, contain newly manufactured or reconditioned used parts which are equivalent to new.
- 4.4 EXCLUSION FROM WARRANTY COVERAGE.** The foregoing warranty shall become void and will not apply if (a) the Product(s) has/have been tampered with in any way or attempts to repair it/them have been made by any person other than a MAZZEI employee or authorized Dealer's technician; or (b) non-MAZZEI supplied parts/products used in conjunction with the Product have damaged the Product; or (c) damage which occurred in shipping is apparent or subsequently proved; or (d) the Product(s) is/are damaged by catastrophe, fault or negligence of any person or entity other than MAZZEI; or (e) the Product(s) is/are damaged by use of the Product(s) for purposes other than that for which it has been specifically designed; or (f) the Product(s) has/have been damaged or functionality otherwise impacted by the presence of contaminants in the source water.
- 4.5 SUBJECT TO CHANGE.** This limited warranty is subject to change by MAZZEI from time to time upon thirty (30) days' written notice.
- 4.6 TIME LIMITS.** Any action for breach of this warranty shall be brought no later than two (2) months after the expiration of the warranty period.
- 4.7 LIMITATIONS ON WARRANTY.** MAZZEI'S OBLIGATION UNDER THIS LIMITED WARRANTY IS LIMITED TO THE REPAIR OR REPLACEMENT OF DEFECTIVE PRODUCTS AT MAZZEI'S SOLE DISCRETION, AND SPECIFICALLY EXCLUDES ANY CONSEQUENTIAL DAMAGES ARISING FROM ANY DEFECTIVE PRODUCT. ANY AND ALL COSTS OF REMOVAL, INSTALLATION AND/OR REINSTALLATION, AND FREIGHT CHARGES ARE EXPRESSLY EXCLUDED FROM THIS WARRANTY. THERE ARE NO OTHER EXPRESS PRODUCT WARRANTIES.

THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THOSE EXPRESSLY PROVIDED HEREIN. SELLER DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE GOODS OR OF THE FITNESS OF THE GOODS FOR ANY PURPOSE.

MAZZEI DOES NOT WARRANT THAT PRODUCTS WILL MEET OR CONTINUE TO MEET CUSTOMER SPECIFICATIONS OR THAT ANY OR ALL ERRORS, MALFUNCTIONS AND DEFECTS

CAN OR WILL BE CORRECTED. MAZZEI DOES NOT WARRANT THAT THE OPERATION OF THE PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE.

4.8 DISCLAIMER. Any recommendations for particular products and/or system design, whether contained in this document, within a drawing, communicated by electronic means, or given verbally, are intended solely as guides to actual system design. Such recommendations are based upon information and intended operating conditions supplied by others, the accuracy of which is beyond verification by MAZZEI. Likewise, the actual operation of any system utilizing the products and/or recommendation of MAZZEI is equally beyond the control of MAZZEI. Therefore, MAZZEI cannot, and does not, warrant the suitability of its products for a particular or specific intended purpose or service, nor the performance of any system incorporating components made and/or sold by MAZZEI. No representation nor warranty as to any product’s in-the-field performance, if different than or broader than that as set forth and limited herein, shall be binding on MAZZEI unless set forth in writing and signed by an authorized officer of MAZZEI.

4.9 CHOICE OF LAW, VENUE AND ATTORNEY’S FEES. The provisions of these Conditions shall be interpreted according to the laws of the State of California, United States of America, without regard to any conflict of laws provision. The proper forum for any dispute or controversy arising out of any sale shall be the Kern County Superior Court, Bakersfield, California, USA. In the event of litigation, whether on contract or in tort, the prevailing party shall be awarded reasonable attorney’s fees and costs of suit.

4.10 NOTICE. All notices to be given with respect to these Conditions, any sale agreement and applicable purchase orders hereunder shall be given to MAZZEI at the following address:

Mazzei Injector Company, LLC
500 Rooster Drive
Bakersfield, CA 93307 USA.

Notices to Buyer will be directed to the addressee appearing on Buyer's Purchase Order or to Buyer at the address appearing on MAZZEI's order confirmation.

CUSTOMER QUOTE APPROVAL

ACKNOWLEDGED
AND ACCEPTED BY:

DATE:



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for a Supplemental Budget - Administrative Services Fund - Prophecy Gov Software

Proposed Motion

I move the City Council adopt Resolution R2025-____ Authorization for Supplemental Budget - Administrative Services Fund - Prophecy Gov Software.

I. Summary

The supplemental budget is to record an intrafund transfer of \$10,000 from the Administrative Services Fund - City Attorney department to the Administrative Services Fund - Finance Information Technology department to provide appropriations for Prophecy Gov Software.

II. Background

Prophecy Gov is a large language model (LLM) platform that is purpose-built for local government research and staff report drafting. The software will access the City's internet-available records as its knowledge base in order to produce high-quality, accurate and verifiable information that can serve as the basis for staff reports and other related inquiries. The executive leadership team has demoed the product and feels like it has the potential to save thousands of hours of time for our staff.

III. Current Situation

- A. The Executive Leadership Team was tasked with finding funds within our approved budget to pay for this product. Staff do not anticipate having to use the targeted funds, which were to be for outside legal services, this year.
- B. The supplemental budget was noticed in the July 25, 2025, edition of Keizertimes.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The supplemental budget will amend the 2025-26 City of Keizer Adopted

Budget by transferring \$10,000 from the Administrative Services City Attorney department to the Administrative Services Finance Information Technology department.

- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2025-26 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolutions authorizing the supplemental budget.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt Resolution R2025-____ Authorization for a Supplemental Budget - Administrative Services Fund - Prophecy Gov Software

Attachments

- 1. RES_CC_Authorization for Supplemental Budget - Prophecy Gov_8 4 2025

"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."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Administrative Services Fund -
Prophecy Gov**

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Fund				
City Attorney's Office	455,400	-	10,000	445,400
Finance - Information Technology	951,300	10,000		961,300
This supplemental budget request is to transfer appropriations from the City Attorney's Office to the Finance - Information Technology to provide appropriations for Prophecy Gov software.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025

SIGNED this _____ day of _____, 2025

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Shane Witham, Planning Director
Subject: Ordinance - Auto-Oriented Uses in the Commercial Mixed Use zone within Keizer Station Area B

Proposed Motion

I move that City Council adopt Ordinance No. 2025-___ Relating to Auto-Oriented Uses in Keizer Station Area B; Amending Keizer Code Appendix A, Section 2.110.04 and Section 2.110.05.

I. Summary

As directed by City Council at the June 16th meeting, staff has prepared an Ordinance for consideration and adoption that will modify the Keizer Code to allow for *drive-thru windows or car service associated with eating and drinking places* as a Conditional Use within the Commercial Mixed Use (CM) zone in Keizer Station Area B, only on the east side of Keizer Station Boulevard.

II. Background

- A. A request was received from the prospective development team for Keizer Station Area B representing Clutch Industries and Raising Cane's requesting the City initiate a text amendment to allow gasoline service stations and drive-thru windows or car service associated with eating and drinking places as a conditional use, so that a future masterplan amendment can be applied for. The Planning Commission held a public hearing to consider the proposed changes on May 21, 2025, and recommended approval of the proposed changes to City Council for consideration. On June 16, 2025, the City Council held a public hearing, received testimony, and deliberated on the issue and ultimately directed staff to prepare an ordinance for adoption that would only allow drive-thru windows or car service associated with eating and drinking places as a conditional use, and that it would be limited to the area located on the east side of Keizer Station Boulevard.
- B. Testimony and written comments were received expressing concerns over noise, traffic, safety, gasoline odors, environmental concerns of the gasoline storage tanks, lighting and neighborhood impacts. The majority of the testimony opposing the changes focused on concerns over the gasoline service station use. Multiple

individuals testified they supported "Raising Cane's" as a use. However, there was also testimony provided that opposed any change to the existing language of the Code and opposed any additional auto-oriented uses.

- C. Testimony was also received from the development group in support of the proposed changes, indicating the desire to develop the land that has been vacant for many years and a desire to provide uses that would be beneficial to the City and the surrounding neighborhood.
- D. Prior to any development moving forward, a masterplan amendment will have to be pursued, which will include public hearings and notice to surrounding property owners. The process requires hearings before both the Planning Commission and the City Council which will provide neighbors and other interested persons opportunities to testify on the actual development proposal, and afford the City the ability to require conditions of approval for the development. The text amendment in itself does not approve any specific development plan or concept, but rather modifies that code so drive-thru uses could be considered in a future masterplan proposal.
- E. At the July 7th City Council meeting, City Council took up this matter under Administrative Action and directed staff to take the necessary steps to re-open the public hearing on this issue, in order to allow for additional testimony, prior to making a final decision on this matter.

III. **Current Situation**

- A. Staff has prepared the ordinance and findings for adoption, as directed by the City Council. The ordinance, as written, will allow *drive-thru windows or car service associated with eating and drinking places* as a Conditional Use within the Commercial Mixed Use (CM) zone in Keizer Station Area B, on the east side of Keizer Station Boulevard.
- B. On June 25, 2025, staff received a memo from Kimley-Horn and Associates regarding Raising Cane's desire to locate on the west side of Keizer Station Boulevard, as opposed to the east side of Keizer Station Boulevard. Kimley-Horn and Associates is the consulting civil and traffic engineer for Raising Cane's. The memo cites potential challenges with traffic and circulation as the identified reason for desiring to locate on the west side of Keizer Station Boulevard. The memo is attached for your reference.
- C. At the July 7th City Council meeting, additional public comments were received regarding this issue and City Council did not take action on this issue. Instead, directed staff to provide for the public hearing to be re-opened at the August 4th City Council meeting.

IV. **Analysis**

- A. **Strategic Impact** - There is no direct strategic impact. However, this change is being requested in order for properties within Area B of Keizer Station to be developed.
- B. **Financial** - There is no direct financial impact for the proposed text amendment.

- C. **Timing** - There is no specific time constraint or requirement for action.
- D. **Policy/Legal** - The code identifies the process for a text amendment, which has been followed and included public hearings before both the Planning Commission and City Council. The adoption of the ordinance and findings is the final step required to change the language in the code.

V. Alternatives

- A. Adopt the attached ordinance.
- B. Adopt the attached ordinance with any identified changes/amendments. This option would be appropriate if the Council wishes to consider allowing the drive-thru restaurant use on the west side of Keizer Station Boulevard, or if there are additional mitigation measures desired that the Council identifies, or if there are any other changes desired. Minor amendments need to be read as part of the motion. Substantial amendments need a second reading.
- C. Take no action. This would result in no change to the existing provisions of the Keizer Code. Which would mean that drive-thru windows in association with an eating and drinking establishment would continue to be prohibited throughout the entire area of Keizer Station Area B.

VI. Recommendation

Staff recommends that City Council adopt the ordinance.

Attachments

- 1. ORD_CC_Amending Appendix A Section 2.110.04 and 2.110.05_7 7 2025
- 2. EXH_CC - 2.110.COMMERCIAL_MIXED_USE_7 7 2025
- 3. Findings-KDCAmendment-CMzone auto oriented-case 2025-06
- 4. KIMERLY-HORN_memo_CCpacket

"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."

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A BILL
FOR

ORDINANCE NO.
2025-_____

AN ORDINANCE
RELATING TO AUTO-ORIENTED USES IN
KEIZER STATION AREA B; AMENDING KEIZER
CODE APPENDIX A, SECTION 2.110.04 AND
SECTION 2.110.05

The City of Keizer ordains as follows:

Section 1. Keizer Code Appendix A is hereby amended at Section 2.110.04 and Section 2.110.05 as set forth in Exhibit A, attached hereto and by this reference incorporated herein.

Section 2. This is a legislative land use amendment. Findings demonstrating compliance with the applicable criteria are set forth in Exhibit B, which is attached hereto and incorporated herein by reference.

Section 3. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect or substance of this ordinance, but within such limitations, may:

- (a) Renumber sections and parts of sections of the ordinance;
- (b) Rearrange sections;
- (c) Change reference numbers to agree with renumbered chapters, sections or other parts;
- (d) Delete references to repealed sections;

1 (e) Substitute the proper subsection, section or chapter, or other division
2 numbers;

3 (f) Change capitalization and spelling for the purpose of uniformity;

4 (g) Add headings for purposes of grouping like sections together for ease of
5 reference; and

6 (h) Correct manifest clerical, grammatical or typographic errors.

7 Section 4. Each section of this ordinance, and any part thereof, is severable,
8 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
9 remainder of this ordinance shall remain in full force and effect.

10 Section 5. This Ordinance shall take effect thirty (30) days after its passage.

11 PASSED this _____ day of _____, 2025.

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13 SIGNED this _____ day of _____, 2025.

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Mayor

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City Recorder

2.110. COMMERCIAL MIXED USE (CM)

Sec. 2.110.04. Conditional uses.

The following uses may be permitted, subject to obtaining a conditional use permit:

- A. Craft industries, subject to the provisions in section 2.421. (5/98)
- B. Transit station (section 2.429). (5/09)

~~C. Gasoline service stations (554)~~

~~In addition to located in the Chemawa/River Rd restriction area described in section 2.110.05.C, subject to the following requirements, the use must satisfy the conditional use criteria found in Section 3.103.03. (9/17)~~

- ~~1. May only sell fuel-related products, such as gasoline and oil, and non-fuel-related products typically for sale in the primary food store use. The building containing the non-fuel-related sales shall not exceed a total of 900 square feet, and the sales floor area portion shall not exceed 450 square feet. No service or repair functions are allowed. (9/17)~~
- ~~2. Subject to the provisions in section 2.419. (9/17)~~
- ~~3. Must be accessory to a food store (54) use. The primary food store use must be a minimum of 15,000 square feet in area. (9/17)~~
- ~~4. Must be set back more than 100 feet from adjacent public streets and must provide pedestrian-oriented amenities on the entire site. (9/17)~~
- ~~51. Must provide screening and buffering to adjacent residential uses and must mitigate the aesthetic impacts of on-site stacking and queuing visible from any public right-of-way or adjacent properties. (9/17)~~
- ~~62. Employ access management and control standards as appropriate to eliminate and/or reduce conflicts. (9/17)~~
- ~~73. Comply with all applicable requirements and standards, including, but not limited to, KDC 2.301.04 (Traffic Impact Analysis) and all mitigations required by such section. Traffic analysis must address the operational needs of the Keizer Fire District. (9/17)~~

~~CD. Drive-through windows or car service associated with eating and drinking places (58) may be allowed conditionally on the east side of Keizer Station Boulevard in Keizer Station Area B. (7/2025)~~

~~In addition to the following requirements, the use must satisfy the conditional use criteria found in Section 3.103.03, the following requirements must be satisfied: (7/2025)~~

- ~~1. Must provide screening and buffering to adjacent residential uses and must mitigate the aesthetic impacts of on-site stacking and queuing visible from any public right-of-way or adjacent properties. (9/17) (7/2025)~~
- ~~2. Employ access management and control standards as appropriate to eliminate and/or reduce conflicts. (9/17) (7/2025)~~
- ~~3. Comply with all applicable requirements and standards, including, but not limited to, KDC 2.301.04 (Traffic Impact Analysis) and all mitigations required by such section. Traffic analysis must address the operational needs of the Keizer Fire District. (9/17) (7/2025)~~

Sec. 2.110.05. Use restrictions.

No permitted or special permitted use shall in any way involve any of the following:

- A. Farm use. (5/98)
- B. The rendering, processing, or cleaning of animals, fish, seafoods, fowl, poultry, fruits, vegetables, or dairy products for wholesale use. (5/98)
- C. The following uses are prohibited from any ~~property fronting on River Road or Chemawa Road in the following area: the west side of River Road between 5119 River Road on the north and Janet Avenue extended on the south; the east side of River Road between Claggett Street on the north and James Avenue on the south; and either side of Chemawa Road between Elizabeth Street on the west and Bailey Road on the east; and (2) Any property contained within the Area B as described in the Keizer Station Plan. This prohibition does not apply to any business facility legally established as of the date of the adoption of this ordinance which, as of that date, has drive-through window facilities. (12/03) (7/2025)~~
 - 1. Gasoline service stations (554), except as provided in section 2.110.04.C. (9/17)
 - ~~2. Drive-through windows or car service associated with eating and drinking places (58). (5/98)~~
 - ~~32.~~ Vehicle sales and secondary repair. (5/98)
 - ~~43.~~ Public utility structures and buildings. (5/98)
 - ~~54.~~ Recreational vehicle parks (7033). (5/98)
 - ~~65.~~ Automobile parking not associated with an allowed use (752). (5/98)
 - ~~76.~~ Automotive dealers (55). (5/98)
 - ~~87.~~ Automotive rental and leasing, without drivers (751). (5/98)
 - ~~98.~~ Automotive repair shops (753). (5/98)
 - ~~109.~~ Automotive services, except repair (754). (5/98)
 - ~~1110.~~ Utilities; secondary truck parking and material storage yard. (5/98)
- D. A limitation of the total floor area of specified uses applies to all of Area B, Retail Service Center, of the Keizer Station Plan. A maximum total floor area shall apply to the uses identified in sections 2.110.02(I) and 2.110.03(E)(12)—(14). This maximum floor area is set forth in the Keizer Station Plan; however, this maximum floor area may change as part of an approved master plan. (9/18)

EXHIBIT “B”

Findings regarding the adoption of amendments to Keizer Code Appendix A, Section 2.110 Commercial Mixed Use (CM) of the Keizer Development Code (KDC).

The City of Keizer finds that:

1. General Findings.
The particulars of this case are found within Planning file Text Amendment 2025-06. Public hearings were held before the Planning Commission on May 21, 2025 and before the City Council on June 16, 2025. Both the Planning Commission and the City Council voted in favor of the proposed revisions.
2. Criteria for approval are found in Section 3.111.04 of the Keizer Development Code. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the criteria are met. Amendments to the map shall be reviewed for compliance with all of the listed criteria in Section 3.1104, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given this is a text amendment, Section 3.111.04 A is not applicable.

3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revisions to the zone code reflect a demonstrated need. Both the Planning Commission and City Council held public hearings to consider the proposed changes. Ultimately, Council directed staff to prepare an ordinance for adoption of the proposed changes to allow *drive-thru windows or car service associated with eating and drinking places* as a conditional use. Therefore, this proposal complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The proposed text amendments comply with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice, a public process involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizertimes newspaper. Public hearings were held before the Planning Commission and before the City Council. Citizens were afforded the opportunity to participate in the public process. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this proposed planning process as is required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Code, Appendix A (Keizer Development Code). The city has an adopted comprehensive plan acknowledged by the state. The adoption proceeding was conducted in a manner consistent with the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. The proposed revisions to the Code are consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits the Exclusive Farm Use (EFU), Special Agriculture (SA), Urban Transition (UT), and Public (P) allow commercial agricultural uses. However, only the city's SA zone is a state recognized EFU qualifying zone. The changes do not affect farm lands, but rather modify the Commercial Mixed Use (CM) zone. These provisions do not affect lands that are outside the city limits or any lawful uses occurring on those lands, nor does it amend any of those existing zoning designations. The proposed amendments will comply with the Farm Land Goal and with implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands designated for commercial forest uses. There are no zoning districts specifically designated within the city limits that will allow for commercial forestry. Also, there are no commercial forest lands near, or adjacent to the city limits of Keizer. The amendments do not involve any land which is designated as forest land, nor will it impact the use of any forest lands. The proposed amendments will comply with this Goal and with implementing administrative rules.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. The city has a wetland inventory of sites where wetland soils may be present. The city has an adopted Willamette River Greenway Overlay zone to protect resources along the Willamette River. There are no identified big game habitats within the city limits of Keizer. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. The city has storm water regulations to protect water quality of the local water ways consistent with the requirements of the City's National Pollutant Discharge Elimination Permit (NPDES). The proposed amendments will not preclude any of the city's natural resources protection regulations. Nor will the changes preclude the lawful use of any properties that are within the City. Therefore, the proposed text amendments will be consistent with this goal and with administrative rules which implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city's air, water and land qualities. The city provides its residents with city water from groundwater sources. The quality of the water is monitored to ensure that it complies with all state and federal water quality standards. New construction is required to be connected to the established sanitary sewer system thereby

reducing the potential of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are to maintain water quality in the Willamette River and local streams. Land quality is preserved through the city's erosion control regulations and through zone code development regulations. Air quality is preserved through the city's development code regulations which limit certain types of uses and are enforced by appropriate state agencies which govern air emission standards. The proposed revisions comply with this goal and with the administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains within the city limits. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. While there are some steep slopes in the northwest quadrant of the city, there are no mapped areas of steep slopes in Keizer that might warrant any special engineering. The proposed text amendments will neither impact this goal nor any administrative rules pertaining to natural hazards.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories parks, playgrounds, and recreational opportunities within the city limits and plans for the city's future park and recreation needs. The proposed amendments will have no impact on the recreational activities that occur on any park land within the city and will not impact either this goal or any administrative rules that implement it.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. Current employment needs were projected forward based on regional job growth estimates and target industry goals. The growth forecast calls for a total of 3,774 new jobs over the next 20 years. The adopted Economic Opportunities Analysis found there is a net need for commercial and institutional lands amounting to 63.3 gross acres above and beyond what the City's remaining buildable employment lands can accommodate. The proposed text amendments will not have any adverse impact on the economic development activities or uses within the city. The modification will allow for additional flexibility for commercial development by allowing an additional use as a conditional use in Keizer Station Area B, which may result in the creation of additional jobs and a positive economic impact. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The proposed revisions do not affect the land supply in any way and only affect the Commercial Mixed Use (CM) zone, not residentially zoned land. The CM zone allows for residential uses, and the proposed changes do not restrict the ability for residential development. Therefore, the proposal is consistent with this goal.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, an established street system, administrative services and police services. Sanitary sewer service is provided by the city of Salem through an intergovernmental agreement. Fire protection services are provided by the Keizer Fire District or Marion County Fire District #1. There is sufficient capacity in the municipal water delivery system and also within the sanitary sewer treatment system to accommodate planned growth within the upcoming 20-year planning period. The proposed text amendments will not impact any of the city's public facilities and services. Therefore, the revisions will comply with this goal and all administrative rules.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city's transportation systems. This system includes streets, transit, bike, and pedestrian systems. It inventories the existing systems and contains plans for improving these systems. The proposed text amendment will not affect any transportation facility within the city limits and so is consistent with Section 3.111.05 regarding Transportation Planning Rule compliance. The proposed text amendments will have no adverse impact on the city's transportation systems and will not affect this goal or any implementing rules. It should be noted that at the time of development, traffic impacts will be considered through a quasi-judicial land use review process to assure that any impacts are mitigated appropriately.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The proposed text amendments will have no impact on this goal or any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The proposed text amendments will affect only land that is within the city limits and will not impact the use of any land being transitioned from rural to urbanized uses and is therefore consistent with this goal.

Goal 15 – Willamette River: This goal seeks to protect, conserve, and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of

lands along the Willamette River. The revisions to the city's development code will have no impact on the ability of the city to regulate uses along the river or the Willamette River Greenway Management overlay zone regulations. Therefore, the proposed amendments are consistent with this goal.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 (Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable.

In consideration of the above findings, the proposed zone code revisions comply with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**
- a. It corrects identified error(s) in the previous plan.
 - b. It represents a logical implementation of the plan.
 - c. It is mandated by changes in federal, state, or local law.
 - d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The proposed text amendments will revise the Keizer Code. The changes proposed will allow *drive-thru windows or car service associated with eating and drinking places* as a Conditional Use within the Commercial Mixed Use (CM) zone in Keizer Station Area B. The change will allow for the possibility of future development of the site and the City Council has, by this adoption, determined the proposed text revisions are desirable, appropriate, and proper. As such, staff finds the proposal complies with this criterion.

MEMORANDUM

To: Shane Witham
City of Keizer, Oregon

From: Anna Lahey, P.E., Kimley-Horn and Associates
On behalf of Raising Cane's

Date: 06/25/2025

Subject: Relocating from 2335 Chemawa Road NE to 2255 Lockhaven Dr NE, Keizer, Oregon
for a Proposed Raising Cane's Restaurant

Raising Cane's is interested in developing a new drive-through restaurant in Keizer, Oregon. The original site chosen was a 1.36-acre property located at 2335 Chemawa Road NE in Keizer, Oregon, 97303. The property is within Area B of the Keizer Station Master Plan. Raising Cane's previously requested a text amendment to the Keizer Development Code to allow for drive-through use in the Commercial Mixed Use (CM) zone, specifically within Keizer Station Area B. Since this text amendment was applied for, Raising Cane's has pivoted to a site just west of the initial property across Keizer Station Blvd, which also requires a text amendment.

When Raising Cane's originally looked at the 2335 Chemawa Road parcel, they did not know that the adjacent parcel at 2255 Lockhaven Dr NE road was available. It wasn't until after several discussions with the developer that they discovered it was available.

Further, the Raising Cane's team, including Kimley-Horn as the consulting civil and traffic engineer, identified potential challenges with traffic and circulation at 2335 Chemawa Road. The challenges include:

- A single egress point into the shared drive (Chemawa Way NE) with the Keizer Transit Center creates potential traffic conflicts at peak dining and peak transit times
- During grand opening, Raising Cane's typically receives an increased amount of traffic, which the Raising Cane's team is well-equipped to handle traffic control management. However, this site would not leave many solutions for traffic control for expected queuing due to the shared drive and access with the Keizer Transit Center.
- Access from Chemawa Road would be restricted to a right-in only, with no guarantee that any point of entry would be allowed by ODOT/the City
 - o Once vehicles enter the site from Chemawa Road, they would conflict with vehicles exiting the drive-through (taking a left would send them the wrong way towards the drive-through)
- Inventory deliveries would be restricted to 36' trailers due to site access constraints

The advantages of switching to the site at 2255 Lockhaven Road Dr NE include:

- The internal access road planned for the development at 2255 Lockhaven Road would allow for queueing during peak hours without impacting adjacent public streets.
- The future development may also allow vehicles to exit to the north towards Keizer Station Blvd via an existing signal, which would create a safer and more direct path for vehicles to egress towards the east
- Due to the parcel configuration, the site plan at 2255 Lockhaven Dr NE has 10 additional drive-through queuing spaces and at least 10 more queuing spaces internal to the site for high-traffic times like grand opening
- Dumpster location is separate from building access removing conflicts with delivery vehicles, and passenger vehicles during normal operations

Signed,

Kimley-Horn and Associates, Inc.



By: Anna Lahey, P.E.





To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: River Road Welcome Sign

Proposed Motion

I move to approve the recommendation of the Keizer Public Art Commission for the Salem Keizer Welcome sign on River Road.

I. Summary

The previous welcome Salem and Keizer sign where River Road splits into Broadway and River Rd was taken down due to it being constantly run into by cars. The City of Salem used a graphic designer to work on new signage for the welcome. City approval is requested before they are printed.

II. Background

- A. For many years, the welcome sign on River Road where it splits into Broadway and River Road has been damaged and repaired by the City of Salem due to motorist accidents. The brick-wall-backed welcome sign was constantly under repair. The picture below shows the most recent state of it before it was finally taken down.



- B. Our good neighbors, the City of Salem, spent over \$80,000 trying to continuously repair the wall and signage. The wall was finally taken down in 2024 and the City of Salem had a graphic designer work on new signage that is more cost-effective to repair if damaged. The design went through the Salem Public Art Commission.
- C. The Keizer City Council received a first draft of the sign and directed staff to take it to the Keizer Public Art Commission (KPAC). KPAC viewed the draft at their May meeting and asked for four alternatives. The graphic designer sent four alternatives that were reviewed at KPAC's July meeting. Minor changes were requested and the committee approved taking a recommendation to the City Council.

III. **Current Situation**

- A. The recommendation from the Keizer Public Art Commission is below. The design uses Keizer's current color brand. It uses a more graphic version of the Iris than is in our current logo and KPAC added the three stars for Keizer's three values of pride, spirit, and volunteerism. The blue bottom represents the Willamette River that both cities share.



- B. Staff is requesting the approval by the Keizer City Council to give the City of Salem the ability to move forward with the new signage.

IV. **Analysis**

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - The City of Salem has provided the graphic design in gratis, (i.e. at no cost to the City of Keizer). They have been very patient and great to work with as we requested multiple versions and incremental edits.
- C. **Timing** - Approval by the City Council will authorize the City of Salem to move forward with the signage.

D. **Policy/Legal** - Salem has requested council approval.

V. Alternatives

A. Approve the design as presented.

B. Request additional changes to go through the Keizer Public Art Commission.

VI. Recommendation

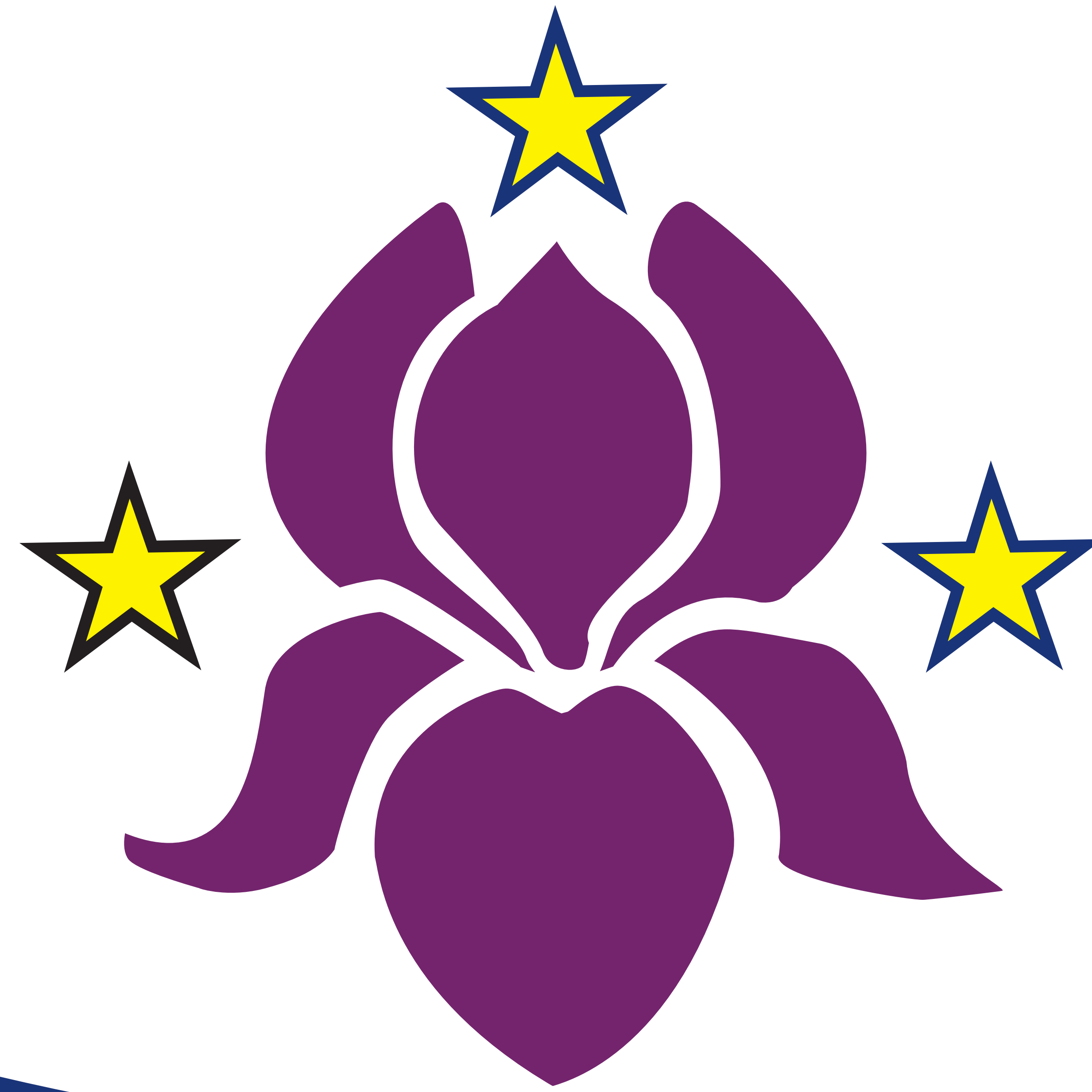
Staff recommends approval of the recommendation from the Keizer Public Art Commission.

Attachments

1. Draft-Keizer sign-2025-07-16 (003)

“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.”

WELCOME TO



KETZLER



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Keizer Little League Complex Management Alternatives

Proposed Motion

I move that council allow staff to move forward with a solicitation for proposals for managing the Keizer Little League Complex with the comments from council incorporated into the scope of work.

I. Summary

At the July 7 City Council meeting, the City Manager shared conversations had with the current management of the Keizer Little League Park, For the Love of the Game. I requested that the current operator consent to explore other possibilities for management of the facility. The current operator consented and now the Keizer City Council needs to approve the scope of services being sought for the baseball and softball complex.

II. Background

- A. This item was first discussed by the City Council on July 7, 2025. The City Manager held a conversation that was documented with a follow-up email with the current operator consenting that the city could explore other management operations while still under the existing management.
- B. Council authorized the City staff to move forward and return with a scope of services being sought. Additionally, council members encouraged staff to meet with the local users of the facility, McNary Youth Baseball and Keizer Little League while including the Parks Board.
- C. The Public Works Director and City Manager met with Keizer Little League, McNary Youth Baseball, and a Parks Board member on Thursday, July 24, 2025. The meeting was time well spent getting feedback on the current operation, state of the facility, and general relationship building between city staff, the parks board, and users of our facility.

III. **Current Situation**

- A. Staff seeks council approval on the scope of services desired with the understanding that some negotiating with prospective applicants may need to be done dependent on the content of the proposal.
- B. Valuable feedback has been taken into consideration from meetings with our local clubs, McNary Youth Baseball and Keizer Little League and has been incorporated in the scope of services attached.

IV. **Analysis**

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - The city has been a participant in name only of the Keizer Little League park over the last three decades, meaning very little public funds have gone into the facility. It was originally acquired on behalf of Keizer Little League, but that organization was the fiduciary for all the operations.
The situation has evolved since then and now the City is looking for a financial partner who can run a top-notch facility and who can add value back to the facility by generating funds for capital improvements. The Council has said that they want softball and baseball to be affordable for local teams, which means making money in other ways which includes tournament play.
- C. **Timing** - This is the ideal time to consider options as the summer ends, and we come upon the fall baseball and softball leagues. If a better option is presented to the city, an agreement can be reached to transfer responsibilities between the fall and spring seasons.
- D. **Policy/Legal** - Our current manager is in the fourth year of a 10-year contract. For the Love of the Game has consented to us reviewing potential options and has agreed to transition to another manager if a better opportunity is presented to the City. The Council would have to approve an agreement with another entity.

V. **Alternatives**

- A. Approve the scope of services to be sought for a Request for Proposals.
- B. Add comments to amend the scope of services as presented under the current agreement or scope of services from the last request for proposals.

VI. **Recommendation**

Staff recommends consent to move forward with a solicitation using the scope of services approved by the council.

Attachments

1. Scope of services for Keizer Little League Park Operations RFP_2025

“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.”

Scope of Services for Keizer Little League Park Operations

The City will expect the Manager and staff to provide the following services:

1. Except as noted below, Manager shall be responsible for all field maintenance, including, but not limited to, mowing, lining the fields, raking the infields and warning tracks, fertilization, overseeding, and weed control. City will transfer ownership of the initial mower to the Manager. Manager is responsible for all mower maintenance and replacement.
2. Manager shall provide sporting field equipment (except for individual player equipment) such as portable mounds, and pitching rubber, bases, double bases, home plates, field screens, lining, and turf conditioner as needed and keep these items stored neatly when not in use.
3. Manager shall allow no cars or heavy equipment on the playing fields without prior authorization of the City staff. This is to protect the turf and the irrigation system from damage.
4. Manager shall ensure that the fields at Keizer Little League City Park are available for play by local youth by March 1st of each year. On an annual basis, the City will review and approve the Manager's business plan to ensure that the focus of the organization is on youth programming, facility enhancement, and field restoration and maintenance. The Manager will also provide an updated list of management contacts.
5. Manager shall supply a rain-out telephone line and/or website to alert participants regarding canceled games and practices. Practices will not be allowed on fields in which games have been postponed due to wet or unplayable field conditions. Field maintenance volunteers will decide the playability of the fields utilizing players' safety considerations as well as turf viability considerations. All teams—without exception—are expected to comply with the decision of the field maintenance volunteers.
6. Manager shall be responsible to schedule all youth leagues (Ages 18 & under), tournaments and sports activities in Keizer Little League City Park, as well as all other groups, including adult leagues and tournaments. At a minimum, regular youth league play must be available Monday through Thursday-Friday if necessary and scheduled in advance. Regular youth league is limited to Keizer-based leagues with the majority of players being Keizer residents.
7. Manager shall supply the City with a season by season schedule for the park. The Manager must allow reasonable access to the fields by any and all users subject to Section 6 above. The Manager will provide the City a field fee schedule for the first five years as part of the Proposal. Field fees are subject to Council approval for the second five years. Field fees shall be comparable to other public fields in the Salem-Keizer metro area.
8. Manager shall enforce the “no alcoholic beverages” and tobacco-free rules, handle crowd

control, and arrange for removal of litter at the park. All coaches are to be advised that all litter must be placed in the proper receptacles at the end of each game. The Manager must have a plan in place to handle garbage for all activities. Garbage cans shall be in every dugout and at every field.

9. The Manager will promptly advise the City of any problem that is not addressable by the Manager so that the City can rapidly respond to these needs.
10. The Manager shall make no alteration, modification, or addition to facilities without separate written approval of the City. Permanent equipment and structures shall become the property of the City. City may be willing to partner on certain approved capital improvement projects as resources allow and that is practical to benefit the park. City is not obligated to any specific project or funding unless formal Council approval is granted.
11. Manager shall supply a supervision plan for each activity to be held in the park to City.
12. The Manager shall be responsible for all maintenance, repair and/or replacement of the park and all improvements or facilities. This will include, but is not limited to, the lighting system, scoreboards, bleachers, fences, backstops, and all other capital improvements. City may construct some capital improvements as negotiated with Manager and as approved by City Council.
13. The Manager will be responsible for all building maintenance, including repair of vandalism to all buildings, fencing, and other structures or facilities.
14. Manager may develop volunteer opportunities for individuals and groups. All volunteers must be qualified for the particular volunteer project and may be required to undergo a criminal background check. One of the goals of volunteer labor is to reduce the cash outlay for maintenance expenses, thereby reducing future field fees for the users of the field.
15. The Manager will market and promote the park in a manner that is respectful of the community.
16. The Manager will be responsible for providing security of the facility and the patrons.
17. The Manager must operate the food concessions and/or other retail sales in the park. The Manager will provide whatever refrigeration, cooking, dispensing and other equipment it deems appropriate for concession operation. The Manager will acquire appropriate food handling permits.
18. Any and all subcontracting by Manager must have prior written authorization by the City.
19. Manager is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America. Such financial statements are subject to review by the City.

20. The Manager shall indemnify, save, and hold harmless the City and all of its agents and employees from any and all claims for losses, injuries, damages and liabilities to persons involved in sanctioned Manager activities occasioned wholly or in part by the acts or omissions of the Manager, its agents, officers, and employees while using City facilities or otherwise while performing its activities in agreement with the City.
21. Manager shall provide a public liability insurance policy naming the City as an additional insured in an amount of one million dollars (\$1,000,000), combined single limit including bodily injury and property damage. Such insurance provided by the Manager, and naming the City, its officers, agents, contactors, and employees as an additional insured, is for coverage during Manager activities, occasioned wholly or in part by the acts or omission of the Manager, its agents, officers, participants, and employees while using City facilities or otherwise performing its activities in agreement with the City.
22. The Manager will appropriately handle any and all matters related to parking for scheduled events.
23. The Manager will limit the number of keys for access to Park facilities. No duplicates of the keys shall be made, and additional keys must be checked out by the Manager through the City Manager or his/her designee.
24. Manager shall pay all utilities associated with park use (i.e., electricity, sewer, phone, cable TV, and natural gas), except supply of water which will be the responsibility of City.
25. Manager shall maintain and repair the water system and irrigate as necessary.
26. Manager shall maintain, repair and clean the permanent restroom facilities. Manager shall provide sufficient chemical toilets necessary to meet the needs of the park and shall be responsible for servicing the chemical toilets as needed.
27. Manager shall immediately repair all safety issues as identified by the City or that are known or discoverable by Manager.
28. Manager agrees that when the park is not scheduled for use, the park will operate as a public facility, open to any and all users.
29. Work with the City and user groups to update yearly a five-year capital improvement program for the park.
- 28.30. Work with the City to conduct an annual user survey between the fall and spring seasons.

Contract Period _____ Years



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Traffic Safety, Bikeways, and Pedestrian Committee

Proposed Motion

I move the City Council provide direction to the Committee and staff.

I. Summary

At its meeting on July 17, 2025, the Traffic Safety, Bikeways and Pedestrian Committee requested that the city council discuss allowing them to consider alternative names to the current committee name.

II. Background

- A. Prior to the current makeup, there was a Traffic Safety Committee and a Bikeways Committee. These were merged to create the Traffic Safety, Bikeways, and Pedestrian Committee.
- B. Staff research indicates there is not a State requirement that the City establish and have a committee related to traffic safety.

III. Current Situation

- A. Before the committee spent too much time on the question, they decided to request permission to consider this since this is a prerogative of the Keizer City Council.

IV. Analysis

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - No financial impact.
- C. **Timing** - No timing impact.
- D. **Policy/Legal** - The committee name is set by resolution and so it must be changed

by resolution.

V. Alternatives

- A. Take no action and keep the name unchanged.
- B. Authorize the Traffic Safety, Bikeways, and Pedestrian Committee to consider alternatives.
- C. Chose to rename the committee as a City Council.

VI. Recommendation

Staff recommends the City Council provide direction to the Committee and staff.

Attachments

None

“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.”