MINUTES
KEIZER CITY COUNCIL
Monday, August 4, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Council President Starr called the meeting to order at 6:01 p.m.

ROLL CALL

Roll call was taken as follows:

Present:	**Staff:**
Cathy Clark, Mayor - virtually	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Council Vice President	Shane Witham, Planning Director
Kyle Juran, Councilor	Joseph Lindsay, City Attorney
Daniel Kohler, Councilor	Bill Lawyer, Public Works Director
Marlene Parsons, Councilor	Andrew Copeland, Police Chief
Lore Christopher, Councilor - virtually (arrived in person at 6:50 p.m.)	Melissa Bisset, City Recorder

Absent:
Garrett Klever, Human Resources Director
Youth Councilor - Vacant Position

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

There were no special orders of business.

COMMITTEE REPORTS

Matt Myers, member of the Traffic Safety, Bikeways, and Pedestrian Committee, shared about the recent meeting.

Rhonda Rich, and Carolyn Hollman, West Keizer Neighborhood Association (WKNA), provided the Council with their Newsletter and reviewed the contents of the newsletter, which included updates for WKNA. Councilor Christopher commented on the excellent job on their newsletter.

Becka Bonner, member of the Keizer Public Arts Commission, shared about the recent meeting and noted that they would now be meeting monthly.

PUBLIC COMMENTS

There were no written comments.

Shannon Moore, Keizer, President of Keizer Little League, felt that issuing an Request for Proposal could be more harmful than helpful. She shared about a recent meeting that included what was working well and what needed improvement. She shared that there were unmet contractual obligations, such as field maintenance, timely communication with the public, clearer guidance on fee structures and volunteer work. She felt that making changes to the current contract would be better.

Matt Myers, Keizer, asked about the purchase of the truck. He said the budget was for an F150 and the Resolution was for an F550. Mr. Lawyer explained that the intent was to replace a 2004 F550. It had gone through the budget process and the budgeted amount was correct and was in the Water Fund.

CONSENT CALENDAR

a. Event Center Use Fee Waiver - Marion County Re-entry Initiative Breakfast

b. <u>RESOLUTION</u> - 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

<u>Councilor Kohler moved that the Keizer City Council approve the Consent Calendar. Council Vice President Cross seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

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

Council President Starr explained that the City Council conducted a previous legislative land-use hearing on June 16 to consider amending the Keizer Code to allow certain auto-oriented uses in Keizer Station Area B as a conditional use. At the July 7th City Council meeting, the Council directed staff at the end of further discussion to set over the matter to August 4th to reopen the hearing to be able to supplement the record with additional information for the Council to consider.

Under the Keizer City Council Rules of Procedure Section 10.4 A (6): "Prior to adoption of an ordinance relating to a legislative land use matter, and upon a majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing."

Councilor Kohler moved to reopen the public hearing. Council Vice President Cross seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Cross, Kohler, Juran, and Parsons (6)
NAYS: None (0)
ABSTENTIONS: Christopher (1)
ABSENT: None (0)

Council President Starr reopened the Public Hearing.

Before proceeding with any further testimony on this matter, there was additional information and evidence presented at the July 7 general city council meeting that would become a part of the record. And any additional written comments received since the initial meeting on June 16th will likewise be considered as part of the record. Also, there had been some additional information that was presented to at least three councilors at a July 9th neighborhood association meeting in the living room of City Hall. That meeting was audio-recorded and had about 37 people in attendance (including City staff). That recording would become part of this record as well as a distillation of the citizen comments made at the meeting that were put into the packet.

Council President Starr asked if any Councilor wished to abstain from the hearing.

Council President Starr explained that the public hearing process.

Planning Director Shane Witham summarized the staff report.

Council President Starr asked if there was anyone who wished to speak on the matter.

There was no public testimony.

With no further testimony, Council President Starr closed the 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

Council President Starr opened the Public Hearing.

Public Works Director Bill Lawyer summarized the staff report.

It was noted that it was a budgeted item.

Council President Starr asked if there was anyone that wished to speak on the matter. There was no one who wished to testify.

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

Councilor Kohler moved to adopt Resolution R2025- Exemption of Informal Solicitation

Requirements Relating to the Purchase of Degas Separator for the Meadows Pump Station from Mazzei Injector Company LLC. Council Vice President Cross seconded. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. RESOLUTION - Authorization for a Supplemental Budget - Administrative Services Fund - Prophecy Gov Software

Council President Starr opened the Public Hearing.

Assistant City Manager Tim Wood summarized the staff report.

With no further testimony, Council President Starr closed the Public Hearing.

There was a question about why the funds would be taken from the City Attorney's budget. Mr. Wood explained that there were funds available in the City Attorney's budget in outside legal fees as they were not foreseeable at this time.

There were questions about whether there were plans in place to access the cost savings from using the software.

Mr. Brown felt that it would save hundreds of hours in staff time and that he thought the software had analytics for usage. All of the City staff would have access, and it would be a one-year trial.

Councilor Kohler moved to adopt Resolution R2025- Authorization for Supplemental Budget - Administrative Services Fund - Prophecy Gov Software. Council Vice President Cross seconded. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. 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

Councilor Kohler moved to adopt an 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. Council Vice President Cross 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)

Mayor Clark thanked everyone who had engaged in the conversation. She shared that over the years, the Council has considered how the various areas could be used from industrial to retail. She thought one of the successes was the transfer station, which wasn't an original plan for that area. The Council has adapted to the markets and needs.

Mayor Clark wanted to acknowledge that there had been a lot of work around the Keizer Revitalization Plan and the River-Cherry Overlay District. She stated that they wanted a strong, locally-based economy. She believed that the change for the eastern portion makes sense. She stated that the western portion was a transition from business to residential. She supported the Ordinance.

b. Salem Keizer Welcome Sign Design Recommendation

City Manager Adam Brown summarized the staff report.

Councilor Christopher thought that the Keizer Public Art Commission did a great job, and it was a perfect companion to the Salem sign.

<u>Councilor Kohler moved to approve the recommendation of the Keizer Public Art Commission for the Salem Keizer Welcome sign on River Road. Council Vice President Cross seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. Discussion regarding Scope of Services for Request for Proposals for Keizer Little League Park

City Manager Adam Brown summarized the staff report.

Mayor Clark asked about the list of the Scope of Work and if it should be taken back into the conversation between McNary Youth Baseball, Keizer Little League and staff.

There was a question about the negatives of doing the Request for Proposals (RFP). Mr. Brown shared that they would still go over the items that Ms. Moore brought up and the issues. Mr. Brown did not see a downside.

Ms. Moore, with Will Johnson, President, McNary Youth Baseball present, asked if the City issued an RFP and if the City would have to go with anyone in particular. Ms. Moore asked if there would be damage to the relationship with the existing manager. City Attorney Lindsay explained that if the City did not like the proposals, that they did not have to select a new contractor.

Mayor Clark shared that one of the cons was the recent conversation around the management of the artificial turf fields was that there was a great deal of work done by staff and by applicants to prepare for proposals. Mayor Clark felt that she would be hesitant to put everyone through the process.

Councilor Christopher shared that she agrees with moving forward with an RFP to obtain additional information and learn who would be interested in managing the Little League Park.

Councilor Cross stated that she felt there were great partners that could help out to reduce staff time. She suggested having someone from the Parks Recreation and Advisory Board and a City Councilor included in the RFP process.

Councilor Juran asked about what the likelihood of modifying the current contract. Mr. Brown explained that they would be enforcing the contract language as it was written. He felt there would be a willingness from Love of the Game to make things right.

Mayor Clark asked about item #6, in particular; the section about Regular Youth League was limited to Keizer-based leagues with the majority of players being Keizer residents. Mr. Brown clarified that it is Monday through Friday and the current users are McNary Youth Baseball and Keizer Little League.

Mayor Clark asked about field fees and if fee waivers or free play would be included in the proposals. Mr. Brown shared that there was room for the proposers to include that and the Council ultimately sets the fees.

Mayor Clark asked about item #17, and if it should be limited to food handling or if something more was needed. Mr. Brown stated that the City would expect them to be compliant with County Health Laws.

Mayor Clark requested to add the expectation that the Parks Recreation and Advisory Board would be consulted in an advisory role when looking at the Capital Improvement Plan (CIP). Councilor Cross asked that a couple of members of the Parks Recreation and Advisory Board and a Councilor be involved in the process.

Mr. Brown stated that during the budget process this year, not going through the Parks Recreation and Advisory Committee was a miss. He shared that the Parks Plan would go through the Parks Recreation and Advisory Board.

Councilor Cross suggested working with Billy Powers from the City of Salem and for his review, as he had been doing tournaments for many years.

Councilor Kohler stated that the purpose was to make sure that Keizer kids had a place to play that was affordable.

<u>Councilor Kohler moved 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. Council Vice President Cross seconded.</u>

<u>Council Vice President Cross made a friendly amendment of adding Councilor Parsons to the RFP process.</u>

There was discussion about the RFP, Scope of Services, and the five-year strategic plan.

There was clarification about the Scope of Services, and the RFP document.

Mayor Clark stated that the development of the CIP would be done with the Parks Recreation and Advisory Board. She suggested to alter number 29 to say that they would be working with the user group, staff, and the Parks Recreation and Advisory Board in an advisory capacity. Mr. Brown commented that he would add the Council Liaison and the Parks Recreation and Advisory Board to number 29.

<u>Council Vice President Cross withdrew her friendly amendment.</u>

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

d. Discussion regarding the request from Traffic Safety, Bikeways, and Pedestrian Committee for possible name change

Public Works Director Bill Lawyer summarized the staff report.

Mr. Myers clarified that the Traffic Safety, Bikeways and Pedestrian Committee was requesting permission to look at options for names to bring back to the City Council.

There were questions about whether there were mandates related to the Traffic, Safety, Bikeways, and Pedestrian Committee and about broadcasting. It was noted that staff had not seen a mandate anywhere related to the name of the committee.

Mayor Clark provided a history of when the two committees were merged. Council expressed support for the Committee to look at a name change to bring to Council.

<u>Councilor Kohler moved the City Council to provide direction to the Committee and staff. Council Vice President Cross seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

OTHER BUSINESS

Mayor Clark asked about registering her vote for the RFP issue. It was noted that Council President Starr had assumed and announced that Mayor Clark's vote was affirmative.

There was no additional business.

STAFF UPDATES

City Manager Brown looked forward to National Night Out.

Assistant City Manager Wood reported that the work for the electric charging station had begun.

Chief Andrew Copeland shared about National Night Out. Over the weekend, they had done a back-to-school shopping event and served kids at Fred Meyer. Three positions had recently been offered, and there were several candidates in the background process. He noted that recruitment was improving.

City Attorney Joseph Lindsay asked if Mayor Clark wished to delegate her signing authority for the ordinances and resolutions to Council President Starr as she was out of town. Mayor Clark explained that she would return in the morning and could sign them at that time.

COUNCIL MEMBER REPORTS

Councilor Christopher commented on the great toys at the Big Toy.

Councilor Kohler thanked the Councilors for their work at the Community Dinner. He encouraged the community to attend.

Councilor Parsons commented on the grant from Home Depot for the Gold Star Memorial. Councilor Parsons thanked Public Works staff member Sam Tablanza for his help at the Big Toy Paint project.

Mayor Clark shared about National Night Out and expressed appreciation for Council President Starr serving as the Presiding Officer and to Planning Director Shane Witham for his work on the Scenario Plan. Mayor Clark shared about the Neighborhood Family Council Fun Friday was last week had a huge turnout thanks to the Police Chief, Fire District, and many community partners. She shared upcoming events and meetings.

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

ADJOURNMENT

Council President Starr announced that the City Council would be meeting in Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The Council would not be taking any action after the executive session.

Council President Starr adjourned the meeting at 7:45 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."