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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

Tuesday, September 2, 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**
 - a. **PROCLAMATION**: Suicide Prevention Month
5. **COMMITTEE REPORTS**
 - a. Volunteer Coordinating Committee Recommendations for Appointments - City Council Youth Councilor; Planning Commission; Keizer Public Arts Commission (KPAC), and KPAC Youth Liaison.
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. Approval of August 18, 2025 Regular Session Minutes
8. **PUBLIC HEARINGS**
9. **ADMINISTRATIVE ACTION**
 - a. Recommendation from Community Diversity Engagement Committee (CDEC) regarding National Observances, Commemorative and Heritage Month Guest Speaker Guidance and Community Engagement Postcards
 - b. **ORDINANCE** - Relating to Truancy; Amending Keizer Code Section 26-6

c. Discussion regarding letter about Detroit Lake Drawdown

d. Iyo Keizer Sister City Agreement Review

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

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

Monday, September 15, 2025 - 6:00 p.m.

City Council Regular Session

Monday, October 6, 2025 - 6:00 p.m.

City Council Regular Session

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."



Proclamation

WHEREAS, September is recognized nationally as Suicide Prevention Month, dedicated to raising awareness, promoting education, and encouraging open dialogue to reduce the stigma surrounding mental health challenges; and,

WHEREAS, suicide is a serious public health issue affecting individuals, families, and communities across the United States, including the City of Keizer, affecting people of all ages; and,

WHEREAS, in 2023, 888 Oregonians died by suicide, and of those, 102 were youth under the age of 24; and,

WHEREAS, resources are available to prevent suicide, and timely access to mental health resources, support networks, and community programs can save lives; and,

WHEREAS, raising awareness through education and community engagement helps empower individuals and families to recognize warning signs and seek support early; and

NOW, THEREFORE, the Keizer City Council assembled here in Regular Session, does hereby proclaim September 2025 as

Suicide Prevention Month

in the City of Keizer, and urge all people to join in spreading awareness, promoting understanding, and supporting efforts to prevent suicide and foster mental wellness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 2nd day of September 2025.

MAYOR CATHY CLARK
City of Keizer, Oregon



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Volunteer Coordinating Committee Recommendations for Appointment

Proposed Motion

I move the City Council accept the recommendations of the Volunteer Coordinating Committee and appoint Felicia Guptill to the Youth Councilor Position of the City Council for school year term of 2025/2026; Matt Lawyer to Position #1 of the Planning Commission for the term expiring September 30, 2028; Jeremy Grenz to Position #2 of the Planning Commission for the term expiring September 30, 2028; Larry Scruggs to Position #3 of the Planning Commission for the term expiring September 30, 2028; Jesus Escobar to Position #1 to the Keizer Public Arts Commission for term expiring June 30, 2028; and Cassidy Kerner to the Youth Liaison Position on the Keizer Public Arts Commission for school year term of 2025/2026.

I. Summary

The Volunteer Coordinating Committee met on August 14, 2025, to review and interview applicants for City Council Youth Councilor; Planning Commissioner; Keizer Public Arts Commissioner (KPAC), and KPAC Youth Liaison.

II. Background

- A. The Volunteer Coordinating Committee serves in an advisory capacity to the City Council and is responsible for making recommendations for appointments to various Boards and Commissions. The Committee is also responsible for the recognition of City volunteers.

III. Current Situation

- A. The openings have been advertised, applications collected and the Volunteer Coordinating Committee has interviewed candidates for the various openings. They have made the following appointment recommendations for the City Council's consideration: appoint Felicia Guptill to the Youth Councilor Position of the City Council for school year term of 2025/2026; appoint Matt Lawyer to Position #1 of the Planning Commission for the term expiring September 30, 2028; Jeremy Grenz to Position #2 of the Planning Commission for the term expiring September 30, 2028;

Larry Scruggs to Position #3 of the Planning Commission for the term expiring September 30, 2028; appoint Jesus Escobar to Position #1 to the Keizer Public Arts Commission for term expiring June 30, 2028; and appoint Cassidy Kerner to the Youth Liaison Position on the Keizer Public Arts Commission for school year term of 2025/2026.

- B. The Keizer Public Arts Commission still has two remaining openings so those positions were re-opened.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** -

- A. The Planning Commission has three positions that expire on September 30, 2025.

- B. The Keizer Public Arts Commission currently has three openings for positions that expire on June 30, 2026 and June 30, 2028.

- C. The Youth Councilor Position of the City Council is currently open for school year term of 2025/2026.

- D. The Youth Liaison Position on the Keizer Public Arts Commission is currently open for school year term of 2025/2026.

- D. **Policy/Legal** - The City Council approves all recommendations for appointments to boards and committees.

V. Alternatives

- A. Approve appointments.

- B. Not approve appointments.

VI. Recommendation

Staff recommends the City Council accept the recommended appointments from the Volunteer Coordinating Committee.

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."



MINUTES
KEIZER CITY COUNCIL
Monday, August 18, 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
Tim Hein, Police Lieutenant
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

Absent:

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

a. Designation of League of Oregon Cities (LOC) Voting Delegate

Mayor Clark announced that the Council needed to designate a voting delegate for the League of Oregon Cities (LOC) Annual Conference on October 4th. Mayor Clark and Council President Starr would both be attending the LOC Annual Conference and were willing to serve as the voting delegate.

Councilor Christopher moved to let Council President Shaney Starr represent the City Council as

the delegate. 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)

Mayor Clark asked the Council if they would allow for an alternate and that she was willing to serve as an alternate. There were no objections to Mayor Clark serving as the alternate.

Mayor Clark announced that her appointee to the Community Diversity Engagement Committee (CDEC) had resigned. Mayor Clark shared that she was appointing Tammy Kunz to the CDEC to fill the vacancy.

Elaine Wilson, CDEC Member, shared about the recent CDEC meeting and the work they were doing related to their goals.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association and Don Davis, Southeast Keizer Neighborhood Association reported on their National Night Out Event at the Elks Lodge and the Kennedy and Cummings Neighborhood Family Council Event.

Clay Rushton, member of the Parks and Recreation Advisory Board, shared about the upcoming Parks Tour, speed limits on e-bikes in the parks, and the Ryan J. Hill Memorial.

PUBLIC COMMENTS

Beth Schmidt, Salem-Keizer Safe Routes to School Coordinator, provided a summary of the 2024-2025 activities.

Kiele Jarnagin introduced the 2026 Distinguished Young Women. Megan Curan, Class of 2026, shared that she had received a scholarship, and she would be receiving further education at Southern Oregon University. Emma Lindstrom, Class of 2026, received the Self-Expression Award and would pursue her degree in Clinical Psychology. Hallie Wofford shared that she was the Class of 2026 Distinguished Youth Woman of Keizer and shared a recent experience.

There was no objection to taking item 9.c. at the top of the Administrative Action portion of the agenda.

Steve McCarthy, Keizer, shared that there was concern about people falling into the swales and bushes. He felt that the swales were not designed properly. He shared that some of the bushes were very tall in the swales. Mr. McCarthy explained that some residents in the neighborhood had built bridges over the swales. He suggested removing the bushes and that grasses and ground cover should be planted on the slopes of the swales. He expressed concern about the sidewalk deteriorating.

Hersch and Mary Ann Sangster, Keizer, had the same swales as on Lydia and described some of the same problems that Mr. McCarthy had shared.

Howard Robinson, Keizer, shared that their neighborhood had learned that there were 19 code violations in their neighborhood. Mr. Robinson described how the bridges were constructed. He

summarized a meeting he had with City Staff. He noted that there were sidewalks that were crumbling. They were looking to find a solution for the safety of the neighbors.

Robert Parsons, Keizer, noted that he was Councilor Parsons' husband. He shared that two years ago, he notified the City of the erosion that was happening in the swales near the sidewalk. He expressed concern about the erosion of the sidewalks.

Donald Sappington, Keizer, expressed his concern about the safety issues related to getting out of the car and possibly being injured in the swale. He shared that they asked their visitors not to park near the curb so they do not get injured. He shared that it had been an issue since they moved into the house in 2016. They had installed a bridge and noted that it provided a safe passage.

Public Works Director Bill Lawyer, explained that it was against the City Code to alter the conveyance system for any vegetated facilities that bridges storm drains, catch basin swales, an underground pipe, and any storm water infrastructure. Mr. Lawyer shared that residents have filled-in areas of the vegetated facilities even though they were directed not to by staff and have since removed the gravel. Mr. Lawyer said that this was the instance when he knew the City would need to take on this issue.

Mr. Lawyer shared that the vegetated facilities were there when the subdivision was built, and the homeowners knew they were there. The City had worked with design engineers about cleaning up the storm water before it was released to the waterways. Since 2016, the designs have evolved from linear vegetated facilities to local regional facilities. Two new subdivisions in Keizer have nine-foot deep, concrete walls with bio-treatment retention for storm water. Mr. Lawyer shared that the Council could authorize him to look at solutions to change the code. He explained that it was a complex problem. He asked for direction from the Council.

Mr. Lawyer expressed concern about the bridges and potential liability. He stated that if the City were to allow for bridges, they would have to be built to a standard that prevents people from falling into the swales. He noted that the City had not authorized the bridges. He explained that the swales were designed to keep people out of them, He also explained about the sloughing of the sidewalks and noted that the City was monitoring and making repairs. Mr. Lawyer shared that they reached out to other cities who have the same type of facilities, and they also do not allow for bridges and were facing the same challenges.

Council President Starr shared that she parked and looked at the passenger side and noted that there was no way a passenger could get out without injuring themselves. She also noticed the sidewalks and said that it would be easy for someone to fall off into the swale. She was in favor of directing staff to come up with a solution and asked that the neighbors and staff worked together on the solution. She expressed concern about the safety of pedestrians and cyclists on the sidewalks near the swales and was concerned about the condition of the sidewalks.

Councilor Christopher suggested a moratorium on the date to remove the bridges. She asked that the City listen.

Mr. Lawyer reiterated that it was a complex problem and that he had not heard the swales being an issue in other neighborhoods.

Mr. Lindsay explained the potential liability to the City related to the bridges over the swales.

Mr. Robinson provided a handout of the Chemawa Storm Water Vegetated Swales. He reiterated that it was all about safety and felt that there must be an answer. He shared that they wanted to work together on solution.

Mr. Lawyer explained the engineering of the Chemawa infiltration system. He explained the importance of clean groundwater.

Councilor Juran commented that 30 inches was the height when a railing was required. He hoped that there was a way for the homeowners to be allowed to have the bridges. He hoped for an easy solution.

Councilor Parsons noted that she agreed with her husband and neighbors' comments.

Councilor Kohler asked what could grow under the bridges that would meet the requirements.

Mr. Lawyer would look into the options and solutions.

Council Vice President Cross asked for solutions and for a 90-day or six-month moratorium.

City Manager Brown shared that at the meeting they committed to researching solutions.

Council President Starr moved to suspend the rules to take up the matter of the Lydia Avenue bio-swale. Councilor Christopher 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)

Council President Starr moved that the Keizer City Council direct staff to institute a moratorium not to exceed 180 days on the order to remove bridges, direct staff to work with the residents to develop viable solutions to present to Council and other residents and we also direct staff to initiate a risk assessment through CIS. Councilor Christopher seconded.

Councilor Parsons recused herself from the vote.

Motion passed as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher (6)

NAYS: None (0)

ABSTENTIONS: Parsons (1)

ABSENT: None (0)

CONSENT CALENDAR

a. 2024-25 Surplus Property Report

- b. **RESOLUTION - Authorizing City Manager to Sign Amendment Number 02 to Agreement with State of Oregon for Verda Lane: Dearborn Avenue to Ascot Lane Project**
- c. **Approval of August 4, 2025 Regular Session Minutes**

Councilor 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 HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

- a. **RESOLUTION - Authorizing City Manager to Terminate 457(b) Plans With Nationwide and CoreBridge**

City Manager Brown expressed his appreciation for Mr. Klever's initiative on the cost savings to employees and retirees that he was able to find with the proposed change. Human Resources Director Garrett Klever summarized the staff report.

Councilor Christopher acknowledged Mr. Klever's great work.

Council President Starr moved to adopt Resolution R2025- Authorizing the City Manager to Terminate 457(b) Plans with Nationwide and CoreBridge. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- b. **RESOLUTION - Authorizing City Manager to Enter Into Agreement for Electronic Records Management Services With Secretary of State**
RESOLUTION - Authorizing the City Manager to Enter Into Subscription Services Contract with Chaves Consulting, Inc. (Master Software Agreement - Electronic Records)

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Authorizing the City Manager to Enter Into Agreement for Electronic Records Management Services with Oregon Secretary of State. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to adopt Resolution R2025- Authorizing the City Manager to Enter Into Subscription Services Contract with Chaves Consulting, Inc. (Master Software Agreement -

Electronic Records). Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Legislative Position on Cherriots Payroll Tax

Council President Starr had a potential conflict of interest and recused herself from the conversation. She stepped away from the dais to sit in the audience.

Council Vice President Cross felt it was important to talk about and take a position and noted that she opposes any taxes that are not voted on. She commented that this would impose a tax that the governor appointed board members vote on and that it was compared to what Lane County and Portland Metropolitan were doing. Council Vice President Cross commented that those jurisdictions do not have the extra property tax line item, and she felt this tax would be a double-dip.

City Manager Brown summarized the staff report. He noted that there was a request from the General Manager/ CEO Allan Pollack for the Council action to be deferred until Cherriots could provide a presentation to the Council. He clarified that the District's taxation power does not expire on January 1, 2026. The District is authorized to implement elements of ORS 267 effective January 1, 2026.

Jenn Benavidez, Rickreal, expressed her opposition to the proposed Cherriots payroll tax.

TJ Hamilton, shared that there was a robust network of non-profits sustained by the business community. He stated that the Cherriots payroll tax would result in 39 million of funds being taken from the business community. He asked that the Council express their opposition of the proposed payroll tax at this time. Discussion ensued regarding the anticipated impact on businesses.

Cathy Lincoln, Keizer, urged the Council to hear the facts from Allan Pollack. She shared about the experience on the bus noting that people need good transportation. She commented on the benefits of using the bus system. She asked that the Council keep in mind that the people in a big City need transportation. Ms. Lincoln felt that the payroll tax would provide this transportation.

Council Vice President Cross moved that the Keizer City Council take a public position in opposition of the proposed Cherriots payroll tax. Councilor Kohler seconded.

Councilor Christopher stated that she felt that taxes should be approved by a vote.

Councilor Kohler asked why Cherriots were not in attendance. Mr. Brown commented that he let Mr. Pollock know about it being on the Council agenda on Friday. Mr. Pollock wished to come present to the Council on the matter.

Mayor Clark was in favor of the motion because she wanted Cherriots to find out what happened with the legislature first and then ask for what they needed and explain how the funds would be used.

Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: Starr (1)

ABSENT: None (0)

Mr. Brown would work with Council Vice President Cross on drafting the letter to the governing body of Cherriots and copy the City of Salem, both Chambers of Commerce, Keizer's legislative delegation, Salem Reporter, Keizertimes, and the Statesman Journal.

d. Participation in the County Street Vendor Ordinance Discussion

City Manager Adam Brown and City Attorney Joseph Lindsay provided an overview of what participation in the County Street Vendor Ordinance looked like.

Discussion ensued regarding the City of Keizer's current regulations.

There was no interest by Council in moving forward with participation. The City Manager would let the Commissioners know and thank them for the opportunity to participate.

OTHER BUSINESS

Mayor Clark asked to attend the September 15th City Council meeting via Zoom. She stated that she would be issuing a letter that would authorize Council President Starr to sign the actions of that particular meeting.

Mayor Clark asked to provide a letter to sign-on with other jurisdictions for consideration on the Detroit Extreme Draw Down to be placed on the next Council Agenda.

Councilor Kohler requested to attend the September 2nd City Council meeting via Zoom.

Council President Starr moved to suspend the rules and take up the matter of Councilor Kohler's and Mayor Clark's requests to Zoom-in. Seconded by Parsons. It was noted that Council Vice President Cross would also need to Zoom-in. Motion passed unanimously.

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

It was noted that Councilor Parsons and Councilor Juran wouldn't be attending the September 15th meeting.

Mayor Clark motioned to approve Councilor Kohler to Zoom-in at the September 2nd meeting.

Motion passed unanimously.

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Christopher, Council President Starr, and Councilor Kohler would attend the September

15th meeting in person.

Mayor Clark motioned to approve Council Vice President Cross and Mayor Clark to Zoom-in at the September 15th meeting. Motion passed unanimously.

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to extend the meeting until 9:15 p.m. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark announced the formal IYO Reception next Monday at the Salem Convention Center.

STAFF UPDATES

Lieutenant Hein reported on National Night Out and Blast BBQ.

Public Works Director Lawyer reported that the cement treating at the base of the streets in the Gubser neighborhood was delayed from today to tomorrow.

City Attorney Joseph Lindsay reported that he would be at training the end of the week.

COUNCIL MEMBER REPORTS

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

AGENDA INPUT

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

Monday, September 15, 2025 - 6:00 p.m.

City Council Regular Session

Monday, September 22, 2025 - 6:00 p.m. - It was noted that this Work Session would be rescheduled.

City Council Work Session - Urban Growth Boundary

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:11 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: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Tim Wood, Assistant City Manager

Subject: Recommendation from Community Diversity Engagement Committee (CDEC) regarding National Observances, Commemorative and Heritage Month Guest Speaker Guidance and Community Engagement Postcards

Proposed Motion

I move the City Council approve the National Observances, Commemorative and Heritage Month Guest Speaker Guidance.

I move the City Council approve the Community Engagement Postcards.

I. Summary

At the August 7, 2025 CDEC meeting the Committee made the following motions:

1. To present the Speaker Selection and Presentation Guidelines to the City Council for approval, and
2. To present the postcards to the City Council for approval.

II. Background

A. The CDEC identified as short-term goals:

1. Develop National Observances, Commemorative and Heritage Month Guest Speaker Guidance, and
2. Develop promotional content specific to outreach and engagement for Council consideration and approval.

B. In response to the goals, the CDEC created guidance that can be provided to potential speakers to clarify the administrative process and purpose. In addition the CDEC created postcard outreach materials for the City and the committee itself.

III. Current Situation

A. Draft versions of the National Observances, Commemorative and Heritage Month guest Speaker Guidance and the Community Engagement Postcards have been

created and are ready for City Council review.

IV. **Analysis**

- A. **Strategic Impact** - Not applicable
- B. **Financial** - Not applicable
- C. **Timing** - The documents will start to be used upon approval by the City Council.
- D. **Policy/Legal** - The CDEC serves as an advisory committee to the City Council. The City Council has final authority to approve the CDEC's recommendations.

V. **Alternatives**

- A. Approve the recommendation from Community Diversity Engagement Committee (CDEC) regarding National Observances, Commemorative and Heritage Month Guest Speaker Guidance and Community Engagement Postcards.
- B. Suggest changes to the National Observances, Commemorative and Heritage Month Guest Speaker Guidance and Community Engagement Postcards.
- C. Take no action.

VI. **Recommendation**

Staff recommends the City Council review the attached National Observances, Commemorative and Heritage Month Guest Speaker Guidance and Community Engagement Postcards.

Attachments

- 1. ATT_CC_Proclamation Guidance_09 02 2025
- 2. Att_CC_CDEC Postcards_09 02 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 of Keizer
Community Diversity Engagement Committee
National Observances, Commemorative and Heritage Month Guest Speaker Guidance
As of September 2, 2025

We are excited to hear from and celebrate you and all that you are representing!

Presenter directions:

- Presentation limited to 1 person
- You will have 5 minutes to present
- Please have all materials ready before presenting
- After the presentation, there will be a quick photo-op with the mayor

Thank you so much for your time, energy and expertise presenting this month's proclamation.

The purpose of city proclamations is to educate and engage the Keizer community by highlighting individuals, organizations, or causes that hold relevance to our city. These proclamations aim to raise awareness about important issues, share historical or cultural significance, and celebrate milestones that shape our community. Speakers are encouraged to connect the topic directly to Keizer, offer meaningful ways for residents to get involved, and spotlight local efforts working to create positive change. The overall intent is to inform, inspire, and foster a greater sense of connection and civic engagement among Keizer residents.

¡Estamos emocionados de escucharte y celebrar todo lo que representas!

Instrucciones para los Presentadores:

- La presentación está limitada a una persona.
- Tendrás 5 minutos para presentar.
- Por favor, ten todo el material listo antes de comenzar.
- Después de que todos terminen sus presentaciones, habrá una sesión rápida de fotos con el alcalde.

¡Muchas gracias por tu tiempo, energía y experiencia al presentar la proclamación de este mes!

El propósito de las proclamaciones de la ciudad es educar y motivar a la comunidad de Keizer resaltando a individuos, organizaciones o causas que sean relevantes para nuestra ciudad. Estas proclamaciones tienen como objetivo crear conciencia sobre temas importantes, compartir significados históricos o culturales; y celebrar hitos que dan forma a nuestra comunidad. Se anima a las personas que presenten proclamaciones a conectar el tema directamente con Keizer, ofreciendo formas significativas para que los residentes se incluyan, y destacando esfuerzos locales que trabajan para crear un cambio positivo. La intención general es informar, inspirar y promover un mayor sentido de conexión y participación cívica entre los residentes de Keizer.

**CAN YOU SPARE
2 HOURS A MONTH TO
SERVE YOUR COMMUNITY?**

IF SO...

**YOUR CITY
NEEDS YOU!**

keizer.org/boards-commissions



WE INVITE YOU TO VOLUNTEER

Keizer citizens are invited to volunteer for appointment to a variety of city boards and commissions addressing these areas:

- Volunteer
- Annual City Budget + Audit Committee
- Growth & Developments
- Parks & Rec
- Traffic, Bikes, & Pedestrians
- Community Diversity
- Arts
- Planning

Visit keizer.org/boards-commissions to see the exciting opportunities awaiting residents who want to help plan the city's operations.



APPLY USING THE QR CODE





C.D.E.C.

Community Diversity Engagement Committee

MAKING KEIZER A GREAT PLACE FOR

**EVERY
ONE**

**We meet the FIRST THURSDAY of each month
from 6 p.m. to 7:30 p.m.**

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

OUR MISSION

'Exists to foster justice, diversity, equity, and inclusion and to strengthen our community through active listening in order to strengthen and encourage civic engagement, understanding and empowerment and to advise the City Council on issues that are critical to connecting our community.'

"WE ARE HERE TO LISTEN"

We, the Community Diversity Engagement Committee, invite you to personally attend any of our sessions on the first Thursday of the month at 6 p.m. in the Robert L. Simon Council Chamber to "Tell us your story". We are listening to what you have to say. We are not a political body but a fact finding and action driven committee. Our work depends on real facts and examples that we want to get from Keizerites.

Agenda, meeting documents and community survey can be found at: keizer.org/CommunityDiversityEngagementCommittee or scan the QR Code »





To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Ordinance Relating to Truancy

Proposed Motion

I move that the City Council adopt Ordinance No. 2025-____ Relating to Truancy; Amending Keizer Code Section 26-6.

I. Summary

The ordinance that became Keizer Code Section 26-6 was adopted in 2014. More recently, state laws have been revised to disallow imposing fines on children in truancy situations, so an amendment needs to be made to the Code to bring it into alignment with state law.

II. Background

- A. Keizer City Council adopted Truancy laws in 2014. Violations of the truancy rules were considered civil infractions and the Keizer Code allowed fines to be imposed against truant children. More recently the state laws around truancy have been revised to disallow children from being fined for violations of truancy laws.

III. Current Situation

- A. Keizer City Council adopted Truancy rules in 2014. Since that time, state statutes have been revised so that the children were not fined for violations. Parents are allowed to be fined. Housekeeping to Keizer Code needs to be made to bring Keizer Code in alignment with state law.

IV. Analysis

- A. **Strategic Impact** - None.
- B. **Financial** - None.
- C. **Timing** - No specific timing other than to bring the Keizer Code in compliance with state law.

- D. **Policy/Legal** - To be in compliance with state law, Keizer City Council needs to revise the Keizer truancy rules. Only the Keizer City Council can adopt Ordinances.

V. Alternatives

- A. Adopt the attached Ordinance.
B. Take no action and the Keizer Code will not be in compliance with state laws.

VI. Recommendation

Staff recommends that the City Council adopt the attached Ordinance.

Attachments

1. ORD_CC_Amending Section 26-6 -Truancy_9 2 2025
2. EXH_CC_Sec._26-6.-Truancy_9 2 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.”

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A BILL
FOR

ORDINANCE NO.
2025-_____

AN ORDINANCE
RELATING TO TRUANCY; AMENDING KEIZER CODE
SECTION 26-6

The City of Keizer ordains as follows:

Section 1. Keizer Code Section 26-6 is hereby amended as set forth in Exhibit
A, attached hereto and by this reference incorporated herein.

Section 2. 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;
- (e) Substitute the proper subsection, section or chapter, or other division
numbers;
- (f) Change capitalization and spelling for the purpose of uniformity;
- (g) Add headings for purposes of grouping like sections together for ease of
reference; and

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

2 Section 3. Each section of this ordinance, and any part thereof, is severable,
3 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
4 remainder of this ordinance shall remain in full force and effect.

5 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

6 PASSED this _____ day of _____, 2025.

7

8 SIGNED this _____ day of _____, 2025.

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15

Mayor

City Recorder

Sec. 26-6. Truancy.

- (a) *Children required to attend school.* All children between the ages of seven and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides or comply with the exemptions set forth in ORS 339.030 and state regulations thereunder.
- (b) *Children not to be in a public place.* No child between the ages of seven and 18 years who has not completed the 12th grade may be in or upon any street, highway, park, alley or other public place during regular school hours unless:
- (1) Such child is accompanied by a parent, guardian or other person 21 years of age or over and authorized by the parent or by law to have care and custody of the minor;
 - (2) Such child is engaged in a lawful pursuit or activity which requires the presence of the child or there exists a reasonable necessity for the presence of the child during regular school hours;
 - (3) Such child is emancipated pursuant to ORS 419B.550 and 419B.558;
 - (4) Such child is authorized and approved to be away from the school by the school in which the minor is enrolled;
 - (5) Such child is exempt from compulsory school attendance pursuant to ORS 339.030, including, but not limited to, children taught by a parent or private teacher, provided that the child and/or parent complies with all laws and regulations regarding such exemptions.
- (c) *Requirements of parent or custodian.* Any parent, guardian or person having the care and custody of any child between the ages of seven and 18 years who has not completed the 12th grade is required to take reasonable steps to prevent such child from violating subsections (a) and (b) of this section and is further required to:
- (1) Send such child to and maintain such child in regular attendance at a public full-time school during the entire school term;
 - (2) Comply with the exemption set forth in ORS 339.030 and state regulations thereunder.
 - (3) As used herein, the term "regular attendance" is given the meaning set forth in ORS 339.065.
- (d) *Violation of section.* Violation of subsection ~~(a), (b) or (c)~~ (2) of this section is a civil infraction. The fine amounts for the violations are as follows:
- (1) Maximum fine:\$500.00
 - (2) Minimum fine:\$80.00
 - (3) Presumptive fine:\$200.00
- (e) *Enforcement of section.* In addition to police officers or other persons permitted to enforce violations, the school district superintendent or education service district superintendent, or any employee specifically designated by either superintendent, may issue citations for violations under this section. Prior to a superintendent or designated employee issuing a citation, such party shall provide notice and take action as similar to the requirements of ORS 339.095(2).
- (f) *Taking child into custody.* Any police officer having reasonable grounds to suspect that a child between the ages of seven and 18 years to be in violation of subsection (a) or (b) of this section may contact the minor and make an investigation as may be necessary and reasonable to determine if the child is in violation of this section. If the police officer has probable cause to believe that a child is in violation of subsection (a) or (b) of this section, the police officer may:

-
- (1) Take the child into custody and deliver the child to the child's school principal or designee or to the child's parent or legal guardian;
 - (2) Refer the child to the county juvenile department.

(Ord. No. 2014-713, §§ 1—6, 12-15-2014)

State law reference(s)—Compulsory school attendance, ORS 339.010 et seq.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Detroit Lake Drawdown and Trump Executive Order

Proposed Motion

I move that the Keizer City Council direct staff to write a letter of support to our federal delegation to stop the drawdown of Detroit Lake until drinking water needs are met for those communities drawing water out of the Santiam River.

I. Summary

This item is on the agenda for council to discuss the planned drawdown of Detroit Lake.

II. Background

- A. An opinion from attorney Michael E. Haglund given to the Detroit Lake Foundation and Detroit Lake Conservancy was shared with the City of Keizer regarding the analysis of how a presidential executive order could be used to prevent the Detroit Lake Drawdown. The following information is derived from the attorney's letter.
- B. On January 20, 2025, President Trump issued Executive Order 14156, declaring a national energy emergency.
The order cites insufficient energy infrastructure as a threat to the U.S. economy, national security, and foreign policy, especially in the Northeast and West Coast.
- C. The U.S. Army Corps of Engineers plans to lower Detroit Lake in fall 2026, following a biological opinion from the National Marine Fisheries Service (NMFS) to protect endangered species. Opponents of the drawdown see the Executive Order as a legal opportunity to delay or suspend this plan.
- D. Section 5 of the Executive Order directs agencies to use emergency consultation procedures under the Endangered Species Act (ESA) (50 C.F.R. § 402.05) to support energy supply. This allows for informal consultations during emergencies instead of the usual formal process.

III. Current Situation

- A. This is important to Keizer because we have a mutual aid with Salem to assist in

providing water to Keizer through a cross-connection. Salem's ability to process clean water will be challenged by increased total suspended solids from increased river flow down the Santiam River. Our ability to assist them is minimal based on what our system can produce. Salem's water production is easily 6 times the capacity of Keizer's water system in terms of gallons per day.

- B. A remedy is that US Secretary of Defense Pete Hegseth could declare that the drawdown would impair hydropower production, thus harming energy supply. He could then suspend formal ESA consultations and the drawdown plan, initiating emergency informal consultations with NMFS.
- C. The strategy involves persuading Secretary Hegseth to issue an order suspending the drawdown and initiating emergency ESA consultations. This would maintain higher water levels in Detroit Lake to preserve hydropower generation during the declared emergency.

IV. **Analysis**

- A. **Strategic Impact** - The Santiam Canyon and the cities which get drinking water from the Santiam are an important part of our regional economy and community.
- B. **Financial** - This will severely impact our neighbors' physical and financial ability to produce water.
- C. **Timing** - Draw down has been deferred to 2026, but without plant upgrades to Salem's system, it will be in no better condition to handle the issue next year. Plant capacity may take years to handle the total suspended solids.
- D. **Policy/Legal** - The Friends of Merrymeeting Bay case supports the use of emergency consultation when infrastructure failure poses risks. Courts have upheld agency discretion in defining emergencies, even with advance notice.

Since the President has already declared an emergency, agencies acting under the order are less vulnerable to legal challenges. Environmental groups would need to challenge the Executive Order itself, not just agency actions.

V. **Alternatives**

- A. Add Keizer's name to the communities who support further deferment of the Detroit Lake drawdown.
- B. Take no Action.

VI. **Recommendation**

Staff recommends the City Council add Keizer's name to the entities that are encouraging Secretary Hegseth to defer the drawdown of Detroit Lake until solutions to handling drinking water are met.

Attachments

1. Updated Detroit Lake Memo - 04 11 2025 (1)

“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: Detroit Lake Foundation, Detroit Lake Conservancy

From: Michael E Haglund, Haglund Kelley LLP

Re: Analysis of How Presidential Executive Order Could Be Used to Prevent 2025 Drawdown of Detroit Lake

Date: April 3, 2025

On January 20, 2025, one of the Executive Orders issued by President Trump on his first day in office declared a “national energy emergency” based upon findings that the “United States’ insufficient energy production, transportation, refining, and generation constitutes an unusual and extraordinary threat to our Nation’s economy, national security, and foreign policy.” Executive Order Section 1. The Executive Order 14156, § 1 also noted the energy insufficiency problems “are most pronounced in our Nation’s Northeast and West Coast, where dangerous State and local policies jeopardize our Nation’s core national defense, and security needs, and devastate the prosperity of not only local residents, but the entire United States population.”

At present, the US Army Corps of Engineers is planning to implement a substantial drawdowns of the Detroit Lake reservoir starting in the fall of 2026 consistent with the terms of a recently issued National Marine Fisheries Service biological opinion. In our opinion, the January 20 Executive Order from President Trump

presents stakeholders opposed to the reservoir drawdown with an opportunity to sidestep the existing federal court injunction by taking advantage of an emergency consultation regulation referred to specifically in the Executive Order.

In Section 5 of the Executive Order, the heads of all agencies, which includes the US Army Corps of Engineers, are charged with identifying “planned or potential actions to facilitate the Nation’s energy supply that may be subject to the regulation on consultations in emergencies, 50 C.F.R. § 402.05. Agencies are further “directed to use, to the maximum extent permissible under applicable law, the ESA regulation on consultations in emergencies, to facilitate the Nation’s energy supply.”

This Executive Order gives Secretary of Defense Pete Hegseth the authority to declare that the drawdown of the Detroit Lake Reservoir pursuant to the NMFS biological opinion will impair US energy supplies by reducing hydropower production at the Detroit Lake Dam. The Secretary could then order the Corps of Engineers to suspend formal consultations with NMFS over its recently issued biological opinion, filed in the federal court case in mid-January, and suspend the reservoir drawdown plan in order to maximize hydropower power production until the emergency has subsided. Under the regulation, there will then be informal consultations between the action agency Corps of Engineers and the National Marine Fisheries Service.

The relevant case law, interpreting the emergency consultation, regulation, supports the viability of this strategy. Authority to conduct informal emergency consultation arises under situations involving “acts of God, disasters, casualties, national defense or security emergencies, etc.” 50 C.F.R. § 402.05. Typically, it is the action agency that determines that an unexpected emergency exists. *See, e.g., Friends of Merrymeeting Bay v. U.S. Dept. of Commerce*, 810 F. Supp. 2d 320 (D. Maine 2011).

In *Friends of Merrymeeting Bay*, a private dam operator requested an emergency permit from the Federal Energy Regulatory Commission (FERC) to reconstruct a failing dam on a river in Maine. Before it could issue a permit, FERC was required to consult with NMFS under Section 7 because the river was critical habitat for ESA-listed Atlantic salmon. Instead of requesting formal consultation, FERC requested emergency consultation because the dam threatened loss of life and property if it failed. When NMFS agreed, environmental groups sued and argued that FERC and NMFS acted arbitrarily and capriciously because the possibility that the dam could fail was not the kind of “emergency” contemplated under 50 C.F.R. § 402.05.

The court held that the Secretary of Commerce is entitled to significant deference in determining what situations qualify for expedited consultation. The court cited *Washington Toxics* for the proposition that an emergency must include

“an ‘element of surprise and unexpectedness’” and “must also be unpredictable or unexpected in some way.” *Washington Toxics Coalition v. U.S. Dept. of Interior*, 456 F. Supp. 2d 1158 (W.D. Wash. 2006). Here, FERC found that the dam could fail if it was not repaired within the next eight months, posing catastrophic risks to humans and fish. Consequently, the plaintiffs could not show the likelihood of success on the merits that is required for injunctive relief. FERC could issue the dam permit and consult with NMFS in the interim on an emergency basis.

Here, President Trump has already declared a nationwide energy emergency that threatens “our Nation’s core national defense and security needs.” EO 14156, Sec. 1. Accordingly, Trump has directed the Services and Army Corps of Engineers to use emergency ESA consultation “to the fullest extent possible” to promote energy development and production. *Id.* at Sec. 5(b). In other words, the determination that an emergency exists has already been made by Trump in his capacity as President. Therefore, environmental organizations seeking to enjoin the Corps cannot show that the Corps and NMFS are acting arbitrarily in responding to Trump’s order, suspending the operative BiOp, and engaging in emergency consultation. They would likely have to challenge Trump’s order itself.

Moreover, the planned drawdowns at Detroit Lake to commence in the fall of 2026 may have the “element of surprise and unexpectedness” that the court required in *Merrymeeting Bay*.

There, the dam operator notified FERC for the first time on April 28, 2011, that the dam might fail if construction did not begin until “2012 or beyond.” 810 F. Supp. 2d, at 323. Despite the eight-month window, the court upheld the agencies’ decision. Likewise, imminency should not be an issue here even though the drawdowns at Detroit Lake are not scheduled until fall 2026. At a minimum, the Corp should maintain water levels in Detroit lake above the turbines and consult with NMFS on an interim basis pursuant to Trump’s order.

The bottom line is that Secretary Hegseth is in a position to utilize the January 20 Executive Order to issue a fairly simple order suspending the ongoing Detroit Lake drawdowns in 2026, suspending the ongoing formal consultations under the Endangered Species Act with NMFS and replacing that process with informal emergency consultations that persist through the end of the emergency. Implementing this strategy will require putting the issue before Secretary Hegseth and securing the necessary political support to persuade the Secretary to issue an order suspending the proposed reservoir drawdown and initiating emergency consultations with NMFS.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Iyo Sister City

Proposed Motion

I move to approve the agreement as proposed.

or

I move to forward recommendations to amend the agreement to the Iyo City Council.

I. Summary

Residents and community leaders of Keizer have participated in a youth exchange program with the City of Iyo Japan. This program sparked discussion about a possible sister city relationship between the two cities. Staff is ready to present a draft agreement for council consideration.

II. Background

- A. In 2023 the City of Keizer was approached about assisting with the Iyo Junior High Exchange Program that was formerly a part of the City of Salem and organized by the East Salem Rotary Club.
- B. The City allowed them the use of an event center room for a few days, as well as assisting in the coordination of several activities around Keizer and meeting with our elected officials and administrative staff.
- C. That experience started discussions about a possible sister city relationship. In October of that year the Keizer City Council sent a proposal to the City of Iyo to establish a sister city relationship with Iyo. The focus was built around five tenants, which include Cultural Exchange, Economic Collaboration, Education Partnerships, Tourism Promotion, and Environmental Sustainability. Our proposal was received graciously by the City of Iyo.
- D. As the 2024 Iyo Junior High Exchange Program came around, the City of Keizer once again supported them by offering them room to meet to learn English for several mornings over three days. City officials provided them with tours of our

facility, and they enjoyed play time at our City Parks and other area attractions. Members of our community hosted the youth in their homes for 8 days.

- E. Discussions about the sister city relationship picked up after the 2024 visit and volunteers from Keizer began to meet regularly with the aim of formalizing a relationship and forming a non-profit organization to support the Iyo Keizer Sister City relationship.
- F. Many of Keizer's local institutions have been engaged in the exchange program. In addition to staff at City Hall the Keizer Heritage Center museum, Keizer Library and Keizer Fire District have been involved in each of the exchanges to share with the students the legacy of our community.
- G. During this past visit the adult leaders also met with counterpart leaders in our community. One of their administrators, Mr. Daiki Kamiyama, job-shadowed the City Manager for half of a day. Their school superintendent, Mr. Takashi Ueoka, was able to meet with Salem Keizer School District Superintendent Andrea Castenada and the principals of both McNary High School and the Career & Technical Education Center (CTEC). They also met with the Keizer and Salem Chambers of Commerce.

III. **Current Situation**

- A. In the true Keizer spirit, volunteers working together have drafted a proposed agreement for both City Councils to consider.
- B. Also, a non-profit is in the final phases of organizing to support the sister city effort. I have attached the by-laws for the Keizer Iyo Sister City Association (KISCA). KISCA would assist with organizing visits, setting up home stays, and raising funds for the relationship. I have also attached the agreement and correspondence between Keizer and Iyo.
- C. Counterparts, among the areas of cooperation, have been identified in both Iyo and Keizer. We believe the sister city relationship could produce economic benefits, better cultural understanding, educational collaboration, and environmental stewardship.

IV. **Analysis**

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - There is no financial commitment at this time. One of the intentions of KISCA is to minimize the cost to the city. KISCA would fund-raise by garnering donations and sponsors. At some point in time, the city could be asked to supplement the non-profit funds, but at this point we are hoping that KISCA will be able to fund exchange programs for our team to go to Iyo, (including civic leaders, civil servants, community business, and other interested parties).
- C. **Timing** - We would like to ratify the agreement between the two cities. If the City Council of both Keizer and Iyo approve the agreement, then a formal signing ceremony could occur over Zoom. Something more formal could happen when delegates from both cities are in person.

- D. **Policy/Legal** - Council approval is necessary to create this relationship. It does not work if one or the other city does not want to participate.

V. Alternatives

- A. Approve the agreement as proposed.
- B. Propose amendments which we can send to Iyo for joint consideration.
- C. We may get suggestions from the City of Iyo to consider.

VI. Recommendation

Staff recommends approval of the agreement or if the council wishes to recommend changes, we would pass those changes to the Iyo City Council for their consideration.

Attachments

- 1. Draft Sister City Agreement .docx
- 2. Iyo Response KeizerSisterCitySummaryA20232024
- 3. Doc_Keizer_Proposal for Sister City with Iyo Japan Final_10 20 2023
- 4. Draft KISCA Bylaws

“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.”

Sister City Agreement

City of Keizer, Oregon, United States of America & City of Iyo, Ehime Prefecture, Japan

Preamble

Recognizing the mutual benefits of fostering international friendship, cultural exchange, and economic cooperation, the City of Keizer, Oregon, USA, and the City of Iyo, Ehime Prefecture, Japan, hereby enter into this Sister City Agreement. This agreement aims to promote understanding, goodwill, and collaboration between our two communities.

1. General Objectives

- 1.1 To promote cultural, educational, and economic exchanges between the residents of Keizer and Iyo.
 - 1.2 To share tourism and environmentally sustainable practices.
 - 1.3 To encourage mutual understanding and respect through various programs and activities.
 - 1.4 To foster long-term relationships and partnerships that benefit both communities.
-

2. Targeted Objectives

2.1 Cultural Exchange: Organize cultural events, festivals, and exhibitions to share and celebrate each city's unique heritage and traditions. Exposure to each other's diverse cultures enhances the richness of both cities to foster a more inclusive and globally conscious community.

2.2 Educational Exchange: Facilitate student and teacher exchange programs, joint research projects, and educational seminars to enhance learning opportunities. Learn from each other's strengths for the betterment of both educational systems.

2.3 Economic Collaboration: Promote new trade and business partnerships to stimulate economic growth and development in both cities.

2.4 Tourism: Promote tourism in both cities to enhance each local economy and promote cross-cultural interactions.

2.5. Environmental Initiatives: Collaborate on projects and initiatives aimed at environmental conservation and sustainability. Share each other's sustainability practices and initiatives to foster learning, growth, and stewardship.

3. Implementation

3.1 Establish a Sister City Committee in each community to oversee and coordinate activities and exchanges. The Keizer IYO Sister City Committee will be a non-profit 501c3 organization.

3.2 The Sister City Committee will assist in the development of action plans outlining specific projects and initiatives to be undertaken, submit requests for budgets to the city, or committee, recommend program policies, and plan exchange activities.

3.3 Encourage community involvement and participation in Sister City activities.

3.4 The Sister City Committees in each community will seek financial support from local businesses, grants, and philanthropic organizations to fund exchange programs and projects.

4. Duration and Termination

4.1 This agreement shall remain in effect for an initial period of five (5) years and may be renewed upon mutual consent of both parties.

4.2 Either party may terminate this agreement by providing six (6) months' written notice to the other party.

5. Miscellaneous

5.1 This agreement is executed in both English and Japanese, with both versions being equally authentic.

5.2 Any amendments to this agreement shall be made in writing and signed by authorized representatives of both cities.

Signatories

For the City of Keizer, Oregon, USA:

Cathy Clark
Mayor
[Date]

For the City Iyo, Ehime, Japan:

Kuninori Takechi
Mayor
[Date]



SALEM-IYO INTERNATIONAL EXCHANGE COMMITTEE

Katsumi Itoh
Coordinator, Salem-Iyo International Exchange Program
1383 Riverwood Court, North
Keizer, Oregon 97303-6250, USA
Cell: 503/871-5994
E-mail: hinomaruoregon@gmail.com

Iyo-Keizer Sister City Agreement Proposal Process

November 19, 2023 at 3 pm: Visited Iyo City Hall to visit Mayor Takechi and city administrative group to deliver a proposed Keizer-Iyo Sister City Association document and discussed steps for the Sister City agreement process

November 19, 2023 at 4:30 pm-5: 30 pm: Attended Iyo-Keizer IEP 2023 students report conference held at the city hall with Mayor Takechi, all 14 students participated in the program and two teachers along with Iyo ESD superintendent and other administrative personnel

December 15, 2023 PM: Iyo city administrative personnel had a meeting with the Iyo City council members to describe the proposed Iyo-Keizer Sister City association by the City of Keizer of October 24, 2023. Mayor Takechi was absent from that meeting due to his attendance to 75th Ehime Prefectural Kenjinkai festival held at San Paulo, Brazil as the President of Ehime Prefectural Mayors Council. Few questions were raised by the Iyo City council members primarily due to budgetary issue associated with the proposed sister city association, and it was postponed to January, 2024 meeting to fully discuss and adopt the resolution with attendance from Mayor Takechi.

December 21, 2023 at 9: 30 am: Mr. Matsumoto of Iyo City Hall came to my home in Matsuyama pick me up and I attended the briefing meeting with other Iyo City administrative members to discuss and set an agenda to be proposed to the full Iyo City Council scheduled on January 24, 2024. Had very flunk discussion re: pro and con of sister city program currently associated in Ehime Prefecture and Japan. They agreed to proceed with further discussion and implementation of the proposed sister city agreement with more direct communication with each section leaders in areas of : Cultural Exchange, Economic Collaboration, Educational partnerships, Tourism Promotion and Environmental Sustainability

December 24, 2024 at 6 pm: Attended Iyo Rotary Club hosted Christmas Family party held at the Iyo Welpia Hall attended by Mayor and Mrs. Takechi as the guest of honors and my wife and I. Gave a speech about the future of Iyo city and growth of young generation for global experience so that City of Iyo will be known as the International City in the future year!

January 9, 2024 at 9: 30 am: Mr. Mukai and Mr. Matsumoto came to visit me again at my house in Matsuyama for a final briefing to acknowledge the key area of discussed items as relate to Keizer-Iyo sister city agreement and formal response to Mayor Clark and City Mgr. Brown concerning the proposed letter and document. It was agreed that a formal letter of response will be written immediately after Mayor Takechi had a full explanation of impact of the proposed Iyo-Keizer Sister City association to the full Iyo City Council members scheduled on January 24, 2024.

January 24, 2024: A full Iyo City Council was held at the Iyo City Hall and Mayor Takechi had explained to the full city council about the desired Sister City agreement with full support and cooperation of the Iyo City Council. The Iyo City Council had acknowledged and agreed to proceed further with detail discussion and steps to be taken by the assigned each liaison staff of the Iyo City Hall and the formal response of letter to Mayor Clark and City Manager Brown will be completed on February 4, 2024 to coincide with Mr. Itoh's return to Oregon from trip to the East coast to visit his son's and daughter's families.

February 4, 2024: Via email attachment I received the formal response of letter addressed to Mayor Clark and City Mgr. Brown signed by both Mayor Takechi and Mr. Mukai of Iyo City Hall, and a message was included to indicate that the original document will be sent to Keizer City Hall via airmail in a few days, and it would reach both Mayor Clark and City Mgr. Brown in 7-10 days.

February 13, 2024 at 3 pm: Meeting is scheduled to deliver the printed letter to Mayor Clark and document to City Mgr. Brown

Report of summary prepared by Katsumi Itoh
Coordinator, Keizer/Salem area- Iyo IEC



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

Mayor Cathy Clark

Councilor Laura Reid

Councilor Kyle Juran

Councilor Robert Husseman

Council President Shaney Starr

Councilor Soraida Cross

Councilor Dan Kohler

October 24, 2023

Keizer Sister City Association Proposal

I. Executive Summary

The City of Keizer aims to foster global connections, cultural understanding, and economic cooperation by establishing sister city relationships with communities around the world. This proposal outlines the objectives, benefits, and implementation plan for the creation of the association.

II. Objectives

1. **Cultural Exchange:** Facilitate cultural exchange programs to promote mutual understanding, appreciation, and respect among residents of the sister cities.
2. **Economic Collaboration:** Encourage economic ties, trade, and investment between the sister cities to stimulate growth and development.
3. **Educational Partnerships:** Convene and encourage educational partnerships between the schools in the sister cities to enhance learning experiences and promote academic collaboration.
4. **Tourism Promotion:** Develop joint initiatives to promote tourism between the sister cities, encouraging citizens to explore each other's cultures and attractions.
5. **Environmental Sustainability:** Collaborate on environmental projects to address common challenges and promote sustainable practices.

“Pride, Spirit and Volunteerism”

III. Benefits

1. **Cultural Enrichment:** Exposure to diverse cultures enhances the cultural richness of both cities, fostering a more inclusive and globally aware community.
2. **Economic Growth:** Sister city relationships can open up new opportunities for business, trade, and investment, stimulating economic growth in both communities.
3. **Educational Opportunities:** Students benefit from international exchanges, gaining a broader perspective and acquiring skills that prepare them for a globalized world.
4. **Tourism Boost:** Collaborative tourism promotions attract visitors, boosting local economies and encouraging cross-cultural interactions.
5. **Environmental Impact:** Joint environmental initiatives can address global challenges, promote sustainability, and create a positive impact on the environment.

IV. Implementation Plan

1. **Memorandum of Understanding (MOU):** Draft and sign an MOU outlining the goals, responsibilities, and commitments of each sister city.
2. **Committee Formation:** Establish committees responsible for cultural exchange, economic collaboration, education, tourism, and environmental sustainability.
3. **Communication Channels:** Develop effective communication channels, including regular meetings, newsletters, and online platforms, to facilitate collaboration and information sharing.
4. **Fundraising and Sponsorship:** Seek financial support from local businesses, government grants, and philanthropic organizations to fund exchange programs and collaborative projects.
5. **Events and Celebrations:** Plan and execute events to celebrate cultural diversity, milestones, and achievements within the sister city relationship.

V. Conclusion

The establishment of the Keizer Sister City Association represents an exciting opportunity to strengthen international relationships, promote cultural

exchange, and contribute to the economic and social development of our community. Through collaboration and mutual understanding, we can create a more interconnected and harmonious global community.

A handwritten signature in cursive script that reads "Cathy Clark". The signature is written in black ink and has a fluid, connected style.

Cathy Clark
Mayor



820 Kominato, Iyo City, Ehime Prefecture, Japan
Tel +81-89-982-1111 Fax +81-89-983-3681

February 4, 2024

Dear Mayor Cathy Clark

I hope everything is going well with you.

First of all, we would like to express our sincere gratitude for your proposal for a sister city agreement.

With regard to the content of the proposal, we shared information with the people in charge of the relevant fields in our city that correspond to the collaboration items, and we also provided an explanation to the Iyo City Council on January 24, 2024.

Furthermore, we are so welcome to discuss it further on specific areas of cooperation and projects to benefit the citizens of both sides. In order to make things work, we would like to organize a committee within the agency, with the people in charge of the relevant fields serving as the point of contact.

In the field of education, we really appreciate your great help in the Iyo City junior high school student dispatch project. We humbly ask for your continued support and cooperation so that we can continue this project safely and securely.

We look forward to working with your city to deepen mutual understanding in the fields of culture, education, economy, tourism, and the environment.

Last but not least, we strongly pray for a relationship that is beneficial to both citizens.

Your sincerely,

Kuninori Takechi/Mayor
Iyo City, Ehime Prefecture, JAPAN



日本国愛媛県伊予市米湊 820 番地
Tel +81-89-982-1111 Fax +81-89-983-3681

2024 年 2 月 4 日

親愛なるキャシー・クラーク市長様

拝啓

時下、皆様には、ますます御清祥のこととお慶び申し上げます。
この度の貴市からの姉妹都市協定の提案に対しまして、心より感謝申し上げます。

提案内容につきましては、連携項目に対応する市の関係分野の責任者と情報共有するとともに、伊予市議会へ対しても去る 2024 年 1 月 24 日に説明したところ です。

提案された協定について、私たちは双方の市民に利益をもたらすために、具体的な協力分野やプロジェクトに関して協議が進んでいくことを期待しております。そのために庁内で委員会を組織し、関係分野の責任者を窓口として、お互いの理解を深めていきたいと存じます。

なお教育分野では、伊予市中学生派遣事業において大変お世話になりました。今後も安全で安心に事業が続けられますよう御支援と御協力をお願い申し上げます。

最後に、今後、貴市との連携が、文化、教育、経済、観光、環境の分野での相互理解を深め、両市民にとって有益な関係を築いていくことを心より楽しみにしております。

敬具

日本国
愛媛県伊予市
市長

武智邦典



February 4, 2024

Dear City Manager Adam Brown

Regarding sending the Iyo City Kaiser City Exchange Investigation Committee list

The Iyo City and Kaiser City Exchange Research Committee was established to study and research exchanges in the fields of cultural exchange, economic cooperation, educational partnerships, tourism promotion, and environmental sustainability between Iyo City and Kaiser City, Marion County, Oregon, United States. deployed.

From now on, we will start by fostering a mutual understanding of each city among administrative staff, with the Planning and Promotion Manager serving as the general contact point, and the general affairs manager, the industrial construction manager, and the board of education secretary general, who are responsible for each field, acting as individual contact points. I hope this will lead to an exchange of opinions regarding exchange.

We will send you a list of the people in charge in your city as soon as possible, so please check it and if possible, we would appreciate it if you could send us a list of the people in charge in your city.

Thank you for your support.

Cooperation	Post	Full name	Email address
General International Exchange	Iyo City Planning and Promotion Manager	KOSEI MUKAI	mukai-kousei@city.iyo.lg.jp
Inter-Municipal Exchange	Iyo City General Affairs Manager	KOJI KAWAI	kawai-kouji@city.iyo.lg.jp
Economic Collaboration	Iyo City Industrial Construction Manager	YOKI MITANI	mitani-youki@city.iyo.lg.jp
Tourism Promotion			
Environmental Sustainability			
Cultural Exchange	Iyo City Board of Education Secretary General	HARUKI KUBOTA	kubota-haruki@city.iyo.lg.jp
Educational partnerships			

Sincerely yours

Iyo City Planning and Promotion Manager Kosei Mukai

Kosei Mukai

2024年2月4日

伊予市企画振興部長

向井 功征

伊予市カイザー市交流調査委員会名簿の送付について

立春の候、ますます御清祥のこととお喜び申し上げます。

伊予市及びアメリカ合衆国オレゴン州ワリオ郡カイザー市における文化交流、経済協力、教育的パートナーシップ、観光促進及び環境の持続可能性の各分野での交流について調査研究するため、伊予市カイザー市交流調査委員会を設置しました。

今後、企画振興部長を総合窓口として、また各分野の責任者である総務部長、産業建設部長、教育委員会事務局長を個別窓口として、まずは行政職員間でお互いの市を理解し合うことからスタートし、交流についての意見交換に繋げて行ければと存じます。取り急ぎ本市の担当者名簿を送付いたしますので、ご確認の上、可能であれば貴市の担当者様の名簿を頂ければ幸いです。よろしくお願い申し上げます。

連携分野	役職	氏名	eメール
国際交流総合窓口	企画振興部長	向井 功征	mukai-kousei@city.iyo.lg.jp
自治体間交流（市長・議会交流）	総務部長	河合 浩二	kawai-kouji@city.iyo.lg.jp
経済協力	産業建設部長	三谷 陽記	mitani-youki@city.iyo.lg.jp
観光促進			
環境の持続可能性	教育委員会事務局長	窪田 春樹	kubota-haruki@city.iyo.lg.jp
文化交流			
教育的パートナーシップ			



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

Mayor Cathy Clark

Councilor Laura Reid

Council President Shaney Starr

Councilor Kyle Juran

Councilor Soraida Cross

Councilor Robert Husseman

Councilor Dan Kohler

October 24, 2023

Keizer Sister City Association Proposal

I. Executive Summary

The City of Keizer aims to foster global connections, cultural understanding, and economic cooperation by establishing sister city relationships with communities around the world. This proposal outlines the objectives, benefits, and implementation plan for the creation of the association.

II. Objectives

1. **Cultural Exchange:** Facilitate cultural exchange programs to promote mutual understanding, appreciation, and respect among residents of the sister cities.
2. **Economic Collaboration:** Encourage economic ties, trade, and investment between the sister cities to stimulate growth and development.
3. **Educational Partnerships:** Convene and encourage educational partnerships between the schools in the sister cities to enhance learning experiences and promote academic collaboration.
4. **Tourism Promotion:** Develop joint initiatives to promote tourism between the sister cities, encouraging citizens to explore each other's cultures and attractions.
5. **Environmental Sustainability:** Collaborate on environmental projects to address common challenges and promote sustainable practices.

“Pride, Spirit and Volunteerism”

III. Benefits

1. **Cultural Enrichment:** Exposure to diverse cultures enhances the cultural richness of both cities, fostering a more inclusive and globally aware community.
2. **Economic Growth:** Sister city relationships can open up new opportunities for business, trade, and investment, stimulating economic growth in both communities.
3. **Educational Opportunities:** Students benefit from international exchanges, gaining a broader perspective and acquiring skills that prepare them for a globalized world.
4. **Tourism Boost:** Collaborative tourism promotions attract visitors, boosting local economies and encouraging cross-cultural interactions.
5. **Environmental Impact:** Joint environmental initiatives can address global challenges, promote sustainability, and create a positive impact on the environment.

IV. Implementation Plan

1. **Memorandum of Understanding (MOU):** Draft and sign an MOU outlining the goals, responsibilities, and commitments of each sister city.
2. **Committee Formation:** Establish committees responsible for cultural exchange, economic collaboration, education, tourism, and environmental sustainability.
3. **Communication Channels:** Develop effective communication channels, including regular meetings, newsletters, and online platforms, to facilitate collaboration and information sharing.
4. **Fundraising and Sponsorship:** Seek financial support from local businesses, government grants, and philanthropic organizations to fund exchange programs and collaborative projects.
5. **Events and Celebrations:** Plan and execute events to celebrate cultural diversity, milestones, and achievements within the sister city relationship.

exchange, and contribute to the economic and social development of our community. Through collaboration and mutual understanding, we can create a more interconnected and harmonious global community.

A handwritten signature in blue ink that reads "Cathy Clark". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Cathy Clark
Mayor

BYLAWS OF THE KEIZER-IYO SISTER CITY ASSOCIATION (KISCA)

Adopted: (date)

ARTICLE I: NAME

The name of this nonprofit corporation shall be the **Keizer-Iyo Sister City Association** ("KISCA").

ARTICLE II: PURPOSE

KISCA is organized exclusively for charitable, educational, and cultural purposes under Section 501(c)(3) of the Internal Revenue Code. Its purpose is to foster mutual understanding, goodwill, and collaboration between the City of Keizer, Oregon, USA, and the City of Iyo, Ehime Prefecture, Japan, and their communities through:

1. **Cultural exchange**
2. **Economic collaboration**
3. **Educational partnerships**
4. **Tourism promotion**
5. **Environmental sustainability**

These purposes align with the shared principles outlined in the 2025 Keizer-Iyo Agreement.

ARTICLE III: NONPROFIT STATUS

KISCA shall operate as a nonprofit corporation under Oregon law. No part of the net earnings shall benefit private individuals, and KISCA shall not engage in prohibited political or legislative activities as defined by the IRS for 501(c)(3) organizations.

ARTICLE IV: MEMBERSHIP

KISCA shall not have statutory "members." It may, however, create categories such as **supporters**, **volunteers**, or **public members** who may be invited to participate in non-governance capacities.

ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers

The affairs of KISCA shall be managed by a Board of Directors (the “Board”).

Section 2. Number and Composition

The Board shall consist of no fewer than 6 and no more than 21 members. The Board should include individuals from:

- Keizer community leadership
- Local and state tourism
- Local schools or school districts
- Cultural organizations
- Local business or economic development
- Keizer City government (mayor or designee may serve ex officio)

Section 3. Term and Election

Directors shall serve 2-year terms. Terms shall be staggered. Directors may serve unlimited consecutive terms if re-elected.

Section 4. Meetings

- **Annual Meeting:** Held each year to elect officers and set annual goals.
- **Regular Meetings:** At least every two months, or more frequently during exchange years.
- **Special Meetings:** May be called by the President or any 3 directors with reasonable notice.

Section 5. Quorum and Voting

A quorum shall consist of one-third of the seated directors. A majority vote of those present is required for Board action.

ARTICLE VI: OFFICERS

Section 1. Officers

Officers shall include:

- **Mayor:** Cathy Clark
- **President:** Adam Brown
- **Vice President:** TBD
- **Secretary:** Leah Borden
- **Treasurer:** John Borden
- **Cultural Liason:** Katsumi Itoh
- **Ex Officio:** Ed Davis

All officers must be members of the Board and shall be elected annually by the Board.

Section 2. Duties

- **President:** Chairs meetings, provides vision and coordination, liaises with Keizer and Iyo officials.
- **Vice President:** Assists the President and assumes duties when needed.
- **Secretary:** Keeps meeting minutes, maintains records, handles official communications.
- **Treasurer:** Oversees financial records, prepares budgets, manages banking and grant reports.
- **Cultural Liason:** Promotes cultural exchange and understanding between cities.
- **Ex Officio:** Serves as a non-voting liaison to provide continuity and coordination between KISCA and established exchange efforts.

ARTICLE VII: COMMITTEES

The Board may create standing or ad hoc committees. Each committee shall have at least one Board member and may include non-directors. Initial standing committees may include:

- **Cultural Exchange Committee**

- **Education and Youth Exchange Committee**
 - **Finance and Fundraising Committee**
 - **Tourism and Outreach Committee**
 - **Iyo/Keizer/Salem International Exchange Committee**
-

ARTICLE VIII: ORGANIZATIONAL STRUCTURE

KISCA's structure includes executive officers, key advisors, and working committees. Officers (President, Vice President, Secretary, Treasurer, and Cultural Liaison) lead the organization. Two ex-officio roles—the Mayor of Keizer and the Leader of the Salem/Keizer/Iyo International Exchange Committee—serve in advisory, non-voting capacities.

Five standing committees (Education, Tourism, Economy, Culture, and Environment) carry out programs aligned with the Keizer-Iyo partnership goals. This structure supports collaboration, oversight, and community engagement.

ARTICLE IX: FINANCES

- **Fiscal Year:** July 1 to June 30.
 - **Banking:** Funds shall be deposited in a bank approved by the Board.
 - **Disbursements:** All checks over \$500 must be signed by two officers.
 - **Auditing:** Financial activity shall be reviewed annually by the Board or an independent reviewer.
-

ARTICLE X: CONFLICT OF INTEREST

Any director with a financial or personal interest in a matter before the Board must disclose such interest and abstain from voting on that matter.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Board at any regular or special meeting, provided written notice of the proposed amendment is given at least seven (7) days in advance.

ARTICLE XII: DISSOLUTION

Upon dissolution of the Association, all assets shall be distributed to another 501(c)(3) nonprofit organization with a similar mission, as determined by the Board.

CERTIFICATION

These Bylaws were adopted by the Board of Directors on the ____ day of _____, 2025.

President

Secretary