



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

Absent:

Youth Councilor - Vacant Position

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

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.”