



MINUTES
KEIZER CITY COUNCIL
Monday, September 15, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Council President Starr called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Shaney Starr, Council President
Soraida Cross, Council Vice
President
Daniel Kohler, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder

Absent:

Marlene Parsons, Councilor
Kyle Juran, Councilor
Cathy Clark, Mayor

FLAG SALUTE

Council President Starr led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION: Hispanic Heritage Month

Guillermo Rodriguez, member of the Community Diversity Engagement Committee, introduced William Velez, Director of International Programs and Study at Lane Community College.

Mr. Velez shared about his passion for international exchange programs and promoting Oregon as a place to study. He spoke about demystifying the assumption that people have of each other and how that creates a powerful community connection. He spoke about shared common passions, beliefs, and values. He felt the diversity continued to enrich the community.

Council President Starr read the Proclamation recognizing September as Hispanic Heritage

Month and presented the proclamation to Mr. Velez.

COMMITTEE REPORTS

Lisa Cejka, Parks and Recreation Advisory Board Member shared about the Joint Parks and Recreation Advisory Board and the City Council meeting. She expressed her gratitude for all the improvements in the parks and especially appreciated the garbage cans that were installed by a Keizer Scout in Keizer Rapids Park. Ms. Cejka provided a glowing review of the Public Works staff.

Guillermo Rodriguez, Community Diversity Engagement Committee (CDEC) shared a brief summary of their last meeting and noted that the volunteer recruitment and appointment process was discussed.

PUBLIC COMMENTS

Council President Starr recognized a written public comment submitted by David and Kristie Fagan, Keizer, about speeding and safety concerns on Manbrin Drive North.

Rhonda Rich, West Keizer Neighborhood Association, shared that 10 neighbors from Manbrin came to a Traffic, Safety, Bikeways and Pedestrian (TSBP) Committee meeting to share concerns about speeding on Manbrin Drive. She shared that the City conducted a three-hour speed study. She also explained that not all of the criteria was met in the Neighborhood Traffic Management Program for traffic calming devices to be added to Manbrin Drive. She requested that the City install a speed limit sign at Manbrin and Rowan on the northwest corner to help alleviate residential safety concerns.

Kathy Hill, Keizer, had lived on Manbrin Drive for 50 years and felt unsafe. She shared that her cat had been hit by a car, and she was concerned that next time it could be a child. She shared that two families had moved because of the increased traffic. She said that there were speeders all day.

Betty Levenhagen Manbrin Drive North, shared that she called the police one day because the school busses were driving fast. She said that the officer told her that Manbrin Drive was a thoroughfare, and they could drive whatever speed they wanted. She felt that her efforts were flushable.

Councilor Kohler commented on his experience on the TSBP, speed studies that had been conducted, and that often it was a perception that the vehicles were traveling faster than they really were.

Councilor Christopher commented that it was not a thoroughfare, as it was a collector street. She felt that the cost of the sign was worth the investment to stop even one driver.

Vickie Kugler, Keizer, the Constitution Week Proclamation.

Ruby Pantalone, Keizer, shared about the Daughters of the American Revolution.

Trina Giles, shared about the National Preparedness Month event. She invited to attend the event

at the Latter Day Saints Church on the upcoming Saturday.

CONSENT CALENDAR

a. Approval of September 2, 2025 Regular Session Minutes

b. **RESOLUTION** - Authorizing Disposition of Surplus Property (Police Department Vehicles)

Councilor Kohler moved that the Keizer City Council approve the Consent Calendar, items a and b. Council Vice President Cross seconded. Motion passed unanimously as follows:

AYES: Starr, Cross, Kohler, and Christopher (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark, Parsons and Juran (3)

PUBLIC HEARINGS

a. **RESOLUTION** - Exemption of Solicitation Requirements Relating to the Selection of Xpress Solutions, Inc. DBA Xpress Bill Pay as the Vendor for Integrated Self Service Payment Processing and Associated Merchant Services

Council President Starr opened the Public Hearing.

Assistant City Manager Tim Wood summarized the staff report.

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

Councilor Kohler moved to adopt Resolution R2025- Exemption of Solicitation Requirements Relating to the Selection of Xpress Solutions, Inc. DBA Xpress Bill Pay as the Vendor for Integrated Self Service Payment Processing and Associated Merchant Services. Council Vice President Cross seconded. Motion passed unanimously as follows:

AYES: Starr, Cross, Kohler, and Christopher (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark, Parsons and Juran (3)

ADMINISTRATIVE ACTION

a. **RESOLUTION** - Authorizing a Temporary Suspension of the Code Prohibiting Street Vendors

RESOLUTION - Authorizing Temporary Uses Subject to Conditions for Keizer Holiday Lights Parade (2025)

City Manager Adam Brown summarized the staff report.

Council President Starr announced that she would be abstaining from the vote.

Councilor Kohler moved to adopt Resolution R2025- Authorizing a Temporary Suspension of the Code Prohibiting Street Vendors. Council Vice President Cross seconded. Motion passed as follows:

AYES: Cross, Kohler, and Christopher (3)

NAYS: None (0)
ABSTENTIONS: Starr (1)
ABSENT: Clark, Parsons and Juran (3)

Councilor Kohler moved to adopt Resolution R2025- Authorizing Temporary Uses Subject to Conditions for Keizer Holiday Lights Parade (2025). Council Vice President Cross seconded. Motion passed as follows:

AYES: Cross, Kohler, and Christopher (3)
NAYS: None (0)
ABSTENTIONS: Starr (1)
ABSENT: Clark, Parsons and Juran (3)

b. ORDINANCE - Relating to Truancy; Amending Keizer Code Section 26-6

City Attorney Joseph Lindsay summarized the staff report.

Councilor Kohler moved to adopt an Ordinance No. 2025- Relating to Truancy; Amending Keizer Code Section 26-6. Council Vice President Cross seconded.

Councilor Kohler asked if the ordinance was set up so that homeschoolers would not get into trouble. City Attorney Lindsay responded that there were exemptions for homeschoolers.

Motion passed unanimously as follows upon second reading:

AYES: Starr, Cross, Kohler, and Christopher (4)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark, Parsons and Juran (3)

c. ORDINANCE - Relating to Open Burning; Amending Keizer Code Chapter 18, Article III.

Planner Director Shane Witham summarized the staff report.

Councilor Kohler moved to adopt an Ordinance No. 2025- Relating to Open Burning; Amending Keizer Code Chapter 18, Article III. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Starr, Cross, Kohler, and Christopher (4)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark, Parsons and Juran (3)

d. Civil Forfeiture Litigation Settlement

City Attorney Joseph Lindsay summarized the staff report.

Councilor Kohler moved to authorize the City Manager to settle the civil forfeiture litigation in accordance with legal advice presented during privileged discussions. Council Vice President Cross seconded. Motion passed unanimously as follows upon first reading:

AYES: Starr, Cross, Kohler, and Christopher (4)
NAYS: None (0)
ABSTENTIONS: None (0)

ABSENT: Clark, Parsons and Juran (3)

OTHER BUSINESS

Councilor Kohler moved to suspend the Rules. Council Vice President Cross seconded. Motion passed unanimously as follows upon first reading:

AYES: Starr, Cross, Kohler, and Christopher (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark, Parsons and Juran (3)

Councilor Christopher felt that it was worth the cost to install a maximum speed limit sign on Manbrin.

Council President Starr asked about the conversation related to moving the speed limit from 25 to 20. Public Works Director Bill Lawyer explained that the cost for the signs and installation was being reviewed, and he would have the information soon.

Mr. Lawyer recommended not installing speed signs unless there was an identified need or situation. In this case, the study conducted by the Police Department identified that there was not a speeding problem. Mr. Lawyer expressed concern about installing a sign for this neighborhood and how the City would deny other neighborhood requests.

Council Vice President Cross wanted to move forward with the sign.

Youth Councilor Guptill felt that, as a new driver, drivers should already know that in a neighborhood the speed limit was 25 miles per hour. She also commented that there is a 90 percent chance of survival if you are hit by a car going 25 miles per hour or less and questioned the need to reduce the speed to 20 miles per hour.

Councilor Christopher moved to direct staff to move forward with putting a 25-mile per hour speed limit sign on Manbrin. Council Vice President Cross seconded.

Mr. Lawyer explained how speed limits were determined and where speed signs were installed.

Council President Starr asked how the concerns community wide about the traffic and speeding. Chief Copeland shared that there had been citizen concerns about speeding since 2002 and commented on the limited police force. Chief Copeland recognized that traffic congestion and enforcement was on the list of things they hoped to address in the future. Chief Copeland explained that there was currently one traffic officer. Chief Copeland shared that some traffic enforcement was complaint driven and that some work in certain areas was dictated by traffic grant funds.

Councilor Kohler appreciated the traffic concern and shared that he would be voting no, as he wasn't sure that installing one sign would make a lot of a difference, and he was concerned about the number of potential other sign installations in the community only so that someone could feel better. Councilor Kohler agreed with Youth Councilor Guptill in that drivers should be good stewards and recognize that any non-posted street has a maximum speed of 25 miles per hour.

AYES: Cross, Starr, and Christopher (3)
NAYS: Kohler (1)
ABSTENTIONS: None (0)
ABSENT: Clark, Parsons and Juran (3)

City Manager Brown announced a grant opportunity. Chief Copeland shared that there was an opportunity for a grant for retail theft. The grant would be for 2025-2027.

Council Vice President Cross asked to Zoom-in on October 6th. There was consensus that Council Vice President Cross could Zoom-in on October 6th.

Council Vice President Cross would not be able to attend the meeting on October 13th.

Councilor Christopher would be out of the Country from September 29th through October 18th.

STAFF UPDATES

Chief Copeland reported that the Police Department would be participating in the Faith in Blue event, and there would be more information to come.

City Attorney Joseph Lindsay reported that he had attended City Attorney training and expressed his appreciation to the Council for their support to attend the training. He announced he would be out of town for the remainder of the week.

COUNCIL MEMBER REPORTS

The Councilors reviewed the events and meetings that they had attended as well as upcoming events.

Youth Councilor Guptill shared her passion for serving and expressed her appreciation for being able to learn and contribute as a Youth Councilor.

AGENDA INPUT

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

City Council Regular Session

Monday, October 13, 2025 - 6:00 p.m.

City Council Work Session - Urban Growth Boundary

Monday, October 20, 2025 - 6:00 p.m.

City Council Regular Session

Monday, October 27, 2025 - 6:00 p.m.

City Council Work Session - Sidewalk Gap and Repair

ADJOURNMENT

Vice President Shaney Starr announced that the Keizer City Council would be meeting in Executive Session pursuant to ORS192.660 (2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. The Council would not

be taking any action after the executive session.

Vice President Shaney Starr adjourned the meeting at 7:30 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.”