MINUTES
KEIZER CITY COUNCIL
Monday, October 6, 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
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Felicia Guptill, Youth Councilor

Absent:
Lore Christopher, Councilor
Soraida Cross, Council Vice President

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
Garrett Klever, Human Resources Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. <u>PROCLAMATION</u>: Indigenous Peoples' Day

Robin Barney, Chair of the Community Diversity Engagement Committee introduced Gerald (Gerry) Ben. Mr. Ben, Member of the Confederated Tribes of Siletz Indians and Board of Directors at Chemawa Indian School, shared about the history of the Confederated Tribes of Siletz Indians in the Keizer area.

Mayor Clark read the Proclamation recognizing Indigenous Peoples Day and presented the proclamation to Mr. Ben.

b. Introduction of Community Service Officer - Danielle Breitbach

Police Chief Andrew Copeland introduced the new Community Service Officer, Danielle Breitbach, and shared her background.

c. Introduction of Officer Erik Barker, Officer David Bevens, and Officer Josiah Gillette - Badge Pinning Ceremony

Police Chief Andrew Copeland shared the background of new Officers Erik Barker, David Bevens, and Josiah Gillette.

COMMITTEE REPORTS

Jeremy Grenz, Planning Commission, provided an update on the new commissioners.

PUBLIC COMMENTS

Public testimonies were provided under item 9b.

CONSENT CALENDAR

Council President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

a. Approval of September 8, 2025 City Council & Parks & Recreation Advisory Board Joint Work Session

b. Approval of September 15, 2025 Regular Session Minutes

PUBLIC HEARINGS

a. RESOLUTION — Supplemental Budget — General Fund Police Operations — Insurance Proceeds

Mayor Clark opened the Public Hearing.

Assistant City Manager Wood summarized the staff report.

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

Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - General Fund Police Operations - Insurance Proceeds. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

ADMINISTRATIVE ACTION

a. <u>ORDINANCE</u> - Establishing a Franchise Agreement with Ezee Fiber for the Provision of Telecommunications Services Within the City of Keizer

City Manager Brown explained that this was the first of a couple franchise agreements that would be coming before the Council. City Attorney Joseph Lindsay summarized the staff report.

There was a question about what steps would be taken to ensure that there would not be similar issues as there recently had been. Concern was expressed about damage being caused to sidewalks and other areas in the community.

Mr. Lindsay explained that in the permitting process there would be conversations up front about professionalism, repair, responsiveness, and communication. Staff was being more vigilant and more explicit in the permitting process. Mr. Brown added that a plan and point of contact was being required up front.

Austin Christoffersen, Director of Government Affairs for the Northwest, Ezee Fiber, shared that they actively invest in the communities they serve by sponsoring five to seven events each week. As the fifth-largest internet provider, they have greater flexibility than most companies in the industry. Additionally, he assured that any damages would be repaired to the same condition—or better—than before.

<u>Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Ezee Fiber for the Provision of Telecommunications Services Within the City of Keizer. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

b. Letter of Intent to Award Keizer Little League Management

City Manager Adam Brown summarized the staff report.

Jason Clement, Founder, CEO, The Sports Facilities Companies, shared that they would be giving an abbreviated version of the presentation to the committee.

Billy Hillard, Vice President for the West Coast, shared that he speaks to Cities with similar situations to Keizer with assets to support the community.

Mike Higgins, who was known in the area and familiar with the Keizer area, shared that he was a proponent for the company in the area.

Mr. Clement reviewed the mission and the numbers of complexes, venues, and turf fields that The Sports Facilities manages. He explained the goals and vision for Keizer Little League Park and how they would achieve the operational goals. He reviewed the focus for the first 30 days and days 31-90. He then provided examples of budgets for procurement and savings and their structure, highlighting their corporate resources. He noted that there were great tournament providers in this area already with existing contracts, and they want to honor them first.

Mr. Clement explained that they had the strategic goal of moving into the west and felt that it was a way to serve more and serve better, and there was a regional opportunity.

Councilor Juran expressed that his biggest concern was how it would effect the children and how much control would be lost by the groups that were using it. Mr. Clement responded that the City would maintain control through the contract. He shared that they do not have a conflict of interest and that they would be able to bring solutions to the table. Mr. Hillard explained that there would be a significant amount of regular communication.

Councilor Juran asked about how to keep the costs down for local teams. Mr. Hillard explained that they do so regularly. Mayor Clark commented that the Council approves the fees, but it has to be fiscally responsible so the Council was looking at performance on how it would work to pay for what was necessary to keep that facility operating optimally for the local users.

Council President Starr asked for examples of when they have collaboration with stakeholders. Mr. Clement shared an example from Hoover, Alabama, where they had 73 percent of hours was for local usage that was free and reduced.

Mayor Clark commented on the community concerns about limited capacity. Mr. Clement commented on the opportunities lights, turf fields, upgrading concession stands, and that they have existing marketing partnerships.

Councilor Kohler asked what the plan was to work with the local community. Mr. Clement shared how they would work with the community.

Councilor Kohler asked about Americans Disabilities Act (ADA) access. Mr. Clements shared that they would need to place it in the Strategic Plan in the right order for when the resources, health, safety, wellness and legal compliance to make improvements for ADA access at the right time.

Councilor Kohler asked about if they would be hiring staff to maintain the complex.

Councilor Kohler asked what he should tell the community about a for-profit company managing the field. Mr. Clement wants to bring the best resources to the table to give this park the best chance possible to have the most success.

Councilor Kohler asked about how to keep everyone happy when there were so many groups wanting to use the facility.

Clements explained that they should talk about what's best for the kids and develop solutions that are best for kids and family. He explained that they would partner with the organizations.

Youth Councilor Guptill asked about the costs to manage the fields. Mr. Clement explained that their team would look at the field and building maintenance and historical numbers to see what approach had worked by talking with the folks who have been here for decades. Mr. Clement stated that they would account for what it takes to keep the fields at the highest level of upkeep.

Mr. Lindsay explained that a protest letter was received and that the City would need to respond in a timely fashion.

Chad Robb, Keizer, was a newly voted on board member for Foundation Atheltics. He shared that they were a local non-profit.

Erik Havig, Dallas, Salem, parent and grandparent, stated that they need to focus on the kids, the league and investment in the community. He asked if the contract was about the league, the kids, the facility, or creating a league in an environment where they could be successful.

Mike Campbell, Salem, Foundation Athletics, commented on kids, passion, heart. He commented that they scored more than the other group. He commented on being 100 percent for the kids. He commented on their numbers. He shared that his wife and himself were on the board. He asked to have everything transparent. He said that he was about the kids. He said that the money needs to stay local. He said he based his Request for Proposal (RFP) off the local youth.

Clint Holland, Keizer, said that he would help raise $200,000 for the safety items. He shared that the National Softball Team signed up to have some of the games at Keizer Little League Park and the fields should be enhanced to have them play there annually for the local economy. He expressed concerned about the lights on the senior field and if they had been certified. He wanted to see the lights be upgraded. He commented on the fences on the senior field. Mr. Holland shared about the donations over the years. He felt that the youth programs could take care of a lot of what was there.

Todd Walling, Salem, said that he was the longest renter and has been renting since 2009. He said that he had some time to sit down with the group and that he felt that they would do good things. He said that he would like to express support for The Sports Facilities Companies.

Richard Walsh, Keizer, shared that there needed to be more communication. He felt that the community wanted to know more and why they were selected and felt that there needed to be more transparency. He felt the community wanted more information. He suggested that the Council ask the community about what they wanted for the facilities. He asked that the lease be as short, so it could be reevaluated.
Council President Starr shared that she was the Councilor in the presentation portion of the process. Council President Starr explained that there were two steps in the process with both the scoring of the proposals and presentation and interview that were considered for the decision-making.

Mayor Clark shared that the RFP was posted online and that all the information was available to the public. She commented that The Sports Facilities Companies did not do programming and was not affiliated with any specific groups—and that they provide the place, space, and facility for programs to operate in that space.

Councilor Juran shared that when he first heard that an out-of-state company would be running, he was initially concerned, and he felt that as he learned more, it could be a benefit. He commented on his experience with his children playing on the fields. He could see a benefit for a neutral party to be running it.

Youth Councilor Guptill asked about the Big Toy volunteering and if there would be opportunity.

Mr. Brown shared that there would still be volunteer opportunities.

Council President Starr moved that the Keizer City Council authorize staff to negotiate a contract for management services for the Keizer Little League Park with The Sports Facilities Companies as long as the protest is not successful. Councilor Kohler seconded.

Councilor Juran commented that in the process of the contract being worked up, he asked if anyone had input because the Council would like to know what people are concerned about. Council President Starr would like to see community involvement so that concerns and needs were heard.

Mr. Brown shared that he was working with the McNary's Baseball Little League to provide the type of protections that they would like to see in the agreement.

Councilor Kohler commented on the contracts that For the Love of the Game currently had. Mr. Brown shared that they would work together.

Mayor Clark commented that For the Love of the Game doesn't have a league of their own and were working with all of the organizations and gave a huge thank to you mickey walker and for the love of the game. Mayor Clark felt that it was an opportunity to promote the community.

Motion passed as follows:
AYES: Clark, Starr, Juran, and Parsons (4)
NAYS: Kohler (1)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

There was a recess at 8:07 p.m.

The meeting resumed at 8:24 p.m.

c. Amendment of Franchise Solid Waste Collection Rates

City Manager Adam Brown summarized the staff report.

Shawn Edmonds, Lorens Sanitation, and Ryan Willis, Valley Recycling, shared that they were currently considering a disposal increase and that if they do, it would need to be a pass through.

There were comments about the new Recycling Modernization Act.

Council President Starr asked about looking for other ways to get information to the community.

It was noted that the increase was a little less than what was had anticipated.

Council President Starr moved that the Keizer City Council receive a request from the solid waste haulers to hold a public hearing for the purpose of considering a 2.1% rate increase effective January 1, 2026. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)

ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

d. <u>RESOLUTION</u> - Authorizing City Manager to Sign Letter of Intent with CPD Real Co, LLC (Keizer Station Area B)

City Manager Adam Brown summarized the staff report. Discussion followed

<u>Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Sign a Letter of Intent with CPD Real Co, LLC (Keizer Station Area B). Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

e. <u>RESOLUTION</u> - Initiating Legislative Amendments to the Keizer Code, Appendix A to Consider Amending Section 2.110.04 and Section 2.110.05 and Other Relevant Sections to Allow Auto-Related business in Area B - Keizer Station Plan in the Area by the Transit Station

Planning Director Shane Witham summarized the staff report.

<u>Council President Starr moved to adopt Resolution R2025- initiating legislative amendments to the Keizer Code, Appendix A to consider amending Section 2.110.04 and Section 2.110.05 and other relevant sections to allow auto-related business in Area B - Keizer Station Plan in the area by the transit station. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

f. Discussion — Electric Vehicle Charging Station Fee Structure

Assistant City Manager Tim Wood summarized the staff report. It was noted that the entire project was grant funded. The City was paying a per kilowatt fee for electricity. There would be very minimal administrative overhead as the fees were collected by a third party. The waiting fee was discussed.

<u>Council President Starr moved to have staff bring back a resolution establishing electric vehicle charging user fees for the City Hall charging stations. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

<u>Council President Starr moved to extend the meeting through the completion of the agenda. Councior Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

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

Assistant City Manager Tim Wood summarized the staff report.

The following changes to the postcards were desired:

- Center the words "YOUR CITY NEEDS YOU!"
- Change the website address to keizeror.gov
- Change the word citizens to residents.
- It was noted that the website address changed today and needed to be updated on the flyers.
- Remove the words Volunteer, Growth & Development.
- Use the full names of all the boards and committees.
- Add the City Logo to the front and back.
- Use the appropriate City branding guide.
- Increase the size and color of the font for the website.
- Replace "Our mission" with "Our purpose"
- Use positive language.
- Change real facts to lived experience.
- Instead of using the location, change it to check website for location.
- Change the words "action driven" as they are an advisory body.

The flyer would go back to the Community Diversity Engagement Committee for the revisions and then be brought back to the City Council for their final approval.

<u>Council President Starr moved the City Council approve the National Observances, Commemorative and Heritage Month Guest Speaker Guidance. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

h. Municipal Judge Report - Councilor Check In

Councilor Kohler and Councilor Parsons reported their positive observations of the judge.

i. Discussion regarding 2026 City Council Meeting Calendar

City Recorder Melissa Bisset summarized the staff report.

The Council asked to have a Long Range Planning Task Force meeting on November 9, 2026.

Council President Starr moved to approve the 2026 City Council Meeting Calendar as amended. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

j. **RESOLUTION - Amending the Keizer Emergency Planning Committee; Amending Resolution R2023-3406; Repealing Resolution R2025-3551**

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Amending the Keizer Emergency Planning Committee; Amending Resolution R2023-3406; Repealing Resolution R2025-3551. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Starr, Kohler, Juran, and Parsons (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher and Cross (2)

OTHER BUSINESS

There was no other business.

STAFF UPDATES

Assistant City Manager Tim Wood, announced that there was an opportunity for the Council to serve on December 6th at the Miracle of Lights from 6 pm to 10 p.m.

Mr. Wood announced the sewer reset period was upcoming.

City Attorney Lindsay announced that he would be attending training at 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

Monday, October 13, 2025 - 6:00 p.m.
City Council Work Session - Urban Growth Boundary
Mayor Clark recommended that the Urban Renewal Growth Boundary Work Session be moved to January. There was no objection.

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

Monday, November 3, 2025 - 6:00 p.m.
City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:29 p.m.

MAYOR: APPROVED:

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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."