MINUTES
KEIZER CITY COUNCIL
Monday, November 17, 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:	**Staff:**
Cathy Clark, Mayor	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Council Vice President	Shane Witham, Planning Director
Kyle Juran, Councilor	Joseph Lindsay, City Attorney
Daniel Kohler, Councilor	Bill Lawyer, Public Works Director
Marlene Parsons, Councilor - Attending Via Zoom	Andrew Copeland, Police Chief
Lore Christopher, Councilor	Garrett Klever, Human Resources Director
Felicia Guptill, Youth Councilor	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

Tammy Kunz, Member of the Community Diversity Engagement Committee, summarized the recent meeting.

Youth Councilor Guptill announced that she was accepted to Great Northern University.

a. Portland General Electric Presentation

Larry Bekkendahl, Senior Vice President of Portland General Electric (PGE), provided a history of the transmission system, noting the growth in the system. He shared that PGE was working on increasing and strengthening resiliency. Mr. Bekkendahl shared that they offer payment assistance.

He displayed a map of High Fire Risk Zones and shared that they were working with communities to reduce fire risk.

Public Works Director Lawyer shared the efforts of tree trimming and monitoring to keep the trees out of the power lines.

Mr. Bekkendahl shared about PGE's progress towards clean energy.

There were questions about the payment assistance programs. Only 60 percent of eligible Keizer residents were taking advantage of the payment assistance programs.

Wendy Veliz, Senior Local Government Affairs Manager, PGE responded to questions about the payment assistance program.

Councilor Christopher expressed concern about the 18 percent cost increase. Mr. Bekkendahl explained that the purchasing of energy and hardening processes were both factors and explained how PGE was working towards opportunities to reduce costs.

There was a suggestion for an annual update. There was a question about the incinerator shutting down and the impact.

Mr. Bekkendahl discussed battery storage in relation to resiliency.

Mayor Clark expressed concern about losing hydropower.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

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

a. Approval of November 3, 2025 Regular Session Minutes

b. Event Center Use Fee Waiver - Keizer Community Band

PUBLIC HEARINGS

a. <u>RESOLUTION</u> - Authorization for a Supplemental Budget - Park Improvement Fund - State of Oregon Grant

<u>RESOLUTION</u> - Authorization for a Supplemental Budget - General Fund - Park Services -

Capital Outlay

<u>RESOLUTION</u> - Authorization for a Supplemental Budget - Administrative Services Fund - General Administration - Liability Insurance

Mayor Clark opened the Public Hearing.

Assistant City Manager Tim Wood summarized the staff report.

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

<u>Council President Starr moved to adopt Resolution R2025- Authorization for a Supplemental Budget - Park Improvement Fund - State of Oregon Grant. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

<u>Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

<u>Council President Starr moved to adopt Resolution R2025- Authorization for Supplemental Budget - Administrative Services Fund - General Administration - Liability Insurance. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. <u>ORDINANCE</u> - Establishing a Franchise Agreement with Forged Fiber 37, LLC for the Provision of Telecommunications Services Within the City of Keizer

City Manager Brown shared that the item was not ready and that it would be rescheduled for a future date.

b. <u>ORDINANCE</u> - Establishing a Franchise Agreement NFC Northwest, LLC for the Provision of Telecommunications Services Within the City of Keizer

City Attorney Joseph Lindsay summarized the staff report. Jessica Epley, Vice President - Regulatory and External Affairs for Ziply Fiber, explained the relationship between Ziply Fiber and

NFC Northwest. Ms. Epley discussed the growing pains and complaints in Keizer at the beginning of the construction. She shared that as of today they had no open complaints about Keizer. Ms. Epley shared that they were approximately one-third of the way done with construction and that they had changed the way they were handling the construction. Construction was anticipated to be completed in mid-2026. Ms. Epley explained the complaint reporting process.

<u>Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with NFC Northwest, LLC 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, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. <u>RESOLUTION</u> - Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376

Assistant City Manager Tim Wood summarized the staff report. Mr. Wood reviewed a chart showing the Police Department revenue by source, the Police Department expenses and full-time equivalents. He reviewed a history of the police services fee rate, and the proposed rate increase options.

There was discussion about the Transient Occupancy Tax (TOT). Council President Starr expressed concern about increased fees and the impact that they were having and felt that the Police Fee Task Force needed to complete their work before a decision was made. Council President Starr asked if staff could look at alternatives.

Councilor Christopher shared that she would not vote for a discretionary tax without a vote of the people. She thought there were other places to get the funds and that the Police Fee Task Force would have a solution that would be supported.
Council Vice President Cross asked about opiod money for the year. Mr. Wood explained the challenges with the inconsistency of the opiod funds. Council President Cross asked if internal cost-saving alternatives had been explored.

Mr. Brown shared about the potential proceeds from land sales and using the funds for the side account.

Councilor Christopher asked if they did not pass the fee, where the funds would come from. Mr. Brown shared that he would suggest using the contingency fund.

Discussion ensued regarding the timing of a fee increase for commercial customers.

Mayor Clark invited the public to provide comments.

Tammy Kunz, Keizer, shared that she supported the work of the Police Fee Task Force. She commented that she didn't know how to field the phone calls about various fees—and with the government shutdown, residents still haven't received their food stamps. She expressed her support for the Police Department. The Board for the Greater Northeast Neighborhood

Association was preparing a letter in support of police fees to support the police task force side of things.

Jaqueline Green, Keizer, shared that people were asking how to get food boxes for Thanksgiving and that they were scared about not being able to feed their families.

Joe Grant, Keizer, Budget Committee Member, expressed support for the Police Department. He liked looking at other ways to fund the fee.

The Police Fee Task Force was looking into the commercial, Equivalent Service Unit (ESU) model.

<u>Councilor Christopher moved that we postpone taking action on item 9.c. until the second meeting in February. Councilor Juran seconded.</u>

Support was expressed for the Police Department.

Council Vice President Cross noted that she was not in favor of a fee increase without a vote of the people.

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

OTHER BUSINESS

Council President Starr announced that the Police Fee Task Force meeting would be rescheduled.

Council President Starr shared that she had heard from the West Keizer Neighborhood Association requesting to be able to submit input on the Master Plan at the beginning of next year before it went to the Parks and Recreation Advisory Board. Council President Starrr referenced an email for a decision to include one of the venues presented by the consultant that would be decided at the December 9th meeting, which was being asked to postpone to receive opportunities for input at the beginning of next year. There was a suggestion for a Town Hall and questions about the scope of the consultant contract. Council President Starr clarified that she was wanted to discuss the process, engagement, and next steps.

Lisa Cejka, Parks and Recreation Advisory Board Member, clarified that the decision that the Parks and Recreation Advisory Board was looking at was whether or not to include a pavilion at Keizer Rapids Park in the Master Plan.

Mr. Lawyer explained that he had two questions for the Parks and Recreation Advisory Board. He asked if a pavilion should be included in the Master Plan and where it should it be located. He noted there were current references to a pavilion in the current Parks Master Plan.

Councilor Juran thought that the biggest concern about making the decision was on the location.

Mr. Lawyer explained that it must be included within an area of the Park. The Master Plan could be amended if the location changed in the future.

Carolyn Holman, West Keizer Neighborhood Association, shared that one of the main comments was that there was not enough citizen input and outreach.

Mr. Lawyer shared that the Multi-use Sports Facility, a 50,000 square foot indoor sports facility that was formed by the Something Special in the Park and modeled after The Hoop facility in Salem, was removed from the Master Plan in the last update. He clarified that it was never a pavilion.

Mr. Brown suggested moving the topic to a future agenda since it was not included on the meeting agenda.

The Council requested that staff report on a process for clarifying the steps on putting a covered facility in the activity area of Keizer Rapids Park, including an outreach plan, verbiage, and the scope and what the Council would be asking the Parks and Recreation Advisory Board and anyone involved.

STAFF UPDATES

City Manager Brown reported that the Emergency Operations Plan was finished by the consultant, so the Emergency Planning Committee could move forward on the next step.

Human Resources Director Klever reported that the Public Works Director position was open and a first review of applicants would be the first week of December.

Assistant City Manager Wood reported that the Community Diversity Engagement Committee (CDEC) would like to meet with the Council in February and September. He reminded the community to conserve water since it was the annual sewer reset period.

Chief Copeland reported that there were three officers at the Academy with one lateral completing their field training, and there was one current opening.

Planning Director Witham reported that the meeting the following night regarding the Ila Vey (Clutch Industries) property on River Road was not a City meeting but a meeting that a developer was having, and they were renting space in the building to host their meeting. He reminded the Council that there would be future quasi-judicial public hearings on the matter. Mr. Witham shared that he received a draft scenario plan and the Transportation System Plan (TSP) update was getting nearer.

City Attorney Joseph Lindsay reminded the Council that if they were to attend the meeting, they would need to disclose it as ex-parte contact in the future. He also explained that if there were a quorum attending and they deliberated, it would become a public meeting, so they should be cautious not to do so.

COUNCIL MEMBER REPORTS

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

Mayor Clark shared that the Claggett Creek Watershed Council wished to have signs at each of the bridges that cross Claggett Creek. City Staff would bring the topic back to the Council at a future meeting.

AGENDA INPUT

Monday, December 1, 2025 - 6:00 p.m.
City Council Regular Session

Monday, December 8, 2025 - 6:00 p.m.
Long Range Planning Task Force Meeting

Monday, December 15, 2025 - 6:00 p.m.
City Council Regular Session

Monday, December 15, 2025 - 7:00 p.m.
City Council Work Session - Bailey Road Property Discussion

ADJOURNMENT

Mayor Clark 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.

Mayor Clark adjourned the meeting at 8:29 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."