



**MINUTES
KEIZER CITY COUNCIL**

**Monday, March 4, 2024
Robert L. Simon Council Chambers
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 7:01 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Robert Husseman, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Youth Councilor Grayton
Woodard

Staff:

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

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS
OF BUSINESS**

**a. Police Officer
Oath of Office -
Jesse White**

Chief Copeland spoke about Officer Jesse White's background, which included his cadet work, wild firefighting, and security at Salem Hospital. Chief Copeland said that Officer White was patient and kind. Chief Copeland expressed his appreciation for Officer White's family.

City Attorney Joseph Lindsay administered the Oath of Office for Officer Jesse White.

**b. Women's History
Month
Proclamation**

Mayor Clark read the Proclamation for Women's History Month and presented it to the women leaders in attendance.

COMMITTEE REPORTS

Michael De Blasi, member of the Traffic Safety, Bikeways and Pedestrian Committee, reported that they had recently discussed the proposed Strategic Plan and highlighted some of the comments, such as having more information on a natural disaster program, environmental initiatives, having more measurable goals, the goals need to have more action points, and possibly changing the Code to obtain more connectivity between neighborhoods. There was also discussion on whether or not expanding the urban growth boundary would be aesthetically pleasing, if there would be a small-town feel, and the financial impact. He also noted that there would be a community bike ride event soon, and they had collected many helmets to distribute.

Mo Avishan, member of the Planning Commission, reported that they had recently discussed the proposed Strategic Plan. He reviewed the comments provided by the Planning Commission, which included: more specificity, a suggestion not to discuss the action items until the mission, vision, and value statements were approved, and clarity was needed on the mission, vision, and action items, as well as the relationship between them.

Hersch and Mary Ann Sangster, Northwest Keizer Neighborhood Association (NWKNA) shared information about a Keizer community event related to bike safety that would be held on May 5th and was hosted by the NWKNA. The event had many contributing community partners, which included Keizer Police Department, Keizer Fire Department, Keizer United, Keizer Chamber, North West Hub, Cherriots, and Keizer Elementary Parent Teacher Club. Mr. Sangster encouraged the community to participate in the event.

PUBLIC COMMENTS There were no in-person public comments.

The following written public comments were submitted:

- Public Process for Fees for Service - Tammy Kunz, Greater Northeast Neighborhood Association
- Testimony from West Keizer Neighborhood Association – Rhonda Rich
- Comments from Greater Northwest Keizer Neighborhood Association

PUBLIC HEARINGS

a. **ORDINANCE -**
Regulating
Towing of
Vehicles from
Private Property
RESOLUTION -
Relating to Private

Mayor Clark opened the Public Hearing.

Police Chief Andrew Copeland summarized the Staff Report. Discussion followed regarding an incident where 30 vehicles were towed from an apartment complex because they didn't have a sticker on their vehicles indicating that they were approved to park there.

**Property Impound
Towing and
Storage Rates
RESOLUTION -
Relating to Private
Property Impound
Tower's Permit
Application Fee**

City Attorney Lindsay shared that Staff had provided notice about the Public Hearing to towing companies that conducted business in Keizer.

Discussion ensued regarding the application permitting process, signage, and communication to the community.

Lieutenant Wenning explained the vetting of the applicants, drivers, and owners of the tow companies. It was noted that there was a complaint process, which included a hearings officer.

The term unscrupulous practices was clarified by City Attorney Joseph Lindsay in that the term describes the actions of people. The words used, such as predatory and unscrupulous, were intended to be more objective and beyond descriptive.

Lieutenant Wenning noted that the Ordinance was modeled after the City of Albany and other jurisdictions that regulate the towing. The City had sent the proposed Ordinance to the State Board of Towing for their review, and they provided comments that were incorporated in this Ordinance. He assured the Council that the Keizer Police Department would continue to use a standard form that's robust enough to inspect all the vehicles at the tow site, they would make sure there's compliance with Oregon Department of Transportation (ODOT) regulations, and they would run investigations on drivers and owners.

Mr. Lindsay confirmed that a permit could be canceled mid-year.

Christa Madrano, Keizer resident, stated that she lived in an apartment complex that had private towing and asked about talking with the towing companies or apartment management. Mr. Lindsay stated that the Keizer Police would first verify that proper signage was at the site before vehicles would be towed. Lieutenant Mr. Wenning stated that it was the responsibility of the towing company to follow the rules of the Ordinance.

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

Council President Starr moved to adopt Ordinance No. 2024 Regulating Towing of Vehicles from Private Property; Resolution R2024- Relating to Private Property Impound Towing and Storage Rates; and a Resolution R2024- Relating to Private Impound Tower's Permit Application Fee. Councilor Reid seconded. Motion passed unanimously as follows upon first reading.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Husseman offered a friendly amendment to Section 17, part A of the towing of private property ordinance. He would like to raise the maximum fine amount from \$500 to \$1,000. He rescinded the friendly amendment.

ADMINISTRATIVE ACTION

a. Neighborhood Association Recognition Ordinance Discussion

City Attorney Lindsay summarized the Staff Report.

Written Testimony from West Keizer Neighborhood President, Rhonda Rich was acknowledged.

Ms. Rich commented that she would like to see brochure boxes and stands and certificates of recognition or appreciation for the items be reimbursable. She stated that all of their signage and brochures state that the meetings take place at City Hall and expressed concern if the location were to change that signage and brochures would need to be replaced. She asked about the requirement for a website administrator. She requested that there be additional discussion regarding how the funds are spent.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association, provided written testimony and spoke on the testimony she had provided. She stated it would be a hardship to meet at the school as the insurance requirements were expensive, and having to change the location would mean that it would cost approximately \$1,000 to \$1,500 for just five signs to be re-made. She stated that having brochure holders in the parks to hold brochures about the neighborhood associations would be helpful. She would like to have the City host all the neighborhood association websites and that the neighborhood associations would handle all the upkeep.

Tammy Saldivar and Christa Madrano, North West Neighborhood Association, presented their requests, which included having a mailbox at the City Offices and continue to have their meetings at the City facilities. They stated that they may be able to use the grange when it opens, but they prefer to continue meeting in City Hall because the neighbors already know where to go.

Council discussion ensued regarding maintaining Neighborhood Associations mailboxes at City Hall. Mayor Clark concurred that personal addresses of the association members are not posted publicly and asked about having a City email address for each of the associations. Discussion ensued about private email addresses, the possibility of a City email address, and at least three members should have access to email and social media.

b. ORDER - Designating "No Parking" Zones

Public Works Director Bill Lawyer summarized the Staff Report.

Councilor Juran noted that he had a potential conflict of interest as his

**on Bailey Road
Northeast, Keizer,
Oregon**

daughter lived on Bailey Road Northeast, and he would abstain from the discussion and vote.

Council President Starr moved to adopt an Order Designating "No Parking" Zones on Bailey Road Northeast, Keizer, Oregon. Councilor Reid seconded. Motion passed as follows upon first reading.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr (6)

NAYS: None (0)

ABSTENTIONS: Juran(1)

ABSENT: None (0)

**c. RESOLUTION -
Appointing Keizer
Hearings Officer
and Authorizing
City Manager to
Enter Into
Contract with
Theodore R.
Naemura for
Hearings Officer
Services**

Planning Director Shane Witham summarized the Staff Report. Discussion ensued regarding the distribution methods for the Request for Proposals (RFP) and potential cost sharing.

Council President Starr moved to adopt Resolution R2024- Appointing Keizer Hearings Officer and Authorizing City Manager to Enter Into Contract with Theodore R. Naemura for Hearings Officer Services. Councilor Reid seconded. Motion passed unanimously as follows.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. Municipal Judge
Report and
Contract**

City Attorney Lindsay summarized the Staff Report and contract for the Municipal Judge.

Discussion ensued regarding the creation of a structured performance evaluation process for the Municipal Judge.

Councilor Cross shared that she watched approximately ten cases. Her observations of the Municipal Judge was that he was compassionate, caring, knowledgeable of the law, clear and concise communication, and he went above and beyond.

Council President Starr reported that the Municipal Judge was firm and emphatic at the same time.

Council President Starr moved to direct staff to notice a public hearing for the exemption of the solicitation process for the Municipal Court Judge contract. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**e. RESOLUTION -
Authorizing the**

Planning Director Witham summarized the Staff Report.

**City Manager to
Sign Dedication
for Reserve Strip
(Marion County
Tax Lot
063W23DD02000)**

Council President Starr moved to adopt Resolution R2024- Authorizing City Manager to Sign Dedication for Reserve Strip (Marion County Tax Lot 063W23DD02000). Councilor Reid seconded. Motion passed unanimously as follows.

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**CONSENT
CALENDAR**

**a. Approval of
February 5, 2024
Regular Session
Minutes**

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

There was no additional business.

STAFF UPDATES

City Manager Brown reported that there would be a groundbreaking of the artificial turf fields on March 21st, 2024, at 4:30 p.m. at Keizer Rapids Park.

City Recorder Bisset announced that there would be a General Election on November 5, 2024, and that Positions #1, #2, and #3 and the Mayor would be on the ballot. Candidate Packets would be available soon.

Chief Copeland reported that Sergeant Rodney Bamford had retired, and the Police Department would be recruiting for new officers.

Planning Director Witham reported that he was recently informed that the City would be distributing a State grant of approximately \$40,000 for the City to offset local costs for projects. The grant information should be at the next Council meeting.

City Attorney Joseph Lindsay expressed his gratitude for being in Keizer.

**COUNCIL MEMBER
REPORTS**

Councilor Cross reported on events she attended.

Councilor Juran reported on events he attended.

Councilor Kohler reported on events he attended and noted upcoming events that included a meeting with all of the Keizer Neighborhood Associations.

Councilor Reid reported on events she attended.

Youth Councilor Woodard reported on upcoming McNary High School performing art activities.

Mayor Clark reported on events she attended and upcoming events. She noted that Senate Bill 1572 for the Westside Express Service Rail Study was stuck in Ways and Means, House Bill 4002 on Measure 110 was on the Governor's desk, and Senate Bill 1537B on the Housing Production Strategy still has additional work.

Mayor Clark expressed her appreciation for Council President Starr chairing the last meeting.

Mayor Clark encouraged everyone to listen to the discussions around Measures 5 and 50 on how different cities are dealing with the repercussions of those measures since they were passed in the 90's. She and City Manager Brown participated in the conversation on these measures last Friday on KMUZ Radio that would air on the Willamette Wake Up.

AGENDA INPUT

Monday, March 11, 2024 - 6:00 p.m.

City Council & Community Diversity Engagement Joint Work Session

Monday, March 18, 2024 - 7:00 p.m.

City Council Regular Session

Monday, April 1, 2024 - 7:00 p.m.

City Council Regular Session

Monday, April 8, 2024 - 6:00 p.m.

City Council Work Session - Neighborhood Associations

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:34 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."