



MINUTES
KEIZER LONG RANGE PLANNING TASK FORCE
Monday, March 10, 2025
Keizer City Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. CALL TO ORDER Mayor Clark called the meeting to order at 6:00 p.m.

2. ROLL CALL Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Lore Christopher, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Matthew Stalheim
Melissa Martin
Elaine Wilson
Jane Herb
Susan London
Jonathan Thompson

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
Garrett Klever, Human Resources
Director

Absent:

Soraida Cross, Councilor
One Open Position

3. APPROVAL OF MINUTES

a. Approval of November, 2024 Minutes Council President Starr moved for approval of the November 12, 2024, Minutes. Melissa Martin seconded. Motion passed unanimously as follows: Clark, Starr, Juran, Parsons, Kohler, Christopher, Stalheim, Martin, Wilson, Herb, London, and Thompson in favor with Councilor Cross absent and one open position.

4. PRESENTATION

a. Long Range Planning Task Assistant City Manager Tim Wood gave a presentation to the Long Range Planning Task Force that included a City-wide overview noting the current

Force Presentation

financial status, population growth, staffing, cost of living, PERS, general operating fund, park and police service fees, the water and stormwater systems, the American Rescue Act (ARPA) fund, and City Council goals.

Discussion ensued regarding population projections, including the 2020 census, and the Portland State University Population Research Center.

There was discussion regarding Public Employer Retirement System (PERS) contributions for Tier One/Two employees and Oregon Public Service Retirement Plan (OPSRP) employees, the status of the PERS Retiree corrections, and the PERS debt obligation in relation to the sale of property and options for the use of proceeds in relation to the debt.

There was discussion regarding property taxes, and the cost of City services in relation to single-family homes, versus multi-family homes.

Planning Director Shane Witham spoke about how the demand for housing, that Keizer was in a shared Urban Growth Boundary (UGB), so the planning for the 20-year horizon would be within the UGB, and the housing market goes fast in Keizer and may not be from a strict population growth number.

Assistant City Manager Wood explained the "Change Property Ratio". Discussion ensued regarding Measure 50, its impacts, and what could be done. City Manager Brown noted that it had been on the League of Oregon Cities agenda.

There was a dialogue about the decline in telephone and cable franchise fees as it pertains to the overall Licenses and Fees.

There was a question about whether right-of-ways fees could be charged without charging for franchise fees. City Attorney Joseph Lindsay commented that there were a lot of strategies on ways in which right-of-ways could be utilized and the fact that people do business in town. He explained that a franchise fee was the way in which the City controls what was in the ground, that a utility fee could just be for businesses, and that rates could vary among users.

Mr. Wood displayed a graph of intergovernmental funds, noting there was a decline in revenues.

Mr. Wood provided a Financial Projection and graph of the General Operating Fund if there were no fee increases and if there were increases to Police and Parks Services Fees.

There was discussion about the proceeds from the sale of City-owned properties and opioid money.

A history of the Keizer Police Services Fee was provided as well as an explanation of why the City decided on a Police Fee versus an Operating Levy.

Discussion ensued regarding the potential of an advisory vote for Police Fees as well as alternatives on how to charge the Police Fee.

There was discussion about the importance of communicating and engaging with the community regarding police funding and public safety.

There was a conversation about the Water System Master Plan and Capital Improvements.

Mr. Wood provided a Financial Projection of the Water System showing no rate increase as well as a five percent rate increase.

City Manager Adam Brown commented on the potential of indexing the Stormwater rates.

Public Works Director Bill Lawyer explained that the upcoming capital improvement needs were new, were a result of the video inspection system, and the time with regard to failing pipes. Instead of raising rates and fees methodically and regularly, staff waited until there was an identified need.

There was a conversation about the amount of dirt at the Rawlins' Property at Keizer Station and moving dirt to Keizer Rapids Park.

Mr. Brown reviewed the short-term and long-term City Council goals.

Planning Director Shane Witham explained the Willow Lake Settlement Agreement.

5. UPCOMING MEETINGS

- a. Budget Committee Meeting - Monday, May 12, 2025 at 6:00 p.m.**
- Budget Committee Meeting - Tuesday, May 13, 2025 at 6:00 p.m.**

The upcoming Budget Committee meetings were shared by Mr. Wood.

6. ADJOURNMENT

Mayor Clark adjourned the meeting at 8:33 p.m.

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.”