



MINUTES
KEIZER LONG RANGE PLANNING TASK FORCE

Monday, December 8, 2025

Zoom: <https://us02web.zoom.us/j/81202539900>

Robert L. Simon 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
Soraida Cross, Council Vice
President
Lore Christopher, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Joe Grant
Melissa Martin
Jane Herb
Susan London
Jonathan Thompson
Bruce Anderson

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder
Garrett Klever, Human Resources
Director

Absent:

Elaine Wilson

3. APPROVAL OF MINUTES

a. March 10, 2025 Meeting Minutes Susan London moved for approval of the March 10, 2025, Minutes. Councilor Kohler seconded. Motion passed unanimously as follows: Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Grant, Martin, Wilson, Herb, London, Thompson, and Anderson in favor with Wilson absent.

4. PRESENTATION

a. Financial Update Assistant City Manager Tim Wood presented a financial update that covered the following items:

- City-wide Overview
 - Revenue
 - Expenses
 - Staffing
- General Operating Fund Overview:
 - Revenues
 - Taxes and Assessments
 - Licenses and Fees
 - Intergovernmental
 - Fines and Forfeitures
 - Expenses
 - Full-time Equivalents
 - Projection

Discussion ensued regarding the opioid settlement money and the unpredictability of the payments.

There was discussion regarding the Transient Occupancy Tax, the new hotel and the funds expended for the Keizer Community Library.

The cost of the Public Employees' Retirement System (PERS) was discussed. There was conversation about the importance of selling City property in relation to paying down PERS debt and the cost savings.

The anticipated City property sales were discussed in relation to the General Operating Fund Projection.

- Police Services
 - General Operating Fund — Police Projection

It was noted that there would be more conversation about a potential rate structure change with commercial properties regarding the Police Services Fee.

- Park Services
 - General Operating Fund Parks Services Projection
 - General Operating Fund — Parks Services

There was discussion about revenue from the Artificial Turf Field at Keizer Rapids Park.

- Enterprise Funds

- Water System
 - Water Fund and Water Facility Fund
- Stormwater System
 - Stormwater Fund

It was noted that if there are Committees that directly interact with some of the budgets, staff would run recommendations through the Committees before those budget items were brought back.

5. UPCOMING MEETINGS

- a.
- **Long Range Planning Task Force Meeting - Monday, February 9, 2026 - 6:00 p.m.**
 - **Budget Committee Meeting - Monday, May 11, 2026 - 6:00 p.m.**
 - **Budget Committee Meeting - Tuesday, May 12, 2026 - 6:00 p.m.**
 - **Budget Committee Meeting - Thursday, May 14, 2026 - 6:00 p.m. (if needed)**
- There was consensus that outside budget requests should be turned in on time and much sooner than in the past.

6. ADJOURNMENT Mayor Clark adjourned the meeting at 7:49 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.”