MINUTES
KEIZER CITY COUNCIL
Monday, January 5, 2026
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 via Zoom	Bill Lawyer, Public Works Director
Marlene Parsons, Councilor	Tim Hein, Police Leiutenant
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

a. Volunteer Coordinating Committee Recommendation for Keizer Public Art Commission (KPAC)

City Recorder Melissa Bisset summarized the staff report.

<u>Council President Starr moved that the Keizer City Council appoint James Merrill to Position #5 on the Keizer Public Arts Commission for a term expiring June 30, 2026. 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)

PUBLIC COMMENTS

Carolyn Homan, Keizer, Secretary of the West Keizer Neighborhood Association, shared that they would have the election of new board members at the January 8th meeting and the speaker would be Maddie Alsum from Keizer Fire District.

B.J. Toewe, Keizer Community Library, shared that the numbers continued to go up at the Keizer Community Library. She shared about the significance of the Summer Reading Program and the importance of using the larger rooms at the Event Center. She thanked the Council for their past support of the program.

Robert Dozler, Keizer had some concerns about the number of electric scooters and bikes using the sidewalks instead of bike paths. He was also concerned about speeding on Cummings Lane. He expressed concern about the running of lights on River Road. He hoped to see more traffic control. He felt that public officials should be supported and thanked the Council for their service.

Mayor Clark acknowledged Mr. Dozler's comments about e-scooters and shared that the Multi-Modal Safety Committee was having conversations about the matter. Lieutenant Hein shared that he would share Mr. Dozler's concerns with Officers. Mayor Clark commented that the City now has authorization by the legislature to run red light cameras on River Road and that there could be conversation in the upcoming year.

CONSENT CALENDAR

a. Approval of December 10, 2025 Special Meeting Minutes

b. Approval of December 15, 2025 Regular Session Minutes

c. <u>RESOLUTION</u> - Authorizing the City Manager to Award and Enter Into a Contract with Turney Excavating Inc. for 2026 Waterline Replacement Project

d. Event Center Use Fee Waiver - Keizer Community Library Summer Reading Program Performances

<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)

PUBLIC HEARINGS

a. <u>RESOLUTION</u> - Authorization for a Supplemental Budget - General Fund - Police

Department K9

RESOLUTION - Authorization for a Supplemental Budget - General Fund - Police Department Workers Compensation

RESOLUTION - Authorization for a Supplemental Budget - Administrative Services Fund - Public Works Non-Departmental Retirement

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.

Council President Starr moved to adopt Resolution R2026- Authorization for Supplemental Budget - General Fund - Police Department K9. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Starr moved to adopt Resolution R2026- Authorization for Supplemental Budget - General Fund - Police Department Workers Compensation. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Starr moved to adopt Resolution R2026- Authorization for Supplemental Budget - Administrative Services Fund - Public Works Non-Departmental Retirement. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Repeal of Resolution R93-616; Reopening of Fourth Place

Planning Director Shane Witham summarized the staff report.

Deputy Fire Marshal Anne-Marie Storms and Chief Ryan Russell were present to discuss the matter. Chief Russell explained the Fire Code requirements and asked that the Council reconsider the temporary closure from 1993 and open the street back up.

Deputy Fire Marshal Storms shared that they wanted to make sure the neighborhood was as safe as possible.

Cherie Vignerie expressed her concern with increased speed if it were opened up. She added that there would be increased traffic. She commented that there were no streetlights and that there were low laying trees would need to be trimmed. She felt there was no need for the gate to be removed. She asked that an alternative be considered. She asked that the walkers, children, and elderly and their safety be considered.

Gilbert Baltazar, Keizer, shared that he lived next to the road closure and opposed re-opening of Fourth Place. He felt that there would be increased speeding and traffic through the neighborhood. He felt that re-opening the road should not be the only option. He shared that he had seen gates that could be opened and closed with a chain link.

Mark Grenz, Keizer, shared that it created a significant hazard and risk. Mr. Grenz provided the Council with copies of Appendix D - Fire Apparatus Access Roads, Section 107. He shared that he supported the Fire District's request and thought that it was necessary because of the risk to the City and the residents.

Deputy Fire Marshal Storms explained that the Code also factors in fire and emergency responses, which includes Emergency Medical Services, law enforcement partners, and sanitization workers needing accessibility.

Nancy Cameron, Keizer, shared that her lot was at the corner of Sandy and 4th, and she had lived there for 44 years. She felt that in an emergency, the barricade could be removed and that there would not be a problem. She felt the barrier was fine but was not aware of the construction that was coming. She felt that there were other options. She asked if the barrier was removed, if the street sweeper would be scheduled to come down the road. She expressed her concern with additional traffic. Ms. Cameron added that there were many pedestrians on the street.

Youth Councilor Guptill asked what the traffic counts would be if the gate were opened. Mr. Witham responded that it would be difficult to know what the increased amount of traffic would be since it has been closed.

Councilor Parsons asked about receiving complaints from children jumping the fences after the gate was closed on MacArthur. She commented that there used to be a lot of problems with the students in the past when the decision was made to close the gate.

Council President Starr asked why the original gate was not put up. Mr. Witham shared some of the history but didn't know the exact reason. Council President Starr asked if it was an option to put in a gate with a trigger to open the gates in case of an emergency. Fire Marshal Storms shared that there was a provision in the Code that allowed for events; however, the quicker emergency responders could , the better potential outcome. She said this gate option could be done, but it would be a huge expense and delayed response times. Chief Russell commented on the importance of egress for the neighborhood.

City Attorney Joseph Lindsay shared that the City Code incorporated the Fire Code and suggested that it would be better not to have a permanent barricade, so the City could follow its own codes. He added that the Police Department may also appreciate connectivity.

Councilor Cross asked when the letter went out and if there were other communication methods that were used. Mr. Brown noted that staff felt a direct mailing to the neighbors was the best form of communication.

Councilor Christohper noted that it had originally been meant to be a temporary solution.

Mr. Witham provided a history of the decisions about the temporary street closure.

There was discussion about potential liability.

Mr. Witham shared that the area was not in compliance with the Fire Code and had been out of compliance. He explained the new development in relation to the Fire Code.

Councilor Christopher asked about the costs for a gate. Fire Marshal Storms shared that the gate would not help the neighborhood with egress.

Mayor Clark asked about seeing design options that would meet the code, release the liability, and address the concerns of the residents.

There were discussions about a potential speed table, the expenses, and a discussion with the Multi-Model Safety Committee and the neighbors.

Mr. Witham commented on the importance of the Public Works Director being a part of the conversation.

There was a question about how long it takes to get a gate open considering that seconds matter for transports.

Youth Councilor Guptill asked about removing the barrier for a certain amount of time and allowing for further discussion.

Mayor Clark suggested that the Council receive plans for traffic monitoring and traffic-calming recommendations for changes and the associated costs.

<u>Council President Starr moved to adopt Resolution R2026- Repeal of Resolution R93-616; Reopening of Fourth Place. Councilor Kohler seconded.</u>

There was a suggestion to add a timeline to determine traffic-calming options.

<u>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)

There was a suggestion for staff to look at possible design options that would be traffic-calming and would maintain the walkability of the neighborhood.

By consensus, the Council directed staff to come back to the City Council within 90 days with traffic-calming options. The City would provide data and design options within 90 days, and there would be additional conversations as needed. Mayor Clark appreciated the letters being sent to the surrounding neighbors.

b. Management Contract for the Keizer Little League Sports Complex

Councilor Christopher moved to suspend the rules to take up the matter of postponing this until a later date. Councilor Juran seconded. Motion passed as follows:
AYES: Cross, Starr, Juran, Kohler, and Christopher (5)
NAYS: Clark and Parsons (2)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Christopher clarified that her motion was not to take action on it tonight and to set it up for a work session. Councilor Juran seconded.

Councilor Christopher moved to table item 9.b. until such a time as we can have a work session that and so it won't be to a time certain and would be after the work session. Councilor Juran seconded.

There was discussion about how to hear from the people who had come to the meeting to speak on the item.

City Manager Adam Brown stated that it was getting late in the season to make a transition and that it would be difficult to wait even two weeks.

Mayor Clark noted that the Council directed staff to work with the company and draft the contract to move forward with the professional management of the fields. Mayor Clark asked why the delay. Councilor Christopher commented that the Keizer Fields was a different situation and when the City went out for a Request for Proposal, the types of responses received were not anticipated. Councilor Christopher felt that she wasn't sure that the City was prepared to spend half a million dollars the first year for the management team with a promise of success.

Council President Starr commented on the process, the monthly management cost of $17,000, and that the general fund was $2,000,000 upside down. She suggested not using the same business model that was previously used over and over—and that something different needed to be done for this agenda item.

Motion passed as follows:
AYES: Cross, Starr, Juran, and Christopher (4)
NAYS: Clark, Parsons, Kohler (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

Councilor Christopher moved to suspend the rules for the purpose of reopening Public Comment. Council President Starr seconded.
Motion passed unanimously:
AYES: Cross, Starr, Juran, Christopher, Clark, Parsons, and Kohler (7)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Billy Hilliard, Sports Facilities Companies (SFC), explained that they run the facility professionally and that the City approves the budget. There was concern about supporting the enterprise budget if the decision was to be delayed much longer. They have 106 venues they manage across the country. Mr. Hilliard commented on helping facilities across the country and felt they were very good at working with communities on balancing the local use and impact—and to drive economic impact as well. Councilor Kohler asked about the budget and who puts the budget together.

Mr. Hilliard explained that the City works with them to create the budget, and they do not deviate from the budget. A formal budget would be presented within 30 days. Mr. Brown shared that the floating capital was the only risk because the management company would need to have revenues coming into pay for the rest of the season.

Councilor Kohler asked about gate fees. Mr. Hillard shared that 98 to 99 percent of tournaments across the country charge a gate fee. He explained that they could look at a mechanism that doesn't charge local families a gate fee for local tournaments. Mr. Brown clarified that there would be gate fees on the weekends for tournaments but not for Keizer Little League and McNary Youth Baseball, and that the goals were to have affordable play for local kids and have a great facility.

There was a question about floating capital. Mr. Hilliard shared that there was a caveat in the contract that the floating capital would be paid back.

Councilor Cross asked what could be done to keep the group moving and that the Council could do their due diligence so that the kids could play.

Mr. Hilliard commented that many venues were booking into 2028. Mike Higgins, SFC, shared that many facilities were booked one to two years out. He shared several tournament opportunities.

Councilor Cross appreciated the tournament partnerships with various organizations.

Mayor Clark confirmed that the management services in the contract were part of the equation for the ProForma.

The importance of Transient Occupancy Tax (TOT) was discussed and the impact that the tournaments could have on the TOT.

Council President Starr felt heartburn about the capital outlay that had to be fronted first with ProForma at $17,000 monthly.

Mr. Brown shared that $120,000 would move from Phase III of the Turf Fields, and there was $20,000 of TOT put towards the Facility Plan for the Little League Park. Mr. Brown shared that the safety net was that ProForma couldn't go back to the City and ask for more money if it wasn't budgeted.

There were questions about what would happen if the $120,000 was not made.

Council President Starr expressed her concern about the risk and what the contingency would be. There were safety nets built in that the operator could not operate outside of the approved budget.

Councilor Christopher commented that the fields were not in good shape and needed upgrades, and she asked for a figure on how much was needed to get the fields ready to sell tournaments.

Mr. Higgins shared that they would work with the City on what things were important for a capital improvement program. There would be goal-setting sessions and discussion about capital improvements.

<u>Council President Starr moved to suspend the rules to continue the City Council meeting to complete the Agenda and to take a recess for ten minutes. Seconded by Councilor Parsons. Motion passed as follows:</u>
AYES: Cross, Starr, Kohler, Clark, Parsons, Christopher, and Juran (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Recess at 8:54 p.m.; the meeting resumed at 9:09 p.m.

Councilor Juran expressed concern about how much money beyond the upfront $140,000 might be needed for capital improvements. He asked if they had ever failed. Mr. Higgins responded that the cash flow gets things going, and the goal was to pay back the $100,000 money fronted by the City at the end of the operating cycle. Mr. Higgins explained that they were accepting the fields as they are now. Discussion ensued regarding safety concerns. Mr. Hilliard shared that there had been one termination in the time he had been there. Councilor Juran wanted more conversations to iron things out.

Youth Councilor Guptill asked how much it would cost to hire staff to manage the fields. Mr. Brown explained that it would be at least the same cost as the management contract but likely more.

Joey Jewel, Travel Salem, Chief Sales Officer and Executive Director, shared that they were trying to increase tourism in the region. He had been familiar with SFC and had been in this industry for over 10 years. He asked the Council to think about what the revenue streams were and consider the TOT as an investment. He commented on sports tourism and that it had continued to be relatively stable. He thought it was an opportunity to raise revenue for the community through sports tourism.

William Johnson, Keizer, President of Keizer Youth Sports Association (dba McNary Youth Baseball), expressed his disappointment as it had a shotgun start late in the season, and he felt this matter was all foreseeable. He noted that at the October 6th Council meeting, the Council supported moving this forward and asked a lot of the same questions and received the same answers. He feared that pushing the matter down two more weeks might cause irreparable damage.

Shannon Moore, Keizer, President Keizer Little League, expressed her disappointment. She stated that their organizations are not-for-profit, and they do not have the funds or the volunteers to invest in running a park. She felt that continuing to postpone the matter was jeopardizing the upcoming season. Ms. Moore felt that the company had integrity. She felt there should be an urgency.

Andrew Fletchall, Keizer, Secretary and Co-Treasurer for Keizer Youth Sports Association, was impressed by how the Mayor managed the October 6th meeting. He was proud of the community and was not proud of the safety issues at the fields. He stated that there were tournaments that were canceled last spring due to the condition of the fields, and they were already losing revenue by not being able to support tournaments coming to Keizer. He was a big proponent of SFC. He was saddened that the matter was being delayed.

Todd Walling, Salem, OG Sports, explained the timeline for bringing tournaments in. He shared that he had 27 local kids signed up for umpire training to work at the tournaments in Keizer. Mr. Walling commented on pricing and the impact on pricing for better quality fields. He noted that 82 percent of the tournaments were for more than an hour out of driving time, so that the participants would stay in hotels. The impact on TOT was noted.

Youth Councilor Guptill asked about how much Keizer made from OG Sports renting from the City. Mr. Walling shared that it was a maximum of $1,000 per day, per field, and he budgeted $2,500 per weekend if using lights and the larger field.

Councilor Juran asked how many games were played under the lights. Mr. Walling noted there was only one field with lights and that the field was maximized with teams using it.

Councilor Kohler asked what the City really had at risk.

Mr. Brown shared that the $145,000 was the risk and was the floating capital, so the risk would be that it was not replaced at the end of the year. Mr. Higgins commented that $25,000 of that was a purchase of capital equipment for the concession stand.

Mr. Hilliard commented that the seed operation capital was involved in the initial budgeting process, and he noted that all of the funds may not be needed.

Mr. Higgins explained that they would work with the City on how the City wants priority and rates. Discussion ensued about sponsorship staying in the enterprise.

Mr. Hilliard shared that they would stay in close contact with the City, so there were no surprises.

It was noted that TOT had not been increased in Keizer. Mr. Jewel discussed the Salem Tourism Promotion Area (STPA), which was a fee that could be used as a revenue stream.

Council President Starr expressed her concern about the risk. Mr. Hilliard explained that this would be the lowest management fee of any in the country. Mr. Hilliard shared that there potentially could be a possibility of a 90-day bridge agreement.

It was noted that the purchased equipment would be owned by the City.

The STPA was discussed as a fee assessment. It was a voluntary opt-in for Hotels.

<u>Councilor Christopher moved to replace January 12th work session with continuation of this contract and push the Urban Grown Boundary and Bailey Road property to January 26th. Motion died for a lack of a second.</u>

There was a brief discussion about a possible bridge agreement.

<u>Council Vice President Cross moved to reconsider to table item 9.b. until such a time as we can have a work session that and so it won't be to a time certain and would be after the work session. Councilor Kohler seconded. Motion passed as follows:</u>
AYES: Cross, Starr, Kohler, Clark, and Parsons (5)
NAYS: Christopher and Juran (2)
ABSTENTIONS: None (0)
ABSENT: None (0)

<u>Councilor Christopher moved to table item 9.b. until such a time as we can have a work session that and so it won't be to a time certain and would be after the work session. Councilor Juran seconded.</u>

Councilor Kohler encouraged the Council to think about what Keizer needs in the long term.

<u>Motion failed as follows:</u>
AYES: Christopher (1)
NAYS: Parsons, Cross, Clark, Starr, Christopher, and Juran (6)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark noted that all the conversation on this item and the staff report was acknowledged under the record of Agenda item 9.b.

Mr. Lindsay explained that there was a six-month out clause in the contract.

Council President Starr requested to have a report out with the company at three- to six-months with at least a week before the six-month out clause. Mr. Higgins explained that he was willing to meet as often as necessary. Mr. Hilliard commented that there were also reports that staff would have access to.

Council Vice President Cross asked that the strategy session be held on January 12th.

<u>Council President Starr moved to adopt R2026- authorizing the City Manager to sign the Facility Management Agreement with KLLP SFM LLC as amended to include a three-month and six-month in-person report and a strategy session on January 12th that includes the entire City Council. Seconded by Councilor Parsons. Motion passed as follows:</u>
AYES: Christopher (1)
NAYS: Parsons, Cross, Clark, Starr, Christohper, and Juran (6)
ABSTENTIONS: None (0)
ABSENT: None (0)

There was Council consensus to move items 9.d. and 9.g. to the next City Council Meeting and item 9.f. would go to a work session.

c. <u>RESOLUTION</u> - Authorizing City Manager to sign Addendum to Parks Management Agreement Between the City of Keizer and For the Love of the Game

City Manager Adam Brown summarized the staff report. Mr. Walker, For the Love of the Game, would fix the dugouts that were recently damaged during a storm, and he would give the City back the mower in good repair.

Mayor Clark extended her thanks to Mickey Walker and his hard work.

<u>Council President Starr moved to adopt Resolution R2026- Authorizing City Manager to Sign Addendum to Parks Management Agreement Between the City of Keizer and for the Love of the Game. 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)

d. Recognizing National Observances and Commemorative/Heritage Months

This item was moved to the January 20, 2026 meeting.

e. <u>RESOLUTION</u> - Authorization for Disposition of Police Service Dog "Max"

Lieutenant Tim Hein summarized the staff report.

<u>Council President Starr moved to adopt Resolution R2026- Authorization for Disposition of Police Service Dog "Max". 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)

f. 2026-2030 Keizer Strategic Plan Review

There would be a work session on February 9th for this item.

g. 2026 Keizer Community Survey

OTHER BUSINESS

There was no other business.

STAFF UPDATES

There were no staff updates.

COUNCIL MEMBER REPORTS

Mayor Clark shared some upcoming events.

AGENDA INPUT

Monday, January 12, 2026 - 6:00 p.m.
City Council Work Session - Little League Park Management

Tuesday, January 20, 2026 - 6:00 p.m.
City Council Regular Session

Monday, January 26, 2026 - 6:00 p.m.
City Council Work Session - Urban Growth Boundary/ Bailey Road

Monday, February 2, 2026 - 6:00 p.m.
City Council Regular Session

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 and pursuant to ORS 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Council would not be taking any action after the executive session.

Mayor Clark adjourned the meeting at 10:54 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."