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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Tuesday, February 17, 2026

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
5. **COMMITTEE REPORTS**
6. **PUBLIC COMMENTS**
This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **CONSENT CALENDAR**
 - a. Approval of January 26, 2026 Work Session Minutes
 - b. Approval of February 2, 2026 Regular Session Minutes
 - c. **RESOLUTION** - Adopting Work After Retirement Policy (2026)
8. **PUBLIC HEARINGS**
 - a. **RESOLUTION** - Authorization for a Supplemental Budget - Keizer Little League
9. **ADMINISTRATIVE ACTION**
 - a. Recycling Modernization Act Funding Authorization
 - b. Event Center Use Fee Waiver - McNary Athletic Booster Club Auction
 - c. 2026 Keizer Community Survey
 - d. **RESOLUTION** - Authorizing City Manager to Sign Letter of Intent With US Market

(Keizer Station Area C1)

e. Police Fee Follow Up

10. OTHER BUSINESS

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

Monday, February 23, 2026 - 6:00 p.m.

Town Hall/ Community Listening Session - Parks Master Plan - Pavilion at Keizer Rapids Park

Monday, March 2, 2026 - 6:00 p.m.

City Council Regular Session

Saturday, March 7, 2026 - 9:00 a.m.

City Council Work Session - Police Fee

Monday, March 9, 2026 - 6:00 p.m.

Long Range Planning Task Force

Monday, March 16, 2026 - 6:00 p.m.

City Council Regular Session

Monday, March 30, 2026 - 6:00 p.m.

City Council and Community Diversity Engagement Committee (CDEC) Joint Meeting

14. ADJOURNMENT

City of Keizer Mission Statement

The City of Keizer is committed to fostering a safe, unified, and economically vibrant community while maintaining fiscal responsibility. By delivering city services in a coordinated, efficient, and cost-effective manner, we strive to provide exceptional value to residents, ensuring sustainability and responsiveness to community needs to enhance the quality of life for all.

"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."



MINUTES
KEIZER CITY COUNCIL
Monday, January 26, 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:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor

Absent:

Felicia Guptill, Youth Councilor

Staff:

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

DISCUSSION

a. City Council Goals and 2026-2030 Strategic Plan Review

City Manager Adam Brown presented the 2025-2026 City Council Goals and the 2026-2030 Strategic Plan on the following topics, which were included in the packet in great detail:

Review of 2025-2026 Council Goals:

Urban Growth Boundary (UGB)

- Two Town Halls have been held.
- An online survey was conducted.
- The next steps were to review the public engagement results as a Council and determine next steps.

Councilor Christopher shared that she would like the community to have discussion and decide if they would like to expand the Urban Growth Boundary (UGB). She was most concerned about the Southeast Keizer Neighborhood Association without a UGB expansion. She thought there would be apartments interspersed in the neighborhood without a UGB expansion.

Councilor Juran thought the older homes would be sold to developers.

Mayor Clark suggested adding a housing capacity and production to the next steps.

Councilor Kohler felt the UGB was an important conversation to have.

Transportation System Plan (TSP)

- The City was waiting for the Department of Justice approval of the contract. The process would be 18 to 24 months.
- The plan was to have it kicked off by the end of the year.

Emergency Operations Plan (EOP) Revision

- The EOP was reviewed by emergency management professionals through a grant applied for by Marion County.
- The next steps were for the Emergency Management Planning Committee (EMPC) to meet and provide a recommendation to Council for adoption.
- The EMPC would meet in February or March.

Parks Master Plan Revision

- An intercept survey was conducted.
- A stakeholder meeting was conducted.
- The Parks Board presentation was made.
- There would be one more town hall meeting on February 23rd.

Gold Star Memorial

- The concept, fundraising, grants and construction were all within 18 months.
- Thanks were called out to Matt Lawyer, Mark Callier, Tim Berry, Jeff Anderson, Kevin Dial, and the Keizer Rotary Club.
- The ribbon cutting would be February 7, 2026.

Discount Program for Under 60 and in Need

- The Program would come to Council in February or March for consideration.

Sidewalk Gap Program

- A Council Work Session was held.
- The Program guidelines were presented to City Council.
- Funding was planned for the 2026-2027 fiscal year.
- Staff was in the process of making the program and application materials.
- Funding would be formalized in the budget.

There was a suggestion to formalize the Program by resolution. The Program would come before the Council to be adopted by May.

Willow Lake Settlement Agreement Options Review

- Salem and Keizer legal staff have spoken.
- Some Salem and Keizer elected officials have spoken.
- Salem conducted a study, which determined measures to reduce odor would be cost prohibitive to return land for residential use.
- There would need to be more discussion on the matter.

City Attorney Lindsay would check with City of Salem staff to make sure that the related document that Salem provided could be released publicly.

Traffic Congestion

- Traffic congestion continues to be a part of each discussion.

Council President Starr requested there be something specific related to Keizer Station and in the Lockhaven and Chemawa vicinity. She requested options and discussion around River Road. Council President Starr had concern about River Road North and South of Wheatland, and she anticipated additional development along River Road.

Mayor Clark noted that the item would be included in the Transportation System Plan (TSP).

Council President Starr expressed concern about pedestrians crossing River Road. She felt that steps should be taken now to address the traffic congestion.

There was a request to look at the Traffic Signal flow and timing for Keizer Station at Ulali onto Chemawa. Public works Director Bill Lawyer shared that there were limitations because of the overpass but that the City could have the City of Salem look at it.

There was a request to look at options on River Road from Wheatland to the City limits to see about a traffic study or other triggers for civilization or pedestrian-activated crossings.

Economic Opportunities Analysis

The Mid-Willamette Valley Council of Governments (MWVCOG) applied for a grant but did not receive it. The City would make an application again.

2026-2030 Strategic Plan:

A Strategic Plan Work Group of the Council had met and were providing the recommended plan from the Work Group. There were thousands of comments from citizens. Comments and suggestions were received from all of the City committees.

Internally, the City had a Vision to Performance Spiral. There were systems of accountability. The plan would not sit on the shelf, it would be built into the agenda item format. The plan and objectives would be reviewed once a month by the Executive Leadership Team. The plan would be reviewed annually as part of the budget process. There would be a scorecard that could be published online that shows the timing of which goals would be worked through first and prioritized in the five-year plan when they would be completed. Mr. Brown explained that there would be discussion about whether the goals are right, using the Long Range Planning Task Force, setting a target and then the team would prepare the budget.

City Mission Statement

Councilor Christopher shared that the work group did not want to lose the original mission statement, and it was important to be part of a modernized mission statement, so the history was also retained.

Public Safety

Mr. Brown reviewed the proposed tasks under the Public Safety Goal.

Chief Copeland shared that the License Plate Readers and Cameras were a phenomenal tool for investigations. Policy was being developed around Body Cameras, and it was anticipated that it was likely a few weeks away before Body Cameras were used.

It was noted that the point in time (PIT) was biennial. The task would be updated on the draft Strategic Plan. Mayor Clark shared that there was better data available from the Homeless Management Information System (HMIS).

Transportation & Infrastructure

There was discussion about connectivity. In the task "Implement sidewalk gap and repair program, establish an annual minimum budget of \$100,000, explore alternative funding options including a special levy," the words "including a special levy" would be removed. Public Works Director Lawyer shared that Salem Electric and Portland General Electric (PGE) maintained all streetlights in the City of Keizer except for the ones in Keizer Station. The tasks "Prepare a report on burnt out streetlights, create a replacement plan and inventory residential streetlight outages and create a plan for repair" would be removed.

There were discussions about improving communication and outreach about how to report streetlights. There would be a social media effort during the darker months educating the community about how to report burnt out streetlights.

Economic & Community Development

It was noted that the Comprehensive Economic Development Strategy should be capitalized.

Discussion ensued regarding using Travel Salem's capabilities related to visitor patterns.

There was a request to add Unfunded Actuarial Accrued Liability (UAL) to the Public Employee Retirement System (PERS) debt. There was discussion about whether it should be left generic. Assistant City Manager Brown explained that it would go into the budget. There was agreement to change the word debt to liability.

It was suggested that the Keizer Public Arts Commission Master Plan could include rotate and add new public art to River Road.

Operational Excellence and Community Centered Service

Discussion ensued regarding the Asset Management Plan and the importance of having one.

It was noted that there could be a time in the future where debt financing may need to happen in the future or if there were an emergency related to capital. The task was related to creating a policy. There was consensus to change the task to "Discuss a policy for capital projects, evaluating pay-as-you-go, debit financing, and other options."

Fostering an Engaged Community

There was a suggestion to add ongoing website improvements and change the wording to "continued website enhancements."

There was discussion about the number of Town Halls and the potential topics. There was a suggestion to change the language to Conduct Town Halls as Council sees fit. Concern was expressed about the words annually and the importance of having topics. The number four would be removed from the task.

There was a suggestion to include AI and technology in the task related to translation and interpretation services. The task would be reworded to "Identify policy for translation and interpretation services utilizing technology for accessibility."

Community Growth

It was noted that the two Town Halls and an online survey on the Urban Growth Boundary (UGB) had been conducted. The task would be reworded to "Report to Council from two Town Halls and online survey on Urban Growth Boundary."

The public utilities analysis would be a system's analysis, including rate models. The word public would be changed to City in the task "Conduct a City utilities' analysis." There was a suggestion to change the word analysis to forecasting. There was consensus to add the word forecasting, so the task would read "Conduct a City utilities analysis and forecasting."

There was a question about Appendix 2 and including Community Planning and Public Works.

Mayor Clark shared that she had many questions about the Appendices and asked if they could be pulled because she felt that they needed additional work. It was noted that there could be

addendums in the future as needed.

It was noted that the Council goals and Strategic Plan would be before the City Council at a regular session for adoption.

Mayor Clark thanked the Task Force, Council, City Staff, and the Community for their work on the Strategic Plan.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:03 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.”



MINUTES
KEIZER CITY COUNCIL
Monday, February 2, 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:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor via Zoom
Marlene Parsons, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

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

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

- a. **Discussion regarding deeming it important that Councilor Kohler appear electronically and be considered "in attendance" (Council Rules of Procedure Section 3.10 - Attendance Duty)**

Mayor Clark asked the Council to consider deeming it important that Councilor Kohler appear electronically and be considered "in attendance" pursuant to Council Rules of Procedure Section 3.10 - Attendance Duty.

Council President Starr moved to deem it important that Councilor Kohler appear electronically and be considered "in attendance" (Council Rules of Procedure Section 3.10 - Attendance Duty) for all City Council Meetings and Work Sessions. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Juran, Christopher, Cross, and Parsons (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Kohler (1)

b. PROCLAMATION: Black History Month

Larry Porter, Member of the Community Diversity Engagement Committee, commented on Black History Month and shared family stories from movements. He commented on the work of Rosa Parks and the Civil Rights movement. He shared that Black History month was a 12-month celebration.

Mayor Clark read the Proclamation recognizing February as Black History Month. She presented the proclamation to Mr. Porter.

c. Recognition of Bill Lawyer, Public Works Director

Rhonda Rich, President, West Keizer Neighborhood Association, shared various impactful projects that Public Works Director Bill Lawyer had been a part of over his many years of service. She thanked him for his service.

The Council expressed their gratitude to Mr. Lawyer and wished him the best in his retirement.

d. Update from Keizer Chamber of Commerce

It was noted that Council President Shaney Starr had been serving as Interim Executive Director for the Keizer Chamber of Commerce. She stepped away from the dais for the presentation.

Jonathan Thompson, Board Treasurer and Jeremy Turner, President, Keizer Chamber of Commerce provided an update on recent activities and programs. They shared about the Holiday Lights Parade, website traffic, improvements to the volunteer center, Chamber 101, Chamber Ambassador Program, yearly planning, communication, Standard Operating Procedures, KeizerFest planning, and the Executive Director search.

Mayor Clark thanked Interim Executive Director Shaney Starr for her work.

Councilor Kohler expressed his gratitude for the work of the Chamber of Commerce calling out the parades and KeizerFest.

COMMITTEE REPORTS

Hersch Sangster, Member of the Multi-Modal Safety Committee, thanked Mr. Lawyer for his service. He highlighted that the Committee supported having a Pedestrian Flag Program and commented on Pedestrian Road Crossings. He shared that they were no longer out of helmets as there had been some donations.

Hersch Sangster, Northwest Keizer Neighborhood Association, shared about speakers at their meetings. He commented that a donation wish list for students at Keizer Elementary had been created, and they would be adding the information to their website. The Street Art program was discussed.

Mary Ann Sangster, Keizer, noted that they were waiting for the weather to clear but in the next couple of weeks, they would be working on graffiti abatement.

Robert Becker, Manager Keizer Heritage Museum and Keizer Heritage Foundation President, thanked Mr. Lawyer for providing an oral history about the 1996 floods and that his work would help contribute to their work plan for this year being based upon the City of Keizer and funding. A goal they had for the year was a national movement called America 250. They had been invited to participate in the Oregon State Capitol for Oregon's Anniversary of Statehood.

Mr. Becker shared their proposal for an automated process for their donations and volunteer tracking that was accepted, so he would be giving a joint presentation on how to use and take the fear out of artificial intelligence at the Oregon Heritage 2026 Conference in April.

Councilor Christopher thanked the Council and Budget for their support of the Keizer Heritage Museum. She commented on finding the quilt from 1976. The quilt had been part of a fundraiser to start Keizer Art Association. It had originally been donated to the Museum in 2004.

Matt Lawyer, Chair, Keizer Parks and Recreation Advisory Board, shared that they would be dedicating the Woody Williams Foundation Gold Star Families Memorial on Saturday. He was grateful for the more than 800 hours of volunteer service that had gone into the project.

PUBLIC COMMENTS

There was a consensus that under Administrative Action, item 9.g. would be handled first so that the Fire District guests could speak.

Jim Griffin and JoeAnn Griffin, Keizer, CASA of Marion County, shared CASA would be hosting a Springtime Gala and Auction, and they were asking for a fee waiver. Mr. Griffin commented on the work of CASA.

Public comment was distributed at the dais to Council from Tammy Kunz, President, GNEKNA in support of No Parking zones for May and Dixon.

CONSENT CALENDAR

Councilor Juran asked to remove item 7.c. from the Consent Calendar.

a. Approval of January 12, 2026 Work Session Minutes

b. Approval of January 20, 2026 Regular Session Minutes

Council President Starr moved for approval of the Consent Calendar items a. and b. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Event Center Fee Waiver - CASA of Marion County 2026 Gala and Auction

Councilor Juran asked about setting up on Fridays and expressed concern about losing potential business on a Friday. Event Center Manager Lily Von explained that setting up on Fridays was a great option for Saturday events. She shared that she encouraged paying clients to book an additional block of time on a Friday for setting up a Saturday event. The Council expressed concern about potential revenue loss, and there was a request to look at the Fee Waiver Request Policy in a Work Session or form a Task Force.

Ms. Von shared that it was encouraged for the non-profits to take advantage of the \$600 deal to use the facility for 12 hours, and this fee does cover some of the operating and staffing costs. There was discussion about the timing of receiving Fee Waiver requests. It was noted that the Event Center was currently not open on Sunday. There was some interest in being open on Sundays.

Assistant City Manager Tim Wood clarified that the application was received August 14, 2025, and the request for the fee waiver was received on January 16, 2026. They were only requesting access on Friday from 4 p.m. to 8 p.m., and that slot was available at that point in time. Mr. Wood commented that the City worked with the groups if they were getting a free Friday reservation for setup to be late in the day on Fridays.

Ms. Von explained the financial impact of the request.

There was a desire to have a limit on the number of discounts and waivers per local, non-profit per fiscal year.

There had been one fee waiver from CASA in the current fiscal year. It was noted that audio, video, and stage would be additional fees.

Council President Starr moved the City Council approve offering CASA of Marion County the facility fee of \$600, but charge the refundable security deposit of \$1,500 and the third party security of \$700 CASA of Marion County dinner on March 14, 2026. Councilor Christopher seconded.

Mayor Clark restated the motion, which was approved by the mover and seconder. Council President Starr confirmed that this would be for the 12-hour block.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC HEARINGS

There were no Public Hearings.

ADMINISTRATIVE ACTION

- a. **ORDER - Designating "No Parking" Zones on a Portion of Dixon Street Northeast, Keizer, Oregon**

Public Works Director Bill Lawyer summarized the staff report. It was noted that it had not gone before the Multi-Modal Safety Committee.

Council President Starr moved the City Council adopt Order Designating "No Parking" zones on a Portion of Dixon Street Northeast, Keizer, Oregon. Councilor Cross seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: Kohler (1)

ABSENT: None (0)

b. ORDER - Designating "No Parking" Zones on a Portion of May Street Northeast, Keizer, Oregon

Public Works Director Bill Lawyer summarized the staff report.

Council President Starr moved the City Council adopt Order Designating "No Parking" Zones on a Portion of May Street Northeast, Keizer, Oregon. Councilor Cross seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: None (0)

ABSTENTIONS: Kohler (1)

ABSENT: (0)

c. ORDINANCE - Relating to Tree Preservation; Amending Keizer Code Chapter 18, Article II

Public Works Director Bill Lawyer summarized the staff report.

Mayor Clark asked that the Ordinance be amended Section 18.22 for 1.b. for the grammar to match with the first part of the section, where it states, "when the damage occurring to the sidewalk is caused by the tree, the City will pay..." to be rewritten as "when the damage occurring to the sidewalk is caused by the tree, with the further provision that the City would pay to remove the tree and grind the stump while the adjacent property owner would be responsible to provide and plant a replacement tree and repair the sidewalk in accordance with Keizer Code."

There was a question about the use of the word "beauty" in Section 18-24 (a) (4). There was a suggestion to change the word beauty to aesthetic.

There was discussion about the responsibility of sidewalk repair.

Council President Starr moved the City Council adopt Ordinance 2026- as amended Relating to Tree Preservation; Amending Keizer Code Chapter 18, Article II. Councilor Kohler seconded.

It was noted that there would be continued discussion about tree removal and sidewalk repairs.

Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- d. **RESOLUTION** - Establishing Insurance Requirements
RESOLUTION - Adopting Use Policies and Rates for the Keizer Event Center; Amending Resolution R2024-3435
ORDINANCE - Relating to Park Regulations; Amending Keizer Code Section 28-26
ORDINANCE - Relating to Parades, Special Events and Block Parties; Amending Keizer Code Section 36-100

City Attorney Joseph Lindsay summarized the staff report. Ms. Von explained that the cost of an insurance policy was too great for some vendors and caterers, and they were withdrawing from being on the City's lists.

Council President Starr moved to adopt Resolution R2026- Establishing Insurance Requirements. Council Vice President Cross 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- Adopting Use Policies and Rates for the Keizer Event Center; Amending Resolution R2024-3435. 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 that the Keizer City Council adopt Ordinance No. 2026- Relating to Park Regulations; Amending Keizer Code Section 28-26. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved that the Keizer City Council adopt Ordinance No. 2026- Relating to Parades, Special Events and Block Parties; Amending Keizer Code Section 36-100. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- e. **RESOLUTION** - Amending the Stormwater Utility Fee; Amending Resolution R2014-2504; Repealing R2025-3586

Assistant City Manager Tim Wood summarized the staff report.

Council President Starr moved to adopt Resolution R2026- Amending the Stormwater Utility Fee;

Amending Resolution R2014-2504; Repealing R2025-3586. 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)

f. RESOLUTION - Adopting the 2026-2030 Keizer Strategic Plan

City Manager Adam Brown summarized the staff report. Appreciation was expressed to the Work Group, Council, City Staff and Community for all of the work that was put into the Strategic Plan.

Council President Starr moved to adopt Resolution R2026- Adopting the 2026-2030 Keizer Strategic Plan. 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)

g. Request for Written Support for Joint Public Safety Facility

Ryan Russell, Keizer District Fire Chief introduced his Board Members Betty Hart, Lois Risewick, Colleen Busch. Fire Chief Kyle McMann for Marion County Fire District 1 and Keizer Fire District Volunteer and Volunteer Lobbyist Darrell Fuller were also present.

Chief Russell explained that they were looking at a joint effort on a Public Safety Facility.

Chief McMann, shared that they were looking to relocate their responders at Clear Lake Fire Station. The facility would be sold or kept for storage or resident volunteers.

Darrell Fuller, Volunteer with the Keizer Fire District, shared that they were looking for initial funding in the amount of \$778,000 from the State Legislature. He noted that there would be a hearing at the Oregon State Capitol on Friday, February 13th at 1:00 p.m., and anything the City Council could do between now and then, through a vote, proclamation, or letter of support for this project, would be helpful in their efforts to get state funding.

Council President Starr moved that the Keizer City Council authorize a letter of written support for a Joint Public Safety Facility on behalf of Keizer Fire District and Marion County Fire District. 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)

Mr. Brown commented that the \$778,000 was for the initial design and land acquisition of the project. The estimated cost of the project was \$17 million with equipment.

It was noted that within Keizer, there were locations within the City of Keizer not reachable by Keizer Fire or Marion County Fire District within four minutes.

Mayor Clark announced that there was a recess at 8:00 p.m.

h. Discussion regarding Bailey Road Property

The Bailey Road Property discussion would be moved to the next agenda.

OTHER BUSINESS

Mr. Brown shared that the Police Fee Task Force had met last week and asked Staff to collect more data. The Task Force was asking to meet the following Monday rather than having a Work Session. By consensus, the meeting would be changed to a Police Fee Task Force meeting.

Councilor Christopher suggested that any City employee who has served the City for 35 years or more have a bench and a plaque detailed their length of service.

Council President Starr moved to suspend the Council Rules of Procedure to take up the matter.

Councilor Parsons 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)

Councilor Christopher moved that any City employee who has accumulated at least 35 years of service as a City employee would be honored by having a bench and a plaque that will detail their length of service with the City. Seconded by Council Vice President Cross.

It was noted that this motion would take effect immediately.

There was a friendly amendment by Councilor Kohler to amend the motion to 30 years of service with a look back to recognize other employees.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Juran asked to bring back the vote on the Regional Scenario Plan. He wished to reconsider the vote.

Mr. Witham explained that the motion was to authorize the City to send the Plan to the Oregon Department of Land Conservation and Development (DLCD). Salem, Keizer, and Marion County staff all felt that it should go before the Council. The City Councilors who were on the committee wished that it go before the Council as well as the City Manager.

Councilor Juran moved for a reconsideration. Seconded by Council Vice President Cross. Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark clarified that the motion was to authorize the Planning Director to submit the scenario plan to DLCD.

Council President Starr moved to extend this meeting until this topic is completed. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, Clark, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved that the City Council authorize staff to submit the Salem-Keizer Regional Scenario Plan to the State Department of Land Conservation and Development (DLCD) as required by the State's Climate Friendly and Equitable Communities (CFEC) rules. Mayor Clark seconded.

Mayor Clark moved to amend to remove the word "authorize" and substitute the word "acknowledge." There were no objections to the friendly amendment.

Motion passed unanimously as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, Clark, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

STAFF UPDATES

Due to the lateness of the meeting, there were no staff updates.

COUNCIL MEMBER REPORTS

There were no Council Member Reports.

AGENDA INPUT

Monday, February 9, 2026 - 6:00 p.m.

City Council Work Session - Police Fee Task Force Update - This meeting would be changed to a Police Fee Task Force Meeting rather than a City Council Work Session.

Tuesday February 17, 2026 - 6:00 p.m.

City Council Regular Session

Monday, February 23, 2026 - 6:00 p.m.

Town Hall/ Community Listening Session - Parks Master Plan

Monday, March 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 ORS 192.660 (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 9:12 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.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Garrett Klever, Human Resources Director
Subject: Work After Retirement Policy Update

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-___ Adopting Work After Retirement Policy (2026).

I. Summary

The City's Work After Retirement Policy contains a provision that is not needed or applicable to our rehired retirees. The current policy states that rehired retirees will pay health and dental insurance premiums based on retiree rates. Retiree premiums are the same as regular employee premiums with a 2% administrative fee. The City continues to administer the health insurance benefits of Retire/Rehire employees just as regular status employees; therefore, the additional administrative fee is not needed.

II. Background

- A. The Work After Retirement Policy contains the following provision, in relevant part:
An employee who is rehired under this policy will receive the same benefits as other employees in the same job classification (including annual COLA increase, vacation, sick and personal leave accrual, holiday pay, life insurance and long-term disability insurance, health and wellness programs, and 457 contributions), except as follows:
Health and dental insurance based on retiree rates with the City covering the same percentage cost as is applicable to regular status employees in the same or comparable classifications.
- B. Retiree rates are the same as employee rates plus a 2% administrative fee used to cover administrative expenses in managing benefits. This is the same fee levied when a fully separated employee elects to continue coverage through COBRA. Fully retired and separated employees pay this fee to our contractor who administers COBRA and retiree health insurance benefits.
- C. While in Retire/Rehire status, the employee pays the fee directly to the City.
- D. As of February 2026, there are 3 Retire/Rehire employees at the City. Two are unaffected by the 2% administrative fee; one as of January 1, 2026, is impacted by

the fee.

III. **Current Situation**

- A. The City cannot directly place Retire/Rehire employees in the retiree health insurance pool. ORS 243.303 authorizes local governments to offer health insurance to retirees. However, the retiree must be fully separated from the City.
- B. Since there is no break in service and they remain employed, the City continues administering the rehired employee's health insurance benefits. For administrative purposes, they are treated the same as other benefit-eligible employees. There is no additional administrative expense to the City.
- C. Staff reviewed the policies of several other municipalities. Keizer is the only municipality with a provision of this type.
- D. Work After Retirement Policy paragraph 4(a), relating to retire/rehired employee insurance premiums, should be removed, as it is not applicable or needed.

IV. **Analysis**

- A. **Strategic Impact** - N/A
- B. **Financial** - The financial impact is de minimis. The 2% fee is levied only on the employee-portion of the premiums. A hypothetical Retire/Rehire employee who chooses the highest cost health and dental plan and receives the lowest premium share of 90% would pay an additional \$6.48 per month to the City for coverage. As the City continues to cover the same percentage cost as regular employees, Retire/Rehire employees who have lower premiums may not see any increase at all under the current policy.
- C. **Timing** - If not passed, the City will need to levy the 2% administrative fee on one current employee.
- D. **Policy/Legal** - The Keizer City Council must adopt changes to the Work After Retirement Policy. Keizer City Council last updated the Work After Retirement policy effective April 15, 2024, which allows employees who attain "normal retirement age" under PERS to retire and request to be rehired in a "limited duration" position.

V. **Alternatives**

- A. Adopt the attached Resolution.
- B. Take no action. The City will continue to collect the administrative fee.

VI. **Recommendation**

Staff recommends adopting the attached resolution to update the Work After Retirement Policy.

Attachments

1. RES_CC_Work After Retirement Policy 2026_2 17 2026
2. WORK AFTER RETIREMENT POLICY - FINAL 2-17-2026

“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.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5
6 ADOPTING WORK AFTER RETIREMENT POLICY (2026)

7
8
9 WHEREAS, City Council adopted a work after retirement policy by Resolution

10 R2021-3198;

11 WHEREAS, the adopted work after retirement policy ended December 31,

12 2024;

13 WHEREAS, House Bill 2296 extended the retire/rehire provisions of Senate

14 Bill 1049 by 10 years or until December 31, 2034;

15 WHEREAS, City Council adopted a work after retirement policy by Resolution

16 R2024-3463 that ends on December 31, 2029;

17 WHEREAS, the policy adopted by Resolution R2024-3463 contains a provision

18 that is not needed or applicable to our rehired retirees;

19 WHEREAS, the Council wishes to adopt Work After Retirement policies that

20 eliminates the not needed/applicable administrative fee provision;

21 NOW, THEREFORE,

22 BE IT RESOLVED by the City Council of the City of Keizer that the Work

23 After Retirement Policy attached hereto, and by this reference incorporated herein, is

24 hereby adopted.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect
2 immediately upon the date of its passage.

3 PASSED this _____ day of _____, 2026.

4

5 SIGNED this _____ day of _____, 2026.

6

7

8

9

Mayor

10

11

12

City Recorder

WORK AFTER RETIREMENT POLICY

Pursuant to the Work After Retirement provisions of Oregon Senate Bill 1049 enacted in 2019 and HB 2296 which extended the SB 1049 end date of HB 2296 by ten more years, and based on the mutual benefit to the City of Keizer and its employees, the following policy is adopted effective ~~April 15, 2024~~February 17, 2026:

1. An employee who has attained or will attain “normal retirement age” under PERS, and intends to retire from service after the effective date of this policy, may submit a request to be rehired after the retirement, under the terms stated in this policy. A request to be rehired after retirement must be submitted in writing to Human Resources at least 90 days prior to the date of retirement.
2. Re-employment under this policy is in a “Limited Duration” position while the employee is receiving PERS benefits and will end no later than two years from the re-employment start date or no later than December 31, 2029, whichever occurs first, irrespective of any additional years available or extensions to the Work after Retirement provisions of Senate Bill 1049 or House Bill 2296. The terms and conditions of employment will be governed by the City of Keizer Personnel Policy Manual, except as specifically provided otherwise in this policy or in an applicable collective bargaining agreement.
3. An employee who is rehired under this policy will be placed in the same job classification that the employee held on the date of retirement, receive the wages at the same step of the classification that the employee was receiving on the date of retirement, and be eligible for the same step increases as other employees in the job classification.
4. An employee who is rehired under this policy will receive the same benefits as other employees in the same job classification (including annual COLA increase, vacation, sick and personal leave accrual, holiday pay, life insurance and long-term disability insurance, health and wellness programs, and 457 contributions), except as follows:
 - a. PERS contributions will be paid by the City in accordance with SB 1049, which means that the rehired employee will not receive any additional PERS contributions after retirement, and any PERS contributions made by the City will only be applied to PERS unfunded liability rather than the employee’s PERS benefits.
 - ~~b. Health and dental insurance based on retiree rates with the City covering the same percentage cost as is applicable to regular status employees in the same or comparable classifications.~~
 - ~~c.~~b. There will be no provision for cashing out unused sick leave at the end of the Work After Retirement Limited Duration assignment.
 - ~~d.~~c. There will be a 200-hour vacation leave cap for Work After Retirement Limited Duration employees.

e-d. A rehired employee will have the option of waiving any benefit that is not desired or needed by the employee.

5. An employee who is rehired under this policy will transition out of their collateral duty assignments within six months of the employee's rehire date.
6. An employee who is rehired under this policy must have no gap in service (i.e. the date of re-employment is the next City business day after the date of retirement) and will retain the employee's seniority with the City, except where an applicable collective bargaining agreement provides otherwise. An employee may request up to 10 consecutive unpaid workdays off at the beginning of the re-employment period, which shall not be considered a gap in service. Such request must be submitted in writing at least 30 days prior to the retirement date and is subject to approval by the department director or City Manager as applicable.
7. An employee who is rehired under this policy will not be eligible for promotion while the employee continues to be in Limited Duration status but will be eligible for work-out-of-class assignments, as needed.
8. As a condition of requesting rehiring under this policy, an employee:
 - a. Must not have a record of discipline more serious than a written reprimand within 12 months of the retirement, unless the discipline was overturned or reduced to a written reprimand in a grievance or appeal process;
 - b. Must not be the subject of a pending investigation or disciplinary process with the City or an agency responsible for a job-required license or certification; and
 - c. Must have received at least a "Meets Expectations" rating on the employee's most recent performance evaluation.
9. If there is a conflict between this policy and any provision of an applicable collective bargaining agreement, the collective bargaining agreement shall be the controlling document.
10. An employee who is rehired under this policy is subject to the same disciplinary processes and procedures, up to and including termination, that affect regular employees in the same job classification and in the same collective bargaining unit, if any.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for a Supplemental Budget - Keizer Little League

Proposed Motion

I move the City Council adopt Resolution R2026-____ Authorization for Supplemental Budget - Keizer Little League.

I. Summary

The supplemental budget is to provide for the Little League management agreement start up costs and operating capital:

- General Fund — Transient Occupancy Tax - move \$125,000 from Capital Outlay to Transfers Out,
- Park Services Fund — move \$20,000 from Materials and Services to Transfers Out, and
- Little League Fund — recognize and appropriate \$145,000 of transfers in

II. Background

- A. At the January 5, 2026, regular meeting, the City Council authorized the City Manager to enter into a Facility Management Agreement with KLLP SFM, LLC for management of the Keizer Little League Fields. In conjunction with that agreement, it was identified that a supplemental budget of \$145,000 would be necessary to provide appropriations for the agreement's startup costs and operating capital.

III. Current Situation

- A. The supplemental budget was noticed in the February 6, 2026 edition of Keizertimes.

IV. Analysis

- A. **Strategic Impact** - Not applicable

- B. **Financial** - The supplemental budget will move \$145,000 in appropriations from the General Fund and Park Services Fund to the Little League Fund to provide for initial start up costs and ongoing operating capital.
- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2025-26 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolution authorizing the supplemental budget.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt the attached resolution.

Attachments

1. RES_CC_Authorization for Supplemental Budget - Little League_02 17 2026

"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."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Keizer Little League

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2026:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund - Transient Occupancy Tax				
Capital Outlay	167,400	-	125,000	42,400
Transfers Out - Little League Fund	813,800	125,000	-	938,800
Park Services Fund				
Materials and Services	382,400		20,000	362,400
Transfers Out - Little League Fund	-	20,000		20,000
Little League Fund				
Transfers In	-	145,000		145,000
Materials and Services	-	125,000		125,000
Capital Outlay	-	25,000		25,000
This supplemental budget request is to transfer \$145,000 from the General Fund - Transient Occupancy Tax and the Park Services Fund to the Little League Fund to provide appropriations for initial start up costs and ongoing operating capital.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2026

SIGNED this _____ day of _____, 2026

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Keare Blaylock, Public Works Director
Subject: RMA Funding Authorization

Proposed Motion

I move that the City Council approve the City Manager to authorize the Circular Action Alliance to allow Keizer's portion of the Producer Responsibility Organization funds to be distributed to Marion County Public Works Environmental Services for allocation to the local waste management service providers.

I. Summary

In order to comply with RMA requirements, the City of Keizer must (among other things) implement or oversee strategies for reducing contamination in recycled materials. These services are provided by local haulers, not the City. Therefore, as a voting member of the Marion County Materials Management Advisory Council (MMAC), the City of Keizer supported a unanimous motion to authorize Marion County Public Works Environmental Services to administer funds to local haulers for the purpose of implementing a DEQ-approved plan that was developed by the haulers and approved by the MMAC. We are asking for your approval to authorize the release of those funds from Circular Action Alliance to Marion County Public Works Environmental Services.

II. Background

- A. Senate Bill 582, the Plastic Pollution and Recycling Modernization Act (or RMA), went into effect in 2022. The bill's primary goal is to make recycling easier for the public to use. The RMA requires local governments, including the City of Keizer, to expand access to recycling services, upgrade facilities that sort recyclables, and reduce impacts from waste materials such as plastic pollution. Contamination reduction in recycled materials is one of the requirements.
- B. To offset the cost of contamination reduction requirements, the RMA included a funding mechanism known as the Producer Responsibility Organization (PRO) Program, which is regulated by the Oregon Department of Environmental Quality (DEQ) and administered by their contractor, Circular Action Alliance (CAA). In July 2025, the CAA began collecting membership fees from companies that produce packaging, paper products, and food service-ware, who are required to join the

program. Membership fees are then distributed to local municipalities that are responsible for compliance. These funds must be used for eligible expenses as defined by DEQ.

- C. In response to the new requirements, Marion County Public Works Environmental Services formed the Materials Management Advisory Council (MMAC) – a nineteen-member advisory council made up of elected officials and staff from eight cities, DEQ staff, industry representatives, and citizens. The City of Keizer is represented by Councilor Dan Kohler and Environmental Division Manager, Jenny Ammon.
- D. MMAC members unanimously approved a management plan to comply with the contamination reduction requirements outlined in the RMA, which was adopted in January 2026 and approved by DEQ (also a voting member of MMAC).
- E. Since municipalities do not provide waste management services, MMAC also unanimously supported a motion to authorize allocation of the PRO funds — \$3 per person – to local haulers to help fund the additional workload. Rather than having each city receive and disburse funds to their haulers individually, Marion County Environmental Services has agreed to serve as the fiscal agent on behalf of the participating municipalities and coordinate implementation of the plan through the MMAC.

III. **Current Situation**

- A. Our staff contacted both local haulers, Loren's Sanitation & Recycling and Valley Recycling & Disposal, who have independently confirmed their support for this arrangement.
- B. Circular Action Alliance is prepared to release the funds to local municipalities.

IV. **Analysis**

- A. **Strategic Impact** - The City of Keizer will still be responsible for compliance with the RMA and for annual reporting to the DEQ. To ensure compliance, our staff will continue to participate in the MMAC and coordinate with local haulers throughout the implementation period. The City will have the opportunity to elect to retain funds in the future.
- B. **Financial** - The City's share of the Recycling Modernization Act funding is approximately \$117,800. With your approval, Circular Action Alliance will release the funds to Marion County Public Works Environmental Services for the purpose of funding the local haulers' implementation of the DEQ-approved management plan.
- C. **Timing** - The adopted work plan must be completed on or before June 30, 2026, for the City of Keizer to maintain compliance with state law.
The Council will have the opportunity to decide how PRO funding will be allocated on an annual basis. That is, if the City is not satisfied with the results of this arrangement, the Council may elect to receive or allocate the funds differently in 2026–27.
- D. **Policy/Legal** - The City of Keizer is required to comply with the RMA requirements

regardless of the outcome of this decision.

V. Alternatives

- A. The City could elect to receive the PRO funding from Circular Action Alliance and pay the haulers directly. This is not recommended due to the legal and financial cost of administration.

VI. Recommendation

Staff recommends the Council approve the City Manager to authorize Circular Action Alliance to release funds in the amount of \$117,747 to Marion County Public Works Environmental Services for the purpose of funding our local haulers' implementation of the DEQ-approved management plan.

Attachments

None

“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.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Use Fee Waiver - McNary Athletic Booster Club Auction

Proposed Motion

I move the City Council approve a waiver of the Event Center use fees of \$1,581.25 for the McNary Athletic Booster Club Auction on April 25, 2026.

I. Summary

The McNary Athletic Booster Club has requested a use fee waiver for the Event Center for their annual auction on April 25, 2026. The auction is open to the public and alcohol will be served.

The McNary Athletic Booster Club would like to use the full ballroom from 8:00 am to 11:00 pm on the date of the event.

Total event center use fees are \$1,581.25 and include:

- \$600 using the Keizer based 501(c) fundraiser discount for 12 hours (the discounted rate is available once a calendar year),
- \$731.25 for three additional hours at \$243.75 per hour (25% non-profit discount), and
- \$325 for use of the stage and audiovisual equipment.

In addition, the McNary Athletic Booster Club would be responsible for a \$1,500 refundable deposit and \$325 for security while alcohol is served and through the end of the event.

II. Background

- A. The City has received a completed Event Center Use Agreement dated December 17, 2025.
- B. The McNary Athletic Booster Club previously held an event March 15, 2025 in which they utilized the Keizer based 501(c) fundraiser discounted use fee of \$600.

III. Current Situation

- A. As of this date, no other requests for room reservations have been received that

would conflict with the requested date and times.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The financial impact of this request is a reduction in the use fee income of \$1,581.25 for the Event Center.
- C. **Timing** - The event is scheduled for April 25, 2026
- D. **Policy/Legal** - Resolution R2024-3435 — Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. Alternatives

- A. Approve the waiver of the Event Center use fees of \$1,581.25.
- B. Approve the waiver for an alternate amount.
- C. Take no action and the City will charge the applicable use fees for access to the Event Center.

VI. Recommendation

Staff recommends the City Council approve the requested waiver for the Event Center use fees of \$1,581.25.

Attachments

- 1. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_02 17 2026
- 2. LTR_CC_04.25.2026 McNary Athletic Booster Fee Waiver Request_02 17 2026

"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."

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-3435

4
5 ADOPTING USE POLICIES AND RATES FOR THE
6 KEIZER EVENT CENTER; **REPEALING**
7 **RESOLUTION R2023-3423**
8

9 WHEREAS, the City Council adopted policies for community use of city hall
10 facilities in 1986;

11 WHEREAS, the adopted policies for community use of city hall facilities has been
12 amended several times with the last revision taking place in 2023;

13 WHEREAS, the City Council adopted the current use rates for the Civic Center
14 Community Rooms pursuant to Resolution R2023-3423;

15 WHEREAS, the Keizer Community Center name has been used since the Civic
16 Center was built in 2009;

17 WHEREAS, the City Council has reviewed the matter and finds that it is
18 appropriate to amend the name, policies and fees for the Community Center;

19 WHEREAS, the City Council desires to amend the name, policies and fees;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer
22 Community Center shall be referred to as the Keizer Event Center and that staff is directed
23 to revise all documentation referencing the name as agreements expire.

24 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
25 following policies for use of the Keizer Event Center and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Event Center and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Keizer Event Center and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Alcohol Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$2,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$2,000,000.00 per occurrence unless specified by a specific contract approved by the City Attorney. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20

- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
- 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
- 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
- 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
- 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20

21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24

- 25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

- 1 participants other than the actual meal cost, if a meal is served.
- 2 g. City-Hosted Educational Outreach Events. No registration fee may
- 3 be charged to the participants.
- 4 h. Outside Committees/Groups. With City Manager approval,
- 5 organizations connected with the City or benefitting City residents
- 6 such as Keizer United, Claggett Creek Watershed Council, and
- 7 Community Emergency Response Team may hold one meeting per
- 8 month in one or two small rooms. No registration fee may be
- 9 charged to the participants.

10

11 3. Other Agreements Exempt. Organizations with specific agreements for

12 Event Center Room use are not subject to the above rates. The City

13 Manager is authorized to negotiate and reduce the use rates for

14 organizations who request repeating scheduled use for a term not exceeding

15 two (2) years.

16

17 4. Council Approved Uses. The City Council may reduce or waive rates,

18 deposits or other costs for certain uses if, in the Council's sole discretion,

19 the use is a significant benefit to the Keizer community considering such

20 factors as the City's fixed and non-fixed costs, staff resources, wear and

21 tear on the facility, and other factors deemed appropriate by Council.

22

23 5 Additional Facility Charges. The City Manager is authorized to adopt and

24 impose surcharges for rental rates for additional facilities, including, but not

25 limited to stages, audio/visual equipment, computer equipment, kitchen

26 usage and additional labor expenses. The City Manager is authorized to

27 impose deposits, fees or additional charges as City Manager may deem

28 appropriate in their discretion.

29

30 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are

31 subject to the provisions of the Facility Use Agreement as authorized by the

32 City Manager. The City Manager is authorized to amend the use rates if in

33 the City Manager's discretion such amended rates provide increased

34 transient occupancy taxes, other identifiable economic benefits to the

35 citizens of the City as a whole, or other identifiable fiscal benefits to the

36 City of Keizer administratively.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

10
11
12
13
14
15

Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



February 2, 2026

Mayor Cathy Clark and Keizer City Councilors
City of Keizer
930 Chemawa Rd N, Keizer OR 97303

Re: Request to Waive City Fees for Blue and White Night Auction (Iris Ballroom)

Dear Mayor Clark and Keizer City Councilors,

On behalf of the McNary Athletic Booster Club, I am submitting this formal request for a waiver of City of Keizer facility-related fees for our upcoming "Bid for the Blue and White" Night Auction at the Iris Ballroom.

Event details

- Event: "Bid for the Blue and White" Night Auction
- Organization: McNary High School Athletic Booster Club (Keizer-based nonprofit)
- Location: Iris Ballroom
- Date: April 25, 2026
- Requested rental window: 9:00am to 11:00pm
- Purpose: Fundraising auction supporting McNary High School student-athletes and athletic programs

Fees requested for waiver

We respectfully request a waiver of applicable City fees associated with the event, consistent with the City's consideration process for community-serving nonprofit events.

We understand and acknowledge:

- We remain responsible for the deposit (already paid).
- We remain responsible for required security fees.

Why the City should consider a waiver

- This event directly supports Keizer students and families through McNary High School athletics.
- Funds raised go back into local programs that benefit the community, including team participation costs, student support, equipment, and program needs that help keep athletics accessible for more students.



- The Booster Club is volunteer-run and relies on this fundraiser to sustain support for student-athletes across our 20+ teams.

Community benefit to Keizer

- Supports student involvement, mentorship, and school-connectedness for Keizer youth.
- Helps keep extracurricular participation within reach for families.
- Strengthens community pride and engagement in McNary High School and its programs.
- Brings local families, sponsors, and supporters together in a positive, community-centered event.

Attendance and follow-up

We plan to attend the City Council meeting when this request is scheduled and will be prepared to answer any questions.

Thank you for considering our request and for supporting McNary High School and the students and families we serve. Please let me know if you would like any additional details for the staff report.

Sincerely,

James Hutches
Board Member
McNary Athletic Booster Club
503-884-1558
position3@mcnaryabc.com



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Keizer Community Survey

Proposed Motion

I move that the Keizer City Council approve the discretionary questions as presented in the proposed Keizer Community Survey.

or

I move that the Keizer City Council approve the discretionary questions as amended in the proposed Keizer Community Survey.

I. Summary

Keizer is launching a community survey that includes a section the City can customize to address current priorities and issues. The purpose of this discussion is to review and refine the proposed customized portion of the survey.

II. Background

- A. The 2025–2026 budget includes funding for a community survey to measure resident satisfaction with City services. Understanding how customers perceive service delivery is a best practice for both governments and businesses.
- B. Keizer will use The National Community Survey, a research-backed instrument with over 20 years of data. This platform allows us to compare results regionally and nationally against more than 500 communities across the United States. Several Oregon cities, including Beaverton, Tigard, Albany, Corvallis, West Linn, and Wilsonville also use Polco's survey platform.
- C. Keizer's last community survey, conducted in 2007 by the Council of Governments, lacked robust analysis. In contrast, the Polco survey ensures statistically sound data collection and reporting.
- D. The timing aligns with the first year of the City's strategic plan. Staff recommends conducting the survey every two years, giving elected officials and staff time to

review results, adjust goals, and implement changes before the next measurement.

- E. The survey will use a hybrid approach: a random sample of households will receive a mailed invitation with a QR code for online participation. If no response is received, follow-up mailers will be sent, and eventually, a paper survey with prepaid return postage will be provided. The survey will be mailed to approximately 2,000 random addresses. One person over the age of 18 will be asked to complete the survey. Approximately 400 responses are needed for statistical significance.
- F. Residents outside the random sample can participate in an open online survey promoted via social media. These responses will be reported separately. However, since the responses will not be randomized, Polco will include their results separately in the final report.
- G. Additionally, Polco provides an online engagement tool as part of the two-year contract. This feature enables real-time resident input on specific issues, offering multiple opportunities for ongoing public engagement.

III. Current Situation

- A. The Community Diversity Engagement Committee has reviewed the survey at two meetings and did not recommend any changes.
- B. Staff has already deleted many questions that did not apply to Keizer.
- C. Some customization of questions is allowed in the survey. The purpose of the discussion today is to review the customized questions with you. The draft presented to you is based on current strategic priorities and issues facing the city now. The City Council can take out anything that is currently proposed in the customized section (questions 13-16) or suggest questions that you may prefer. If there are questions to be added, staff can work with Polco to professionally word the questions. The current customized questions are below for your consideration.
 - 1. How important is it to you that the City focus on each of the following (strategic goals)?
 - a. Public Safety
 - b. Transportation & Infrastructure
 - c. Economic & Community Development
 - d. Operational Efficiency and Quality of Service
 - e. Engaged Community
 - f. Community Growth
 - 2. The City currently adds fluoride to the municipal water system and is considering discontinuing this practice. Overall, do you support or oppose continuing fluoride treatment of the City's drinking water?
 - 3. Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about City of Keizer government and its activities, events, and services.
 - a. City website
 - b. K23 television channel
 - c. Live Council/board broadcasts
 - d. Talking with city officials
 - e. Word of mouth

- f. Social Media
- g. Newsprint

IV. **Analysis**

- A. **Strategic Impact** - Conducting a biannual community survey is a specific item under the Engaged Community Strategy. It will provide baseline data for the City's strategic plan. Over time, we can measure the long-term impact of the City's efforts to improve service delivery.
- B. **Financial** - The 2025-2026 included a budget of \$20,000. Polco has priced down their service to fit within the city's budget.
- C. **Timing** - We would like to send the survey out in March. Review of the customized section is important to maintain that timeline. Subsequent surveys will be conducted at the same time of the year to have equal measurement intervals and to mitigate any seasonal difference in responses.
- D. **Policy/Legal** - We are seeking the City Council's input on the customized questions.

V. **Alternatives**

- A. Approve the customized questions as recommended.
- B. Approve the customized questions as amended.

VI. **Recommendation**

Staff recommends approval of the customized questions with any amendments desired by the Keizer City Council.

Attachments

1. The NCS Instrument 2026 D7

"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."

The City of Keizer 2026 Community Survey

Please complete this survey if you are an adult (age 18 or older). Your responses are confidential and no identifying information will be shared.

1. Please rate each of the following aspects of quality of life in Keizer.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Keizer as a place to live	1	2	3	4	5
Keizer as a place to raise children	1	2	3	4	5
Keizer as a place to work.....	1	2	3	4	5
Keizer as a place to visit.....	1	2	3	4	5
Keizer as a place to retire.....	1	2	3	4	5
The overall quality of life in Keizer.....	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to Keizer as a whole.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Overall economic health of Keizer	1	2	3	4	5
Overall quality of the transportation system (auto, bicycle, foot, bus) in Keizer.....	1	2	3	4	5
Overall design or layout of Keizer's residential and commercial areas (e.g., homes, buildings, streets, parks, etc.)	1	2	3	4	5
Overall quality of the utility infrastructure in Keizer (water, sewer, storm water, electric/gas, broadband)	1	2	3	4	5
Overall feeling of safety in Keizer.....	1	2	3	4	5
Overall quality of natural environment in Keizer.....	1	2	3	4	5
Overall quality of parks and recreation opportunities.....	1	2	3	4	5
Overall health and wellness opportunities in Keizer.....	1	2	3	4	5
Overall opportunities for education, culture, and the arts.....	1	2	3	4	5
Residents' connection and engagement with their community.....	1	2	3	4	5

3. Please indicate how likely or unlikely you are to do each of the following.

	<u>Very likely</u>	<u>Somewhat likely</u>	<u>Somewhat unlikely</u>	<u>Very unlikely</u>	<u>Don't know</u>
Recommend living in Keizer to someone who asks.....	1	2	3	4	5

4. Please rate how safe or unsafe you feel:

	<u>Very safe</u>	<u>Somewhat safe</u>	<u>Neither safe nor unsafe</u>	<u>Somewhat unsafe</u>	<u>Very unsafe</u>	<u>Don't know</u>
In your neighborhood during the day	1	2	3	4	5	6
In Keizer's downtown/commercial area during the day	1	2	3	4	5	6
From property crime.....	1	2	3	4	5	6
From violent crime.....	1	2	3	4	5	6
From fire, flood, or other natural disaster	1	2	3	4	5	6

5. Please rate the job you feel the Keizer community does at each of the following.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Making all residents feel welcome	1	2	3	4	5
Attracting people from diverse backgrounds.....	1	2	3	4	5
Valuing/respecting residents from diverse backgrounds	1	2	3	4	5
Taking care of vulnerable residents (elderly, disabled, homeless, etc.).....	1	2	3	4	5

6. Please rate each of the following in the Keizer community.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Employment opportunities	1	2	3	4	5
Shopping opportunities	1	2	3	4	5
Cost of living in Keizer.....	1	2	3	4	5
Overall image or reputation of Keizer	1	2	3	4	5

7. Please also rate each of the following in the Keizer community.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Traffic flow on major streets	1	2	3	4	5
Ease of travel by car in Keizer	1	2	3	4	5
Ease of travel by public transportation in Keizer	1	2	3	4	5
Ease of travel by bicycle in Keizer	1	2	3	4	5
Ease of walking in Keizer	1	2	3	4	5
Preservation of the historical or cultural character of the community	1	2	3	4	5
Public places where people want to spend time	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Availability of affordable quality housing.....	1	2	3	4	5
Overall quality of new development in Keizer.....	1	2	3	4	5
Overall appearance of Keizer	1	2	3	4	5
Cleanliness of Keizer	1	2	3	4	5
Water resources (lakes, ponds, riverways, etc.)	1	2	3	4	5
Availability of paths and walking trails.....	1	2	3	4	5
Recreational opportunities	1	2	3	4	5
Opportunities to attend cultural/arts/music activities	1	2	3	4	5
Community support for the arts	1	2	3	4	5
Adult educational opportunities	1	2	3	4	5
Sense of civic/community pride	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to attend special events and festivals	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5

8. Please indicate whether or not you have done each of the following in the last 12 months.

	<u>No</u>	<u>Yes</u>
Contacted the City of Keizer (in-person, phone, email, or web) for help or information	1	2
Contacted Keizer elected officials (in-person, phone, email, or web) to express your opinion	1	2
Attended a local public meeting (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.)	1	2
Watched (online or on television) a local public meeting	1	2
Volunteered your time to some group/activity in Keizer	1	2
Campaigned or advocated for a local issue, cause, or candidate	1	2
Voted in your most recent local election.....	1	2
Used bus, rail, subway, or other public transportation instead of driving.....	1	2
Carpooled with other adults or children instead of driving alone.....	1	2
Walked or biked instead of driving.....	1	2

The City of Keizer 2026 Community Survey

9. Please rate the quality of each of the following services in Keizer.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Public information services	1	2	3	4	5
Economic development.....	1	2	3	4	5
Traffic enforcement	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Street repair	1	2	3	4	5
Street cleaning	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Sidewalk maintenance.....	1	2	3	4	5
Bus or transit services	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Affordable high-speed internet access	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services	1	2	3	4	5
Storm water management (storm drainage, levees, etc.)	1	2	3	4	5
Power (electric and/or gas) utility	1	2	3	4	5
Utility billing	1	2	3	4	5
Police services.....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1	2	3	4	5
Preservation of natural areas (open space, farmlands, and greenbelts).....	1	2	3	4	5
Keizer open space.....	1	2	3	4	5
Recycling	1	2	3	4	5
Yard waste pick-up	1	2	3	4	5
City parks	1	2	3	4	5
Recreation centers or facilities	1	2	3	4	5
Public library services	1	2	3	4	5
Overall customer service by Keizer employees (police, receptionists, planners, etc.)	1	2	3	4	5

10. Please rate the following categories of Keizer government performance.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The value of services for the taxes paid to Keizer	1	2	3	4	5
The overall direction that Keizer is taking	1	2	3	4	5
The job Keizer government does at welcoming resident involvement.....	1	2	3	4	5
Overall confidence in Keizer government.....	1	2	3	4	5
Generally acting in the best interest of the community	1	2	3	4	5
Being honest	1	2	3	4	5
Being open and transparent to the public	1	2	3	4	5
Informing residents about issues facing the community	1	2	3	4	5
Treating all residents fairly	1	2	3	4	5
Treating residents with respect.....	1	2	3	4	5

11. Please rate how important, if at all, you think it is for the Keizer community to focus on each of the following in the coming two years.

	<u>Essential</u>	<u>Very important</u>	<u>Somewhat important</u>	<u>Not at all important</u>
Overall economic health of Keizer	1	2	3	4
Overall quality of the transportation system (auto, bicycle, foot, bus) in Keizer	1	2	3	4
Overall design or layout of Keizer's residential and commercial areas (e.g., homes, buildings, streets, parks, etc.)	1	2	3	4
Overall quality of the utility infrastructure in Keizer (water, sewer, storm water, electric/gas, broadband)	1	2	3	4
Overall feeling of safety in Keizer	1	2	3	4
Overall quality of natural environment in Keizer	1	2	3	4
Overall quality of parks and recreation opportunities	1	2	3	4
Overall health and wellness opportunities in Keizer	1	2	3	4
Overall opportunities for education, culture, and the arts	1	2	3	4
Residents' connection and engagement with their community	1	2	3	4

12. The City is finalizing its strategic priorities for the coming years. How important is it to you that the City focus on each of the following?

	<u>Essential</u>	<u>Very important</u>	<u>Somewhat important</u>	<u>Not at all important</u>
Public Safety (e.g., police, fire, emergency response)	1	2	3	4
Transportation & Infrastructure (e.g., streets, traffic, utilities)	1	2	3	4
Economic & Community Development (e.g., local businesses, jobs, downtown vitality)	1	2	3	4
Operational Efficiency & Quality of Service (e.g., cost-effective services, responsiveness)	1	2	3	4
Engaged Community (e.g., public input, civic participation)	1	2	3	4
Community Growth (e.g., housing, population, long-term planning)	1	2	3	4

13. The City currently adds fluoride to the municipal water system and is considering discontinuing this practice. Overall, do you support or oppose continuing fluoride treatment of the City's drinking water?

☐ Strongly support ☐ Somewhat support ☐ Somewhat oppose ☐ Strongly oppose

14. Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about City of Keizer government and its activities, events, and services.

	<u>Major source</u>	<u>Minor source</u>	<u>Not a source</u>
City website	1	2	3
K23 television channel	1	2	3
Live council/board broadcasts	1	2	3
Talking with city officials	1	2	3
Word-of-mouth	1	2	3
Social media (Facebook, YouTube, Instagram)	1	2	3
Newsprint	1	2	3

The City of Keizer 2026 Community Survey

Our last questions are about you and your household.

Again, all of your responses to this survey are confidential and no identifying information will be shared.

D1. In general, how many times do you:

	Several times a day	Once a day	A few times a week	Every few weeks	Less often or never	Don't know
Access the internet from your home using a computer, laptop, or tablet computer	1	2	3	4	5	6
Access the internet from your cell phone	1	2	3	4	5	6
Visit social media sites such as Facebook, Instagram, X (formerly Twitter), Nextdoor, etc.	1	2	3	4	5	6
Use or check email.....	1	2	3	4	5	6
Share your opinions online	1	2	3	4	5	6
Shop online.....	1	2	3	4	5	6

D2. Please rate your overall health.

☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

D3. What impact, if any, do you think the economy will have on your family income in the next 6 months?

Do you think the impact will be:

☐ Very positive ☐ Somewhat positive ☐ Neutral ☐ Somewhat negative ☐ Very negative

D4. How many years have you lived in Keizer?

- ☐ Less than 2 years
- ☐ 2-5 years
- ☐ 6-10 years
- ☐ 11-20 years
- ☐ More than 20 years

D5. Which best describes the building you live in?

- ☐ Single-family detached home
- ☐ Townhouse or duplex (may share walls but no units above or below you)
- ☐ Condominium or apartment (have units above or below you)
- ☐ Mobile home
- ☐ Other

D6. Do you rent or own your home?

- ☐ Rent
- ☐ Own

D7. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance, and homeowners' association (HOA) fees)?

- ☐ Less than \$300 ☐ \$2,500 to \$3,999
- ☐ \$300 to \$599 ☐ \$4,000 to \$6,999
- ☐ \$600 to \$999 ☐ \$7,000 to \$9,999
- ☐ \$1,000 to \$1,499 ☐ \$10,000 or more
- ☐ \$1,500 to \$2,499

D8. Do any children 17 or under live in your household?

- ☐ No ☐ Yes

D9. Are you or any other members of your household aged 65 or older?

- ☐ No ☐ Yes

D10. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- ☐ Less than \$25,000 ☐ \$100,000 to \$149,999
- ☐ \$25,000 to \$49,999 ☐ \$150,000 to \$199,999
- ☐ \$50,000 to \$74,999 ☐ \$200,000 to \$299,999
- ☐ \$75,000 to \$99,999 ☐ \$300,000 or more

D11. Are you of Hispanic, Latino/a/x, or Spanish origin?

- ☐ No ☐ Yes

D12. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ A race not listed

D13. In which category is your age?

- ☐ 18-24 years ☐ 55-64 years
- ☐ 25-34 years ☐ 65-74 years
- ☐ 35-44 years ☐ 75 years or older
- ☐ 45-54 years

D14. What is your gender?

- ☐ Woman
- ☐ Man
- ☐ Identify in another way → go to D14a

D14a. If you identify in another way, how would you describe your gender?

- ☐ Agender/I don't identify with any gender
- ☐ Genderqueer/gender fluid
- ☐ Non-binary
- ☐ Transgender man
- ☐ Transgender woman
- ☐ Two-spirit
- ☐ Identify in another way

Thank you!

Please return the completed survey in the postage-paid envelope to:
National Research Center, Inc., PO Box 14050, Houston, TX 77221-9904



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Sale of City Property Keizer Station Area C1

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-_____ Authorizing City Manager to Sign Letter of Intent with US Market (Keizer Station Area C-1).

I. Summary

The City Council asked staff to sell city-owned property not in use for city purposes. Staff have come to an agreement with Keizer Petroleum LLC to purchase, together with adjacent owners, the property located between McLeod Ln NE, Chemawa Rd NE, and Lockhaven Dr NE.

II. Background

- A. The Council had previously approved a Letter of Intent to purchase the property between McLeod Ln NE, Chemawa Rd NE, and Lockhaven Dr. NE, but the Letter of Intent was never signed. Additional buyers approached the city about the same piece, so staff requested offers by a certain date.
- B. Staff worked with the property owners adjacent to the city-owned property, who are North Pacific Trust and SM3KZR LLC. John Batzer, who speaks for both entities, agreed to work with us on a common buyer.
- C. Two offers were received. An offer was negotiated with a buyer now doing business as Keizer Petroleum LLC. This is part of the portfolio of US Markets convenience stores in the Salem Keizer area.
- D. Keizer Petroleum LLC plans to build an energy station and convenience store and then to lease 1 or more additional pads on site for different uses.

III. Current Situation

- A. The city has a signed copy of the letter of intent by both Mr. John Batzer and Mr. Lal Sidhu for Keizer Petroleum LLC.
- B. Mr. Sidhu will put down \$250,000 earnest money deposit in a cash escrow. The

purchase price agreed upon is contingent upon both parties being satisfied with the outcome of the prospective light construction on Chemawa Rd and McLeod Ln.

- C. The buyer will have to go through a master plan amendment since the use differs from the existing plan. As part of the master plan update, the buyer will have to update the traffic impact analysis based upon the uses of the property.
- D. Staff is requesting approval of the Letter of Intent (LOI) so that legal counsel can work towards a purchase and sale agreement between the 3 property owners and the buyer.

IV. **Analysis**

- A. **Strategic Impact** - The City Council's strategic plan specifically calls for the sale of city-owned lands to pay down the City's Public Employee Retirement System (PERS) unfunded financial liability. The strategic plan also calls for a long-range plan to fund our police department operations. Paying down the PERS obligation will free expenses perpetually into the future to be able to shift funding to the Police Department.
- B. **Financial** - The purchase price is \$4,600,000 for the whole parcel. The breakdown of the sale before any closing costs is as follows.
 - 1. City - \$2,325,698.32
 - 2. North Pacific Trust - \$269,832.40
 - 3. SM3KZR - \$2,004,469.27

The City fronted an environmental assessment on the home at 5620 McLeod Ln NE for the amount of \$992.50. That would be taken from the share going to North Pacific Trust. Any seller-associated closing costs will be split by the sellers.

The buyer is responsible for all the reimbursements due to the adjacent developer at the time of development, the water tower reimbursement and off-site transportation costs for Area C1.

The buyer also understands that a traffic light at McLeod and Chemawa is to be built at a certain trip count level. Both the buyer and seller understand that if the light has to be built that the sale may have to be re-negotiated.

Proceeds from the City's portion of the sale will be used to pay back the City Street Fund and Transportation Fund. Approximately \$1 million from the Street Fund was used to purchase the property along Chemawa Road and \$450,000 was used to purchase the property at 5660 McLeod Lane. Net proceeds will go towards the City's PERS unfunded actuarial accrued liability (UAAL).

- C. **Timing** - The buyer is anxious to develop the property. Approval of the Letter of Intent will allow us to move towards a purchase and sale agreement and will allow the buyer to move towards a master plan amendment.

The buyer has a 120 calendar day due diligence period to confirm feasibility of the project, review entitlements, complete any reports/studies necessary to evaluate the

opportunity and remove conditions to purchase.

Before a purchase and sale agreement is approved, the City will need to accept public comment on the sale of public property.

- D. **Policy/Legal** - The Council holds the authority to approve the letter of intent to sell property.

V. Alternatives

- A. Adopt the attached Resolution — Staff will work towards a purchase and sale agreement.
- B. Re-negotiate with the buyer - Request specific conditions.
- C. Take No Action — The property will remain on the market for sale to other buyers.

VI. Recommendation

Staff recommends adoption of the attached Resolution.

Attachments

1. RES_CC_Letter of Intent - US Market - KS Area C-1_2 17 2026
2. LOI_City_C1 signed by Batzer and Sidhu_2 10 2026

“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.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____
4

5
6 AUTHORIZING CITY MANAGER TO SIGN LETTER OF INTENT
7 WITH US MARKET (KEIZER STATION AREA C-1)
8

9 WHEREAS, the City received a Letter of Intent from US Market dated January

10 28, 2026;

11 WHEREAS, such Letter of Intent sets forth the general terms and conditions
12 upon which the parties may agree to the final terms of a Purchase and Sale Agreement to
13 allow US Market (Keizer Petroleum LLC) to develop an energy station and food related
14 business uses in Keizer Station Area C-1 (McLeod and Chemawa);

15 WHEREAS, US Market presented the Letter of Intent to the City and desires that
16 the City agree and accept the Letter of Intent;

17 WHEREAS, the City Council has considered the matter and wishes to proceed
18 with the Letter of Intent;

19 NOW, THEREFORE,

20 BE IT RESOLVED by the City Council of the City of Keizer that the City
21 Manager is authorized to sign the attached Letter of Intent with US Market (Keizer
22 Petroleum LLC).
23
24

January 28, 2026

City of Keizer
Keizer, Or 97303

US Market
1311 Lancaster DR NE,
Salem OR 97301

RE: Letter of Intent to Purchase approximately 3.8 acres of land located at 5620-5780 McLeod Ln NE, and 2115-2289 Chemawa Rd NE in Keizer OR

Dear City of Keizer,

This agreement (Letter of Intent) outlines general terms and conditions upon which US Market (the "Buyer") is prepared to enter negotiations with **City of Keizer, North Pacific Trust & SM3KZR LLC** (the "Sellers"). The terms set forth in this letter are not binding. The parties intend to work towards negotiating similar and additional terms in a "Purchase and Sale Agreement" to be signed by all parties.

General Offer Terms

Property: Approximately 3.58 acres of Land (See Exhibit 1) located at 5620-5780 McLeod Ln NE and 2115-2289 Chemawa Rd NE in Keizer OR

Purpose: Develop energy station & food related business uses allowed within the current zone code and master plan.

Offering Price: \$4,600,000

Deposit: \$250,000 Cash in escrow.

Conditions: To be completed by developer, at developer sole expense
❖ Due Diligence & Feasibility (120 calendar days)

Due Diligence Period: Buyer shall have 120 calendar days from a fully executed Purchase and Sale Agreement to confirm feasibility of the project, review entitlements, complete any reports/studies necessary to evaluate the opportunity and remove conditions to purchase.

Buyer agrees and understands that the City of Keizer's obligations and duties as a municipal government to follow, enforce, and adopt laws and ordinances are necessarily separate and apart from the relationship of the parties created herein, and that any good faith enforcement or adoption of laws or other acts the City of Keizer may take in its role as municipal government shall not be restricted by the fact that the City of Keizer enters into any purchase and sale agreement for real property.

Seller's Obligations: It shall be each respective Sellers' responsibility to deliver their respective Properties free of all liens of any kind and with all property and business taxes current at Closing. Buyer understands that a reimbursement district currently exists and will continue to exist for the Properties along with additional reimbursement costs for offsite transportation improvements and a water tower that become payable when permits are applied for.

ESTIMATED FEES:

Reimbursement fees for Area C1 of Keizer Station include the following:

A reimbursement for infrastructure improvements already made to area C from previous development totals \$497,017 which is due at the time of initial development.

Offsite Transportation Costs for Area C1 is \$62,459.58.
Water Tank in the estimated amount of \$14,168.62

Development fees such as SDCs are owed to the City of Salem and to the City of Keizer.

The current order and master plan requires that a signal be built at McCleod and Chemawa when a fixed number of trips is exceeded by a developer. If the issues revolving around the light are not settled to the satisfaction of all parties then a renegotiation would have to occur with all parties.

Sellers agree to indemnify Buyer from any existing environmental issues that may exist on their respective Properties at Closing. If any environmental issues are discovered in Buyer's Phase 1 report or asbestos survey, Buyer shall provide a copy of the report to the appropriate Seller for Seller's review. That Seller shall be responsible for any further testing and remediation that may be required.

Possession of the Properties shall be delivered to Buyer on the Closing Date in the same condition the Properties existed on the date that Buyer executes a Purchase and Sale Agreement and including any conditions to be performed under these Sellers' Obligations.

Sellers shall deliver the Property free and clear of all other tenancies and parties in possession and free of all hazardous substances.

Non-Binding Effect: This Letter of Intent, except where expressly provided herein, does not represent an offer by US Market to purchase lands from the City of Keizer, North Pacific Trust, and SM3KZR LLC or otherwise participate in any transaction. The Parties intend to enter into a legally binding obligation only pursuant to definitive agreements (a purchase and sale agreement) to be negotiated and executed between the Parties only after a public hearing as required by state law.

Authorization: Each party warrants and represents to the other parties that they have authority to sign this Letter of Intent on behalf of their respective entities.

Representation: The City of Keizer is represented by City Attorney, Joseph Lindsay with respect to this Letter of Intent. This LOI shall not be construed as if it had been prepared by one of the parties, but rather as if all parties had prepared it.

Expiration: This Letter of Intent shall expire thirty (30) business days from approval by the Keizer City Council.

Sincerely,

Acknowledged and accepted by:

Buyer:
Keizer Petroleum LLC

By: 

Date: 2/4/26

Seller:
City of Keizer

By: _____

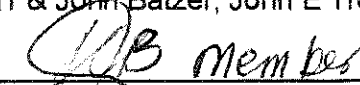
Date: _____

SM3KZR LLC

By:  member

Date: 2-03-26

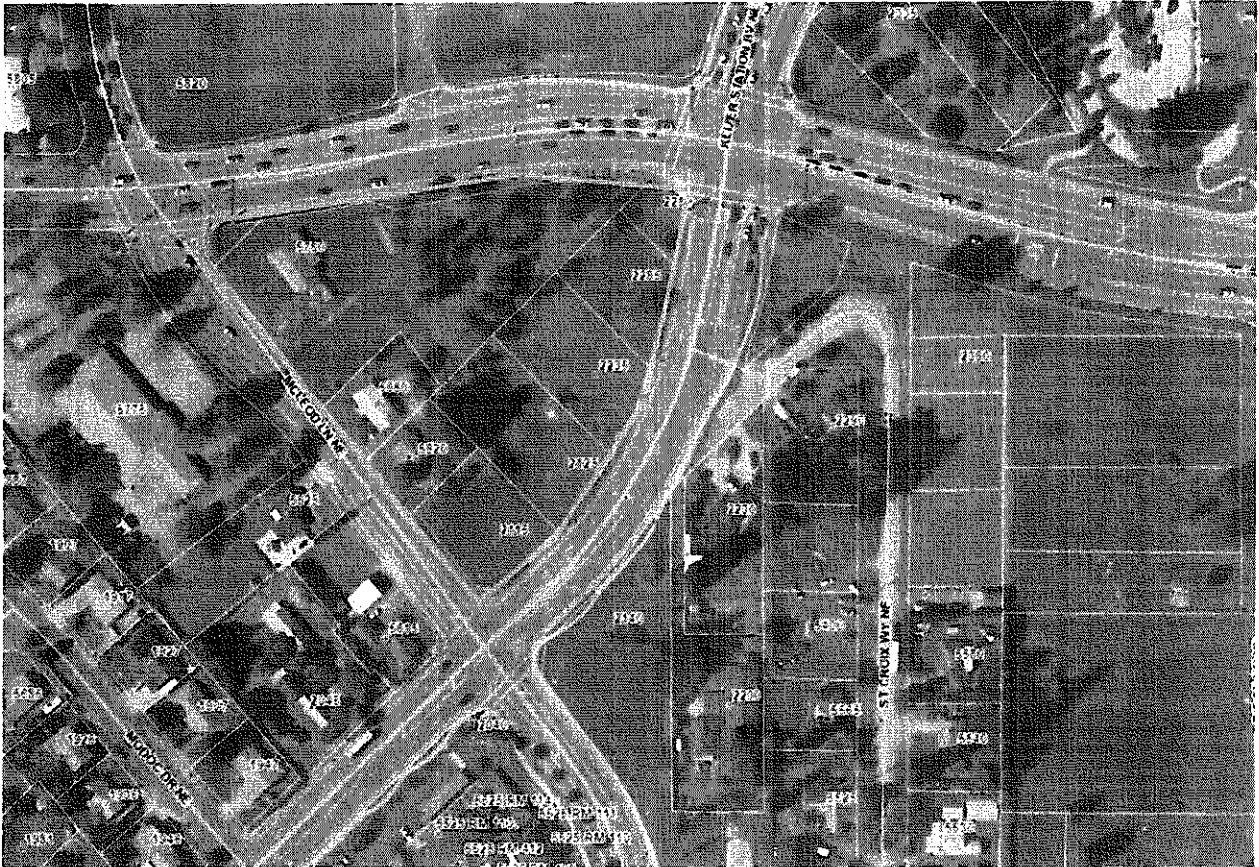
North Pacific Tr & John Batzer, John E Tre

By:  member

Date: 2-03-26

EXHIBIT 1
Subject Property

Eight Parcels totaling approximately 3.58 acres located at
5620-5780 McLeod Ln NE, and 2115-2289 Chemawa Rd NE in Keizer OR





To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Police Fee Follow Up

Proposed Motion

I move the City Council table the police services fee discussion until after the upcoming related work session.

I. Summary

During the November 17, 2025, regular meeting, the Council postponed the decision on the police services fee requesting staff bring the item back at the second meeting in February when it was anticipated that the Police Fee Task Force would conclude their work and make a recommendation. The Police Fee Task Force has concluded their work and a council work session is tentatively planned for March 7, 2026 to discuss the matter. It is recommended to table the police service fee discussion until after the upcoming related work session.

II. Background

- A. The 2025-26 - City of Keizer Committee Approved Budget includes an increase in the Police Services Fee of \$0.69 per month from \$6.90 to \$7.59 with an effective date of January 1, 2026. The fee increase will provide approximately \$58,800 in additional resources in support of the Police Department.
- B. During the budget hearing deliberations on June 2, 2025, the Council approved a motion to "postpone the decision on the police services fee until the second Council meeting in November pending the revenue numbers that we will get by that time." In addition, it was anticipated that the Long Range Planning Task Force would meet before this meeting so that Council could determine how revenues look. The Long Range Planning Task Force meeting was pushed to December 8, 2025.
- C. During the November 17, 2025 regular meeting, the Council postponed the decision on the police services fee requesting staff bring the item back at the second meeting in February 2026 when it was anticipated that the Police Fee Task Force would conclude their work and have a recommendation.

III. **Current Situation**

- A. A work session on the police services fee and results of the Police Fee Task Force is tentatively scheduled for March 7, 2026.

IV. **Analysis**

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The proposed increase in the Police Services Fee of \$0.69 per month from \$6.90 to \$7.59 with an effective date of January 1, 2026 would have provided approximately \$58,800 in additional resources in support of the Police Department.
- C. **Timing** - The proposed fee increase would be effective upon adoption by the City Council.
- D. **Policy/Legal** - The City Council is authorized to set the Police Services Fee.

V. **Alternatives**

- A. Postpone the discussion until after the recommendation from the Police Task Force is discussed during a council work session.
- B. Adopt Resolution R2026-____ Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376.
- C. Propose an alternate Police Services Fee amount.
- D. Take no action and the existing Police Services Fees will remain in effect.

VI. **Recommendation**

Staff recommends the City Council table the police services fee discussion until after the upcoming related work session.

Attachments

1. RES_CC_Amending Police Services Fee_2 17 2026
2. ATT_CC_Police Services Fee attachment_02 17 2026

"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."

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 AMENDING THE CITY OF KEIZER POLICE SERVICES FEE;
6 REPEALING RESOLUTION R2023-3376
7

8 WHEREAS, by Ordinance 2017-775 as codified in Keizer Code, Article IX, Division
9 2, the City Council imposed police services fee on all Premises within the Keizer City limits;

10 WHEREAS, Keizer Code, Article IX, Division 2, Section 2-326 provides for the
11 amount of the police services fee to be set by Resolution of the City Council;

12 WHEREAS, by Resolution R2023-3376, the City Council established the amount of
13 the police services fee;

14 WHEREAS, Resolution R2023-3376 states that the Council shall review the amount
15 of the fee annually;

16 WHEREAS, upon recommendation of the Budget Committee, the City Council wishes
17 to increase the police services fees;

18 WHEREAS, the City has met the requirement for providing an opportunity for
19 public comment and held a public hearing prior to the adoption of this amended fee
20 resolution;

21 NOW, THEREFORE,

22 BE IT RESOLVED by the City Council of the City of Keizer that the amount of the
23 police services fee and associated charges established by Keizer Code, Article IX, Division 2
24 shall be as set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

1 BE IT FURTHER RESOLVED that the terms used in this Resolution shall have the
2 meaning set forth in Keizer Code, Article IX, Division 2, Section 2-324.

3 BE IT FURTHER RESOLVED that the amount of the fee shall be reviewed annually
4 by Council.

5 BE IT FURTHER RESOLVED that Resolution R2023-3376 (Establishing the City of
6 Keizer Police Services Fee) shall be repealed in its entirety upon the effective date of this
7 Resolution.

8 BE IT FURTHER RESOLVED that this Resolution shall become effective from and
9 after the January 2026 billings and all successive billings.

10 PASSED this ____ day of _____, 2026.

11 SIGNED this ____ day of _____, 2026.

12
13
14
15
16
17
18

Mayor

City Recorder

City of Keizer
Police Services Fee Comparison
June 2, 2025

	Proposed Fee	Existing Fee	Dollar Increase	Percent Increase
Single/Duplex	\$ 7.59	\$ 6.90	0.69	10%
Multi-Family Dwelling Units	\$ 6.54	\$ 5.95	0.59	10%
Senior⁽¹⁾ /Head of Household Low Income⁽²⁾	\$ 2.13	\$ 1.93	0.19	10%
Commercial Utility Accounts	\$ 7.59	\$ 6.90	0.69	10%
Delinquency Fee⁽³⁾	\$ 37.00	\$ 37.00	-	0%
Administrative Fee⁽³⁾	10%	10%	-	0%

(1) For Single-Family/Duplex unit only. Responsible party must apply and show proof that they are over 75 years of age.

(2) For Single-Family/Duplex unit only. Responsible party must apply and show household income is equal to or less than 30% of the Salem/Keizer area median income, based on family size, as published annually by the U.S. Department of Housing and Urban Development.

(3) Imposed fourteen (14) days after the police services fee is considered delinquent.