



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.”