



MINUTES
KEIZER CITY COUNCIL
Tuesday, February 20, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER Council President Starr called the meeting to order at 7:00 p.m.

ROLL CALL Roll call was taken as follows:

Present:

Shaney Starr, Council President
Soraida Cross, Councilor
Robert Husseman, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor
Youth Councilor Grayton
Woodard

Absent:

Cathy Clark, Mayor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Shannon Johnson, City Attorney
Emeritus
Bill Lawyer, Public Works Director
Trevor Wenning, Police Lieutenant
Machell DePina, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE Council President Starr led the Pledge of Allegiance.

**SPECIAL ORDERS
OF BUSINESS**

**a. Special
Recognition of
Employee**

City Manager Adam Brown recognized City Attorney Emeritus Shannon Johnson for 39 years of service to the City of Keizer.

The Council expressed their appreciation and gratitude for Mr. Johnson's service, professionalism, patience, institutional knowledge, commitment and dedication to Keizer. They acknowledged his grasp of handling the complexities of what the Council deals with and his ability to explain them.

Mr. Johnson thanked the Council and the great staff members that he worked with over the years. He had a fantastic time working with everyone. He expressed his gratitude for John Lien and Joe Hobson who helped

incorporate the City when he was in law school in the early 80's, and they gave Mr. Johnson his first start. He thanked his wife, Aleyna Reed, and the rest of his family.

b. Swearing in Ceremony for Koda - Police Department's comfort K9

Chase and Julie Dyer of Northwest Boxer Rescue shared the mission and work of Northwest Boxer Rescue. Mr. Dyer expressed his appreciation for embracing Koda in her role.

Lieutenant Nelson shared that Koda's mission was to provide therapeutic comfort for police officer staff and community members interacting with the department. Koda would attend community events, such as Coffee with a Cop, Blast Camp, Keizer Rotary, Keizer United, and Meets and Greet. She had already comforted someone who had gone through a traumatic situation. Koda had just started a six-month program through the Joys of Living Assistance Dog program. Lieutenant Nelson expressed his appreciation to Council President Starr for helping facilitate the adoption of Koda and Chief Copeland who strongly supported employee wellness and community outreach, to Northwest Boxer Rescue for their generous donation, and to all of the donors who have contributed to the canine program.

City Attorney Emeritus Shannon Johnson administered the Oath of Office to Koda.

Council President Starr recessed the meeting for a brief reception at 7:17 p.m.

COMMITTEE REPORTS

Council President Starr called the meeting back to order at 7:31 p.m.

Lisa Cejka, Keizer, reported on the Parks Advisory Board on the following items:

- Three Boy Scouts and their Committee Chair attended the meeting so they could earn their Citizenship and Community Merit Badges.
- Bair and Ben Miller Parks look good.
- Keizer Rapids Park was still muddy, but the park was well-used and there had been a reduction in graffiti.
- Ms. Cejka got to visit with Ben Miller's son, who was happy to have his dad honored with the Parks Tour.
- The Board Members thought that the only thing missing from the draft Strategic Plan was ADA access directly in the parks.
- Peggy Moore received a \$250 matching grant for more hanging flowers and beds at the Community Garden in Chalmers Jones Park.
- The balance of the Matching Grant Fund was: \$14,568. She encouraged citizens to apply for a grant.
- Parks Division Manager Robert Johnson provided a three- to five-year plan that the Parks Board approved.
- The Turf Fields were on schedule for work to begin March 1st.

- The Big Toy Pickets would be available soon for \$50 with a fillable, online application on the City's website. Everyone was welcome to have their or their family's name placed on a picket.
- The Pickle Ball Courts were in plan review and bid should be going out in the next few weeks.
- The Annual Civic Center Clean-up would be coming up on Saturday, March 16th.

PUBLIC COMMENTS

Barbara Miner and Mark Northcutt, Keizer Community Library, presented a financial report on the Library and the use of the money they received from the City last year. Their goal was to be prudent and frugal with the monies given. Ms. Miner provided a report to the Council. She shared that they had a great year. The Library is a low barrier-free library. She stated that the American Rescue Plan Act (ARPA) funds from the City funded more hours for their Library Manager so the Library was open for more hours.

The Library had purchased more books that children wanted to read. She reviewed the statistics of the books that were checked out. She noted that the community supported the Library, and they received over 1,000 books per month. Ms. Miner explained that they follow the trends from year to year. She spoke about the expansion of library hours. They purchased children activities, books, and two new computers. They had their highest number of visitors with the highest growth in early reader books. She spoke about how they met their goals and community engagements.

Council President Starr noted for the record written comment received from Ms. Agnes Ewing, Mrs. Darla Allender, Mr. Joe Hay, Mr. Trent Summers, Ms. Anita Cunningham, Ms. Melva Galligher, Ms. Sandy Pace, Mr. Wayne Ernest, Mr. James Herschell, Mr. Douglas Edward Lusk, Ms. Kathryn Pack, Ms. Janet Warren, Ms. Jill Hanna Nuttbrock, and Ms. Mari Anne Weeks on Quality of Life Policing Methods.

PUBLIC HEARINGS

a. 2024 Liquor License Renewals

City Recorder Melissa Bisset summarized the Staff Report.

Council President Starr opened the Public Hearing.

There was no testimony.

Council President Starr closed the Public Hearing.

Councilor Reid moved that the Keizer City Council approve the 2024 Liquor License Renewals. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

**b. Resolutions
Approving the
2021-2022 Non-
Represented
Employee Salary
Survey and 2023-
2024 City-Wide
Internal Equity
Review and
Adopting the Cost
of Living Increase
for Non-
Represented City
Employees as
well as the
Related
Supplemental
Budget
Adjustments**

Assistant City Manager Tim Wood summarized the Staff Report.

Council President Starr Opened the Public Hearing.

There were no comments.

Councilor Reid moved to adopt Resolution R2024- Approving 2021-2022 Non-represented Employees Salary Survey, along with the 2023-2024 City-wide Internal Pay Equity Review and Implementing Changes. Councilor Kohler seconded. Motion passed as follows.

AYES: Reid, Husseman, Starr and Juran (4)

NAYS: Cross and Kohler (2)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

Council President Starr Opened the Public Hearing.

There were no comments.

Council President Starr Closed the Public Hearing.

Councilor Reid moved to adopt Resolution R2024- Authorization for Supplemental Budget Non-represented Salary Survey and City-wide Internal Equity Pay Review. Councilor Kohler seconded. Motion passed as follows.

AYES: Reid, Kohler, Starr, Husseman, and Juran (5)

NAYS: Cross (1)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

Council President Starr Opened the Public Hearing.

Councilor Cross explained her reason for opposing, which was because the City was using \$145,000 of the contingency fund, and she feels nothing was budgeted because the money coming was from savings. She stated that \$410,000 were for frozen police salaries, and the City still had \$135,000 remaining, but none of this is going to actual salary funds.

Councilor Reid moved to adopt Resolution R2024- Adopting Cost of Living Increase for Non-represented City Employees. Councilor Kohler seconded. Motion passed as follows.

AYES: Reid, Kohler, Starr, Husseman, and Juran (5)

NAYS: Cross (1)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

Council President Starr Opened a Public Hearing.

There were no comments.

Council President Starr Closed the Public Hearing.

Councilor Reid moved to adopt Resolution R2024- Authorization for Supplemental Budget Cost of Living Increase for Non-represented City Employees. Councilor Kohler seconded. Motion passed as follows.

AYES: Reid, Kohler, Starr, Husseman, and Juran (5)

NAYS: Cross (1)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

Mr. Wood explained that approximately 35 to 40 percent of the contingency would pay for the police related adjustment. He stated that last year during the Budget Committee process, \$100,000 was allocated to the contingency fund in the event that the City would need to cover the equity pay. Only an additional \$20,000 to \$30,000 would be pulled from the contingency fund.

Ms. DePina explained the timeline for the Salary Study and the Personnel Policy. She noted that with the Personnel Policy Manual, the intent was to be equitable. As such, a salary survey would be conducted for the non-represented employees every four years. The Equal Pay Act was also a part of the process.

Ms. DePina noted that last month was the first month where employees could begin to file lawsuits if they felt that they weren't treated fairly by their employers. There's currently no case law as to how the Bureau of Labor and Industries would translate the implementation of the law and different cases filed. She stated that every single paycheck was an action item that could be fineable with back pay and fees according to legislation.

ADMINISTRATIVE ACTION

a. West Keizer Neighborhood Association Annual Report

Rhonda Rich, Keizer Resident and President of the West Keizer Neighborhood Association (WKNA), presented the WKNA Annual Report. Ms. Rich noted that WKNA meets the second Thursday of every month at the Event Center, except for the months of June, July, August and December. She explained their community outreach methods. Ms. Rich reviewed many highlights and activities of WKNA for the year as outlined in the Annual Report. Carolyn Hollman, Secretary of the WKNA publicly thanked many City officials and other community partners for their presence at meetings throughout the year.

Councilor Reid moved that the Keizer City Council accept the report of the West Keizer Neighborhood Association and extend recognition to the West

Keizer Neighborhood Association for an additional year. Councilor Husseman seconded. Motion passed unanimously as follows:
AYES: Reid, Cross, Kohler, Starr, Husseman, and Juran (6)
NAYS: (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

**b. RESOLUTION -
Initiating Vacation
Process for a
Portion of 15th
Avenue North,
Keizer, Oregon**

Public Works Director Bill Lawyer summarized the Staff Report.

Councilor Reid moved that the Keizer City Council adopt Resolution R2024-Initiating Vacation Process for a Portion of 15th Avenue North, Keizer, Oregon. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

**c. Event Center Fee
Waiver - Keizer
Chamber of
Commerce State
of the City
Luncheon**

Assistant City Manager Wood summarized the Staff Report.

Mr. Jonathan Thompson, Keizer resident and Treasurer of the Keizer Chamber of Commerce Board, stated that the Chamber of Commerce has hosted the State of the City Address for a long time. They charge for lunch and Portland General Electric has been a long-time sponsor. The fee waiver would help keep the cost down, and this was a great partnership with the City.

Councilor Reid moved that the Keizer City Council approve the Event Center Fee Waiver use fees of \$500 but charge the refundable security deposit of \$750 for the Keizer Chamber of Commerce State of City Luncheon. Councilor Kohler seconded. Motion passed unanimously as follows:
AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

**d. Event Center Fee
Waiver - Keizer
Chamber of
Commerce Percey
Auction**

Assistant City Manager Wood summarized the Staff Report.

Ms. Jill Gust, Keizer Chamber of Commerce, stated that they hold the Keizer Network of Women auction annually, and all of the money goes to fund the Holly Giving Basket Program that funds clothing, food, and toy items to families in need by partnering with the schools. Their goal this year was to raise \$20,000 to help with this program. In 2023, they served 298 families, which was roughly 1,300 children.

Councilor Reid moved that the Keizer City Council approve the Event Center Fee Waiver use fee of \$5,825 but charge the refundable security deposit of \$1,500 and third-party security of \$225 for the Keizer Chamber of Commerce Percey Auction. Councilor Kohler seconded. Motion passed

unanimously as follows:

AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

- e. **Event Center Fee Waiver - Joys of Living Assistance Dogs Graduation** Assistant City Manager Wood summarized the Staff Report. Mr. Garry Whalen noted that there was not any alcohol to be served at the event. He stated that they have expanded two locations for adults in the incarceration program. There would be 14 dogs going to permanent homes with 5 dogs for Veterans as a thank you for their service.

Councilor Reid moved that the Keizer City Council approve the Event Center Fee Waiver use fees of \$1,050 but charge the refundable security deposit of \$1,150 for the Joys of Living Assistance Dogs Graduation on April 20, 2024.

Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

- f. **Event Center Fee Waiver - CASA of Marion County for the "We are for the Children" Annual Luncheon** Assistant City Manager Wood summarized the Staff Report. Jennifer Collins, Executive Director for Court Appointed Special Advocate (CASA) of Marion County, shared that they serve Marion County up to Woodburn. The luncheon was free and paid for based upon sponsorship with the goal of attendees to learn more about CASA, to obtain more volunteers, and secure annual and monthly, sustaining donors.

Councilor Reid moved that the Keizer City Council approve the Event Center Fee Waiver of the Event Center use fee of \$950 but charge the refundable security deposit of \$1,500 for the CASA of Marion County for the "We are for the Children" Annual Luncheon on October 10, 2024. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

- g. **ORDER - In the Matter of the Application of Michael and Susie Le for a Partition and Major Variance on Property Located at 527 Dearborn Avenue N, Keizer,** City Attorney Joseph Lindsay summarized the Staff Report.
- Councilor Reid moved that the Keizer City Council approve the Order In the Matter of the Application of Michael and Susie Le for a Partition and Major Variance on Property Located at 527 Dearborn Avenue N, Keizer, Oregon (Case No. 2023-12). Councilor Kohler seconded. Motion passed unanimously as follows:
- AYES: Reid, Starr, Cross, Husseman, Kohler, and Juran (6)
- NAYS: None (0)
- ABSTENTIONS: None (0)

Oregon (Case No. ABSENT: Clark (1)
2023-12)

**CONSENT
CALENDAR**

Councilor Kohler pulled item A, as he was out of town and not at the meeting, so he would not vote.

Council Reid moved that the Keizer City Council approve the December 11, 2023, Work Session Minutes. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Reid, Starr, Cross, Husseman and Juran (5)

NAYS: None (0)

ABSTENTIONS: Kohler (1)

ABSENT: Clark (1)

Council Reid moved that the Keizer City Council approve the January 22, 2024, Work Session Minutes. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Reid, Starr, Cross, Husseman, Kohler and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

a. Approval of December 11, 2023 Work Session Minutes

b. Approval of January 22, 2024 Work Session Minutes

OTHER BUSINESS

**a. Strategic Plan
Review: City
Mission
Statement**

City Manager Adam Brown led the discussion regarding the City's Mission Statement.

He shared the Current Mission statement: Keep City government costs and services to a minimum by providing City services to the community in a coordinated, efficient, and least-cost fashion.

The proposed Mission Statement was: We provide excellent City services to support quality of life, safety, and community for all.

Motion was made by Councilor Kohler to move the Mission Statement Review to a Work Session. Seconded by Councilor Cross. Motion passed as follows:

AYES: Reid, Starr, Cross, Kohler and Juran (5)

NAYS: Husseman (1)

ABSTENTIONS: None (0)

ABSENT: Clark (1)

Discussion ensued about the accomplishments in a Work Session. Mr. Brown suggested breaking down the various pieces one at a time. There was a request for mission statements from other comparable cities and to

see the feedback from the survey.

- b. Additional Item – Councilor Cross** Motion was made by Councilor Cross pursuant to Council Rules of Procedure, Section 3.4, to allow for a partial electronic meeting on March 4th to attend remotely. Seconded by Councilor Kohler. Motion Passed Unanimously.
AYES: Reid, Starr, Cross, Kohler, Husseman, and Juran (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

City Attorney Joseph Lindsay clarified that Councilor Cross could attend the meeting electronically upon a Motion pursuant to the Council Rules and Procedure, Section 3.4, based upon a particular need. In this case, it would be the need to be in two places at once.

There was a discussion about the Motion and Roberts Rules of Order. City Attorney Emeritus Shannon Johnson and City Attorney Joseph Lindsay provided clarification. Discussion ensued regarding why the Motion was made. There was a question if the intent was not to have a Work Session in the topic. Councilor Kohler explained his intent.

- c. Additional Item – Councilor Kohler** Councilor Kohler moved to reconsider the vote on fees for service Work Session that passed at the last City Council meeting. Councilor Juran seconded. Motion Passed as follows.
AYES: Cross, Kohler, Husseman, and Juran (4)
NAYS: Reid and Starr (2)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

Councilor Kohler moved to schedule the fee issue for a Work Session. Councilor Juran seconded. Motion Failed as follows.
AYES: Reid, Starr, and Husseman (3)
NAYS: Juran, Cross, and Kohler (3)
ABSTENTIONS: None (0)
ABSENT: Clark (1)

It was clarified that there was no longer a Work Session scheduled to discuss the vote on fees for service.

STAFF UPDATES

Assistant City Manager Wood commented on working with City Attorney Emeritus Shannon Johnson, which had been a pleasure.

Lieutenant Trevor Wenning reported that Sergeant Bamford was retiring and that they were in the process of selecting a new Sergeant. One position would be back-filled soon, and the Police Department was hoping for a lateral hire. A new officer would be sworn in soon.

Public Works Director Lawyer reported on the speed signs being delayed another week, and he thanked Mr. Johnson for all the information he learned from him. City Attorney Lindsay expressed his appreciation for getting to work with Mr. Johnson and for the Council's authorization for the transition of overlapping attorneys.

City Attorney Emeritus Shannon Johnson enjoyed working with Mr. Lindsay, and he was very patient.

COUNCIL MEMBER REPORTS

Council President Starr reviewed the community events she had recently attended and upcoming events.

Councilor Cross reviewed the community events she had recently attended.

Councilor Husseman appreciated Mr. Johnson and Mr. Lindsay.

Councilor Kohler reviewed the community events he had attended and upcoming events.

Councilor Reid reviewed events she had recently attended. The Keizer Art Display was being exhibited for the rest of the month. She appreciated the online work by the Neighborhood Associations representatives.

Youth Councilor Woodard reported on the upcoming events at McNary High School.

AGENDA INPUT

Monday, February 26, 2024 - 6:00 p.m.

Long Range Planning Task Force Meeting

Monday, March 4, 2024 - 7:00 p.m.

City Council Regular Session

Monday, March 11, 2024 - 6:00 p.m.

Joint Work Session of the City Council and Community Diversity Engagement Committee

Monday, March 18, 2024 - 7:00 p.m.

City Council Regular Session

ADJOURNMENT

Council President Starr adjourned the meeting at 9:55 p.m.

MAYOR:

APPROVED:

Council President Starr

Dawn Wilson, Deputy City Recorder

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