



MINUTES
KEIZER CITY COUNCIL
Monday, April 20, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:02 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
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
Andrew Copeland, Police Chief
Garrett Klever, Human Resources Direc
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION: Volunteer Recognition Month

Mayor Clark read the Proclamation recognizing April as Volunteer Recognition Month.

Chair Jane Herb from the Volunteer Coordinating Committee expressed appreciation for the Mayor and City Councilors, and she handed out Certificates of Appreciation and pens as tokens of appreciation.

b. KeizerFEST Update from Keizer Chamber of Commerce

Jeremy Turner, President, Keizer Chamber of Commerce, provided an update on the planned

events during KeizerFEST. Dan Clem, Executive Director of the Keizer Chamber of Commerce, encouraged the community to attend KeizerFEST and have some fun. The Art Walk would also be going on during KeizerFEST. A 15-day city-wide scavenger hunt would begin on May 1st and there would be prizes. The Mayor's Prayer Breakfast was also coming up.

Angela Plowhead, Board Chair, Marion Soil and Water Conservation District, shared about the District and its various grants, programs, and projects.

Từ Đức Tháo, President of the Vietnamese Community of Oregon, expressed his appreciation for the Proclamation recognizing Vietnamese-American Remembrance Day. Carlos Green, Keizer, Veteran shared about Vietnam. Veteran Jesus Montes shared about a program that included the involvement of children. A Certificate of Appreciation was presented to the Council.

COMMITTEE REPORTS (Committees, Neighborhood Associations, Youth Liaison)

a. West Keizer Neighborhood Association Annual Report

Rhonda Rich, President of the West Keizer Neighborhood Association (WKNA), summarized their annual report. Mandy Hanson, Vice President, was also present.

Council President Starr moved the 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 Kohler seconded.

Gratitude was expressed for the work of WKNA.

Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Northwest Keizer Neighborhood Association Annual Report

Griffin Walker, President of the Northwest Neighborhood Association (NWKNA), summarized their annual report. It was noted that NWKNA would be the first Neighborhood to have street art.

Tammy Saldivar, Vice President, was also present.

Gratitude was expressed to NWKNA for their work.

Council President Starr moved the City Council accept the report of the Northwest Keizer Neighborhood Association and extend recognition to the Northwest Keizer Neighborhood Association for an additional year. 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)

On item 5b in the Bylaws, NWKNA asked to expand the possibility of who could be on their board.

They wanted to change it to the Board shall be members of the association and shall "reside, own property, or operate a business" within the boundaries of the association.

Council President Starr moved the City Council to suspend the rules to take up the Northwest Keizer Neighborhood Association bylaw amendment. 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 the Keizer City Council approve the proposed Northwest Keizer Neighborhood Association bylaw amendment. 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)

Lindsey King, Planning Commissioner, provided an update on the most recent Planning Commission meeting on two proposed text amendments to the code. There was a discussion on Child Care Allowances amendments to align with state law. The Commissioners reached consensus to strike specific items from the code and rely on definitions instead, allowing automatic alignment with future state law changes without requiring repeated code amendments.

Ms. King also shared that the Commissioners also discussed Alternative Design Review (ADUs) and considered a correction to an identified error in the process for detached accessory dwelling units (ADUs) located in front yards. The Commission agreed to amend the Code accordingly.

Tanya Hamilton with Lisa Cejka present, members of the Parks Recreation and Advisory Board, summarized the recent meeting and noted that they recommended adding back into the Master Plan an Indoor Activity Center in Keizer Rapids Park with limited development to a maximum of 20 percent, locate it in Area B, and retain the dog park. The Board also recommended approval of field sponsorship naming at the turf field complex. There was a request to tour the Northridge Park at the annual Parks Tour with the Council and Parks and Recreation Advisory Board.

Mayor Clark commented that additional land, including the Buckles property acquired in 2014, was purchased following earlier planning efforts and is reflected in the 2014 urban growth boundary map. It was clarified that the City cannot expand further beyond its current boundaries, does not own or control land outside those limits, and cannot plan development on such property without County approval. It was also noted that any leases associated with the land are nominal, primarily intended to allow the City to maintain and manage the property.

There was a suggestion to add the legal limit of 20 percent to the Parks Master Plan. On page 108 of the 2021 Master Plan, was the list of amenities to consider. Mr. Brown shared that it was taken out of the Capital Project List, and without being on that list, it is ineligible for System Development Charges (SDC). It was listed in Section 4.1 and on the list. There was a suggestion that it should be included in the Capital Project List if they wished to be able to use SDCs.

Discussion ensued regarding the history of the Parks Master Plan and the intent of the green space in relation to the Plan.

Robin Barney, Community Diversity Engagement Committee (CDEC) Member, shared about a new event the CDEC would be hosting on Saturday, October 10. It would be a multicultural event. She shared that they were looking for 40 volunteers to help. They were looking for donations, and this would be a free event. Tammy Kunz, Chair, CDEC shared about their most recent meeting.

Youth Councilor Guptill shared that Little League games were happening.

PUBLIC COMMENTS

Written comments from Brent Deart, President of LBD, Inc., doing business as Salem Aviation, for the Fly Salem grant applications, and another from Daniel Potter, Keizer, who was opposed to the proposed event pavilion at Keizer Rapids Park, were acknowledged for the record.

Michael Welsch, Keizer, Country Glen Park, thought that the park needs to be made ADA (Americans with Disabilities Act) accessible. He was in support of upgraded equipment for the Park. He would like to see a fence installed around the Park and more Disc Golf courses.

Jane Titchenal, Keizer, wanted to keep Keizer Rapids Park free, accessible, and have as much green space as possible. She felt that whatever type of center may be placed, there needs to be more family-focused. She encouraged community involvement with this decision.

Rhonda Rich and Mandy Hanson, WKNA, requested that an adventure course be included in the Parks Master Plan. They felt there were other members of the community, the Junior ROTC (Reserve Officers' Training Corps) and the U.S. Army Keizer Recruiting Station, that would enjoy an adventure course. It was noted that the adventure course was already included in the Parks Master Plan.

Tim Hay, President, Fly Salem Foundation, asked for the Council's support for a Travel Oregon grant application and SCASDP (Small Community Air Service Development Program). He was working in partnership with the Keizer- and Salem-area Chamber, Travel Salem, the City of Salem, and SEDCOR (Strategic Economic Development Corporation) to restore commercial airline service to the Salem Willamette Valley Airport.

Mr. Hay reported recent meetings with airlines in California and noted strong interest from carriers in re-entering the Salem market. He referenced a prior airline that operated successfully in Salem, noting that its departure was due to broader market shifts rather than local viability, and emphasized that Salem and the Willamette Valley have been demonstrated to be a viable market for air service. He requested a letter of support from the City for the effort.

Council President Starr moved that the Keizer City Council suspend the rules to take up the matter of a letter of support. 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 authorize the writing of a letter of support for the Small Community Air Service Development Grant Proposal being submitted by the Salem Willamette Valley Airport. 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)

There was a 10-minute recess at 8:10 p.m.

CONSENT CALENDAR

a. Approval of March 30, 2026 Work Session Minutes

Mayor Clark pulled items b and c.

Council Vice President Cross pulled item d.

Council President Starr moved to approve the Consent Calendar, consisting of Item a, approval of the March 30, 2026, Work Session. 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)

b. Approval of April 6, 2026 Regular Session Minutes

Mayor Clark noted that on the Child Abuse Prevention Awareness Month Proclamation, she asked to add that the Proclamation was also issued to Eva Pignotti, the Chief Program Officer of Early Learning and Childcare, at the Mid-Willamette Valley Community Action Agency.

Council President Starr moved to approve the April 6, 2026, Regular Session Minutes with corrections. 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)

c. Approval of April 13, 2026 Work Session Minutes

On page 3 of the Work Session Minutes, it stated that the Budget Committee wanted the joint budget for marketing, but the Budget Committee did not want a joint budget for marketing and wanted to keep it in the individual neighborhood associations' budgets.

Council President Starr moved to approve the April 13, 2026, Work Session Minutes with corrections. 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)

d. RESOLUTION - Authorizing Disposition of Unclaimed Found Personal Property

Council Vice President Cross asked what other Cities are doing for the unclaimed, lost and found personal property.

It was clarified that all of the items are lost and found, and the owners were unknown, when the value of the unclaimed property was under \$250. There was a suggestion to add information about lost and found on the website. There was a suggestion that if there were items that were in good condition, they should be donated.

Council President Starr moved to adopt Resolution R2026- Authorizing Disposition of Unclaimed Found Personal Property. 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)

PUBLIC HEARINGS

a. RESOLUTION - Authorizing City Manager to Sign Purchase and Sale Agreement with John E. Batzer, Trustee of the North Pacific Trust, SM3KZR LLC, and Keizer Petroleum LLC (Keizer Station Area C-1)

Mayor Clark opened the Public Hearing and noted that it was to continue the Public Hearing that was open at the City Council Meeting on April 6th.

City Manager Adam Brown summarized the staff report. Discussion followed regarding when the funds would be received. Environmental testing and a traffic impact analysis would be conducted. The goal was for permits to be issued and the land to be cleared within four to six months.

Tammy Kunz, GNEKNA President, shared that the community members she had spoken with were in support.

With no further testimony, Mayor Clark closed the Public Hearing.

Council President Starr moved to adopt Resolution R2026- Authorizing City Manager to Sign Purchase and Sale Agreement with John E. Batzer, Trustee of the North Pacific Trust, SM3KZR LLC, and Keizer Petroleum LLC (Keizer Station Area C-1). Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Authorizing Chief of Police to Enter Into Intergovernmental Agreements with Salem-Keizer School District 24J (Safety and Support Response Team Officer; and

Youth Safety and Support Officer)

Police Chief Andrew Copeland summarized the staff report. There was a question about whether the four percent escalator would be enough to cover all of the increasing expenses over the five years. Mr. Brown noted that it was four percent over the entire contract amount. The projection was to break even.

Council President Starr moved to adopt Resolution R2026- Authorizing Chief of Police to Enter Into Intergovernmental Agreements with Salem-Keizer School District 24J (Safety and Support Response Team Officer; and Youth Safety and Support Officer). 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)

OTHER BUSINESS

Mayor Clark commented that the League of Oregon Cities was asking Cities to issue letters opposing HR 2289. Mr. Lindsay explained that the League of Oregon Cities had previously retained outside counsel, Nancy Warner, to provide comments related to rulemaking before the Federal Communications Commission (FCC).

Mr. Lindsay noted that a separate matter was now pending before Congress in the form of proposed legislation that would change existing law. The proposal could limit local governments' authority over public rights-of-way by restricting revenue to a cost-recovery model only. He explained that, under current Oregon law, municipalities manage rights-of-way through franchise agreements that may allow for fees up to 7%, which function similarly to rent for use of public infrastructure and help cover administrative, regulatory, and oversight responsibilities. The proposed federal changes could significantly reduce this revenue and local control.

Mr. Lindsay recommended that the City send a letter to its legislators expressing opposition to the proposed legislation and supporting the preservation of local control over rights-of-way.

Council President Starr moved to suspend the rules and take up the matter of the letter to Congress. Councilor Kohler seconded. Motion passed 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 authorize a letter to our congressional delegation regarding the recent request from the League of Oregon Cities. Councilor Kohler seconded.

There was a request to include all of the signatures of the Mayor and Councilors.

Motion passed as follows:

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

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

City Manager Brown explained that Travel Salem would be applying for a grant from Marion County aimed at tourism marketing for the Destination Marketing Organization (DMO) from a \$300,000 grant opportunity. It was noted that while the Keizer Chamber supported the grant, they would not be applying for the grant. There were questions about why the City was not applying for the grant funds.

Mr. Brown suggested that he could apply for \$10,000 from the \$300,000 in available funds to help supplement the fryer purchase for Keizer Little League Park. Councilor Christopher, Council President Starr, and Council Vice President Cross offered their help with the grant application to help pay for park improvements. There was a suggestion to have Sports Facilities Companies assist with the grant application.

Council President Starr moved to suspend the rules to take up the issue of applying for this DMO grant. Councilor Kohler seconded. Motion passed unanimously.

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 direct staff to apply for the economic development grant and work with the identified City Councilors that are willing to help put this grant together for the DMO grant from Marion County. Councilor Kohler seconded.

There was clarification that City Manager Brown would still apply for a portion of the grant fund for the fryer.

Motion passed 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 suspend the rules to take up the matter of extending the meeting until 9:30 p.m. Councilor Christopher seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Christopher (4)
NAYS: Juran, Cross, Parsons (3)
ABSTENTIONS: None (0)
ABSENT: None (0)

Council President Starr moved to suspend the rules to bring up the item of the Grant Application from the City of Keizer's Multi-Modal Safety Committee to the Keizer Rotary Foundation. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Cross, Parsons, and Christopher (7)
NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr shared about a \$500 grant application for the bike helmet program. She also requested that the Council direct staff to bring back to the Agenda suggestions for addendum A for each of the committee resolutions where it prohibits committees from seeking grant funds for any activity that does not come before the committee or the City Council.

Councilor Kohler moved to authorize the submission of the grant application to the Keizer Rotary Foundation for \$500 worth of bicycle helmets. Councilor Christopher seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Juran and Council Vice President Cross expressed concern about not seeing the grant application. Council President Starr read the grant application for the helmet program for education and equipment (helmets) to riders in the Keizer community.

Mayor Clark provided a substitute motion that the Keizer City Council request that the Keizer Rotary Foundation pause on this grant application until it can be put through proper channels through our processing for resubmission.

The current number of helmets and fund balance were noted.

Seconded by Council President Starr. Motion passed as follows:

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

NAYS: Kohler (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to suspend the rules to take up the matter of bringing back a process outlining how committees go about applying for grant funding. Councilor Kohler seconded.

Council President Starr moved that the Keizer City Council direct staff to bring back a process outlining committee steps when they want to apply for a grant. Councilor Christopher seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Kohler moved to suspend the rules and take up the matter of the video script for the volunteering video that the McNary High School has agreed to provide for us and produce. Councilor Christopher seconded. Motion passed as follows:

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

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

Councilor Kohler moved to approve the script as written in the final edit. Councilor Christopher seconded.

There was a question about whether the script went through staff. Mr. Brown shared that he had read through it and was okay with the language. Councilor Christopher suggested that in Scene 4, the word "review" be changed to "interview" and "put forward to be approved" be changed to "recommended to be appointed."

There was a timeliness issue since the students were only in session for a couple more months. Jane Herb, Chair of the Volunteer Coordinating Committee, shared that the Council would see the video.

Councilor Kohler noted the urgency to have the Volunteer Recruitment Video produced before the school year ended, so that students could do the video production, so the script needed to be approved as soon as possible.

Mayor Clark noted that the motion was as-amended by consensus with the changes.

Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

STAFF UPDATES

There were no staff updates.

COUNCIL MEMBER REPORTS

There was a reminder to attend the Keizer Community Dinner on Wednesday.

AGENDA INPUT

Monday, May 4, 2026 - 6:00 p.m.

City Council Regular Session

Monday, May 11, 2026 - 6:00 p.m.

Budget Committee Meeting

Tuesday, May 12, 2026 - 6:00 p.m.

Budget Committee Meeting

Thursday, May 14, 2026 - 6:00 p.m. - If needed

Budget Committee Meeting

Monday, May 18, 2026 - 6:00 p.m.

City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:28 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____