



MINUTES
KEIZER BUDGET COMMITTEE
Monday, May 12, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. CALL TO ORDER

Mayor Clark called the meeting to order at 6:01 p.m.

2. ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Lore Christopher, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Matthew Stalheim
Melissa Martin
Elaine Wilson
Jane Herb
Susan London
Jonathan Thompson
Bruce Anderson

Staff:

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

3. ANNUAL VOLUNTEER RECOGNITION ~ by Kim Freeman

Kim Freeman, Vice Chair of the Volunteer Coordinating Committee, recognized the Budget Committee volunteers, acknowledged the proclamation, and handed out City of Keizer lapel pins and Certificates of Appreciation.

4. ELECTION OF BUDGET COMMITTEE CHAIR & VICE CHAIR

Cathy Clark nominated Johnathan Thompson as **Chair**. **Melissa Martin** seconded. There were no other nominations. **Nomination approved by unanimous consent.** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

Cathy Clark nominated Kyle Juran as **Vice Chair**. **Daniel Kohler** seconded. There were no other nominations. **Nomination approved by unanimous consent.** Clark, Starr, Cross, Juran, Parsons, Christopher,

Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

5. APPROVAL OF BUDGET CALENDAR

Bruce Anderson moved to approve the Budget Calendar. Daniel Kohler seconded. Motion passed unanimously as follows: Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

6. APPROVAL OF BUDGET COMMITTEE MEETING MINUTES

Councilor Juran moved for approval of the May 13, 2024 and the May 14, 2024, Minutes. Mayor Clark seconded. Motion passed unanimously as follows: Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

a. May 13, 2024 Minutes

b. May 14, 2024 Minutes

7. CITY MANAGER BUDGET MESSAGE

City Manager Adam Brown presented the budget message. There was discussion about the Sidewalk Gap Program and developing a discount program for under 60 years of age and in need.

8. PUBLIC TESTIMONY

Jeremy Turner, Keizer Chamber of Commerce President, shared that he was available for questions about their budget request. Corri Johnson, Keizer Chamber of Commerce Executive Director, commented on their marketing efforts related to tourism. There was discussion about the digital directory. There was a question about Transient Occupancy Tax(TOT) and what other services include. There was discussion about the fiscal year for the Chamber of Commerce and the City being different and about the \$40,000 that the City Council had recently approved.

Robert Becker, Keizer Heritage Foundation Board, presented an update on the Keizer Heritage Museum and the Keizer Cultural Center and thanked the Council for their support. The Budget request was discussed including the permanent exhibits. It was noted that many of the capital projects that had been funded over the last several years were with ARPA funds and that the ARPA funding was expended.

Tim Davis, Valor Mentoring, presented a budget request for the Keizer Rapids Summer Concert series. He provided the Budget Committee with the Budget Overview. Discussion ensued regarding the amount waived in park fees by the City. The budget request was for \$10,000 and for Park Fees to be waived. It was noted that in order to keep the concert series free, they needed sponsors. There was conversation about the operation and expenses of the Summer Concert series. Uptown Music was helping with equipment. There was a suggestion to bring up the funding under the TOT discussion as people traveling to the event. There was a suggestion to

charge for parking to generate revenue.

Jennifer Palanuk, Salem Leadership Foundation and Keizer United, expressed gratitude for their support. She reviewed the various presentations they had.

Barbara Miner, President Keizer Community Library presented the budget request for the Keizer Community Library.

9. BUDGET PRESENTATION AND DELIBERATION

- a. **The proposed draft budget will be presented in the following order, beginning at the first Budget Committee Meeting on May 12th. Items that are not covered during the May 12th meeting will be discussed at the meeting/s May 13th and May 15th if needed.**

Administrative Services Fund – Summary – page 92

- **City Manager's Office – pages 94-95**
- **City Attorney's Office – pages 96-97**
- **City Recorder's Office – pages 98-99**
- **Human Resources – pages 100-101**
- **Finance - Non-Departmental – pages 102-103**
- **Information Technology – pages 104-105**

Assistant City Manager Tim Wood brought attention to the Distinguished Budget Presentation Award received for the 11th consecutive year in a row. He then reviewed state requirements of the Budget Process, fund restrictions, the responsibilities of the Budget Committee, and revenues and expenditures of all funds combined. He reviewed staffing, employee benefits, PERS retirement contribution rates, medical and dental insurance and the use of American Rescue Plan Act (ARPA) funds.

The following items were highlighted because of fund increases or decreases:

City Manager: PERS and Travel increase

City Attorney: PERS increase and a decrease in the the Legal Services Contracts

City Recorder: PERS increase. There was a question about the increase in overtime expenses for the Deputy City Recorder.

Human Resources: PERS increase

Finance: PERS increase. There was no single audit needed so there would be a decrease.

Information Technology: There were several software costs that had been paid with ARPA funds that would now be included in the budget: new records management software, a new server, cameras in the parks, desktop upgrades, police computers. Assistant City Manager Wood explained the cost of the intergovernmental IT agreements. City Manager Brown shared that he was in the planning process with the Police Department on a Master Plan for cameras. Chief Copeland provided recent examples of crimes being solved because of the help of the cameras.

Utility Billing: PERS increase. There was an increase in overtime due to coverage needed with a small staff in relation to Paid Leave.

Non-Departmental Public Works: PERS increase

Event Center Facilities: PERS increase. There was a concrete project near the dumpsters, and squares of carpet in the Police Department.

- **Utility Billing – pages 106-107** There were comments about the Civic Center Improvements Fund. There was a request to see what improvements were being looked at in the future.
- **Public Works - Non-Departmental – pages 108-109** General Administration: There were increases to office materials, City Council expenses, and Liability Insurance. There was a question about whether the Salem Chamber was included in the Association Memberships. It was not and the Budget Committee could make a note to discuss. There was discussion about the League of Oregon Cities training for the City Councilors.
- **Public Works - Civic Center Facilities – pages 110-112**
- **General Administration – pages 112-114** There was a break from 8:10 p.m. - 8:20 p.m.

General Administration

Public Works Funds

- **Street – pages 115-117** Kyle Juran moved to approve the Administrative Services Fund as presented. Daniel Kohler seconded.
- **Street Lighting District – page 118** Mayor Clark moved to amend the Administrative Services Fund to add the Salem Chamber of Commerce in the amount of \$3,000. Bruce Anderson Seconded.
- **Transportation Improvements – page 119** There were questions and discussion about the benefits of joining the Salem Chamber of Commerce. It was noted that it would be a benefit to marketing for the City and for the Keizer Event Center.
- **Stormwater– pages 120-122**
- **Sewer – pages 123-124** Shaney Starr moved to table the motion. Seconded by Councilor Christopher. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)
- **Sewer Reserve – page 125**
- **Water – pages 126-128** **The original motion was considered. Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)
- **Water Facility Replacement – page 129**
- **Park Services Fee – pages 130-132**
- **Park Improvements – page 133**

Street Fund

Public Works Director Lawyer explained that there would be a request from the Traffic/ Safety/ Bikeways and Pedestrian Committee for green bike lane markings. He had not included the green bike lane markings in the budget, as he felt that it was not a necessary item. He noted that if it was decided to have the green markings, an adjustment could be made to the capital improvements section of the budget by reallocating the funds to the contractual services line item. It was noted that there was a duplication in a \$2,000 parade expense.

General Funds – Summary - Page 134

- **Non-Departmental Resources – pages 135-136** Kyle Juran moved to approve the Street Fund as presented. Motion

- **Non-Departmental Requirements – pages 137-138**
- **Planning – pages 139-140**
- **Municipal Court – page 141**
- **Police Operations – pages 142-143**
- **Transient Occupancy Tax - page 144**

died for lack of second.

Kyle Juran moved to approve the Street Fund with the amendment to remove \$2,000 from line 45 for Parade Traffic Control. Cathy Clark seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

Street Lighting District

Kyle Juran moved to approve the Street Lighting District Fund as proposed. Daniel Kohler seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

Other Funds

- **Police Services Fee – page 145**
- **American Rescue Plan Act – pages 146-147**
- **Event Center – pages 148-149**
- **Public Education Government Access (PEG) – page 150**
- **Keizer Youth Peer Court – page 151**
- **Housing Rehabilitation Program – page 152**
- **Energy Efficiency Loan Program – page 153**
- **Keizer Station Local Improvement – p 154**
- **PERS Obligation - page 155**

Transportation Improvement Fund

Kyle Juran moved to approve the Transportation Improvement Fund as presented. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

Stormwater Fund

The proposed fee increase was discussed. There was a suggestion to bring fee increases to the City Council before they come to the Budget Committee. It was noted that it had come before the Long Range Planning Task Force. Mr. Lawyer reviewed the upcoming projects for the Stormwater Fund. There was a request to see all the fee increases on the water bill. Concern was expressed about raising fees.

It was noted that the City had requirements to meet in order to not receive violations and the violations could be quite costly. Mr. Lawyer explained that the City's utility costs were also increasing.

Mr. Wood explained that the total fee increases in the manager's recommended budget is \$4.16 per month for a single family residence and would show up as \$8.32 on the bi-monthly statement.

Sewer Fund

It was noted that the fee was set by the City of Salem and that there is a City Councilor and Staff Liaison who serve on the Regional Task Force.

Kyle Juran moved to approve the Sewer Fund as presented. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

Sewer Reserve Fund

Kyle Juran moved to approve the Sewer Reserve Fund as presented. Susan London seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0).

Water Fund

There was a comment that there was a fluoride expense in the fund and that it was increasing.

Water Facility Replacement Fund:

Mr. Lawyer reviewed the planned Capital Improvements.

Parks Services Fund

There was discussion about an increase in maintenance at Keizer Little League Park for drainage and parking lot design. There was discussion about adjusting the fees to be equitable.

Park Improvement Fund

It was noted that the City had received a State Parks grant for \$84,200 for the Gold Star Memorial.

Kyle Juran moved to approve the Park Improvement Fund as presented. Cathy Clark seconded. **Motion passed unanimously as follows:** Clark, Starr, Cross, Juran, Parsons, Christopher, Kohler, Stalheim, Martin, Wilson, Herb, London, Thompson, and Anderson in favor. (14-0-0)

**10. OUTSIDE
BUDGET
REQUESTS**

a. **Outside Budget Requests** There was no discussion on this item.

11. ADJOURNMENT Chair Thompson adjourned the meeting at 9:42 p.m.

Minutes approved: _____

Deputy City Recorder