



MINUTES
KEIZER CITY COUNCIL
Monday, May 18, 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
Felicia Gupstill, 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
Trevor Wenning, Police Lieutenant
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION - Jewish American Heritage Month

Rabbi Avrohom Perlstein, Director of the Chabad Center for Jewish Life, shared about Jewish ideas and encouraged humanity to hold hope.

Mayor Clark read the Proclamation recognizing May as Jewish American Heritage Month. She presented the Proclamation to Rabbi Perlstein.

b. PROCLAMATION - Gold Star Families Month

Matt Lawyer shared about the vision and creation of the Gold Star Families Memorial Monument

highlighting the work of volunteers in the community. Mayor Clark read a Proclamation recognizing May of 2026 the Gold Star Families Month. Matt Lawyer, Keizer and Chair of the Parks and Recreation Advisory Board, shared information about the recently installed monument and the ceremony at PFC Ryan J. Hill Memorial Park.

c. RECOGNITION - 2025-2026 Youth Councilor Felicia Guptill

Youth Councilor Guptill thanked the Council for the work they do to make the community a better and safer place. The Council recognized Youth Councilor Felicia Guptill for her contributions and work serving on the City Council.

d. Keizer Community Fields Association Bi-Annual Report

City Manager Adam Brown introduced Nicholas Wells.

Nicholas Wells, President Keizer Community Fields Association (KCFA), thanked the Council for the Gold Star Families Memorial Monument and recognition of Gold Star Families Month. A letter was distributed to the Council. Mr. Wells read the letter, which included an update on the restructuring of KCFA.

There was a question from the Council about the profit and loss statement and the memo of the list of users. Mr. Wells explained that with the transition, they have been working on the profit and loss statement. It was noted that a new board was in place, and they were compiling the information from the bank accounts and following the bylaws. A detailed profit and loss statement would be provided in the future. It was anticipated that it could be done a month from the purchase date of the software. There was a question about having the books reviewed or audited. Mr. Wells shared that they were working with an attorney to figure out everything that should be done and filed. Council President Starr expressed alarm about the matter. Discussion ensued about the timing of receipt of the quarterly reports. It was noted that there had been several meetings with the City Staff and Mr. Wells since he came on the Board.

Council President Starr requested a work session to discuss the concerns and issues and develop a plan. Mr. Wells shared that they were about \$100,000 short of meeting their goal. He felt that had the operations been the same the whole time as they were planning to operate moving forward, they would have easily achieved the numbers. Mr. Wells was encouraged to review the Bylaws. Councilor Cross felt there needed to be professional experience rather than just volunteers managing the turf fields.

COMMITTEE REPORTS

Larry Porter, Member of the Community Diversity Engagement Committee, summarized the recent meeting. It was noted that rack cards had been printed and distributed.

Matt Lawyer, Claggett Creek Watershed Council, shared about the upcoming Soggy Day in the Park event.

Jessica Blakely, Salem Housing Authority, shared the work of the Salem Housing Authority in Keizer. She was available to attend the Council meetings monthly. Mayor Clark commented on the needs in this community for folks to access affordable housing. Mayor Clark suggested receiving information about legislative advocacy.

Youth Councilor Felicia Guptill announced that McNary Band took state.

PUBLIC COMMENTS

Mayor Clark acknowledged the written comments received from Tammy Kunz, Dan Clem, and Monica Njoroge. Mayor Clark asked about deferring the Neighborhood Association's budget item to be incorporated by reference into the Budget Hearing. City Attorney Lindsay suggested accepting the material and then including it in the next Council packet.

Monica Njoroge, Keizer, explained her request to allow for the consideration of dwarf goats in documented emotional support situations. She distributed an image of her goats.

There was Council consensus for the Planning Commission to bring back a recommendation to Council related to goats, specific to emotional support.

BJ Toewe, Keizer Community Library Board Member, shared that the book sale netted more than they had ever raised, they had put in a request for the establishment of a Friends of the Library Board, and the Oregon State Library Board unanimously approved the Keizer Community Library as a Public Library. She thanked the Council for the Resolution that the Council passed, which was a huge step in becoming recognized as a Public Library. She encouraged the community to visit the Library. Council President Starr thanked Ms. Toewe for her work.

Matt Myers, Keizer, thanked Lieutenant Wenning for the increased police presence on Verda Lane. He asked about an engineering study on Verda Lane for additional stop signs. Public Works Director Keare Blaylock would follow up. There was a question about if it required an engineering study to add stop signs. Mr. Brown explained that there typically was advice from an engineer and that the City had the authority to place stop signs in the City.

There had also been a suggestion to reduce the speed south of the roundabout. Mr. Myers noted that there were studies, and the volume was significant. Ms. Blaylock shared that the concern was reviewed by the City's Engineer, but the direction was not to move anything forward with respect to the South end and the speed zone because of the ongoing project and new signage. Staff would provide an update to the Council in June. Council President Starr requested that Department Directors be at the Committee Meetings. Ms. Blaylock explained that even though she would attend Committee meetings, she may not have on-demand answers because there were often times for follow-up needed.

Cami Brock and Christine Persick, School Counselors at Claggett Creek Middle School, had a request to host some back-to-school nights at City Parks. They were asking for the fees for the shelters at Keizer Rapids Park and Claggett Creek Park to be waived for one night in September.

Rhonda Rich, Keizer, West Keizer Neighborhood Association, asked the Council to consider the \$1,200 budget request for all of the Neighborhood Associations. She commented about how the funding impacts their Neighborhood Association. She asked the Council about what information they were looking for from the Neighborhood Associations to fund the \$1,200 amount. Councilor Parsons asked for the receipts to be turned in, so they knew the amount, and Mayor Clark asked to show the donations and multipliers to show leverage. There was a question about if they had applied for grants, and it was noted that the Neighborhood Associations were not a non-profit.

There was discussion about electronic meetings.

Tammy Kunz, Keizer, Greater Northeast Keizer Neighborhood Association President, read the written comment she had provided. She asked the Council to consider the \$1,200 budget request for all of the Neighborhood Associations and commented on the funding impacts.

There was a 10-minute break at 8:06 p.m. The meeting resumed at 8:16 p.m.

CONSENT CALENDAR

Council President Starr moved that the Keizer City Council approve the Consent Calendar.

Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

a. Approval of April 27, 2026 Special Meeting Minutes

b. Approval of May 4, 2026 Regular Session Minutes

PUBLIC HEARINGS

a. **RESOLUTION** - Authorization for a Supplemental Budget - PERS Obligation Fund Reclassification

RESOLUTION - Authorization for a Supplemental Budget - General Fund - Transient Occupancy Tax and Event Center Fund Transfer

RESOLUTION - Authorization for a Supplemental Budget - Sport Facility Operations Fund - Little League Operations

RESOLUTION - Authorization for a Supplemental Budget - Administrative Services - Finance Utility Billing - Contractual Services

Mayor Clark opened the Public Hearing.

Assistant City Manager Tim Wood summarized the staff report. There were questions about the budget for the Sports Facilities Companies.

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

Council President Starr moved to adopt Resolution R2026- Authorization for Supplemental Budget - PERS Obligation Fund Reclassification. 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 to adopt Resolution R2026- Authorization for Supplemental Budget

- General Fund - Transient Occupancy Tax and Event Center Fund Transfer. 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 to adopt Resolution R2026- Authorization for Supplemental Budget - Sport Facility Operations Fund - Little League Operations. 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 to adopt Resolution R2026- Authorization for Supplemental Budget - Administrative Services - Finance Utility Billing - Contractual Services. 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. Consideration of the Volunteer Video

This item was pulled from the agenda.

b. RESOLUTION - Adopting Attendance Policy for City of Keizer Boards, Commissions and Committees Except for the Planning Commission

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved to adopt Resolution R2026- Adopting Attendance Policy for City of Keizer Boards, Commissions and Committees Except for the Planning Commission. Councilor Kohler seconded.

Mayor Clark suggested that the goal be moved from the bottom to the top. Friendly amendment accepted. The seconder accepted.

Mayor Clark asked for a friendly amendment after the words notify the Chair and Council Liaison. Discussion ensued regarding at which point a Council Liaison should be notified.

There was discussion about tracking attendance.

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. RESOLUTION - Authorizing the City Manager to Award and Enter Into an Agreement With KNL Industries, Inc. for 2026 Pavement Resurfacing

Public Works Director Keare Blaylock summarized the staff report. There was a question about crack sealing versus resurfacing. Ms. Blaylock explained that she was looking into alternative program options as a way to preserve the roads and save funds. The Pavement Condition Index (PCI) and assessment were discussed. There was a question about if the Multi-Modal Safety Committee were aware of the project. It was noted that there was a priority list of roads for pavement resurfacing. There was a comment about the increased costs related to required curb ramp upgrades. Funding mechanisms were discussed.

Council President Starr moved to adopt Resolution R2026- Authorizing the City Manager to award and enter into an agreement with KNL Industries, Inc. for 2026 pavement resurfacing. 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 - Adopting Policy for Keizer Committees, Boards, and Commissions Desiring to Apply for Grants

City Attorney Joseph Lindsay summarized the staff report. Discussion ensued regarding what would be considered appropriate.

Council President Starr moved to adopt Resolution R2026- Adopting Policy for Keizer Committees, Boards, and Commissions Desiring to Apply for Grants. Councilor Kohler seconded.

Mayor Clark suggested that budgetary limitations, match requirements, and other obligations be considered. There was discussion about that information being included in the staff report to the Council from the Department Director.

Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. RESOLUTION - Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376

City Manager Adam Brown summarized the staff report. There would be a Work Session on the Equivalent Service Unit (ESU) Model. Discussion ensued regarding calculating the number of ESUs for a business and the budget target. There was discussion about projections and the timing of how the data on the ESU formula.

There would need to be an audit for duplexes. There was building permit data that would help. Discussion ensued regarding developing a communications plan so that it would not be a shock to

the community.

It was noted that there was some interest in moving to monthly billing. Mr. Wood explained that the costs were initially estimated to be \$300,000, which did not include all of the required costs. There was a suggestion to look at bill averaging in order to move to monthly billing.

Council President Starr moved to adopt Resolution R2026- Amending the City of Keizer Police Services Fee; Repealing Resolution R2023-3376. Councilor Kohler seconded.

Mayor Clark asked if anyone in the audience would like to comment on this resolution, and no one came forward to comment.

Councilor Christopher asked for a friendly amendment to review the need for the increased fees at the last meeting in December. The friendly amendment was accepted. Seconder accepted the friendly amendment. 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. Referral Ordinance for Advisory Question

Council President Shaney Starr moved to extend the meeting to address item f and the remainder of the agenda. Seconded by Councilor Kohler. Motion passed as follows:

AYES: Clark, Kohler, Starr, Christopher, and Parsons (5)

NAYS: Cross and Juran (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

City Attorney Joseph (Joe) Lindsay summarized the staff report. Discussion followed on advisory votes and some of the timing issues.

Councilor Christopher moved to direct Joe to put together an ordinance to see what it looks like to see if that's something we want to enact based on a generic advisory vote ordinance. Second by Councilor Cross. Motion passed as follows:

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

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

OTHER BUSINESS

Councilor Christopher asked for the following changes to the Neighborhood Association Ordinance:

- All Neighborhood Associations must meet at the Event Center for safety, security, and consistency, and the City would allow use of the owl.
- Northeast Keizer Neighborhood Association had a friends-only Facebook page, and all Neighborhood Associations should be public pages with the follow only option.

- All Neighborhood Associations should turn in expenses at least quarterly.

Mayor Clark felt that there should be a discussion with the Neighborhood Associations. Mr. Lindsay shared that he would be bringing the Neighborhood Association ordinance to the Council with the requested revisions.

Councilor Christopher moved that these three items are included in the update that we've already asked Joe for and includes expenses turned in at least quarterly, no friend pages to opt-in, they have to do public pages, and all meetings at the Event Center, and we would extend use of the owl. Seconded by Councilor Cross.

Discussion ensued regarding electronic meeting platforms and the staff time it takes. There was a suggestion for the City to purchase a Zoom account or another platform for all of the Neighborhood Associations to use. The City would review the terms of use and policies. Mr. Brown noted that there was also a free platform.

Mayor Clark noted that she would vote no because she wanted to hear from the Neighborhood Associations and then make the decision together. She did not want to leave them out of the decision-making process. It was suggested to let the Neighborhood Associations know that the matter would be discussed and invite them to attend the meeting and take comment at that time. Discussion ensued regarding the three proposed amendments.

Mayor Clark asked for a friendly amendment that the social media communication for the Neighborhood Associations be publicly accessible. The friendly amendment was not agreed upon.

Motion passed as follows:

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

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

STAFF UPDATES

Lieutenant Wenning announced that BLAST Camp was back and registration would be opening soon.

COUNCIL MEMBER REPORTS

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended, as well as upcoming events and available work session dates.

AGENDA INPUT

Mayor Clark shared upcoming City Council Regular Sessions and Work Sessions. It was noted that the Work Session on the turf field discussion would be on June 29th.

There was no objection to canceling tonight's Executive Session meeting due to the lateness.

ADJOURNMENT

Councilor Christopher moved to change the date for the for the performance evaluations to be June 30th. There was no second.

Council President Starr moved to suspend the rules and take up the matter of changing the timeline for the City Manager and City Attorney evaluations. There was no second.

Human Resources Director Garrett Klever shared that contract amendments for the City Manager and City Attorney would be needed procedurally to change the evaluation timeline. Mr. Brown further explained that a contract amendment would need to be brought back before the Council for approval.

Councilor Christopher moved to change the date due for performance evaluations to June 30th. Motion was withdrawn.

Mayor Clark adjourned the meeting at 9:55 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____