MINUTES
KEIZER CITY COUNCIL
Monday, July 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

Absent:

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 Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

There were no special orders of business.

COMMITTEE REPORTS

Jessica Blakeley, Salem Housing Authority, provided an update on affordable housing activities in Keizer. She thanked the Keizer Police Department for supporting youth programs, shared current housing assistance statistics for Keizer residents, and announced an upcoming National Night Out event at Sequoia Crossings.

She reported that the U.S. Department of Housing and Urban Development (HUD) directed cost-saving measures that would reduce Housing Choice Voucher payment standards beginning August 2nd, with changes affecting new leases immediately and existing voucher holders at their next recertification. She also explained that the Housing Authority had entered a HUD shortfall status and would implement additional cost-saving measures.

Ms. Blakeley noted that the Housing Authority Commission would consider transferring nine properties, including two in Keizer, to Habitat for Humanity to promote affordable homeownership. She also highlighted upcoming back-to-school resources, a fair housing and landlord symposium, and invited public participation at upcoming commission meetings.

Council President Starr moved that Counselor Christopher be allowed to attend via Zoom and considered present, and it's important to do so. Seconded by Councilor Kohler. Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, and Parsons (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Christopher (1)

Jill Gust, member of the Parks Recreation and Advisory Board, shared about the recent meeting.

Tammy Kunz, Greater Northeast Keizer Neighborhood Association, shared their upcoming events.

PUBLIC COMMENTS

Mayor Clark reviewed the public written comments.

Robert Becker, Manager of the Keizer Heritage Museum, shared the upcoming Keizur Exhibit at the Capitol from August 3rd thru 28th. This event highlights the role that Thomas Dove Keizur played in forming the Oregon Territory.

Dustin Karstetter, Keizer, clarified that his communication as a Keizer resident and shared his thoughts on the management of the turf fields by Keizer Community Fields Association. Mr. Karstetter provided written comments that would be distributed to the council the following day.

C.J. Shaw, Keizer, shared his concerns about working with the Keizer Police Department. City Manager Brown would follow up.

Ronald Herrera, Keizer, shared that he made freeway signs that were displayed on a Sunday. He expressed his concern about how the signs were taken down. He stated that his intentions were not bad, and he asked where his signs were. It was noted that the Oregon Department of Transportation (ODOT) had jurisdiction on the bridge over the interstate. Councilor Kohler shared that he received two messages from constituents, and so he passed the messages along to the City Manager. City Manager Brown shared that the City did not do anything with the signs and did not know what happened to the signs.

Jeff Anderson, Keizer, asked about if there were a presentation of the findings of the investigation as 30 days had passed, he felt that the committee was not what it should be and asked that it be an open, transparent, and ethical process. He felt the committee was an embarrassment. He asked that the conclusions be open.

CONSENT CALENDAR

a. Approval of July 6, 2026 Regular Session Minutes

b. Approval of July 20, 2026 Work Session Minutes

c. RESOLUTION - Authorizing City Manager to Sign Intergovernmental Agreement with ODOT to Update the Transportation System Plan

It was noted that item b. was the Approval of the July 13, 2026, Work Session Minutes rather than July 20th.

Council President Starr moved for approval of the Consent Calendar. 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)

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. Event Center Fee Waiver - Keizer Public Safety Foundation

Assistant City Manager Tim Wood summarized the staff report. Councilor Parsons mentioned that she was a Board Member of the Keizer Public Safety Foundation. Jill Gust, Secretary for the Keizer Public Safety Foundation, shared information about the Keizer Public Safety Foundation.

Council President Starr moved the City Council approve the requested waiver of the Event Center use fees of $1,700 for the Annual Keizer Public Safety Foundation Breakfast on September 11, 2026. 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. Lydia Street Vegetated Stormwater Facilities Bridge Enforcement

Public Works Director Keare Blaylock summarized the staff report.

Councilor Parsons shared that she would not be a part of the discussions as the homeowners on Lydia Street were her neighbors.

Council President Starr moved that the City Council rescind the enforcement action for the four property owners in question and direct staff to prioritize a redesign of linear roadside stormwater facilities in the Stormwater Capital Improvement Plan and allow property owners adjacent to stormwater treatment facilities on local streets to obtain temporary right-of-way encroachment permits, where feasible, until such time the facilities can be improved. Councilor Kohler seconded.

There was discussion about the timing of the Capital Improvement Plan.

Motion passed unanimously as follows:
AYES: Clark, Cross, Kohler, Starr, Juran, and Christopher (6)
NAYS: None (0)
ABSTENTIONS: Parsons (1)
ABSENT: None (0)

c. Chamber Marketing Plan

City Manager Adam Brown summarized the staff report.

Dan Clem, Executive Director, Keizer Chamber of Commerce and Louis Risewick, Board President, provided a presentation on the marketing plan and activities for the last year. A report was distributed to the Council. Website improvements related to tourism were displayed. Folders were distributed to the Council that included sample postcards to go into hotel rooms and a printed business directory.

Discussion followed regarding Placer AI, updates to the Chamber's website, and whether the band would be able to perform in the parade the following year. It was noted that the Chamber website would be updated by August 1st.

The Chamber's marketing budget was discussed, and the City's contribution was a portion of the total cost of tourism marketing.

Councilor Christopher asked for the reports before releasing the City funds to the Chamber, so she could share them with the community.

City Manager Brown would bring the Marketing Plan to the Council in May. There was a suggestion to have a report produced by the Chamber twice a year before the release of funds.

Council President Starr moved that the Keizer City Council direct the payment of money allowed to the Chamber of Commerce be delegated to the City Manager in consultation and advisement with the City Council for either substantial completion or insufficient completion. 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. Discussion regarding renaming of the Sports Parks

There was a recess at 7:46 p.m. The meeting resumed at 8:01 p.m.

City Manager Adam Brown summarized the staff report. He noted that the three Councilors who requested the agenda item supported tabling it until the next Council meeting to allow time for additional considerations.

By unanimous consent of the Council, the item was tabled.

e. Discussion Related to Transient Occupancy Tax

City Manager Adam Brown summarized the staff report. He shared that the City Attorney consulted with the League of Oregon Cities and that an increase in the Transient Occupancy Tax (TOT) rate increase would need to go on the ballot. Mr. Lindsay reviewed the timeline in order for it to make it on the November ballot. Mr. Brown reviewed the percentages for allocations of the TOT.

Discussion ensued regarding the timing, process, and legal requirements related to the November Election. There was also a question about whether there should be a Charter Amendment in the November Election to allow for the Council to make amendments to the TOT in the future.

Angie Villery, President and CEO of Travel Salem, shared information about the Salem Tourism Promotion Area (STPA) and the role of the regional destination marketing organization (DMO). She described the benefits of the STPA and the discussions that had taken place with Keizer hoteliers about joining the program.

Ms. Villery felt that the hoteliers should be part of the conversation because the proposal would directly affect them, and expressed concern that they had not been included in discussions regarding the proposed changes. She stated that she was representing Travel Salem, the tourism industry, and the hoteliers, and encouraged continued transparency and stakeholder involvement before any changes were considered.

Written testimony from Kanwar Dhaliwal was read by Joey Jewell, Chief Sales Officer and Executive Director.

Greg Astley, Director of Government Affairs for the Oregon Restaurant and Lodging Association, expressed concern about the proposed tax increase being significant and stated that Keizer's lodging businesses should have been more involved in the process. He encouraged the Council to slow the process, engage directly with the lodging community, and pursue a transparent, collaborative approach that included stakeholder input and accountability.

Councilor Parsons hoped to get the funds to improve the sports facilities. Ms. Villery explained how the TPA works and how the hoteliers were a part of a committee that determined how the funds are distributed.

Ms. Villery shared that a TPA was a fee that was determined by the hoteliers, and she explained that participating hoteliers control whether the TPA is established, renewed, or discontinued. The collection and distribution of TPA fees were discussed.

<u>Council President Starr moved that we continue the meeting until we have completed the Agenda. Seconded by Councilor Parsons. Motion passed as follows:</u>
AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

City Attorney Lindsay explained serial meetings in reference to intermediaries.

The relationship between Travel Salem and hoteliers was discussed. There were 11 members on the Committee. There were three hoteliers in Keizer.

Ms. Villery and Mr. Astley explained that Keizer could establish its own TPA if the local hoteliers chose to do so, and that TPAs were governed by participating hoteliers, who determined whether they were renewed or discontinued. They also explained that TPA funds were administered by Travel Salem to support destination marketing.

Council President Starr clarified that the City Manager's staff report contained a recommendation for Council's consideration only and that the purpose of the agenda item was to discuss options and determine whether to provide direction to staff.

There was discussion about the timing of the agenda item.

City Attorney Lindsay clarified that the item was listed as a discussion item and that there was no ordinance included in the Council packet.

There were comments about the process for developing and managing a TPA. Ms. Villery stated that the Keizer hoteliers had been engaged in discussions regarding a proposed TPA and explained that participating hotels would determine the assessment amount, how the funds would be used, and whether to participate. Ms. Villery explained that TPA funds would be restricted to tourism promotion activities administered by Travel Salem and emphasized that joining the STPA would allow Keizer hotels to leverage existing marketing resources and expertise. She also noted that the Keizer hoteliers had wanted to maintain a lodging tax rate below Salem's.

Ms. Villery explained that Keizer hotels could voluntarily participate in the STPA through a voluntary agreement if they chose to do so.

Mr. Brown explained that he connected with the hoteliers and Travel Salem and set up a meeting with them.

There was no interest in the Council in moving forward with getting anything on the November ballot.

Council wished to have a work session as soon as possible on the matter with the hoteliers and anyone else identified by the City Manager.

f. Receive six month report from Sports Facilities Companies

Mike Higgins, Regional General Manager and Josh Callahan, Vice President of Venue Management with Sports Facilities Companies (SFC) reviewed the six month report on significant facility improvements, including repairs to infrastructure, irrigation, drainage, electrical systems, safety issues, field maintenance, staffing, scheduling, and tournament recruitment. SFC noted financial challenges due to canceled tournaments and lower-than-expected participation, which affected rental and concession revenues.

SFC presented potential solutions, including waiving its management fee for the next year, temporarily returning Little League Park maintenance to the City for six months, and managing the Community Fields at no additional cost to reduce the projected cash deficit while rebuilding tournament activity.

SFC shared that they wanted to minimize the impact on the City and wanted to work together with the City. A projection of the cash deficit for the next year from July 2026 through June 2027, and the cash flow by month were displayed.

Discussion followed regarding the maintenance of Keizer Little League park during the time that SFC would not be providing maintenance. It was noted that there would be costs to provide the maintenance.

There were questions about the amount of lost revenue from the canceled tournaments.

Maintenance of the mounds was discussed.

SFC hoped to make Keizer Little League Park a success story. SFC felt comfortable committing to the work. They had not paid themselves the management fee for the past three months, and they proposed forgiving the three months of management fees for May, June, and July.

Councilor Christopher shared her concerns that SFC was not being connected to the area and felt the general manager was being spread too thin.

City Manager Brown shared that the Council could give a six-month notice at any point and that future SFC expenses would require City budget authority. It was noted that funds invested in the park resulted in lasting upgrades and were not lost.

Mr. Higgins shared that they had conversations with rights holders, and their goal was to secure the 20 weekends during prime weather months. It was noted that the conversations were going well.

It was noted that the cash flow projections were conservative.

g. Parks Master Plan and Parks Committee Discussion

Item G. was postponed, and the agenda item would be discussed during the proposed work session with the Parks and Recreation Advisory Board. The City Recorder would work with the City Council and the Parks and Recreation Advisory Committee to schedule a joint meeting.

OTHER BUSINESS

There was no other business.

STAFF UPDATES

Mr. Brown noted that staff would watch the National Weather for any red flag warnings and get the information out to the public by probably using Everbridge, a mass communication system.

COUNCIL MEMBER REPORTS

It was noted that tonight's Executive Session was canceled.

AGENDA INPUT

Mayor Clark noted that the Agenda Input was published in the packet.

ADJOURNMENT

Mayor Clark adjourned the meeting at 10:21 p.m.

MAYOR: APPROVED:

______________________________________ ______________________________________

Cathy Clark Dawn Wilson, Deputy City Recorder

Minutes approved: ________________________