MINUTES
KEIZER CITY COUNCIL
Monday, August 3, 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:	**Staff:**
Cathy Clark, Mayor	Adam Brown, City Manager
Shaney Starr, Council President	Tim Wood, Assistant City Manager
Soraida Cross, Council Vice President	Joseph Lindsay, City Attorney
Kyle Juran, Councilor	Keare Blaylock, Public Works Director
Daniel Kohler, Councilor	Andrew Copeland, Police Chief
Marlene Parsons, Councilor	Garrett Klever, Human Resources Director
Lore Christopher, Councilor	Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

<u>Council President Starr moved to consider it important that Councilor Cross attend tonight's meeting by Zoom. Councilor Kohler seconded. Motion passed unanimously as follows:</u>
AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)

SPECIAL ORDERS OF BUSINESS

There were no special orders of business.

COMMITTEE REPORTS

Claire Juran, Vice Chair of the Keizer Public Arts Commission, shared about the recent meeting, including recently approved artwork.

Matt Myers, member of the Multi-Modal Safety Committee, shared about the recent meeting. There were comments about the youth regarding e-bike safety.

Robin Barney, Community Diversity Engagement Committee, reported on the Keizer Cultural event.

Rhonda Rich, West Keizer Neighborhood Association (WKNA), introduced the newest board member, Jeff Kelder. Ms. Rich provided the Council with their most recent newsletter and shared about their summer activities and upcoming speakers for their fall meetings. There was a suggestion to clarify that the board meetings would not be at the Event Center, but the general meetings would be. She asked for clarification about the ordinance and thought the intent was to hold the general neighborhood association meetings at the Event Center. The board meetings would be held at neighborhood board members' homes. There would be National Night Out events the following night.

PUBLIC COMMENTS

Mayor Clark acknowledged the written comments for the record.

Will Johnson, Keizer, President of McNary Youth Baseball, shared that he was supportive of Sports Facilities Companies (SFCs) to continue service. He felt that all things considered, they had done well. He commented on the challenges SFCs had experienced. He suggested more communication between all parties. He commented on setting realistic goals. Discussion ensued regarding communication. Council expressed how important the fields were to them.

CONSENT CALENDAR

a. Approval of July 20, 2026 Regular Session Minutes

<u>Council President Starr moved for approval of the Consent Calendar b. and c. Councilor Kohler seconded. Motion passed as follows:</u>
AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark pulled item a from the Consent Calendar. She explained that the minutes were pulled for a typo, noting that under Public Comment when Dustin Karstetter spoke, the word "distributed" needs to replace "distrusted."

<u>Council President Starr moved for approval of the July 20, 2026 Regular Session Minutes. Councilor Kohler seconded. Motion passed as follows:</u>
AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

b. Approval of July 27, 2026 Joint Work Session Minutes

c. Event Center Fee Waiver - 2026 Scouting America Memorabilia Auction (Ed Harris

Memorial Trade-O-Ree)

PUBLIC HEARINGS

a. ORDER - In the Matter of the Amendment of Rates for Franchise Solid Waste Collection Within the City of Keizer, Effective as of October 1, 2026

Mayor Clark opened the Public Hearing.

City Manager Adam Brown summarized the staff report. It was noted that the fee was per container.

Discussion ensued regarding whether the fee was optional and if there was another option for disposal.

Marcus Gerber, Loren's Sanitation and Greg Dittman, Valley Recycling and Disposal were present to answer questions. Greg Dittman explained that each complex was different and it would be optional. There were comments about the developer determining how the service was provided. There was a question about the difference in costs between Eugene and Keizer.

Councilor Cross expressed her opposition to raising the fee.

Mayor Clark called for public comments and no public comments were made.

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

Council President Starr moved that the Keizer City Council adopt Order in the Matter of the Amendment of Rates for Franchise Solid Waste Collection Within the City of Keizer, Effective as of October 1, 2026. Councilor Kohler seconded.

There was a question about what would happen if the rates were not passed.

Motion passed as follows:
AYES: Clark, Kohler, Starr, Juran, and Parsons (5)
NAYS: Cross and Christopher (2)
ABSTENTIONS: None (0)
ABSENT: None (0)

ADMINISTRATIVE ACTION

a. Event Center Fee Waiver - Keizer-Iyo-Salem International Exchange Committee Reception and Classes

Assistant City Manager Tim Wood summarized the staff report. Katsumi “Chuck” Itoh and John Borden, Treasurer of the Keizer-Iyo Sister City Association. Chuck Ito read a letter sharing information about the visit, the events, and the history regarding the request.

Discussion followed regarding the importance of the relationship and having the event hosted in the Keizer Event Center.

Council President Starr moved the City Council approve a waiver of the Event Center use fee of $1,235 for the Keizer-Iyo-Salem International Exchange Committee events on August 20th, August 24th and August 25, 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. ORDINANCE - Relating to Recognition of Neighborhood Associations; Amending Keizer Code Chapter 2, Article VIII

City Attorney Joseph Lindsay summarized the staff report. Mr. Lindsay noted that the word "board" in the bylaws could be removed where appropriate. Mr. Lindsay explained that deleting "board" from references to regular meetings and eliminating the distinction between Association and board votes would address the requested changes. Mr. Lindsay briefly commented on proposed language regarding City-required accessibility standards for online documents.

There was a question about if there should be a timeframe for when the minutes should be filed with the city recorder. There was a suggestion to have them filed with the city recorder within a certain timeframe. There was a suggestion for the minutes to be filed with the city recorder within 30 days after adoption. There was concern expressed about the Neighborhood Associations documenting a stated position. City Manager Brown suggested including a notation about including a date in letters for when a position was taken.

There was a request to add the words "and social media pages" after the words "the official website" in section 2-274 (Standards for Recognition 3.b.) and to change the words "the official website" to "any official website". It was noted that websites and social media pages needed to be open to the public and not require friending or joining to access postings.

Under subsection 1.f., it was requested to revise the minutes provision to require that minutes be prepared in a manner compatible with City ADA (Americans with Disabilities Act) requirements, so future changes to accessibility standards would be addressed automatically.

There was discussion about the February 28th deadline for Annual Reports. It was noted that four of the five Neighborhood Associations were okay with the February 28th deadline.

Conversation ensued regarding both the board and association board meetings being open to the public and having votes recorded.

There was a suggestion to have a more generic term for technology other than specifying the "owl".

Revisions to the Ordinance would be brought at a future Council Meeting.

c. ORDINANCE - Relating to Acquisition of Property Interests; Amending Keizer Code Chapter 2, Article VII

City Attorney Joseph Lindsay summarized the staff report. Discussion followed regarding the role of the Keizer Parks and Recreation Advisory Board.

Mayor Clark proposed revisions to modernize the City's property acceptance process by directing park property acquisitions through the Parks and Recreation Advisory Board, non-park property through Planning and Public Works, and routine easements and dedications through an administrative review process. Mayor Clark suggested clarifying the Parks and Recreation Advisory Board's role to focus on whether a proposed acquisition was consistent with the Parks Master Plan and greater park system considerations, rather than determining whether an application was complete. City Attorney Lindsay suggested revising the language accordingly.

There was a suggestion to amend the language under the purchase exception to include language about the steps that would still be in place and considered.

There was discussion on an unused provision related to property acquisitions. City Attorney Lindsay noted that the provision had been included in the Code since 1986 and was not aware of it having been used, while members briefly discussed whether it may have applied to the acquisition of property for Keizer Rapids Park. City Manager Brown provided the recent example of the purchase of the Bailey Road property, noting that it had not gone through the process. Mr. Brown also suggested adding language about the City Manager reviewing the acquisition.

Discussion ensued about removing language that allowed the Council to negotiate property acquisitions directly and replacing it with language authorizing the City Manager or designee to conduct negotiations on the City's behalf. It was agreed that property negotiations should be handled through staff rather than directly by the Council.

Council President Starr moved to adopt an Ordinance No. 2026- Relating to Acquisition of Property Interests; Amending Keizer Code Chapter 2, Article VII as amended. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:
AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

d. Keizer Sports Fields Management

There was a 10-minute recess at 8:05 p.m. Mayor Clark resumed the meeting at 8:18 p.m.

City Manager Adam Brown summarized the staff report. Discussion followed regarding the management fee, the life expectancy of the turf fields, and the need for beautification of the park. It was noted that the park had been neglected for quite some time. A backup plan using the Parks staff was discussed. There were comments about Sports Facilities Companies (SFCs) having only been on the job for six months. Mr. Brown noted that Sports Facilities Companies had made several concessions, including reducing its management fee and foregoing management fees since April, while requesting the opportunity to recover a portion of those fees if future performance goals were exceeded. Discussion ensued regarding the concessions that SFCs were offering.

It was requested to have a report every other month for a minimum and that alarm bells be raised earlier than in the past. There was a request that the reports include: what's been done, what's been booked, and the financial projections. The importance of communication with community partners was discussed.

Mr. Brown explained the additional option of Mr. Campbell from Foundation Athletics running the park. It was noted that Clint Holland would also be willing to help.

Mr. Brown noted that Option 2 would provide continuity of operations, allowing SFCs to continue maintenance, repairs, and improvements through the winter while preparing the parks for the 2027 season.

City Manager Adam Brown explained how the funding would work for each operational option, noting that SFCs had proposed reducing its management fee and deferring compensation to help offset costs while allowing the City to recoup its investment. He stated that revenue generated from Keizer Rapids Park would improve the financial outlook under the contract options, although it would reduce contributions to the capital replacement fund. Mr. Brown also noted that additional revenue sources, such as a tourism promotion area or transient lodging tax, could be considered in the future to help fund capital improvements, but those revenues were not included in the current projections. Gratitude was expressed to SFCs for lowering their costs.

The benefit to the local community was discussed.

Council President Starr moved to extend the meeting until the completion of the agenda. 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 were suggestions about other options and back-up plans, including using contractors.

Council President Starr moved that the Keizer City Council direct staff to bring back an amendment to the agreement with Sports Facilities Companies to continue operation of the baseball-softball park and Keizer Rapids Park under Option 2. Councilor Parsons seconded.

Councilor Christopher asked for a friendly amendment to include a backup plan that would outline how the City would take over management of the park in any event that SFC is unable to fulfill their commitments. The mover and seconder agreed.

There was a consensus to have bi-monthly reviews calendared.

It was noted that previous operators had not received any funding.

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

e. Recommendation of Internal Oversight Committee

It was noted that Mayor Clark would not participate in the discussion and vote per the Council Rules of Procedure. Council President Starr called on City Attorney Joseph Lindsay, who summarized the staff report.

Mr. Lindsay explained that, if four Council members voted in support of the proposed amendments, staff could prepare revised language to the Council Rules of Order to provide additional procedural fairness before a Memorandum of Understanding was issued. He suggested adding an opportunity for further process after the Council's vote but before issuance of the memorandum, identifying opportunities to make the procedure less onerous and more fair. Mr. Lindsay also recommended adding Rule 16.2 to include an optional mediation process to encourage resolution before the matter proceeded further.

Council President Starr asked City Attorney Lindsay to provide his recommendation regarding Councilor Kohler's participation in the vote. Mr. Lindsay stated that, for the sake of consistency, it might make sense for Councilor Kohler not to vote because he had not participated in the original vote, but he left the decision to Councilor Kohler.

Councilor Kohler then announced that he would recuse himself from voting on the Memorandum of Concern. Councilor Kohler acknowledged Mayor Clark's accomplishments and contributions to Keizer. Councilor Kohler expressed concerns regarding comments made during a prior meeting, stating that the remarks were inappropriate and that his goal was to ensure that similar situations did not occur in the future involving elected officials, staff, or committee members. Councilor Kohler expressed a desire to move forward peacefully.

Councilor Juran felt that the process was a clunky and cumbersome way of doing things and felt the rules should be reviewed and revised.

Councilor Christopher agreed, noting that the situation had been difficult for the Council and the community. She stated that the process was new to everyone involved and that the Council relied on the City Attorney's guidance throughout the process. Councilor Christopher expressed appreciation for having an outside individual involved and reiterated the importance of following appropriate procedures.

Mr. Lindsay explained the process, including the accelerated timeline, noting that the activity happened in the privileged setting of an executive session.

<u>Councilor Cross moved to accept the recommendation of the Internal Oversight Committee and direct the City Attorney to produce a draft memorandum of concern for the Council's consideration at the next general meeting on August 17, 2026. Councilor Juran seconded.</u>

Councilor Juran commented on the challenges of maintaining confidentiality during the process, noting that the restrictions limited what could be shared publicly and created a difficult balance between following the rules and addressing community perceptions.

Councilor Christopher shared that it had been an exceedingly difficult and expensive situation for our City and was sorry that it had to happen. She looked forward to completing the process.

Councilor Kohler reiterated that he was never looking for a pound of flesh.

Councilor Parsons was never in agreement with the process from the onset. She expressed concerns regarding transparency, the release of the recording, adherence to established rules and procedures, and the role of the Internal Oversight Committee in the complaint process. Due to these concerns, Councilor Parsons stated that she would be abstaining from the vote.

It was noted that Councilor Cross did not listen to the executive session, and she didn't attend that meeting.

Council President Starr shared that she hated the process and the horrible things that were said by people because they thought they knew what was written. She asked that the process be reviewed and hoped that the Council and community would do better moving forward. She implored the community to seek understanding by asking questions and having conversations rather than making assumptions about matters they were not part of or did not have access to. She noted that a neutral third party had conducted an independent review and that she could not disregard the guidance provided by the investigator and City Attorney. She expressed hope for reconciliation and encouraged the community to move forward together.

<u>Motion passed as follows:</u>
AYES: Cross, Starr, Juran, and Christopher (4)
NAYS: None (0)
ABSTENTIONS: Parsons (1)
ABSENT: None (0)

Following the voice vote, Council President Starr conducted a roll call vote. The motion carried 4–0, with Councilor Parsons abstaining, Councilor Kohler recused, and Councilor Clark not participating in the discussion or vote.

Mayor Clark thanked the community for their encouragement, support, and grace. She shared that she would continue to work and serve the community.

OTHER BUSINESS

Mayor Clark asked about a video that had been sent to the Council by Councilor Kohler and if they wished for the Council to adopt it. Councilor Kohler commented that the video was educational only. He noted that it was about choosing kindness, working with humility, and doing our best to accomplish all we needed.

STAFF UPDATES

Chief Copeland reported on National Night Out. There had been 30 traffic stops recently related to a distracted driving grant.

Public Works Director Blaylock reported on the Verda project.

City Attorney Joseph Lindsay reported that there was a Comprehensive Plan Zone change for Windsor Island coming up and reminded the Council to be mindful of ex-parte contact.

COUNCIL MEMBER REPORTS

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

Councilor Christopher commented on the Thomas Dove Keizur exhibit at the State Capitol.

AGENDA INPUT

Monday, August 10, 2026 - 6:00 p.m.
City Council Work Session - LOC Legislative Policy

Monday, August 17, 2026 - 6:00 p.m.
City Council Regular Session

Monday, August 24, 2026 - 6:00 p.m.
City Council Work Session — Keizer Event Center Policies and Keizer-Iyo Sister City Association

Tuesday, September 8, 2026 - 6:00 p.m.
City Council Regular Session

ADJOURNMENT

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

MAYOR: APPROVED:

______________________________ Cathy Clark

______________________________ Dawn Wilson, Deputy City Recorder

Minutes approved: ____________________