



**MINUTES  
KEIZER CITY COUNCIL**

**Monday, April 15, 2024  
Robert L. Simon Council Chambers  
Keizer, Oregon**

**CALL TO ORDER** Mayor Clark called the meeting to order at 7:14 p.m.

**ROLL CALL** Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Shaney Starr, Council President  
Soraida Cross, Councilor  
Robert Husseman, Councilor  
Kyle Juran, Councilor  
Daniel Kohler, Councilor  
Laura Reid, Councilor  
Youth Councilor Grayton  
Woodard

**Staff:**

Adam Brown, City Manager  
Tim Wood, Assistant City Manager  
Shane Witham, Planning Director  
Joseph Lindsay, City Attorney  
Bill Lawyer, Public Works Director  
Trevor Wenning, Lieutenant  
Machell DePina, 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.

- a. **"If I Were Mayor" Contestant Recognition** Mayor Clark recognized the students from Clear Lake Elementary and McNary High School who participated in the "If I Were Mayor" Contest. The students' artwork was displayed. Ethan Eggart's video was played, and it was noted that his video would be moving forward to the State Competition.
- b. **For the Love of the Game Report** Mickey Walker, representing For the Love of the Game, Inc. provided a report of the improvements to Keizer Little League Park. He shared that one of the biggest challenges was vandalism and graffiti. It was noted that Keizer Little League Park would be included in the Park Camera Project. Discussion ensued regarding the 2024 Supervision Plan, the field fees, and field maintenance.

**COMMITTEE REPORTS** Matt Lawyer, Keizer Parks & Recreation Advisory Board, reviewed the recent discussions of the Board. He highlighted the recent great testimony

from Nevaeh Music about wanting enhancements to the Carlson Skate Park. He shared that there was a request from the Board to get Cherriots service at Keizer Rapids Park. City Manager Brown would be meeting with the Executive Director Allan Pollock of Cherriots. Soggy Day in the Park would be occurring Memorial Day Weekend.

**PUBLIC COMMENTS** Tammy Kunz, Greater Northeast Keizer Neighborhood Association, provided written comment on "For the Love of the Game."

Johnathon Thompson, Keizer, requested that the City rename the art piece "Cold, Wet Eagle." Mayor Clark noted that it would be addressed by the Keizer Public Arts Commission.

Daryl Kottek, Keizer, asked where he could find the profit and loss statement on For the Love of the Game, Inc. This was included in the packet.

Karla Moreno, Store Manager for the Keizer Station Xfinity, shared about the new Comcast/Xfinity store and welcomed visitors.

Perci Monk, Xfinity, shared about the Internet Essentials Program.

Anna Munson, Keizer, shared that she was running for Marion County Clerk. She explained her reasons for running for office and how she would like to help the business end of the Clerk's office.

## **PUBLIC HEARINGS**

- a. **RESOLUTION -** *Mayor Clark opened the Public Hearing.*  
**Exemption of**  
**Municipal Judge**  
**Services**  
**Agreement from**  
**Competitive**  
**Bidding and**  
**Awarding**  
**Agreement to A.**  
**Carl Myers**      City Attorney Joseph Lindsay summarized the staff report.  
  
*With no further testimony, Mayor Clark closed the Public Hearing.*  
  
Council President Starr moved to adopt Resolution R2024- Exemption of  
Municipal Judge Services Agreement from Competitive Bidding and  
Awarding Agreement to A. Carl Myers. Councilor Reid seconded. Motion  
passed unanimously as follows:  
AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

## **ADMINISTRATIVE ACTION**

- a. **RESOLUTION -** City Manager Adam Brown summarized the staff report.  
**Authorizing a**  
**Temporary**  
**Suspension of the**      Council President Starr moved to adopt Resolution R2024- Authorizing a  
Temporary Suspension of the Ordinance Prohibiting Street Vendors and

**Ordinance Prohibiting Street Vendors** adopt R2024 - Authorizing Temporary Use and Signs Subject to Conditions for 2024 KeizerFEST - Bloomin' Iris Day Parade. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Husseman, Cross, Kohler, Starr and Juran (7)

**RESOLUTION -**

**Authorizing Temporary Use and Signs Subject to Conditions for 2024 KeizerFest - Bloomin' Iris Day Parade**

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. Northwest Neighborhood Association Annual Report**

Hersch Sangster, President of the Northwest Keizer Neighborhood Association (NWKNA), introduced the members of the Board and shared highlights from their Annual Report. He shared about a community event that NWKNA would be hosting in May. Board Member Griffin Walker shared their outreach noting that they launched a website and were posting on their social media accounts.

Council President Starr moved that the Keizer 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 Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. Greater Gubser Neighborhood Association Annual Report**

Patti Tischer, President of the Greater Gubser Neighborhood Association (GGNA), summarized the annual report. They just started a walking group to have fun and get moving, and they would be having their third, annual Children's Parade. They now had three board members.

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

Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. South East Keizer Neighborhood Association - Motion for Recognition**

City Recorder Melissa Bisset explained that the Mr. Ken Gierloff, Chair of the South East Keizer Neighborhood Association, reported at the March 18th meeting, and a motion was needed to extend recognition.

Council President Starr moved that the Keizer City Council accept the report

of the Southeast Keizer Neighborhood Association and extend recognition to the Southeast Neighborhood Association for an additional year. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**e. RESOLUTION -  
Authorizing the  
City Manager to  
Enter into Critical  
Records Support  
Services  
Agreement with  
the City of Salem**

Lieutenant Trevor Wenning summarized the staff report.

Council President Starr and Councilor Cross expressed their concern about the Budget Committee not being involved in the decision to fund the Critical Records Support Services Agreement.

Councilor Husseman moved to adopt Resolution R2024- Authorizing the City Manager to Enter into Critical Records Support Services Agreement with the City of Salem. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Husseman, Kohler, and Juran (5)

NAYS: Starr and Cross (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

**f. RESOLUTION -  
Adopting Work  
After Retirement  
Policy (2024)**

Human Resources Director Machell DePina summarized the staff report. Discussion ensued regarding the timeline, as it relates to the duration of work after retirement depending upon when an employee would retire.

Council President Starr moved to adopt Resolution R2024- Adopting Work After Retirement Policy (2024). Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Husseman, Cross, Starr and Juran (6)

NAYS: Kohler (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**g. RESOLUTION -  
Authorizing the  
City Manager to  
Enter into Order  
Form and  
Associated  
Agreements for  
Human Resources  
Information  
System (HRIS)  
and Payroll  
Software with  
PeopleGuru, Inc.**

City Manager Adam Brown summarized the staff report. Discussion followed regarding the timing of the project in relation to hiring a new Human Resources Director.

Councilors Cross and Juran expressed concern about the new Human Resources Director not being involved in the discussion of which vendor to use for HRIS.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Enter into Order Form and Associated Agreements for Human Resources Information System (HRIS) and Payroll Software with PeopleGuru, Inc. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Husseman, Kohler, Starr (5)

NAYS: Cross, Juran (2)

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

## CONSENT CALENDAR

- a. **RESOLUTION - Authorizing the City Manager to Enter Into a Contract with SAK Construction LLC for Storm Drain Rehabilitation**
- b. **Approval of April 1, 2024 City Council Regular Session Minutes**
- c. **Approval of April 8, 2024 City Council Work Session Minutes**

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

## OTHER BUSINESS

Council President Starr shared that Ethan Eggart wished to serve on the Traffic Safety, Bicycle and Pedestrian Committee from now through the end of August. There was discussion at the Volunteer Coordinating Committee about the length of the term being the end of the summer.

Council President Starr motioned to suspend the rules and take up the matter of appointing Mr. Eggart as the Youth Liaison to the Traffic Safety, Bikeways and Pedestrian Committee. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to appoint Ethan Eggert as the Youth Liaison to the Traffic Safety, Bikeways and Pedestrian Committee effective immediately and serving through a minimum of the end of August. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

## STAFF UPDATES

Human Resources Director DePina expressed her appreciation for passing the HRIS item.

City Manager Brown was grateful for the Youth Liaison appointment to the Traffic Safety, Bicycle and Pedestrian Committee.

Assistant City Manager Wood reported that the Budget would be available in early May.

Lieutenant Wenning reported on the hiring of police officers.

Public Works Director Lawyer reported the larger ballot box in the Civic Center parking lot was in place.

City Attorney Joseph Lindsay noted it was Tax Day.

## **COUNCIL MEMBER REPORTS**

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

Councilor Husseman congratulated McNary Student Ali Martinez for her wrestling accomplishments at the national level.

Youth Councilor Woodard reviewed the recent and upcoming events of McNary High School.

## **AGENDA INPUT**

**Monday, April 29, 2024**

***City Council Work Session - Neighborhood Traffic Management Program & Draft Procurement Policy***

**Monday, May 6, 2024**

***City Council Regular Session***

**Monday, May 13, 2024**

***Budget Committee Meeting***

**Tuesday, May 14, 2024**

***Budget Committee Meeting***

**Thursday, May 16, 2024**

***Budget Committee Meeting (if needed)***

**Monday, May 20, 2024**

***City Council Regular Session***

## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 9:51 p.m.

MAYOR:

APPROVED:

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Cathy Clark

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Dawn Wilson, Deputy City Recorder

Minutes approved: \_\_\_\_\_

*“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”*