



**MINUTES
KEIZER CITY COUNCIL**

**Monday, May 6, 2024
Robert L. Simon Council Chambers
Keizer, Oregon**

CALL TO ORDER Mayor Clark called the meeting to order at 7:05 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

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder

Absent:

Youth Councilor Grayton
Woodard

FLAG SALUTE Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

- a. **Volunteer of the Quarter Award - Tammy Saldivar** Mayor Clark presented the Volunteer of the Quarter Award to Tammy Saldivar. Councilor Kohler commented on the nomination and expressed his appreciation for her hard work, dedication, and that she stays with projects through to completion.
- b. **Asian American, Native Hawai'ian, and Pacific Islander Heritage Month Proclamation** Carrie Brown, Community Diversity and Engagement Member, presented information about Chinese culture. Mayor Clark read the Proclamation recognizing May 2024 as Asian American, Native Hawai'ian, and Pacific Islander Heritage Month.
- c. **Jewish American** Rabbi Perlstein shared his family's history, and he commented on

Heritage Month Proclamation	divisiveness and not alienating others. Mayor Clark read the Proclamation recognizing May 2024 as Jewish American Heritage Month.
d. Older Americans Month Proclamation	Carrie Brown, Community Diversity and Engagement Member, presented information about the older American history. Mayor Clark read the Proclamation recognizing May 2024 as Older American Month.
COMMITTEE REPORTS	Tammy Saldivar, Traffic Safety, Bikeways, and Pedestrian Committee summarized their most recent meeting. They requested to remove the language about the Fire Department's representation in attachment A of the Committee Resolution, and this would be coming to the Council. Lore Christopher, Public Arts Commission, spoke on the art-adjacent sign to be placed behind the dais. Mayor Clark entertained a motion to suspend the rules and take up the matter of approving the artwork to name the City. Councilor Reid shared that the cost was \$2,480.00, which would come out of Administrative Services in the General Fund. <u>Council President Starr motioned to suspend the Rules. Councilor Reid seconded. Motion passed unanimously as follows:</u> AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: None (0) <u>Council Present Starr moved the Keizer City Council approve the procurement to secure production and installation of the City of Keizer sign to be placed in the Council City Chambers. Councilor Reid seconded. Motion passed unanimously as follows:</u> AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: None (0)
a. Volunteer Coordinating Committee Recommendations for Appointment - Keizer Parks Advisory Board (Youth Liaison) and the Willamette Water Trail Committee	City Recorder Melissa Bisset summarized the staff report. <u>Council President Starr moved to appoint Liam Statt as the Youth Liaison to the Parks Advisory Board for 2024/25 school year and to appoint Jerry Nuttbrock to the Willamette Water Trail Committee for a term ending March 1, 2027. Councilor Reid seconded. Motion passed unanimously as follows:</u> AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7) NAYS: None (0) ABSTENTIONS: None (0) ABSENT: None (0)
PUBLIC COMMENTS	Keizer Fire District Chief Hector Blanco provided an update on the Fire District's resources and activities. He shared that the Fire District was focusing on community risk reduction and would be doing campaigns on fire

safety and providing safety inspections. They were focusing on building partnerships. Marion County and Keizer Fire District had partnered on a Defensible Space Improvement Grant and they would be having a car seat clinic.

PUBLIC HEARINGS

Mayor Clark opened the Public Hearing.

a. RESOLUTION - Exemption of Informal Solicitation Requirements Relating to the New Reitz Well Pump Installation Project and Authorizing City Manager to Sign Contract with Cascade Water Works, LLC

Public Works Director Bill Lawyer summarized the staff report. City Attorney Lindsay explained that the Change Order became more than 25 percent, and triggered a need for a new contract. That amount was over the amount required for prevailing wages to be paid so part of the cost includes prevailing wages to be paid for the work that has already been done. Mr. Lawyer explained that there was a possibility that the work would not be more than \$50,000 and, if so, it would not trigger the prevailing wage requirement.

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

Discussion ensued regarding the cost and the work that was expected to be completed.

Council President Starr moved that the Keizer City Council approve Council President Starr moved to adopt Resolution R2024- Exemption of Informal Solicitation requirements relating to the new Reitz Well Pump Installation Project and Authorizing City Manager to sign Contract with Cascade Water Works, LLC. 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)

ADMINISTRATIVE ACTION

a. Event Center Fee Waiver Request - Latino Business Alliance - 2024 Expo Negocio

Assistant City Manager Tim Wood Summarized the staff report.

Council President Starr moved that the Keizer City Council approve the Event Center Fee Waiver of the Use Fee of \$3,590.63 for the Latino Business Alliance 2024 Expo Negocio on November 14, 2024, but charge the \$1,500 refundable deposit. 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)

b. Amphitheatre Fee Waiver Request -

Assistant City Manager Tim Wood Summarized the staff report.

**Claggett Creek
Watershed
Council - Soggy
Day in the Park**

Matt Lawyer, Claggett Creek Watershed Council (CCWC), shared information about an event that would be held on Memorial Day weekend. Mr. Lawyer explained that the CCWC was a tri-jurisdictional watershed that completed projects that maintain clean and healthy streams and banks, as well as educational outreach.

Council President Starr moved that the Keizer City Council waive the Keizer Rotary Amphitheater use fee of \$305.00 for the Claggett Creek Watershed Council Soggy Day in the Park Community Event on May 25, 2024.

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. ORDINANCE -
Relating to the
Recognition of
Neighborhood
Associations;
Repeal of
Ordinance No. 93-
257**

City Attorney Joseph Lindsay summarized the staff report. Discussion followed regarding the timing of filling officer vacancies and what constitutes a quorum. Discussion ensued regarding an amendment to line 16 on page 4, to read as follows: "The Board of Directors shall fill any officer position vacancies by the third meeting following the vacancy to meet the required three board positions."

Council President Starr moved to adopt an Ordinance 2024- as amended Relating to the Recognition of Neighborhood Associations; and the Repeal of Ordinance No. 93-257. Councilor Reid seconded. Motion passed as follows upon first reading:

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

NAYS: Husseman (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. RESOLUTION -
Authorizing the
City Manager to
Award and Enter
into an Agreement
with Knife River
Corporation -
Northwest for
Pickleball Courts
and Parking Lot**

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding the price differences in the bids.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Award and Enter into an Agreement with Knife River Corporation - Northwest for Pickleball Courts and Parking Lot. 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)

**e. Mayoral
Appointment to
Artificial Turf
Field Management
Proposal Review**

City Manager Adam Brown summarized the staff report.

Council President Starr moved to appoint Councilor Soraida Cross to serve on the Request for Proposals Review Committee for the Artificial Turf Field Maintenance and Operations proposals. Councilor Reid seconded. Motion

- Team** passed unanimously as follows:
AYES: Clark, Reid, Starr, Cross, Husseman, Kohler, and Juran (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)
- f. Mid-Willamette Valley Council of Governments Master Services Agreement Preview** City Manager Brown summarized the staff report. Discussion followed regarding the possible approval of a Master Services Agreement with the Mid-Willamette Valley Council of Governments to streamline the contracting process and the services that were included in the agreement.
- g. Civil Forfeiture Settlement Decision** City Attorney Lindsay summarized the staff report noting that the City Council had met in Executive Session to discuss a forfeiture claim.
- Council President Starr moved that the Council authorize the City Manager to enter into a settlement agreement regarding the ongoing civil forfeiture that is consist with the prior discussions with outside counsel. 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)

CONSENT CALENDAR

- a. Approval of April 15, 2024 Regular 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 commented on a recent vote by Mayor Clark at a Salem-Keizer Area Transportation Study (SKATS) Meeting, which would give an additional seat for the City of Salem. Council President Starr expressed her concern about the City Council not knowing about the vote in advance. Discussion ensued about the process for giving Cities additional seats and Mayor Clark suggested that she bring additional information back to the Council about the matter because the process was not complete.

STAFF UPDATES

Finance Director Tim Wood noted that the Budget Committee would be meeting the following week.

Chief Copeland shared an update on Police Officer recruitments.

There was discussion regarding the City of Salem/City of Keizer sign and

that the City of Salem was responsible for sign maintenance.

City Attorney Lindsay shared that he had recently gone to a training session for City Attorneys hosted by the League of Oregon Cities and the Oregon Association of City Attorneys.

**COUNCIL MEMBER
REPORTS**

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

AGENDA INPUT

Monday, May 13, 2024 - 6:00 p.m.
Budget Committee Meeting

Tuesday, May 14, 2024 - 6:00 p.m.
Budget Committee Meeting

Thursday, May 16, 2024 - 6:00 p.m.
Budget Committee Meeting (if needed)

Monday, May 20, 2024 - 7:00 p.m.
City Council Regular Session

Monday, June 3, 2024 - 7:00 p.m.
City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 10:17 p.m.

MAYOR:

APPROVED:

Cathy Clark

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."