



MINUTES KEIZER CITY COUNCIL

**Monday, April 29, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:08 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Robert Husseman, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Mike Griffin, Storm Ops & Street Div.
Manager
Melissa Bisset, City Recorder

Absent:

Soraida Cross, Councilor

DISCUSSION

a. Neighborhood Traffic Management Program

Mayor Clark requested that the word citizen be replaced with resident throughout the Neighborhood Traffic Management Program (NTMP). It was suggested that speeding be removed and a broader lens could be included, such as transportation problems. She suggested including Traffic Calming or Multi-Modal Facility for the traffic engineering.

Tammy Saldivar, Chair of the Traffic Safety, Bikeways and Pedestrian (TSBP) Committee, mentioned that City staff would implement the process. There would be an electronic form that would walk the resident through the process.

Ms. Saldivar suggested that there would be four ways to approach the process:

- They could go to a Neighborhood Association and would be

appointed a representative who would complete the form through the City website and follow the process.

- If they do not have representation, they could apply through the website and collect 75 percent of signatures from fronting properties. The website flowchart can stop the process until it's submitted.
- The resident could go directly to the TSBP Committee would note the concern, and the resident would be directed to go to a Neighborhood Association.
- The resident could go directly to the website where the pathway leads them to their Neighborhood Association or to the signature petition that was needed.

Discussion ensued regarding alternative ways for petition signature collection other than going door to door, the area in which the percentage of signatures should be collected, making the process simplified, how to encourage public engagement, providing examples of options for solutions, and partnerships with local residents.

City Manager Brown and Chair Saldivar would work together on the wording for the Capital Improvement Program (CIP) Implementation and Funding section.

There was discussion regarding electronic means, such as QR codes that could feed into a Google document or form that could be completed and populate a Google sheet. This could be in lieu of signing a petition and would allow for translation abilities.

Mayor Clark summarized that the main goal was to create a rational framework by which people can find out how to engage, have accountability for the problems they bring forward, and tracking the concerns and findings by using the TSBP Committee.

The updated draft would be distributed to the Community Diversity Engagement Committee for any refinements. The NTMP would be brought back to the Council for adoption and additional refinements would be made as needed.

Discussion ensued regarding adding an equity and safety component in the scoring, and the Oregon Department of Transportation (ODOT) scoring system was suggested.

There was a suggestion to highlight the NTMP on the City's website.

Mayor Clark recessed the meeting at 7:10 p.m.

Mayor Clark called the meeting back to order at 7:18 p.m.

b. Public Contracting

Ordinance Amendments

City Attorney Joseph Lindsay summarized the Staff Report. He noted that the Ordinance had been in place since 2005 with one small amendment in 2008. The state code had changed since then and the expenditure levels that trigger various processes had increased amounts.

Mr. Lindsay explained the current public procurement process. He suggested adopting the state statute for definitions and exceptions for public contracting.

Discussion ensued regarding the checks and balances for the spending of funds.

There was a suggestion to leave the topic open to give time for the community to provide feedback. There was additional conversation about including examples of how much various items may cost.

There was discussion about incremental increases in the small, intermediate and large procurements. There was a question about how many procurements had gone out to Request for Proposals over the past year and the volume.

Mr. Wood confirmed that reviewing procurements would be a policy decision and not something for the Audit Committee.

There was a discussion about moving from the formal to informal process at the intermediate level. This would be separate from construction contracts, which would remain the same.

Mr. Wood reviewed the check register for the last year, and between \$25,000 and \$100,000, there was about 75 checks written. The majority of those were for employee benefits, construction, and vehicle purchases.

Conversation ensued regarding technological advancements and increased minimum amounts for purchases under the authority of the City Manager for efficiency purposes. There was concern about moving forward with the ordinance without the data on the number of procurements that would be streamlined. Mr. Wood would provide the Council with some data on the procurements.

It was noted that procurements are based on what has been budgeted through the budgeting process. Discussion ensued regarding increased spending authority and the proposed increase when considering inflation.

A revised draft Ordinance would be prepared and brought to Council after the budget process.

ADJOURNMENT Mayor Clark adjourned the meeting at 8:20 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.”