



## MINUTES KEIZER CITY COUNCIL

Monday, June 17, 2024  
Robert L. Simon Council Chambers  
Keizer, Oregon

**CALL TO ORDER** Mayor Clark called the meeting to order at 7:03 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

**FLAG SALUTE** Mayor Clark led the pledge of allegiance.

### SPECIAL ORDERS OF BUSINESS

- a. **PROCLAMATION - Juneteenth** - Thais Rodick from the Community Diversity Engagement Committee, presented the history of Juneteenth. Mayor Clark read the Proclamation recognizing June 19th as Juneteenth.

### COMMITTEE REPORTS

Lisa Cejika, Vice Chair of the Parks and Recreation Advisory Board, shared that at their last meeting, there was a request from the Salem Cricket Club for a cricket pitch and a Gold Star Memorial at Ryan J. Hill Memorial Park. Wallace House Park had been hit with graffiti, and there was a rapid response from City Staff. Public Works Day at Keizer Rapids Park would be the following day.

There was concurrence from the Council for staff to work on a report related to the Gold Star Memorial for an upcoming City Council meeting. There was a question about there being a potential grant from the Parks and Recreation Advisory Board for the Memorial.

There was concurrence from the Council for staff to get more information about a potential cricket pitch at a future City Council meeting.

Hector Blanco, Division Chief with the Keizer Fire District, reviewed the calls for the month of May and year to date and noted that it was wildfire season.

The Fire District was partnering with Marion County on defensible space home assessments. The next car seat clinic was coming up. They were partnering with the Neighborhood Associations, the Keizer Chamber of Commerce, Keizer United, City of Keizer, and Keizer Police Department on the Community Risk Reduction Program; and the collection of data and resources was ongoing.

**PUBLIC COMMENTS** There were no public comments.

## **PUBLIC HEARINGS**

a. **RESOLUTION -** *Mayor Clark opened the Public Hearing.*

**Certification of  
Lighting District  
Assessments**

Assistant City Manager Tim Wood summarized the staff report.

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

Council President Starr moved to adopt Resolution R2024- Certification of Lighting District Assessments for Fiscal Year 2024-25. 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)

b. **Text Amendment** *Mayor Clark opened the Public Hearing.*

**Case 2024-06:**

**Proposed  
Changes to Keizer  
Development  
Code regarding  
Planning  
Commission  
decisions and  
setback  
requirements  
along Arterial and  
Collector streets.**

Planning Director Shane Witham summarized the staff report.

At the May Planning Commission meeting, there was a unanimous vote to recommend changes to the Keizer Development Code. The proposed changes was for the Planning Commission to hear any variance requests, which would be anything requested to modify a quantified standard in the code.

The Planning Commission would be considering the appropriate conditional uses to place on variances so the Planning Commission could have more say. The plan was that those items would move from a staff decision to a Planning Commission decision. Additionally, the proposed changes would allow for the Planning Commission to make recommendations related to Keizer Station Amendments. The Planning Commission would recommendations on Keizer Station Master Plan Amendments to the City Council.

The other proposed changes were to move zoning designations to reflect a setback requirement of 10 feet instead of some having a maximum setback of 20 feet to clear up the inconsistencies. The Planning Commission was recommending to reduce the setback and have it applied across the city.

The Planning Commission Public Hearing was on May 8th.

There was a question about if there was enough space to add sidewalks along River Road. Planning Director Witham clarified that there would be enough space if the existing line was adequate and if a right-of-way line dedication was required, it would still be 10 feet beyond.

City Attorney Lindsay shared that most of the variances were minor so it wouldn't even be a consideration and would have to be allowed under the law. Some of the review designs and types of materials could be impacted by the recent legislation.

Discussion ensued regarding new state legislation that would impact the City Development Code.

There was discussion about the Planning Commission hearing the variances. Planning Director Witham explained that he would still be writing a Staff Report with recommendations and conditional uses to place on variances. The proposed process was intended to be a better tool for engaging the community members in the process.

There was discussion about how the change in the process would increase transparency and involvement.

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

Council President Starr moved the City Council to direct staff to prepare an ordinance for adoption of proposed text amendments along with any other identified changes necessary for consistency with the Keizer Development Code. 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)

**c. RESOLUTION -  
Supplemental  
Budget - General  
Fund Civil  
Forfeitures and  
Legal Fees**

*Mayor Clark opened the Public Hearing.*

Assistant City Manager Tim Wood summarized the staff report.

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

Council President Starr moved to adopt Resolution R2024- Supplemental Budget - General Fund Civil Forfeitures and Legal Fees. 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 -  
Authorizing the  
City Manager to  
Sign the First  
Amendment to  
Meter Reader  
Service  
Agreement**

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding the length of the contract, how often the meters were read and billed, why another Request for Proposal (RFP) was not conducted. It was noted that the contract was in an extension period. The last RFP was conducted in 2021, and there was only one response.

Mr. Lawyer stated that the reason for the increase was ongoing operational costs, but the biggest reason was the insurance coverage for the contractor's scooters, which significantly increased. Discussion ensued regarding alternate methods of meter reading. Mr. Lawyer explained that to provide the service in-house, it would require software, equipment, the cost of an employee, and a vehicle, which would be significantly more than the cost of the contract.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Sign the First Amendment to Meter Reader Service Agreement. Councilor Reid seconded.

There was a request that in the future, the Council receive more information about the service and options. There was a question on whether or not there was a negotiation about the increased cost.

Motion passed as follows:

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

NAYS: Cross, Starr (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. **RESOLUTION -  
Authorizing the  
City Manager to  
Enter Into  
Agreement With  
Hicks Striping &  
Curbing, LLC for  
Repainting of  
Pavement  
Legends**

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding the high costs of the bids that were received and what would be marked. It was noted that everything would be marked unless it was determined by City staff that there was not a need. There were questions about the length of the contract. It was decided that the contract would be brought back before Council and the next City Council meeting.

c. **DISCUSSION -**

Assistant City Manager Tim Wood summarized the staff report. Community

**Community  
Diversity  
Engagement  
Committee  
(CDEC)  
Appointment  
Process**

Diversity Engagement Committee (CDEC) Chair Thais Rodick and CDEC Member Tammy Kunz were present to answer questions.

Ms. Rodick explained that there would be standardized questions, transparency, there would be a rubric that they would provide for the Volunteer Coordinating Committee, which the Committee felt increases the pool of applicants, and less of who you know.

Discussion followed regarding how the appointments would change for better onboarding.

The CDEC would recommend questions to the City Council for their adoption.

Discussion ensued about looking at all the interview questions for all Boards, Commissions and Committees so that there was consistency. It was suggested that the CDEC could pilot the concept. There was a suggestion that perhaps there be a work session with chairs of all committees to discuss interview questions.

Chair Rodick expressed a need for Council action, as there would be two vacancies soon.

Council President Starr moved that the City Council direct staff to prepare a resolution to change the Community Diversity Engagement Committee (CDEC) member appointment process so that it is completed by the Volunteer Coordinating Committee (VCC) rather than by direct councilor appointment. Councilor Reid seconded.

Councilor Cross wanted to be able to appoint, she had similar concerns as Councilor Kohler, and was interested in a work session.

Councilor Juran wanted to be able to appoint and had similar concerns as Councilor Kohler. He felt that having a relationship with the person appointed was the key to having members stay on the CDEC longer.

Council President Starr was interested in a work session, consistency in the questions among all of the committees, and hearing from the CDEC in a work session.

Councilor Kohler would like to appoint members of the CDEC and to have some say in the selections. He commented that one member he appointed had been on the CDEC since it was established. Councilor Kohler expressed concern as he has done three appointments to the CDEC. They had gone into that work because it was exciting and had become disillusioned very quick. He liked the idea of knowing he was appointing people who had the right motive of bringing Keizer together.

Councilor Husseman commented on his appointments, the importance of trust, empowerment, and getting to know the appointees before making such appointments.

Councilor Reid commented on turnover and noted that many had never been more than two meetings. The attendance had not been enough to give it a chance. She felt that moving it to the VCC was in part about consistency, supporting the City, and the various voices represented by the City rather than by a councilor.

Mayor Clark wanted to increase consistency with all of the other committees recommended through the VCC, and have a work session on developing interview questions,

Mayor Clark commented that the appointees would remain in place and change upon term expirations or resignations be filled by the VCC and would be happy to make that as a friendly amendment.

Mayor Clark made a friendly amendment to the motion to have appointments stay as is and be filled by the VCC upon resignation or expiration. Council President Starr and Council Reid accepted the friendly amendment. Motion passed as follows:

AYES: Clark, Reid, and Husseman, Starr (4)

NAYS: Cross, Kohler, and Juran (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

## **CONSENT CALENDAR**

There were no items.

## **OTHER BUSINESS**

There was no other business.

## **STAFF UPDATES**

City Manager Brown commented on the upcoming Summer Concert Series sponsored by Uptown Music, Valor Mentoring, and the Chamber of Commerce.

Chief Copeland reported on a drug take-back, community awareness event, and National Night Out. Registrations for National Night Out would be up soon on the website. Sergeant Quintero had been conducting community outreach and would have a summer event at Plaza Morelia. The Police Department would be participating in active shooter training.

Chief Copeland shared that there were two officers that had taken the car seat certification course and would be joining the Fire District on the Car Seat Clinic.

Chief Copeland spoke about a theft and arrest that occurred in the City,

which was beautiful police work. He noted that Koda, the comfort dog, brought a teenager who had been through some trauma and was able to relax the teenager and helped the conversation.

Public Works Director Lawyer reported that the Splash Fountain was open for service. Public Works Day would be the following day as well as Trashy Tuesday.

Planning Director Witham reported that there was a recent meeting with a consultant team to do some code updates related to the Climate-Friendly and Equitable Communities (CFEC) rules with funding and support attached to the mandate. He would have a second meeting with Oregon Department of Transportation (ODOT) on the Traffic Safety Plan update, and he was on track for the work to hopefully kick off early 2025.

City Attorney Joseph Lindsay reported that the Employment Relations Board (ERB) had approved a new bargaining unit in Keizer. The Keizer Police Association - Sergeants (KPA-S) would be officially negotiating.

## **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 recognized McNary High School (McNary) Graduate Spencer Tejedas who works for the City of Gresham Fire Department and was critically injured in a fire that he was putting out. Councilor Husseman hoped for the continued recovery and shared that he had been serving his community very well.

Councilor Reid recognized Dan Borresen who was retiring from McNary and had influenced so many children for the good. Jeff Auvinen was retiring and provided great service to McNary and the community.

## **AGENDA INPUT**

**Tuesday, June 25, 2024 - 6:00 p.m.**  
**City Council Executive Session**

**Monday, July 1, 2024 - 7:00 p.m.**  
**City Council Regular Session**

**Monday, July 8, 2024 - 6:00 p.m.**  
**City Council Work Session - Youth Peer Court**

**Monday, July 15, 2024 - 7:00 p.m.**  
**City Council Regular Session**

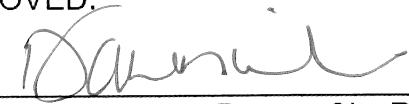
## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 9:26 p.m.

MAYOR:

  
Cathy Clark

APPROVED:



Dawn Wilson, Deputy City Recorder

Minutes approved: 07/15/24

*"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."*