



MINUTES
KEIZER CITY COUNCIL
Monday, August 19, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor

Absent:

Robert Husseman, 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

There were no special orders of business.

COMMITTEE REPORTS

Hersch Sangster, member of the Traffic, Safety, Bikeways, and Pedestrian (TSBP) Committee, reported on the recent meeting. He shared that there was discussion about bike striping on Lockhaven and Chemawa Road. He questioned if it was possible to do green striping on Lockhaven and River Road on the existing merge areas. Public Works Director Bill Lawyer would speak with the County and the City's legends contractor to see if they could make it happen.

Mr. Sangster shared suggested changes to Appendix "A" of the TSBP's Resolution made by the TSBP. Mayor Clark noted that the two proposed changes included adding the Neighborhood Management Program under item #3, changing e-bikes to e-mobility, and remove the organization

that no longer exists. In addition, an annual report was suggested to be removed to bring it in line with the current practice, which was a report at the next regular City Council Meeting.

Marlene Parsons, Keizer Fire Foundation, shared that they had raised over \$12,000, and they would be donating to purchase helmets.

Lisa Cejka, member of the Parks and Recreation Advisory Board, reported on the recent meeting. She commented on the many community members in attendance. There was concern expressed about the small dog versus large dog area of the dog park at Keizer Rapids Park and if large versus small dog could be defined and there could be an enforcement mechanism. The Parks and Recreation Advisory Board proposed three parks for the annual Parks Tour with the City Council. There was also discussion about lighting at the new turf field, stop playing on the fields at 9 p.m., having the lights dim at that time, and having the lights turned off at 9:30 p.m. There was also discussion about not having the lights on when there was no play happening on the field. Ms. Cejka commented on Youth Liaison Liam Stitt was well-prepared, came with suggestions and was engaged. Mayor Clark commented on how he showed initiative by describing how he rode his bike to all the parks in the parks system, taking note on what he experienced.

Robb Witters, member of the Planning Commission meeting, reported on the recent meeting. He shared that there was a presentation by representatives from Mid-Willamette Valley Council of Governments (MWVCOG) related to the Climate Friendly Area. He explained the three potential areas that could be designated and the various requirements. The Planning Commission felt that the Lockhaven area seemed to be the best if there was only one Climate Friendly Area designated as they felt the density would likely already occur in that area. The Planning Commission asked the MWVCOG to see if they could get to the minimum number needed to satisfy the housing requirements on Lockhaven as a Climate Friendly Area. They submitted pros and cons for all three areas. The biggest negative that the Planning Commission was concerned about was displacement and pricing people out of the Cherry neighborhood. The topic would be further discussed by the Planning Commission. It was also noted that two permits were also approved for the Keizer Station Area. Mayor Clark expressed her thanks to Planning Director Shane Witham and the Planning Commission for their work on the complicated matter of Climate Friendly Area.

Mr. Witham explained that there would need to be some code amendments and the MWVCOG was helping with the work. Discussion ensued regarding the potential impacts of the Climate Friendly and Equitable Communities mandates on the code.

Lore Christopher, Keizer Public Arts Commission, directed attention to the new City art being displayed in the Council Chambers. She shared that there was now a utility wrap on Chemawa and River Road, the art was named Jersies in Jersies. Nine additional utility wraps would be going up along River Road. She had contacted PGE and City of Salem to see if they would be interested in doing utility wraps. Ms. Christopher shared that folks could pay the cost of the box wraps after the Keizer Public Arts Commission chooses the art for them to serve as a traffic calming tool and graffiti deterrent. The first annual art fair was held, and there was a good turnout of vendors. She thanked the Council for the funds. There was a suggestion about easier-to-read contact information for the artists. Ms. Christopher shared that there was a sponsorship opportunity for utility box art wraps. Art submissions could be submitted to the Keizer Public Arts

Commission.

PUBLIC COMMENTS

Mayor Clark acknowledged written public comments from Tammy Kunz, Keizer Resident and President of the Greater Northeast Keizer Neighborhood Association.

PUBLIC HEARINGS

a. OLCC Application - New Outlet - Limited On-Premises Sales Liquor License - El Sazon De Mi Casa

Mayor Clark opened the Public Hearing.

City Recorder Melissa Bisset summarized the staff report. Councilor Reid clarified that the address on the application was correct as it had been struck out and then written in as the same address.

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

Council President Starr move the City Council recommend approval of the application for a new outlet Limited-On-Premises Liquor License for El Sazon De Mi Casa under the guidelines established by ORS 471.175 and the Ordinances of the City of Keizer. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

b. OLCC Application - Change of Ownership - Limited On-Premises Sales Liquor License - Osaka Hibachi & Sushi, formerly Teriyaki Town and Sushi

Mayor Clark announced that the City Recorder heard from the applicant, and the applicant wished to withdraw their application, so there would be no public hearing held on the matter at this time.

c. RESOLUTION - Authorizing City Manager to Sign Option Agreement and Agreement of Purchase and Sale and Access Easement Option Agreement with Cordelio PacNW Devco, LLC

City Manager Adam Brown summarized the staff report. City Attorney Lindsay shared that the area needs to be master-planned. The City owns a lot of the parcels and wanted the freedom to master plan the area before the details are worked out, so the property owners can access the property to make required environmental updates for regulatory purposes.

Discussion ensued regarding the five-year timeframe, making sure they can meet the regulatory requirements and conducting their due diligence. There was discussion regarding how the payments for the option worked. Mr. Lindsay noted that the payments did not go towards the purchase price.

Council President Starr moved to adopt Resolution R2024- Authorizing City Manager to Sign Option Agreement and Agreement of Purchase and Sale and Access Easement Option Agreement with Cordelio PacNW Devco, LLC. Councilor Reid seconded. Motion passed

unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

ADMINISTRATIVE ACTION

a. Operations and Management of Artificial Turf Fields At Keizer Rapids Park

City Manager Adam Brown summarized the staff report. There was a question about whether staff would maintain the turf fields. Public Works Director Bill Lawyer commented that there were lots of variables, and systemically in order to maintain the turf fields, it would take away from other parts of the parks system without additional staff.

There were questions about kids being about to use the fields, if working with a party for scheduling was considered and the time period between a contract with another organization would be done before the end of the calendar year. The hard cost of \$20,000 was for a year with no staff costs. Discussion ensued regarding the variables in the costs, trash, electricity, and porta potties. The impact on staffing was unknown at this time and staffing levels have been low so other parts of the park's system would be sacrificed until the City can deal with the staff levels. There was discussion about tracking the staff hours required to maintain the fields as well as the hard costs.

There was a suggestion for the City to take care of the fields for six months and then examine if they wished to have a contractor provide the services.

The party's responsibility for the annual hard costs would be determined in the future.

There was discussion about a sinking fund that a contractor would contribute to.

Mr. Brown shared that having the City operate the turf fields would be inefficient because of staff costs and benefits, which was why a partner would be ideal unless there was an economy of scale that could be achieved with other City facilities.

There was a comment about allowing Mid-Willamette Valley Soccer Club to use the soccer fields, and it was suggested to have a discussion with them to help figure out the operations.

There was discussion about scheduling software and how users would book the fields. Mr. Brown explained that the Finance Department had offered to help with the scheduling.

There was concern expressed about the amount of staff time that would be required to manage the artificial turf fields.

Discussion ensued regarding a contract potentially being a one-year contract with two, one-year extensions and to review workloads within the City.

Carolyn Holman, West Keizer Neighborhood Association, commented that the neighbors on Tate attended the last Parks Advisory Board meeting, submitted written comments, and neighbors

were in favor of the lights being turned off at 9:30 p.m. They understood that there would be exceptions but would appreciate the standard being 9:30 p.m. There was concern from the neighbors about the noise.

There was a letter received from Dustin Karstetter, Keizer, on the operations and management of the artificial turf fields at Keizer Rapids Park, and he commented on issues around a management service agreement.

Steven and Trishah Erb, Mid-Valley Soccer Club Board of Directors, shared that a lot of children loved the idea of having open field time and suggested needing staff. They commented on the challenges of finding turf fields and that children do not play only when there was thunder and lightning. They felt that once the fields were open there would be a high demand for scheduling.

There was discussion on how to maximize the use and accessibility and manage the scheduling of the games and open field time.

Steven and Trishah Erb explained how the volunteers manage fields and that MVSC was a working board. Ms. Erb shared that there were also paid staff that would help. There was discussion about scheduling and the challenges to make sure that it was equitable and that there were blocks of time built in for various uses.

Ms. Erb shared that they were keeping it at a low cost for the families, providing access to the entire cost. It takes a lot of volunteers. She expressed her thanks for looking at ways to manage it. Discussion ensued regarding game day and the volunteers that work before, during, and after game day.

There was discussion about ethical ways of scheduling and how to prioritize among various groups.

Rebecca Fineran, Keizer resident and President of the Salem Women's Football Association, shared that she had been working with the Mid-Valley Soccer Club since the beginning. They have discussed that the turf fields would be for community purposes, along with having other clubs and teams.

Council President Starr moved that the City Council direct staff to work out an agreement for Management and Operations of the Keizer Rapids Artificial Turf Fields with Mid-Valley Soccer Club and Pioneer Capital Football. Councilor Reid seconded.

A friendly amendment was made by Councilor Cross. In addition, to work with those entities for temporary services while a final agreement was being negotiated. Councilor Reid did not accept. Council President Starr accepted the friendly amendment.

Councilor Cross motioned to amend the original motion with a temporary agreement for the parties that the City will be working with for the permanent agreement. Council President Starr seconded.

Councilor Reid asked if it would be possible to draw up a temporary agreement in a short amount of time. It was noted that there would be a fee schedule that the City Council would still need to

adopt.

Councilor Reid asked if this would be good idea to draft a contract with all of the necessary details at this point and asked if an interim agreement would work for MVSC or if the City was making an unrealistic request of them.

MVSC confirmed that they would be available to help immediately.

Motion passed as follows:

AYES: Clark, Reid, Cross, Starr and Juran (5)

NAYS: Kohler (1)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

A recess was called at 9:24 p.m.

b. Authorize the City Manager to retain Morones Analytics for the Purposes of Obtaining Independent Financial Services Analysis

Mayor Clark called the meeting back to order at 9:32 p.m.

City Manager Adam Brown summarized the staff report.

Council President Starr moved that the City Council authorize the City Manager to retain Morones Analytics for the purposes of obtaining independent financial analysis services associated with resolving the employee Tier 1 and Tier 2 subject salary reporting to include the employer 457 deferred compensation contribution. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

CONSENT CALENDAR

a. Approval of August 5, 2024 City Council Regular Session Minutes

b. 2023-24 Surplus Property Report

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, Kohler, and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

OTHER BUSINESS

Mayor Clark asked the Council if they wanted to take up the matter on the Appendix A amendment to the Traffic Safety, Bikeways and Pedestrian Committee Resolution.

Councilor Reid moved to suspend the rules to take up the matter. The motion died for lack of a second. The matter would be brought before the City Council at a future meeting.

City Manager Brown shared that he and the City Manager of Salem spoke about the sign on River Road and Broadway. He provided a history of the sign and the costs to fix the sign. They had added some dura post-reflective tubing on the southbound approach to the triangle and were going to add it to the northbound approach. There was some discussion about adding boulders. Mr. Brown suggested that he would continue to have discussions with the City of Salem to consider spending this type of money annually. There were comments on a possible different location that would be safe for a sign.

STAFF UPDATES

Assistant City Manager Wood reported that, for the 25th year in a row, the City received the Certificate for Achievement for Excellence in Financial Reporting.

Lieutenant Tim Hein reported that there had been National Night Out, Shop with a Cop, and Coffee with a Cop. Upcoming events included Coffee with a Cop and an end of Summer BBQ would be held.

Planning Director Witham reported on a couple of building permits that were issued. He provided an update on the Traffic Safety Project and grant. Conversations would continue on the funding, and the City would need 10 percent of the cost, which is a good deal.

City Attorney Joseph Lindsay reported on the draft City Code. He noted that by the end of the week, the Council would receive copies of the draft. There were some immediate changes that would need to be made.

Mr. Witham shared that there had been code enforcement action at Shari's and the challenges with the enforcement. Mr. Witham noted that there was only one code enforcement officer and that he has continued to find the proper people to enforce the lawn watering and landscaping situation.

COUNCIL MEMBER REPORTS

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

Council President Starr asked about discussing adding to Code Enforcement at the Long Range Planning Task Force Meeting.

AGENDA INPUT

Tuesday, September 3, 2024 - 7:00 p.m.
City Council Regular Session

Monday, September 9, 2024 - 6:00 p.m.
City Council and Parks and Recreation Advisory Board Joint Work Session - Parks Tour

Monday, September 16, 2024 -5:30 p.m.

City Council Work Session - League of Oregon Cities 2025-2026 Legislative Priorities Discussion

Monday, September 16, 2024 - 7:00 p.m.

City Council Regular Session

Monday, September 23, 2024 - 6:00 p.m.

City Council and Community Diversity Engagement Committee Joint Work Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 10:09 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."