



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Tuesday, September 3, 2024**  
**Robert L. Simon Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 7:02 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  
Ma'Layah Latty-Farrar, Youth  
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:**

Vacant Position #5

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

**a. Proclamation - National Hispanic Heritage Month**

At the request of the recipients, the item was moved to September 16, 2024.

**b. Proclamation - Constitution Week**

Ruby Pantalone, Virginia Lang, and Vicky Kupler from the Anna Maria Pittman Chapter of the American National Society Daughters of the American Revolution presented the history of the Constitution and shared a project that their chapter had worked on to recognize Constitution Week. Mayor Clark read the Proclamation recognizing September 17th through 23rd as Constitution Week. She presented the proclamation to the Daughters of the American Revolution.

## COMMITTEE REPORTS

Council President Starr moved to suspend the rules to discuss the resignation of Robert Husseman. Seconded by Councilor Reid. Motion passed unanimously.

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark expressed appreciation for Councilor Robert Husseman's volunteerism.

Councilor Reid moved to declare Position #5 vacant. Seconded by Councilor Juran. Motion passed unanimously.

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

City Attorney Lindsay explained the Council Rules of Procedure that outline the appointment process to be used to fill a vacant Council position.

There was a question about the 45 days that the appointment must be filled within and if there could be an amendment to the rule to change the length of time. Discussion ensued regarding the options for timelines and if applying was the same as running.

Staff would bring back a Resolution and associated timeline to the September 16th Council meeting.

There would be a Special Session for interviews on December 2, 2024.

Council President Starr moved to direct staff to come back with a timeline and a Resolution to amend temporarily the 45-day period for this particular appointment process to be done with presentations on December 2nd and also the language in there that says that a concession by that time will be considered as no longer running for that position so that they can run for the appointed position. Seconded by Councilor Reid. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to allow Councilor Cross to Zoom in for the September 16th meeting. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

### **a. Volunteer Coordinating Committee Recommendations for Appointments - Keizer Public**

**Arts Commission, Parks and Recreation Advisory Board, Budget Committee, Planning Commission and Youth Councilor.**

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved the City Council accept the recommendations of the Volunteer Coordinating Committee as presented in the Council Packet. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark welcomed the Youth Councilor Ma'Layah Latty-Farrar to the position and asked her to share her interest and involvement in school. Ms. Latty-Farrar was a student at McNary High School and currently involved with the school's choir in the National Honor Society. She applied to serve on the City Council to get a better idea of community happenings and to voice things happening in her community with the younger generation.

**PUBLIC COMMENTS**

Loretta Zavala asked who was responsible for the Beaver Dam on Claggett Creek. She shared that there had been damage to her property, and she was worried about further damage to her backyard.

Mayor Clark recognized the written public comment submitted by Devon Kraxberger. Ms. Kraxberger expressed concern due to the Beaver Dam. Another Keizer resident expressed concern about flooding due to the Beaver Dam.

City Attorney Joseph Lindsay explained the State laws around beaver and dam removals.

City Manager Brown noted that the City would advocate to the State for what staff had seen.

There was a request for the City to initiate the communication with Oregon Department of Fish and Wildlife (ODFW).

**PUBLIC HEARING**

There were no public hearings.

**ADMINISTRATIVE ACTION**

**a. Event Center Use Fee Waiver - Keizertimes - Candidate Debate**

Mayor Clark turned over the item to Council President Starr and did not participate in the discussion.

Assistant City Manager Tim Wood summarized the staff report. City Attorney Lindsay cited the Oregon Secretary of State's Election Division guidance that allows for such use.

Lyndon Zaitz, Keizertimes, explained that it was a free event for the community and that he had

invited the two candidates for the Mayor and two candidates for Position #1. He explained that the Keizertimes would be in charge of moderating and the content. They were working with the Neighborhood Associations on questions and help solicit questions for the candidates and market the event through their social media sites and newsletters. It was noted that Channel 23 would also be broadcasting the event. Keizertimes would be working with Channel 23 on the cost, and they would be paying Channel 23 for their broadcasting.

Councilor Reid moved the City Council to approve the requested waiver of the Event Center use fees of \$700 for the Keizertimes - Candidate Debate Event on October 22, 2024. Councilor Kohler seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: Clark (1)

ABSENT: None (0)

**b. Event Center Use Fee Waiver - Soaring Heights Recovery Homes - Second Annual Vision Dinner**

Assistant City Manager Tim Wood summarized the staff report. Soaring Heights would have the room from nine in the morning until nine at night. Staff would be setting up the room, monitoring the clean-up and have staff available.

Eric Rasor, Executive Director, and Victoria Meredith, President of Soaring Heights, shared that they had opened another house for women without minor children. The event would be their second annual Vision Dinner to raise money and awareness to serve individuals in these houses. They have brought over 40 children home.

Council President Starr moved the City Council to approve a waiver of the Event Center use fee of \$925 for the Soaring Heights Recovery Homes - Second Annual Vision Dinner on November 1, 2024. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. Event Center Use Fee Waiver - Marion County Re-entry Initiative Breakfast**

Assistant City Manager Tim Wood summarized the staff report.

Council President Starr moved the City Council to approve a waiver of the Event Center use fee of \$2,530 for the Marion County Re-entry Initiative Breakfast on October 24, 2024. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. ORDINANCE - Establishing Keizer Parks Regulations; Repealing Ordinance No. 2023-869**

City Attorney Joseph Lindsay summarized the staff report. Discussion followed regarding events

totaling more than 100 persons, waivers to the number of persons allowed, noise, the Parks and Recreation Advisory Board's recommendation for lighting timing, leash laws in relation to service dogs, and the increased insurance amount up to \$2,000,000 as a result of increased tort claim limits.

Carolyn Holman, West Keizer Neighborhood Association, asked for the lights to be dimmed at 9 p.m. and then have all activity end at 9:30 p.m. She stated that the lights were not the issue; it was the noise.

Ruth Ann Fry, Neighbor to Keizer Rapids Park shared that she had lived by the Park for years and had learned to enjoy it. She noted that the lights had come on recently, and she was pleased to see the limited light pollution. She appreciated keeping the hours to 9:00 p.m. and 9:30 p.m. in line with the amphitheater. She commented that she recently saw people on the artificial turf fields. She asked about where the City was at with the contract to manage and operate the artificial turf fields.

Steve Brooks, Keizer, liked keeping the lights at a minimum from 9:00 p.m. to 9:30 p.m.

Ellen Marsh, Tate Avenue, Keizer, agreed with the Parks and Recreation Advisory Board to dim the lights at 9:00 p.m. and turn them off at 9:30 p.m.

Rhonda Rich, West Keizer Neighborhood Association President, noted that they had been included in the conversations. Their concerns were the lighting, noise, and parking. They were looking forward to paved parking. The noise was a big concern. Ms. Rich had distributed fliers to neighbors on Tate Street so that they could come to the Parks and Recreation Advisory Board meeting to speak about the lighting. She encouraged the Council to approve the recommendation from the Parks and Recreation Advisory Board. She expressed her appreciation for the neighbors that would be affected by coming to speak.

Public Works Director Lawyer commented on how impressive the lights were.

There was a question about looking into expanding the fields if there wasn't enough daylight hours for the public to access the fields.

Mr. Brown added that Mid-Valley Soccer Club and Salem Women's Football Association felt that 9:00 p.m. was plenty late enough to stop playing.

Council President Starr moved to adopt an Ordinance 2024- Establishing Keizer Parks Regulations; Repealing Ordinance No. 2023-869. Councilor Reid seconded. Motion passed unanimously as follows upon first reading:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark called for a recess at 9:27 p.m. and Mayor Clark resumed the meeting at 9:37 p.m.

**e. RESOLUTION - Authorizing the City Manager to Enter Into Agreement for Exhibition of**

## **City-Owned Property With Keizer Heritage Museum**

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Enter Into Agreement for Exhibition of City-Owned Property With Keizer Heritage Museum. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

### **f. RESOLUTION - Approving the Municipal Court Judge Observation Form**

City Attorney Joseph Lindsay summarized the staff report. There was conversation about the form being helpful getting in writing what was learned and would be helpful to show what success looked like. There was a question about if the completed observation form would be included in the City Council Packet. Mr. Lindsay suggested that if there were any items that were unsatisfactory that there be an Executive Session to discuss the performance and forms. Mayor Clark suggested that the next steps in the process be discussed with the Personnel Policy Committee.

Council President Starr moved to adopt Resolution R2024 - Approving the Municipal Court Judge Observation Form. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

### **g. RESOLUTION - Authorizing the City Manager to Sign Settlement Agreement and Release of Claims and Authorization and Release Agreement With Current and Former Public Employee Retirement System (PERS) Tier 1 and Tier 2 Employees**

Assistant City Manager Tim Wood summarized the staff report.

Council President Starr moved to adopt Resolution R2024- Authorizing the City Manager to Sign Settlement Agreement and Release of Claims and Authorization and Release Agreement With Current and Former Public Employee Retirement System (PERS) Tier 1 and Tier 2 Employees. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

### **h. Presentation on Artificial Turf Field Fees**

City Manager Adam Brown presented on the fees for the artificial turf fields. Councilor Cross felt that the fees should be less than the fees for Keizer-Salem Public Schools. She suggested finding a way for tournaments to play and pay the higher rates on the weekends.

Councilor Juran felt that there should be a reduced rate for local players and that there should be

a way for tournaments to pay the major portion of the costs.

Council President Starr asked City Manager Brown to find out more information about how the organizations that did not collect fees were paying for their replacement costs. She would like to see definitions for each group and the pricing structure.

Councilor Kohler felt that one of the big challenges was when the play happens on the weekends and how to rent out time for tournaments to play on the weekends.

Councilor Reid asked about the practice versus game fees. Mr. Brown shared the proposed rates using the canceled Request for Proposal from Mid-Valley Soccer Club and Salem Women's Football Association, and it was included as an example. He believed it would be best for the practice fee to be reduced first and then the game and outsider fees.

Mayor Clark wanted to know about subsidizing and looking at a comparison between Cities that were operating in a similar manner. She suggested bringing definitions for local, regional, professional, or adult leagues would be helpful.

Councilor Cross felt that the Request for Proposal was vague and that the proposed rates from Mid-Valley Soccer Club were fair because they wrote it with the sinking fund in mind. She suggested selling concessions underneath a canopy instead of a nice building to establish a sinking fund.

Discussion ensued regarding a fee structure and when the fees would be adopted.

Rebecca Fineran, Salem Women's Football Association, were ready to move forward and wanted to learn how best to communicate.

Mr. Brown added that if a fee was not adopted at the time of opening, the City could subsidize until a fee structure was adopted.

**i. RESOLUTION - Authorizing City Manager to Sign Criminal Justice Commission Organized Retail Theft Grant Agreement ORT-25-08**

Police Chief Andrew Copeland summarized the staff report. It was noted that this grant would allow for the Police Department to do more.

Council President Starr moved to adopt Resolution R2024- Authorizing City Manager to Sign Criminal Justice Commission Organized Retail Theft Grant Agreement ORT-25-08. In addition, direct staff to prepare the necessary supplemental budget adjustments for consideration at the next regular City Council meeting. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**CONSENT CALENDAR**

- a. **Approval of August 19, 2024 City Council Regular Session Minutes**
- b. **RESOLUTION - Declaring the City's Intent to Initiate a Street Lighting Local Improvement District (Bohlander Meadows) and Directing the City Engineer to make a Survey and file a Written Report with the City Recorder.**
- c. **RESOLUTION - Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending Resolution No. R2012-2256; Repealing Resolution R2023-3403**

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: None (0)

## **OTHER BUSINESS**

There was no additional business.

## **STAFF UPDATES**

City Manager Brown reported that the artificial turf field lighting looked very good.

Police Chief Copeland reported that the Blast BBQ in front of the Police Department at Chalmers Jones Park was a huge success.

Public Works Director Lawyer reported that the paving was nearly complete.

City Attorney Joseph Lindsay reported that he would be leaving on vacation. He reminded the Council to continue to review the Code and send him feedback on scriveners' errors.

## **COUNCIL MEMBER REPORTS**

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended as well as upcoming events. Youth Councilor Latty-Farrar provided an update on the beginning of the school year.

## **AGENDA INPUT**

**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 10:54 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.”*