



MINUTES
KEIZER CITY COUNCIL
Monday, September 16, 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
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
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Melissa Bisset, City Recorder

Absent:

Vacant Position #5
Soraida Cross, Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Proclamation - National Hispanic Heritage Month

Crista Medrano-Hernandez, Keizer, shared her family's history and experience in a small town in Guatamala, her experience coming to the United States as an immigrant, and how her family likes to give back and volunteer with non-profits in appreciation for everything that was given to them in the United States. She described how she came to Keizer and that it was where she needs to be. Thais Rodick, Chair of the Community Diversity Engagement Committee (CDEC), provided a history and discussed the growth of Latino populations in Oregon. Benita Picazo, Vice Chair of the CDEC, shared the three values of diversity, equity, and inclusion.

Mayor Clark read the Proclamation recognizing September 15th through October 15th as National Hispanic Heritage Month. She presented the proclamation to Thais Rodick and Benita Picazo from the CDEC.

COMMITTEE REPORTS

Matt Lawyer, Parks and Recreation Advisory Committee Chair, commented on Wallace House Park, how it had been transformed over the years, how Carol Doerfler helped cultivate Palma Ciea, and how Ms. Doerfler was a special person. Mr. Lawyer shared that there had recently been a massive effort at Wallace House Park.

Councilor Kohler explained that every year as part of the National Day of Service and the Church of Latter-day Saints picks a service project. They chose Wallace House Park this year and did quite a bit of work and planted 125 plants. Mayor Clark and Councilor Reid were also in attendance. Herc Rentals had donated equipment. Mr. Lawyer noted that all the work transformed the park. An Eagle Scout had recently completed a path. He explained that it was a very special time to involve families to do things for other people.

Mr. Lawyer shared that the annual parks tour took place between the City Council and the Parks and Recreation Advisory Board. The tour included the new artificial turf fields and pickleball courts at Keizer Rapids Park, the Keizer Little League complex, and PFC Ryan J. Hill Park. Mr. Lawyer explained that there was a goal of replacing the fountain at PFC Ryan J. Hill Park with a Gold Star Memorial.

PUBLIC COMMENTS

Fire Chief Hector Blanco provided the monthly call volumes, noting that the amount of calls was trending up. The Defensible Space services were still available. There would be a car seat clinic. Chief Blanco provided an update on Community Risk Reduction efforts. They were working on establishing pet fosters for emergency situations.

Mayor Clark read a note left from Eric Rasor and Victoria Meredith for the City Council's ongoing support of Soaring Heights Recovery Homes in response to the City waiving the fees for their second annual fundraising dinner.

Corri Falardau, Keizer Chamber of Commerce Executive Director, spoke about the upcoming Leadership Keizer program noting that they wanted to make sure that the class was accessible for everyone.

Tami Levin, Keizer Chamber of Commerce Board Secretary, would lead the next cohort for Leadership Keizer. She would like to bring opportunities on how to communicate better.

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. **RESOLUTION - Adopting the Neighborhood Traffic Management Program; Repeal of Resolution R99-1118**

Public Works Director Bill Lawyer summarized the staff report. Discussion followed regarding

methods of notification, there was a request to clarify that the City would do the notification, adding Consumer Price Index (CPI) to the definitions, funding options.

Tammy Saldivar, Chair of the Traffic Safety, Bikeways and Pedestrian Committee (TSBP) was excited to see the Neighborhood Traffic Management Program (NTMP) be completed as they had been working on updating the program for quite some time.

Mike DeBlasi, TSBP Committee Member, hoped that it would be an acceptable tool by the residents to have concerns addressed.

There was discussion about the NTMP being a tracking method and useful tool to move forward rather than having to restart the discussion.

It was noted that the Community Diversity Engagement Committee also reviewed the program and provided feedback.

There was discussion about keeping the NTMP up-to-date and refined as it was being used. Mr. Brown suggested sharing issues in real time between the TSBP members and staff.

Amended corrections were noted by Council President Starr and Mr. Brown had an addition to Appendix C with possible remedies.

Council President Starr moved to adopt Resolution R2024 as amended, Adopting the Neighborhood Traffic Management Program; Repeal of Resolution R99-1118. Councilor Reid seconded. Motion passed unanimously as follows:
AYES: Clark, Reid, Kohler, Starr and Juran (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Cross (1)

b. Event Center Use Fee Waiver - Keizer Community Library Program for Children and Families Events

Assistant City Manager Tim Wood summarized the staff report.

B.J. Toewe, Keizer Community Library, reviewed the programming and attendance. With the use of the Keizer Event Center, they had been able to bring in professional performers, and accommodate the increased attendance.

There was a question about lowering the required insurance amount from \$2,000,000 to \$1,000,000. City Attorney Lindsay explained that a different amount could be approved by the City Attorney with the consensus of the Council.

There were no objections by the City Councilors to the City Attorney changing the insurance required to \$1,000,000.

There would be a book sale at the Keizer Event Center.

Council President Starr moved the City Council approve a waiver of the Event Center use fee of

\$4,212.14 for the Keizer Community Library's Program for Children and Families on December 27, 2024, March 26, 2025, April 30, 2025, July 2, 2025, July 16, 2025, July 23, 2025, July 30, 2025, and August 13, 2025. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

c. League of Oregon Cities 2025-2026 Legislative Priorities Discussion

City Manager Adam Brown summarized the staff report. He added that during the earlier work session, it was discovered that there was an opportunity to add one priority to the top five.

Mayor Clark explained that if a priority was not in the top five, it doesn't mean that the League of Oregon Cities (LOC) would drop the priority. This would help direct the LOC staff by focusing its efforts on the priorities of the Cities that have the biggest needs.

The Marijuana Tax, Full Funding and Alignment for Housing Production, and Restoration of Reactional Immunity priorities were considered.

The Full Funding and Alignment for Housing Production was the consensus of the Council and would be the fifth priority that would be submitted.

It was noted that items 1, 2, 3, 5, and 8 in the packet were ranked.

1 - Community Safety and Neighborhood Livability

2 - Infrastructure Funding (Co-sponsored by Water and Wastewater Committee)

3 - 2025 Transportation Package

5 - Employment Lands Readiness and Availability

8 - Full Funding and Alignment for Housing Production

Council President Starr moved that the Keizer City Council authorize the City Manager to submit the Council's legislative priorities as agreed to in the City Council Meeting on September 16, 2024 (regular session). Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

d. RESOLUTION - Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269)

AND

Adopting Timeline to fill City Councilor Position #5 Vacancy

City Attorney Lindsay summarized the staff report. He explained that the closing deadline for candidates of the appointment process gives the candidates enough time after the election for their candidacy to be dissolved in the upcoming election if they conceded to go through the appointment process.

There was a question about when submissions for appointments could be accepted.

Discussion ensued regarding having the advertisement published in the October 18, 2024 edition of the Keizertimes.

Council President Starr moved to adopt Resolution R2024- Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269). Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

Council President Starr moved to adopt the proposed timeline as amended to fill the City Council vacancy with interviews and the appointment taking place on December 2, 2024. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

e. RESOLUTION - Adopting User Fees for the Keizer Rapids Park Artificial Turf Fields

City Manager Adam Brown summarized the staff report. Discussion followed regarding the various rates.

It was clarified that the new non-profit, Keizer Community Fields, would be management of the facility.

Discussion ensued regarding the formation of the non-profit.

Brian Fineran, Treasurer of the Salem Women's Football Association and would be the Secretary of the new non-profit, shared that the idea was that the new non-profit would be dedicated to the management of the fields. The existing organizations would continue to run their sports programming separately, and that management was not being tied into the new non-profit's management. The new non-profit was set up as a member-operating non-profit.

Membership and fees were discussed.

It was proposed that the term local would be considered 1,000 feet outside the Urban Growth Boundary.

There was a question about the sinking fund and a request for a review of the sinking fund plan and fee structure in six months. The six-month review could also be a time for the Council to consider doing something similar to the Event Center fee waivers by preparing an agreement to support the City's neighboring areas for those who decide not to become a member.

Mr. Brown confirmed with the City's insurance provider that any play time (open, practice, or

games) outside of scheduled games would be covered by the City's insurance.

There was a question about the timing of the incorporation of the non-profit. The Articles of Incorporation had been filed recently. The new non-profit would have 27 months to complete the process to become a non-profit, and their origination would be backdated.

Discussion ensued regarding the various rates and how they would be administered. There were definitions included in the resolution, and it was suggested that they could be further clarified in the contract between the non-profit and the City.

Discussion ensued regarding how local members might be defined. There was conversation about the rates being considered fair by the local clubs. There would be a process in the new non-profit's Bylaws to join as a member and having responsibilities on the fields.

There was conversation about membership opportunities and when they would be available.

Mr. Lindsay shared that the City needs to give the public a chance to make comments when fees are being established.

Mayor Clark asked anyone present was interested in addressing the fee schedule. There was no one from the public interested in making comments on the proposed fees.

Council President Starr moved to adopt Resolution R2024- Adopting User Fees for the Keizer Rapids Park Artificial Turf Fields. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

f. County Community Prosperity Initiative Grant

Mayor Clark called a recess at 9:25 p.m.

Mayor Clark called the meeting back to order at 9:33 p.m.

City Manager Adam Brown summarized the staff report.

There was a question about whether the proposal submitted to the County had been reviewed by the Parks and Recreation Advisory Board (Parks Board), which they had not. There were questions about the process timeline, the grant submission process, and who was involved in creating the additional Community Prosperity Initiative Scope document that had been submitted to the County.

There was a question about why the County contacted a City Councilor rather than Mr. Brown receiving the request for additional information on his grant request submission.

Concern was expressed to be sure to have a discussion of the pavilion with the Parks Board.

Mr. Brown explained the timeline, as discussed in the staff report. He noted that he handed out copies of the proposed grant request at a meeting with the County.

Discussion ensued regarding how the document was created and who was involved in the creation of the document.

Mr. Brown clarified that according to the County Economic Development Director, the City could still use the Community Prosperity Initiative grant by going with a one-year, \$20,000 allocated grant, or the City could use the \$60,000 payment for the Parks Master Plan Amendment process.

Concern was expressed about a required matching fee and that the Parks Board and Council weren't involved with the grant.

There was interest in having the Parks Board discuss the appropriateness of a building and consider the conditions of the other parks and current projects.

Public Works Director Lawyer spoke about the last Parks Master Plan Amendment, and he thought that the process would cost about \$25,000 and would take approximately nine months. He felt it was very proper to go through the process of engaging the community specific to Keizer Rapids Park and that a pavilion was relevant, especially for the KeizerFEST.

There was a suggestion about including the engineering design as part of the grant application for the \$60,000 one-time payment.

Discussion ensued regarding what should be submitted in the grant application and the timing to respond to the County on the application.

It was noted that grants have to go through a process and would have Council involvement.

Council President Starr moved that the Keizer City Council approve the Marion County Community Prosperity Initiative grant application for \$60,000 to be used towards a Parks Master Plan Update/ Amendment to consider a Pavilion at Keizer Rapids Park. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

CONSENT CALENDAR

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, Kohler, and Juran (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Cross (1)

a. Approval of September 3, 2024 Regular Session Minutes

OTHER BUSINESS

There was discussion about the Community Diversity Engagement Committee (CDEC), voting youth member who was at College, and the length of their term.

The Roster on the website shows the youth member's term ending on December 31, 2025, which would give this position a four-year term, and the term should end December 31, 2024. Confirmation of the ending term was requested.

Mayor Clark would like to begin accepting applications since the youth member was at college.

Councilor Starr noted that the youth member was a direct appointment by the Mayor, and the City doesn't take applications for the CDEC.

Mayor Clark clarified that solicitation of Letters of Interest from students would go to her for review and appointment.

There were no objections referring to the turf fields moving forward as Keizer Rapids Park Turf Fields.

STAFF UPDATES

Chief Copeland reported on upcoming events and recent recruitments.

City Attorney Joseph Lindsay appreciated being on vacation and returning to not too many emails.

COUNCIL MEMBER REPORTS

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

AGENDA INPUT

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

City Council and Community Diversity Engagement Committee Joint Work Session

Monday, October 7, 2024 - 7:00 p.m.

City Council Regular Session

Monday, October 14, 2024 - 6:00 p.m.

City Council Work Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 11:07 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.”