



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Tuesday, February 21, 2023**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Laura Reid, Councilor  
Shaney Starr, Councilor  
Kyle Juran, Councilor  
Soraida Cross, Councilor  
Daniel Kohler, Councilor  
Youth Councilor Angelica  
Sarmiento Avendano

**Staff:**

Adam Brown, City Manager  
Tim Wood, Assistant City Manager  
Shannon Johnson, City Attorney  
Shane Witham, Planning Director  
Bill Lawyer, Public Works Director  
John Teague, Police Chief  
Machell DePina, Human Resources  
Tracy Davis, City Recorder

**Absent:**

Robert Husseman, Councilor

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS - None**

**COMMITTEE  
REPORTS**

*Matt Lawyer*, Keizer, reported that he and Jeremy Grenz had been elected as Chair and Vice Chair respectively at the last Planning Commission meeting. He then reviewed past accomplishments of the Commission and anticipated projects. Planning Director Shane Witham provided additional information regarding Accessory Dwelling Units.

Mr. Lawyer then encouraged volunteers to assist at the City Hall annual cleanup on March 11 sponsored by Keizer Rotary and Claggett Creek Watershed Council.

*Lisa Cejka*, Keizer, reported that the Parks Board had discussed the ongoing graffiti and vandalism problems, noted that \$9400 is available for park grants and encouraged anyone wishing to participate to submit an application for Board approval. Bill Lawyer, Public Works Director, added that Robert Johnson is reaching out to people for projects and volunteers. Bike racks made by CTECH for Keizer Rapids Park are being considered. He is waiting to hear back from them.

**PUBLIC COMMENTS - None**

## **PUBLIC**

### **HEARINGS**

#### **a. Utility Service Utilizing the Public Rights of Way and Communications License Law**

*Mayor Clark opened the Public Hearing.*

City Attorney Shannon Johnson summarized his staff report and recommended continuing this matter to the March 20 Council meeting.

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

Councilor Starr moved that the hearing on Utilizing the Public Rights-of-Way and Communications License Law be continued to March 20, 2023. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

### **ADMINISTRATIVE ACTION**

#### **a. West Keizer Neighborhood Association Annual Report**

*Taken out of order.*

Rhonda Rich, President of the West Keizer Neighborhood Association, summarized the report submitted and published in the packet. She directed attention to the City website and that of the West Keizer Neighborhood Association for additional information and thanked all presenters who had attended the meetings.

Councilor Starr moved that the Keizer City Council accept the Annual Report from West Keizer Neighborhood Association and extend recognition through 2023. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

City Recorder Tracy Davis summarized her staff report. Mayor Clark noted that the registration is to pay for the lunch; attendance is free.

#### **b. Community Center Fee Waiver – Keizer Chamber of Commerce Luncheon/State of the City Address**

Councilor Starr moved that the Keizer City Council approve the requested waiver of the Community Center rental fees including the security deposit and charge \$120 for staffing fees for the March 14, 2023 Chamber of Commerce Luncheon/State of the City Address. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

#### **c. RESOLUTION – Authorizing the City Manager to Enter Into A**

Finance Director Tim Wood summarized his staff report.

Mayor Clark indicated that she was not comfortable approving the proposal and contract without seeing them.

**Personal  
Services  
Agreement with  
Buffalo Cloud  
Consulting LLC  
for Consulting  
Services**

Councilor Reid noted that the consultants had attended the last Community Diversity Engagement Committee meeting and that she was impressed by what they had to offer.

Councilor Cross voiced support for the CDE Committee but indicated that she was not comfortable with spending \$24,050 for a business outside the Salem-Keizer area and having someone from another city giving direction on how to deal with issues in Keizer.

Councilor Starr moved that the Keizer City Council table the Resolution Authorizing the City Manager to Enter Into A Personal Services Agreement with Buffalo Cloud Consulting LLC for Consulting Services until the next City Council meeting on March 6. Councilor Reid seconded.

Mr. Johnson explained that the appropriate language would be to 'continue to a date certain' rather than tabling to a specific meeting. Councilors Starr and Reid accepted this change in the motion.

Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

**CONSENT  
CALENDAR**

- a. RESOLUTION – Authorizing the City Manager to Sign Engineering Services Contract with AKS Engineering & Forestry, LLC
- b. RESOLUTION – Authorizing the City Manager to Enter Into Agenda and Meeting Management Software Agreement with CivicPlus
- c. Approval of February 6, 2023 Regular Session Minutes

Councilor Starr moved for approval of the Consent Calendar. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

**OTHER BUSINESS**

Human Resources Director Machell DePina explained that the due to a recent court decision, rounding of time on time sheets is no longer allowed. Because there are references to rounding in the Police collective bargaining agreement a Memorandum of Understanding is needed for clarification. She noted that the issue is complicated but an agreement has been reached with the union. This will be a stopgap to limit the City liability while bargaining.

Councilor Starr moved to suspend the rules to consider this Resolution. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

Councilor Starr moved that the Keizer City Council adopt a Resolution Authorizing the City Manager and Chief of Police to Sign Memorandum of Understanding No. 7 Relating to 2021-23 Collective Bargaining Agreement. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Husseman (1)

## **STAFF UPDATES**

City Manager Adam Brown provided information regarding the camera system being considered for placement in area parks noting that research has been done and the next step will be to see if there are cooperative purchasing agreements available or if it is necessary to go out for bids. In order to prevent vandalism of the cameras, the wiring will be installed so that it cannot be cut.

## **COUNCIL MEMBER REPORTS**

Councilor Cross reported on events she had attended including the Southeast Keizer Community Dinner and noted that she felt she had built relationships while there.

Councilor Juran reported that everything he had attended had been reported on already. He added that it was great to see people helping others.

Councilor Starr reported on meetings and events she had attended and provided details about the Latino Business Alliance.

Councilor Kohler noted that April 22 is Earth Day and will be celebrated in conjunction with Soggy Day in the Park, reported on meetings and events he had attended, shared information about what The Rec does and their plans for a music festival in August, and reminded everyone of the Community Dinner and City Hall Cleanup event.

Councilor Reid reported on neighborhood association meetings and other events and meetings she had attended, thanked Mayor Clark for her strong representation of Keizer, reviewed plans for the 40<sup>th</sup> birthday celebration, and announced that windows on the lower level of the Keizer Heritage building have been replaced and the master plan for the Heritage Foundation is being finalized.

Youth Councilor Angelica Avendano announced upcoming concerts, basketball game and blood drive at McNary.

Mayor Clark reported on meetings and events she had attended, announced upcoming ones and urged everyone to participate in the DLCD Walkable Communities virtual Open House on Tuesday, February 28.

Councilor Kohler noted that on this day in history 1885 the Washington Monument was dedicated. Chief Teague added that at that time aluminum was a precious metal and the man who place the monument was from Oregon.

## **AGENDA INPUT**

February 27, 2023, 6:00 p.m. – City Council Work Session

- Strategic Planning Session

March 6, 2023, 7:00 p.m. – City Council Regular Session

March 13, 2023 – 6:00 p.m. - Long Range Planning Task Force Meeting

March 20, 2023 – 7:00 p.m. - City Council Regular Session

## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:29 p.m.

MAYOR:

APPROVED:

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Cathy Clark

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Debbie Lockhart, Deputy City Recorder  
COUNCIL MEMBERS

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Councilor #1 – Laura Reid

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Councilor #4 – Soraida Cross

~ Absent ~

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Councilor #2 – Shaney Starr

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Councilor #5 – Robert Husseman

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Councilor #3 – Kyle Juran

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Councilor #6 – Daniel R. Kohler

Minutes approved: 03-20-23