



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, May 1, 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  
Daniel Kohler, Councilor  
Soraida Cross, Councilor  
Robert Husseman, Councilor  
Youth Councilor Angelica  
Sarmiento Avendano

**Staff:**

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

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

**PROCLAMATIONS**

Mayor Clark read the proclamations designating May as *Asian American, Native Hawaiians, and Pacific Islanders Heritage Month* and *Jewish American Heritage Month*.

**Distinguished  
Young Women**

Fatima Falcone thanked the event sponsors and invited the participants to introduce themselves. Adriann Durkin, Betzy Macedonio, Dayanara Salvador, Siosi Utaatu and Madison Lietz (2024 Keizer Distinguished Young Woman), and Kiele Jarnagin (current Oregon Distinguished Young Woman) introduced themselves and shared their talent from the event and their plans for the future.

City Manager Adam Brown introduced Water and Wastewater Engineer *Sophorn Meng* from Cambodia, and Recycling Product Engineer *Jade Castro* from the Philippines noting that they were here under the Young Southeast Asian Leaders Initiative program and learning from Keizer staff.

**COMMITTEE  
REPORTS**

*Jamie Davis* reported that the Traffic Safety/Bikeways/Pedestrian Committee had updated the Committee Purpose and sent it to the Legal Department for review, heard testimony from citizens regarding safety concerns on roadways near the Verda/Chemawa roundabout, and

received positive feedback on the flashing speed sign on Shoreline. She noted that the committee will participate in the 40<sup>th</sup> birthday celebration, continues to work on updating and streamlining the Neighborhood Traffic Management Plan, and voted unanimously to recommend a flashing beacon crossing on Lockhaven by the McNary baseball cages.

Councilor Husseman, Liaison to this committee, stressed that speeding throughout the city is the overall concern and noted that he hoped Councilors were hearing what this committee is talking about.

## **PUBLIC COMMENTS**

*Rhonda Rich*, President of West Keizer Neighborhood Association, shared background and neighborhood input regarding the new flashing speed limit signs on Shoreline Drive.

*Judy Liechty*, Keizer Community Food Bank, shared information about the food bank, the families that it serves and the need for donations.

## **PUBLIC HEARING**

None

## **ADMINISTRATIVE ACTION**

City Recorder Tracy Davis summarized her staff report and fielded questions.

### **a. Community Center Fee Waiver – Keizer Chamber of Commerce/ KNOW Percey Event**

Councilor Starr moved that the Keizer City Council approve a waiver of the Community Center rental fee and refundable security deposit but charge for staffing and outside security in the amount of \$850 for the 2023 Keizer Chamber of Commerce/KNOW Percey event. 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. RESOLUTION – Amending City of Keizer City Council Rules of Procedure (Amending Resolution R2022-3269)**

City Manager Adam Brown summarized his staff report.

Councilor Starr moved that the Keizer City Council adopt a resolution amending the City of Keizer City Council Rules of Procedure. Councilor Kohler seconded.

Councilors Reid and Husseman voiced opposition to this resolution because it adds barriers to service, might open the City to liability as it relates to ADA conformance and is exclusive rather than inclusive. Discussion followed regarding the consequences for violation, the current practice and substitutes.

Mayor Clark offered a friendly amendment that if a Council member liaison cannot attend a meeting, they shall contact the City Recorder and Council to find a substitute.

Councilors Starr and Kohler accepted the amendment.

City Attorney Shannon suggested the following language: “If a Council member liaison cannot attend a meeting, they shall attempt to arrange a

substitute Council member to appear and then contact the City Recorder's office."

Councilors Starr and Kohler accepted the City Attorney's suggested language for the amendment.

Amended motion passed as follows:

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

NAYS: Husseman and Reid (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

**c. City Council  
Rules of  
Procedure –  
Age  
Requirement  
Interpretation –  
Appointment to  
Volunteer  
Coordinating  
Committee**

City Attorney Shannon Johnson summarized his staff report and provided clarification.

Councilor Starr moved that the Keizer City Council interpret the current Council Rules of Procedure to not allow committee members to be less than 18 years of age except where specified by resolution or ordinance. Councilor Cross seconded.

Discussion followed regarding interpretation of the rules.

Motion passed as follows:

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

NAYS: Husseman and Reid (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

**d. City Council  
Rules of  
Procedure –  
Age  
Requirements**

Mr. Johnson summarized his staff report.

Councilor Starr moved that Keizer City Council direct staff to prepare an amendment to the Council Rules of Procedure as follows: City committee and commission members be 18 years of age or older except where specified by resolution or ordinance and youth liaisons be between the ages of 15 and 17 except where specified by resolution or ordinance. Councilor Reid seconded.

Councilor Reid offered a friendly amendment to change 17 to 18.

Councilors Starr and Reid accepted the amendment.

Discussion followed regarding the abilities of youth, the importance of being open and accepting of all volunteers, whether the youth councilor position was created by resolution, the youth position on the Community Diversity Engagement Committee, duties of liaisons and age specification for police cadets.

Councilor Husseman offered a friendly amendment that the Youth Councilor position be between the ages of 15 and 18. Councilor Starr did not accept the amendment.

Motion on amended motion passed as follows:

AYES: Clark, Reid, Cross, Kohler, Starr and Juran (6)  
NAYS: Husseman (1)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**e. Leash  
Ordinance  
Discussion**

City Manager Adam Brown summarized his staff report.

Councilor Starr moved that the Keizer City Council direct staff to prepare an ordinance requiring dogs to be on a leash at all times in which they are not on their own property and behind a physical or wireless fence or when they are at city approved dog parks. Councilor Cross seconded.

Discussion followed regarding enforcement on school property, including an exclusion of accredited service dogs, consequences for non-compliance, public education and involvement, and Salem and Marion County leash laws.

Motion passed as follows:

AYES: Clark, Reid, Husseman, Cross and Starr (5)  
NAYS: Kohler and Juran (2)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

**f. RESOLUTION –  
Authorizing the  
City Manager to  
Initiate an  
Application to  
the Standard  
Insurance  
Company and  
Paid Leave  
Oregon**

Human Resources Director Machell DePina summarized her staff report and fielded questions.

Councilor Starr moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Initiate an Application to the Standard Insurance Company and Paid Leave Oregon for the Purpose of Approval to Offer Paid Leave Benefits through an Equivalent Plan. 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)

**CONSENT  
CALENDAR**

- a. Approval of April 10, 2023 Work Session Minutes
- b. Approval of April 17, 2023 Regular Session Minutes

Item A was pulled.

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

AYES: Clark, Reid, Kohler, Starr, Husseman, Cross and Juran (7)  
NAYS: None (0)  
ABSTENTIONS: None (0)  
ABSENT: None (0)

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

AYES: Clark, Reid, Kohler, Husseman, Cross and Juran (6)  
NAYS: None (0)  
ABSTENTIONS: Starr (1)  
ABSENT: None (0)

## OTHER BUSINESS

City Attorney Shannon Johnson explained that an issue has come up that involves a civil forfeiture case recently decided by the Oregon Court of Appeals. He directed Council attention to the 'Talking Points' he had placed on the dais and provided additional details.

Councilor Starr moved to suspend the rules to consider the 'walk-on' item. 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)

Councilor Starr moved that the Keizer City Council adopt a Resolution Directing the City Attorney to take action to have City of Keizer join in an Amicus Brief in *Yamhill County v. Real Property Commonly Known as: 11475 NW Pike Road, et al* Case. 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)

## STAFF UPDATES

Human Resources Director Machell DePina reminded Councilors of the deadline for completion of the performance evaluation forms. Finalists for City Recorder are being interviewed this week. Recruitment for Police Chief and Deputy City Recorder is underway.

City Manager Adam Brown reported that a presentation by the YSLI Fellows will be scheduled soon.

Finance Director/Assistant City Manager Tim Wood announced that Budget Committee will meet on May 8 and 9.

## COUNCIL MEMBER REPORTS

Councilor Cross reported on the Haley's Heroes lunch.

Councilor Juran reported on events he had attended and announced that the 24<sup>th</sup> was the 20<sup>th</sup> anniversary of Classic Homes.

Councilor Starr reported on events she had attended. She added that Charlotte Bauer had come to work with her on 'Take Your Child to Work Day' and she was interviewed about her lemonade stand had announced that she wanted Ms. Starr's job.

Councilor Kohler shared details about meetings and events he had attended and announced upcoming ones.

Councilor Husseman announced that a Bike Skills Fair would be held at City Hall on June 10 from 1 to 3 p.m.

Councilor Reid announced the new Homegrown Theater production and reported on the recent GNEKNA meeting noting that physical attendance was sparse but virtual attendance was significant.

Youth Councilor Sarmiento reported on past and upcoming McNary events and asked for a volunteer to speak at the May 17 at 6:30 National Honor Society Inauguration ceremony.

Mayor Clark announced that HB 2095 has passed and is on the Governor's desk for signature. She reviewed various meetings, events and tours in which she had participated and announced upcoming ones.

## **AGENDA INPUT**

May 8, 2023 – 6:00 p.m. – Budget Committee Meeting

May 9, 2023 – 6:00 p.m. – Budget Committee Meeting

May 15, 2023 – 7:00 p.m. – City Council Regular Session

June 5, 2023 – 7:00 p.m. – City Council Regular Session

## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 10:07 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

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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: 05-15-23