



MINUTES
KEIZER CITY COUNCIL
Monday, April 5, 2021
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
Elizabeth Smith, Councilor
Roland Herrera, Councilor
Daniel Kohler, Councilor
Ross Day, Councilor
Kyle Juran, Councilor
Laura Reid, Councilor

Staff:

Shannon Johnson, City Attorney
Tim Wood, Finance Director
Machell DePina, Human Resources
Bill Lawyer, Public Works Director
Shane Witham, Planning Director
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

**RESOLUTION -
Appointment of
City Manager
Pro Tem**

Mayor Clark read the staff report prepared by City Attorney Shannon Johnson.

Councilor Smith moved to suspend the rules. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

Mayor Clark explained that following discussion with the City Attorney and Human Resources Director she and Council President Smith recommended Tim Wood to serve as City Manager Pro Tem.

Councilor Smith moved that the Keizer City Council adopt a Resolution – Appointment of City Manager Pro Tem. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**RESOLUTION –
Intent to
Appoint Interim
and Permanent
City Manager**

Mayor Clark indicated that she planned to utilize the services of the Mid-Willamette Valley Council of Governments for this task.

Councilor Smith moved that the Keizer City Council adopt a Resolution – Intent to Appoint Interim and Permanent City Manager. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

SPECIAL ORDERS OF BUSINESS

**a. PROCLAMATION –
Child Abuse
Prevention
Month**

Shaney Starr, Executive Director of CASA gave a slide presentation and shared information regarding Child Abuse Prevention Month.

Mayor Clark then read the proclamation and presented it to Ms. Starr.

**b. PROCLAMATION
– Volunteer
Appreciation
Month**

Daisy Hickman, on behalf of the Volunteer Coordinating Committee, thanked Council for their dedication and ongoing volunteer efforts benefiting the City of Keizer and distributed cookies as a token of appreciation. Mayor Clark then read the proclamation.

**COMMITTEE
REPORTS**

Michele Roland-Schwartz, Keizer, reported that the Public Arts Commission was working on an Arts Master Plan and had approved art for display in the gallery including some by the Youth Committee Liaison, Isabella Biondi. They also chose the art for the 2022 Holiday Card, selected an additional sculpture for display on River Road, worked on dedication of the cultural history poles, and considered placement of a large sasquatch statue in Keizer Rapids Park.

Wayne Frey, Keizer, gave the Traffic Safety-Bikeways-Pedestrian Committee report, which included input on the Wheatland Road Multi-Modal Corridor Study, review of citywide connectivity, and Bicycle Friendly City designation for Keizer. The committee continues efforts to educate by working with the Safe Routes to School coordinator and hopes to hold some bike skills fairs later this year. The Monster Cookie Ride will begin and end at Keizer Rapids Park along with a mini-cookie ride. Public Works Director Bill Lawyer provided additional details regarding the Wheatland Road project.

**COMMITTEE
REPORTS**

**a. Keizer Points of
Interest
Recommendation
– Quest and**

Robert Becker, Keizer, shared details about various Keizer Points of Interest projects including informational signage at Schoolhouse Square, postponement of the oral history project due to Covid restrictions, the Keizer 123.45 project, compilation of Keizer memorials, and research into park histories for inclusion in the updated Master Plan and possible signage at the parks. Mr. Becker then introduced Warren Franklin of Enhanced Visitor Experience noting that the committee supported his

Discovery Network

Quest and Discovery Network.

Mr. Franklin shared a presentation about the Quest and Discovery Network which is a beacon-based program used to attract visitors through technology. He noted that he would install the program at no cost to the City and that the City would only be responsible for purchasing the magnets and maintaining the batteries. Mayor Clark suggested that perhaps the City could partner with McNary High School students who are being trained in this field. Staff indicated they would work with Mr. Franklin on details.

PUBLIC TESTIMONY

Marlene Parsons, Keizer, thanked Public Works staff and Bill Lawyer for the reflectors on River Road, wished Mayor Clark a happy birthday, and voiced support for recent Council decisions related to Chris Eppley.

Rich Rodriguez, Keizer, reviewed the recent City Manager issue and expressed disapproval of the severance package given to Mr. Eppley.

Courtney Clendenning, Keizer, spoke about implicit bias, creating a safe and welcome environment and treating others with respect. She posed several questions as to how the City would ensure that it is a truly inclusive city and suggested that a committee be formed for this purpose.

Carol Doerfler, Keizer, thanked Council for making a difficult decision and doing the right thing.

PUBLIC HEARING

a. Best Western Premier Keizer/Salem Hotel Liquor License Application

Mayor Clark opened the Public Hearing.

City Manager Pro Tem Tim Wood read his staff report.

Katelyn Garrand, Keizer, General Manager, noted that the establishment is currently closed for renovations but would re-open in May

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

Councilor Smith moved that the Keizer City Council recommend approval of the application for Best Western Premier Keizer/Salem Hotel under the guidelines established by ORS 471.178 and the Ordinances of the City of Keizer and forward this recommendation to the Oregon Liquor Control Commission for final approval. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Day, Juran, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION – Adoption of

City Manager Pro Tem Tim Wood read his staff report.

Discussion took place regarding recruiting and hiring a permanent City Manager, goals vs. work plan, and including the work plan in the resolution which already includes the goals. Mayor Clark asked Council

2021-2022 City Council Goals

to consider the level of commitment and including the work plan in the resolution and to be prepared to address this at the April 19 Council meeting. Council agreed to do this.

b. RESOLUTION – Creating a Dedicated Fund in Memory of Cari Emery Coleman for the Benefit of Keizer Youth Peer Court

City Manager Pro Tem Tim Wood read his staff report.
Councilor Smith moved that the Keizer City Council approve a Resolution Creating a Dedicated Fund in Memory of Cari Emery Coleman for the Benefit of Keizer Youth Peer Court. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

c. 2021-22 City of Keizer Budget Meetings

Shannon Johnson summarized his staff report.
Councilor Smith moved that the Keizer City Council approve a motion to hold the 2021-22 City of Keizer Budget Meetings virtually. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, and Smith (6)
NAYS: Kohler (1)
ABSTENTIONS: None (0)
ABSENT: None (0)

CONSENT CALENDAR

- a. South East Keizer Neighborhood Association Annual Report – Request for Extension of Time
- b. Approval of March 15, 2021 Regular Session Minutes

Councilor Smith moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

COUNCIL LIAISON REPORTS

Councilor Day had nothing to report.
Councilor Kohler reported on meetings he had attended, announced the upcoming ribbon cutting for Toe-to-Toe Boxing and that March is Colon Cancer Awareness Month, and noted that his son will be playing a piece that he arranged with his quartet to a worldwide audience.
Councilor Herrera commended First Citizen Kim Freeman, reported on meetings he had attended, announced an upcoming day of service, praised the cultural history poles and wished Mayor Clark a happy birthday.

Councilor Smith announced upcoming meetings.

Councilor Reid praised the committee reports, reported on the meeting she had attended related to youth homelessness, announced that McNary would be going hybrid soon and shared information regarding programs that are available to returning students.

Councilor Juran noted that the population forecast has come out with astounding numbers and there are five new houses started in Detroit.

Mayor Clark shared information about the Mid-Willamette Council of Governments committee that keeps track of bills and issues that are of interest for COG members, the Maverick Baseball League, and announced the upcoming Parks Tour and other meetings.

OTHER BUSINESS

City Manager Pro Tem Tim Wood announced that it was an easy decision to take on additional responsibilities temporarily thanks to the dedication of city staff, Councilors and residents.

a. Designation of Banking Signers

Shannon Johnson summarized his staff report.

Councilor Smith moved to suspend the rules to consider the designation of banking signers. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Smith moved that Keizer City Council adopt a Resolution Designating Contract Signers for Banking Services and Authorizing Finance Director and Mayor to Designate Signers for Other Banking Functions; Repealing Resolution R2016-2710. Councilor Smith seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. RESOLUTION – Authorizing Finance Director to Sign Amendment to Citepay Services Agreement with

Councilor Smith moved to suspend the rules to consider Authorizing Finance Director to Sign Amendment to Citepay Services Agreement with Justice Systems, Inc. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Smith moved that Keizer City Council approve a Resolution

Justice Systems, Inc.

Authorizing Finance Director to Sign Amendment to Citepay Services Agreement with Justice Systems, Inc. Councilor Reid seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Juran, Day, Herrera, Smith and Kohler (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

City Recorder Tracy Davis announced that the Detroit City Council would be meeting in the Keizer Council Chambers for the next few months.

Chief Teague reported that recruit testing will start on Wednesday and that car break-ins have gone down 80% over the last four weeks.

Planning Director Shane Witham shared information regarding the most recent population forecast and the upcoming joint meeting that will review the impact of the forecast on planning. He advised Council of a May 25 virtual community conversation related to reducing greenhouse gases, and announced that the City has submitted a pre-application request to update or do an assessment of the Transportation System Plan.

Public Works Director Bill Lawyer announced that the reflective marker project is complete, a developer is working on the sanitary sewer on Chemawa Road north – drivers should expect delays, and the shade sails on the Big Toy show up on Google Earth.

Human Resources Director Machell DePina announced that vaccines are available at outlying areas and staff is looking forward to working with Council on selection of a new City Manager and Interim City Manager.

WRITTEN COMMUNICATIONS

Mayor Clark announced that written comments would be included in the record and posted on the website: *Latonya Gibbs, Kim Martin, Jacque Moir, Martin Doerfler* and *Dylan Juran* all regarding the City Manager.

AGENDA INPUT

April 12, 2021, 5:45 p.m. – Council/Parks Advisory Board Work Session
• Parks Tour
April 19, 2021, 7:00 p.m. - City Council Regular Session
April 26, 2021, 6:00 p.m. – Council Work Session – FEMA Training
May 3, 2021, 7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:17 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Ross Day

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: 04-19-21