



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, November 15, 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  
Laura Reid, Councilor  
Daniel Kohler, Councilor  
Miranda Coleman, Youth Councilor

**Absent:**

Roland Herrera, Councilor  
Kyle Juran, Councilor  
One Position Vacant

**Staff:**

Wes Hare, Interim City Manager  
Shannon Johnson, City Attorney  
Tim Wood, Finance Director  
Bill Lawyer, Public Works Director  
John Teague, Police Chief  
Shane Witham, Planning Director  
Machell DePina, Human Resources  
Tracy Davis, City Recorder

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS OF BUSINESS**

**a. PROCLAMATION**  
**– Small**  
**Business**  
**Saturday**

Mayor Clark read and signed the Proclamation to be displayed in the lobby of City Hall and noted that the Keizer Chamber of Commerce, Keizer Business Alliance and Latino Business Alliance had been invited to the meeting to hear the Proclamation.

*Corrie Falardeau*, Keizer Chamber of Commerce, urged everyone to use the Chamber website directory to find small businesses in the area and to support those businesses.

**COMMITTEE**  
**REPORTS**

*Wayne Frey*, Keizer, reported that the Parks Advisory Board had reviewed the Draft Master Plan Update, shared information from the Plan and announced that the Board had recommended Council approve the amended Plan.

**PUBLIC COMMENT**

Mayor Clark announced that written testimony had been received from Lore Christopher regarding the Keizer Little League Contract; Michael Brown, regarding the resignation of Councilor Ross Day; and Carolyn Homan regarding the Community Diversity Engagement Committee.

*Judi Liechty*, Keizer, shared information on hours, operation and needs of the Keizer Community Food Bank.

*Victoria Miles*, Community Impact Coordinator for Integrated Supports for Living, shared information about the organization and announced that they are hoping to raise funds for adaptive, inclusive play equipment at Wallace House Park. She shared plans for events, statistics about the disabled population, and a description of the equipment and asked that the equipment be included in the Parks Master Plan. Public Works Director Bill Lawyer explained that ADA equipment is already included in the Master Plan.

*Richard Walsh*, Keizer, voiced concern over the selection process for award of the Keizer Little League Park Management siting lack of recognition for both volunteer efforts and reinvestment into the facility. He noted that he felt the criteria should reflect the values of Keizer citizens: a bigger bang for the buck, supporting volunteers and encouraging people to take on projects.

*Clint Holland*, Keizer, provided detailed information regarding Keizer Little League donations to the Keizer Little League Park and sponsorships, and voiced concern regarding the allowance of alcohol at the park and other parts of the contract.

**PUBLIC HEARING**

*Mayor Clark opened the Public Hearing.*

**a. RESOLUTION –  
Authorization  
for  
Supplemental  
Budget –  
American  
Rescue Plan Act  
(ARPA) Fund**

Finance Director Tim Wood summarized his staff report.

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

Councilor Smith moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – American Rescue Plan Act (ARPA) Fund. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran and Herrera with one position vacant (3)

**ADMINISTRATIVE  
ACTION**

**a. RESOLUTION –  
Authorizing the  
City Manager to  
Sign Park  
Management  
Agreement with  
For The Love Of  
The Game, Inc.**

Interim City Manager Wes Hare commended City Attorney Shannon Johnson for working through the issues surrounding the contract, addressing concerns raised throughout the process, and including obligations that are favorable to the City.

Mr. Johnson summarized his staff report, clarified changes that had been made and explained why other changes were not made.

Councilor Smith moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Sign Park Management Agreement with For The Love Of The Game, Inc. Councilor Reid seconded.

Councilor Kohler asked staff to put together numbers that would show what it would cost if the City took over management of the Park. Discussion followed regarding the other proposer, the changing face of volunteerism and excitement about the future.

Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran and Herrera with one position vacant (3)

- b. RESOLUTION – Declaring a Vacancy for City Council Position Number Two** Mr. Johnson summarized his staff report noting that following adoption of the Resolution Council would need to choose timeline options 1 or 2.  
Councilor Smith moved that the Keizer City Council approve a Resolution Declaring a Vacancy for City Council Position Number Two. Councilor Reid seconded.

Mayor Clark thanked former Councilor Ross Day and wished him well.

Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran and Herrera with one position vacant (3)

Councilor Smith moved that Keizer City Council follow timeline Option No. 2. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran and Herrera with one position vacant (3)

- c. RESOLUTION – Adopting the Standards and Procedures to be Used in Hiring a City Manager** Mr. Johnson summarized his staff report.  
Councilor Smith moved that the Keizer City Council approve a Resolution Adopting the Standards and Procedures to be Used in Hiring a City Manager. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran and Herrera with one position vacant (3)

Councilor Smith moved that the Keizer City Council set the bond required for the new City Manager at \$500,000. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Juran, Herrera and one position vacant (3)

## CONSENT CALENDAR

- a. RESOLUTION – Authorizing Finance Director to Sign Quote for Police Department Core Switch Upgrades with Feynman Group
- b. Approval of November 1, 2021 Regular Session Minutes

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

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Herrera and Juran with one position vacant (3)

## OTHER BUSINESS/ STAFF UPDATES

Councilor Kohler moved that the Keizer City Council direct staff to determine the cost for the city to run the facilities operations and maintenance program at Keizer Little League Park. Councilor Smith seconded. Discussion took place regarding information currently available, the scope of 'operation', accumulation of data and timing.

Councilor Reid offered a friendly amendment to have the report by December 2023. Councilors Kohler and Smith accepted the amendment.

Motion passed as follows:

AYES: Clark, Reid, Smith and Kohler (4)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Herrera and Juran with one position vacant (3)

## COUNCIL MEMBER REPORTS

Councilor Reid shared information regarding past and future theatrical performances, announced that Keizer Art Association and the Community Library are open for business, reported on the West Keizer Neighborhood Association meeting and announced upcoming City committee meetings.

Councilor Smith reported on past meetings, announced upcoming the Chamber Greeters event and urged everyone to wear reflective clothing when out at night.

Councilor Kohler reported on the Chamber Board meeting, announced upcoming holiday events, reported that the Latino Business Alliance had received a \$100,000 grant and wished everyone a happy Thanksgiving.

Youth Councilor Coleman shared information regarding the McNary Blood Drive, sporting events, the Adopt-a-Celt program, Elf Musical, Thanksgiving break and the 68<sup>th</sup> annual Snowball Dance.

Mayor Clark reported on meetings and events she had attended and announced upcoming ones including the Miracle of Lights food barrel and Business Leadership Summit. She reminded everyone interested in serving on the Community Diversity Engagement Committee to submit their letters of interest by November 30 and those interested in filling the Council vacancy to submit their letters by December 9.

**AGENDA INPUT**

November 29, 2021  
6:00 p.m. – Work Session – Parks Master Plan  
7:30 p.m. - Special Session – City Manager Recruitment  
December 6, 2021, 7:00 p.m. – City Council Regular Session  
December 13, 2021, 6:00 p.m. – Work Session – ROW Fees  
December 20, 2021  
6:00 p.m. – Special Session – Filling Council Vacancy  
7:00 p.m. – City Council Regular Session

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:44 p.m.

MAYOR:

APPROVED:

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Cathy Clark

\_\_\_\_\_  
Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

~ Absent ~

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Councilor #1 – Laura Reid

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Councilor #4 – Roland Herrera

\_\_\_\_\_  
Councilor #2 – Vacant

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Councilor #5 – Elizabeth Smith

~ Absent ~

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Councilor #3 – Kyle Juran

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Councilor #6 – Daniel R. Kohler

Minutes approved: 12-06-21