



MINUTES
KEIZER CITY COUNCIL
Tuesday, January 18, 2022
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
Roland Herrera, Councilor
Kyle Juran, Councilor
Shaney Starr, Councilor

Staff:

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

Absent:

Miranda Coleman, Youth Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS None

**COMMITTEE
REPORTS**

Matt Lawyer, Keizer, praised David Loudon of the Parks Advisory Board for his lengthy commitment to the City serving as Chair of the Board. He noted that Tanya Hamilton is the new Chair and David Loudon the Vice Chair. Additionally, the terms of Wayne Frey and Dustin Karstetter expired so the Board welcomed Lisa Cejka and Katie Brady to the Board. New park assignments were made and Robert Johnson updated the Board.

Mr. Lawyer also reported that Claggett Creek Watershed Council has some new members but did not meet in January. The group will be discussing tree planting in Keizer Rapids Park, the City Center clean up and West Keizer Neighborhood Association projects at upcoming meetings.

PUBLIC COMMENT Mayor Clark acknowledged written comments received from Matt Lawyer, Keizer, regarding the summer concert series RFP process and from Charles Anderson, Keizer, regarding problems with parking from McNary High School and asking that the gate be locked. Mayor Clark responded to this noting that locking the gate is a school district decision and Mr. Anderson should contact them.

PUBLIC HEARING

Mayor Clark opened the Public Hearing.

**a. RESOLUTION –
Authorization
for
Supplemental
Budget –
Administrative
Services –
Retirement
Costs**

Finance Director Tim Wood summarized his staff report.

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

Councilor Smith moved that the Keizer City Council adopt a Resolution Authorization for Supplemental Budget – Administrative Services – Retirement Costs. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ADMINISTRATIVE
ACTION**

**a. RESOLUTION –
Authorizing the
City Manager to
Sign Keizer
Rotary
Amphitheatre
Management
Agreement for
City Sponsored
Concert Series
with KRA LLC**

Interim City Manager Wes Hare noted that both candidates were outstanding. City Attorney Shannon Johnson summarized his staff report. Council questioned if KRA was a registered state business. Richard Walsh indicated that the registration could be renewed before the contract is signed. Questions were fielded regarding financial reporting and references.

Councilor Reid moved that the Keizer City Council adopt a Resolution Authorizing the City Manager to Sign Keizer Rotary Amphitheatre Management Agreement for City Sponsored Concert Series with KRA LLC. Councilor Herrera seconded.

Mayor Clark offered a friendly amendment to remove “In addition, KRA may solicit voluntary donations for other charitable or community causes as an incidental part of the concerts.” from section 3.K. Councilors Reid and Herrera accepted the amendment.

Mayor Clark noted for the record that section 3.P states that even though this is a for profit limited liability corporation, all funds generated by and for this LLC go back into the concert series and into the amphitheater itself.

Mayor Clark clarified that the word ‘their’ in the sentence ‘However, CITY will cooperate and assist KRA as time and resources allow, in *their* efforts to secure paid additional sponsorships for the City sponsored events.’ Section 3.C referred to the efforts of KRA and not the CITY.

Each Councilor then provided input on the RFP process, KRA registration and articles of incorporation, dissolution of the LLC, partnering with and including a variety of entities and demographics, KRA accounting, and excessive use of volunteer staffing.

Councilor Kohler commended the Keizer Chamber for accepting the decision and allowing this to move forward.

Councilor Herrera offered a friendly amendment that the contract be

reviewed annually. Councilor Reid accepted the amendment.

Shannon Johnson explained that the review could be calendared every year but did not need to be part of the contract and therefore the amendment would not be necessary.

Discussion followed regarding receipt of the final accounting and the termination clause.

Mayor Clark offered a friendly amendment to Section 14 changing September 1 to October 1 and September 30 to October 31. Councilors Reid and Herrera accepted the amendment.

Mr. Johnson reiterated the two friendly amendments.

Vote on amended motion: Motion passed as follows:

AYES: Clark, Reid, Herrera, Smith, Kohler and Starr (6)

NAYS: Juran (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. RESOLUTION –
Adopting the
Master Plan for
Keizer Public
Arts
Commission**

Shannon Johnson summarized his staff report. Councilor Reid expressed appreciation for the Commission and their work noting that the group is creative, inclusive and efficient and their ambition is to get things done and beautify the community, which is reflected in the Master Plan.

Councilor Smith moved that the Keizer City Council approve a Resolution Adopting the Master Plan for Keizer Public Arts Commission. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**b. RESOLUTION –
Authorizing
Finance Director
to Sign
Coronavirus
State Fiscal
Recovery Fund
Grant
Agreement
(Meadows Pump
Station and
CASA Support)**

Finance Director Tim Wood summarized his staff report. Public Works Director Bill Lawyer provided additional information about the minerals in the current water supply and how this filter will reduce those.

Councilor Starr recused herself for potential conflict of interest because she works at CASA.

Councilor Smith moved that the Keizer City Council approve a Resolution Authorizing Finance Director to Sign Coronavirus State Fiscal Recovery Fund Grant Agreement (Meadows Pump Station and CASA Support). Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Herrera, Smith, Kohler and Juran (6)

NAYS: None (0)

ABSTENTIONS: Starr (1)

ABSENT: None (0)

d. RESOLUTION – Authorizing City Manager to Sign Amendment No. 1 to Intergovernmental Agreement Between Marion County and City of Keizer for Community Prosperity Initiative

Mr. Wood summarized his staff report noting that Council would need to consider authorization to sign and how to spend the money, with possible options on the list from 2020.

Councilor Smith moved that the Keizer City Council adopt a Resolution Authorizing City Manager to Sign Amendment No. 1 to Intergovernmental Agreement Between Marion County and City of Keizer for Community Prosperity Initiative. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Discussion then took place regarding how to spend the money with Mr. Wood fielding questions and providing additional information regarding timing, previous grants, small business loans, hiring a consultant to market city-owned property and the Community Diversity Engagement Committee.

Mr. Wood indicated that he would prepare a staff report with more description, get input from the Community Diversity Engagement Committee and wrap that into a recommendation for Council.

CONSENT CALENDAR

- A. RESOLUTION – Authorizing City Manager to Sign Contract with Buell Recreation LLC for Construction of Picnic Shelters at the Big Toy in Keizer Rapids Park
- B. RESOLUTION – Authorization for Disposition of Police Service Dog – “Kobe”
- C. Approval of December 20, 2021 Special Session Minutes
- D. Approval of December 20, 2021 Regular Session Minutes
- E. Approval of January 3, 2022 Regular Session Minutes

Items B and C were pulled.

Councilor Smith moved for approval of items A, D and E of the Consent Calendar. Councilor Reid seconded. Motion passed unanimously as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Item B: Councilors Reid and Herrera voiced appreciation for Officer Keniston and Kobe and the people who support the K-9 program.

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

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

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

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

OTHER BUSINESS

City Attorney Shannon Johnson explained that after the packet had gone out he had received a phone call from the Grand Ronde tribe indicating that the Siletz tribe had submitted an environmental assessment (EA) on their proposed casino in north Salem. Council has taken a neutral view on this issue but has expressed concern regarding transportation and workforce housing. The tribes have asked that Keizer participate in an extension in order to allow further comment.

Councilor Smith moved that the Keizer City Council suspend the rules to address this matter. Councilor Reid seconded. Motion passed unanimously as follows:

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

Councilor Smith moved that the Keizer City Council adopt a Resolution Directing City Manager to Send Letter Requesting Extension of Time to Comment on Siletz Environmental Assessment for the Salem Casino Project. Councilor Reid seconded. Motion passed as follows:

AYES: Clark, Reid, Herrera, Starr and Juran (5)
NAYS: Kohler (1)
ABSTENTIONS: Smith (1)
ABSENT: None (0)

Councilor Herrera suggested that Council meetings be held virtually. Discussion followed regarding engagement in a virtual meeting, flexibility, hybrid meetings, diversification and having virtual work sessions.

Mayor Clark referred to communications she had received regarding safety of Cummings Lane. Public Works Director Bill Lawyer noted that condemnation of property to attain right-of-way would require full Council support and that he was willing to discuss options with residents if he has Council support. He added that Cummings is a collector street and is therefore meant to move cars; speed-calming measures are not desirable on collector streets.

STAFF UPDATES

Interim City Manager Wes Hare announced that the consultant has interviewed three candidates for City Manager and has three remaining.

City Recorder Tracy Davis announced the date of the Community Diversity Engagement Committee meeting.

Planning Director Shane Witham announced the Planning Commission meeting and shared information regarding the process for compliance with HB2001.

Public Works Director Bill Lawyer announced that bids were received for the lower field project at Keizer Rapids Park and bids will be opened on Tuesday for waterline replacements and ADA curbs.

Chief Teague announced that the Police Department has two new dogs. The entire program is run on donations and the department is grateful.

COUNCIL MEMBER REPORTS

Councilor Starr noted meetings she had attended and announced that at-home COVID tests are available on-line.

Councilor Smith reported on the West Keizer Neighborhood Association meeting and announced the upcoming Traffic Safety/Bikeways/ Pedestrian Committee meeting.

Councilor Reid expressed condolences to the family of Phil Bay, announced Homegrown Theater productions, reported on meetings and events she had attended, shared information about McNary events and announced upcoming meetings.

Councilor Herrera shared concerns of the West Keizer Neighborhood Association related to speeding traffic, reviewed several meetings he had attended, announced future meetings, expressed condolences to the family of Jim Diner, and commended people who wear masks and don't complain about it.

Councilor Kohler reported on meetings and events he had attended and thanked Mayor Clark for her part in the Phil Bay memorial service.

Mayor Clark shared information about various meetings and events she had attended, announced upcoming meetings and urged everyone to visit the Keizer Cultural Center.

AGENDA INPUT

February 7, 2022, 7:00 p.m. - City Council Regular Session

February 14, 2022, 6:00 p.m. – City Council Work Session – Cancelled

February 22, 2022 (Tuesday), 7:00 p.m. - City Council Regular Session

February 28, 2022, 6:00 p.m. – City Council Work Session

- 2021-2022 City Council Goals/Work Plan Update

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:13 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Shaney Starr

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: 02-07-22