



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, March 7, 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  
Laura Reid, Councilor  
Daniel Kohler, Councilor  
Roland Herrera, Councilor  
Kyle Juran, Councilor  
Shaney Starr, Councilor  
Miranda Coleman, Youth Councilor

**Staff:**

Wes Hare, Interim City Manager  
Shannon Johnson, City Attorney  
Tim Wood, Finance Director  
John Teague, Police Chief  
Tracy Davis, City Recorder

**Absent:**

Elizabeth Smith, Councilor

**FLAG SALUTE**

Mayor Clark led the pledge of allegiance.

**SPECIAL ORDERS  
OF BUSINESS**

**a. Mid-Willamette  
Valley Council  
of Governments  
Award  
Presentation**

Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments presented the Gwen VanDenBosch Regional Leadership Award for Outstanding Leadership by an Elected Official to Mayor Clark in recognition of her consistent and outstanding leadership in cooperative, regional intergovernmental initiatives.

Mayor Clark added that she is co-recipient with Woodburn Mayor, Eric Swenson and thanked the Council of Governments and Keizer City Council.

**b. PROCLAMATION  
– Support for  
Peace and  
Freedom for the  
People of  
Ukraine**

Mayor Clark read the proclamation and presented it to Youth Councilor Miranda Coleman who had reached out to her and Mayor Bennet to support the Ukrainian people in the community.

Miranda Coleman accepted the proclamation and read a supporting statement about her family heritage and the Ukrainian people.

**c. PROCLAMATION  
– Women’s  
History Month**

Mayor Clark read the proclamation and presented it to Colleen Busch, Keizer Fire; Corrie Falardeau, Keizer Chamber; Councilors Reid and Starr, and herself representing all the women in the community.

**COMMITTEE  
REPORTS**

None

**PUBLIC COMMENT**

Mayor Clark acknowledged written comments received from Bob Shackelford, President of the Keizer Chamber of Commerce, regarding holding the Keizerfest at Keizer Rapids Park.

*Carolyn Holman*, West Keizer Neighborhood Association, distributed the WKNA newsletter and thanked the City for its continued support of neighborhood associations.

*Bob Shackelford, Jonathan Thompson, Dave Wallery and Corri Faldareau* submitted a proposal to hold the 2022 Keizerfest at Keizer Rapids Park in order to avoid conflict with area businesses. They explained that the date has been changed to take advantage of better weather and indicated that they would like to be able to have the event in the same place from year to year. Discussion followed regarding working with West Keizer Neighborhood Association, being considerate of neighbors, ground preparation, electrical needs and traffic.

*Judy Fromherz* representing Joys of Living Assistance Dogs, thanked Council for considering the request for fee waiver and provided information about the program.

**PUBLIC HEARING**

None

**ADMINISTRATIVE  
ACTION**

City Recorder Tracy Davis summarized her staff report.

**a. Community  
Center Fee  
Waiver – Joys of  
Living  
Assistance Dog  
Event**

Councilor Reid moved that the Keizer City Council waive the fundraiser rental fee of \$500 and staffing costs of \$140 but charge the \$200 security costs. Councilor Kohler seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Smith (1)

**b. ORDINANCE /  
RESOLUTION  
Parks Master Plan**

Interim City Manager Wes Hare noted that the Ordinance was not included in the packet so this item would need to be brought back to the next Council meeting.

**c. Community  
Prosperity  
Funding  
Economic  
Development  
Priorities**

Finance Director Tim Wood summarized his staff report and fielded questions regarding spending time lines. Discussion followed regarding Community Diversity Engagement Committee recommendations, food truck pods on private and/or City property and expansion of the urban growth boundary. Council agreed by consensus that they wished to look for opportunities for food truck pods and make funds available for businesses that would like to host or expand food truck pod opportunities on River Road with Keizer Rapids Park as an alternative location.

**d. City Council  
Rules of  
Procedure**

City Attorney Shannon Johnson reviewed proposed substantive changes listed in his staff report noting that less substantive changes were shown in 'red-line' in the packet. Following discussion Council agreed on the following:

- Council Attendance – Stay with Option A.
- Placing an Item on the Agenda – Change back to original language.
- Written Communications – Accept City Attorney suggestions.
- Council Vacancies/Appointments – Accept City Attorney suggestions.
- Electronic Meetings Limited – Leave as is.
- Membership appointment – 'Community Diversity Engagement Committee' should be added.

**CONSENT  
CALENDAR**

- a. RESOLUTION – Authorizing the City Manager to Sign Meter Reader Service Agreement with Meterreaders, LLC

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

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

**OTHER BUSINESS**

Mr. Johnson explained that the City Manager Employment Contract with Adam Brown was signed after packet deadline but was before Council for approval.

Councilor Reid moved that the Keizer City Council suspend the rules to consider approval of the City Manager contract. Councilor Kohler seconded. Motion passed as follows:

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

Councilor Reid moved that the Keizer City Council adopt a Resolution Authorizing the Mayor and Council President to Sign City Manager Employment Agreement with Adam J. Brown. Councilor Kohler seconded. Motion passed as follows:

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

**STAFF UPDATES**

Mr. Wood reported that Marion County will be contributing \$2 million for the two turf fields and has asked Keizer to contribute as well. This will be discussed at the Long Range Planning Task Force meeting and brought back to Council on March 21. He also noted that the sewer reset period is officially over.

**COUNCIL MEMBER REPORTS**

Councilor Starr reported on the recent Community Diversity Engagement Committee meeting, announced that April is Child Abuse Prevention month and urged everyone to wear blue in April and participate in a car parade from the fairgrounds to the Capitol on April 1.

Councilor Kohler reported on meetings and events he had attended and announced upcoming ones.

Councilor Reid expressed condolences to the family of Hector Serratos Rojas and announced upcoming meetings and McNary events.

Councilor Herrera shared information about meetings and events he had attended and announced upcoming ones.

Youth Councilor Miranda Coleman announced the upcoming blood drive and the first assembly in 2 years at McNary and noted that spring sports are starting and that she would be helping with the Civic Center cleanup.

Mayor Clark reported on meetings and events she had attended, reviewed recently passed legislation and plans for discussion with ODOT and announced upcoming meetings and events.

**AGENDA INPUT**

March 14, 2022, 6:00 p.m. - Long Range Planning Task Force Meeting  
March 21, 2022, 7:00 p.m. - City Council Regular Session  
April 4, 2022, 7:00 p.m. - City Council Regular Session

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:59 p.m.

MAYOR:

APPROVED:

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Cathy Clark

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Debbie Lockhart, Deputy City Recorder

**COUNCIL MEMBERS**

\_\_\_\_\_  
Councilor #1 – Laura Reid

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Councilor #4 – Roland Herrera

~ Absent ~

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Councilor #2 – Shaney Starr

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Councilor #5 – Elizabeth Smith

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Councilor #3 – Kyle Juran

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Councilor #6 – Daniel R. Kohler

Minutes approved: March 21, 2022