



**MINUTES**  
**KEIZER CITY COUNCIL**  
**Monday, June 6, 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  
Daniel Kohler, Councilor  
Roland Herrera, Councilor  
Kyle Juran, Councilor  
Shaney Starr, Councilor  
Laura Reid, Councilor  
Elizabeth Smith, Councilor  
Miranda Coleman, Youth Councilor

**Staff:**

Adam Brown, City Manager  
Shannon Johnson, City Attorney  
Tim Wood, Finance Director  
Shane Witham, Planning Director  
Andrew Copeland, Police  
Tracy Davis, City Recorder

**FLAG SALUTE**

Boy Scout Nicholas Elder from Troop 20 led the pledge of allegiance in order to receive the Badge of Communication.

**SPECIAL ORDERS OF BUSINESS**

**a. PROCLAMATION**

– **Pride Month**

Mayor Clark read the proclamations naming June as Pride Month,

**b. – Juneteenth**

June 19<sup>th</sup> as Juneteenth and June 3, 2022, as Gun Violence Awareness Day.

– **Gun Violence Awareness Day**

**c. Recognition of Award**

Mayor Clark announced the City Recorder Tracy Davis had recently received the 'Quill Award' given by the International Institute of Municipal Clerks. She shared many of the comments included in the nomination and commended her for her on-going professionalism, integrity and hard work. Ms. Davis thanked Council and the City for support over her 30-year tenure and allowing her to be involved.

Mayor Clark announced that Youth Councilor Miranda Coleman had received the Celtic Girl of the Year award at McNary and thanked her for her work over the past year. Each Councilor then echoed Mayor Clark's commendation and shared personal congratulations. Ms. Coleman thanked Council and shared her plans for the future.

## COMMITTEE REPORTS

*Rick Kuehn*, Keizer, reported that the West Keizer Neighborhood Association has come before Traffic Safety-Bikeways-Pedestrian Committee to request traffic calming measures on Shoreline and Cummings. He added that the Committee would be viewing a presentation about the Historic Columbia River Highway at their next meeting and invited everyone to attend.

*Lore Christopher*, Keizer, reported that there are two vacancies on the Keizer Public Arts Commission. She brought attention to the current artwork in the Community Gallery, shared plans for artwork in the roundabout, the 2022 holiday card, painting of utility boxes, purchase of the Eagle sculpture and display of Native American Indian art and asked Council to consider placing city-owned art on the Council Chambers walls including a Student Art panel and to allow the Commission to re-arrange current permanent art in the lobby and entrance areas. She asked that Council take the necessary actions to approve purchase of 'Vines to Wines' by Lorraine Dye and 'Four Seasons' by student artist Rachel Wood.

Councilor Reid moved to suspend the rules to take up the matter of purchasing art. Councilor Smith seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

Councilor Reid moved that the Keizer City Council approve the purchase of two pieces of art: 'Vines to Wines' by Lorraine Dye for \$600 and 'Four Seasons' by Rachel Wood for \$30. Councilor Smith seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**PUBLIC COMMENT** Mayor Clark acknowledged written comments received from *Suann White* and *Erma Garrison* supporting the Library, *Gregory Gilbert* regarding Pride Month, *Michaela Dunn* regarding a memorial for her brother, and *Linda Warner* regarding National Gun Violence Day

*Rhonda Rich*, Keizer, President of the West Keizer Neighborhood Association, asked that the Association be included as part of the Keizer Rapids Park Turf Fields Task Force and shared past participation of the Association with various amenities at the park. She urged that adequate funding be allocated for sufficient paved parking with landscaping, landscape buffering from adjacent residents and possible purchase of available adjacent land.

**PUBLIC HEARING**

*Mayor Clark opened the Public Hearing.*

**a. ORDINANCE –  
Setting Water  
Rates (2023);  
Repealing  
Ordinance No.  
2021-834**

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 Bill for an Ordinance Setting Water Rates (2023); Repealing Ordinance No. 2021-834. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**b. RESOLUTION –  
Amending the  
City of Keizer  
Police Services  
Fee; Repealing  
Resolution  
R2021-3176**

*Mayor Clark opened the Public Hearing.*

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 approve a Resolution Amending the City of Keizer Police Services Fee; Repealing Resolution R2021-3176. Councilor Reid seconded.

Mr. Wood explained that this is only the second time the fee has been increased since 2017; inflation rates have increased more than in the past and this provides resources to outfit the officers.

Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**c. RESOLUTION –  
Declaring the  
City’s Election  
to Receive  
State Revenues**

*Mayor Clark opened the Public Hearing.*

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 approve a Resolution Declaring the City’s Election to Receive State Revenues. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**RESOLUTION –  
Certifying That  
the City of  
Keizer Provides**

Councilor Smith moved that the Keizer City Council approve a Resolution Certifying that the City of Keizer Provides Four or More Municipal Services. Councilor Reid seconded. Motion passed as follows:

**Four or More  
Municipal  
Services**

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

**d. RESOLUTION -  
Certification of  
Lighting District  
Assessments**

*Mayor Clark opened the Public Hearing.*

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 approve a Resolution Certification of Lighting District Assessments. Councilor Reid seconded. Motion passed as follows:

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

**e. RESOLUTION –  
Adopting the  
FY 2022-23  
Budget, Making  
Appropriations,  
and Imposing  
and  
Categorizing  
Taxes**

*Mayor Clark opened the Public Hearing.*

Finance Director Tim Wood summarized his staff report sharing details regarding the Cherriots \$30,000 budget request and the Keizer Public Arts Commission \$6,000 budget request.

*Ian Davidson*, Board President of Cherriots, explained that the request for \$30,000 will be used to pilot the K-12 Youth Bus Pass program in partnership with Salem and Keizer. He then fielded questions regarding the difference between the new program and old, ridership data, use of student identification cards as bus passes and future funding.

*Lore Christopher*, Keizer Public Arts Commission, complained that the proposed budget had cut Arts Commission funding. She listed all the expenses anticipated for the coming year as well as new art projects and related costs, noted that a donation of \$5,000 was received to buy 'Cold, Wet Eagle', and asked that the Arts Commission budget line item be increased to \$6,000.

Mayor Clark left the meeting temporarily. Council President Smith facilitated the meeting in her absence.

*With no further testimony, Council President Smith closed the Public Hearing.*

Councilor Smith moved that the Keizer City Council approve a Resolution Adopting the FY 2022-23 Budget, Making Appropriations, and Imposing and Categorizing Taxes. Councilor Reid seconded.

Councilor Reid offered a friendly amendment to include funding the Cherriots request. Councilor Smith accepted the amendment.

Councilor Reid offered a friendly amendment to include funding the Keizer Public Arts Commission request of \$6000. Councilor Smith

accepted the amendment.

Mayor Clark returned to the meeting.

Motion restated: Move that the Keizer City Council approve a Resolution Adopting the FY 2022-23 Budget, Making Appropriations, and Imposing and Categorizing Taxes as amended.

City Attorney Shannon Johnson clarified that the motion included \$30,000 from American Rescue Plan Act Fund to restart the K-12 Free Fare Program and the budget request for \$6,000 from the General Fund from the Keizer Public Arts Commission.

Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**f. RESOLUTION –** *Mayor Clark opened the Public Hearing.*

**Authorization for** Finance Director Tim Wood summarized his staff report.

**Supplemental** *With no further testimony, Mayor Clark closed the Public Hearing*

**Budget –** Councilor Smith moved that the Keizer City Council approve a Resolution  
**Administrative** Authorization for Supplemental Budget – Administrative Services Fund  
**Services Fund** Finance Non-Departmental. Councilor Reid seconded. Motion passed as  
**Finance Non-** follows:  
**Departmental**

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**RESOLUTION –** Councilor Smith moved that the Keizer City Council approve a Resolution  
**Authorization for** Authorization for Supplemental Budget – Administrative Services Fund  
**Supplemental** General Administration. Councilor Reid seconded. Motion passed as  
**Budget –** follows:

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

**Services Fund** NAYS: None (0)

**General** ABSTENTIONS: None (0)

**Administration** ABSENT: Starr (1)

**RESOLUTION –** Councilor Smith moved that the Keizer City Council approve a Resolution  
**Authorization for** Authorization for Supplemental Budget – Administrative Services –  
**Supplemental** Finance Utility Billing. Councilor Reid seconded. Motion passed as  
**Budget –** follows:

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

**Services –** NAYS: None (0)

**Finance Utility** ABSTENTIONS: None (0)

**Billing** ABSENT: Starr (1)

**ADMINISTRATIVE ACTION**

**a. Artificial Turf Fields at Keizer Rapids Park**

City Manager Adam Brown shared a slide presentation covering what was being asked, a comparison of grass vs. turf, maintenance, partnerships, revenue generation to support the costs, the net impact and the Work Group recommendations. Mayor Clark explained that Marion County would write the check and Keizer would maintain and manage the fields. Mr. Brown added that staff needs a consensus to have Mr. Johnson work with Marion County and bring back a contract.

Councilor Smith moved that the Keizer City Council direct staff to prepare an intergovernmental agreement between the City of Keizer and Marion County for the acceptance of \$2 million in ARPA funding to build two artificial turf fields at Keizer Rapids Park with parking and other committee recommended design considerations. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**b. RESOLUTION – Authorizing Mayor to Send Letter to City Attorney Regarding Evaluation Recommendations and Observations**

Human Resources Director Machell DePina summarized her staff report.

Councilor Smith moved that the Keizer City Council approve Resolution Authorizing Mayor to Send Letter to Shannon Johnson on behalf of the Council stating that the requirement to provide written recommendations and observations has been satisfied. Councilor Reid seconded. Motion passed as follows:

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**CONSENT CALENDAR**

- a. RESOLUTION – Authorizing the City Manager to Award and Enter into an Agreement with Knife River Corporation for 2022 Pavement Resurfacing
- b. RESOLUTION – Authorizing the Finance Director to Enter into Lease Agreement with Ricoh USA Inc. for Two Police Department Copiers
- c. Approval of May 16, 2022 Regular Session Minutes

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

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

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Starr (1)

**OTHER BUSINESS/ STAFF UPDATES**

Machell DePina announced that the City is recruiting for a Community Center Coordinator and an Accounting Specialist.

Public Works Director Bill Lawyer reported that Parks staff is working

hard to keep grass mowed between rain showers. The contractor that is supposed to maintain the bio-swales was in violation of the contract but is now working to catch up so has been given an extension. Work is being monitored daily. If negligence continues, temporary help will need to be secured. Shade sail poles have been removed and are in Portland being extended. Replacement sails have been selected. Repair is on schedule.

## **COUNCIL MEMBER REPORTS**

Councilor Herrera reported on the Kennedy Neighborhood Council, commended City Recorder Tracy Davis, McNary Lady Celts and the McNary Baseball Team, and shared information about the upcoming Beacons Award ceremony.

Councilor Reid congratulated McNary graduating seniors, thanked St. Edward Church for accommodating teacher parking during graduation ceremonies and shared information regarding the upcoming 45<sup>th</sup> Street Playwrights showcase, the summer meal program and new construction at Keizer Elementary.

Councilor Kohler reported on the Keizer Community Dinner, Commissioner Breakfast, Library Work Group meetings and the McNary Athletic Boosters fundraiser event and announced upcoming musical performances.

Councilor Smith reported on the Traffic Safety/Bikeways/Pedestrian Committee meeting and announced that the Detroit Community Center has opened.

Youth Councilor Miranda Coleman shared information about graduation and an upcoming choir concert for Ukrainian Day and thanked Council.

Mayor Clark reported on various meetings she had attended and Weddle Elementary Career Day. She thanked City Manager Adam Brown for being a guest on a recent 'Coffee with Cathy' and announced upcoming meetings.

## **AGENDA INPUT**

**June 7, 2022 - 7:30 p.m.** - City Council Work Session

**June 13, 2022 – 6:00 pm:** City Council/Community Diversity Engagement Committee Joint Work Session

**June 21, 2022 (Tuesday)** – 7:00 pm: City Council Regular Session

**July 5, 2022 (Tuesday)** – 7:00 pm: City Council Regular Session

**July 11, 2022 - 6:00 pm:** City Council Work Session – Emergency Management

## **ADJOURNMENT**

Mayor Clark adjourned the meeting at 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 – Roland Herrera

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~ 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: 06-21-22