



**MINUTES  
KEIZER CITY COUNCIL  
WORK SESSION  
Monday, January 9, 2023  
Keizer, Oregon**

**CALL TO  
ORDER**

Mayor Clark called the work session to order at 6:00 p.m. Attendance was taken as follows:

**Present:**

Cathy Clark, Mayor  
Laura Reid, Councilor  
Shaney Starr, Councilor  
Kyle Juran, Councilor  
Soraida Cross, Councilor  
Robert Husseman, Councilor

**Staff Present:**

Adam Brown, City Manager  
Tim Wood, Assistant City Manager  
Shannon Johnson, City Attorney  
Machell DePina, Human Resources  
Tracy Davis, City Recorder

**Absent:**

Dan Kohler, Councilor

**DISCUSSION**

**a. City Council  
Orientation**

Mayor Clark urged Councilors to take advantage of the information posted on the City website and to send their bios and photos to staff for posting. She explained that they each have a city phone number and email and that they never have to put up with harassment. Harassing calls should be forwarded to city staff for follow-up. Notes should be retained for 5 years and could be stored electronically or given to the City Recorder. Councilors are encouraged to attend city events and should refrain from using texting for city business.

Information was provided with discussion following related to the Marion County Breakfast; Council Liaison duties; meetings with City Manager/Department Heads; television, electronic meeting, email and evacuation procedures; mandatory training and reporting; evaluations of City Manager, City Attorney and City Municipal Judge; and community events and organizations.

City Recorder Tracy Davis distributed the section in Personnel Policies relating to travel and training cost reimbursement adding that she was available to register Councilors for events. Mayor Clark urged Councilors to have Ms. Davis register them for events and make their reservations. She noted that they should get Council approval if they wished to attend a conference or training that cost over a certain amount in order to ensure that funds are distributed fairly.

Mayor Clark urged Councilors to read the Council Rules of Procedures. She

highlighted various subjects including use of acronyms, proclamations, Council member reports, public testimony time, written comments, placing items on the agenda and the role of liaisons.

City Attorney Shannon Johnson shared information regarding suspending the rules during a meeting. Both Assistant City Manager Tim Wood and Mr. Johnson urged Councilors to ask questions prior meetings whenever possible. Human Resources Director Machell DePina urged Councilors to share positive information about City employees.

## ADJOURN

Mayor Clark adjourned the work session at 7:42 p.m.

APPROVED:

MAYOR:

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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 – Soraida Cross

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Councilor #2 – Shaney Starr

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Councilor #5 – Robert Husseman

~ Absent ~

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Councilor #3 – Kyle Juran

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Councilor #6 – Daniel R. Kohler

Minutes approved: 02-06-23