



**MINUTES**  
**KEIZER CITY COUNCIL WORK SESSION**  
**Monday, August 14, 2023**  
**Keizer Civic Center**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 6:02 pm. Roll call was taken as follows:

**Present:**

Cathy Clark, Mayor  
Laura Reid, Councilor  
Dan Kohler, Councilor  
Kyle Juran, Councilor  
Shaney Starr, Councilor

**Staff:**

Adam Brown, City Manager  
Shannon Johnson, City Attorney  
Bill Lawyer, Public Works Director  
Melissa Bisset, City Recorder

**Absent:**

Soraida Cross, Councilor  
Robert Husseman, Councilor

**DISCUSSION**

**a. Purpose and  
work of  
Neighborhood  
Associations**

Mayor Clark shared that the Neighborhood Association Ordinance 93-257 had been in place since 1993. City Attorney Johnson explained that the Ordinance was similar to the one that the City of Salem had been using with appropriate size and boundaries. Discussion ensued regarding some of the differences and the reasons for the formation of Neighborhood Associations.

City Attorney Johnson reviewed the process outlined in the Ordinance for creating and maintaining recognition of a Neighborhood Association.

Mayor Clark asked about social media noting that it did not exist in 1993 when the Ordinance was written.

Originally, there was an IRS 501(c)(3) between all of the Neighborhood Associations to fund the Associations. There was now City funding. Discussion ensued on meeting requirements, location, notices, meeting minutes, and insurance liability.

City Attorney Johnson explained some of the differences between City Committees and the Neighborhood Associations.

Mayor Clark stated that the meeting minutes should be done in a reasonable amount of time, and they could be within a month for

accountability and responsiveness. The meeting minutes would be posted on the City website. It was noted that the City Website would be updated and that the Neighborhood Associations would be asked to provide feedback on the website update process.

*Tammy Kunz*, Greater Northeast Neighborhood Association President, asked for clarification as to what Neighborhood Association expenses would qualify for City fund usage. City Manager Brown shared that staff would meet to discuss the guidelines regarding use of the Neighborhood Association City funds.

It was noted that Neighborhood Associations convened for conversation and meaningful input back to the City. Discussion ensued regarding involving businesses in Neighborhood Associations as well.

*Rhonda Rich*, President of the West Keizer Neighborhood Association, requested revision to the Ordinance by changing the word "mail" to "electronic mail," the word from "citizens" to "residents," and asked to be a part of City publications.

Discussion ensued regarding the location requirements and guidelines for how the Neighborhood Associations may use their funds.

*Ken Gierloff*, Southeast Neighborhood Association, shared the various involvement they had with the City projects over the years. The Association was grateful for the City funding, the booth at KeizerFEST, National Night Out, and for the involvement of the City Councilors at their meeting.

There was discussion regarding the size of the Neighborhood Association.

*Patti Tischer*, Greater Gubser Neighborhood Association President, commented on providing a separate insert in the water bills for the community to learn about the Neighborhood Associations. She was interested in receiving some guidelines on how they may use the City funds. Ms. Tischer expressed thanks to the Assistant City Manager for his help with the funding in the advertisement. She was appreciative for working with the other neighborhood associations. She commented on the low attendance at their meetings and a good turnout at the National Night Out.

*Hersch Sangster*, Northwest Neighborhood Association Chair, commented that the outreach at KeizerFEST was wonderful, and City website could be improved. He noted that with changes in the Ordinance, there would also need to be changes in the bylaws.

Mayor Clark thanked the Neighborhood Associations for their attendance and input.

**b. Emergency  
Management  
Plan and EOP  
Planning  
Committee**

The Emergency Management Plan and EOP Planning Committee discussion would be moved to the next Regular City Council Meeting.

**OTHER**

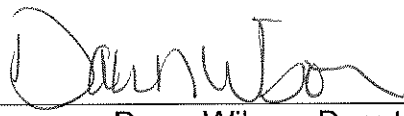
**ADJOURN**

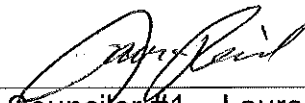
Mayor Clark adjourned the meeting at 8:29 p.m.

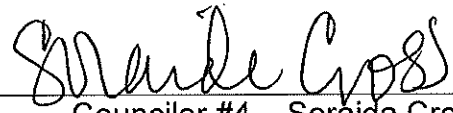
MAYOR:

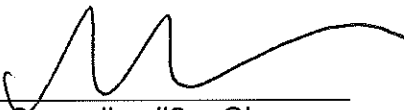
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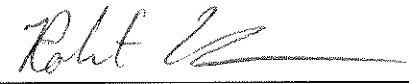
  
Cathy Clark

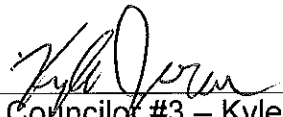
  
Dawn Wilson, Deputy City Recorder  
COUNCIL MEMBERS

  
Councilor #1 – Laura  
Reid

  
Councilor #4 – Soraida Cross

  
Councilor #2 – Shaney  
Starr

  
Councilor #5 – Robert Husseman

  
Councilor #3 – Kyle  
Duran

absent at approving meeting

Councilor #6 – Daniel R. Kohler

Minutes approved: August 21, 2023