



**MINUTES**  
**KEIZER CITY COUNCIL WORK SESSION**  
**Monday, February 11, 2019**  
**Keizer Civic Center, Council Chambers**  
**Keizer, Oregon**

**CALL TO ORDER**

Mayor Clark called the meeting to order at 5:45 pm. Roll call was taken as follows:

**Present:**

- Cathy Clark, Mayor
- Kim Freeman, Councilor
- Marlene Parsons, Councilor
- Laura Reid, Councilor
- Roland Herrera, Councilor
- Elizabeth Smith, Councilor
- Dan Kohler, Councilor

**Staff:**

- Chris Eppley, City Manager
- Shannon Johnson, City Attorney
- Tracy Davis, City Recorder

**DISCUSSION**  
**a. City Council Orientation**

City Attorney Shannon Johnson gave a slide presentation covering the statewide land use system, quasi-judicial and legislative decisions, the Area C “Big Box amendment, ex parte contacts and bias, conflict of interest, non-land use decisions, Roberts Rules of Order, public meetings and executive sessions, public records, social media and interaction with the public.

Mayor Clark then reviewed various sections of the Council Rules of Procedures and provided tips for success. City Recorder Tracy Davis reviewed the travel and reimbursement policies.

Discussion took place with staff fielding questions regarding various subjects.

**ADJOURNMENT**

Mayor Clark adjourned the meeting at 8:15 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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Councilor #2 – Kim Freeman

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Councilor #5 – Elizabeth Smith

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Councilor #3 – Marlene Parsons

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Councilor #6 – Dan Kohler

Minutes approved: 03-04-19