



**MINUTES**  
**KEIZER CITY COUNCIL**  
**WORK SESSION**  
**Monday, February 22, 2021**  
**Keizer Civic Center**  
**Keizer, Oregon**

**CALL TO  
ORDER**

Mayor Clark called the meeting to order at 6:00 pm. Attendance was taken as follows:

**Council:**

Cathy Clark, Mayor  
Laura Reid, Councilor  
Roland Herrera, Councilor  
Elizabeth Smith, Councilor  
Dan Kohler, Councilor  
Ross Day, Councilor  
Kyle Juran, Councilor

**Staff:**

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

**DISCUSSION**  
**City Council**  
**Rules of**  
**Procedure**

Councilor Reid explained that this project followed the Charter revision work in an effort to ensure all items matched the Charter.

Mr. Johnson and Council reviewed each section.

Section 1: No Changes

Section 2: Definitions: Under Quorum **add** a definition of Council membership, **include** verbiage to indicate that the Mayor is a Council member and **change** 'Councilor' to 'Council Member' throughout document.

Section 3: Emergency/non-emergency meetings and electronic presence was **tweaked** to make it flow more smoothly.

Section 4: **Add** verbiage to indicate that the Mayor is a Council member.

Following discussion regarding Sargent-at-arms Council agreed to **delete** section 4.3.

Section 5: Council stressed the importance of the public observing the same rules of good conduct. Section 5.4 will need revision due to removal of section 4.3.

Section 6: Discussion took place regarding Council Reports, avoiding redundancy, time limits, report content, the importance of reporting issues that are relevant to Keizer, and making reports meaningful and succinct. **Change** Section I) to 'Council Member Reports' and **reword** to: "Time provided for members of the Council to briefly present past or future items

related to the City. Each Council Member should limit their remarks to 3 minutes or less.” And **delete** the last sentence.

Discussion followed regarding how items are placed on the agenda, adding details to the ‘Agenda Input’ section of the meeting, the role of Council (setting the agenda vs. setting policy), adding approval of the agenda to the order of business, and Councilors making suggestions for agenda items to be included in a future meeting.

*Suggestion: **Include*** verbiage relating to written communications under Section 6.1.f) ‘Public Comments’.

*Suggestion: **Change*** 6.4 to “Placing an Item on the Agenda - The City Manager shall prepare an agenda for every meeting with advice and consent from the Mayor.”

Section 7: Written Communications: **Change** to ‘Written Comment’. Mr. Johnson will share thoughts with work group. **Change** wording so that it does not exclude other forms of communication.

Section 8 & 9: No changes

Section 10: Shannon will **check on** verbiage relating to keeping the record open.

Section 11, 12 & 13: No changes

Section 14: *Suggestion:* Work group review adding verbiage that proclamation should be relevant to Keizer.

**Next Meetings**

Work Group: March 10, 2021, 4 p.m.  
Work session scheduled for March 29, 2021.

**ADJOURN**

Mayor Clark adjourned the meeting at 8:00 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 – Ross Day

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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: 03-15-21