



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, November 13, 2023
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER Mayor Clark called the meeting to order at 6:02 p.m.

ROLL CALL Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Soraida Cross, City Councilor
Robert Husseman, City Councilor
Kyle Juran, City Councilor
Daniel Kohler, City Councilor
Laura Reid, City Councilor
Shaney Starr, Council President

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shannon Johnson, City Attorney
Melissa Bisset, City Recorder
Lily Von, Community Center
Manager

DISCUSSION

**a. Community
Center Work
Session
Presentation**

Assistant City Manager Tim Wood shared that the Keizer Community Center accommodated the cultural, educational, professional, recreational, and economic needs of its citizens and the community. During the week, it was busy with business meetings, trainings, seminars, and association meetings. On the weekends, social events such as weddings, birthdays, and fundraising events occur in the Community Center.

**b. Resolution R
2018-2932 –
Adopting
Policies and
Rates for the
Keizer
Community
Center
Rooms.**

Mr. Wood reviewed the square footage and configurations of the Community Center. He displayed the fee schedule, noting that the fees have been in place since August of 2015.

Mr. Wood reviewed the additional amenities. It was noted at the time the Community Center was built, the community was in strong favor of a catering kitchen rather than a commercial kitchen.

**c. City of Keizer
Community
Center Use
Agreement**

The Community Center hosted 485 events in 2022-2023. Discussion ensued regarding the 2022-2023 Community Center Fee Waivers.

An after-event satisfaction survey had recently been implemented. Mr. Wood reviewed the results of the survey responses. It was noted that there was excellent customer service.

The Community Center financial history was reviewed. There had been increases in revenue over the years with the exception of the COVID-19 Pandemic as the Community Center was closed from March 2020 until October 2021.

The Financial History of the Community Center from 2013 was reviewed. Two full-time positions had recently been added to support the Community Center.

Mr. Wood answered questions about Personnel Services and Materials Expenditures.

Tracy Davis, former City Recorder, was recognized for the many additional hours and effort she put into the Community Center, and it was noted that that time was not included in the numbers. Event Center Manager Lily Von, Event Center Assistant Nolan Gonzales, and Mr. Wood were recognized for their efforts. The Community Center Rate Study and recommendation were reviewed.

Discussion ensued regarding the caterer's list and potential outreach to local caterers. Clients were free to use their own caterer or bring in their food as long as they had completed proper paperwork and followed Marion County Health Department regulations.

City Manager Brown asked if the Council wished to continue using a balanced rate structure approach, with the intent that the Community Center be self-sustaining.

There was discussion about the sound quality and doing further testing of the sound and capital outlay.

Discussion ensued regarding potentially setting rates to cover the wear and tear, damage, and cleanup from larger social events.

There was discussion about the timing of janitorial services and ensuring that they would be scheduled in conjunction with large events, as well as ensuring the lighting was working properly during events.

There was some Council interest in charging a comparable market rate. Discussion ensued regarding the deposit and how it is used. There was some Council interest in keeping the small room size fee the same.

Staff recommended changing the name of the Community Center to the

Event Center, which they felt would help from a marketing standpoint. Discussion ensued regarding the proposed name change. Event Center Manager Von noted that staff regularly received calls asking which events they were holding for the community. She explained that it was a bit of a misnomer as it takes more explanation. Mayor Clark expressed thanks to the Staff for their work in making the Community Center a welcoming space.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:35 p.m.

MAYOR:

APPROVED:

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 Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”