MINUTES
KEIZER CITY COUNCIL
Saturday, January 18, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 8:05 a.m.

ROLL CALL

Roll call was taken as follows:

Present:
Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor

Staff:
Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Melissa Bisset, City Recorder

DISCUSSION

a. Presentation of Council Rules of Procedure (CRP - Section 1.1)

There was no presentation, but City Manager Adam Brown commented that the Council could pick up where they left off on December 16th. The Council Members chose to review the Council Rules of Procedure by discussing red-line by red-line.

b. Council Rules of Procedure

The Council discussed proposed changes to the Council Rules of Procedure.

There would be an update to Section 1.1 so that it matched the City Charter.

Section 3.5 - Add that the Council President may call an Emergency Meeting.

Section 3.6 - Executive Session - Add the ORS and a link in the Council Rules of Procedure.

Section 3.10 - Update so that it matches the City Charter.

Section 3.11 - Add the words "and the City Recorder" for notification of a meeting absence.

Section 4.1 - Update the section to include political before the word head so that it matches the City Charter. There was not a majority of the Council that wished to change the section aside from adding the word political before the word head.

Section 5.2.E - Changes that were proposed in the Council packet were agreed upon.

Section 5.2.F - Would be changed to "The Mayor is the official spokesperson for the Council. Unless specifically authorized by the Council, neither the Mayor nor the Councilors shall make any representations on behalf of the City Council."

Section 6.1.d - There was discussion about if the proposed changes should be in the section as it was also included at the end of the section. Changes that were proposed in the Council packet were agreed upon by a majority of the Council.

Section 6.1.f - Changes that were proposed in the Council packet were agreed upon.

Sections 6.1.j and m - There was discussion on if it should include a clear definition of the issue and materials requested of staff. There was consensus on removing the words "clear definition of the issue and materials requested by staff". There were suggestions to remove the section words "If the issue is brought by a Council member, the issue shall include, clear definition of the issue and materials requested by staff." There was consensus on removing the sentence.

Section 6.1 - Changes that were proposed in the Council packet were agreed upon by a majority of the Council. There was a typo that would be corrected.

There was a proposal by Councilor Christopher to add Section 4.3. She distributed a document titled "Proposal for the Addition of Council Vice President position (not a City Charter position)" with the proposed changes.

There was discussion about if the proposed Council Vice President position would attend the Agenda Conference Meetings instead of having a rotating Council Member. A majority of the Council felt that there was value in keeping a rotating Council Member schedule.

The Mayor expressed opposition to forming an "executive committee". There was agreement in removing the "executive committee". There was a suggestion to match the selection of the Council President. There was a majority of the Council who agreed to have City Attorney Lindsay work on the language for Section 4.3 and bring it back to Council on January 21st.

Section 4.1 - Add the Vice President as a third in line. Add the word political after recognized on the second sentence.

Section 6.4 - There was discussion about the process for placing an item on the agenda. Mr. Brown explained the guidance from the Oregon Government Ethics Commission noting that items could be added to the agenda as long as it's not prescriptive and it was also okay outside of a meeting to suggest items without an outcome for discussion. He further noted that Council Members could bring up items under the Agenda Input during a meeting and it could be prescriptive.

There was a suggestion to bring an outline of what Council Members would like to discuss at the meeting to hand out to the City Council at the meeting. There was a suggestion to move the last two sentences in the packet to Section 6.5 and to remove in addition, Council may place items on a future agenda.

There was a 10-minute recess.

Section 7.1.a - There was a suggestion to remove the words "A Council member may". There was a suggestion to add the words "Communication shall" at the beginning of the second sentence. There was a suggestion to remove the last sentence. There was consensus to make the edits as described in the packet and discussed.

Section 7.1.g - Changes that were proposed in the Council packet were agreed upon.

Section 9 - There was a suggestion to add the words during a meeting under the heading Section 9.

Section 9.3.2 - Changes that were proposed in the Council packet were agreed upon.

Mr. Lindsay would review sections related to quasi-judicial laws to ensure that the Council Rules of Procedure were still in compliance.

Section 11.3 - In the title, add the words Resolutions, Ordinances, and Orders. City Attorney Lindsay suggested adding references to the Sections in the City Charter. There was discussion regarding the Section 11.3. Enactment of Ordinances and whether or not it was redundant. City Attorney Lindsay would look at the difference between the signing and enactment so that the rule would actually mean something beyond just signing an Ordinance.

Section 13.3 - There was consensus that the following sentence would be removed as Council signatures were no longer required: "When a Council member is absent and pulls the minutes from the Consent Calendar to abstain from voting for approval of the minutes, the word "absent" shall be printed in place of a signature."

Section 14.1 - Mayor Clark explained how the process for proclamations currently works. There was discussion regarding how a new process would work. There was a suggestion to review the proclamations annually with the entire City Council. There was a suggestion to consider the proclamations one-by-one when someone requests a proclamation they come before the City Council for a decision. There was consensus about reviewing the approved list of proclamations at the bi-annual goal review.

Section 14.2 - There would be an additional line to state that "No more than one proclamation will be read per City Council Meeting". There was consensus to keep the remainder of the proposed language changes that were in the packet. There was consensus to add the words "Any presentations shall be limited to five minutes unless consent for more time is approved by the City Council."

Section 15.1.c. 1 & 2 - There was discussion about if it should be changed and what the intent was. There was a majority of Council that wanted to remain the same. There was a request for the City Attorney to review item 2 in the section and rework the wording. The section would be changed so that the staff would be the ones sharing written information with the Council.

Section 18 - There was discussion about the current and proposed process on Board, Commission and Committee appointments. City Attorney Lindsay commented that many of the Committee Resolutions had refences to the Council Rules. He suggested adding the words that any changes in the Council Rules would supersede any Resolutions relating to the Council Rules. There was discussion about trust, rebuilding trust, and the Council working as a team.

There was discussion about the portion of Section 18.2 that refers to the section on the Mayor and the Council President using considerations for appointments. There was a suggestion to remove that section. There was a majority of the Council that was in favor of removing the considerations.

Section 18.3 - There was a question about the proposed language of appointments to include "a resident, property owner, employee in or business owner in the city". City Attorney Lindsay suggested a resident or a maximum of one non-resident property owner, employee in or business owner in the city.

Section 18.5 and 18.6 - Changes that were proposed in the Council packet were agreed upon.

Section 18.7 - There was consensus to not move forward with the proposed changes included in the packet.

Section 18.8 - There was consensus to replace the words "addresses and phone numbers" with contact information.

Section 18.11 - There was consensus to remove the examples of governmental entities and non-profit organizations. There was discussion about liaisons to outside organizations and the delegation of voting rights. There was a suggestion to have the same process in 18.2 to be included in section 18.11. There was discussion about separating out the liaisons by Council invitation only or contractual. City Attorney Lindsay would work on language and bring it back to the City Council. The words "subject to Council approval" would be struck.

Marion County Public Safety Coordinating Council was not tied to Councilor terms; SEDCOR was not tied to being Mayor; and Mid-Willamette Valley Community Action Agency was not tied to being Mayor would come off the list as they are not "but for" the position. The Oregon State Fair Council would be added.

Section 18.12 - Changes that were proposed in the Council packet were agreed upon.

There was a question about Audit Committee appointments. The Mayor had spoken with Elaine Wilson and Melissa Martin of the Budget Committee, and they were willing to serve.

Section 20 - Mayor Clark requested the removal of references to the Council Work Plan that was done in 2020 and 2021 because it was no longer in use.

Section 20.1 - Changes that were proposed in the Council packet were agreed upon.

Section 20.1.c - There was consensus to add Committee Review and Proclamations Review at the end of the first sentence. There was consensus to remove the words "and Mayor" in relation to a report of progress of Council Goals as well as add that a report from the City Manager and Mayor would be brought to a work session.

Section 21.1 - Changes that were proposed in the Council packet were agreed upon.

Mayor Clark commented on working together and continuing conversations.

c. Council review of the purpose, need, and objectives of all Boards, Commissions and Committees that are not statutorily required

By consensus of the City Council, this item was moved to the February City Council Work Session.

d. Keizer City Council 2025-2026 Short Term and Long Term Goals

By consensus of the City Council, this item was moved to the February City Council Work Session.

ADJOURNMENT

Mayor Clark adjourned the meeting at 12:19 p.m.

MAYOR: APPROVED:

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Cathy Clark Dawn Wilson, Deputy City Recorder

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.”