

Accessibility and Accommodation Requests

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Melissa Bisset at 503-856-3412 or bissetm@keizeror.gov. The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible.

To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, April 7, 2025

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. "If I Were Mayor" Contestant Recognition
 - b. **PROCLAMATION**: Child Abuse Prevention Month
 - c. OR OSHA Safety & Health Achievement Recognition Program Presentation of Plaque and Flag to City
5. **COMMITTEE REPORTS**
 - a. Northwest Keizer Neighborhood Association Annual Report and Presentation of Bylaws
 - b. Greater Northeast Keizer Neighborhood Association Annual Report and Presentation of Bylaws
 - c. Community Diversity Engagement Committee Appointments and Councilor Liaison Appointment (CDEC)
 - d. Volunteer Coordinating Committee Recommendations for Appointments - Parks and Recreation Advisory Board; Budget Committee; Traffic Safety, Bikeways, and Pedestrian Committee; and Keizer Public Arts Commission.
6. **PUBLIC COMMENTS**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

7. PUBLIC HEARINGS

- a. **RESOLUTION** - Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax
- b. **RESOLUTION** - Authorization for Supplemental Budget - Street Fund
- c. **RESOLUTION** - Authorization for Supplemental Budget - Administrative Services Fund
- d. **RESOLUTION** - Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund
- e. **OLCC Application** - New License Application - Mesa del Rincon Cerveceria & Taproom, LLC
- f. **RESOLUTION** - Authorizing the City Manager to Transfer Property to City of Salem (Marion County Tax Lot 073W01B003400)

8. ADMINISTRATIVE ACTION

- a. **Event Center Fee Waiver** - 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo
- b. **RESOLUTION** - Adoption of 2025-2026 City Council Goals
- c. **RESOLUTION** - Recognizing National Observances and Commemorative/Heritage Months; Repeal of Resolutions R2021-3215, R2022-3324, and R2022-3343
- d. **Discussion Item** - Council Rules and Procedure
- e. **Consider Proclamation Request** for Vietnamese-American Remembrance Day (April 30th)
- f. **Consider Proclamation Request** for Frontline Worker Appreciation Month (May)
- g. **Approval of February 10, 2025, Work Session Minutes**
- h. **Approval of February 18, 2025, Regular Session Minutes**
- i. **Approval of the March 3, 2025, Regular Session Minutes**
- j. **ORDINANCE** - Relating to Cruising; Repealing Keizer Code Section 26-1

9. CONSENT CALENDAR

- a. **Amphitheatre Fee Waiver Request** - Claggett Creek Watershed Council - Soggy Day in the Park
- b. **Event Center Fee Waiver** - 2025 Ed Harris Memorial Trade-O-Ree (Scouts)
- c. **Approval of March 17, 2025 Regular Session Minutes**
- d. **Approval of March 24, 2025 Work Session Minutes**

10. OTHER BUSINESS

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. STAFF UPDATES

12. COUNCIL MEMBER REPORTS

13. AGENDA INPUT

Monday, April 14, 2025 - 6:00 p.m.

City Council Work Session - Joint meeting with Neighborhood Associations

Monday, April 21, 2025 - 6:00 p.m.

City Council Regular Session

Monday, May 5, 2025 - 6:00 p.m.

City Council Regular Session

14. ADJOURNMENT

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"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."

City of Keizer, Oregon



Proclamation

WHEREAS, every child deserves to live in a safe, loving, and caring family environment; and

WHEREAS, in 2023, there were 11,191 reported victims of child abuse and neglect in Oregon, of which 979 were victims in Marion County; and

WHEREAS, we stand together as individuals, organizations, and government agencies to commit to preventing child abuse in our county by raising awareness throughout the community and by educating and supporting caregivers; and

WHEREAS, we assert that strong families and safe, stable, and nurturing environments free from violence, abuse, and neglect are essential for children's optimal growth and success, which ensures a secure future for our communities, where the needs of children are a priority and the needs of families are met.

NOW, THEREFORE, I, CATHY CLARK, Mayor of the City of Keizer, together with the Keizer City Council assembled here in Regular Session, do hereby proclaim the month of APRIL 2025 as

CHILD ABUSE PREVENTION MONTH

And ask that everyone commit to protecting our children.

*IN WITNESS WHEREOF, I have
hereunto set my hand and caused the
Seal of the City of Keizer to be herein
affixed this 7th day of April, 2025.*

MAYOR CATHY CLARK
City of Keizer, Oregon



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: Northwest Keizer Neighborhood Association Annual Report and Presentation of Bylaws

Proposed Motion

I move the City Council accept the report of the Northwest Keizer Neighborhood Association and extend recognition to the Northwest Keizer Neighborhood Association for an additional year.

I move that the City Council accept the bylaws of the Northwest Keizer Neighborhood Association.

I. Summary

As outlined in Keizer Code, Section 2-275 and 2-276, Neighborhood Associations shall make an annual report to the City Council between March 1 and April 30 each year. The report may be made in writing or presented orally.

The annual report shall contain:

- i. A record of all meetings with attendance noted.
- ii. A summary of all issues dealt with by the association.
- iii. A summary of special association activities outside regular meetings.
- iv. A report of all efforts to solicit the participation and input of all members of the association.
- v. An analysis of the association's success in meeting its responsibilities as outlined in section 2-274 (3).
- vi. An affirmation that the association is in compliance with the neighborhood's bylaws at the time of the annual report.

If the Council finds the association has continued to meet the requirements for recognition as outlined in section 2-274 (attached to this Staff Report), the Council may, by motion, extend recognition for an additional year.

As outlined in Keizer Code, Section 2-274 the association shall adopt bylaws that contain the

following provisions at a minimum:

- a. Any person who resides, operates a business, or owns property within the boundary shall be a member with the right to participate and vote.
- b. Membership or participation shall not be limited based on any protected class under state or federal law.
- c. There shall be no dues, but voluntary contributions may be solicited.
- d. The association shall hold an annual general meeting, with the time, date, and place of the meeting widely publicized throughout the neighborhood prior to the meeting. Other general meetings may be held as desired.
- e. Regular meetings of the association board shall be held at a publicized date, time, and place. All association board meetings shall be open to the public. All members present may vote on issues with the results recorded separately from votes of the association board.
- f. Minutes shall be taken of all board and general meetings, with the minutes made available to any person so requesting. A copy of the minutes shall be filed with the city recorder.
- g. The association shall have a board of directors with a president, vice president, and secretary who shall be elected annually by those present at the annual meeting. The association may establish additional elected positions on the board. The board roster, including names, addresses, and email addresses, shall be filed with the city recorder. The association shall provide an address to the city for mailing purposes. The board of directors shall fill any officer position vacancies by the third meeting following the vacancy to meet the required three board positions. For additional vacancies, the bylaws must address what is considered timely in filling additional board positions above the minimum three officers.
- h. A copy of the bylaws shall be reviewed by the city council upon initial adoption and any amendments made by the neighborhood association. The council shall have the final determination of a neighborhood association's bylaws and any amendments thereto.
- i. A copy of the bylaws shall be filed with the city recorder and maintained and updated to reflect amendments by the neighborhood association.

If the Council finds the association has meet the requirements for the bylaws as outlined in section 2-274 (attached to this Staff Report), the Council may, by motion, approve them.

II. Background

- A. The Northwest Keizer Neighborhood Association has continuously submitted their annual reports and maintained recognition.

III. Current Situation

- A. The Northwest Keizer Neighborhood Association annual report will be presented to the City Council by Hersch Sangster.

IV. Analysis

- A. **Strategic Impact** - Neighborhood Associations are an important part of the involvement of the citizens in Keizer City government.
- B. **Financial** - The Northwest Keizer Neighborhood Association is provided funding through the City budget process.
- C. **Timing** - Extending recognition for an additional year will allow the Northwest Keizer Neighborhood Association to continue their mission.

- D. **Policy/Legal** - The presenting of this report confirms the Northwest Keizer Neighborhood Association is meeting the guidelines set forth in the Keizer Code.

V. Alternatives

- A. The Council may accept the report and extend recognition to the Northwest Keizer Neighborhood Association for an additional year.
- B. The Council may choose to not accept the report or extend recognition to the Northwest Keizer Neighborhood Association for an additional year.
- C. The Council may choose to approve the bylaws.
- D. The Council may choose to not approve the bylaws.
- E. The Council may choose to take no action.
- F. The Council may ask the Neighborhood Association to make changes to the documents they submitted for approval at a future City Council meeting.

VI. Recommendation

Staff recommends the City Council accept the report and extend recognition to the Northwest Keizer Neighborhood Association for an additional year. Staff recommends the City Council review the bylaws presented by the Northwest Keizer Neighborhood Association and if they meet the Council's approval, make a motion to approve them.

Attachments

- 1. Standards for Recognition
- 2. NWKNA Annual Report 2024-2025
- 3. NWKNA Bylaws 2025 Revision

"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."

Sec. 2-274. Standards for recognition.

The following standards must be met by a neighborhood association seeking and maintaining recognition:

- (1) *Bylaws.* The association shall adopt bylaws that contain the following provisions at a minimum:
 - a. Any person who resides, operates a business, or owns property within the boundary shall be a member with the right to participate and vote.
 - b. Membership or participation shall not be limited based on any protected class under state or federal law.
 - c. There shall be no dues, but voluntary contributions may be solicited.
 - d. The association shall hold an annual general meeting, with the time, date, and place of the meeting widely publicized throughout the neighborhood prior to the meeting. Other general meetings may be held as desired.
 - e. Regular meetings of the association board shall be held at a publicized date, time, and place. All association board meetings shall be open to the public. All members present may vote on issues with the results recorded separately from votes of the association board.
 - f. Minutes shall be taken of all board and general meetings, with the minutes made available to any person so requesting. A copy of the minutes shall be filed with the city recorder.
 - g. The association shall have a board of directors with a president, vice president, and secretary who shall be elected annually by those present at the annual meeting. The association may establish additional elected positions on the board. The board roster, including names, addresses, and email addresses, shall be filed with the city recorder. The association shall provide an address to the city for mailing purposes. The board of directors shall fill any officer position vacancies by the third meeting following the vacancy to meet the required three board positions. For additional vacancies, the bylaws must address what is considered timely in filling additional board positions above the minimum three officers.
 - h. A copy of the bylaws shall be reviewed by the city council upon initial adoption and any amendments made by the neighborhood association. The council shall have the final determination of a neighborhood association's bylaws and any amendments thereto.
 - i. A copy of the bylaws shall be filed with the city recorder and maintained and updated to reflect amendments by the neighborhood association.
- (2) *Boundary.* The association shall adopt by motion a fixed geographic boundary meeting the following general guidelines:
 - a. The neighborhood should generally encompass at least 300 dwelling units or smaller clearly defined areas.
 - b. The neighborhood should generally encompass a logical geographic and social area with generally rectangular boundaries and without any gerrymandering.
 - c. The neighborhood should generally focus on a single elementary school attendance area.
 - d. Neighborhood boundaries should generally follow natural or human-made barriers, such as creeks and arterial streets. When a boundary must follow a local street, it should follow rear property lines rather than divide the neighborhood between houses facing each other.
 - e. The boundary should encompass adjacent vacant or underdeveloped land.
 - f. The boundary should extend to the city limits.

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- g. The boundary should leave no isolated areas or pockets not included in another neighborhood association's boundary.
 - h. The council shall have the final determination of a neighborhood's boundary and is not necessarily bound to the above guidelines. This determination shall be reflected in the resolution of recognition.
- (3) *Responsibilities.* The following responsibilities must be assumed and carried out by a neighborhood association:
- a. The association must strive to accurately represent the best interest of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.
 - b. The association solicits the participation or input of all members through newsletters, media coverage, personal contact, flyer distribution, and social media. Associations must maintain an active and up-to-date online presence that adheres to city council social media standards. All official webpages shall maintain at least three administrators having access to the site and its contents.
 - c. The association must actively engage with city government through participation, input, and recommendations on issues brought to it by the city or initiated by the neighborhood itself.
 - d. The association must hold regular board and general meetings, with timely, appropriate notification to members. The association must maintain at least a minimum attendance of three members at regular, general meetings.
 - e. The association must strive to improve the livability of the neighborhood and of the community as a whole through education, activities, projects, and participation.
 - f. The association must attend an annual joint session with the city council on a date set by the city.

(Ord. No. 2024-875, § 5, 5-20-2024)



Northwest Keizer Neighborhood Association Annual Report 2024-2025

Keizer City Council – April 7, 2025

Madam Mayor, Council President Starr, Keizer City Councilors – We are the Northwest Keizer Neighborhood Association (NWKNA)

The NWKNA development began in March 2022 with the first three Board members. We now have a Board of six members – three officers and three members-at-large, with one Board opening. We have an election for our Board members during our April 16, 2025 meeting.

Our bylaws have been updated to match changes made by the Keizer City Council in 2024 for Neighborhood Associations. The updated bylaws are currently with the City of Keizer for review. The NWKNA Board affirms that we are in compliance with both our old bylaws and our 2025 bylaws revision.

Our General Meetings are on the 3rd Wednesday at 7 pm each month at the Keizer Event Center. As required by our bylaws, our General Meeting agendas are posted on the NWKNA and City of Keizer websites with our meetings open to the public.

We have averaged 10 neighbors and others in attendance at each of the General Meetings. The NWKNA Secretary has maintained the sign-in roster for all our General Meetings and meeting counts are included later in this Annual Report.

Our Board Meetings are held at the REC Grange and the Keizer Event Center. Meeting times are posted on the NWKNA website and our Board Meetings are open to the public.

Our General Meetings have included Hector Blanco from the Keizer Fire District, Lt. Hein from the Keizer Police Dept, Shane Witham and Ben Crosby from the City of Keizer. BJ Toewe from the Keizer Library spoke to us about the Keizer Library and its plans. Businesses in Keizer have also attended our meeting. Willamette Valley Bank spoke on banking scams and prevention. Willow Lake Event Center chatted about its history since 1904 and Keizer's history. Simonka Place and the Keizer Food Bank have also met with us on their program needs. We have donation boxes for both at every meeting.

We have had dialogs and responded on traffic issues, graffiti, City budget, and new developments within our boundary with our residents and the City of Keizer.

The NWKNA worked with the other Neighborhood Associations to host a State of the City presentation for our Keizer community in 2024. NWKNA worked with Keizer Elementary and its Parent -Teacher Committee along with other Keizer organizations to hold a Community Resource and Bike Skills event on May 4, 2024, and on April 3, 2025 held a helmet fitting event.

We have worked with Keizer Code Enforcement and the McNary JrROTC program on a regular basis to set up the Community Graffiti Program. This program began with training and a cleanup session on Tepper Lane on March 1, 2025, more are planned for each month.

NWKNA also hosted our first National Night-Out Event on Lacey St. We are planning to do it on Lacey again and maybe a couple more streets in our Neighborhood in 2025.

Our focus in 2024-2025 has been on improving our outreach to our neighborhood and community through the NWKNA and City of Keizer websites and other social media.

Outreach Efforts

The NWKNA website continues to be our primary outreach tool. The site features upcoming meeting information, general and board meeting notes, a community event listing, a local business listing, links to tools on the city's website, neighborhood photos, and a contact form to get in touch with the NA board. The site has also been designed to be mobile-friendly.

We have analytics running behind the scenes of the website. We've had 500 total users and 935 views of the site from April 2024 to February 2025, showing a decent amount of returning users. While our homepage shows the most traffic, both our "Meetings" page and our "About" page are also well trafficked.

We have a catch-all email address of info@northwestkeizer.org that sends any incoming emails to all board members, including the contact form on the site.

This year we've created, designed and printed banners, flyers and T-shirts – adding to our past outreach materials of yard signs, door hangers and business cards. All of these materials contain unique QR codes to our website so that we can track which printed materials are resulting in additional website traffic.

On the social media front, we continue to use our Facebook page to regularly post upcoming meetings to local Keizer Facebook groups. We also post upcoming meetings to Nextdoor.

In working with the City Recorder, all our meeting announcements/agendas, General and Board minutes are posted on both our website and that of the City of Keizer's.

Time, expertise and resources for the design and development of the NWKNA website continue to be donated by board member Griffin Walker, including ongoing web hosting and security updates. For 2024-2025, there's been an approximate donation of \$2000 worth of services, including graphic design of outreach materials and updates and improvements to the website.

Future Efforts

We will be participating in National Night Out this summer and working on expanding the Community Graffiti Program.

We will be wearing our NWKNA T-shirts at events in Keizer so that NA members are easy to identify. We continue to look into other ways to expand our outreach materials to make more of our neighbors aware of the NWKNA and other neighborhood associations throughout Keizer.

Thank you so much for the City Council and City Staff's support for our Neighborhood Association this past year and for the support in the future.

Hersch Sangster and Griffin Walker

Chair and Co-Chair NWKNA

Meeting Attendance

- April 2024 - 11 attendees
- May 2024 - 11 attendees
- June 2024 - 9 attendees
- October 2024 - 10 attendees
- November 2024 - 12 attendees
- December 2024 - 9 attendees
- January 2025 - 10 attendees
- February 2025 - 11 attendees

Record of Meetings

- March 19, 2025 NWKNA General Meeting
- [March 10, 2025 NWKNA Board Meeting](#)
- [February 19, 2025 NWKNA General Meeting](#)
- [January 29, 2025 NWKNA Board Meeting](#)
- [January 15, 2025 NWKNA General Meeting](#)
- [December 18, 2024 NWKNA General Meeting](#)
- [November 20, 2024 NWKNA General Meeting](#)
- [October 16, 2024 NWKNA General Meeting](#)
- [October 9, 2024 NWKNA Board Meeting](#)
- [September 18, 2024 NWKNA General Meeting](#)
- [September 11, 2024 NWKNA Board Meeting](#)
- [July 24, 2024 NWKNA Board Meeting](#)
- [June 26, 2024 NWKNA Board Meeting](#)
- [June 19, 2024 NWKNA General Meeting](#)
- [May 15, 2024 NWKNA General Meeting](#)
- [April 17, 2024 NWKNA General Meeting](#)

See <https://northwestkeizer.org/about/meetings/> for a full list of meetings.

Northwest Keizer Neighborhood Association Bylaws

1. Name

- a. The name of this organization shall be the Northwest Keizer Neighborhood Association (NWKNA), referred to as the Association in this document.

2. Area

- a. The area represented by the Association is bounded by:
The center of Chemawa Road from Keizer Rapids Park to River Road on the south. Keizer City limits to the west. North to the city limits on Windsor Island Road. East following the City Limits to the center of McClure Street to Lockhaven, including Keizer Elementary. Further east on the center of Lockhaven to River Road and the center line of River Road south to Chemawa Road.

3. Purpose

- a. The purpose of the Association shall be to study and act on issues affecting neighborhood and city-wide livability and government operations, and also actively solicit broad involvement by all residents within the Association's boundary.
- b. The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.
- c. The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.
- d. The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in our neighborhood.

4. Membership

- a. The Association shall be non-partisan, non-commercial and non-sectarian.
- b. The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.
- c. Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.
- d. There shall be no dues, but voluntary contributions may be solicited.
- e. The voting age of member shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
- f. Each member present shall be entitled to one vote per voting opportunity.

5. The Association Board

- a. The Association Board, referred to as the Board in this document, shall consist of seven members elected at large. All positions will be for a term of one year. The Board will name three of these members as Officers of the Board in the positions of President, Vice President, and Secretary. The remaining four positions are Board Members at large.
- b. The Board shall be members of the Association and their primary residence shall be within the boundaries of the Association.
- c. The roster of the names and addresses of all Board members shall be filed with City of Keizer Recorder.
- d. Board members will be elected by the majority of all members present at the annual general meeting.
- e. Nominations for all seven positions may be submitted by the general membership from the floor at the annual meeting.

- f. It shall be prohibited for two members from an immediate family or of the same household to simultaneously serve as directors on the Board.
- g. Any individual who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.
- h. If the President resigns, the Vice President shall become President.
- i. A vacancy in any Officer of the Board will be filled for the unexpired term by a majority vote by the third General meeting after vacancy. The Board may, by majority vote at a Board Meeting, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.
- j. Board members at large, outside of the Officers of the Board, may remain vacant indefinitely. Outreach and solicitation for new Board members at large will happen at each General Meeting where this is a vacancy.
- k. In the event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.
- l. The Board will hold at least one general meeting per year.
- m. The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.
- n. The Board shall participate in the City of Keizer government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.
- o. The Board must solicit the participation of all members through newsletter, website, media coverage, personal contact, flyer distribution, or any other means available to it.

6. Duties of Association Board Officers

- a. The President shall be responsible for the general supervision and direction of the Board and the Association; shall provide a mailing address to the City of Keizer for all Association business; shall review all mailings received and take appropriate action; shall preside at all meetings of the Board and at all general membership meetings; shall be responsible for the annual report to the City of

Keizer Council.

- b. The Vice President shall preform all duties of the President in his or her absence and shall perform other duties as assigned by the Board.
- c. The Secretary shall record the minutes of all general membership meetings and the Board meetings and provide the Board members with copies of said minutes, retain a copy for the Association files and file one with the City of Keizer Recorder; shall keep all records for the Association; and shall be responsible for notification of the date, time and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.
- d. All official websites and social media accounts shall maintain at least three administrators from members of the Board having access to the site and its contents.

7. Meetings

- a. The Board shall pick a date each year for the annual meeting and publish at least 30 days prior to the date of this meeting. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven days and no more than fourteen days prior to the meeting and will be posted on the association's website, social media and the City of Keizer website.
- b. The Board will, at a minimum, hold three board meetings per year to conduct Association business. Notification will be given to the general Association at least seven days prior whenever possible.
- c. Special meeting of the Board, for any purpose, may be called by any member of the Board. Seven days' prior notice of the time and place of any special Board meeting shall be given to each Board member.
- d. All regular Board meetings shall be open to the public.
- e. Minutes shall be taken of all Board and general meetings and a copy of the minutes be filed with the City of Keizer Recorder and posted on the Association's website.

- f. A minimum of three Board members will constitute a quorum. Once formed, a quorum shall remain if one or more members abstain from voting.
- g. No director/officer of the Board shall take part in any vote where there may be conflict of interest.

8. Committees

- a. Committees may be formed in order to carry out Association work on specific issues or projects.
- b. The Board will appoint a chairperson for the committee and each committee will elect its own secretary.
- c. A charge will be given to the committee defining the committee goals and area of responsibility. This will be included in the meeting minutes.
- d. The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.
- e. The committee shall consist of Association members only.
- f. The secretary of each committee shall submit a written copy of the minutes of the committee meetings to be included with the minutes of the Board meeting.
- g. The committee chairperson may recruit additional members at any time to serve on the committee as needed.

9. Amendments

- a. These bylaws may be repealed or amended or new bylaws may be adopted (subject to City of Keizer ordinance) by two thirds majority vote at any general membership meeting. Public notice of the date, time and place of the meeting and the proposed bylaw change shall be made at least seven days and no more than fourteen days prior to the meeting.
- b. The bylaws shall be reviewed by the Board or by a special committee once each year prior to the annual general meeting.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Greater Northeast Keizer Neighborhood Association Annual Report and Presentation of Bylaws

Proposed Motion

I move the City Council accept the report of the Greater Northeast Keizer Neighborhood Association and extend recognition to the Greater Northeast Keizer Neighborhood Association for an additional year.

I move that the City Council accept the bylaws of the Greater Northeast Keizer Neighborhood Association.

I. Summary

As outlined in Keizer Code, Section 2-275 and 2-276, Neighborhood Associations shall make an annual report to the City Council between March 1 and April 30 each year. The report may be made in writing or presented orally.

The annual report shall contain:

- i. A record of all meetings with attendance noted.
- ii. A summary of all issues dealt with by the association.
- iii. A summary of special association activities outside regular meetings.
- iv. A report of all efforts to solicit the participation and input of all members of the association.
- v. An analysis of the association's success in meeting its responsibilities as outlined in section 2-274 (3).
- vi. An affirmation that the association is in compliance with the neighborhood's bylaws at the time of the annual report.

If the Council finds the association has continued to meet the requirements for recognition as outlined in section 2-274 (attached to this Staff Report), the Council may, by motion, extend recognition for an additional year.

As outlined in Keizer Code, Section 2-274 the association shall adopt bylaws that contain the

following provisions at a minimum:

- a. Any person who resides, operates a business, or owns property within the boundary shall be a member with the right to participate and vote.
- b. Membership or participation shall not be limited based on any protected class under state or federal law.
- c. There shall be no dues, but voluntary contributions may be solicited.
- d. The association shall hold an annual general meeting, with the time, date, and place of the meeting widely publicized throughout the neighborhood prior to the meeting. Other general meetings may be held as desired.
- e. Regular meetings of the association board shall be held at a publicized date, time, and place. All association board meetings shall be open to the public. All members present may vote on issues with the results recorded separately from votes of the association board.
- f. Minutes shall be taken of all board and general meetings, with the minutes made available to any person so requesting. A copy of the minutes shall be filed with the city recorder.
- g. The association shall have a board of directors with a president, vice president, and secretary who shall be elected annually by those present at the annual meeting. The association may establish additional elected positions on the board. The board roster, including names, addresses, and email addresses, shall be filed with the city recorder. The association shall provide an address to the city for mailing purposes. The board of directors shall fill any officer position vacancies by the third meeting following the vacancy to meet the required three board positions. For additional vacancies, the bylaws must address what is considered timely in filling additional board positions above the minimum three officers.
- h. A copy of the bylaws shall be reviewed by the city council upon initial adoption and any amendments made by the neighborhood association. The council shall have the final determination of a neighborhood association's bylaws and any amendments thereto.
- i. A copy of the bylaws shall be filed with the city recorder and maintained and updated to reflect amendments by the neighborhood association.

If the Council finds the association has meet the requirements for the bylaws as outlined in section 2-274 (attached to this Staff Report), the Council may, by motion, approve them.

II. Background

- A. The Greater Northeast Neighborhood Association has continuously submitted their annual reports and maintained recognition.

III. Current Situation

- A. The Greater Northeast Keizer Neighborhood Association annual report will be presented to the City Council by Tammy Kunz.

IV. Analysis

- A. **Strategic Impact** - Neighborhood Associations are an important part of the involvement of the citizens in Keizer City government.
- B. **Financial** - The Greater Northeast Keizer Neighborhood Association is provided funding through the City budget process.
- C. **Timing** - Extending recognition for an additional year will allow the Greater Northeast Keizer Neighborhood Association to continue their mission.

- D. **Policy/Legal** - The presenting of this report confirms the Greater Northeast Keizer Neighborhood Association is meeting the guidelines set forth in the Keizer Code.

V. Alternatives

- A. The Council may accept the report and extend recognition to the Greater Northeast Keizer Neighborhood Association for an additional year.
- B. The Council may choose to not accept the report or extend recognition to the Greater Northeast Keizer Neighborhood Association for an additional year.
- C. The Council may choose to approve the bylaws.
- D. The Council may choose to not approve the bylaws.
- E. The Council may choose to take no action.
- F. The Council may ask the Neighborhood Association to make changes to the documents they submitted for approval at a future City Council meeting.

VI. Recommendation

Staff recommends the City Council accept the report and extend recognition to the Greater Northeast Keizer Neighborhood Association for an additional year. Staff recommends the City Council review the bylaws presented by the Greater Northeast Keizer Neighborhood Association and if they meet the Council's approval, make a motion to approve them.

Attachments

- 1. Standards for Recognition
- 2. GNEKNA Annual Report 2024-2025 docx
- 3. GNEKNA 2025 By-Laws -Charter
- 4. FINAL Community Cafe' PRESENTATION June 4th 2024
- 5. GNEKNA goals 2 to 4 years 2025 and 2026
- 6. Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations (1)
- 7. GNEKNA Expenses 24-25
- 8. GNEKNA Budget 2024

"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."

Sec. 2-274. Standards for recognition.

The following standards must be met by a neighborhood association seeking and maintaining recognition:

- (1) *Bylaws.* The association shall adopt bylaws that contain the following provisions at a minimum:
 - a. Any person who resides, operates a business, or owns property within the boundary shall be a member with the right to participate and vote.
 - b. Membership or participation shall not be limited based on any protected class under state or federal law.
 - c. There shall be no dues, but voluntary contributions may be solicited.
 - d. The association shall hold an annual general meeting, with the time, date, and place of the meeting widely publicized throughout the neighborhood prior to the meeting. Other general meetings may be held as desired.
 - e. Regular meetings of the association board shall be held at a publicized date, time, and place. All association board meetings shall be open to the public. All members present may vote on issues with the results recorded separately from votes of the association board.
 - f. Minutes shall be taken of all board and general meetings, with the minutes made available to any person so requesting. A copy of the minutes shall be filed with the city recorder.
 - g. The association shall have a board of directors with a president, vice president, and secretary who shall be elected annually by those present at the annual meeting. The association may establish additional elected positions on the board. The board roster, including names, addresses, and email addresses, shall be filed with the city recorder. The association shall provide an address to the city for mailing purposes. The board of directors shall fill any officer position vacancies by the third meeting following the vacancy to meet the required three board positions. For additional vacancies, the bylaws must address what is considered timely in filling additional board positions above the minimum three officers.
 - h. A copy of the bylaws shall be reviewed by the city council upon initial adoption and any amendments made by the neighborhood association. The council shall have the final determination of a neighborhood association's bylaws and any amendments thereto.
 - i. A copy of the bylaws shall be filed with the city recorder and maintained and updated to reflect amendments by the neighborhood association.
- (2) *Boundary.* The association shall adopt by motion a fixed geographic boundary meeting the following general guidelines:
 - a. The neighborhood should generally encompass at least 300 dwelling units or smaller clearly defined areas.
 - b. The neighborhood should generally encompass a logical geographic and social area with generally rectangular boundaries and without any gerrymandering.
 - c. The neighborhood should generally focus on a single elementary school attendance area.
 - d. Neighborhood boundaries should generally follow natural or human-made barriers, such as creeks and arterial streets. When a boundary must follow a local street, it should follow rear property lines rather than divide the neighborhood between houses facing each other.
 - e. The boundary should encompass adjacent vacant or underdeveloped land.
 - f. The boundary should extend to the city limits.

-
- g. The boundary should leave no isolated areas or pockets not included in another neighborhood association's boundary.
 - h. The council shall have the final determination of a neighborhood's boundary and is not necessarily bound to the above guidelines. This determination shall be reflected in the resolution of recognition.
- (3) *Responsibilities.* The following responsibilities must be assumed and carried out by a neighborhood association:
- a. The association must strive to accurately represent the best interest of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.
 - b. The association solicits the participation or input of all members through newsletters, media coverage, personal contact, flyer distribution, and social media. Associations must maintain an active and up-to-date online presence that adheres to city council social media standards. All official webpages shall maintain at least three administrators having access to the site and its contents.
 - c. The association must actively engage with city government through participation, input, and recommendations on issues brought to it by the city or initiated by the neighborhood itself.
 - d. The association must hold regular board and general meetings, with timely, appropriate notification to members. The association must maintain at least a minimum attendance of three members at regular, general meetings.
 - e. The association must strive to improve the livability of the neighborhood and of the community as a whole through education, activities, projects, and participation.
 - f. The association must attend an annual joint session with the city council on a date set by the city.

(Ord. No. 2024-875, § 5, 5-20-2024)

GNEKNA

(Greater Northeast Keizer Neighborhood Association)

2024 - 2025 Annual Report

**Greater Northeast Keizer Neighborhood Association
2001 Kennedy Cir. NE
Keizer Oregon 97303
Phone 503-991-1671
Phone 971-701- 3008
Email; nekna2022@gmail.com
Email; t_kunz@yahoo.com
Website; <https://northeast-keizer-neighborhood-associations-site.yolasite.com/>**

**Presented By; Tammy Kunz (President)
Jacqueline Green (Vice President)
GNEKNA Dec 19th 2022**



Mission Statement

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Other aspects of our mission are to promote programs, services, and activities aimed to encourage connections among our neighbors and families within our community.

Foster civic engagement and education by providing information about the community and civic issues. We have done that by creating a bi-monthly newsletter, facilitating the discussion on these issues in a number of ways by using the internet tools at our disposal; such as Facebook, next door and email list as a way of communicating information.

Solicit input from members in the community about items that affect them.

Work to protect public spaces. Address safety concerns and public nuisance concerns of members in our community. Act as a vehicle to communicate the concerns of members and advocate for the best interest of their best interest to the Keizer City Council and other Boards and Committees; as well as to other government agencies both state and local as needed.

Work to improve the quality of life for those who live, work and play within the Greater Northeast Keizer Neighborhood Association.

What we decided is to work on our Equity Statement and not make changes to the mission because it is still our mission and main goals.

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital.)

The Greater Northeast Keizer Neighborhood Association stated out as Northeast Keizer neighborhood Association in May 16th, 2022. Which under the Neighborhood Association Ordinance no.93-257 shall make an annual report. In Honor of this we became Greater Northeast Keizer Neighborhood Association in Dec 19th, of 2022 by extending our boundaries. (Map included)

Jan 2024

We met through Zoom and Google Teams this month on two different days and times to accommodate our families. Here are some of the items we talked about for each meeting and my Minutes for each meeting.

Zoom we had 10 attend zoom / 10 teams / 3 in person at 10 am and met for an hour. carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23)

We started with the approval of minutes; motion passed unanimously

Our goals for creating this group; do we want to change any of our mission statement?

Mission Statement

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Work to improve the quality of life for those who live, work and play within the Greater

Northeast Keizer Neighborhood Association.

Review to make sure there are no changes to our mission. **Mission statement is going to stay the same.** Motion from Beverly and Second from Shawn, motions carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23) **motion passed unanimously**

What we decided is to work on our Equity Statement and not make changes to the mission because it is still our mission and main goals.

Communication support within the community spreadsheet update monthly, Tammy Kunz, Jacqueline Green and Beverly (included as separate document)

In creating this document, it will help us track all the different items we are keeping an eye on. Projects we are working on and where they are on the list and see how long it takes for us to get these items addressed and report back.

Tammy really like the way Tammy S from traffic uses the spreadsheet and keeps those in line. So, we just added the community engagement side as well. This will help us track how well each method of communication is working. This enables us to be able to adjust those items to meet the stronger need.

Meeting adjourned at 11 am Bev

Notes from google teams we had 15 attends Thursday 1 to 2 pm meeting **(work session 1/11/2024)**
Members attended; Ben, Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen

We started with the approval of minutes; Beverly (Bev) made the motion Lizzy 2nd motion **passed unanimously (11)**

We covered the same as above but talked about adding some of the phrases Tammy uses in the community diversity Engagement framework to be sure we are representing the whole community. (We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community) What is the best way to say all this with fewer words. Tammy would like us to thinks about the best way we can represent our community.

Daine; Thinks it is important for us to make sure we look at the community needs and be aware the language may not fit for everyone but we must make it clear we will not judge, and everyone is welcome. Jim and Shawn are concerned if we forget a group they will feel left out. So, we need to work really hard not to let that happen in this process.

Gina; Asked if we should take this to the CDEC committee to see what they think. Jacqueline says let's wait until we have this done before we do that and make sure this all fits.

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital.) seems to need more we will look at this next month and share more ideas.

Next; topic Plans for the year;

Liz and Bev asked if we could look at community engagement or gathering for the upcoming year. Sharing we would like to do 4 per year and see how well this goes.

Adding zoom for these meetings is important to be sure we can still take notes and make it available for families. Plus, see what topics we want to cover;

Community Safety, Communication styles, candidate forum was nice last year, making sure we keep doing the talk with the mayor, holding space for open topics is another idea. Financial support, early learning and hearing from community partners would be nice as well. Resource tables for each event to help bring this to families.

Meeting adjourned at 2pm (AJ) Alice J

Next meeting notes to cover; update

What are 3 issues Greater Northeast Keizer faces? The top 3

1. Northview Terrace is in need of a bathroom for our children to use, while we play at this park, they would like one that is handicap accessible. Review where we are since 2023 at looking into this project. (Tammy)
2. Sidewalks are vital to achieve safety for our children getting to and from school. I am going to be working with Safe route to schools as well on how we can achieve this. Kennedy Elementary is in need of sidewalks to allow our kids a safe route to school. (Tammy and Jacqueline)
Tammy and Jacqueline have also talked to the traffic safety/ bikeways / peds for safer side walks as they can. We are looking to have some work done on Dearborn near the park.
3. Verda Lane Project; information comes from attending meetings may be subject to change as the project moves forward. The side walk on the Verda crossing side is almost complete. Cherriots was there on September 1st assessing the bus stops to see what changes need to be made on their side. This is still being looked at Tammy and Jacqueline, and Liz have been attending or Watching the Cherriots meeting on YouTube and online. (Tammy, Jacqueline, Liz)

Question that has come about; Verda Lane: Dearborn Avenue to Salem Parkway Design Phase; Verda Lane is a route used by both Elementary and Middle/ High school students.

We will have the following.

- Construct bicycle lanes. (River road, Dearborn, Chemawa, and several others but Lockhaven is one that really needs to be looked at as well.)
- Build sidewalks.
- Realign intersections.
- Upgrade drainage- The drainage is being addressed by the road side they added good size drainage and are adding rock and dirt to that area to help hit off the flooding for raining season.
 - Parking for Keizer Little league field needs to be address. This makes it dangerous for our families to walk our dogs. Kids can't ride bikes to get to the walk path which needs to be addressed and looked at. (Tammy and Jaqueline)

With the Little league not enough information is gathered and people have not really been willing to attend and share concerns. Tammy and Jacqueline have been working with MR. Walker to try and get these concerns addressed. This is going to be ongoing conversations that may require Traffic Safety committee to provide additional support.

Board meeting Jan 26th 2024 Long range plan

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G and Ben. (16)

Agenda;

1. Long range plan
2. Changes and updates
3. Neighborhood watch re- boot
4. Work session goals
5. Hybrid meeting conversation (working/ not working)

Tammy began meeting after we ordered; it was great to have so many parts of this long-range plan 5 of which are new to our group. Keizer Station Taco bell staff awesome service for our group.

We covered the long-range plan and looked at way we can engage our community with more community cafe's this year as we are already in the planning process for 2, we want to add 3 more, if possible, to see if we can grow and build better connections with community.

We also want to move more to using a charter as it offers better ways for engagement then using by-laws. Tammy and Jacqueline will look into this and we have a city council work session in April. Next, we worked on communication and ways to improve this in our community here are the top items. Changes and updates we can add to better engage with our community, and ways we can make it easier for sharing information.

Communication Initiatives:

- Neighborhood newsletter or website
- Email list for updates
- Social media presence

Next, Neighborhood watch program; Tammy, Jacqueline and Bill are working on development and working with Keizer police Mr. Copeland to develop a good working program. The goal is to use the summer to kick off the new and improved community Neighborhood Watch. The goal is to use this for all of Keizer's NA.

Work groups or Work Sessions;

This was the idea of Tammy and Jacqueline to help us engage and to help with some of the behind the scenes work with the NA. Plus, work groups have more flexible schedules and can meet when needed.

What we like about this is

1. It takes some of the work off Tammy and Jacqueline
2. the other reason is more engagement and chances to grow, and learn how these Ladies make it work.
3. Gathering community for diversity of thought and seeing things from other points of view, and it empowers us to and provides us with voices on matters that can make a difference.

Next was agenda ideas; Topic Introductions

- Approval of Minutes
- Keizer Police Liaison update
- City Council Update
- Keizer Fire update
- Keizer Planning update
- Keizer Parks update
- Traffic/ Bikeways and Peds Update

Tammy and Jacqueline have been attending some of the Salem NA meeting and have been learning new ways to help engage and share information.

This is where the hybrid meeting really works well and seem to be well attended both in person and online. While a couple have moved to online for community needs. This is something I would like us to consider as we have a small attendance when we host at the civic center. Several of us shared we like the hybrid meeting and would like to move to zoom and teams for our meetings this open time for us to care for our family's needs.

Options; look for another meeting place as we go out and meet at Taco bell, we have a good number who show up. We have good number when we meet at KS Starbucks as well, I think people are just intimidated by the city hall. Bev and Liz and Tammy will look for places we can meet and Tammy will look at zoom plans to meet our needs.

Meeting adjourned 1 hour 30 minutes

Feb 6th 2024 meeting on Zoom 9 am to 10 am people in attendance 8

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, and Linda,

We started with the approval of minutes; motion passed unanimously

We covered the above information and I added our notes in to each place holder to make it easier for myself and those reading these notes.

The other information here is if you have concerns, please reach out by email to nekna2022@gmail.com and 971-701-3008 for Tammy Jacqueline 503-991-1671 this will allow us to put the concerns in our spreadsheet and begin looking at this and help get these concerns addresses. Tammy and Jacqueline are very good reaching out to help us with our concerns, I am very good helping to provide research for the ladies and our group to find solutions and Tammy or Jacqueline can reach out.

Bathroom for the park will cost us money to have a portable put in, Tammy has been looking at way we can maybe look at a matching grant opportunity. I have looked into finding out How to get this funded through Marion County since Parks are county as I understand. More to come.

We have looked at the equity Statement and here what we have; We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community

Now we just have to make this work and find the wording that flows best. This will be for our next meeting in March or April and give us all time to work on this.

AJ

Google Teams meeting; **Feb 7th 2024 11pm to 12 pm**

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G and Ben, (23) Teams and zoom, some in-person (Salem Library)

We started with the approval of minutes; motion passed unanimously

Tammy shares the equity statement and with us and asked us to look at this over the next couple of months so we can get the flow and have it made sense to us all.

We have looked at the equity Statement and here what we have; We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community

We covered the same information sidewalks and the lack of sidewalks and how do we get this done. Question on how the budget items work, Tammy explained the upcoming budget is not ready for us yet, but will be looking at items presented in the queue for us. I know she shared paving some of the roads is on the list but is unsure of which ones will be first.

Keizer road is one that has been on the list for quite some time so we are confident this is going to be done just not sure when and if it will wrap around to McLeod to Chemawa rd. I know we have people who will be happy the pothole by the Kennedy School will be fixed, we just keep saying it will be done just not sure when yet. We are working on it.

Bathrooms for the park seem to be more challenging than I thought. I have been looking at the process Salem uses and the Bathroom for Hallman-Northgate has been 2 years in the making. So, we need to be patient but not lose hope and see how this process is working and try to do the same for Keizer. The concern is we are smaller and funding is different for projects like this. More to come soon.

Keizer Little league parking needs to be looked at. Tammy has been working with Robert H on City council to try and learn how to address this and working on her communication with Mr. Walker. As we move forward and learn how this process works it may help.

Liz H

March 5th 10 to 11 Zoom meeting; 6 pm to 7pm meeting in person and Zoom 15 attended
Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice Lisa,
James, Shawn, Thomas, Maria G and Ben.

The Neighborhood Traffic Management Plan is being looked at and we had a chance to provide input to Tammy and Jacqueline.

We hosted a great work session with Keizer City Council and The Keizer Traffic Safety/ Bikeways/ Pedestrians Committee. Here are some of the highlights from what I could hear from the recording;

- We are aware of a process to lower speed
- Sidewalk programs are in process for repairs

- Going door to door is going to require 75% contact and some of us have concerns and are worried about this step. A gentle man on the committee was not very understanding we are older and concerned about reaching those numbers.
- Another point made was we have Tammy and Jacqueline who are very good going door to door and can walk in groups to ensure safety.
- This is going to be a good tool for us as the NA (Neighborhood Association) to use for more engagement within the community.
- Use friendly is the goal we are not done yet, but well on our way. The tools if we use it as recommended look like it may help us in the long run.

Keizer Rapids Park turf field update

Construction will begin on phase 1 March 1st 2024. The Project still needs to raise about \$1 Million to finish the parking lot, and Equipment building. The city is working on a Grant for the bathrooms to be updated and completed. We are looking forward to moving forward and seeing the results, hoping the bus will accommodate some of the changes so we don't have to walk so far with our kiddos.

- Last item **Crime Reduction Committee (Tammy and Jacqueline)**
- Welcoming Committee
- Neighborhood Events Committee / Event planner
- Government Liaisons (Tammy Kunz; Jacqueline Green)
- Business Liaisons

We are moving this crime reduction to Neighborhood Watch as we have 5 block captions in place and can add more. The welcome committee is working on updating the packet to bring back for review. Tom, Jack, Nancy, Kim, Lacy, and Lizzy

Event Committee is going to look at combining with the Welcome committee to ensure no one gets left out and it makes life easier for Tammy and Jacqueline. Government and business are still with Tammy and Jacqueline for right now until we can grow and find new people who have time to take this piece on. We are not ready to let this side go as engagement is huge. Bev and I Liz are doing some of this, while getting support from Suzie when she has time as she is now on swing shift.

Greater Northeast Keizer Neighborhood Association
 nekna2022@gmail.com
 503-991-1671 and 971-701-3008

Board meeting minutes March 2024 from March 15th 2024
 Starbucks River Road 9 am to 11 am 9 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda and Maria G

Taco Bell for the next meeting at 1pm to 2:15pm 11 Attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G

Agenda;

1. Review update from the last meeting and cover any of the topic needing to be covered.
2. Look at the formatting of Agenda and see if this look is the final draft
3. Talk about online meetings and if we want to keep this part of our format.
4. Adding an equity statement to share the diversity
5. Website and layout
6. Neighborhood Watch program updates

Reviewed meeting minutes March 5th online Meeting 15 attendance Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G

Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google meet. I want you all to know until I share this with Tammy and Jacqueline, they do not know what is in this and the board is aware we are doing this we have their blessing.

Here's why, Tammy had been holding community conversations online with Next-door and Facebook. She had asked what engagement we are looking for from the Association and Community Diversity Engagement Committee here are some of those highlights.

Four popular community engagement methods are community meetings, focus groups, surveys and online engagement – and there are pros and cons to using each one.

- Community meetings; Public or Town Hall meetings can be a valuable way of sharing information.
- The face-to-face nature of these events provides a great opportunity to demonstrate openness and transparency to community members. It is important to consider what will make your event compelling to partnership with the communities – and encourage attendance.
- With that we have families and some of us are single moms and dads, we have grandparents raising children and a small group of people who have survived abuse from our partners. For safety reasons cannot be on TV. (City Council and other meetings show feeds).
- Opportunity to deliver information and gather feedback. Community meetings can be used effectively at the beginning of an initiative to explain processes and outcomes. For this we rely upon Tammy and Jacqueline to help keep us safe while sharing information.
- - Great for meeting community members in person, and to demonstrate transparency. For this we Thank Mrs. Starr, Mrs. Cross and Mayor Clark always show integrity and grace to make sure our voices are heard. Mr. Dan Kohler is the same. We don't have more money for this or that. We have a home with 4 generations living in one house with 3

-
- bedrooms just because 2 of them became homeless and can't make it on their own right now.
 - Media publicity may be negative if the meeting is confrontational or not handled well.

Can be useful for community outreach or to attract media attention for your project or program. We have watched and listened to the work session with the Traffic Safety Committee and know some of those people think we don't matter because we don't want to talk to our neighbors or knock doors. (it is not safe)

- This small group setting is an efficient way to use resources and identify important issues.
 - Focus groups can be planned and organized to reach a specific group of community members and leaders that have developed around a particular topic. This is where Tammy and Jacqueline reached out and asked questions and looked at ways they can make a difference. They have surveys and done polls to see what makes a difference for us, meeting us where we are.
- ✓ There is not one perfect way to engage with stakeholders, and needs will change depending on the groups and issues needing to be addressed. Using more than one outreach method for your engagement process will pave the way to increased stakeholder participation, and building of stronger relations with your neighborhood, online community. THIS THEY DO WELL
- ✓ Being asked to participate in a consultation, but not believing that your input will make any difference to the outcome, is a serious hazard. If intention is not genuine, people can sense it. Effective engagement is more than a checkbox as all parties must value it.
- ✚ We have been working on 3 things or themes as we are calling it. Collaboration, Consultation and Communication. We are working on how to build Strong connections in our neighborhoods and with families. This is very important to Tammy as our motto is build a stronger community for a better tomorrow.
- We have so many different ideas and ways that we are looking at changing how people think it should be. We are all neighbors and what goes on behind closed doors is up to you. However, if it can help improve your quality of life it makes a difference. This can be as simple as a home cooked meal delivery or Tammy and Jacqueline bringing a food box which they do. Dropping off a small care package, yes, they do it too. These are simple but you feel like you matter because you do. They do a lot for us and never tell anyone but you know it's them.

-
- I know Tammy and Jacqueline have a work session with the City Council but we wanted you to know some of what we are doing and how you can support us as part of this Neighborhood Association. Plus, sharing information helps you all have an opportunity to hear from us.

Tammy shared Letters with us; As did Beverly as they came into our email to make sure we had them. It provided information to help us better support families we serve.

My name is Beth T

I can share the same information and agree with AJ. I am hoping you are willing to give me a chance. I am scared but you all need to know I have 6 kids and 3 of my children as well as myself have been traumatized by my Ex. One of my boys has a TBI now for trying to protect me. I can't afford to lose work to go to meetings and I am grateful for the opportunity to attend online meetings. I work 2 full-time and 1 part-time job just to provide for my family. And without the support of Tammy and Jacqueline building Greater Northeast Keizer Neighborhood Association I would not have my new job, or my part time job that I am blessed to do from home as I care for my family. I would like you to know that my son was almost hit by a car going to school at Kennedy Elementary, my daughter fell into the road nearly hit by a car as the sidewalk is not there. What is it Going to take for sidewalks to go in? Side roads Matter, we matter how the Traffic Safety Committee can say we need more deaths, time we should not have to lose our babies to get a sidewalk.

I listened to the work session, mad and Angry we matter, the lady before Tammy S we matter Tammy and Jacqueline have been working on sidewalks for a year. Red tape I know, development of a program, I will help research and put materials together but never come as I have to protect myself and my family. Behind the Scenes OK tell me what to do.

Beth T

AJ (Alice Johnstone)

April 1st 1pm to 2pm 22 in attendance

We did not host a Teams meeting this month. (Tammy expressed we need to learn how to combine the team with Zoom) 12 attend zoom / 10 teams / and met for an hour. carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Maria G (22)

- We started with the approval of minutes; motion passed unanimously
- This was a great meeting we has 22 for this time of day. It was nice the kids were not home and we had time to work on the list of items. Several asked if this could be the time we meet as the kids are not home yet and it just works well.

- Some thing I want to not is Tammy has agreed to host a meeting during the day and an evening meeting for those who need each time to make it easier for us to engage and be part of the Neighborhood Association.

Tammy will look and see if this timeframe is good and let us know.

1. Communication support within the community this is something we all worked on together and it was great. We all agreed to talk to 15 to 30 people who live around us and see what needs they and how we can add support.

The math worked out to 330 people for point of contact. This was new and nice to have each of us talk to people. Tammy said introduce yourself, share about GNEKNA and ask a few questions. Simple right wow, engagement blew up. I talked to 15 and then it grew to 30 as I was talking to one another would stop to say hello. It was the most amazing idea.

The same for each of us and I will not share all our feedback but wow, did this open my eyes to the needs of my neighbours, and what I can do to help. Food insecurities, income concerns, educational concerns for students, conflicts with the school, kid concerns, bullying, resource support and so much more. This was awesome and I have a great relationship with more of my community now than I had had before.

- I heard people say, Newsletter printed as they do not have time to look phones, or they don't want tech, some said emails are best this way I can look when I have time. Others said phone tree, so learned what that meant to them, what a great idea. Ista gram, Facebook, x and so many ways to reach out I can't keep up. The great thing is We now realize what is working for different people. Our aging folks are looking for paper so they don't have to look at a phone, or computer, while it easier for to us tech for others. Some just want to her my voice or have Tammy and Jacqueline call, they do that now. It's awesome and how do they find time for all this?
- Values and focus document to be sure it is updating this information to make sure we have it covered and up to date. But also add the equity Statement to all our information once we have it done.
- Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations make sure we are listening to meeting and updating these documents as we need to. Place each of us to track a project and goal and provide information at each meeting is an idea that came up.

We looked at this to see if we want to change or update the information as it comes in or is this format working well for everyone. We agreed to keep the format and only have 4 people add the changes, Tammy, Jacqueline, Liz and Bev will be the 4 people who take care of this and it helps to keep it simple. Plus, all the board maintains Website and post materials as needed.

Nancy W

April 5th work session meeting

16 attended; Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G and Ben. 5 in person- 5 zoom and 5 teams Meeting held at KS Panda express

Tammy Called meeting to order and asked us to share what we see and how we are checking in today. Here are some of those responses.

We have all provided information including some of our testimonials, please know these ladies work hard and do a lot they will not share but we want you to know because they make a difference for us and our neighborhood associations.

- Attend community events with the purpose of engaging and asking us questions, how are we, how can we make it better, what are some needs for our community, are we enjoying our parks? All of which only one person has done. Thank you, Shaney!
- Community ownership and leadership in any change effort is essential for its long-term sustainability and success. Fear is one of the biggest barriers that prevents changemakers from applying authentic community engagement practices.
- We came up with what community engagement means to us and I hope this helps as we have refined it a few times. The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the wellbeing of those people. This can change from person to person, Tammy asked us what community engagement looks like and what it means to us and this is what it looks like.
- The focus of this committee should be how can you engage more, connect more, go to a place where we are at the dog park. I am there each day for an hour in the evening, I have seen Lisa and she is awesome and sweet. Not sure I think Tammy said she is part of Parks. However, she talks to folks and we see her care for KRP and I have seen her at others. Seems nice and friendly, I like that.
- Community events held throughout our City, Shaney has been seen and interacts with us as does Mrs. Cross and Dan are always super nice and helpful. I have seen Councilor Durran at KRP in preparation for Keizer fest, always pleasant and seems to really enjoy serving. Your parks department, Traffic department should be attending meetings and providing support for this committee and for the Association meetings, they do when an invite is done, what about just coming and being part of us.

-
- I want to say thank you for all the work you ladies do again. I cannot stress enough we need you; your care and it shows through all the little things in your life. We are blessed by you and thanks for taking time to do the newsletters and gathering resources, helping us go through them as we need them and thanks you for helping me personally get connected to the Arches Project and now, I am on the list for our own home, this is huge for our family so thanks.

Bev D

Now sharing the notes for minutes is AJ as she is looking to help engage more and it is an honor to share this task with her. Moving along.

Work on Long range Plan

To foster community engagement within neighborhoods in Keizer, OR, consider organizing neighborhood watch programs, hosting community events (like block parties or farmers markets), and utilizing online platforms for communication and information sharing, while also actively listening to residents' concerns and collaborating on local initiatives.

This is the model we would like to adopt for our Neighborhood Association and some ways we can make that happen.

Here's a more detailed breakdown of strategies:

1. Building Relationships & Fostering Trust: Neighborhood Watch Programs: we began this in 2022 /2023 and it is time we reboot this program.

- Implement or strengthen neighborhood watch programs to promote safety and security, encouraging residents to be vigilant and report suspicious activity.

Community Events: Organize regular events like block parties, potlucks, or festivals to create opportunities for residents to interact and build relationships. We have been meeting at our Parks in the summer and having potlucks for ourselves and inviting those at the parks. This works well we average 20 to 35 just for those who come and use the parks.

National night out we average around 50 families in 2022, 2023 we gained another 50 and had 100 families. 2024 we did something different Tammy asked 7 community to host different events for national night out and we had 150 is our goal families and the safety kits Tammy and Jacqueline made for mental health awareness which was our theme.

Local Farmers Market: Support local businesses and promote fresh produce by helping to set up a local farmers market. Using what we grow to share with our neighborhoods still leave some waste, so here is an idea we can do to help make produce and can good more available. Which falls under the Community Garden below.

Community Gardens: Encourage residents to participate in maintaining a community garden, fostering a sense of ownership and promoting local food production.

Volunteer Opportunities: Organize volunteer opportunities for residents to contribute to local causes, such as park cleanups or helping at a local shelter.

Other areas we came up with are as follows;

Utilizing Communication & Technology: Online Platforms:

- Utilize online platforms (e.g., neighborhood websites, social media groups) to share information, announcements, and gather feedback from residents. Tammy and Jacqueline have taken a big hand on and gone to meetings in Salem to see firsthand how this can work as well as how we apply this new knowledge to our growth and development as a Neighborhood Association.
- Email Lists: Create email lists to keep residents informed about local events, issues, and opportunities. This we use but not as often as we could be and this would help inform, and empower which is part of Tammy Goals for the community. As an informed community can impact on many levels.
- Community Forums: Host regular community forums or town hall meetings to provide a space for residents to voice their concerns and participate in decision-making.
- Public Meetings: Encourage residents to attend and participate in school board meetings or other public meetings that affect their community. This is also how we can use the Community Café ideas to inform community. Add partners to the table and provide resources so our families are not looking for how to access and go to them but Tammy explained bringing the resources to families adds empowerment, knowledge and stable family support.

The last items we covered today was,

- ✓ Addressing Concerns & Fostering Participation: Active Listening: Actively listen to residents' concerns and feedback, and respond thoughtfully and promptly.
 - ✓ Collaborative Projects: Work with residents to identify local issues and develop collaborative projects to address them.
 - ✚ Incentivize Participation: Consider providing incentives or recognition for residents who actively participate in community initiatives.
-
- Focus Groups: Organize focus groups to gather specific feedback on particular issues or projects.
 - Surveys: Conduct surveys to gauge public opinion and gather data on community needs and preferences. Tamm and Jacqueline do this by asking open ended question as they are out in the

community. But let's make one that meets the needs and can add support to fostering what we do and how we can improve engage.

- Engaged Research: Conduct research with community members to understand their needs and challenges, and involve them in finding solutions. For me I added this as a bullet point because I think we can add this to the previous one but also look with diversity in mind and see how we can add to our community needs.

Fostering Inclusivity & Representation: Diverse Representation:

- ❖ Ensure that community engagement efforts are inclusive and representative of all residents, including diverse age groups, ethnicities, and socioeconomic backgrounds.
- ❖ Language Accessibility: Provide information and resources in multiple languages to ensure that all residents can participate. This we do well as we have material in Spanish and some Ukraine as we need it.
- ❖ Accessibility: Ensure that community events and activities are accessible to people with disabilities.
- Connect With Sub-groups: Connect with sub-groups within the community to understand their specific needs and concerns. I believe with having hybrid meetings we do well with this one and should maybe look at language options, keep in one each person can enable the language of their choice as they attend meetings and we can do the same.

Empower Residents: Empower residents to take ownership of their community and participate in decision-making. It has been covered Tammy and Jacqueline work hard to do this but We need to find ways we can all empower one another and use this as a platform.

AJ Secretary GNEKNA Meeting adjourned 2 hours 10 minutes

Notes; from this conversation of review; next meeting **May 7th 2024**

1. Agenda Layout
2. Look at notes and email received from community and members
3. Upcoming events and Planning
4. Equity Statement
5. Neighborhood Watch
6. 3-to-5-year plan
- 7.

Community conversations may not be something we want to continue after December Safety meeting. The amount of work and lack of community support, and the lack of city involvement in this success is something we may need to look at.

One note here is the amount of printing and cost it is going to use from our budget to do things the Community Diversity engagement committee should be looking at. While this is a great way to get noticed for us, we have only gain 4 new people and the online format seem to be what is the draw for this groups meeting. The other items here are Tammy and Jacqueline have been flexible and willing to meet us where we are all at while still hosting at city hall for the off chance someone still wants to come.

Question? Do we want to just do online meetings from this point on? We had a robust conversation and decided we need to do both online and in-person until December of 2024.

Agenda layout, and how we want to keep this so we can ensure we are covering all the topics and highlights.

New look for Agenda for better flow; idea

Topic Introductions

- ✓ Approval of Minutes
 - ✓ Keizer Police Liaison update
 - ✓ City Council Update
 - ✓ Keizer Fire update
 - ✓ Keizer Planning update
 - ✓ Keizer Parks update
 - ✓ Traffic/ Bikeways and Peds Update
-
- Neighborhood Safety Awareness Dec 10th 2024
 - Look at our Goals and Project Evaluation
 - Adjusting the Goals looking at the next 3-to-5-year plan
 - Look at the Equity Statement

We talked about this and like the look plus, if we use this it provides content to cover for each department and provides more information to share in the newsletters. Plus, with the community feedback from online polls it meets the needs of the community.

The board along with Tammy and Jacqueline decided to ask the community and will talk to some of the people on the email list to see if this will meet the needs we have been working on. More to come in May of 2024 at the next meeting; This way we can get this in place before the next year.

-
- Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

This is the 5th draft of working on this and Beverly has put all our items in order and now we will look at this to see if this draft is the final draft. So come the 1st of the year we are done with the agenda layout and equity statement.

Planning for the final meeting of the year is Nov 2024, next looking at format of online meetings and keeping them both online and in-person until Dec 2024 and we can decide in Nov for the upcoming year of 2025 to stay with both or do decide to do the online setting. This meeting will take place online for zoom this time, as we have flexible schedules but Nov is busy getting the holiday season off. So, we have asked Tammy to host Zoom and Google teams.

Website and Neighborhood Watch updates;

William is looking at websites and places we are able to upload all our documents in one place with the tabs, Plus, make it easy for people who are not computer savvy. Lillian has agreed to help with this task and will review and send a report to Jacqueline and Tammy with updates.

Beverly is working on updating our information for the Neighborhood Watch program and will do the same get this to Tammy and or Jacqueline for review, then it comes back to the board for approval.

May meeting moved to Zoom **May 7th** 1 to 2 pm 22 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Nancy, Jackie, Thomas, Jean G, Ann Thomson, Angela R, Maria and Ben,

We started with the approval of minutes made the motion and 2nd came from Maria motion **passed unanimously**

1. Equity Statement
2. Community Engagement
3. Agenda Layout
4. Look at notes and email received from community and members
5. Upcoming events and Planning
6. Neighborhood Watch
7. 3-to-5-year plan

-
- The 1st order was (Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

We have begun to place the order and make sure it works, we agreed to let this be for the month and look to be sure this is how we want it presented to our community. Tammy and Jacqueline added the Last sentence to bring it to a close and we all like this idea and hope it will be perceived well.

Bev asked if we can add to our mission with Senior Liaison (Jacqueline Green; Beverly) As she has been caring for an aging family member, she realized this is a part of the community that is being overlooked. Tammy asked for a discussion, Liz says let's vote folks what do you say. **motion passed unanimously**

- This is now part of our Mission and Beverly will lead with crafts, or books and see how this works and we may need to change this from time to time as the needs change. This came about from the April meeting when Tammy asked if we could reach out to our aging population and make sure we give them a voice. Bev just did not realize the impact we are missing until personal experience came into play. Thank you, Tammy, for allowing us to add to our community in a more meaning way, Lizzy, Suzie and Bev
- Adding to the board of directors we have 2 open places on the Board right now. So, what ways do we want to start looking at engagement for filling these places. Is the question brought forth by Tammy;

Community engagement;

- Newsletter, social media, Word of Mouth, Facebook, Next-door, Door to door flyer was brought up. Okay these are all great ideas, now what about our website we can add this to that. Liz brought up it is not user friendly it just one long page and we should look at changing this to Go Daddy, or a Blogger for more engagement opportunities. We have talked about this off and on for a few months this should be the first place we start. Say's Sally M
 - Tammy what to do you all think, let's talk about this 1st and see what works best. Bev shared she doesn't have any personal online presence and why, she was not the only one of our 22 today. But they all like the idea of a better website that will allow us to upload each month 5 to 8 documents so we can include our Keizer Packets for information and make it easier for our families.
1. Tammy and Jacqueline, along with Liz, Bev and Frank said they use the Facebook page, and manage those places. Tammy and Jacqueline said it was a huge help to have others post on the

NA page. His does help with how busy Tammy and Jacqueline are, as I watch and listen to our meeting, I know they are in the building, and Tammy and Jacqueline show up.

- Bev, Liz, Bill and 4 others listen and watch these meetings, and share with us what they heard or saw. This has been helpful, plus tammy brings us a packet if we need one and this opens us to more knowledge and allows us to learn what is happening evening if we cannot be there. Bill listens while working, Tom does the same at break, most of us listen while watching sports, with our kids, and I listen because I am mostly house bound due to bad hips and legs says another.
- Another point we have to look at is the Yola site does not allow us to add documents; Tammy has been working with Dawn to keep our information on the City Page. Nancy and Bev have asked if they can help with this piece as well. To make sure it does not always fall on Tammy or Jacqueline.

Topic Introductions

1. Approval of Minutes
2. Keizer Police Liaison update
3. City Council Update
4. Keizer Fire update
5. Keizer Planning update
6. Keizer Parks update
7. Traffic/ Bikeways and Peds Update

Bev and Liz came up with a new look for the agenda to help us engage with more community and share better with community.

Everyone really likes the new look but would like to take a month and review these ideas to see if we can make improvements. One thing is the Equity Statement needs to be added to each of our documents even while we review and finalize the look. Everyone agrees to table this and review and come back next month.

Tammy and Jacqueline shared some feedback from online and talking to people in the community.

Next June 3rd community café' finalize the plan and layout for this meeting with the community and looking forward to our engagement and seeing how we grow and can get better at this side of things.

Neighborhood watch

Agenda ideas;

- 1) Introductions
- 2) Approval of Minutes from Board meeting and meeting minutes;
- 3) Create by-laws / charter for our Neighborhood Watch group
- 4) Cover information for updates
- 5) Create a spreadsheet for Tracking Concerns
- 6) Block captain reports

-
- This is some ideas on how the agenda should look like; adding more items for example Goals and objectives: to add to the ongoing spreadsheet for community engagement.
1. Police log of items tracking results cover to see if we want to keep using or tracking
 2. Future meeting topics: speakers

Look at adding these other ideas as we grow to the agenda; and as we grow into other parts of Keizer, we can break this down to meet the needs as we grow.

Moving to the final agenda item 3-to-5-year plan for our Neighborhood Association

Community Engagement & Communication:

Establish Clear Communication Channels: Implement online portals, newsletters, or social media groups to keep residents informed and engaged.

Host Regular Events: Organize social gatherings, block parties, or volunteer days to foster a sense of community.

Solicit Resident Input: Conduct surveys or town hall meetings to gather feedback on priorities and concerns. (Community Café', Pot Luck)

Promote Local Businesses: Support local businesses through events or promotions to boost the local economy.

Safety & Security: Neighborhood Watch

Review Existing Safety Measures: Assess current security systems, lighting, and signage, and identify areas for improvement.

Implement Neighborhood Watch Programs: Partner with local law enforcement to organize neighborhood watch groups.

Improve Street Lighting: Ensure adequate lighting in common areas and streets to deter crime.
Address Safety Concerns: Respond promptly to resident concerns regarding safety and security.

Beautification & Property Maintenance:

Enhance Landscaping: Improve common areas with landscaping projects, such as planting trees, flowers, or installing benches. (Art in the Parks, Mini Libraries, Mini Gardens, Street Art)

Address Property Maintenance Issues: Work with residents to address issues related to property maintenance, such as overgrown lawns or neglected buildings.

Clean Up Common Areas: Organize regular cleanup events to keep the neighborhood tidy and attractive. (Adopt a Street)

Improve Curb Appeal: Encourage residents to maintain their properties to enhance the overall appearance of the neighborhood.

Sustainability & Environmental Initiatives: Promote Recycling and Waste Reduction: Implement or expand recycling programs and encourage residents to reduce waste.

Invest in Energy-Efficient Systems: Consider installing energy-efficient lighting or landscaping in common areas.

Support Water Conservation: Encourage residents to conserve water through landscaping choices or water-efficient appliances.

Promote Green Spaces: Advocate for the creation or preservation of green spaces in the neighborhood.

Strategic Planning & Implementation: Develop a Clear Mission and Vision: Define the long-term goals and values of the neighborhood association.

Identify Key Priorities: Determine the most pressing issues and challenges facing the neighborhood. Create an Action Plan: Outline specific steps and timelines for achieving the goals.

Allocate Resources: Develop a budget and allocate resources to support the action plan. Regularly Review and Adjust: Evaluate the effectiveness of the plan and make adjustments as needed.

Safety & Security:

- **Review Existing Safety Measures:** Assess current security systems, lighting, and signage, and identify areas for improvement.
- **Implement Neighborhood Watch Programs:** Partner with local law enforcement to organize neighborhood watch groups.
- **Improve Street Lighting:** Ensure adequate lighting in common areas and streets to deter crime.
- **Address Safety Concerns:** Respond promptly to resident concerns regarding safety and security.

Examples: Community policing programs, neighborhood watch initiatives, and youth mentoring programs.

- **Situational Crime Prevention:** This focuses on making crime opportunities less attractive or easier to prevent by altering the environment or target.

Examples: Target hardening (e.g., installing better locks or security systems), access control (e.g., limiting entry to certain areas), and environmental design that promotes natural surveillance.

Proactive Policing: This involves law enforcement taking the initiative to address crime problems before they escalate, rather than solely reacting to incidents.

- Examples: Focused patrols in high-crime areas, problem-solving policing (where officers work to identify and address underlying causes of crime), and targeted enforcement efforts.

Social Interventions: This tackles the root cause of crime by addressing issues like poverty, lack of education, and unemployment.

- Examples: Expanding early childhood intervention programs, improving schools and educational opportunities, and providing job training and employment programs.

More to follow at the next meeting.

AJ

June 3rd Community Engagement opportunity in person. This went fairly well. Attendance was lower than we thought it would be the resources we nice to have and people came in just for that as well. We had 8 families just get those support services as they could not stay. We learned A lot About our fearless Leadership team. Tammy and Jacqueline have hearts of gold and this was awesome to hear from our City Council as well. We struggled with loss of teachers and staff. Needed to hear they are on our side was one of the things I needed.

Family Council education was great learning how they can add more support. Tammy working the room to be sure we all had a voice was Awesome, I was on Zoom so I could be safe. I kept notes and could hear the stress in the voices of those in the room. It broke my heart, but knowing Shaney understood, And Laura compassion made me feel like I mattered.

Hearing how each community partner was adding support to each of us made a difference. Learning I was not alone, Learning Tammy and Jacqueline cared enough to take this one was more than I could imagine. Hearing how each school and Neighborhood Association was in the room and present for each of us was great. This matters to all of us and we all needed to know with the loss of educational staff, people we counted on for years in my case as my kiddo went to Kennedy then Claggett, and I still have one at Kennedy makes a difference. Tammy and Jacqueline showed up!

Thank you for letting them host, I only hope we can grow this side of our outreach. As I learned so much and have continued to grow with empowerment of finding my voice, and sharing the vision of Keizer with Volunteerism, Pride and Spirit.

June 10th 2024 Work session and follow-up from Community Café'

June 10th, 2024 online Zoom Meeting minutes;

27 people attended; June 10th, 2024 meeting teams, and Zoom 11am to noon 15 attended
Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice, Lisa,
James, Shawn, Thomas, Nancy, Jackie, Thomas, Jean G, Ann Thomson W, Angela R, Maria, Kathrine,
Mike, Lacy, Gabriel and Mary and Ben,

Community Café' had a smaller result than we planned, but we had some great conversations with the community. Learning to navigate the how these changes will affect our families and how the education system with our children.

Another part of this was we had city council representatives that helped engagement in the community and those online seemed to really like listening to how they seemed to care but also saw the needs of us as community.

Resource tables; were great and the community partnerships were awesome and had a good impact on those present. Tammy and Jacqueline had collected resources for some of the families on line and used this as a new way to connect with them it was amazing to see those grow.

The feedback we received was great they like seeing how things are moving forward and learning about the neighborhood family council impact on our schools and a new way to impact change and help meet those family's needs.

45 people attended this first event which is great, maybe we should look at how we add more people to the next one. 250 flyers, online notices, and emails is what we used for this and it seems to work, sign out front may need to be added with the title of topic for some more engagement to take place.

We had 25 attended online and this was great, harder to keep up with and the engagement side was low, but they could hear how the meeting went and enjoyed hearing they are not alone. Tammy would like to see if we can improve on our engagement side of this effort.so next gathering we can have more involvement.

- Reminder to share this at our September meeting as well as we can use those 2 community Café meetings to see how we did and what we can improve on.

July no meeting

Aug 16th 2024

Meeting minutes Aug 16,2024

Salem Library in -person online (5) Meeting 15 attendance (zoom and Google teams) Beverly, Lizzy, Karen, Lisa, Lillian, (in-person) **Zoom Antonio, Shawn, Thomas, Nancy, Jackie, Thomas, Tammy Kunz, Jacqueline Green,** (Teams) Ben and Maria

Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google meet. I want you all to know I have shared information with Tammy and Jacqueline.

Here's why, Tammy has been holding community conversations online with Next-door and Facebook. She had asked what engagement we are looking for from the Association and Community Diversity Engagement Committee here are some of those highlights.

Four popular community engagement methods are community meetings, focus groups, surveys and online engagement – and there are pros and cons to using each one.

Community meetings; Public or Town Hall meetings can be a valuable way of sharing information. This is the **Community Café'** and we did this as a pilot to see how well this format was perceived from the community as new ways of engagement for our community.

Tammy asked if we could use this as the collaborative efforts to draw more attention to the Neighborhood Association and the great work we do in our community and we looked at this and seems to work better than hosting in person meeting each month. We are looking to move our meeting to an online format or use of a hybrid meeting platform for better engagement. While we still want to do this, we are going to use our main focus on Engagement with more community.
(Voted and passed All 15)

The face-to-face nature of these events provides a great opportunity to demonstrate openness and transparency to community members. It is important to consider what will make your event compelling to partnership with the communities and encourage attendance.

Comments;

With that we have families and some of us are single moms and dads, we have grandparents raising children and a small group of people who have survived abuse from our partners. For safety reasons cannot be on TV. (City Council and other meetings show feeds).

Opportunity to deliver information and gather feedback. Community meetings can be used effectively at the beginning of an initiative to explain processes and outcomes. For this we rely upon Tammy and Jacqueline to help keep us safe while sharing information.

- (Liz asked us to vote on keeping this piece in place all agreed 15 motion carries) BF

Media is a growing need and Bev asked if we could continue to use google teams and Zoom for the community to join our meetings each month, The fees will increase to about \$15.00 per month to allow time for the Zoom for the community Café' to be live as well. All approved as the results with

online environment are going well and continue to grow, total of all meeting for online through these 2 formats are 97 people attend, and this is families we would not have without this tool) (Voted 15 yes motion carries) BF

- Online formats include Facebook, Next-door, Twitter or X, Instagram plus, others

Can be useful for community outreach or to attract media attention for your project or program. We have watched and listened to the work session with the **Traffic Safety** Committee and know some of those people think we don't matter because we don't want to talk to our neighbors or knock doors. (it is not safe) As Tammy and Jaqueline have worked with the Neighborhood Associations on the NTMP project. We would like to see more on-line information.

This small group setting is an efficient way to use resources and identify important issues. With this Tammy and Jacqueline have created a spread sheet to keep up on what is going on and does post this on Facebook, next door. This will continue to be updated each month and monitored for upcoming changes, or completed tasked.

Focus groups can be planned and organized to reach a specific group of community members and leaders that have developed around a particular topic. This is where Tammy and Jacqueline reached out and asked questions and looked at ways they can make a difference. They have surveys and done polls to see what makes a difference for us, meeting us where we are.

Moving to online meetings for the Winter Months to help accommodate the cold weather and safety of each of the members. (Tammy wants us to stay consistent and not lose sight of growing more in the community.) This was the overall views and we have decided to seek community input before making this choice, Bev will do some outreach and Jacqueline and Tammy will send out emails to see what the community wants, and when all the data is gathered, we will look at this again. Maybe the Nov meeting. No vote taken just open discussion for our board, and the community. It is those voices that matter most. (AJ)

We have been working on 3 things or themes as we are calling it. **Collaboration, Consultation and Communication.** We are working on how to build Strong connections in our neighborhoods and with families. This is very important to Tammy as our motto is **building a stronger community for a better tomorrow.**

(We voted to keep this in place and use this as our Model (15 yes) (motion carry)

Topics for the next Community Engagement are Safety Awareness. Looking for a date in Nov or Dec 2024.

Tammy Shared she wants to include all the Neighborhood Associations and several agencies to provide an informational meeting.

- Next is to include Salem Neighborhood Associations

-
- Neighborhood Family Councils
 - Police Salem/ Keizer Neighborhood Watch
 - Jacqueline wants us to think about adding Tammy S with Keizer Traffic Safety/ Bikeways and Peds to share the Neighborhood Traffic Management plan and how we are rolling these out for the community. (Tammy, Bev, gave a second and third)

We would like to look at naming each community Engagement opportunity after the topic to enhance the outreach and gain more support. We will be hosting 3 in total and will have 22 Community Partners, and the community has been a smaller part in total. Here are some of the topics we are focused on Rick Newton on Conflict, Dec Safety Awareness and June was introducing Neighborhood Family Council and Engagement in the trails of losing staff within our schools.

If we use the title of topic, it can add more excitement in the community. Outreach – We handed out over 300 flyers and invites, plus Tammy and Jacqueline use the media as outreach. Most said outreach through media was best.

Tammy Reminder us not everyone uses social media, Jacqueline reminded us people like that connection as they hand out information. Bev shows concern we don't have enough support from the other Neighborhood Association West Keizer Has been our largest support.

Liz reminded us we had this on the reader board at City Hall, (Needs a leading Phrase)

In closing we agree to look at these options and will have a zoom meeting in 1 month for a morning meeting and then host another meeting in the evening for those in that time frame. Reminder we can also use the chat to have discussions and take care of what we need to, as we develop more, I would really like us to grow, our board by adding 5 more bodies to help each of us achieve greatness in our goals.

AJ Secretary GNEKNA

Sept 3rd Community café' Conflict was the topic and what a great topic. Rick Newton presented

- The butterfly was always believe that something wonderful is about to happen. For me this was getting to know Tammy and Jacqueline and the whole group. I learned I am not alone, I learned about the cultural conditioning. With this is was part of why I align myself in certain ways, we heard feedback from our online folks about how awesome this was.
- They like learning ways to see conflict in new ways, and learning it not judgements. Simple right but some of us needed to hear that. Plus, how our Brain stores trauma for me was huge, other spoke about the prejudgments, criticisms, assuming responsibly for our ways we act. Learning ways, we can improve how we engage in those times. For other it was needs and feelings that come into play, empathy was one of the big ones.

- We learned about the Thomas/ Kilman model of dealing with conflict. Motives, Competing, Collaborating, Compromise, avoiding and so much more. Again, thank you for allow Tammy and Jacqueline to put this together. They did not get a lot of support. But Laura was there before heading to a meeting, Salem leadership was there, as was Virginia Stapleton, but it looked like she left early, I was just glad she was there and gave us support.
- This was a smaller group but it was filled with power. The resources from our Early Learning Hub, Keizer Cert shared some ways to prepare for hot weather for safety this was great.
- Thank you to Keizer City Staff, Lily was amazing Tammy shared all went smooth, even with the guest speaker being stuck in another spot for about 10 minutes. These girls had resources share more about what they have to offer to the community to use up some time. Tammy shared some of her vision for engagement. Jacqueline did a great job running the zoom meeting no one was left wait long at all. The flow works.

Lizzy H

Minutes from work group on Guideline formation Friday September 13th 10 am to 11am

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

This is the first look at reviewing the document to make it more like a charter and not by-laws. Document second part presented; to complete needs to show more details and usability is very important part of this process. It is going to be to grow more of in person and zoom membership, and create a clear understanding of the roles and share the vision for long term goals of the next 3 to 5 years.

Tammy has broken us into small work groups; while we each lunch here at Taco Bell on River Road. The staff has been great allowing us to work and eat for he greater good of our Neighborhood association. Below is the breakdown of part of how we are going to look at each task. This is not in any kind of order but will be when we are done.

- ✓ Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Monthly tasks: Meet with President, Vice-President & Secretary before meetings, to set agenda & confirm the financial report-every three months. Allocate approximate time for each agenda item, so that each item can be fully discussed & there is no run over time.

- During Meetings: Perform introductions & welcome-ensuring that members of the public understand when & how they can participate. Introduce all agenda items & ensure that they run on time. Be familiar with all agenda items. Ensure that all board members and community members are involved in discussion & the decision-making process, don't allow any one person to dominate the meeting. Help the group to take responsibility for what they want to accomplish. Be prepared to rule on points of order. Aim for consensus during the meeting, votes should be organized according to your rules & the casting vote should be used as sparingly as possible. The best practice is for the casting to be for the standard. Ensure that the Neighborhood Association is reflecting the views of the wider community. Help to clarify goals. Have an overview of the tasks/goals of the meeting.
- ❖ Post Meeting: Ensure that all action points agreed on at the last meeting have been achieved. Prepare/Update an annual report on the past year's work & any initiatives/goals/etc. for the next year.

ROLE of Vice-President (**vice chair**) Skills of are the same as the President. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the "Greater Northeast Keizer Neighborhood Association". Must have a clear understanding of the role & responsibilities of the President (**Chair**) & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice President (**Vice-Chair**) is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

ROLE of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact, Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

The main role of a good Secretary is to facilitate engagements with; Neighborhood Association members, neighbors, & parents with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own. For the "Greater Northeast Keizer Neighborhood Association", to be successful, they must have an energetic & conscientious Secretary who is prepared to put in the necessary time & effort.

It is more than desirable for all members, but especially the President (**Chair**), to spread the Secretary's workload by; delegating some of his/her responsibilities to others, either individually &/or to small sub-committees. It is bad policy to overload the Secretary; you might find difficulty getting/keeping volunteers! The duties may be allocated to more than one person, for instance, having someone act as a Minute Secretary-taking minutes at meetings. It is essential that the Secretary has success with word processing & photocopying facilities.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Ongoing tasks: Ensure that the Neighborhood Association operates effectively & responsibilities are carried out in a timely manner. Organize meetings in conjunction with the President and Vice President (**Chair & Vice-Chair**) ensuring that they are in line with the rules. Act as the first point of contact for people seeking information about the Neighborhood Association, want to share information with the community, &/or want to share their views with the Neighborhood Association. Be the second point of contact for the "Greater Northeast Keizer Neighborhood Association".
notes; chair and vice chair need language changes as noted.

In some cases, the Secretary will also deal with the press; TV & Radio. However, this responsibility can be the President and or Vice President (**Chair or Vice-Chair**). Deal promptly with all incoming/outgoing correspondence & keep records & copies. Keep all Neighborhood Association records updated & accurate.

notes; chair and vice chair need language changes as noted.

Monthly Tasks

Pre-meeting: Meet with President and or Vice President (**Chair & Vice-Chair**) before the meeting to set the agenda. Allocate approximate time to each agenda item, to ensure no time run over & discussion of each item. Ask members if they have any agenda items to be included. Ensure members receive all papers before the start of each meeting. Book the venue. Look after invited visitors & guest speakers.

notes; chair and vice chair need language changes as noted.

- During meeting: Ensure the meeting quota-There must be half, plus one, of the members present to pass any Neighborhood Association decision. Take minutes. Set dates for future meetings.
- ❖ Post meeting: Ensure minutes are written/typed & correspondence arising from the meeting & shared with necessary parties. Ensure all documentation for the Neighborhood Association is secure. If the next meeting hasn't been set, set a date.

Role of Neighborhood Association Members: Follow all the guidelines of the “Greater Northeast Keizer Neighborhood Association”. Charter & support &/or help the: President and Vice President **Chair, Vice-Chair,** & Secretary carry out their duties to support the families/school/neighborhood/community goals. The main role of a good Neighborhood Association member is to facilitate engagements with; Community members, Neighborhood Association members, council members, neighbors, & parents.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

Tammy worked with Nancy updating attendance for meetings and made some changes using notes from the people who attended the meeting. This will vary from the Semi- annual report used as a guide. Changes to be accepted by those who attend (Sept 29th).

September 13th 2024 Board meeting minutes

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Starbucks KS (Keizer Station) (14)

March 2024 Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google Teams and Google meets. These are tools we have to connect in our busy times.

The Board met at Starbucks this month and started working on the newsletter for April and May, while working on creating more ways to outreach in our community for us to grow. Tammy hosted a community gathering at the park, with family's pot luck we all brought items and shared with others just hanging out.

Families asked many questions and we have added to our email list now 345 people as of the 21st of the month. Tammy and Jacqueline have 67 families for hand delivery of newsletters. Facebook is growing and we are growing on Next-door as well, families like us to use these the most of ways of posting information.

Outreach 250 flyers were given out! Newsletters sent by email 425 in total as we share with community partners as well and 65 hand delivered newsletters. Bev gave 35 newsletters to neighbors, and I (Liz) gave 15 to people.

We formed;

- Crime Reduction Committee (looking for block captains) 6 of us on this one
- Welcoming Committee (5 of us on this one)
- Neighborhood Events Committee / Event planner 8 to 10 of us on this one partnering with Tammy and Jacqueline (5 to 7 people are consistent and we have we can count on for event planning. Some of this may change as Lizzy and Bev are looking for a second job to help care for family needs).

April 2024

April 2nd meeting the online meeting was google teams and we covered in this we talked about doing some community events to help gain more involvement. Community dinner seems to be the chosen event. We are also collaborating with KNFC on hosting events in partnership.

We are going to post it on Facebook for GNEKNA and Next-door to help gain traction, plus, Flyer out in the community.

We all agreed leave no voice unheard and will add support in marketing by handing out flyers and knocking on doors as we have time. Tammy asked for a motion and we all gave her a yes, after Jacqueline made a motion to add this section of Keizer to this association so no one would be left behind.

After this Tammy shared, she had a good result from online media with Next-door, Facebook, Twitter, so we are going to boost our word of mouth on these sites. Some have even sent emails for more information she has met some for coffee and gone out of her to get the word out. Tammy Spent time in the hospital this month and we all just took over while she recovered from being ill.

This is the reason we have started using more work group and small groups in sharing the work load and it teaches each us how to lead the group and follow in the steps of Tammy and Jacqueline should they step down in the future.

Meeting adjourned lasted 1 Hour

September 14th 2024 Board meeting part 2

Ben, Tammy **Kunz**, Jacqueline **Green**, **Beverly**, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice, Lisa, James, Shawn Zoom (14)

May 2024

Meeting was online using Zoom,

Tammy was still recovering and did not want to let us down. We used this meeting for planning for June 4th our 1st Community Café' at Tammy's request.

- Off topic items; Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon)
- Ways to cut back speeding (Claggett, within small blocks in the community)

Tammy Shared the spread sheet she made, as well as TSBP meeting has been covering this as well and they know about our concerns, Traffic art is a good place to look at. Community café' planning;

- We had water covered (NWKNA, GNEKNA, WKNA)
- Food Covered KNFC (Kennedy Neighborhood Family Council Platters for sandwiches, Snacks GNEKNA, Fruit platters GNEKNA, Cookies GNEKNA; WKNA; NWKNA)
- Table setting WKNA; Tammy for community Partner tables; Agenda Tammy and Jacqueline with input from all.

June Joint Community Café' Tammy shared with everyone!

Upcoming;

- KNFC back to school event (collecting school supplies)
- Fun Friday events; 3 2 in Salem one in Keizer the Neighborhood Association is hosting tables with information.

Outreach team of 4 is working on flyers and handing them out for our meeting in September 3rd Community Café' September 3rd 6-830pm (guest speaker line up) we are working on community partner to host tables if you have one in mind please share it with us for an invite.

Lillian and Beverly along with other would like us to look at the word PEACE. It's an acronym:

P – Purpose E – Empathy A – Awareness C – Connection E – Empowerment

Using this as part of our model for what we do, to ensure we are doing all we can to meet the needs in the community. The projects, Goals and spreadsheet are a great way to keep us in line with the needs and what we are doing for the community.

Conversation on our purpose, empathy which is one of our strongest points as our lived experiences, Connection Tammy and Jacqueline have been working on building this for a solid year and it has

worked great with our online setting. Empowerment is Tammy and Jacqueline's strong suit as well they are always including us with each choice made and allowing us to have input.

The second point here is to be adding to our equity statement to ensure the diversity of thought and leaving no stone unturned. Because we are all equal and Tammy has worked really hard to use this as a tool, in building coherencies among us. I can say allow us as the board to have titles and being included in each process has given us voices, we did not have before.

We are looking to start doing away with the titles and just having Tammy and Jacqueline lead the Board, as William made a great point, we need to stop changing things and stick to one format and this will also support more growth.

Beverly stepped up like a champ. She is a great asset to this group and we are blessed to have her. Lilian has 3 jobs and can't really take on more, Shawn and Jim both work night jobs and nights so sleep most days but have made themselves available for what we need. These 2 would like to have a replacement in 2025 for the board. Shawn is moving to a higher paid position and time will be more demanding and he does not want to let us down. While Jim is taking on a 3rd job to be able to meet the needs of the family.

That leaves Beth Taylor, Alice, Jane, Tammy, Jacqueline, William, Beverly, Lillian. 8 members for the Board, and Tammy and Jacqueline are present for these meeting and are part of the makeup of the group. We are trying to take some of the work off their shoulders so they can be doing the more important work. Beth T has shared she is moving to Portland for work and is not going to be part of this group after the move. William is not going to be part of the board after this month he needs to care for his wife as she has some medical challenges.

We have reviewed a number of items and will meet in Nov for the final board meeting of the year. As we take Dec off but this year are focused on our final event for the community. Unless we need to gather before then!

Everyone agreed! Meeting adjourned 90 minutes 1 hour and 30 minutes

Work session September 27th meeting minutes; Friday the 20th was moved to the 27th

September 27th meeting at 11 am zoom

Members attended; Beverly, Lizzy, Ben, Antonio, Linda, Karen, Alice, Lisa, Tammy Kunz and Jacqueline Green (10)

- ✓ Minutes to be approved; Minutes from work group on Guideline formation Friday September 13th Liz made a motion, Ben second motion carries unanimously from the work session

Next order of business is to cover the last part of the document and place things in an order that makes sense and will have the best impact for us as a group. This is what we will be presenting to the Association group as a whole for the next meeting.

First, I want to say thank you Tammy for making time on Fridays to help us achieve this success I truly believe you are a great leader and with that said I can't image doing any of this without you and Jacqueline. Adding what we covered from the week prior it looks like this.

ROLE of President **Chairperson** (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Skills of President **Chairperson**: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out. Using this as a guide for each role for a job description 1 (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Ongoing tasks: Ensure that the "Greater Northeast Keizer Neighborhood Association" operates effectively on behalf of the "Kennedy Elementary" families, & neighbors in a timely manner. Lead the Neighborhood Association by; ensuring members are inducted, takes part in training, knows their role & responsibilities, & ensures that the Neighborhood Association operates as a team. Organize meetings with the Vice President **(Vice-Chair)** & Secretary, ensuring that they align with the rules of this charter & rules adopted by the "Greater Northeast Keizer Neighborhood Association". Always ensure the members are active in the functions of the school & community. Moved up from below 2 (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to Vice President)

Document the decisions of the GNEKNA on; paper &/or in Neighborhood Association group text messages, & completed within reasonable time. Represent the Neighborhood Association in external meetings or delegate to another Neighborhood Association member. The main role of a good President **Chair** is to facilitate engagements with; parents, neighbors, & Neighborhood Association members with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own. Checklists should be created for each event & managed by the Neighborhood Association & Event Planning team (If needed.) moved to here with discussion 3 (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station. **Should this be before or after monthly task?** Let's move this to after the post meeting and see how it looks and flows. (Reworded to meet the needs for our group.) (and added to event for better placement as covered)

Monthly tasks: Meet with Vice President **(Vice Chair)** & Secretary before meetings, to set agenda & confirm the financial report-every three months. Allocate approximate time for each agenda item, so that each item can be fully discussed & there is no run over time.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

During Meetings: Perform introductions & welcome-ensuring that members of the public understand when & how they can participate. Introduce all agenda items & ensure that they run on time. Be familiar with all agenda items. Ensure that all board members and community members are involved in discussion & the decision-making process, don't allow any one person to dominate the meeting. Help the group to take responsibility for what they want to accomplish. Be prepared to rule on points of order. Aim for consensus during the meeting, votes should be organized according to your rules & the casting vote should be used as sparingly as possible. The best practice is for the casting to be for the standard. Ensure that the Neighborhood Association is reflecting the views of the wider community. Help to clarify goals. Have an overview of the tasks/goals of the meeting.

Post Meeting: Ensure that all action points agreed on at the last meeting have been achieved.

Prepare/Update an annual report on the past year's work & any initiatives/goals/etc. **for the next Month / year.** (added)

ROLE of Vice President **Vice-Chair**

Skills of Vice President **Vice-Chair** are the same as the President **Chairperson**. Work consistently with & support the President **Chair** & Secretary to help carry out the agendas & activities of the "Greater Northeast Keizer Neighborhood Association". Must have a clear understanding of the role & responsibilities of the President **Chair** & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 3 to 4 members are involved in the affairs of the school & community. The main role of a good Vice President **Vice-Chair** is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

ROLE of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

The main role of a good Secretary is to facilitate engagements with; Neighborhood Association members, neighbors, & parents with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own. For the "Greater Northeast Keizer Neighborhood Association", to be successful, they must have an energetic & conscientious Secretary who is prepared to put in the necessary time & effort.

It is more than desirable for all members, but especially the President **Chair**, to spread the Secretary's workload by; delegating some of his/her responsibilities to others, either individually &/or to small sub-committees. It is bad policy to overload the Secretary; you might find difficulty getting/keeping volunteers! The duties may be allocated to more than one person, for instance, having someone act as a Minute Secretary-taking minutes at meetings. It is essential that the Secretary has success with word processing & photocopying facilities.

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Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Ongoing tasks: Ensure that the Neighborhood Association operates effectively & responsibilities are carried out in a timely manner. Organize meetings in conjunction with the President and Vice President **Chair & Vice-Chair** ensuring that they are in line with the rules. Act as the first point of contact for people seeking information about the Neighborhood Association, want to share information with the community, &/or want to share their views with the Neighborhood Association. Be the second point of contact for the "Greater Northeast Keizer Neighborhood Association".

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

In some cases, the Secretary will also deal with the press; TV & Radio. However, this responsibility can be the President and Vice President **Chair or Vice-Chair**. Deal promptly with all

incoming/outgoing correspondence & keep records & copies. Keep all Neighborhood Association records updated & accurate.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Monthly Tasks

Pre-meeting: Meet with President and Vice President Chair & Vice-Chair before the meeting to set the agenda. Allocate approximate time to each agenda item, to ensure no time run over & discussion of each item. Ask members if they have any agenda items to be included. Ensure members receive all papers before the start of each meeting. Book the venue. Look after invited visitors & guest speakers. (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

During meeting: Ensure the meeting quota-There must be half, plus one, of the members present to pass any Neighborhood Association decision. Take minutes. Set dates for future meetings.

Post meeting: Ensure minutes are written/typed & correspondence arising from the meeting & shared with necessary parties. Ensure all documentation for the Neighborhood Association is secure. If the next meeting hasn't been set, set a date.

Role of Neighborhood Association Members: Follow all the guidelines of the "Greater Northeast Keizer Neighborhood Association". Charter & support &/or help the: President and Vice President Chair, Vice-Chair, & Secretary carry out their duties to support the families/school/neighborhood/community goals. The main role of a good Neighborhood Association member is to facilitate engagements with; Community members, Neighborhood Association members, council members, neighbors, & parents. (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

The work gone into this document has been amazing. We have changed the look several times but the flows seem to work best as it is right now. Let's wait to see that the meeting on the 27th holds with our special session schedule. Tammy is Zoom all set up? Yes, we are good for an hour in a half if we need more time, I can make those changes today and add more time, I will however turn that Over to Jacqueline as I have to head to another meeting that starts at 130pm. I have it set for 10 am to 1130pm do you all want more time, vote was no that would be great, but can we plan another work session for early Oct after our community café.

September 27th meeting time is for 12pm to 1;30pm; work session part 2

Zoom Beverly, Lizzy, Karen, Lisa, Lillian, Antonio, Shawn, Thomas, Nancy, Jackie, Thomas, Tammy Kunz, Jacqueline Green, (Teams)Ben and Maria

-
- ✓ For the completion of the above work session, we created more time and began a new meeting and some of the other members have been able to join us for this session. All in all, the meeting lasted for Part 1-hour part 2 lasted 1 hour and 30 minutes

Greater Northeast Keizer Neighborhood Association Neighborhood Watch

Minutes from Sept 27th 2024

People in Attendance 17; Place held Ike box in Salem

Beverly, Lizzy, Karen, Lisa, Lillian, Antonio, Shawn, Nancy, Jackie, Thomas, Nancy Grace, Ken, Tammy Kunz, Jacqueline Green Teams; Kevin, Sue G, Jane E

- ✓ Oder of Business; Approval of Minutes; Motion made by Ken S and Second by Shawn M voted 17 motion carries unanimously

Other business; We have been working for August and September to update the by-laws and get our new 2024 paperwork done.

We looked at our equity Statement and added this to the bottom of our paperwork. We added the names of the 4 officers and contact as Tammy requested. Plus, added the map of the boundaries and a brief description of the boundaries. We covered this packet and looked for changes and updates al seemed to be in order.

- ✓ Motion brought forth by Shawn M, and Kevin and Sue G Second at the same time, Sue moved hers to third and motion passed unanimously

Next order of Business; Elections

- ✓ Motion brought forth by Lisa Little and Second by Jane E for the following;

Chairperson or President; Tammy Kunz 971-701-3008

Vice-Chairperson or Vice President Jacqueline Green 503-991-1671

Secretary Shawn and Diane Martin nekna2022@gmail.com

- ✓ Motion brought forth by Shawn M, and Kevin and Sue G Second at the same time, Sue moved hers to third and motion passed unanimously

Next Order of business; Fund raising for printing, and marketing material

- ✓ Craft fair; each of the lady's will make items for our Craft fair; Tammy and Jacqueline Jewelry and Tammy will make scarfs and crochet some items for sale again. These items brought in around \$100.00 last year. Last year we raise \$300 from this hopefully we can do the same. Teri, Joan, Maegan will

crochet some lap blankets and Beverly will make 3 quilts. Daine will do some baked goods and work on private sales she raised \$75.00 last year and her goal is to raise \$100 this year. The guys will work on selling wooden garden boxes and make some book boxes. These sales brought in \$50.00 last year at \$10 to \$15 per item. With these numbers we may look at grants and other funding ideas as well.

- ✓ We set a goal of \$500.00 for this year to be able to add 5 to 10 new captions for our team. We currently have 15 now, but would also like to add other Neighborhoods Associations to offer a group like this. This is Tammy and Jacqueline goal to make a presentation for other communities and hopefully add one per neighborhood Association to help build a stronger Community Safety plan.

Next; order of business Moving our meeting to Zoom to allow more connections to be built in the community. Tammy asked us to think about this concept.

- Thoughts; Concerns of losing connection with the team, not personally involved, online forums are not as good as face to face for problem solving.
- Pros; Time savers for traveling as gas prices are getting higher, Tammy and Jacqueline schedules with City meetings and community gathering. Opens opportunities for more people to get involved, FLEXIBLE meeting times, makes it easier to host more meetings throughout the day or month for adding new members.

Questions? Tammy will continue to use our Association zoom for these meetings if we need to as this is a part of that process.

Are there ways we can seek funding through our city? Tammy will talk to Chief and see if there is funding to help cover marketing, printing and will email will those results. Daine will research ways other communities fund the neighborhood watch programs and email. Next meeting can we do Zoom in 2 weeks to be able to update the group, morning work best while the kids are in school. Tammy asked for those to agree, is this how/ and when we want to hold the next meeting?

- Unanimously passed with Millie stating she may have to work, but can try to take this call on break or change her break around to attend.

James Jones and Shawn and Diane Martin, any way you are looking at getting phones instead of the tablets, in case we need to call. Both replied with no it is not in our budgets yet; James is doing odd jobs to cover bills he is struggling with. Shawn and Diane (I) just do not have the money, we use our daughter tablets while we can and will have to do something in the next year maybe 2 if college comes in. But she uses her phone for everything now and hasn't touch the tablet in about a year. Money is just too tight, and our property tax is higher this year, and I am just not sure how we are going to make it.

Meeting Adjourned in 73 minutes 11:45

Diane Martin

Dates for Friday the 4th of Oct 10 am to 11 am

Oct 11 meeting work session 11 to noon for final touches

Tammy is wondering if we need to set up other meetings and if Teams is going to be used for these meeting so she can have Jacqueline help her make those available. Bev will send out the emails and make sure it is posted.

Meeting minutes for GNEKNA Oct 1st 2024

Members attended; Ben, Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, (15)

We met in person at 930 Chemawa rd. NE Keizer Civic Center, we had 11 people on Zoom and 4 in person. Total in attendance was (15) including Jacqueline, Tammy and Hector
Minutes were approved Motion made by Jacqueline, seconded from Shawn and motions passed with 14 voted, Hector did not vote as he is not a member.

Guest was Hector Blanco as he shared a number of resources. He shared with us on the grant opportunities to have debris moved away from home and answered question from team on how this works with elderly families. What is the cost for families, can people who live in apartments access this support service and more.

Hector continued to share about the upcoming open house, and some of the other community resources they are looking to put into action. Home walk through o help with fire safety, Smoke detectors and this side of safety concerns were also addressed. Hector also shares shared blue emergency cards with us and explained how to use this and placement of this for the best result in an emergency. After hectors presentation we moved to the rest of our business, we did not want to keep him any longer than necessary it was a huge blessing to have him share with our community.

Next order of business was reviewing the Boards information; We approved of this and went on to cover more about moving to the online setting, and using the months covered by the board for community engagement opportunities to work with community partners. March, June, Sept, Dec are the months we are going to plan to work with the community and Neighborhood Associations.

These events will be led by GNEKNA but working with the others to see what the themes will be. Next Order of business was the website, and rebuilding this for more engagement. We want to have the following tabs and have met with the board and we have hosted 5 community work groups at different times used our social media with surveys, and gathered this data. Here are a few ideas we came up with; Home page, About us, Community page, Minutes and agenda page, City News page, Volunteer page, Traffic update, Planning and development, City Council, police liaison and connection

page. We have not narrowed this down yet, but we will before January as this is when we want to launch the new look for our Page.

Other topic covered; Neighborhood Safety Awareness Dec 10th 2024, Kennedy School Partnership with Parent Club, Upcoming events and looking at our Goals and Project Evaluation spreadsheet. We have decided on our Equity Statement and it will be displayed on all our forms and information, as we reprint material.

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

Meeting was Adjourned at 6:45pm Liz and Bev

Work session for **Oct 11 meeting** work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Tammy Kunz and Jacqueline Green (6)

- Motion to approval minutes from last work session; Liz, Bev second motion carries with Lillian and Ken abstaining as they were not present.

Thank you, Tammy, for setting this up and sending us the emails with the details;

The first order here is how we want the equity statement placed on the document; (Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

Next; are we going to have our cover page and if so, can this be on the cover page of all our documents just to keep the status quo. This is part of the professional side of things we hear feedback on how well this looks and maintain this level is important to us. We are working on this to help build off the diversity work being done in Keizer and growth more unity.

Tammy says yes, this is the best way to do this and it maintains our level of professionalism we have now. Jacqueline agrees this may be the best way to do this and everyone is in agreement, this still needs to go to the Board for final input.

Next; **Beverly** is the Chair for this group, Liz made nomination Ken second, everyone said yes, **Lizzy** is Vice chair for this group Ken made nomination Lillian second everyone said yes and motion carries. We have taken those votes and everyone is great!

Beverly came in with a template of research and here is some of how this looks.

Charter

- Group Information:
- Group Name Established Date Contact Information
- Mission and Vision:
- Mission Statement: A concise statement about the group's purpose and overall aim.
- Vision Statement: A description of the desired future state the group strives to achieve.
- Membership:

The Next section we should consider a different look; The above section does not need to have bullets or arrows but be defining and show the professionalism we all stand for.

- ✓ Eligibility Criteria: Who can become a member (e.g., geographic location, interest area, professional background)
- ✓ Membership Types (if applicable): Different levels of participation (e.g., active, associate, honorary)
- ✓ Recruitment Process: How new members will be added
- ✓ Leadership Structure:
- ✓ Leadership Roles: Chair, Vice Chair, Secretary, Treasurer

Do we need to use President or Vice President or can we move to Chair and Vice chair language

- Selection Process: How leaders will be chosen (e.g., election, appointment)
- Term Limits: Length of time leaders serve in their roles
- Decision Making Process:
- Voting Procedures: How decisions will be made (e.g., majority vote, consensus)
- Quorum Requirements: Minimum number of members needed to make a decision
- Communication Plan:

Looking at this above section we are going to use some of the by-laws language and chart language as we design what works better for our group.

- Primary Communication Channels (e.g., email, online forum, social media)
- Meeting Frequency and Format
- Reporting Procedures
-

Roles and Responsibilities: this section and the sections below are our core and what we need to develop for max growth and help guide leadership through the growth.

Member Roles: Expected contributions from all members

Leadership Roles: Specific duties of the leadership team

Operational Guidelines:

Meeting Etiquette

Conflict Resolution Process

Confidentiality Expectations

Review and Update Process:

- Regular Review Schedule: How often the charter will be assessed and potentially revised
- Amendment Procedure: Process for making changes to the charter (how do we apply the best use for this section?)

Lillian asked if we can simply this as our format to get started this as listed below;

Sample Layout Structure:

- Section 1: Introduction - Group Name, Mission Statement, Vision Statement
- Section 2: Membership - Eligibility, Membership Types, Recruitment Process
- Section 3: Leadership Structure - Leadership Roles, Selection Process, Term Limits
- Section 4: Decision Making - Voting Procedures, Quorum Requirements
- Section 5: Communication Plan - Communication Channels, Meeting Frequency
- Section 6: Roles and Responsibilities - Member Roles, Leadership Responsibilities
- Section 7: Operational Guidelines - Meeting Etiquette, Conflict Resolution
- Section 8: Review and Update Process - Review Schedule, Amendment Procedure

This conversation took some time and we had to create a new meeting with zoom to keep going; Tammy created a new link and we all signed back in after 90 minutes we looked at this with amazement to see how far we have come already. We took another hour to hammer more out and when we have our next week next week we will have a written document in process.

We used a combination of both ideas to create a plan and added some section to give it a more professional look like by-laws in hopes we won't have much trouble making this work.

This the next 2 work session meeting are as follows; Next meeting is Oct 18th 9 am to 10:30 am zoom Tammy will set it up and then Next follow up meeting is Oct 25th Via zoom 11 am to 1pm

Lillian

Work session for Oct 18 meeting work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Tammy Kunz and Jacqueline Green (6)

- Minutes from work session sent out in an email, are there any changes or can we have a motion for approval. Lillian made a motion to approve, Second from Ken and motion carries.

Next order of business; Charter

- Group Information:
 - Group Name Established Date Contact Information
- Mission and Vision:
 - Mission Statement: A concise statement about the group's purpose and overall aim.
 - Vision Statement: A description of the desired future state the group strives to achieve.
- Membership:
 - Eligibility Criteria: Who can become a member (e.g., geographic location, interest area, professional background)
 - Membership Types (if applicable): Different levels of participation (e.g., active, associate, honorary)
 - Recruitment Process: How new members will be added
- Leadership Structure:
 - Leadership Roles: Chair, Vice Chair, Secretary, Treasurer
 - Selection Process: How leaders will be chosen (e.g., election, appointment)
 - Term Limits: Length of time leaders serve in their roles
- Decision Making Process:
 - Voting Procedures: How decisions will be made (e.g., majority vote, consensus)
 - Quorum Requirements: Minimum number of members needed to make a decision
- Communication Plan:
 - Primary Communication Channels (e.g., email, online forum, social media)
 - Meeting Frequency and Format
 - Reporting Procedures
- Roles and Responsibilities:
 - Member Roles: Expected contributions from all members

-
- Leadership Roles: Specific duties of the leadership team
 - Operational Guidelines:
 - Meeting Etiquette
 - Conflict Resolution Process
 - Confidentiality Expectations
 - Review and Update Process:
 - Regular Review Schedule: How often the charter will be assessed and potentially revised
 - Amendment Procedure: Process for making changes to the charter

Lillian asked if we can simply this as our format to get started this as listed below;

Sample Layout Structure:

- Section 1: Introduction - Group Name, Mission Statement, Vision Statement
- Section 2: Membership - Eligibility, Membership Types, Recruitment Process
- Section 3: Leadership Structure - Leadership Roles, Selection Process, Term Limits
- Section 4: Decision Making - Voting Procedures, Quorum Requirements
- Section 5: Communication Plan - Communication Channels, Meeting Frequency
- Section 6: Roles and Responsibilities - Member Roles, Leadership Responsibilities
- Section 7: Operational Guidelines - Meeting Etiquette, Conflict Resolution
- Section 8: Review and Update Process - Review Schedule, Amendment Procedure

1. Purpose

- A. The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.
- B. The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.
- C. The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.
- D. The Association shall provide information to it members on all proposed land use from the planning Commission. This can take place from emails, newsletters, phone calls or websites.
- E. The Associations shall engage citizens involvement in local issues/ civic responsibilities of our individual neighborhoods.

-
- F. To build community resilience that strengthens our families and communities within our boundaries.
 - G. Our job is to amplify the voices of the Greater Northeast Keizer resident

2. Shared understand; Membership

The Association shall be a non-partisan, non-commercial and non-sectarian.

- a. The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.
- b. Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.
- c. There shall be no dues, but voluntary contributions may be solicited.
- d. The voting age of member shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
- e. Each member shall be entitled to one vote per voting opportunity, and there shall be no voting by proxy. Absentee ballots are allowed.

3. Meetings

- A. The Neighborhood Association Shall hold at Least 6 meeting per years. Unless they decide to change this to meet more or less.

4. Charter Revisions

The charter shall be reviewed and amended annually or as decided by the Board of directors.
Objectives; We will know we are successful when we have started achieving community input, from online settings, in person meetings, work plans if used, evaluations and goals are being worked on.

Revision to be made to make it simpler; using the template listed above;

Article I: Establishment and Purpose

- Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".
- Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote,

coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

- Can we look at changing the title purpose to Mission? This will take some research from Tammy and Jacqueline and they will let us know at the next meeting.

Any other changes needed for this section; is open for conversation, the group feels like a through G from above is looking good in this text. Are we ready to move to the next section? Groups is ready to move on.

Article II: Membership

- Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.
2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.
3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

- How does this look any other changes needed for this section?
- How do we like the flow?
- Ken would like to have a week to look at these sections to be sure it works well, and we cover the basic needs as this will be a living document.

Tammy Reminds us we have about 10 minutes left in this zoom meeting before we run out for today. Everyone agrees to take a week and look at our work, review it and check the flow; while making sure it works well for us.

Meeting adjourned 1hour 52 minutes

Next meeting is set for Oct 25th at 10 to 11am Zoom and Lillian will need teams while she is scheduled to work. Tammy has agreed to set all this up.

Work session for Oct 25th meeting work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Tammy Kunz and Jacqueline Green (9)

- Lillian made a motion to approve the minutes from Oct 18th, second by Beverly and motions passes Linda and Karen along with Antonio abstain from voting as they were not present.

Tammy and Jacqueline sent the minutes to us all and we are excited to have a couple of other folks joining us today. Thank you for being willing to come and share some time with us. Tammy Thank you for adding a couple of more folks to our group I am glad they reached out to add support.

Moving along to the order of business; Charter

Article I: Establishment and Purpose

- Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

- Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Article II: Membership

- Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

- Questions or comments for any changes; Tammy would like us to consider keeping the purpose instead of changing it to mission; thoughts or question?

The main difference between a mission and a purpose is that a purpose explains why an organization exists, while a mission explains what the organization does and for whom:

- Purpose

Explains the reasons for being, the motivations, and why the organization works the way it does. A purpose statement can explain what injustice the organization is trying to right or what opportunity it's trying to take advantage of.

1. Ken; Both purpose and mission are important for organizations because they help prioritize tasks, focus energy, and maximize impact. They can also help organizations navigate change, recruit and retain employees, and build trust with customers. For us involvement from our community and businesses in our area. As we want to grow and gain more support the community.
 2. Ken shares, how can we add mission to our purpose without over complicating it?
 3. What are we having our Purpose and then add our mission under it to share both, for example;
 4. To develop and implement creative community-based strategies to enhance economic opportunity, build strong neighborhoods, and ensure a dynamic framework for quality growth and development."
- Karens feedback is, A neighborhood association's "mission" refers to the specific actions they take to achieve their goals, like maintaining community aesthetics and fostering neighborly connections, while their "purpose" is the overarching reason for their existence, such as creating a safe and welcoming environment for all residents within the neighborhood; essentially, the mission is "what they do," and the purpose is "why they do it."
 - Can we combine then into one statement?
 - Linda adds she would like to have one that includes both and it will be just changes to the wording, Greater Northeast Keizer Neighborhood Association maintaining community aesthetics and fostering neighborly connections, while their "purpose" is the overarching reason for their existence, such as creating a safe and welcoming environment for all residents within the neighborhoods. "To actively represent the interests of our residents by collaborating with local government, addressing concerns, and maintaining open communication channels."

- While continuing “To enhance the quality of life in our neighborhood by promoting community engagement, maintaining property values, and advocating for resident needs. As we foster a safe and inclusive community through proactive communication, neighborhood beautification initiatives, and resident-led projects.”

Tammy reminds us the Board is going to be joining us in 30 minutes as we need to be mindful of the time. I love all the conversations for this it really shows we are all invested in the outcomes of our families.

Are there any other changes we need to make at this time? I like the way Linda has stated everything it seems to include all our notes and what we do? Ken Could we possibly see how this looks then come back to this at our next meeting so we can add more to the Charter and as we put it together maybe we can type it in 2 different ways to allow us to see the readability as well as the flow.

- ❖ Linda like this idea all in favor of moving on and coming back to this at another meeting; and starting a new section to help guide, everyone agreed to move on to the next section

- Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

- Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

- Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

How does this section look after discussion?

Any changes needed or wording changes? No, we like how this part is simple and just seems to work.

Thank you everyone for making this process so much easier I feel super blessed to have so much support right now. Liz

Tammy shares the board is now part of this conversation; Antonio V, Alice, Lisa, James, Shawn, Thomas, (6) total attendance 15

This is a section from our guideline we have been working on; Role of President Chairperson

Skills of President: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Keeping in mind we are working towards using this as a charter!

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues.

The committee chair:

- Is usually the first person appointed to the committee.
- May be appointed by other committee members or by the President.
- Meets regularly with his/her committee and reports its activities to the Board

- Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

- Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Okay, Tammy just gave us a 5-minute heads up the board will be joining us shortly. Can we all agree to share what we have or do we want to just cover the guideline for the next meeting in 4 minutes?

Group all said guidelines to keep the meeting on time and not over work the board after we get our work session and have a good template to cover, we can set up another meeting for the Charter.

Everyone agrees. Meeting adjourns; 1 hour 45 min

Next meeting is for Nov 1st is morning or afternoon best with our new folks included? Morning work best after 9am

Tammy what works best for your schedule? Friday 11/1/24 at 10 to noon work, I will set up teams for those who need it as well as zoom.

November 2nd Board meeting; Downtown Salem Library (family day)

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

GNEKNA meeting November 2nd 2024

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G and Ben, (23)

Online meeting notes; reviewed

We had 25 people who attended this meeting; topic was Verda Crossing

- Concerns about renting while the build is still in process
- Speeding cars seem to be a problem/ concern
- Cost of taxes being affected due to the new Verda crossing

-
- Hosting more online meetings at different times (Tammy will address the board)
 - Cover what we want this to look like to meet the needs in the community.

Community Café

Families would like to Strengthening Families Five Protective Factors (Resilience, Relationships, Knowledge, Communication & Support). This is to support families as they struggle with the learning of their families. While looking at ways Greater Northeast Keizer Neighborhood Association can add a new layer of support. While Tammy and Jacqueline are working with the Kennedy Neighborhood Family Council on these same concerns, they share hope in how families can gain more support. The partnership with Tammy and Jacqueline seems to be building a strong sense of community for those of us who are hurting and struggling.

The one thing I learned is Greater Northeast Keizer Neighborhood Association and Kennedy Neighborhood Family Council serve the same community and therefore can be seen in more than one part of the community. The effort of Tammy and Jacqueline do not go unseen as we all see them going from one meeting to another and as they pass stop and share what is going on. This is only one way they have helped our community and as we talk about ways to get together, we look at starting a number of things.

- Community dinners (potluck at the parks)
- Food box support programs
- Reading groups so we can read and meet at the park for our families to play and talk about what we read while kiddos play
- Making more takes a book, leave a book (mini-Libraries for our community)
- Community Yard sales
- Make a meal to share with those who may be sick or just need a hand up

These are just some of what we are looking at for the start of 2024.

Following up Notes and Action Items:

- Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon)
- This would be helpful anywhere along this path for safety reasons crossing with our kids. One parent shared she helped a 2nd grader to cross as there was no crossing guard on Dearborn and Verda.
- Tammy shared the Traffic Safety/ Bikeways and peds is working on a flag program for us to use and share in the responsibility with helping our kids cross safely. 20 of us believe this kind of program will do well. We all agree to start looking for people to help this program succeed and grow. This will also help keep our families safer. Amy will help look at information and see what she can find and email Tammy and Jacqueline with the findings.

Ways to cut back speeding (Claggett, within small blocks in the community)

-
- Looking at ways we can slow traffic, adding more items to the side of the road is part of the calming tools Jacqueline shared. Looking at signs that say things like slow children crossing, or park crossing so we can slow traffic and cross to Claggett Creek Park, and even Northview Terrace Park would be safer with signs.

In person meeting we had 4 people and covered the same topics.

Nov 5th meeting was canceled for the elections

Meeting minutes Nov 8th 2024 GNKENA

Zoom Beverly, Lizzy, Karen, Lisa, Lillian, Antonio, Shawn, Thomas, Nancy, Jackie, Sharon, Ken, Kathrine, Thomas, Tammy Kunz, Jacqueline Green, (Teams) Ben and Maria (17)

Topic Introductions

- Approval of Minutes

Tammy called meeting to order; Lilian made a motion to accept the minutes from our meetings including work sessions; 2nd came from Beverly Motion passed unanimously

- Neighborhood Safety Awareness Dec 10th 2024

People contacted by email more than once; Mayor Clark, and Salem Mayor, SKATS (Safety plan) Mike and Kim from SKATS, all neighborhood Association's Salem and Kiezer, All Neighborhood Family Councils, CBEL, Beth Safe route to school (safe route walk to schools) and others, Salem and Keizer Police (Neighborhood Watch) (Peace walks) (Drug awareness) (Lead), School Superintendent and School Board members, All Keizer Committees, Commission's and Boards

- Tammy shared a couple have plans and will not make it like School Superintendent and School Board members, but if time allows, they would love to join us for this event.

This list is not yet complete and I have no idea yet how many people will come, But I know you are step 1 for the space.

1. Time for the room is 3pm to 10 pm

This will allow Jacqueline and I with our team to cover tables and prepare for this conversation

#2. Food We will have snack trays, and water but to what size I am unsure this is my first step on the planning phase, as we get closer, I will keep you undated.

Tammy is working with Keizer united on making sure all of these details work well. This partnership has been a great big help for an event of this size.

#3. I am seeking media for this event and I will be checking in with Mayor Clark, Adam Brown, And Tim to see how this may work. I did send an email today so they know I am going to be connecting on

this topic. I have also included each on this email to keep everyone on the same page. Zoom and Teams will be used Tammy will teams with Nancy while Jacqueline does the zoom on the tablet.

- My goal is 150 to 200 people
- My goals are to seek support from SLF for support with food and drinks
- Raffle prizes to give out (this may not work if we can't gather enough prizes to give out.)
- Thank you notes to all who are there (I do this now)

- Look at our Goals and Project Evaluation

Goals and Project spread sheet; what information do we need to look at adding? When do we want to pull it off the list? Questions posed to the group.

Tammy shared this document on Zoom it looks good and most would like to keep this document as our living document. Move the items to the bottom or create a list once it closed and handled for good.

Tammy would like one of us to help keep up with this list to ensure nothing gets over looked. Tammy also asked who is still watching City Council and listening to the other meetings. 11 of us are still working on this and 5 of us schedules make it harder for us to do that. Ken listens to this at work on his headphones for lunch and breaks. He has been sharing this with his wife Sharon. Her concerns are all the attitude on the bench.

Sharon is glad that Tammy and Jacqueline are still in person but wish people who represent Keizer where nicer. Bev talked about writing a letter. Some think this is a good idea others bring up safety concerns for her and the kids. She decides not to do that right now, for the kids and keeping everyone safe.

Liz and Bev decide to learn how to help with the spreadsheet and learn they have to listen to meetings but still take this on. They decide to take turns this spreads the responsibility with the 3 of them, however knowing Tammy and Jacqueline are attending most meetings. Sharon states she is willing to help, they are looking at forming a small group to keep up with the minutes and learn about how our city works.

Ken says; Matt from Planning rocks and he wishes Matt will stay on this committee because of the knowledge side of things. They are doing some great work and Matt seems to really listen to people and always thanks the Ladies for being there. It nice to here!

Updating spreadsheet as needed each month, and will send to Tammy and Jaqueline along with the board. End of each month if needed!

- Look at the Equity Statement

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

Any changes to this?

Ben asked to keep it as is, 2nd by Karen Motion passed unanimously

- Adjusting the Goals looking at the next 3-to-5-year plan (Separate document shared with Zoom)

The group made several changes and we will look at this document again to see what else we can do for growth and long-Gevity. Tammy will email us this document after all the changes are added. This will be review and changes can still be made as this is another living document.

Meeting Adjourned after 1 hour and 45 minutes

Nov 13th 2022 Work Session meeting

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

Greater Northeast Keizer Neighborhood Association
Building a Better Community

Neighborhood associations play an integral part in the civic life of Keizer Oregon. The officially recognized associations represent nearly every square foot of Keizer. They are independent groups, but are provided support by the city government.

For more information, please call

Tammy Kunz @971-701-3008 or 503-991-1671

nekna2022@gmail.com Tammy Kunz

nekna2022@gmail.com Jacqueline Green

Created by Tammy Kunz, Jacqueline Green Since May 2022 Updated Sept 2024

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Building a better Community

A neighborhood association is a group of homeowners, renters, apartment dwellers and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves. We provide a voice to the people who need additional support in communicating the needs of the community. (We walk beside you!)

The basic ingredients are people who are willing to work together to create change. Planning and structure people who are willing to be a leader or hold a leadership position. Neighborhoods are the heart of a city. For many people, the neighborhood they live in is as important as the house they live in. Most neighborhoods have clearly identifiable characteristics: housing types, appearance, neighborliness, and safety. These characteristics affect the value of the houses in the area as well as the desirability of living in the neighborhood. There are both emotional and economic benefits to having friendly, safe, and attractive neighborhoods.

If you want to preserve or enhance your neighborhood, you must first get to know it. Begin by walking your neighborhood. You will notice the small, but significant, details that make your neighborhood unique.

➤ Pay attention to:

Different housing styles; Notice the ages of the homes, is there a unifying element to your neighborhood, a school, a central park, a busy street? Try to find out which houses or structures have historical or cultural significance.

Characteristics of neighbors; as we are out with our families, notice the absence or presence of porches, privacy fences, sidewalks, children, and pedestrians around your home. Do you see people outside gardening, jogging, biking, and walking for pleasure? What schools, churches, institutions, businesses, and natural amenities are parts of your neighborhood? How do they contribute or detract from its neighborly feel? This is just some of what I look for personally.

People; Do some streets have higher concentrations of seniors or families with young children? Who are the respected elders in the neighborhood? Do you need support in talking to the City Council or County? This is part of what we do to advocate for your needs.

Safety issues; Are there sidewalks, streetlights, bike lanes, and well-marked crosswalks? Are hedges and branches trimmed back from the sidewalks and intersections? Are walkways well maintained? Are speed limits and pedestrian laws enforced? This is part of what we do to advocate for your needs.



Your neighborhood’s political presence in the city; who are the acknowledged community leaders? What is the history of involvement in your neighborhood? Perhaps much of the groundwork has already been laid. Once you have assessed your neighborhood's strengths and challenges, you will be ready to engage your neighbors in the truly satisfying work that lies ahead.

Build community.

Building community means improving your neighborhood’s ability to organize and leverage the diverse skills of its residents. Residents want to become better neighbors by getting to know each other and helping each other out.

- Whether it is exchanging skills, such as cooking dinner for a neighbor one night in exchange for having him/her run some errands for you, activities such as these enhance the sense of community.
- Address a particular concern of the neighborhood.

Many neighborhoods become organized when a particular concern emerges in which they can rally around. Residents of the neighborhood may get together to discuss problems and come up with solutions. As an Association, members can work together to resolve the issue and use the many resources already available within their neighborhood.

- Improve communication.
- o Neighborhood Associations can serve as a vehicle to connect neighbors to neighbors.
- o Neighborhood Associations can help strengthen communication between residents and City Staff as to create a better community through cooperative action. In keeping with this philosophy, the city will seek to notify and consult with Neighborhood Associations on matters of neighborhood interest.

Kids

Some ideas for the kids in your neighborhood: Movie in the park night Kids or pet parade
 Kickball Crafts Sidewalk chalk Lemonade stand May Day
baskets Scavenger Hunt Back to School Make a take book leave a book
 Community art / Art in the parks Claggett Creek Park Wet Land Project

NEIGHBORHOOD ASSOCIATION PRIMARY CONTACT

The Neighborhood Association primary contact is a volunteer that a recognized Neighborhood Association selects to serve as their primary contact with the City of Keizer. The Neighborhood Association contact serves as the primary communicator between the recognized neighborhood association and the city. Contact information for this individual is available to the public on the City’s website and upon request. All City Staff will be notified of the name and contact information for the

Neighborhood Association. City Staff will be able to assist the contact to interpret official notices and policies.

The city will seek to notify the Neighborhood Association contact on matters of neighborhood interest.

For example, the Neighborhood Association contact will be notified when:

- o Significant neighborhood projects are being discussed or proposed such as street reconstruction, park development or redevelopment or land use planning.
- o A mailing goes out to residents in the neighborhood related to a city matter or public hearing.
- o A developer requests a neighborhood meeting for the purpose of sketch plan review.
- o The City is seeking to organize a neighborhood group for resident input.

NEIGHBORHOOD ASSOCIATION EXPECTATIONS

The following expectations exist with respect to the Neighborhood Association: The Neighborhood Association does not speak on behalf of all neighbors at any time and will not limit the ability of any person or entity, including non-recognized Neighborhood groups, to participate on their own behalf. Communication with the Neighborhood Association will not replace the City's traditional methods of direct outreach to residents.

- Neighborhood Associations are strictly voluntary and no Neighbor will be required to participate. Each Neighborhood Association will determine its own priorities and desired level of activity.
- Neighborhood Associations will not assume the role of an administrative or legislative body.
- Neighborhood Associations have no legal authority to enact or enforce property design or maintenance requirements.
- The Neighborhood Association will ensure that the designated contact will forward all relevant and applicable information received from the city to the Neighborhood Association Steering Committee or Board, as well as affected residents, if applicable.
- The Neighborhood Association will notify the city of the organization's priorities and desired level of activity on projects and initiatives through the designated contact.
- The Neighborhood Association will submit annual recognition paperwork to the city and maintain updated bylaws, steering committee/board member lists, and designated contact information with the city at all times.
- Membership fees, when established by the bylaws of a Neighborhood Association, shall be voluntary and shall not preclude any neighbor from participating in the Neighborhood Association

Membership

There are three bodies of membership within a neighborhood association:

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

Neighborhood Association Position Descriptions;

President: The President of the neighborhood's association serves as the chief executive officer of the association. The President serves at the will of the Board of Directors and can be removed with or without cause at any time by a majority of the vote by the Board. The President should not allow personal feelings or outside pressures to influence his or her actions.

- ✓ Presides at all meetings of the association, including helping the Secretary prepare the meeting agenda, and to begin and close the meeting.
- ✓ Appoints all committee and task force chairs. Serves as a member of all committees, except the nominating committee. Serving as official does not mean the President has to attend the committee meetings. The President should not serve as a committee Chairperson.
- ✓ Assumes charge of the daily administration of the association.
- ✓ Has the authority to authorize specific actions in promoting the Board's policies.
- ✓ Leads orderly discussions by tactfully and politely enforcing rules that offer every member a chance to speak for or against a motion.
- ✓ Determines whether or not enough members (a quorum) are present to conduct business. Informs people about how the meeting will proceed. Reviews the agenda and explains each motion before a vote.
- ✓ Votes to break ties.
- ✓ Serves as spokesperson for the Board of Directors in most matters relating to association business. Cannot, without specific Board approval, borrow funds in the name of the association or otherwise act beyond the scope of the authority established by the association documents and its Board of Directors.

Vice President: The Vice President of the association is responsible for performing the duties of the President in the absence of the President. Examples of the types of duties and responsibilities the Vice President may perform are:

- Coordinates committee chairs and reports progress to the Board.
- Assumes duties as defined or assigned by the President and/or Board of Directors

Secretary: The Secretary is responsible for maintaining the records of the association, including preparing notices for all meetings of the Board and the membership, and authenticating the records of the association. Examples of the types of duties and responsibilities the Secretary may perform are:

- Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.

-
- Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.
 - Is familiar with previous minutes in order to provide needed information to the President.
 - Receives and handles all correspondence.
 - Prepares meeting notices of all association meetings.
 - Keeps an accurate list of members' names, addresses, email addresses, and telephone number

Treasurer: The Treasurer is the custodian of the association's funds and financial records. Examples of the types of duties and responsibilities the Treasurer may perform are:

- Coordinates the development of the proposed annual budget for the association.
- Keeps track of all revenues and expenditures; usually signs all checks or vouchers.
- Pays all the expenses upon authorization by the Board and the association.
- Presents a written report each month to the Board of Directors and/or association of the month's disbursements and the balance on hand.

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

- Is usually the first person appointed to the committee.
- May be appointed by other committee members or by the President.
- Meets regularly with his/her committee and reports its activities to the Board

Board Officers:

Board members shall meet after the (annual meeting or list month) general meeting and, by majority vote of the neighborhood organization members present, elect a President, Vice President, Secretary, and Treasurer. Any remaining Board members shall be members-at-large.

Number of Board Members:

The Board shall determine the exact numbers of Board positions annually. There shall be at least four (4) and no more than nine (9) Board members.

Eligibility for Board Service:

Only persons eligible for membership shall be qualified to hold an elected or appointed position.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Election of Board Members

Board members shall be elected annually by a vote of the membership at the annual meeting (or list month meeting is held). The names of all candidates for the Board shall be placed in nomination by a nominating committee or by any member of the Neighborhood Association.

Election requires a majority vote of the membership present.

Duties of Board Officers:

President: The President shall preside at all board meetings and all membership meetings and shall perform such duties as the Board and the membership from time to time authorizes. The 18 Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.

Vice President: The Vice President shall perform the duties of the Chairperson in the Chairperson's absence and as authorized by the bylaws or regulations of the Board.

Secretary: The Secretary shall record and maintain minutes of Membership and Board meetings, assist the Chairperson with correspondence and maintain the non-financial files of the Neighborhood Association. The Secretary will maintain a list of Board members and their terms.

Treasurer: The Treasurer shall be in charge of all funds belonging to the Neighborhood Association and shall receive, deposit and disburse funds for the Neighborhood Association in a bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board.

Powers of the Board:

The Board shall be responsible for all business coming before the Neighborhood Association and for assuring that members are informed of business that affects them through reasonable means of notification. The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of members attending a particular meeting.

Volunteering

Volunteering is a great way to improve the neighborhood and provides an opportunity for neighbors to get to know each other. Volunteers can participate in clean-ups, help neighbors in need, provide rides

to elderly neighbors who need it, adopt a vacant lot, and facilitate many other kinds of action. The possibilities for volunteering are almost endless. The neighborhood association can connect people to make volunteering easier and can create committees to match people up with issues they care about or areas where their skills would be helpful. You can even organize events and friendly competitions with your neighborhood organization like block parties or lawn decorating. The neighborhood association also helps to allow group action for larger projects that would be hard to tackle alone.

Activities to be planned out are as follows;

1. Neighborhood cleanups
2. Plan a block party or education event (fire prevention for example) (National Night out)
3. Walking school bus (organization a walking group to schools)
4. Neighborhood clean-up
5. Street improvements
6. Park improvements
7. Youth projects
8. Tree planting
9. Community gardens
10. Tool lending libraries
11. Paint swap
12. Adding signage
13. Grocery program (work with local establishments like neighborhood centers to have fridges that sell perishable items, frozen vegetables, or sell common necessary items (ex. Paper towels). You may be able to organize food delivery service and online grocery delivery necessary products (like fresh produce) to a central location in your neighborhood or your home after examining costs and benefits. In some communities, even gas stations and hardware stores are contributing by selling some necessary grocery items to neighbors. A rideshare to a grocery store may also help many residents access healthy food.

Nov 13th 2024
Rough Draft
Getting Kids back to school
Pilot Program

Incentive program

Designed by Greater Northeast Keizer Neighborhood Association, with Support from Jeannett Richter

The Incentive Program is;

Incentives are a great way to engage your students and create excitement for your Kennedy Families incentive initiative. However, coming up with incentive ideas may be a challenging task. So we've created this list of incentives to help educators and administrators support their Greater Northeast Keizer Neighborhood Association.

Incentives and parent programming should go hand in hand. When offered together, they help parents acquire skills to support their child's education and even tighten the bond within fragmented families. Parent and the incentive program should work in tandem, to help parents acquire the necessary skills in supporting the child's education.

To encourage families to attend school or organization events and boost attendance, it's essential to offer incentives that make participation more appealing and worthwhile. Here are some effective incentives that can be offered: To encourage parents and children in participation, here is a list of activities/workshops/events that has been proposed.

- 1) Educational Workshops: Provide informative workshops on topics of interest to parents, such as child development, academic support, and college preparation. Offering valuable knowledge can be a strong incentive for parents to attend.
- 2) Family-Friendly Activities: Organize fun and engaging family activities like game nights, arts and crafts sessions, or movie nights. These events create a sense of bonding and enjoyment for both parents and children.
- 3) Free Childcare: Offering free or low-cost childcare during events can ease the burden on parents who have young children and make it easier for them to attend.
- 4) Food and Refreshments: Provide free snacks, refreshments, or even full meals during events. Sharing a meal or snacks can create a relaxed and inviting atmosphere, encouraging parents to stay and participate.
- 5) Raffle Prizes: Hold raffles with attractive prizes such as gift cards, school supplies, or even electronic devices. Raffles can add an element of excitement and anticipation to events. Ask local companies to donate, such as sports teams, children's museums, even grocery stores to donate tickets, passes, or gift cards. Reaching out to these types of businesses to help support the night in the community can be a huge help with budget.
- 6) Recognition and Appreciation: Acknowledge and celebrate parents' involvement and contributions to the school or organization. Consider giving out certificates, awards, or thank-you notes to express gratitude for their attendance and support.
- 7) Parent-Teacher Conferences: Combine events with parent-teacher conferences to give parents an opportunity to discuss their child's progress directly with teachers. This can be a powerful motivator for parents to attend.
- 8) Student Performances: Showcase students' talents and accomplishments through performances or exhibitions. Parents often enjoy seeing their children shine, making them more likely to attend such events.

9) Collaborative Projects: Involve parents in collaborative projects that benefit the school or organization, such as fundraising initiatives, community service projects, or beautification efforts. This sense of ownership and shared responsibility can boost attendance.

10) Transportation Services: Arrange transportation services or provide information on public transportation options to help parents overcome transportation barriers.

11) Flexible Scheduling: Ensure events are scheduled at convenient times, such as evenings or weekends, to accommodate parents' diverse schedules.

12) Cultural Celebrations: Host cultural events that celebrate the diverse backgrounds and traditions of the school or community. This can attract families and create a sense of inclusion.

13) Professional Development: Offer workshops and seminars that help parents acquire new skills or knowledge relevant to their personal and professional growth.

14) Parent Support Groups: Create parent support groups or networks where parents can connect with others who share similar experiences and challenges. This sense of community can encourage regular attendance.

Family engagement is crucial for a child's educational success, but it requires effort and creativity to overcome the challenges that schools, communities, and organizations face. By addressing time constraints, improving communication, breaking down language and cultural barriers, promoting inclusivity, and removing resource-related obstacles, we can bridge the gap and create a thriving, supportive school environment where parents are actively involved in their child's education. It's a collaborative effort that benefits everyone involved and sets the stage for a brighter future for our children. Greater Northeast Keizer Neighborhood Association is leading this as one of the core Incentive initiatives.

Incentives are categorized by:

- Grade: K – 5
- Price: our estimate of the GNEKNA cost
- Category: Tangible, Recognition, or Privilege
- Value: one trophy represents items that can be earned within one or two weeks, two trophies represent items that may take up to a full grading period to earn, and three trophies for items that may take half of the year to earn

Incentives;

Tims program within the school (gaming; Art; Dance; Music) Grades 3 to 5 (Day?) part of the afterschool program

Family Night Bag K to 5th grade Privilege (popcorn, Soda, Candy) etc. or Movie pass

-
- Teacher Assistance “Special “Grade K to 5th Privilege
 - Gifts cards for Fast food \$5.00 to \$15.00 K to 5th grade Tangible
 - Gifts Cards for families \$20.00 to \$30.00 for getting your child to school every day for 1 month Tangible (parent and child)
 - Gift cards for sporting events; (Bowling, football, Etc.) Tangible
 - Gift Card for the Grange Rec for coffee \$10.00 Tangible
-
- Gift card for Starbucks \$10.00Tangible
 - Gift for Dutch bros \$10.00 Tangible
 - Art gift card; Media gift card; \$20.00 (Must have good attendance for 1 month)

Parent incentives;

- ✓ Walmart gift Cards \$20.00 for attendance for 1 month Tangible
- ✓ Gifts Cards for families \$20.00 to \$25.00 for getting your child to school every day for 1 month Tangible
- ✓ Dinner night gift card for \$40.00 (must have 2 months of good attendance)
- ✓ (or...attend every meeting/training/class)
- ✓ Class pizza party with the most class Attendance for 3 months- celebration of success for completing the goal. (Pizza and drinks) certificates given out for each student in this class! With a \$10.00 gift card.

Items to help with success;

Alarm clocks with plugs and batteries for help getting this set up!

Watches

Bikes raffle w/ Helmets

Scooter raffle W/ Helmets

Dec 3rd meeting

Date; Dec 3rd Time: 6:00 to 7:00 pm Location: Keizer Civic Center

Welcome; Thank you everyone for coming out tonight!

Join Zoom Meeting

<https://us06web.zoom.us/j/89094367402?pwd=ZxSYXIyAwLSYP60VayboF2rmvargPy.1>

Meeting ID: 890 9436 7402

Passcode: 257171

-
- Approval of Minutes

1. Make sure everything is in place for the Dec 10th Community Safety Gathering

Persistence and Resilience only come from having been given the chance to work through the difficult problems. Dieter F. Uchtdorf (Jacqueline shared this quote) It was great!

Minutes from Dec 3rd meeting GNEKNA

Members attended; Beverly, Lizzy, Ben, Antonio, Linda, Karen, Alice, Lisa, Jim J, Tammy Kunz and Jacqueline Green (11)

Tammy Called the meeting to order minutes to approve for Nov13th motion made by Karen 2nd by Lisa Little and passed unanimously

We covered the Safety Awareness gathering details; From who is confirmed to host tables and how many email were sent.

Tammy, Jaqueline and Jeanette sent out 652 emails over the 4 months of planning and attended Salem and Keizer meeting to share our information for this event.

Tammy, Jeanette and Jacqueline attended Salem City Council meetings more than once to share this information and shared this information with Irma Coleman to be able to pass on the Salem groups as well. Salem has 17 Neighborhood Association and 3 are on hold at this time but we shared information with all 17 and spoke at several.

Tammy attended in person and online meetings, Jacqueline did the same, Jeanette was more online for the Salem meetings but was able to share with each group. We learned 2 groups held election during this event and were not able to make. Tammy and Jacqueline shared with other community events as well and partnered with Keizer United to help us pull all this together and to be honest with that support this could not have happened. They provide a huge amount of funding for deposit, and helped with catering cost, and insurance and some money went in to cover the cost of printing material. (Surveys, agenda, and information for the table they hosted as well as sharing this information with businesses in Salem and Keizer.

Tammy reached out to all Salem and Keizer City Council, plus all staff for both. Mayors for Salem and Keizer were sent invites as well as City managers for both communities. City Commissioners and other staff intend on providing support and being in attendance.

We covered the layout and all the details to be sure we had extra cords for what Tammy and Jacqueline needed, as well as the team's information for Nancy as she has agreed to run the team's side of things. This covered most of our meeting and then we touched on what to cover for Jan 2025 meeting and layout for the agenda.

Other business; Lisa and Nancy asked if we can start including the Neighborhood Watch on our meetings and with our City Council updates as Tammy wants this to be clear for all. (11)

Voted unanimously for this to happen so starting Dec we include Neighborhood watch in our reports.

Greater Northeast Keizer Neighborhood Association
nekna2022@gmail.com
503-991-1671

This was an anonymous survey to check and see how we are getting information out and working on building community outreach for event and gathering. I am going to share these results.

Community Safety Awareness Gathering Survey Results

Did this meeting answer most, if not all your questions concerning safety? If not, what could the community do to better address the awareness on safety? Or safety not discussed tonight?

Yes, I was grateful for the chance to share my business with the community and ask question.

No, but it's a work in progress and we have to start somewhere

Yes, this meeting was highly informational & educational

I was impressed with the variety of safety topics and cannot think of anything to add this time

N/A

Yes/ Lots of good information

Terrible timing please consider running the program again in June-August

Unsure, will get back to you

Were your interests- concerns-expectations on safety discussed? Any questions?

Didn't have any expectations

Just interested in the information, would have like to hear from safe Routes -oh well

Listening about Liberty House was great. I was unaware of their work

Not at all, I would have like to hear from the partners more on how to engage better

Great information, yes highly impressed with the contact and amount of information.

I did not have any questions before the presentation, N/A

Were the presentations easy to understand & follow along with? Do you feel you were valued in the meeting?

Liberty House, was a bundle of information and knowledge shared, I was impressed with the amount of work done and the way this team worked to help provide a better sense of safety in this unsafe time.

Weird question for safety

Yes/ Yes, some were a bit long

Hard to hear microphone on some people

Unfortunately, No I don't believe it's the fault of this gathering. Some people don't know how to use a microphone or are uncomfortable doing so

Yes, thank you

What suggestions do you have, on how we can improve?

Partners to do presentations at events

More outreach

December may be a hard month for folks to add another event do it in another

Schedule in another month not December

Maybe have in the fall I think more people would come

Some people send in their presentation in advance so they can be looked on one laptop and not have to switch out laptops

Committee Or Community

The event was great Not sure of any improvements

This should be something the community observes not just the resource or organizations

More communication

Would you attend or recommend a friend to a meeting in the future?

Hard to have a separate event

Yes, I would love to see Salem and Keizer work better with City council to gather more people and provide better support for the groups who should be gaining that support. Some seemed to be burdened to have to be involved bad for the City of Keizer. The council did not provide the support we expect to receive. As a member of the GNEKNA and vendor it made me sad.

There would have to be a bigger turnout but the information is extremely valuable

My friends don't live in the area

In a different month with interactive activities

Yes, I want to help it grow

Yes, thank you Tammy & Jacqueline for all you do Keizer city council should follow your lead and not play these games.

Absolutely, would love to see this 2 times a year to help communities gather and build stronger partnerships with those who should care. Salem did not even bother to show-up for those they serve I was sad, Keizer showed up but seemed not to provide support I was sad for this team who worked so hard.

I loved being part of this event, I serve a Salem Community and Use teams for our meeting and having another group invite us for this using a format we use was great. I would be great to have these ladies do more with an online format. My group of 13 really enjoyed it and we used this for our meeting and met with our board the following week to talk about this safety awareness information and have incorporated into our meetings.

By the way Tammy has been attending our teams meeting for a while now and we really enjoy hearing from her and how the Keizer Community Diversity Committee is doing and wish we had a group like this for Salem. I love hearing how the other neighborhood Associations are doing and to hear about ways they are overcoming the struggles gives us hope to continue to grow. Thank you for Tammy and her Heart of Service. 12/2024

I serve one of the Salem communities and Lancaster is part of our boundaries. I enjoyed hearing from the SKATS staff on how they are trying to help keep our community safer. I would like to see more on line and Tammy has been able to help us with that and shared how she has gotten involved with the SKATS meeting. I cannot attend because of work, but have accessed these from the website. Tammy has been part of this growth for our group, and remain to stay involved today. 1/2025

My community serves Washington Elementary and this was great my only feedback is a more stable connection for Zoom we kept getting kicked out, once we moved to teams it was amazing. Liberty house was the most helpful for us we had 22 on our teams' link for the group and jumped into this meeting after our meeting. We were 30 minutes late but needed to have our elections and then we jumped in. Great job on the different factors covered I enjoyed Cert but it was hard to hear. SKATS was nice Tammy sent us the information and it was great to hear from other groups. Time of year is the other summer or early spring for us is a great time to prep for summer and safety concerns. 1/2025

Absolutely! Even friends who may not live in Keizer

Thank you, Tammy & Jacqueline, Jeanette thank you for partnering with Keizer and providing the support this this team for all you do!!!

Meeting ended at 8 pm Lisa Little 2-hour meeting

GNEKNA NW Meeting Minutes; for Dec 18th 2024

People in Attendance: Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Tammy Kunz and Jacqueline Green. (18)

For all of you who could not make it, we are sorry and hope you will sign up and join our committee. We covered a number of concerns:

Break-ins	Speeding	Child Safety
Dogs	Parking Issues	Teens Destroying Personal Property.

Here are some of the solutions we came up with:

1. Kids and Speeding -

Please Write Down

Description of the Car

License Plate Number

Give it to the Our Keizer Police department or point of contact for the Neighborhood Watch Program
We Will Address Each One.

2. Lighting
3. We are Working on Getting a Bulk Prices on Outdoor Solar Sensor Lights.
4. You Can put them on the Back of Your Homes to Promote Safety and Detour Crime.

Zoom link

This meeting will be held the 3rd Wednesday of each month @6:30 pm. through Zoom; Join Zoom Meeting;

<https://us06web.zoom.us/j/87654418812?pwd=DWiPJosdxanDXlcBaW0qFVaKblUbF4.1>

Meeting ID: 876 5441 8812 Passcode: 845817

This link will stay the same for the next year and I will look into keep this as our link from this point on.

January Neighborhood Watch program GNEKNA

Meeting notes from

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Meeting ID: 876 5441 8812 Passcode: 845817

Topic: Introductions

Why we formed this Neighborhood watch program? What Neighborhood Watch Is? Neighborhood Watch is a crime-prevention program that allows us to work in partnership with law enforcement to reduce crime, solve problems and improve the quality of life in our community.

General Board Representation

President - Responsible for the overall leadership of the board. Sets the agenda and facilitates all meetings. Tammy Kunz

Vice President - Assists the chairperson. In the absence of the chairperson, the vice chairperson conducts the meetings and exercises all of the usual duties of the chairperson. Jacqueline Green

Secretary - Records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and public. David Cortez, and Lisa B

Cover what we want this to look like for our communities and share how this will work.

- ❖ Mission is to deter crime and the fear of crime
- ❖ Start and revitalize Neighborhood Watch groups
- ❖ Educate & Empower residents
- ❖ Partnership with Law Enforcement
- ❖ Communicate & Support

Topic: Program Areas

-  911 and reporting education
-  Phone Tree and other communication tools
-  Deterrent Activities
-  Crime Reports
-  Address Issues

How Neighborhood Watch Works: Organizing Discuss group structure, roles, leaders
The First meeting for Block Captains

Meet your neighbors, fill out signup/contact sheet

Review calling 911, the Phone Tree, deterrent activities and crime reports

Special events we have done in the past are another good way to keep the group active. The following are some possibilities:

- ✓ Neighborhood walks to identify potential crime and disorder problems (Peace walks)
- ✓ Socials, e.g., parties or potluck dinners
- ✓ Cleaning streets, vacant lots, canyons, parks, etc.
- ✓ Graffiti paint outs
- ✓ Fund raising to buy signs, e.g., by collecting recyclables
- ✓ Bicycle safety and licensing rodeo
- ✓ Painting address numbers on curbs and alley fences or garages

Topic; Review Duties of the Block Captain or Co-Captains

After the group is formed their duties will depend on their organizational skills and interests, and the nature and objectives of the group.

- Recruit new members
- Maintain a membership list and area map with home addresses
- Keep members informed about area crime and disorder
- Try to see group members frequently
- Establish and maintain phone number and e-mail address trees that group members can use to contact residents in an emergency
- Develop an area activity profile to help members recognize unusual or suspicious activities in the area including vehicle descriptions, work hours, school hours, and scheduled services, e.g., gardening
- Act as a spokesperson for the group

➤ Block Watchers

- Acts as eyes and ears for their neighbors and reports suspicious activities.
- Studies crime prevention materials furnished to them
- Checks neighbors' homes when they are out of town
- Cooperates and assists the Block Captain.
- Participates in Operation Identification

The Following meetings

Meetings can also be scheduled to address a serious incident in the area, or two or more less-serious incidents of the same type. Problem solving usually proceeds in the following steps:

1. Definition. What is the problem? Some examples are car break-ins and thefts, home burglaries, speeding, unlicensed solicitors, graffiti, panhandling, and trash dumping.
2. Analysis. What are the common elements of the problem? They could be time of day, location, kinds of offenders and victims, kinds of targets, access to targets, methods of defeating security measures.
3. Response. How can the problem be addressed? What can be done to prevent recurrence or reduce the damage if it does recur? What agencies or organizations are responsible and should help in solving the problem? What are the best things to do for short- and long-term results?
4. Assessment. Did the problem go away? Was the damage reduced? If not, what else should be done?

Next Meeting: Work on action tasks, any new hot topics

- This meeting we will cover minutes from the previous month for this group to approval.
- Cover information brought forth by Block captains.
- Topics or community for presentations to attend the next meeting

- Report to group if we have new Block captains or places for an outreach to take place;
- Signup/contact sheet complete
- Encourage others to join us next time

Tammy will work on power point for the Feb meeting; March meeting, and we are all working on bringing in 1 new person to help with block watchers or support.

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

Meeting adjourned 2 hours

Work session for Annual report; January 31st 2025 Hybrid meeting Zoom/ Teams / in person (Salem Library meeting room) Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, **Zoom** Antonio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, **Teams** Angela R, Maria G and Ben, (21)

Maria Taking notes today, she would like to learn the ropes and become a back up for the secretary position for both groups and shared some she may have to work but will take and stack breaks to meet the schedule and she has worked that out with staff.

Business for today; review Mission statement; equity statement and notes from meeting through out the year.

Mission Statement

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Other aspects of our mission are to promote programs, services, and activities aimed to encourage connections among our neighbors and families within our community.

Foster civic engagement and education by providing information about the community and civic issues. We have done that by creating a bi-monthly newsletter, facilitating the discussion on these issues in a number of ways by using the internet tools at our disposal; such as Facebook, next door and email list as a way of communicating information.

Solicit input from members in the community about items that affect them.

Work to protect public spaces. Address safety concerns and public nuisance concerns of members in our community. Act as a vehicle to communicate the concerns of members and advocate for the best interest of their best interest to the Keizer City Council and other Boards and Committees; as well as to other government agencies both state and local as needed.

Work to improve the quality of life for those who live, work and play within the Greater Northeast Keizer Neighborhood Association.

Review to make sure there are no changes to our mission. **Mission statement is going to stay the same.** Motion from Beverly and Second from Shawn, motions carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antonio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23) **motion passed unanimously**

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

- Concerns that came up Losing funding / look at changing some of the language
- Equity Gaps phasing came maybe wording be changed we had a healthy conversation for about 20 minutes

Ken made a motion to leave as is 2nd came from Lizzy Tammy called for discussion and motions carried (21) **motion passed unanimously**

Next order of business is Charter and supporting guidelines

Greater Northeast Keizer Neighborhood Association Charter

Article I: Establishment and Purpose

- Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".
- Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Tammy asked for Discussion on this part of the document; Jacqueline shared this is just like the bylaws and wondered if anyone would like to add or change any of this.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

Article II: Membership

- Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

Tammy asked for discussion on this next section to see if changes or adjustment are needed;

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

- Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

- Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

- Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

- o Is usually the first person appointed to the committee.
- o May be appointed by other committee members or by the President.
- o Meets regularly with his/her committee and reports its activities to the Board

- Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

- Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Maria made a motion to keep this section as written, 2nd by Shawn, motion carried (21) **motion passed unanimously**

Article V: Meetings

- Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

- Section 2: Special Meetings:

Special meetings may be called by the Board or upon petition by a specified percentage of members.

Article VI: Decision Making

- Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

-
- Section 2: Quorum: A quorum for a meeting shall be [specified percentage (3)] of the membership.

Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (21) **motion passed unanimously**

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

- Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

- Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

- Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

- Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.

Notes from conversation;

Led by Nancy adding By-laws next to charter covers us if the resolution stands and can not be changed. Would it be possible to make this amendment just to cover our selves so we don't have a special meeting to fix this.

Beverly made a motion to keep this section as written with the amendment, 2nd by Shawn, motion carried (21) **motion passed unanimously**

Final draft;

Greater Northeast Keizer Neighborhood Association Charter/ Bylaws

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Article IX: Amendments

-
- Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.

motion carried (21) **motion passed unanimously**

Meeting was Adjourned 3pm (2 ½ hours)



Greater Northeast Keizer Neighborhood Association

Meeting Agenda

Date: January 7th, 2025 Time: 600 pm Location: Keizer Civic Center

Topic 1: Introductions

Join Zoom Meeting <https://us06web.zoom.us/j/89485136753?pwd=kd4H21M7Q24jFbrKFccloPK2m35bCY.1>

Meeting ID: 894 8513 6753

Passcode: 934295

Topic Introductions

- Approval of Minutes
- 1. Speaker Bill Lawyer on Claggett Creek Wetland project;
- 2. Keizer Police Liaison update
- 3. City Council Update
- 4. Keizer Fire update
- 5. Keizer Planning update
- 6. Keizer Parks update
- 7. Traffic/ Bikeways and Peds Update
- 8. Neighborhood Watch meeting update from Dec 18th 2024
- 9. Other business
- Neighborhood Safety Awareness Dec 10th 2024 update on how it went.
- Look at our Goals and Project Evaluation
- Adjusting the Goals looking at the next 3-to-5-year plan
- Kennedy School Partnership with Parent Club

People needed for some of the following;

- Crime Reduction Committee (looking for block captains)
- Welcoming Committee
- Neighborhood Events Committee / Event planner
- Government Liaisons (Tammy Kunz; Jacqueline Green)
- Business Liaisons
- Senior Liaison

- Youth Involvement Committee (to take on matters that are important to them)

Notes and Action Items:

- Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon) update to Come Dec 10th@ Safety Awareness meeting
- Ways to cut back speeding (Claggett, within small blocks in the community)
- Pedestrian Flag program; Look at places we can use this to help ensure safety!
- Skate Park Art contest

Next meeting: Feb 4th 2025 6pm

Join Zoom Meeting

<https://us06web.zoom.us/j/89485136753?pwd=kd4H21M7Q24jFbrKFccloPK2m35bCY.1>

Meeting ID: 894 8513 6753

Passcode: 934295

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Minutes Jan 7th 2025

People in attendance for Teams;

Ben, Beverly, Lizzy, Ken, Lillian, Antonio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, Nancy Grace (lead Teams), Alice M, Lisa B (23)

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Bill Lawyers, and Jenn Palanuk (SLF) (4) **(27 in total)**

Tammy Kunz opened the meeting with Bill Lawyer sharing how the wetland project for Claggett creek park will enhance the park and community. How this project will also support the flood plan areas and help with wildlife coming back to the park.

We learned the project will allow an ADA walk path but the rules for this are different from the normal. What this means is the grade of the path will allow steeper grades for this to work well. We

learned this will also help to restore habitats, improve wetland mapping while helping to restore Physical, chemical and biological functions of the creek itself.

Questions about the environmental group with the replanting came up and Mr. Lawyer was able to share how this is only going to enhance the work being done, no future planting is set as of yet. They are going to be cutting back some of the brush on the other side of the creek to help management of the growth and remove some of the invasive species of plant so we can add more native plants back in. This was a great presentation and we really enjoyed having Bill or Mr. Lawyer share with us. Thank you, Tammy for arranging this and for the additional support of Nancy Grace with communication with the team to ensure all went smooth.

- After Bill Signed off, we moved to approval of the minutes for the Semi -annual reports as we reviewed this document. We also moved to approval of minutes of the last 6 months of work session minutes. **Motion was put forth by Nancy G, and second from Lisa Boils. All was passed with a unanimous vote.**

We moved past the police liaison, City Council as Tammy shared Dan talked to her earlier that day. Keizer fire report was not available do unforeseen circumstances. Traffic update will come next month.

- Update on Chemawa rd. and Patrick Lane for the crossing program we provided support for about 75 families. Most of the families are really happy to have the extra support for crossing safely. Other are asking if we can get sidewalks with better access and more lighting for those mornings and evening as we have some families who use this stop until 6pm. The Buses drop kids off at 4 times is some for what we are hearing. Nancy G has been a great asset to use this project as she lives over this way. Her son uses this stop twice day, while one of the neighbors use this stop 4 times a day as she has kids in middle school and at Kennedy. Plus, one uses it 3 times she has Kennedy, Claggett, and McNary who uses public transportation as well.

This provides a better safety addition to our community and I want to be sure we say Thank you to Tammy Kunz and Jacqueline green for advocating for this to happen. We would like to see the same thing for Alder and Claxter. This is shared with Southeast Keizer Neighborhood Association and maybe we can partner with this group.

Tammy reviewed with us the park plan for the Calson Skate Park and We have asked Tammy to write a letter for support this was approved by all of us. Tammy also told us we can go to Keizer.org under parks to see this the plan laid out.

☐ Next order of business was the upcoming neighborhood watch meeting we laid out the agenda for this meeting and Tammy and Jacqueline will get this out in the next week for our meeting on the 15th at 6:30pm for Zoom.

☐ Jenn from Salem Leadership Foundation Joined us to share and answer our question on the Peace walks. We had several questions on how we can start a Keizer Peace Walk. This was very informative

and we have asked Tammy and Jacqueline along with Nancy G to help put one of these walks together for the GNEKNA, Lisa asked if we can do this in each Neighborhood Association. Jenn Shared yes, that is up to each one.

They meet before the walk to training and update those going on the walk and provide Shirts that can be seen in the dark, some wear vest and those are available as well. Churches can help lead and put these walks together as well.

While Jenn was there, we shared the feedback responses on the Safety Awareness gathering and ways we can improve. While gaining praise for being able to have the turnout we had. We also shared how this engagement led to more support with Liberty House and having them host more trainings in the community.

We then moved to close the meeting at 7:15pm meeting lasted 1 hour and 15 minutes and we want to say thank you for the 3 families who attended while at work on break. Ps it was a great meeting

Thomas Moore

Greater Northeast Keizer Neighborhood Association Watch Meeting Agenda and minutes

3rd Wednesday of each Month Jan 15th 2025 Time: 630 pm Location: Online

This meeting will be held the 3rd Wednesday of each month @6:30 pm. through Zoom; Join Zoom <https://us06web.zoom.us/j/87654418812?pwd=DWiPJosdxanDXlcBaW0qFVaKblUbF4.1>

Meeting ID: 876 5441 8812 Passcode: 845817

Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antonio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, (18) Nancy Grace (lead Teams), Alice M, Lisa B Nancy L, Jacque Thomas, Amy L (6) total 24

Topic Introductions

1. Approval of Minutes Dec 18th 2024

Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (24) **motion passed unanimously**

2. Introductions:

3. Discussion of concerns: Discuss issues and concerns that have been identified in the neighborhood. In this we covered Program areas last month and everyone wanted to review these tools which we have listed below.

-
- Program Areas; 911 and reporting education, Phone Tree and other communication tools to use to help track problems or concerns; including calls from neighbors and community.
4. Deterrent Activities, Crime Reports, Address Issues for this Jacqueline has created a template we have been using to track concerns; after this email we will send this to the block captains who have had some input on what this looks like.
 5. Goals and objectives: Set goals and objectives for the group
 6. Block captains' updates: volunteers to learn crime prevention and community policing skills
 7. Communication plan: Decide how the group will communicate, such as through meetings, social media, or both
 - One of the places we use to inform folks is ring neighbors app on our phones. We do this to share concerns as they come in and we provide as much information as we can.
 8. Future meeting topics: Make a list of topics that participants would like to discuss at future meetings
 9. Guest speakers: Invite a guest speaker from a community group, partner agency, or other organization
 - Chief Copeland and his team are on the list to present information to this group.
 - Carrie L has reached out to other groups to see if they will be able to join us as well. We are still waiting to hear back.
 -
 10. Crime prevention information: Share information about crime prevention, local crime patterns, and how to report crimes

Here are a few we covered last month for those who may not have been here.

Be aware of your surroundings

- Be alert and aware of your surroundings
- Walk in well-lit areas
- Avoid alleys, entry ways, and bushes
- Wear bright clothing to improve your visibility
- Tell someone where you are going and who you are going with

New tips for January that we want to share are as follows;

Keep your personal information secure Keep your door locked at all times and keep your personal information secure.

Improve your neighborhood

-
- Turn on your porch light at night
 - Spend time in your front yard
 - Offer help to a neighbor in need
 - Watch out for your neighbors

Other; Bike safety; Always lock your bicycle, regardless of how long you will be away from it or how much it costs.

- Only lock your bicycle to approved racks, not to trees or sign posts.
- Use a hardened steel U-lock. The majority of the bicycles stolen on campus were left unsecured or were secured with a cable lock.

Robbery; Assume the robber is armed, even if you don't see a weapon.

- If a weapon is displayed, consider it to be real and loaded.
- Attempt to get a good, complete description of the robber, - taking note of unique and unusual characteristics.

Next order of Business; moving our meeting to the 1st Wednesday of each month to work with schedules for neighborhood Association

- Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (21) motion passed unanimously

Starting in Feb we will now host our Neighborhood Watch meeting the 1st Wednesday of each month.

Greater Northeast Keizer Neighborhood Association work session minutes Feb 7th 2025

Annual report topic;

People in attendance for Teams;

Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, (11) Nancy Grace (lead Teams),

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antonio, Linda M, Karen, Alice T, Alice M, Lisa B (13) (24 in total)

Tammy called meeting to order; Motion to approve the annual reports as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Tammy Talked to Mr. Lindsey the City Attorney he states we need to use by laws as it is written in the ordinance. This is the reason for this work session to put all this in order with the new updates to be sure we are in compliance with the new policy in place.

Bylaws

Greater Northeast Keizer Neighborhood Association Charter/ Bylaws

Article I: Establishment and Purpose

- Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

Section 2 Area

- To North Keizer Association - to Lockhaven to river road NE, to Salem Parkway; Martin Luther King JR. BLVD and surrounding community
- East side Salem Parkway East boundary
- West side River Road NE and surrounding community
- South - Northern Dearborn Ave to Verda from River Rd NE to Ascot Lane

- Section 3: Purpose:
 - (A) The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.
 - (B) The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.
 - (C) The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.
 - (D) The Association shall provide information to its members on all proposed changes in land use planning that will affect its area through public meetings, newsletter or other means available.
 - (E) The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in our neighborhood.

Article II: Membership

- (A) The Association shall be a non-partisan, non-commercial and non-sectarian.
- (B) The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.
- (C) Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.
- (D) There shall be no dues, but voluntary contributions may be solicited.
- (E) The voting age of members shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.

(F) Each member shall be entitled to one vote per voting opportunity.

- Section 1: Eligibility: Association Board

A neighborhood association is a group of homeowners, renters, apartment dwellers and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

(A) The Association Board of Directors, referred to as the Board in this document, shall consist of seven (7) directors elected at large. All positions will be for a term of one year. The Board will name three of these directors as Officers of the Board in the positions of President, Vice President, and Secretary. The remaining four members are at large.

(B) The roster of the names and email addresses of all Board members shall be filed with the City of Keizer Recorder.

(C) Board members will be elected by secret ballot by the majority of all members present at the annual general meeting.

(D) Nominations for all seven positions may be submitted by the general membership from the floor at the annual meeting.

(E) Any individual who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.

(F) If the President resigns, the Vice President shall become President.

(G) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.

A vacancy in any Officer of the Board will be filled for the unexpired term by a majority vote by the third General meeting after the vacancy. The board may, by majority vote at a Board Meeting, declare a Board position Vacant if the member is absent from four consecutive meetings, regular or specially called.

(H) In event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.

(I) The Board will hold at least one general meeting per year.

(J) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

(K) The Board shall participate in the City Keizer Government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.

(L) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution, or any other means available to it.

Final draft;

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3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

- Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

- Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

- Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Greater Northeast Keizer Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

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Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

- o Is usually the first person appointed to the committee.
- o May be appointed by other committee members or by the President.
- o Meets regularly with his/her committee and reports its activities to the Board

- Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

- Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

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- Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

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Special meetings may be called by the Board or upon petition by a specified percentage of members.

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- Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

- Section 2: Quorum: A quorum for a meeting shall be [specified percentage (3)] of the membership.

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The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

- Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

- Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

-
- Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

- Section 1: Amendment Process: This By-Laws / Charter may be amended by a majority vote of the membership at a duly called meeting.
 - Motion to approve the By-laws as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Next; Did everyone look at the agenda format? Any changes?

- Motion to approve the agenda format remain the same as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Next order of business; 3-to-5-year plan

I have taken all the notes from our meetings throughout the year and created this document. What I need to know is what do we want to keep and add to this living document.

Goals; 2025

Community Building:

- Organize block parties, potlucks, and social events (National Night out August 5th 2025) Who is hosting events and games this year?
- Hasbrook has determined to host another year. 8 house holds so far will cook, 3 others for games, Tammy Kunz will register event or Ron will register this event. Ron is the lead on this project!
- Create a neighborhood directory or online platform for communication
- Host "Meet Your Neighbor" events
- Establish a "Yard of the Month" award
- Facilitate skill-sharing initiatives
- Safety and Security:

Safety & Security:

- Review Existing Safety Measures: Assess current security systems, lighting, and signage, and identify areas for improvement.
- Implement Neighborhood Watch Programs: Partner with local law enforcement to organize neighborhood watch groups.
- Improve Street Lighting: Ensure adequate lighting in common areas and streets to deter crime.
- Address Safety Concerns: Respond promptly to resident concerns regarding safety and security.

Situational Crime Prevention: This focuses on making crime opportunities less attractive or easier to prevent by altering the environment or target.

- Implement a neighborhood watch program
- Advocate for improved street lighting
- Partner with local law enforcement
- Educate residents on safety measures

Proactive Policing: This involves law enforcement taking the initiative to address crime problems before they escalate, rather than solely reacting to incidents.

- Examples: Focused patrols in high-crime areas, problem-solving policing (where officers work to identify and address underlying causes of crime), and targeted enforcement efforts.

Social Interventions: This tackles the root cause of crime by addressing issues like poverty, lack of education, and unemployment.

- Examples: Expanding early childhood intervention programs, improving schools and educational opportunities, and providing job training and employment programs.
- Environmental Stewardship:
 - Plant trees and community gardens
 - Promote recycling and composting programs
 - Advocate for sustainable practices in the neighborhood
- Aesthetic Improvements:
 - Maintain common areas and parks (mini libraires and Garden box project) 2/25
 - Organize neighborhood beautification projects (planting flowers, painting murals) Set up for Kennedy 4/25
 - Install neighborhood entrance signs
- Advocacy and Representation:
 - Attend city council meetings to voice neighborhood concerns
 - Lobby for local infrastructure improvements
 - Collaborate with other neighborhood associations
 - Organize community forums and candidate meetings

Specific Project Ideas:

- Community Events:
 - National Night Out celebration
 - Holiday neighborhood gatherings
 - Back-to-school supply drive
 - Neighborhood clean-up days (Civic Center Clean -up; Claggett Creek Park planting project 2024-part 1 part 2 Planting project fall of 2025) Trashy Tuesdays
- Communication Initiatives:
 - Neighborhood newsletter or website
 - Email list for updates

- Social media presence

Strategic Planning & Implementation:

- Develop a Clear Mission and Vision: Define the long-term goals and values of the neighborhood association.
- Identify Key Priorities: Determine the most pressing issues and challenges facing the neighborhood.
- Create an Action Plan: Outline specific steps and timelines for achieving the goals.
- Allocate Resources: Develop a budget and allocate resources to support the action plan.
- Regularly Review and Adjust: Evaluate the effectiveness of the plan and make adjustments as needed.

Greater Northeast Keizer Neighborhood Association has set goals for the next 3 years. They are as follows:

GOALS

1. Crime prevention / reduction / intervention Started group 4/23
2. Neighborhood Watch (process started 7/2022) This group has been meeting by monthly since 2023 and moved to Monthly in 2024 for structuring better communities supports.
3. Traffic control issues (Working on several) Verda Lane, Chemawa to Lockhaven we have created a project and goals list spreadsheet for tracking
4. Neighborhood mediation
5. Property improvement for parks and community gathering. We are working on a reading and garden project for mini libraries. 2024
6. Creating community diners every other month
7. Wednesday parties at the park (2 summer) (day may change) we have been doing this each year and have about 55 to 80 families
8. Designing some areas that meet the new climate friendly equitable communities for gather places and this will include food truck and other community events.

Committees to form;

- ☐ Beautification Committee (working with Parks Board and Planning Committee to add a couple of community garden areas through the Greater Northeast Keizer Neighborhood boundaries' and those we may gain later.
- ☐ Crime Reduction Committee Neighborhood Watch began 2023
- ☐ Welcoming Committee Nancy Grace, Bill and Linda Holiday
- ☐ Neighborhood Events Committee / Event planner
- ☐ Government Liaisons (Tammy Kunz; Jacqueline Green)
- ☐ Business Liaisons
- ☐ Youth Involvement Committee (to take on matters that are important to them)

Marketing tools and Communication tools

Neighborhood association newsletter (grant funds can be used for producing a newsletter)

Schools, churches and club newsletters (working on each month)
Door-to-door flyers / handouts (2022- ongoing)
Person-to-person by phone or telephone tree (2023 ongoing)
Bulletins, notices, pamphlets, posters and flyers placed with permission in schools, laundromats, libraries, supermarkets and stores
A neighborhood web page 7/22
E-mail; Letters; Booths at local events (8/19/2022, ongoing)
Cooperative efforts with adjoining neighborhoods (working on ideas)

Project Ideas

- The following is a list of possible short- and long-term projects:
- Neighborhood clean-up and distribution of public education on City property codes and solid waste collection do's and don'ts
- Neighborhood entrance signs, Security lighting
- Neighborhood Watch / Crime watch program 1/2023
- Book lending libraries; Claxter Rd. NE and Verda Lane NE (looking to add one to each park) Claggett 1 one each Side, Northview Terrace 1, Add one to Chalmers Jones Park.
- Community beautification – flower planting, tree planting (community garden)
- Block party or festival (1 to 2 per year) National night-out celebration (theme related)
- National Night Out Aug each year!
- Neighborhood newsletter, web site, directory, telephone tree
- Speakers on topics of interest to the neighborhood
- Representatives to attend City Council, school board, planning commission meetings, etc.
- Philanthropic projects, such as “adopting” a family who needs help with Christmas dinner, etc. (we have done 5 to ten families per year)

Neighborhood cook-out, picnic, potluck 4 per year and (we have 4 about 25 to 40 attend)

Work Session Adjourned 3 hours Nancy Grace

NW GNEKNA 2/5/25

Tammy Kunz, Jacqueline Green, Thomas T (Zoom), Teams Jackie T, Ben F, Lizzy, Ken L, Alice T, James D, Nancy Grace, Jean G, Nancy G, Linda M, Antonio M, Sean L, (16)

Approval of minutes; Linda made a motion 2 from Nancy Grace motion carries 16 unanimously
Notes from the PowerPoint presentation;

We have been asked by many community members to develop a group for Community Safety. We have been working with Keizer Police department for 3 years to help get this off the ground. Time to put all the pieces together and develop Block captains and resources and material to share have been a vital part of this process.

-
- ☐ Keep a binder or book where these notes can be found.
 - ☐ Ask participants, “Why should we report crime?”
 - ☐ After participants have suggested reasons, add these if they weren’t already mentioned:
 - ☐ Reporting crime helps identify crime trends.
 - ☐ It helps focus on “hot spots” within the community.
 - ☐ It ensures a more accurate picture of neighborhood crime problems.

We also did an Activity: Divide the group into two sections by having participants count off into ones and twos.

- Have the ones role-play as witnesses and the twos role-play as police officers.
- Show the witnesses the next slide of a crime scene for 10 to 20 seconds. Ask them to get as much detail as possible from the scene.
- Ask the police officers to close their eyes or put their heads on the desk while you show the next slide.

- Show the crime scene slide.

We also looked at roles;

- ☐ Relays information to members
- ☐ Recruits’ seniors and youth
- ☐ Convenes and chairs block meetings
- ☐ Recruits’ newcomers
- ☐ Coordinates check-ins on shut-in residents
- ☐ Helps identify block problems and arranges attention to them
- ☐ Notifies chair/coordinator of changes in resident information

Then we covered Every neighborhood resident can help. Can have some involvement from doing simple tasks. Such as

- ☐ Young children can pick up litter and take part in specialized child safety programs.
- ☐ Youth can teach younger children how to stay safe and can organize events for other youth. (national night out!)
- ☐ Seniors can observe from their homes and make phone calls.
- ☐ Everybody should have a responsibility, small or large.

Roles of each

Block Captain; Assists the chairperson in passing information to and from the residents on their block. Keep in touch with the chairperson.

Chairperson; Arrange for meetings and crime prevention programs. Communicate with the block captain's information received from the police. Skills of President / Chairperson: Understanding of aims & objectives of the Neighborhood Watch. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

A co-block captain for a Neighborhood Watch program helps organize and communicate with neighbors. They work with the block captain to keep the program active and to help prevent crime in the neighborhood.

Responsibilities

- Recruit new members: Encourage neighbors to join the program and welcome new residents
- Communicate with neighbors: Keep neighbors informed about meetings, training sessions, and crime prevention tips
- Coordinate activities: Organize meetings, block parties, potlucks, and cleanups
- Document activity: Keep a record of suspicious activity and break-ins, and share this information with neighbors and law enforcement
- Maintain a member list: Compile and distribute a list of names, addresses, and phone numbers for members
- Encourage participation: Follow up with members to encourage participation and to update Operation ID information

Working with law enforcement

- A co-block captain serves as a liaison between neighbors and law enforcement. They can help identify areas of concern and work with the police to develop a crime prevention plan.

Neighborhood Watch Tips

To keep a Neighborhood, watch program active, it's important to make it fun and meaningful.

Role of Vice-President

Skills of Vice- President are the same as the President. Work consistently with & support the President & Secretary to help carry out the agendas & activities of the "Greater Northeast Keizer Neighborhood Watch". Must have a clear understanding of the role & responsibilities of the President & Secretary, & be able to substitute either position in case of an emergency/resignation of a position.

Always ensure the 3 members are involved in the affairs of the school & community. The main role of a good Vice-President is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people's; needs, dreams, & problems as important as their own.

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Watch. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

- When we looked at becoming just one group for both Association and Neighborhood watch back in 2023. They decided it was not something we could do. This may have changed and Tammy and Jacqueline can check on this, but as of right now. Let's put our items together first then we can see about recognitions for the neighborhood watch side of our group. In May of 2025, this gives us time to put together items like by-laws and guiding documents.

Information breakdown for A block captain is a neighborhood watch coordinator who connects residents with the police and coordinates activities. They are also the main point of contact between the police and the neighborhood.

- Responsibilities; Organize meetings: Arrange and host meetings with neighbors
- Maintain contact list: Keep a list of neighbors' names, addresses, and phone numbers
- Welcome new neighbors: Introduce new residents to the neighborhood and the watch program
- Share information: Distribute crime prevention tips and information about crime trends
- Encourage participation: Encourage neighbors to report suspicious activity and participate in the program
- Coordinate activities: Delegate responsibilities to group members
- Are there other items we want to add in for this section

Meeting adjourned @ 8:30 pm 2-hour meeting

March 7th Special session

People in attendance for Teams;

Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, (11) Nancy Grace (lead Teams),

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antonio, Linda M, Karen, Alice T, Alice M, Lisa B (13) (24 in total)

Elections; motivation

Tammy Kunz; President 23 votes accepted nomination 3/7/25

Jane Titchenal; Vice President 23 votes accepted nomination 3/17/25

Jacqueline Green; Secretary 23 votes accepted nomination 3/7/25

-
- Board Members; Tammy Kunz, Jane Titchenal, Jacqueline Green, Nancy Grace at large, James Jones At large room for 3 more.
 - Members; Lisa, James D, Shawn L, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Alice M, Lisa B.



Greater Northeast Keizer Neighborhood Association
By-Laws 2025

President: Tammy Kunz

Vice President: Jane Titchenal

Secretary: Jacqueline Green

By; Tammy Kunz and Jacqueline Green, with the Board

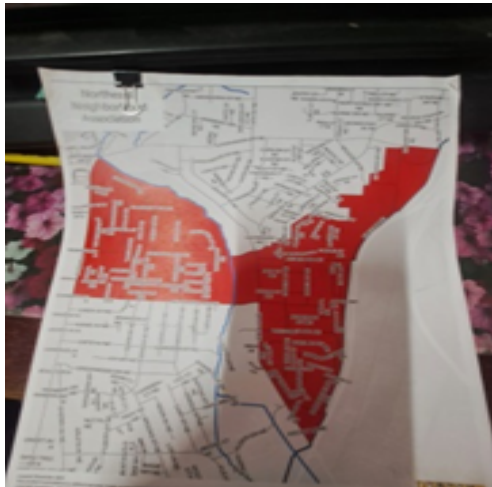
Name

The name of this organization shall be the Greater Northeast Keizer Neighborhood Association (GNEKNA), referred to as the Association in this document.

(1) Area

The area represented by the Association is bounded by:

In these boundaries for Greater Northeast Keizer Neighborhood Association once approved name change to include (GNEKNA) will be; See attached maps;



See map for other details

- To **North** Keizer Association - to Lockhaven to river road NE, to Salem Parkway; Martin Luther King JR. BLVD and surrounding community
- **East** side Salem Parkway East boundary
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- **South** - Northern Dearborn Ave to Verda from River Rd NE to Ascot Lane

Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

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Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

- Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

- Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.

Welcome Families and Neighbors

Bienvenidos Familias y Vecinos de



What is the Neighborhood Family Councils?

Que es el Concilio de Vecinos y Familias?

- **Purpose:** The Neighborhood Family Council is a self-organized group of (School) neighborhood “**Volunteer**” residents, banded together to build neighborhood resilience that strengthens families and supports world-class education for everyone living in the Neighborhood.
- **Propósito:** El Concilio del Vecindario y Familias de es un grupo auto-organizado de residentes “**VOLUNTARIOS**” del Vecindario de , unidos para desarrollar la resiliencia (capacidad de recuperación) del vecindario que fortalece a las familias y apoya la educación de clase mundial para todos los que viven en el Vecindario de .

Shared Understanding: The Neighborhood Family Council shares the following values;

1. Listening to neighborhood voices and experiences at the heart of all efforts.
2. Seeing other people's needs, dreams, and problems as important as our own. We call this **Outward Mindset**.
3. Advocating for public policy that strengthens families and builds more resilient neighborhoods.

4. Taking collective action that promotes Five Family Protective Factors:

- **Positive social connections**
- **Concrete support in times of need**
- **Knowledge of Parenting & Child Development**
- **Social & Emotional Competence of Children**
- **Parent Resilience**

Entendimiento compartido: El Concilio del Vecindario y Familias de comparte los siguientes valores:

1. Escuchar las voces y experiencias del vecindario en el centro de todos los esfuerzos;
2. Ver las necesidades, los sueños y los problemas de otras personas tan importantes como los míos. A esto lo llamamos Mentalidad Externa (**Outward Mindset**).
3. Abogar por políticas públicas que fortalezcan a las familias y construyan vecindarios más fuertes.

4. Tomar acciones colectivas que promuevan “Cinco Factores claves de protección para el fortalecimiento de las familias:”

- **Conexiones sociales positivas**
- **Apoyo concreto en tiempos de necesidad**
- **Conocimientos sobre crianza y desarrollo infantil**
- **Competencia social y emocional de los niños**
- **Resiliencia de los padres y madres**

Why this is important... Por que es esto importante...

- Build/Increase strong and resilient families in your neighborhood
- Construir/Aumentar familias fuertes y resilientes en su vecindario
- Create engaging events for families to bring their children
- Crear eventos atractivos para que las familias traigan a sus hijos
- Learn effective parenting tools
- Aprender efectivas herramientas educacionales para padres y madres

- ***Important Objective 1.*** The Neighborhood Family Council **is comprised of individuals who reflect the diversity of those living in the neighborhood**, recognizes and amplifies the voices of neighborhood residents.
- ***Importante Objetivo 1.*** El Concilio del Vecindario y Familias de, **es compuesto por personas que reflejan la diversidad de quienes viven en el vecindario**, reconoce y amplifica las voces de los residentes del vecindario.

Example: PILOT PROGRAM: Hallman-Northgate
Neighborhood Family Council

Ejemplo: PROGRAMA PILOTO: Concilio de Vecinos y
Familias de Hallman-Northgate

Council Events—Eventos del Concilio



Community Cafes---Los Cafecitos



Support our Neighborhood Needs

Suplementar las necesidades de nuestro Vecindario



Community Events –Eventos



Free summer fun at Northgate Park wraps up Friday with bike repairs and more



Araya Garcia, right, of Marion County Human Services, plays a game with children to promote the new Family Connects program at the Hallman Neighborhood Family Council's inaugural "Fun Fridays at Northgate Park" on Friday, July 9, 2021. (Amanda Lomax, Reporter)

Northgate families will hold a final event at the neighborhood park on Friday, July 9, 2021, capping a weekly summer event that has reached almost 2,200 Salem kids.

The Hallman Neighborhood Council



GNEKNA

2001 Kennedy Circle NE

Keizer Oregon 97303

971-701-3008 or 503-991-1671

northeast-keizer-neighborhood-association@yolasite.com

I have taken all the notes from our meetings throughout the year and created this document.
What I need to know is what do we want to keep and add to this living document.

Goals; 2025

- **Community Building:**

- Organize block parties, potlucks, and social events (National Night out August 5th 2025) Who is hosting events and games this year?
- Hasbrook has determined to host another year. 8 house holds so far will cook, 3 others for games, Tammy Kunz will register event or Ron will register this event. Ron is the lead on this project!
 - Create a neighborhood directory or online platform for communication
 - Host "Meet Your Neighbor" events
 - Establish a "Yard of the Month" award
 - Facilitate skill-sharing initiatives

- **Safety and Security:**

Safety & Security:

- **Review Existing Safety Measures:** Assess current security systems, lighting, and signage, and identify areas for improvement.
- **Implement Neighborhood Watch Programs:** Partner with local law enforcement to organize neighborhood watch groups.
- **Improve Street Lighting:** Ensure adequate lighting in common areas and streets to deter crime.
- **Address Safety Concerns:** Respond promptly to resident concerns regarding safety and security.

Situational Crime Prevention: This focuses on making crime opportunities less attractive or easier to prevent by altering the environment or target.

- Implement a neighborhood watch program
- Advocate for improved street lighting
- Partner with local law enforcement
- Educate residents on safety measures

Proactive Policing: This involves law enforcement taking the initiative to address crime problems before they escalate, rather than solely reacting to incidents.

- Examples: Focused patrols in high-crime areas, problem-solving policing (where officers work to identify and address underlying causes of crime), and targeted enforcement efforts.

Social Interventions: This tackles the root cause of crime by addressing issues like poverty, lack of education, and unemployment.

- Examples: Expanding early childhood intervention programs, improving schools and educational opportunities, and providing job training and employment programs.

- **Environmental Stewardship:**

- Plant trees and community gardens
- Promote recycling and composting programs
- Advocate for sustainable practices in the neighborhood

- **Aesthetic Improvements:**

- Maintain common areas and parks (mini libraires and Garden box project) 2/25
- Organize neighborhood beautification projects (planting flowers, painting murals) Set up for Kennedy 4/25
- Install neighborhood entrance signs

- **Advocacy and Representation:**

- Attend city council meetings to voice neighborhood concerns
- Lobby for local infrastructure improvements
- Collaborate with other neighborhood associations

- Organize community forums and candidate meetings

Specific Project Ideas:

- **Community Events:**

- National Night Out celebration
- Holiday neighborhood gatherings
- Back-to-school supply drive
- Neighborhood clean-up days (Civic Center Clean -up; Claggett Creek Park planting project 2024-part 1 part 2 Planting project fall of 2025) Trashy Tuesdays

- **Communication Initiatives:**

- Neighborhood newsletter or website
- Email list for updates
- Social media presence

Strategic Planning & Implementation:

- **Develop a Clear Mission and Vision:** Define the long-term goals and values of the neighborhood association.
- **Identify Key Priorities:** Determine the most pressing issues and challenges facing the neighborhood.
- **Create an Action Plan:** Outline specific steps and timelines for achieving the goals.
- **Allocate Resources:** Develop a budget and allocate resources to support the action plan.
- **Regularly Review and Adjust:** Evaluate the effectiveness of the plan and make adjustments as needed.

Greater Northeast Keizer Neighborhood Association has set goals for the next 3 years. They are as follows: **GOALS**

1. Crime prevention / reduction / intervention Started group 4/23
2. Neighborhood Watch (process started 7/2022) This group has been meeting by monthly since 2023 and moved to Monthly in 2024 for structuring better communities supports.

3. Traffic control issues (Working on several) Verda Lane, Chemawa to Lockhaven we have created a project and goals list spreadsheet for tracking
4. Neighborhood mediation
5. Property improvement for parks and community gathering. We are working on a reading and garden project for mini libraries. 2024
6. Creating community diners every other month
7. Wednesday parties at the park (2 summer) (day may change) we have been doing this each year and have about 55 to 80 families
8. Designing some areas that meet the new climate friendly equitable communities for gather places and this will include food truck and other community events.

Committees to form;

- Beautification Committee (working with Parks Board and Planning Committee to add a couple of community garden areas through the Greater Northeast Keizer Neighborhood boundaries' and those we may gain later.
- Crime Reduction Committee Neighborhood Watch began 2023
- Welcoming Committee Nancy Grace, Bill and Linda Holiday
- Neighborhood Events Committee / Event planner
- Government Liaisons (Tammy Kunz; Jacqueline Green)
- Business Liaisons
- Youth Involvement Committee (to take on matters that are important to them)

Marketing tools and Communication tools

Neighborhood association newsletter (grant funds can be used for producing a newsletter)

Schools, churches and club newsletters (working on each month)

Door-to-door flyers / handouts (2022- ongoing)

Person-to-person by phone or telephone tree (2023 ongoing)

Bulletins, notices, pamphlets, posters and flyers placed with permission in schools, laundromats, libraries, supermarkets and stores

A neighborhood web page 7/22

E-mail; Letters; Booths at local events (8/19/2022, ongoing)

Cooperative efforts with adjoining neighborhoods (working on ideas)

Project Ideas

The following is a list of possible short- and long-term projects:

Neighborhood clean-up and distribution of public education on City property codes and solid waste collection do's and don'ts

Neighborhood entrance signs, Security lighting

Neighborhood Watch / Crime watch program 1/2023

Book lending libraries; Claxter Rd. NE and Verda Lane NE (looking to add one to each park)
Claggett 1 one each Side, Northview Terrace 1, Add one to Chalmers Jones Park.

Community beautification – flower planting, tree planting (community garden)

Block party or festival (1 to 2 per year) National night-out celebration (theme related)

National Night Out Aug each year!

Neighborhood newsletter, web site, directory, telephone tree

Speakers on topics of interest to the neighborhood

Representatives to attend City Council, school board, planning commission meetings, etc

Philanthropic projects, such as “adopting” a family who needs help with Christmas dinner, etc.
(we have done 5 to ten families per year)

Neighborhood cook-out, picnic, potluck 4 per year and (we have 4 about 25 to 40 attend)

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

Project	Neighborhood Association	Project Type	Date added	Dated covered/ discussed	Status	Accomplish and Weight	Accomplish Comments	Comments
Verda and Chema wa Road NE	GNEKNA	Flashing crossing beacon	6/7/2023		Monitor		Ongoing concern for the Community/ Ongoing Speed Study	Brought by the Mayor at City Council 02/15/24
Lockhaven NE Creekside bus stop	GNEKNA and GGNA	Bike stripping east bound at Creek side	6/16/2023		Monitor	Strong need for bike safety along the side of the road	City of Keizer is looking into the bike stripping process	Bill Lawyer is working with Mayor Clark on how to be most effective
Construct bicycle lanes	GNEKNA	(River road, Dearborn, Chemawa, and several others but Lockhaven is one that really needs to	1/2024	1/3/2024	Following and monitoring	Brought to Traffic Safety/ Bikeways and peds	Review in 4 months Talk to traffic for updates	Bike lane were taken care of and will monitor 2024

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

		be looked at as well.)						
Keizer Road NE/ Verda to Ridge Near Keizer Little League	GNEKNA	Heavy traffic/ Pedestrian and bike usage, major point of traffic	11/16/ 2023		Monitor	Green stripping needed for bikeway safety	Up for conversation with the community in Association meetings / as sport is arrival	Will look at this in March of 24 Shared Boundary with GGNA on the other side of the road
Verda to Ascot KN2074 1 project number	GNEKNA SEKNA	2022 part of the Verda crossing project to complete	2022	Dates vary, SKATS and TAC ongoing with NA as questions arise	Monitor	Following Set to begin Spring 2026	Cover as needed Build sidewalks • Realign in intersections. • Upgrade drainage - The drainage is being addressed by the road side. They added good size drainage and are	monthly with attending meetings SKATS, TAC and MWACT

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

							adding rock and dirt to that area to help hit off the flooding for the rainy season.	
Parkway walk path from Lockhaven to the Parkway and Commercial	GNEKNA SEKNA Highland NA	Look at safety concerns 2023	Brought forth again 9/2024	Phone call 9/20/24	Sent letter for SKATS, Keizer Traffic 1/24/2025	Following up	Will cover in meetings as needed	We will follow up with SKATS AND TAC as well as Keizer Traffic Safety meetings
River Rd NE to Brook Lake Rd intersection	GNEKNA and NWKNA	Look at a study for development (TAC)	11/12/24					This topic came up in TAC and was brought to the NA by a community Member
Library sidewalk at Rickman	GNEKNA	Flashing beacon placed July of 23		11/12/24	Speed Study	Project Completed	Construction date July 23 RRFB-Rectangular flashing beacon	Data showed not a speed concern

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

Claggett Creek NE / 10th/ 10th Chema wa	GNEKNA	Speeding concern			Speed Study	Completed project	Speed study showed 85th % EB 26MPH, WB20.53 MPH	
Dearborn near Claggett Creek Park	GNEKNA	Crosswalk needs	We have covered this for the last 6 meetings GNEKNA Oct 2023		No Action		Assessment by Public works (PW) in Oct	Not a defined crosswalk area for placement
Hidden Creek/ Brook Hollow	GGNA	Painting project	Completed		Monitor No other action needed		Paint the curbs Yellow	
Verda at Dearborn Bus stop ADA concerns			Tammy needs to talk to Cherriots				This is something that needs to be added to the Cherriots list of actions	Still in the queue for a project

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

Northview Terrace Park	GNEKNA	Bathroom for use of the families who use the park.	1/2024	Tammy talked to Salem city Council on the steps they used for bathrobe to be done at Northgate .	Monitor and work on looking for grants and ways to find money for this project	Ongoing 12/2024	Hoping to add this to the Master parks plan	
Chema wa NE@ Lucinda		West curve before approaching Lucinda				1 Solar Speed Display	This falls under public work	Nothing in the budget looking at 2024
Keizer Rapids Park turf field	WKNA GNEKNA	We added this to be part of the conversation and stay updated	1/24	We wish we had better communication and more time to engage		Monitor not to lose our green space	As each phase takes off, we are concerned about losing green space	Tammy will share updates and keep information in the newsletters

Notes to follow-up on; Parking for Keizer Little league field needs to be addressed. This makes it dangerous for our families to walk our dogs. Kids can't ride bikes to get to the walk path which needs to be addressed and looked at. (Tammy and Jaqueline)

With the Little league not enough information is gathered and people have not really been willing to attend and share concerns. Tammy and Jacqueline have been working with MR. Walker to try and get these concerns addressed. This is going to be ongoing conversations that may require the Traffic Safety committee to provide additional support.

We are currently updating this with all the proper dates and information.

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

As we share this, please let us know how we can serve you better.

Goals	Accomplishment	Priority level	Comments
Cert Training; Promote members of GNEKNA to learn and support in case of an emergency	Tammy Kunz and Jacqueline Green undergo training	Medium to high	Benefits to all of Keizer, and the GNEKNA
Engagement with SKATS	Tammy Kunz Jacqueline Green	Medium	Benefits the community as a whole
Greater Northeast Keizer Neighborhood Association opportunities to engage with community	Tammy Kunz Jacqueline Green	High	Helps to build mutual connections and meet the community needs as they arise
Work to reduce and identify ways to reduce traffic congestion and make travel safer for families	Tammy Kunz SKATS Meetings and Steering Committee Jacqueline Green SKATS meeting And Keizer Traffic/Bikeways/Peds	High	Tammy and Jacqueline attend as many meetings as possible to keep the GNEKNA informed and Tammy reports to Keizer CDEC (Community Diversity Engagement Committee) The Association also reports to committees as needed.
Kennedy Elementary Parent club	BEV/ Lisa T	Medium	Reports to Tammy and Jacqueline by email of upcoming concern and needs
Work on the NTMP (Neighborhood Traffic Management plan)	Tammy and Jacqueline gathered input from those who attended meeting and gathered information from online forums	high	Ongoing work to be looked at every 6 months to ensure safety
Parks and ADA Access and safety	Tammy and Jacqueline attend all the meetings Gwen is the one who oversees Claggett creek Park	Medium	Tagging concerns and car break ins
Neighborhood Watch program	Tammy Kunz and Jacqueline green head this	High	12 Block Captain throughout the community all report to Tammy by email and as problems arise KPD

Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations

Collaboration with the Neighborhood Associations	Tammy Kunz works hard on this aspect with the Help of Rhonda WKNA	High	Allows for collaboration from ongoing project and provides support for those who are in need of that.
Engagement with Community	Tammy Kunz	High	Tammy has been very active in making this her project to ensure our needs are met and help find what people need Tammy Has work hard and hosted meeting at different times to help meet the ongoing needs on the community and maintain involvement
Technology needs	Tammy Kunz	Medium	Tammy has been hosting Google team meetings, zoom meeting and others to help engage more people
Master plan projects	Tammy Kunz	Medium	Helps to identify concern before they arise and educate the community

- We have an email list of 323 people and Online community Outreach of 770 for constant online members 311 new followers online for 2024 ending with 1394 followers. We gained around 310 to 311 people and feel like the community engagement has been a large part of this growth.

- 2025 we had 1082 for followers on our online forums

Expenses Incurred by the Neighborhood Associations

Need Journal Entries >>> Account No. 010-102-299980

(each neighborhood association has a \$1,200 budget each fiscal year)

Neighborhood Associations: SEKNA | GGNA | WKNA | NWKNA | NEKNA | GNEKNA |

Date	Representative	Neighborhood Association	Type of Expense	Cost
			REIMBURSEMENT	
			FOR website domain, monthly fees, docx storage, marketing & printing.	
7/10/2024	Tammy Kunz	GNEKNA		\$189.54
7/17/2024	Tammy Kunz	GNEKNA	320 copies	\$90.50
7/19/2024	Tammy Kunz	GNEKNA	200 copies	\$56.90
			REIMBURSEMENT for business cards, monthly Zoom, & file boxes.	
8/15/2024	Tammy Kunz	GNEKNA		\$64.91
8/23/2024	Tammy Kunz	GNEKNA	1000 copies	\$280.90
			REIMBURSEMENT for printing & marketing.	
9/6/2024	Tammy Kunz	GNEKNA		\$100.02
9/26/2024	Tammy Kunz	GNEKNA	90 copies	\$26.10
10/9/2024	Tammy Kunz	GNEKNA	93 copies	\$26.94
10/10/2024	Tammy Kunz	GNEKNA	47 copies	\$14.06
			Fiesta Event Insurance	
			10/21/24 Invoice for GNKNA Event	
10/23/2024	Tammy Kunz	GNEKNA		\$190.00
			REIMBURSEMENT for monthly Zoom, copies, and name badges.	
1/3/2025	Tammy Kunz	GNEKNA		\$154.30
				\$1,194.17

Date	Check # Debit Card	Purpose	Payment Amount	From Where	For What
1/25/2024	Chime/ Visa	Website	\$15.00	Ionos Inc	GNEKNA
3/7/2024	Chime / Visa	Yard Signs	\$79.10	Vista Print	GNEKNA
3/20/2024	Account	Packets	\$173.30	City Of Keizer	GNEKNA
6/1/2024	Visa / Cash App	Color Copies	\$27.30	Staples	GNEKNA
6/3/2024	Cash	Community Cafe 2 Sandwiches Platters Total 100.00 & 2 Fruit, Platters Total \$80.00	\$180.00	Costo	GNEKNA
7/17/2024	Cash	Community Outreach	\$15.00	Dollar Tree	GNEKNA
7/17/2024	Cash	Gift Baskets Community Outreach	\$30.00	Dollar Tree	GNEKNA
7/17/2024	Cash	Give aways Community Outreach	\$89.00	Target	GNEKNA
7/17/2024	Cash	Snacks Kids/ Community Outreach	\$19.97	Fred Meyer	GNEKNA
7/17/2024	Cash	Stapler and staples (Psoter and flyer hanging)	\$20.64	Lowe's	GNEKNA
7/24/2024	Chime/ Visa	Zoom	\$15.99	GNEKNA/Zoom	GNEKNA
7/24/2024	Chime/ Visa	Business Cards	\$28.98	Vista Print	GNEKNA
7/25/2024	Cash	File Boxes	\$19.94	Walmart	GNEKNA
8/23/2024	Account	50 Copies	\$280.90	City Of Keizer	GNEKNA
8/24/2024	Chime/Visa	Zoom	\$15.99	Zoom	GNEKNA
8/28/2024	Cash	Copies	\$12.75	Office Depot Office Max	GNEKNA
8/30/2024	Chime/ Visa	Name Tags	\$35.91	Amazon	GNEKNA
9/3/2024	Cash	Copies Black & White & Color Copies	\$38.97	Staples	GNEKNA
9/24/2024	Cash App	Zoom Video	\$15.99	Zoom	GNEKNA
9/25/2024	Chime/ Visa	Ionos Inc	\$20.00	Website	GNEKNA
10/12/2024	Chime	Ionos Inc	\$8.00	Website	GNEKNA
Sept/Oct	Reimbursement	Zoom/ Name tags Community Events	\$63.89	COMBINED	GNEKNA

Sept/Oct	Reimbursement	Sept / Oct together	\$83.88		GNEKNA
10/24/2024	Chime	Zoom G.Mail	\$15.99	Zoom	GNEKNA
11/24/2024	Chime	Zoom	\$15.99	Zoom	GNEKNA
12/4/2024	Cash	Garden Delight	\$14.99	Marketing / Business Cards	GNEKNA
12/9/2024	Debit Chime	Copies Black & White & Color	\$43.12	Printing	GNEKNA
12/31/2024	Visa/ Cash App	Zoom	\$15.99	Zoom	GNEKNA
6/2024 to 6/2025	Chime	Yola	\$270.00	Website (donation Tammy and Jacqueline)	GNEKNA
		Total ;	\$1,666.58		
6/3/2024	Grant	Keizer United/ National Night out funding	\$250.00+	Mental Health Kits/ food	GNEKNA
11/4/2025	Fee Wavier	Keizer Event Center space rental	\$2,250.00	Community Safety Awareness	
11/18/2024	Grant/ Funding	Kiezer United/Safety Awareness Gathering	\$400.00+	Catering for event/ printing/ supplies	
	Commuity Cafe'	Support for Event space with refundable deposit		Community education	
			\$1,500.00		



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Community Diversity Engagement Committee Appointments and Councilor Liaison Appointment (CDEC)

Proposed Motion

I move to appoint _____ to the Community Diversity Engagement Committee.

I. Summary

Council Members appoint members to the Community Diversity Engagement Committee (CDEC). Per the current adopted Council Rules of Procedure and CDEC Resolution, each Council member will make a one-member appointment to the CDEC. Each member of the Committee shall be appointed for a two-year term corresponding with the position of the Council member responsible for their appointment. Appointments will be announced, and the term will begin at the first council meeting in January of each odd-numbered year, following the general election.

In addition the Council may appoint a voting youth liaison to the committee pursuant to the Council Rules of Procedure. The appointment shall be by majority vote of the Council members present, following a recommendation from the Volunteer Coordinating Committee.

II. Background

- A. On November 1, 2021, the Keizer City Council formed the CDEC under Resolution R2021-3225. At that time, the membership of CDEC was nine (9) voting members: two (2) voting City Council members, six (6) citizen-at-large members, and one (1) voting youth member. The terms of the citizen-at-large members were staggered, three year terms while the Council members terms were two year terms.
- B. The Council Rules of Procedure adopted, January 21, 2025, Section 18.2 state "Each Council member will make a one-member appointment to the Volunteer Coordinating Committee and the Community Diversity Engagement Committee as allowed in Council resolutions for a two-year term. If a Council member leaves office prior to the end of the Council member's scheduled term, the replacement Council member shall appoint a member to the Volunteer Coordinating Committee and the Community Diversity Engagement Committee. Except for Council members, all other applicants for City Boards, Commissions, Committees or any group (other than

Council Work Groups, Task Forces, or Outside Committees) will be recommended by the members of the Volunteer Coordinating Committee who will receive, review, and process written applications and forward recommendations to the Council for appointment consideration, unless the Resolution, Ordinance, or State Statute defines the appointment process differently. For Council member appointments via Council, these rules supersede any individual resolutions relating to specific committees."

- C. At the City Council Meeting on March 3, 2025, a majority of Council directed staff to bring back a Resolution changing the terms of office for CDEC members to two-year terms and changing the members as follows: "The Committee shall consist of seven voting members. Each member shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding to the position of the Council member responsible for their appointment. The Council will appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. "
- D. At the City Council Meeting on March 3, 2025, a majority of the Council voted to restart the CDEC positions and have them all start together in the Resolution.
- E. At the Council Meeting on March 17, 2025, the Council adopted Resolution R2025-3558 - Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225.

III. Current Situation

- A. Appointments are needed for the CDEC.

IV. Analysis

- A. **Strategic Impact** - NA
- B. **Financial** - NA
- C. **Timing** - Appointments to the CDEC will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election.
- D. **Policy/Legal** - The Council Rules of Procedure and the Resolution establishing CDEC explain how and when appointments are made to the CDEC.

V. Alternatives

- A. Make appointments to the CEDC.
- B. Table the appointments for a later time.

VI. Recommendation

Staff recommend the Council be provided the opportunity to make appointments to the CDEC either now or at future meetings according to their readiness to adhere to the new amendments. Each Council member will be provided an opportunity to make an appointment for the two-year term ending December 31, 2026.

Attachments

1. RES_CC_R2025-3558_2025-03-17 - Amending Community Diversity Engagement Committee_04 07 2025

“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.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2025- 3558

4
5
6 AMENDING COMMUNITY DIVERSITY ENGAGEMENT
7 COMMITTEE; **AMENDING RESOLUTION R2021-3225**
8

9 WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer
10 Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

11 WHEREAS, the Community Diversity Engagement Work Group was formed by
12 the City Council in April 2021 as part of the Goals and Work Plan;

13 WHEREAS, the Community Diversity Engagement Work Group made a
14 recommendation to the City Council to form a Community Diversity Engagement Committee;

15 WHEREAS, the Keizer City Council formed the Community Diversity Engagement
16 Committee by Resolution R2021-3225 on November 1, 2021;

17 WHEREAS, the Council wishes to amend the purpose section, membership section
18 and term of office section to change the appointment process for the members;

19 NOW, THEREFORE,

20 BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-
21 3225 (Establishing Community Diversity Engagement Committee) is hereby amended by
22 replacing Appendix "A" with the attached Appendix "A", and by this reference made a part
23 hereof.

24 BE IT FURTHER RESOLVED, upon passage of this Resolution, all current appointed
25 voting member positions shall be vacated and new appointments shall be made to conform
26 with these new terms of office and membership.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon
2 the date of its passage.

3 PASSED this 17th day of March, 2025.

4
5 SIGNED this 17th day of March, 2025.

6

7

8

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10

11

12

Mayor



City Recorder



Appendix “A” City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
3. Acting on the values included in the Resolution R2020-3135 for Justice, Equity, Diversity and Inclusion.
4. To assist in developing action plans to be recommended for Council approval for community engagement in civic processes in the following areas:
 - a) Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions.
 - b) Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included).
 - c) Collaborating in community opportunities to have conversation, celebration, relationship building, and community events.
 - d) Recommending additions or subtractions of national observances/commemorative/heritage months.
 - e) Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation.
 - f) Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.
 - g) Create a youth engagement plan for Council consideration.
5. Develop promotional content specific to outreach and engagement for Council consideration and approval.

Membership: The Committee shall consist of seven voting members. Each member shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding with the position of the Council member responsible for their appointment. The Council will appoint a non-voting Council liaison to the Committee. The Council may appoint a voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each member of the Committee shall be appointed for a two-year term. The appointments will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election. If an appointed member is unable to serve the term for which the member is appointed or an appointed member resigns prior to the completion of the term, the Council member responsible for this position shall appoint another individual to finish the term. If a Council office is vacant for any reason, the replacement Council member may, at their option, replace the appointed member. There will be no term limits for members of the Committee.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

There shall be an annual joint work session with Council.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: Volunteer Coordinating Committee Recommendations for Appointments - Parks and Recreation Advisory Board; Budget Committee; Traffic Safety, Bikeways, and Pedestrian Committee; and Keizer Public Arts Commission.

Proposed Motion

I move the City Council accept the recommendations of the Volunteer Coordinating Committee and appoint Liam Stitt to the Youth Liaison Position of the Parks and Recreation Advisory Board for school year term of 2025/2026; appoint Bruce Anderson to Position #5 of the Budget Committee for the term expiring August 31, 2026; Trevor Lewis to Position #4 of the Traffic Safety, Bikeways, and Pedestrian Committee for the term expiring December 31, 2027; and appoint Claire Juran to Position #4 to the Keizer Public Arts Commission for term expiring June 30, 2027.

I. Summary

The Volunteer Coordinating Committee met on March 13, 2025, to review and interview applicants for openings on the Parks and Recreation Advisory Board; Budget Committee; Traffic Safety, Bikeways, and Pedestrian Committee; and Keizer Public Arts Commission.

II. Background

- A. The Volunteer Coordinating Committee serves in an advisory capacity to the City Council and is responsible for making recommendations for appointments to various Boards and Commissions. The Committee is also responsible for the recognition of City volunteers.

III. Current Situation

- A. The openings have been advertised, applications collected and the Volunteer Coordinating Committee has interviewed candidates for the various openings. They have made the following appointment recommendations for the City Council's consideration: appoint Liam Stitt to the Youth Liaison Position of the Parks and Recreation Advisory Board for school year term of 2025/2026; appoint Bruce Anderson to Position #5 of the Budget Committee for the term expiring August 31, 2026; Trevor Lewis to Position #4 of the Traffic Safety, Bikeways, and Pedestrian Committee for the term expiring December 31, 2027; and appoint Claire Juran to

Position #4 to the Keizer Public Arts Commission for term expiring June 30, 2027.

- B. The Keizer Public Arts Commission still has one remaining opening for position #6, so that position was re-opened.

IV. **Analysis**

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** -

- A. The Parks and Recreation Advisory Board currently has an opening for the Youth Liaison position.

- B. The Budget Committee currently has an opening for Position #5.

- C. The Traffic Safety, Bikeways, and Pedestrian Committee currently has an opening for Position #4.

- D. The Keizer Public Arts Commission currently has two openings for Position #4 and #6.

D. **Policy/Legal** - The City Council approves all recommendations for appointments to boards and committees.

V. **Alternatives**

A. Approve appointments.

B. Not approve appointments.

VI. **Recommendation**

Staff recommends the City Council accept the recommended appointments from the Volunteer Coordinating Committee.

Attachments

None

“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.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax

Proposed Motion

I move the City Council adopt Resolution R2025-_____ Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax

I. Summary

The supplemental budget is to transfer \$40,000 from contingency to materials and services in the General Fund - Transient Occupancy Tax Department to provide appropriations for the Keizer Chamber of Commerce budgetary allocation approved at the March 17, 2025, regular session meeting.

II. Background

- A. At the March 17, 2025 regular session, the City Council authorized the City to provide \$40,000 from the General Fund - Transient Occupancy Tax Department to the Keizer Chamber of Commerce in support of tourism-related activities.

III. Current Situation

- A. The supplemental budget was noticed in the March 21, 2025 edition of Keizertimes.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The supplemental budget will amend the 2024-25 City of Keizer Adopted Budget by transferring \$40,000 from contingency to materials and services in the General Fund - Transient Occupancy Tax Department.
- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2024-25 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the

budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolution authorizing the supplemental budget to transfer \$40,000 from contingency to material and services in the General Fund - Transient Occupancy Department.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt Resolution R2025-____ Authorization for Supplemental Budget - General Fund - Transient Occupancy Tax.

Attachments

- 1. RES_CC_Authorization for Supplemental Budget - General Fund TOT_04 07 2025

“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.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

**AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Transient
Occupancy Tax**

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2025:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
General Fund Transient Occupancy Tax				
Materials and Services	71,500	40,000	-	111,500
Contingency	63,500	-	40,000	23,500
This supplemental budget request is to transfer \$40,000 from contingency to materials and services in the General Fund - Transient Occupancy Tax to provide appropriations for the budgetary allocation to the Keizer Chamber of Commerce in support of tourism-related activities.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025

SIGNED this _____ day of _____, 2025

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for Supplemental Budget - Street Fund

Proposed Motion

I move the City Council adopt Resolution R2025-_____ Authorization for Supplemental Budget - Street Fund

I. Summary

The supplemental budget is to transfer \$109,100 in appropriations within the Street Fund - Capital Outlay from Unanticipated Expense line item to Street Resurfacing line item to provide appropriations for the man-hole repair project.

II. Background

- A. At the January 21, 2025 regular session, the City Council authorized the City Manager to enter into a contract with Turney Excavating Inc. for Manhole Repair. In order to provide appropriations for the project \$109,100 needs to be transferred from Unanticipated Expense to Street Resurfacing within the Street Fund's Capital Outlay.

III. Current Situation

- A. The supplemental budget was noticed in the March 21, 2025 edition of Keizertimes.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The supplemental budget will amend the 2024-25 City of Keizer Adopted Budget by transferring \$109,100 from Unanticipated Expense to Street Resurfacing within the Street Fund's Capital Outlay.
- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2024-25 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the

budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolution authorizing the supplemental budget to transfer \$109,100 from Unanticipated Expense to Street Resurfacing within the Street Fund Capital Outlay.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt Resolution R2025-____ Authorization for Supplemental Budget - Street Fund.

Attachments

- 1. RES_CC_Authorization for Supplemental Budget - Street Fund_04 07 2025

“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.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Street Fund

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2025:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Street Fund - Capital Outlay				
Street Resurfacing	1,650,000	109,100	-	1,759,100
Unanticipated Expense	109,100	-	109,100	-
The supplemental budget is to transfer \$109,100 in appropriations within the Street Fund - Capital Outlay from Unanticipated Expense line item to Street Resurfacing line item to provide appropriations for the man-hole repair project.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025

SIGNED this _____ day of _____, 2025

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for Supplemental Budget - Administrative Services Fund

Proposed Motion

I move the City Council adopt Resolution R2025-_____ Authorization for Supplemental Budget - Administrative Services Fund

I. Summary

The supplemental budget is to transfer \$46,600 in appropriations within the Administrative Services Fund from the Human Resources Department to the City Attorney Department (\$16,500), City Recorder Department (\$15,100) and Information Technology Department (\$15,000) to provide appropriations for the current staffing composition.

II. Background

At the February 20, 2024 regular session meeting, the City Council adopted:

- The results of the 2021-2022 - Non-represented Employee Salary Survey,
- The 2023-24 City-Wide Internal Equity Review,
- A mid-year cost of living increase for non-represented employees, and
- The related supplemental budget adjustments.

The impact on the Fiscal Year 2023-24 Adopted Budget was appropriately reflected in the City's financial records however the majority of the adjustments for the Administrative Service Fund in the 2024-25 Adopted Budget was recorded in the Human Resources Department. This supplemental budget is to reallocate the appropriations to the appropriate departments in the Administrative Services Fund.

III. Current Situation

A. The supplemental budget was noticed in the March 21, 2025 edition of Keizertimes.

IV. Analysis

A. **Strategic Impact** - Not applicable

- B. **Financial** - The supplemental budget will amend the 2024-25 City of Keizer Adopted Budget by transferring \$46,600 from the Human Resources Department to the City Attorney Department (\$16,500), City Recorder Department (\$15,100) and Information Technology Department (\$15,000) to provide appropriations for the current staffing composition.
- C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2024-25 - City of Keizer Adopted Budget.
- D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolution authorizing the supplemental budget to transfer \$46,600 in the Administrative Services Fund from the Human Resources Department to the City Attorney Department, City Recorder Department and Information Technology Department to provide appropriations for the current staffing composition.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt Resolution R2025-____ Authorization for Supplemental Budget - Administrative Services Fund.

Attachments

- 1. RES_CC_Authorization for Supplemental Budget - Administrative Services Fund_04 07 2025

"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."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Administrative Services Fund

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2025:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Administrative Services Fund				
City Attorney Department	429,100	16,500	-	445,600
City Recorder Department	312,900	15,100	-	328,000
Information Technology Department	814,700	15,000	-	829,700
Human Resources Department	458,100	-	46,600	411,500
The supplemental budget is to transfer \$46,600 in appropriations within the Administrative Services Fund from the Human Resources Department to the City Attorney Department (\$16,500), City Recorder Department (\$15,100) and Information Technology Department (\$15,000) to provide appropriations for the current staffing composition.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025

SIGNED this _____ day of _____, 2025

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund

Proposed Motion

I move the City Council adopt Resolution R2025-_____ Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund.

I. Summary

The supplemental budget is to recognize and appropriate \$2,000 in additional working capital to provide for debt service payments in the Keizer Station Local Improvement District Fund.

II. Background

The Fiscal Year 2024-25 Adopted Budget provides for \$1,594,200 in debt service payments; however, due to the timing of principal and interest payments, the actual amount will be \$1,596,000.

III. Current Situation

A. The supplemental budget was noticed in the March 21, 2025 edition of Keizertimes.

IV. Analysis

A. **Strategic Impact** - Not applicable

B. **Financial** - The supplemental budget will amend the 2024-25 City of Keizer Adopted Budget by recognizing and appropriating \$2,000 in the Keizer Station Local Improvement District to provide for debt service payments.

C. **Timing** - The supplemental budget, if adopted, will impact the Fiscal Year 2024-25 - City of Keizer Adopted Budget.

D. **Policy/Legal** - Oregon Budget Law (ORS 294) provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

V. Alternatives

- A. Adopt the attached resolution authorizing the supplemental budget to recognize and appropriate \$2,000 in additional working capital in the Keizer Station Local Improvement District to provide for debt service payments.
- B. Take no action and City Staff will need to identify alternate appropriations available.

VI. Recommendation

Staff recommends the council open the public hearing, take any testimony, close the hearing and adopt Resolution R2025-_____ Authorization for Supplemental Budget - Keizer Station Local Improvement District Fund.

Attachments

- 1. RES_CC_Authorization for Supplemental Budget - Keizer Station LID_04 07 2025

“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.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Keizer Station Local Improvement District

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2025:

	Adopted/ Amended Budget	Adjustment		Revised Budget
		Increase	Decrease	
Keizer Station Local Improvement District				
Working Capital	2,913,300	2,000	-	2,915,300
Debt Service	1,594,200	2,000	-	1,596,200
The supplemental budget is to recognize and appropriate \$2,000 in additional working capital to provide for debt service payments in the Keizer Station Local Improvement District Fund.				

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025

SIGNED this _____ day of _____, 2025

Mayor

City Recorder



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: OLCC Application - New License Application - Mesa del Rincon Cerveceria & Taproom, LLC

Proposed Motion

I move the City Council recommend approval of the application for a New License Application for a Full On-Premises, Commercial Liquor License for Mesa del Rincon Cerveceria & Taproom, LLC under the guidelines established by ORS 471.175 and the Ordinances of the City of Keizer.

I. Summary

The City received a New License Application for a Full On-Premises, Commercial Liquor License for Mesa del Rincon Cerveceria & Taproom, LLC located at 5137 River Road N, Keizer, Oregon. As required by Keizer Code Chapter 4, a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment as well as the Northwest Keizer Neighborhood Association. The Keizer Police Department conducted a background check of the applicants and has no reason to recommend denial of the application. In addition, the Keizer Planning Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

II. Background

- A. Keizer Code Chapter 4 includes guidelines for review of liquor license applications in the City of Keizer.
- B. The Code states liquor licensees should promote, sell, and serve alcohol in a responsible manner which minimizes the risks associated with its use, and should work in partnership with the community to improve community livability.

III. Current Situation

- A. The owner of Mesa del Rincon Cerveceria & Taproom, LLC has submitted an application for a Full On-Premises, Commercial Liquor License for their business located at 5137 River Road N. in Keizer, Oregon.
- B. The Oregon Liquor and Cannabis Commission (OLCC) allows for Local Government

Recommendations on Liquor License Applications.

IV. **Analysis**

A. **Strategic Impact** - N/A

B. **Financial** - The application requires a \$100 fee, which has been paid.

C. **Timing** - As required by Keizer Code Chapter 4, a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment as well as the Northwest Keizer Neighborhood Association.

D. **Policy/Legal** - The review process for a liquor license application is outlined in Keizer Code Chapter 4.

V. **Alternatives**

A. Recommend approval of the license application.

B. If no action is taken, the Oregon Liquor & Cannabis Commission (OLCC) will have the authority to make a determination.

C. File an unfavorable recommendation with the OLCC based on the license refusal for reasons in Oregon State Statutes and Oregon Administrative rules and supported by reliable factual information.

VI. **Recommendation**

Staff recommends the public hearing be opened to allow testimony from the applicant or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for Mesa del Rincon Cerveceria & Taproom, LLC located at 5137 River Road N, Keizer, Oregon., under the guidelines as established by ORS 471.175 and the Code of the City of Keizer. This recommendation will then be forwarded to the OLCC for final approval.

Attachments

1. Mesa del Rincon Cerveceria and Taproom Application

"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."

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): Mesa del Rincon Cerveceria & Taproom, LLC

Proposed Trade Name:

Premises Address: 5137 River Rd. N

Unit:

City: Keizer

County: Marion

Zip: 97303

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Full On Premises, Commercial ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Moises Mendoza Medina

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Salem

State: OR

Zip: 97301

Email Address: info@mesadelrinconllc.com

Business Details

Please check all that apply to your proposed business operations at this location:

- ☐ Manufacturing/Production
- ☐ Retail Off-Premises Sales
- ☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- ☒ Indoor Consumption ☒ Outdoor Consumption
- ☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Mesa del Rincon Cerveceria & Taproom, LLC

Proposed Trade Name:

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Transfer of Property to City of Salem

Proposed Motion

I move that the City Council adopt Resolution R2025-___ Authorizing the City Manager to Transfer Property to City of Salem (Marion County Tax Lot 073W01B003400).

I. Summary

Property located in the City of Salem was deeded to the City of Keizer from Marion County upon our incorporation. The City of Salem currently has their sewer pump station on the property. The City of Salem has requested that we transfer the property to it since it is located in the City of Salem and part of their sewer system.

II. Background

- A. Marion County deeded property to the City of Keizer after our incorporation in batches.
- B. One of the properties was a small, 30' x 50' piece on the east side of the Martin Luther King Parkway located in the City of Salem.
- C. The City of Salem owns and maintains a sanitary sewer lift station on the property.
- D. Marion County previously operated several sewer districts, including the old Keizer Sewer District, which is how the County originally obtained the property.
- E. The property should not have been deeded to Keizer; it should have been deeded to Salem.

III. Current Situation

- A. Marion County deeded property to Keizer that should have been deeded to Salem.
- B. Salem requested that Keizer deed the property to Salem since Salem uses the property for the sewer system.
- C. State statutes require a public hearing prior to the Council agreeing to transfer property to another. State statutes also require "evidence of value" to be indicated. The Marion County Assessor has a real market value of \$1,500.00 for this 30' x 50'

parcel.

IV. Analysis

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - The property should not have been deeded to Keizer and is of no benefit to Keizer. There is no financial benefit to keeping the property.
- C. **Timing** - A public hearing is required to be held before transfer of the property. Such public hearing has been scheduled for tonight's Council meeting.
- D. **Policy/Legal** - A public hearing is required to be held before approval of the transfer of property.

V. Alternatives

- A. Conduct the public hearing and adopt the attached Resolution.
- B. Direct staff to negotiate terms for the transfer of the property.
- C. Take no action and direct staff to work with Salem and adjoining property owners to remove encumbrances on Keizer's property.

VI. Recommendation

Staff recommends that the Council conduct the public hearing and take testimony. If there are no further questions, close the hearing and adopt the attached Resolution.

Attachments

- 1. Tax Account 524767
- 2. Map - Tax Account 524767
- 3. RES_CC_Authorizing Transfer of Property to City of Salem_4 7 2025

"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."

April 1, 2025

Property Identificaton

Account ID:
524767

Tax Account ID:
524767

Tax Roll Type:
Real Property

Situs Address:
Map Tax Lot:
073W01B003400

Owner:
CITY OF KEIZER
PO BOX 21000
KEIZER, OR 97307

Manufactured Home Details:
Other Tax Liability:
Subdivision:
Related Accounts:

Owner History

Sales			
Grantee	Grantor	Info	Deed Info
CITY OF KEIZER			3/23/1990 07630137 DEED 519738, 519750, 520387, 524767, 524910, 525823, 542668, 543873, 545852, 547070, 548396, 548589, 553041, 553192, 553193, 556504, 558159, 560687, 562473, 562890, 564288, 564289, 564291

Property Details

Property Class:
940

RMV Property Class:
100

Zoning:
(Contact Local Jurisdiction)

AV Exemption(s):
RMV Exemption(s):
CITY 307.090 City - Property of the state, counties and other municipal corporations; payments in lieu of taxes on city-owned electric utility property, (2020/NA)

Deferral(s):
Notes:

Land/On-Site Developments for Tax Account ID 524767

ID	Type	Acres	Sq Ft	Levy Code Area
1	006 Residential	0.03	1500	24010

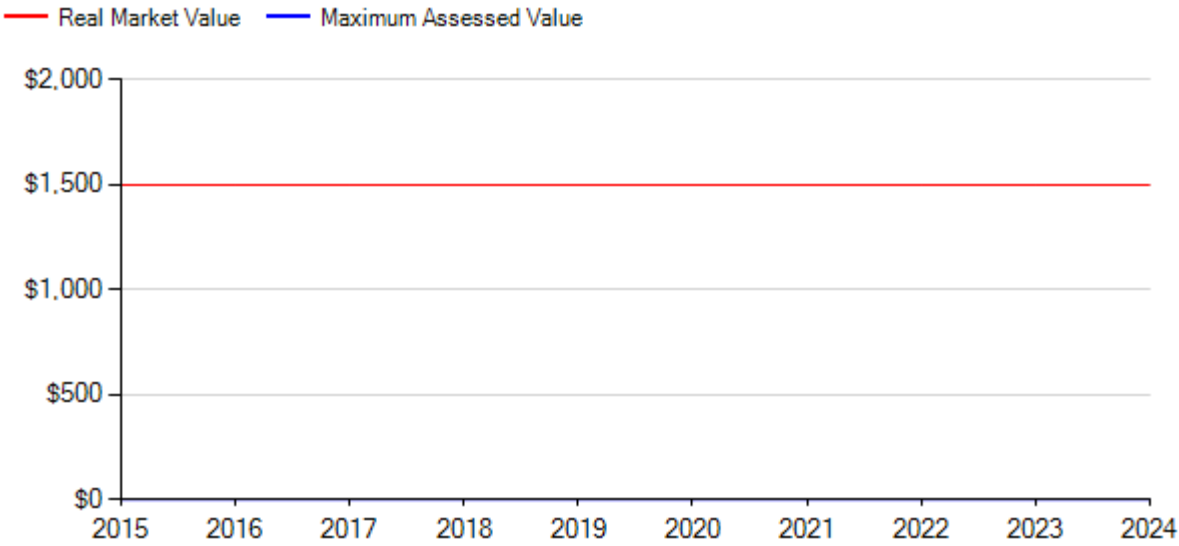
Improvements/Structures for Tax Account ID 524767

ID	Type	Stat CClass	Make/Model	Class	Area/Count	Year Built	Levy Code Area
No Improvement Details							

Value Information (per most recent certified tax roll)

RMV Land Market:	\$1,500
RMV Land Spec.	\$0
Assess.:	
RMV Structures:	\$0
RMV Total:	\$1,500
AV:	\$0
SAV:	\$0
Exception RMV:	\$0
RMV Exemption Value:	\$1,500
Exemption Description:	None
M5 Taxable:	\$0
MAV:	\$0
MSAV:	\$0

Graph shows tax roll Real Market Value and Maximum Assessed Value of this property for past 10 years.
For a detailed explanation, please see definition of Assessed Value above (hover over the "i").



Assessment History

Year	Improvements RMV	Land RMV	Special Mkt/Use	Exemptions	Total Assessed Value
2024	\$0	\$1,500	\$0/\$0	CITY	\$0
2023	\$0	\$1,500	\$0/\$0	CITY	\$0
2022	\$0	\$1,500	\$0/\$0	CITY	\$0
2021	\$0	\$1,500	\$0/\$0	CITY	\$0
2020	\$0	\$1,500	\$0/\$0	CITY	\$0
2019	\$0	\$1,500	\$0/\$0	FNCITY	\$0
2018	\$0	\$1,500	\$0/\$0	FNCITY	\$0
2017	\$0	\$1,500	\$0/\$0	FNCITY	\$0

2016	\$0	\$1,500	\$0/\$0	FNCITY	\$0
2015	\$0	\$1,500	\$0/\$0	FNCITY	\$0

Taxes: Levy, Owed

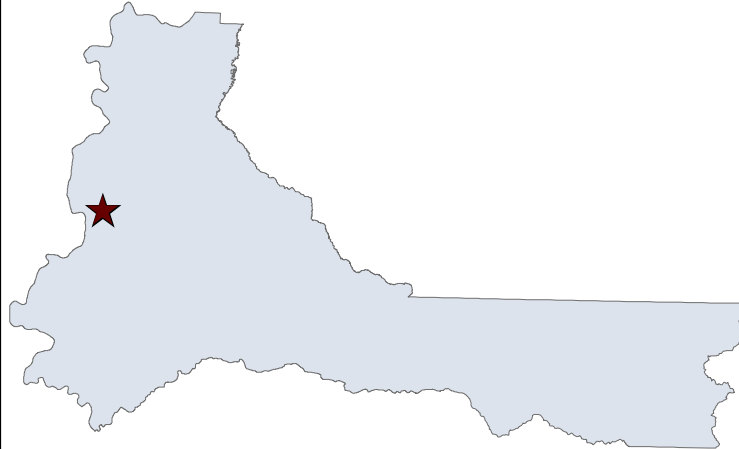
Taxes Levied 2024-25:	\$0.00
Tax Rate:	19.6343
Tax Roll Type:	R
Current Tax Payoff Amount:	\$0.00

Year	Total Tax Levied	Tax Paid
2024	\$0.00	\$0.00
2023	\$0.00	\$0.00
2022	\$0.00	\$0.00

Tax Payment History						
Year	Receipt ID	Tax Paid	Discount	Interest	Amount Paid	Date Paid
No Tax Payment History Details						

07 3W 01B

07 3W 01B
KEIZER



MARION COUNTY, OREGON
NW1/4 SEC1 T7S R3W W.M.
SCALE 1" = 200'

LEGEND

- LINE TYPES
- | | |
|--------------------------|-----------------------|
| Taxlot Boundary | Historical Boundary |
| Road Right-of-Way | Easement |
| Railroad Right-of-Way | Railroad Centerline |
| Private Road ROW | Taxcode Line |
| Subdivision/Plat Bndry | Map Boundary |
| Waterline - Taxlot Bndry | Waterline - Non Bndry |

- CORNER TYPES
- | | |
|-----------------------|-------------------------------|
| + 1/16TH Section Cor. | 1/4 Section Cor. |
| ⊙ DLC Corner | 16 15
21 22 Section Corner |

NUMBERS

Tax Code Number
00 00 0

Acreage
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

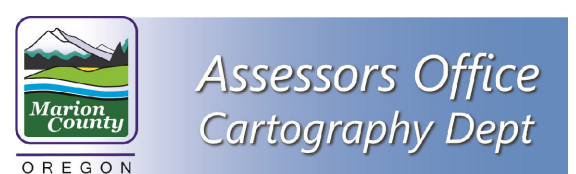
NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

200.00
175.00

CANCELLED NUMBERS		
1200	3900	
1301		
1601		
1700		
1800		
1900		
2000		
2100		
2199		
2200		
2201		
2300B1		
2800B1		
3300B1		
3700		
3800A1		
3800A2		

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.marion.or.us

PLOT DATE: 8/7/2024

KEIZER
07 3W 01B

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

AUTHORIZING THE CITY MANAGER TO TRANSFER
PROPERTY TO CITY OF SALEM (MARION COUNTY TAX
LOT 073W01B003400)

WHEREAS, the City of Keizer acquired several properties from Marion County
in 1990;

WHEREAS, one of the properties that is located in the City of Salem was
mistakenly placed on the deed from Marion County to the City of Keizer;

WHEREAS, the City of Salem recently discovered that their sewer pump station
is located on the property, but that the property is in the name of the City of Keizer;

WHEREAS, it was requested by the City of Salem to convey ownership of the
property to the City of Salem for its sewer pump station;

WHEREAS, the City of Keizer has met its obligations under ORS 221.725 prior
to the conveyance of the property;

WHEREAS, the City of Keizer now considers it convenient and in the best
interests of the residents of Keizer to convey this property to the City of Salem;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City
Manager is authorized to transfer the property commonly known as Tax Lot
073W01B003400 to the City of Salem.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this _____ day of _____, 2025.

4
5 SIGNED this _____ day of _____, 2025.

6

7

8

9

Mayor

10

11

12

City Recorder



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Tim Wood, Assistant City Manager

Subject: Event Center Fee Waiver - 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo

Proposed Motion

I move the City Council approve the requested waiver of the Event Center use fee of \$2,550 but charge \$300 for security and \$1,150 for the refundable security deposit for the 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo event on October 25, 2025.

I. Summary

Salem-Keizer FFA has requested a waiver of the use fees for the 3rd Annual Salem-Keizer FFA BBQ and Cow Pie Bingo event on October 25, 2025. The letter requesting the use fee waiver is attached.

The event is a fundraiser for the FFA program and is not opened to the public.

The use rate for the Event Center Iris A and B Combined is \$187.50 per hour (non-profit rate for a Keizer-based 501(c) organization). Salem-Keizer FFA has requested access to the room from 10:00 am to 10:00 pm on the day of the event for a total use fee of \$2,250. In addition to the use fee, Salem-Keizer FFA has requested use of the stage and audio/visual equipment for an additional cost of \$300. Security will be required as alcohol will be served during the event.

II. Background

- A. On March 10, 2025, Salem-Keizer FFA submitted a letter requesting a use fee waiver for the 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo event.
- B. This is the first fee waiver request received from Salem-Keizer FFA.

III. Current Situation

- A. The City has received and approved the Event Center Use Agreement dated February 10, 2025, for the October 25, 2025, event.
- B. The event is more than several months away as such insurance information is not yet available.

IV. Analysis

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - The financial impact of this request is a reduction in use fee income for the Event Center of \$2,550.
- C. **Timing** - The event is scheduled for October 25, 2025.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. Alternatives

- A. Approve the waiver of the Event Center use fees of \$2,550
- B. Take no action and the City will charge the applicable use fees for access to the room.

VI. Recommendation

Staff recommends the City Council approve the requested waiver of the Event Center use fee of \$2,550 but charge \$300 for security and \$1,150 for the refundable security deposit for the 3rd Annual Salem-Keizer FFA BBQ & Cow Pie Bingo event on October 25, 2025.

Attachments

- 1. LTR_CC_10.25.2025 Salem-Keizer FFA Fee Waiver Request_04 07 2025
- 2. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_04 07 2025

"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."

Hello Keizer City Leaders,

My name is Casity Troutt, and I am writing to you on behalf of the Salem-Keizer FFA & Alumni. We are very excited to begin the planning process for our 3rd Annual FFA BBQ & Cow Pie Bingo event and we would love to hold it at the City of Keizer Event center!

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth, and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future farmers, chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers, and premier professionals in many career fields.

In past years, the funds raised through this event have gone to fund many student opportunities as well as allowing us to create a scholarship fund for our members. In 2024 the Salem-Keizer FFA Alumni Scholarship fund distributed over \$2,500 to former Salem-Keizer FFA students attending both Chemeketa and OSU. We have also been able to award travel scholarships to current students to help with the cost of attending competitions, leadership camps, and conventions including the national convention held in Indianapolis.

While our FFA chapter is chartered through the Salem-Keizer school district, they do not fund us. Because FFA is a national youth led organization we are also not recognized under OSAA. This means that when our students compete, our chapter fronts the bill for transportation, meals, room & board, we are even responsible for the cost of the substitute teacher if the competition falls during school hours.

We are asking that the cost of rental and all fees to be waived for this event as all proceeds go directly back to our students. We have many low-income students who do not have the ability to purchase market animals for the 2025 county fair. We are hoping to start an inhouse loan program for student to be able to purchase animals and the funds saved by this waiver would make that possible. Please consider providing this opportunity for our students. Thank you for all you do for our community.

Thank you again for your consideration,

Casity Troutt
Salem-Keizer FFA Alumni

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-3435

4
5 ADOPTING USE POLICIES AND RATES FOR THE
6 KEIZER EVENT CENTER; **REPEALING**
7 **RESOLUTION R2023-3423**
8

9 WHEREAS, the City Council adopted policies for community use of city hall
10 facilities in 1986;

11 WHEREAS, the adopted policies for community use of city hall facilities has been
12 amended several times with the last revision taking place in 2023;

13 WHEREAS, the City Council adopted the current use rates for the Civic Center
14 Community Rooms pursuant to Resolution R2023-3423;

15 WHEREAS, the Keizer Community Center name has been used since the Civic
16 Center was built in 2009;

17 WHEREAS, the City Council has reviewed the matter and finds that it is
18 appropriate to amend the name, policies and fees for the Community Center;

19 WHEREAS, the City Council desires to amend the name, policies and fees;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer
22 Community Center shall be referred to as the Keizer Event Center and that staff is directed
23 to revise all documentation referencing the name as agreements expire.

24 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
25 following policies for use of the Keizer Event Center and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Event Center and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Keizer Event Center and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Alcohol Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$2,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$2,000,000.00 per occurrence unless specified by a specific contract approved by the City Attorney. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20

- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
- 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
- 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
- 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
- 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20

21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24

- 25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

- 1 participants other than the actual meal cost, if a meal is served.
- 2 g. City-Hosted Educational Outreach Events. No registration fee may
- 3 be charged to the participants.
- 4 h. Outside Committees/Groups. With City Manager approval,
- 5 organizations connected with the City or benefitting City residents
- 6 such as Keizer United, Claggett Creek Watershed Council, and
- 7 Community Emergency Response Team may hold one meeting per
- 8 month in one or two small rooms. No registration fee may be
- 9 charged to the participants.

10

11 3. Other Agreements Exempt. Organizations with specific agreements for

12 Event Center Room use are not subject to the above rates. The City

13 Manager is authorized to negotiate and reduce the use rates for

14 organizations who request repeating scheduled use for a term not exceeding

15 two (2) years.

16

17 4. Council Approved Uses. The City Council may reduce or waive rates,

18 deposits or other costs for certain uses if, in the Council's sole discretion,

19 the use is a significant benefit to the Keizer community considering such

20 factors as the City's fixed and non-fixed costs, staff resources, wear and

21 tear on the facility, and other factors deemed appropriate by Council.

22

23 5 Additional Facility Charges. The City Manager is authorized to adopt and

24 impose surcharges for rental rates for additional facilities, including, but not

25 limited to stages, audio/visual equipment, computer equipment, kitchen

26 usage and additional labor expenses. The City Manager is authorized to

27 impose deposits, fees or additional charges as City Manager may deem

28 appropriate in their discretion.

29

30 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are

31 subject to the provisions of the Facility Use Agreement as authorized by the

32 City Manager. The City Manager is authorized to amend the use rates if in

33 the City Manager's discretion such amended rates provide increased

34 transient occupancy taxes, other identifiable economic benefits to the

35 citizens of the City as a whole, or other identifiable fiscal benefits to the

36 City of Keizer administratively.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

10
11
12
13
14
15

Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Adoption of 2025-2026 City Council Goals

Proposed Motion

I move that the Keizer City Council adopt Resolution R2025-_____ Adoption of 2025-2026 City Council Goals.

I. Summary

By its own rules and procedures, the Keizer City Council is required to set goals every two years. The Council met on February 24, 2025, and agreed upon common short and long-term goals.

II. Background

- A. Section 20.1 of the Keizer City Council Rules of Procedure requires the council to set goals every term to coincide with mayoral terms of office.

III. Current Situation

- A. The City Council met on February 24, 2025 to discuss and create the council goals for the 2025 and 2026 calendar years.
- B. The short-term goals are:
 - 1. Update the City Emergency Operations Plan.
 - 2. Complete the Five-Year Strategic Plan.
 - 3. Finish construction of the Gold Star Memorial.
 - 4. Complete the partial parks master plan revision.
 - 5. Create and fund a sidewalk gap program.
 - 6. Consider the traffic congestion impact of all development and opportunities to relieve congestion.
 - 7. Begin and make significant progress on the Transportation System Plan.
 - 8. Determine if the City wants to move forward with an Urban Growth Boundary expansion and if the City does want to move forward, then determine next

steps.

9. Explore a utility discount program for people under 60 who are in financial need.
10. Explore opportunities to open up development currently restricted under the Willow Lake Settlement Agreement.

C. The long-term goals are:

1. Complete an Economic Opportunities Analysis.
2. Complete a Housing Capacity Analysis.
3. Continue a sidewalk gap program.
4. Consider ways to relieve traffic congestion.
5. Continue to move on decision regarding the Urban Growth Boundary.

IV. Analysis

- A. **Strategic Impact** - Staff will use the council goals as strategic guidance for preparing the budget.
- B. **Financial** - No financial impact.
- C. **Timing** - The Council Rules and Procedures state that the short and long-term goals will be discussed in the first quarter of the year following an election and must be approved no later than the second regular session in April. The Council will meet its self-imposed obligation by approving the goals at this meeting.
- D. **Policy/Legal** - Only the Council can approve the Keizer City Council's short and long-term goals. Past practice has been to approve them by resolution.

V. Alternatives

- A. Adopt the attached Resolution approving the Goals as Written - The Council can approve the goals as previously agreed upon.
- B. Amend the Rules Previously Agreed Upon - Council members could amend the rules by votes of the majority of the Council and approve as amended.
- C. Take No Action - The Council will not meet their self-imposed council rules by adopting something by the second regular session in April.

VI. Recommendation

Staff recommends approval of the council short and long-term goals by adoption of the attached Resolution.

Attachments

1. RES_CC_Adoption of 2025-2026 Goals_3 17 2025

"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."

1 **CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON**

2 **Resolution R2025-____**

3 **ADOPTION OF 2025-2026 CITY COUNCIL GOALS**

4 **WHEREAS, the Council desires to adopt the Goals for 2025-2026 set forth**
5
6 **below;**

7 **NOW, THEREFORE,**

8 **BE IT RESOLVED that the City Council of the City of Keizer does hereby adopt the**
9 **following Council goals for calendar years 2025 and 2026:**

10 **SHORT TERM GOALS**

- 11 • **Urban Growth Boundary Expansion (or not) and Next Steps**
12 • **Transportation System Plan**
13 • **Emergency Operations Plan Revision**
14 • **Five Year Strategic Plan**
15 • **Parks Master Plan Revision**
16 • **Gold Star Memorial**
17 • **Discount Program for Under 60 and in Need**
18 • **Sidewalk Gap Program**
19 • **Willow Lake Settlement Agreement Options Review**
20 • **Traffic Congestion**

21 **LONG TERM GOALS**

- 22 • **Traffic Congestion**
23 • **Sidewalk Gap Program**
24 • **Housing Capacity Analysis**
25 • **Economic Opportunities Analysis**
26 • **Urban Growth Boundary Options**

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025.

SIGNED this _____ day of _____, 2025.

Mayor

City Recorder



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney

Subject: National Observances and Commemorative/Heritage Months

Proposed Motion

I move the Council adopt Resolution R2025-____ Recognizing National Observances and Commemorative/Heritage Months; Repealing Resolutions R2021-3215, R2022-3324 and R2022-3343.

I. Summary

During the February 10, 2025 Work Session, the Council requested that staff bring back an updated list of national observances for consideration at the next City Council Regular Session. At the Council meeting on March 3, 2025, Council further directed staff to return with a resolution that correctly stated which proclamations were to be presented at meetings and which ones were to be approved, but not be presented at Council meetings.

II. Background

- A. The City Council held a work session on February 10, 2025 to discuss the current listing of National Observances and Commemorative/Heritage Months.

III. Current Situation

- A. Based on the February 10, 2025 work session and further discussions at the March 3, 2025 regular City Council meeting, a revised listing of National Observances and Commemorative/Heritage Months has been prepared for City Council consideration.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - No financial impact
- C. **Timing** - The changes to the list of national observances and commemorative/heritage months will be effective with Council approval.
- D. **Policy/Legal** - City Council approval is required to recognize national observances

and commemorative/heritage months. Due to the Council Rules of Procedure limiting the number of proclamation presentations to one per meeting, the resolution looks to separate those proclamations that will be presented at council meetings and which ones will be approved by the Council but not presented at meetings.

V. Alternatives

- A. Adopt the attached resolution recognizing the national observances and commemorative/heritage months.
- B. Propose additional changes to the national observances and commemorative/heritage month listing.
- C. Take no action.

VI. Recommendation

Staff recommends the City Council adopt the attached Resolution R2025-____
Recognizing National Observances and Commemorative/Heritage Months.

Attachments

1. RES_CC_Recognition of National Observances and Months_3 17 2025

“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.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-_____

RECOGNIZING NATIONAL OBSERVANCES AND
COMMEMORATIVE/HERITAGE MONTHS; **REPEAL OF
RESOLUTIONS R2021-3215, R2022-3324, AND R2022-3343**

WHEREAS, the City Council adopted Resolution R2021-3215 (Recognizing
National Observances and Commemorative/Heritage Months) on September 7, 2021;

WHEREAS, the City Council adopted Resolution R2022-3324 amending R2021-
3215 on September 19, 2022;

WHEREAS, the City Council adopted Resolution R2022-3343 amending R2021-
3215 on November 21, 2022;

WHEREAS, the Council has reviewed the recognitions on February 10, 2025 and
wish to revise the recognized national observances and commemorative/heritage months
as outlined below;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following
national observances and commemorative/heritage months are hereby recognized by the
City of Keizer and shall be presented at a City Council regular session meeting:

- **Black History Month (February)**
- **Women's History Month (March)**
- **National Disability Employment Awareness Month and National
Developmental Disability Awareness Month (March)**
- **Child Abuse Prevention Month (April)**
- **Volunteer Recognition Month (April)**

- **Jewish American Heritage Month (May)**
- **Asian American Native Hawai'ian Pacific Islander Heritage Month (May)**
- **Lesbian, Gay, Bisexual, Transgender and Queer Pride Month (June)**
- **Juneteenth Proclamation (June)**
- **National Suicide Prevention Month (September)**
- **National Hispanic Heritage Month (September)**
- **Indigenous Peoples' Day (October)**
- **Domestic Violence Awareness Month (October)**
- **Native American Heritage Month (November)**
- **National Veterans and Military Families Month (November)**
- **Human Rights Day (December)**

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that recognition may include the following types of activities among others in the discretion of the City Manager:

- Acknowledgement on the City's reader board,
- Acknowledgement on the City's website/social media with links to additional educational materials,
- Displaying educational materials.

BE IT FURTHER RESOLVED that the above observances are to be announced as a formal proclamation.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the following national observances and commemorative/heritage months are hereby recognized by the City of Keizer, but will not be presented at a City Council regular meeting, but as a formal proclamation:

- **Foster Care Awareness (April)**

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- **Older Americans Month (May)**
- **Constitution Week (September)**
- **Filipino American History Month (October)**
- **Ruby Bridges Walk to School Day (November)**
- **Small Business Saturday (November)**

BE IT FURTHER RESOLVED that this action by the City Council is in the form of engaging the City’s own speech activities and in no way creates any type of public forum or limited public forum.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolutions R2021-3215, R2022-3324, and R2022-3343 are hereby repealed in their entireties.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2025.
SIGNED this _____ day of _____, 2025.

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Council Rules and Procedure

Proposed Motion

None

I. Summary

Mayor Clark has requested a discussion regarding the Council Rules and Procedures. The request for discussion was supported by Council President Starr and Councilor Juran.

II. Background

- A. Mayor Clark wants the opportunity to bring forward some specific changes to the Rules of Procedure. She asked two councilors if they would support having a discussion at the next meeting.

III. Current Situation

- A. Mayor Clark has specific changes to the Rules of Procedure in mind. These were physically brought forward to each Councilor on the dais at the February 3, 2025 meeting in accordance with Public Meetings law. At that meeting, the changes were introduced into the record so that they would be in the public and could be added to the packet at a future meeting.

IV. Analysis

- A. **Strategic Impact** - No strategic impact.
- B. **Financial** - No financial impact.
- C. **Timing** - No apparent timing concerns.
- D. **Policy/Legal** - Mayor Clark has specific changes to the Rules of Procedure in mind. In order to be in compliance with Public Meetings laws, copies of her specific wants were placed on the dais at the February 3, 2025 meeting in accordance with Public Meetings law. At that meeting, the changes were introduced into the record, so that

they would be in the public and could be added to this packet.

V. Alternatives

A. Accept certain changes to be brought back in a resolution pursuant to Section 22.1 to amend the Rules.

B. Reject all changes and leave the Rules as written.

VI. Recommendation

Staff recommends looking at the suggested changes and deciding how to direct staff in terms of amending the Rules of Procedure.

Attachments

1. 02-03-2025 Corrections for Council Rules

"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."

02-03-2025 Corrections for Council Rules

Upon further review of the adopted rules of procedure, there are a few items to recommend for minor revisions.

Omission of Charter provision: Section 3.10 Attendance Duty

Section 3.6 of the Charter has a section on “compulsion to attend” when a quorum is needed. The City Council does not have a mechanism to do this. Shall we consider adding this to the last paragraph so it will make it simple for allowing for someone on line so we can get quorum? See the suggested addition in bold print:

“In addition, this provision is waived if two-thirds of the Council members present deem it important that a Council member appear electronically **or need to compel a Council member to attend as per Charter Section 3.6.** A quorum must be physically present. A motion to suspend the rules is not required.

Typo: Section 4.3 Council Vice President

Second paragraph, second sentence needs a period instead of a comma after the word Mayor.

Typo: Section 7.1 Written Communications

See minor correction in bold print:

- (a) ... Communications shall include a legal name and city of residence **as** determined by self-attestation.

Clarification: Proclamations

14.1 “If the Council approves the request, the City Recorder will prepare the proclamation for the Mayor’s signature.” What is the method of approval?

14.2 “Any proclamation that is approved, but not on the pre-approved list, the phrase “here with the Council” shall be removed from the proclamation.” Since rules were changed so all proclamations are approved by Council, this part of Section 14.2 would appear to be unneeded.

Clarification: Section 18.3 Qualifications

A suggested edit to make the section clearer as to the circumstances for a non-resident to be appointed to a committee:

Original:

In addition, the candidate must be a resident. Even when allowed, City Committees, Boards and Commissions cannot have more than one non-resident who must be a property owner or business owner in the city, except where specified by resolution or ordinance.

Suggested change:

In addition, the candidate must be a resident **or**, when allowed, ~~City Committees, Boards and Commissions cannot have more than one~~ a non-resident who must be a property owner or business owner in the city, **with no more than one non-resident per City Committee, Board or Commission**, except where specified by resolution or ordinance.

Typo: Section 18.5 Council Task Force

Second sentence

All Council Ad-Hoc Task Forces shall have a Council member as Chair who shall be ~~either~~ appointed by the Council.

Clarification: Section 20

The Work Plan was for projects to be led by Council vs direction to Staff.

We discussed removing this reference throughout this section since this was only used in 20-21.

Does Council agree with that modification?



To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: Consider Proclamation Request for Vietnamese-American Remembrance Day (April 30th)

Proposed Motion

If the Council wishes to approve the Proclamation Request - "I move to approve the Proclamation Request from Thao Duc Tu recognizing Vietnamese-American Remembrance Day."

I. Summary

A request for a proclamation recognizing Vietnamese-American Remembrance Day was received. The request is from Thao Duc Tu, President of the Vietnamese Community of Oregon and Vice President of the Federation of Vietnamese American Communities of the USA.

II. Background

A. The Keizer Council Rules of Procedure, Section 14.1 and 14.2 outlines the process for proclamation requests and readings.

III. Current Situation

A. A proclamation request has been submitted by Chao Duc Tu, President of the Vietnamese Community of Oregon and Vice President of the Federation of Vietnamese American Communities of the USA..

B. A draft of the proposed proclamation is attached to this Staff Report.

IV. Analysis

A. **Strategic Impact** - NA

B. **Financial** - NA

C. **Timing** -

- Vietnamese-American Remembrance Day (April 30th)
- There are currently Proclamations scheduled for both April City Council

Meetings.

D. Policy/Legal -

- Council Rules of Procedure, Section 14.1 - Request for Proclamations – Local organizations or residents requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Council of the request. If the Council approves the request, the City Recorder will prepare the proclamation for the Mayor's signature. The Mayor will issue and read the proclamations.
- Council Rules of Procedure, Section 14.2 - Reading of Proclamations – No more than one proclamation will be read at each meeting. It will be at the discretion of the Council if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation. Any proclamation that is approved, but not on the pre-approved list, the phrase "Here with the Council" shall be removed from the proclamation. Any presentation shall be limited to five minutes unless consent for more time is given by the Council.

V. Alternatives

- A. Council approve the request and schedule the date of the proclamation reading at a City Council Meeting.
- B. Council approve the request and have the proclamation reading at an event.
- C. Council approve the request and have the proclamation issued and mailed to the requestor.
- D. Council take no action and the proclamation will not be issued.
- E. Council deny the request and the proclamation will not be issued.

VI. Recommendation

Staff recommends the Council discuss the Proclamation Request and make a motion to approve or deny the request.

Attachments

1. Proclamation Request - Vietnamese-American Remembrance Day
2. Sample Proclamation

"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."

From: Thao Tu
Date: February 17, 2025 at 11:37:11 PM PST
To: Cathy Clark <ClarkC@keizeror.gov>
Cc: Carlos Grant , DONALD CURTIS , Tuyet Lan , chau pham , Nguyễn Minh Hùng
Dinh Mai Subject: City of Keizer: Would you please approve for a proclamation recognizing the Vietnamese-American Remembrance Day?

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

02/17/2025

Dear Mayor Clark and your Staff:

My name is Thao Duc Tu. I am President of Vietnamese Community Of Oregon.

Today on behalf of my Board, I send you this Proclamation and I hope that you will approve for this.

Thank you very much for your kindness and consideration from the bottom of my heart.

I look forward to receiving your response soon.

Respectfully yours and Best wishes to you all,

Thao Duc Tu

President

Vietnamese Community of Oregon

Vice President

Legislation Supervisory Council

Federation of Vietnamese American Communities of the USA

“Whereas:

Vietnamese refugees have proudly resided in the City of Keizer, state of Oregon since the conclusion of the Vietnam War on April 30, 1975 and

Whereas:

Vietnamese Americans have put forth their full toiling energy building the city of Keizer, state of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service and

Whereas:

Vietnamese Americans have counted on the State of Oregon, USA as being their second heart, mind, and family homeland and

Whereas:

Every year, Vietnamese Americans observe Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers including 810 Oregonian soldiers and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from November 1st 1955 to April 30th 1975.

Now,

Therefore:

I, the Mayor of Keizer hereby proclaim April 30th to be recognized as:

Vietnamese-American Remembrance Day

I resolutely encourage all to join in the reverent recognition of this cultural heritage celebration.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Melissa Bisset, City Recorder
Subject: Consider Proclamation Request for Frontline Worker Appreciation Month (May)

Proposed Motion

If the Council wishes to approve the Proclamation Request - "I move to approve the Proclamation Request for Frontline Worker Appreciation Month (May)."

I. Summary

A request for a proclamation recognizing Frontline Worker Appreciation Month was received. The request is from Pam Woo with the Frontline Impact Project.

II. Background

- A. The Keizer Council Rules of Procedure, Section 14.1 and 14.2 outlines the process for proclamation requests and readings.

III. Current Situation

- A. A proclamation request has been submitted by Pam Woo with the Frontline Impact Project.
- B. A draft of the proposed proclamation is attached to this Staff Report.

IV. Analysis

- A. **Strategic Impact** - NA

- B. **Financial** - NA

- C. **Timing** -

- Frontline Worker Appreciation Month is in May
- There are currently Proclamations scheduled for both May City Council Meetings.

- D. **Policy/Legal** -

- Council Rules of Procedure, Section 14.1 - Request for Proclamations – Local

organizations or residents requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Council of the request. If the Council approves the request, the City Recorder will prepare the proclamation for the Mayor's signature. The Mayor will issue and read the proclamations.

- Council Rules of Procedure, Section 14.2 - Reading of Proclamations – No more than one proclamation will be read at each meeting. It will be at the discretion of the Council if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation. Any proclamation that is approved, but not on the pre-approved list, the phrase "Here with the Council" shall be removed from the proclamation. Any presentation shall be limited to five minutes unless consent for more time is given by the Council.

V. Alternatives

- A. Council approve the request and schedule the date of the proclamation reading at a City Council Meeting.
- B. Council approve the request and have the proclamation reading at an event.
- C. Council approve the request and have the proclamation issued and mailed to the requestor.
- D. Council take no action and the proclamation will not be issued.
- E. Council deny the request and the proclamation will not be issued.

VI. Recommendation

Staff recommends the Council discuss the Proclamation Request and make a motion to approve or deny the request.

Attachments

1. Frontline Worker Proclamation Request
2. 2025FrontlineWorkerSampleProclamation
3. WHAT IS FRONTLINE WORKER APPRECIATION MONTH (1)

"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."

Bisset, Melissa

From: Cathy Clark
Sent: Thursday, March 13, 2025 2:52 PM
To: Bisset, Melissa
Subject: Fw: 2025 Frontline Worker Appreciation Month (May) Proclamation Request

Hi Melissa,
Here is a proclamation request for Council.
thanks,
Cathy

Cathy Clark, Mayor
City of Keizer
clarkc@keizerOR.gov
All emails sent to and from this email address are public records.

From: Pam Woo <PWoo@lubetzky.org>
Sent: Thursday, March 13, 2025 1:11 PM
To: Cathy Clark <clarkc@keizer.org>
Subject: 2025 Frontline Worker Appreciation Month (May) Proclamation Request

CAUTION: This email originated from **Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.**

Dear Mayor Clark,
Frontline Impact, Builders, and the Lubetzky Family Foundation are asking for your support for Frontline Worker Appreciation Month, the national effort to recognize the critical contributions of frontline workers to our local communities and society.
Specifically, we request that your office issue a 2025 proclamation recognizing frontline workers in May 2025. As a supporting community, you will be listed on the [FrontlineImpact.org](https://frontlineimpact.org) website.
We invite you to demonstrate your commitment to the frontline workers in your community. Each May, we celebrate National Nurses Month, Teacher Appreciation Week, National Police Week, Firefighter Appreciation Day, and National EMS Week. In 2025, we are calling for cities nationwide to spotlight the important work of these and other frontline workers as part of Frontline Worker Appreciation Month.

I have included links to a Frontline Worker Appreciation Month overview and a sample proclamation you can use to show your support in Keizer.
Fact sheet: <https://tinyurl.com/cd6sr8ve>
Sample proclamation: <https://tinyurl.com/333d8euh>
As soon as we receive a copy of your signed proclamation, we will add you to the list of Frontline Worker Appreciation Month 2025 supporters. Please note we must receive your proclamation via email or mail by May 2, 2025, for posting on the Frontline Impact website.
Thank you for your consideration,
Pam
—

Pam Woo, Frontline Impact Project
Lubetzky Family Foundation
PO Box 31100, San Francisco, CA 94131
(415) 841-3411 — pwoo@lubetzky.org

WHEREAS, frontline workers are the builders of our community, exercising curiosity, compassion, courage, and creativity to provide essential services that ensure the safety, health, and education of our residents; and

WHEREAS, over 9 million healthcare workers across the United States serve in hospitals, clinics, and long-term care facilities, often placing themselves at risk to provide lifesaving care; and

WHEREAS, firefighters respond to an estimated 36 million emergency calls each year, over 800,000 sworn law enforcement officers nationwide work tirelessly to uphold the law and ensure public safety, and emergency medical services (EMS) personnel respond to more than 240 million calls annually; and

WHEREAS, teachers dedicate their careers to shaping the future of our communities, with over 3.7 million educators in the U.S. providing knowledge and guidance to our youth; and

WHEREAS, frontline workers embody the essence of Builders - flexible thinkers and constructive problem solvers who respect the dignity of all people - by dedicating themselves to overcoming challenges and uniting communities.

NOW, THEREFORE, I, [Your Name], [Your Title] of [Your City], do hereby proclaim the month of May as

FRONTLINE WORKER APPRECIATION MONTH

in the [City] of [Your City] and encourage all residents to join in recognizing and honoring the heroic contributions of our healthcare workers, firefighters, law enforcement officers, EMS personnel, and teachers.



BUILDERS

WHAT IS FRONTLINE WORKER APPRECIATION MONTH?

Every day, frontline workers show up for us—from teachers shaping the future to healthcare workers saving lives, from firefighters and EMS rushing into emergencies—frontline workers keep our communities safe, healthy, and thriving.

Whether it's wildfires, floods, pandemics, a cold, a cat in a tree, or reading comprehension—frontline workers are there. Even as resources become more limited and challenges multiply, they continue to serve.

That's why this May, we're making it loud and clear: We see you. We appreciate you. We've got your back.

WHY SUPPORT FRONTLINE WORKER APPRECIATION MONTH?

- **Recognition & Morale Boost** – Acknowledging frontline workers' dedication fosters a sense of value and appreciation, improving job satisfaction and morale.
- **Community Engagement** – Celebrating their contributions strengthens community ties, encouraging public support and respect for those who serve daily.
- **Retention & Recruitment** – Demonstrating appreciation helps retain experienced workers and attracts new talent to essential frontline professions.

SOME FACTS ABOUT FRONTLINE WORKERS:

- **Economic Stability:** Frontline workers, such as those in healthcare, retail, and transportation, constitute approximately 70% of the U.S. workforce, playing a crucial role in maintaining economic stability and ensuring the continuous operation of essential services. meetceleste.com
- **Public Health and Safety:** Healthcare professionals, including nurses and community health workers, play a crucial role in delivering medical care and health education, significantly improving community health outcomes. Their efforts lead to increased access to healthcare services, enhanced health screenings, and better understanding between community members and the healthcare system. [NHLBI](https://nhlbi.nih.gov)
- **Education and Development:** Educators and childcare providers are fundamental in fostering learning and development, ensuring the continuous education of future generations. mckinsey.com
- **Community Resilience:** During crises, such as the COVID-19 pandemic, frontline workers have been instrumental in maintaining essential services, thereby enhancing community resilience and cohesion. theguardian.com

ABOUT FRONTLINE IMPACT AND BUILDERS:

Launched in 2020 by KIND Snacks Founder Daniel Lubetzky, [Frontline Impact](https://frontlineimpact.org) supports the people on the frontlines -- who provide safety, guidance, and care to everyone in our communities, even in times of crisis. Since our launch, we have donated over 22 million products to 1,400+ frontline institutions in all 50 states. [Builders](https://builders.org)' mission is to equip citizens to overcome toxic polarization and solve our toughest problems together. Together we are celebrating Frontline Workers Appreciation Month to further recognize the important role frontline workers serve in our society.



MINUTES KEIZER CITY COUNCIL

Monday, February 10, 2025

KEIZER CITY COUNCIL AND COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE JOINT WORK SESSION (will begin after the City Council Work Session ends)

**Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER - CITY COUNCIL WORK SESSION

Mayor Clark called the meeting to order at 6:01 p.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
Joseph Lindsay, City Attorney
Garrett Klever Human Resources
Director
Melissa Bisset, City Recorder

DISCUSSION

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

The majority of Council felt that a Resolution should change the Community Diversity Engagement Committee (CDEC) members' terms to two-years in alignment with the City Councilor terms.

There was a question about making the Volunteer Coordinating Committee (VCC) appointments, organizing the annual awards ceremony, and the purpose needed to be updated to include the annual volunteer recognition of volunteers. The Council wanted to keep the non-voting Council Liaison.

Public Arts Commission requested to change the voting Council Member to a non-voting Council Liaison, and the purpose of the Public Arts Commission was reviewed.

The Budget Committee Resolution was statutorily written, and there were no changes to it.

In the General Fund Long Range Planning Task Force' Resolution, it was requested to add that this task force meets on an as-needed basis.

With regard to the Audit Committee, there was consensus to remove the reference to the Urban Renewal Agency as the City no longer has an Urban Renewal Agency for the Audit Committee. There was consensus to change the word competent in the first item to qualify. There was a request to begin to follow item 2 to meet with the chosen auditor.

There was discussion about whether the Council wanted to have a voting Council Member on the Keizer Emergency Planning Committee. There was consensus to keep it as is.

There were no changes requested to the Resolution for the Keizer Parks and Recreation Advisory Board.

The majority of the Planning Commission Resolution was statutorily written, and it was requested to review its mission for updated statutorily written language.

There was a suggestion to remove numbers 1-9 from the purpose and list them as tasks in the Traffic Safety, Bikeways, and Pedestrian (TSBP) Committee Resolution.

For the Community Diversity Engagement Committee (CDEC), the Council would discuss with the CDEC about changing the membership to include one non-voting Council Liaison instead of a Council Voting Member.

There was a suggestion about the logistics of the committees in the membership sections that members shall be appointed as per the Council Rules and Procedure and relevant statutory requirements. There was consensus to change the language.

b. Review Proclamation List

There was a consensus to adjourn the meeting and discuss the list of Proclamations with the CDEC in the Joint Work Session.

ADJOURNMENT OF CITY COUNCIL WORK SESSION

Mayor Clark adjourned the meeting at 6:49 p.m.

CALL TO ORDER - JOINT WORK SESSION OF CITY COUNCIL & COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Mayor Clark called the meeting to order at 6:49 p.m.

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney

Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
Jane Titchenal, Chair - CDEC
Carrie Brown, Vice Chair - CDEC
Benita Picazo - CDEC
Tammy Kunz - CDEC
Stephanie Cross - CDEC

Melissa Bisset, City Recorder

JOINT WORK SESSION WITH CITY COUNCIL & COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

The following Proclamations were discussed.

National Disabilities Developmental Awareness Month - March 3, 2025
Women's History Month - March 17, 2025

April 7, 2025 - Child Abuse Prevention Month
The annual Volunteer Recognition Week was added for April 21, 2025.
Older Americans Month would be at the Salem-Keizer Area Senior Center in April.

It was noted that Foster Care Awareness Month was a May event scheduled for an April Proclamation.

Jewish American Heritage Month in May, and the Rabbi would be presenting on this observance.
It was noted that the Rabbi was available to present on May 5th or May 19th.
There was no discussion on the Asian Pacific Heritage Month in May.

Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Month/Pride Month - June 2, 2025
June 16, 2025 - Juneteenth
Using a proclamation format, recognition of outgoing Youth Councilors would be held in May or June of each year.

There would be no observances in July and August.

September 2 - It was recommended by the CDEC to add National Suicide Prevention Month, and the Council agreed to add it.
September 15 - There was discussion about the timing of the Constitution Week Proclamation, and it was agreed to add it to September 15th with a simple reading of the Proclamation and picture with the Daughters of the American Revolution, but not at a Council meeting.
September 15 - National Hispanic Heritage Month (September 15 - October 15), and it was agreed to continue with this observance.

There was discussion regarding the length of time for proclamations and presentations.

Mayor Clark noted that she sends the Proclamation to a local organization for the Filipino American History Month for October so there was no presentation.
October 6 - Indigenous Peoples' Day

October 20 - Domestic Violence Awareness Month

The National Disability Employment Awareness Month would remain for recognition in October. There was discussion about whether this recognition would be recognized separately from the National Disabilities Development Awareness Month or if the two recognitions would be combined.

November 3 - Native American Heritage Month.

The CDEC recommended adding National Veterans and Military Families Month and Small Business Saturday for November. There was consensus that the Mayor would present the proclamation for Small Business Saturday at Chamber Greeters.

City Manager Brown confirmed that staff would return to a City Council meeting with a list of proclamations to be read at Council meetings and that any observances not on the list would go before the Council for approval.

There was consensus from the Council that the proclamation for Ruby Bridges Walk to School Day would be on November 14th and to collaborate the recognition with the Salem-Keizer School District.

It was suggested to have a process to tighten up the time spent on proclamations and observances, such as reminding speakers about the time limits.

There was discussion about filming proclamations and posting them on social media and there was discussion about the CDEC working together.

December 1 - Human Rights Day.

There was a break at 7:46 p.m.

The meeting resumed at 7:58 p.m.

a. Joint Discussion on Community Diversity Engagement Committee (CDEC) Mission, Purpose, Membership, Terms and Meeting Schedule

Mayor Clark reviewed the formation of the CDEC.

There was a question about what the difference was between a Diversity Engagement Inclusion (DEI) Committee and the CDEC. Mayor Clark shared the desire to include people, the values for equity (rather than equality), and to be as diverse as possible because of the very diverse community according to the US Consensus data. She stated that there was a goal of engaging, connecting, and breaking down barriers between people and their abilities within their own civic lives and, in particular, for the City to make people feel welcome to engage with self-governance.

There was a comment that there had been turnover on the CDEC.

Councilor Kohler expressed hope for the CDEC to bring everyone together as one community and for there not to be a division.

There was a suggestion to have metrics to measure and ensure the CDEC's success.

There was discussion about communication and engagement by the CDEC to look through the equity-lens on anything that would impact the community and advise the City Council on collaboration.

CDEC Member Brown explained that the committee did not start out as a DEI committee. She commented on the CDEC's mission statement and shared information about the last CDEC meeting. She did not want there to be any misconceptions about what the CDEC was about. She expressed her desire to work together and wanted decisions to be collaborative.

There were comments about the engagement framework and definitions that the CDEC had created.

Councilor Cross commented on a document from Ray White that she provided at the last CDEC meeting.

At the most recent CDEC meeting, each member selected a City Board, Commission and Committee meeting to attend.

CDEC Member Brown shared a story about reaching out to an underrepresented church to be a part of the Community Dinners.

There was a question about what engagement looked like, and it was noted that the community should feel empowered to participate in making decisions.

CDEC Member Picazo appreciated the joint work session and looked forward to working together rather than having just the CDEC to clear up information and answer questions.

CDEC Member Titchenal appreciated receiving the information from Ray White and asked when the two open positions would be filled. It was noted that Councilor Christopher has an appointment to make, and the Mayor would appoint a Youth Member. Mayor Clark noted that she was working on her appointment.

Councilor Christopher commented that she wants to clearly articulate the expectations of the CDEC work before appointing someone, and she has spoken with three people. Councilor Christopher wants to see the CDEC focus on outreach, organize a public forum, online engagement, and engage neighborhood associations. She preferred to hear the Committee be called Keizer Resident Outreach Committee. She would be recommending someone before the next CDEC meeting.

Councilor Juran explained that his intention was to get out into the community and to find a space that was comfortable for everyone to participate in civic events. Councilor Juran hoped to outreach people who don't normally attend civic events.

There was a suggestion to host a City table at community events.

It was suggested that when there are opportunities in the community to do outreach and get advice from the CDEC on putting together the town halls.

Councilor Cross suggested adding the words belonging, representation, or access to the title of the CDEC. There was a request for the CDEC to review the name of the committee and make suggestions.

Member Titchenal asked for a measurable way for success so there was not a question about what the City Council was doing. She felt it was more streamlined and equitable to have the Volunteer Coordinating Committee vote on who was on the CDEC.

There was a suggestion to have a joint Council and CDEC meeting three or four times per year. There was a suggestion to meet again in June for a joint meeting.

There was a suggestion to bring Ray White's expertise and guidance to the CDEC. Councilor Cross offered to invite Mr. White to provide communication at an upcoming CDEC meeting for possible exploration by the City Council.

Councilor Kohler felt that it was important to pause and take some time for the City Council to provide direction to the CDEC. He commented on working together, understanding each other's position, and coming together as a community.

The majority of Council would like to make the CDEC terms be two-year appointments based on the Council terms.

Mayor Clark explained that it was very intentional to have a youth member be a voting member.

There was discussion about the membership to possibly change the youth member's term to one year or retain the two-year terms. There was a suggestion to expand to eight members with one youth voting member on the CDEC. There would be more discussion at the next City Council Meeting with the Council affirming the appointees and discussing how the youth member selection would be made.

ADJOURNMENT OF JOINT WORK SESSION

Mayor Clark adjourned the meeting at 9:07 p.m.

MAYOR:

APPROVED:

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."



MINUTES
KEIZER CITY COUNCIL
Tuesday, February 18, 2025
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:01 p.m.

Mayor Clark announced that there was a request to move item 8.i. to after item 8.c.
There were no objections.

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

Absent:

Ma'Layah Latty-Farrar, Youth
Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

There were no special orders of business.

COMMITTEE REPORTS

Anne-Marie Storms, Deputy Fire Marshal, Keizer Fire, provided an update on calls for service, programs and upcoming events.

Lisa Cejka, Parks and Recreation Advisory Board, shared about their recent meeting. She noted

that there were matching grant funds still available.

PUBLIC COMMENTS

Mayor Clark shared the written comments that had been received.

Lisa Cejka, Keizer, expressed her concerns about the comments related to Youth Liaison that she heard at the most recent work session. She commented on the accomplishments of the various Youth Liaisons over the last several years. She encouraged the Council to consider having the Youth Liaisons be voting members.

PUBLIC HEARINGS

a. OLCC Application - Change of Ownership - Off-Premises Liquor License - Pat's Cig and Vape

City Recorder Melissa Bisset summarized the staff report.

Council President Starr moved the City Council recommend approval of the application for a change of ownership for an Off-Premises Sales Liquor License from Mog and Mog Inc. for Pat's Cig and Vape under the guidelines established by ORS 471.175 and the Ordinances of the City of Keizer. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Authorizing City Manager to Sign Management Agreement with Keizer Community Field Association for Keizer Multi-Sports Synthetic Turf Fields

City Manager Adam Brown summarized the staff report. There was a question about how the contract was developed and if there was a professional that had reviewed the contract.

Councilor Cross shared that she would be interested in data, hours, and who was getting to play.

There would be a work session on the topic.

Councilor Christopher moved to table the Resolution to no later than April 21st. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. RESOLUTION - Authorizing City Manager to Sign Letter of Intent With Raising Cane's Restaurants LLC (Keizer Station Area B)

City Manager Adam Brown summarized the staff report. Discussion followed regarding paying down PERS debt versus paying down the unfunded liability. There would be future discussion about the PERS debt during a Budget Committee meeting.

There were comments about land that was owned by the City in that no taxes were collected and the financial benefits to the City and community by selling the land.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Sign Letter of Intent With Raising Cane's Restaurants LLC (Keizer Station Area B). Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. **ORDINANCE - Establishing a Franchise Agreement with Portland General Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-667**

City Attorney Joseph Lindsay summarized the staff report. It was clarified that there would be no increase in the fees related to the Franchise Agreement.

Wendy Veliz, Local Government Affairs Manager, expressed her gratitude to the City for working on the Franchise Agreement. She commented on the most appropriate trees to be strategically planted and stated that vegetation management was best practice in their new Franchise Agreements.

Gratitude was expressed to PGE for the paint to remove graffiti.

There was a comment about working together with PGE on utility box wraps.

Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Portland General Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-667. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark called for a recess.

d. **RESOLUTION - Authorizing City Manager to Sign Volunteer Economic Development Advisor Agreement**

The meeting resumed at 8:12 p.m.

City Manager Adam Brown summarized the staff report.

Mr. Ronald Raleigh, Keizer, opposed the passing of the item and shared his professional experience with bidding. He expressed concern over the bid process and felt it needed to go to the public. He suggested there could be an economic development board. He shared that he had reached out to the KeizerTimes about the issue.

There was discussion about whether these types of contracts existed in other Cities and the intent of the contract.

Discussion ensued regarding what other Cities were doing for economic development. There was a discussion about using volunteers.

It was clarified that the help was with working on selling the orphan properties that the City owned or having them leased out for additional income, to create jobs, and be added to the County tax rolls. Mr. Brown shared that last year, the strategy was to sell the properties and have the revenue be added to the unfunded accrued liability to give the City a better perpetual savings in cost versus revenue.

The term of the contract was two-years, and Mr. Brown offered for it to be a one-year agreement.

It was requested to have questions and check-ins with the Council and for language to be included in the contract to report on activities and documents on economic development opportunities. Mr. Brown stated that he could include information in his City Manager Report.

Mr. Brown explained how he would be using the consultant.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Sign Volunteer Economic Development Advisor Agreement. Councilor Kohler seconded.

Mayor Clark proposed removing Recital B and the phrase or other City-owned sites as a friendly amendment, and it was accepted by mover and seconder.

Council President Starr proposed to change the Conflict of Interest and Confidentiality Statement to be separate agreements and under the Conflict of Interest to include perceived, actual, or potential conflicts of interest, under Section 9, Item D.

City Attorney Lindsay stated that he would change Item D to read, Advisor agrees to sign an annual Statement of Confidentiality and update Statement of Actual, Potential, or Perceived Conflicts of Interest if they change throughout the year, and these are two separate agreements.

Mayor Clark expressed her concern with the agreement due to past experience and ties with other organizations historically that lead to a different way of looking at economic development, and she preferred to take the time to engage in what would be necessary to have economic development staff establish Keizer's strength and position in the Salem-Keizer Metropolitan Area economy. She noted that comparable cities had economic development staff and encouraged the Council to consider how to engage in the economic strength in the region. She requested that this be included in the Council's goals.

Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. Discussion - Community Diversity Engagement Committee

City Attorney Adam Brown summarized the staff report.

Carrie Brown, Keizer, spoke about the role of the Community Diversity Engagement Committee (CDEC) and commented on the last two meetings. She stated that one of the requests from the Council was for the CDEC to look at renaming the CDEC and thought that at the last joint work session, there was an agreement to look at the naming of the CDEC.

Jane Titchenal, Keizer, expressed her thoughts on the reasoning for a potential name change and felt that the potential name change was based out of fear. There was also no objective evidence that funding would be lost due to the word diversity in the committee name. She noted that the people wanting to keep the current committee name were present. She commented on the partners around the City that were standing in their power, protecting families and students, standing up against ignorance that is being displayed. She hoped that the CDEC would be given the time to do their work and expressed her support for the CDEC.

Ray White, Keizer, shared that he wanted to help collaborate to ensure that the voices of the community were being heard and that people in the community who may not understand what's available to them. He believed the CDEC was passionate and capable of achieving this within their work. He encouraged the Council to consider the message the committee name would send and how the City could involve different voices in decisions. He supported refining the committee's focus, using existing resources, and encouraging collaboration between committees. He inquired about any concerns or fears about keeping the current name.

Mr. Brown commented on the consent calendar being time-sensitive for the waterline replacement item.

Councilor Christopher moved to extend the time until 9:20 to handle the consent calendar and items g, h and j. Motion was seconded by Councilor Parsons. Motion passed as follows:

AYES: Clark, Juran, Kohler, Starr, Christopher, and Parsons (6)

NAYS: Cross (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

f. Discussion to be brought to the next Community Diversity Engagement Committee (CDEC) Meeting - Rename CDEC Committee

This item was moved to the March 3rd Council meeting.

g. RESOLUTION - Resolution R2025-____ Amending the Keizer Public Art Commission (KPAC); Amending Resolution No. R2015-2552; Repeal of Resolution R2020-3059

City Attorney Joseph Lindsay summarized the staff report, which would bring the council liaison into alignment with a non-voting member.

Council President Starr moved to adopt Resolution R2025- Amending the Keizer Public Art Commission (KPAC); Amending Resolution No. R2015-2552; Repeal of Resolution R2020-3059.

Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

h. Discussion - Adoption of Personnel Policies (Council approved policies)

Human Resources Director Garrett Klever summarized the staff report.

There was a consensus to have this item brought back as a package at the March 3rd meeting for adoption.

i. RESOLUTION - Establishing a Public City Library in the City of Keizer and Establishing Rules, Policies, and Regulations for the Keizer Public Library

This item was taken out of order and followed item 8.c.

City Attorney Joseph Lindsay summarized the staff report. Mr. Lindsay stated that the number of board members had changed to 12 members. The terms of officers would be three years and officers would be elected annually. He verified with the State that non-profit boards serve as library boards. Some of the rules were established for violations, which included a loss of library privileges that would go to the City Manager for appeal, but the suggestion was to make appeals go to the Library Board since it operates for the non-profit on lines 14 and 15 of the Resolution.

Also, line 22 in the Resolution could have different language about which funds could be limited by stating that discretionary funds could be subject to annual budgetary approval.

City Attorney Lindsay explained that the Library Board could make the decision as its own non-profit having its own budget officer or the City could initiate agreements for them to seek approval of the City for additional expenditures. If the Library Board wanted to retain its public status, they would need to adhere to their half of expenditures. Mr. Lindsay clarified that Budgetary Powers of the City would drive the Budget.

Discussion ensued regarding the City budgetary process, potential library funding, and who would be responsible for funding.

City Attorney Lindsay explained that the Resolution establishes a Public Library, which means that the City was currently funding at least half of the library's budget with public funds. The law doesn't say that the level of funding has to be maintained but rather, if funding falls short then there would be a couple of rebuilding years, and if there was still no public funding, then the State Library would no longer recognize the Public Library status. There was also a State Law option to rescind the Public Library recognition during two public meetings.

Discussion ensued regarding past course funding of the library and potential new sources, such as Transient Occupancy Taxes (TOT) funds.

BJ Toewe, Keizer, shared the history of the Keizer Community Library. She stated that there was a commitment from the City for \$30,000 and commented that Keizer could receive Chemeketa Cooperative Regional Library Service (CCRLS) benefits.

It was noted that the number of items checked out had doubled in the last two years.

Councilor Christopher asked for the Resolution to be passed with the funding to be from TOT fund for sustainable funding. She asked that proposed language not state that the City would be investigating funding but rather identify where the funding would come from.

There was a question about what would happen if no public funds were given to the Library. Ms. Toewe confirmed that the Library could no longer operate under the public status with no obligation, violations, or fines.

Ms. Toewe confirmed that a Master's Degree in Library Services and library size were not required by the Oregon Library Association (OLA). Ms. Toewe explained that nothing was required by the OLA, but there were recommended standards to be used as a tool.

The volunteers and the Board of the Keizer Community Library were commended for their dedication and commitment to the Library.

Discussion continued about potential funding. Mayor Clark asked about the funding request going before the Long Range Planning Task Force for long-range planning and funding of the library to build a policy to commit to this funding.

City Attorney Lindsay explained that a separate agreement or policy could indicate such a financial baseline and that the Oregon Revised Statutes required the Library to have 50 percent public funding and not specifically City funding. He clarified that if the Library were to secure different funding then the City could back off on its financial support, recognizing that for the last two years, and City funds had been used. He clarified that the State simply wants to see how the City planned to pay its portion within the Resolution.

On page 262 of the packet and line 22 of the Resolution, Mr. Lindsay suggested that if people were okay with the City investigating ways to pay for 50 percent of the Library budget, he offered to remove the language about the City searching for grants and then say that the City of Keizer proposes to finance through the use of discretionary TOT funds or other discretionary funds subject to approval.

Council President Starr moved to adopt Resolution R2025- Establishing a Public City Library in the City of Keizer and Establishing Rules, Policies, and Regulations for the Keizer Public Library as amended regarding the 12 members of the Keizer Library Board, the three-year term, and changing Item 7a to referring to the Library Board rather than the City Manager regarding library privileges. Councilor Kohler seconded.

Councilor Juran expressed his concern about encumbering money that was not set aside and asked what the \$30,000 might be taken away from. He felt that without knowing where the money would come from that he couldn't say that \$30,000 could be spent on the Library.

Councilor Christopher felt that it wouldn't be honest or truthful to vote on funding when there was an unknown about where the funds would come from for the Library. She wanted to ensure that the tax burden wouldn't be increased for Keizer residents and wanted language that would allow the Resolution to be adopted with the understanding that the Budget Committee was still in control.

City Attorney Lindsay suggested an amendment to say that the City of Keizer would finance the Library through the use of discretionary funds subject to annual budgetary approval.

Mayor Clark disagreed with the friendly amendment because the amendment needs to be refined and go to a second motion.

Council President Starr moved to amend the motion to amend the language in Section 1B to say the City of Keizer will finance the library through the use of discretionary funds subject to annual budgetary approval. Councilor Kohler seconded.

Mayor Clark felt that the entire Long Range Planning Task Force should have a conversation to consider all the different ways the TOT funding was being used for economic development before the Resolution was adopted.

There was discussion about how TOT funds are being used and could be used. It was noted that 20 percent of TOT funds were dedicated to the Event Center, and a third hotel coming, so TOT funds would increase.

Discussion ensued regarding a potential funding policy.

Motion passed as follows:

AYES: Cross, Kohler, Starr, Christopher, and Parsons (5)

NAYS: Clark, Juran (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark stated for the record that although she voted against the amended Resolution, she wanted the Library but felt that the Resolution was premature because of the uncertainty with funding.

It was noted that in order for the Keizer Community Library to submit the application to the State to receive Public Library status, they needed the Resolution to pass.

There was a 10-minute recess at 8:01 p.m.

j. Approval of the January 18, 2025 Work Session Minutes

Mayor Clark noted the following changes to the January 18, 2025, minutes where it refers to the discussion on Section 4.3 for Council President and states, "There was a consensus of the Council to have the City Attorney Lindsay work on the language of Section 4.3 and bring it back to Council on January 21st." Mayor Clark requested that this be corrected to read, "There was a majority of Council who agreed to have the City Attorney Lindsay work on the language of Section 4.3 and bring it back to Council on January 21st."

Mayor Clark noted a second correction on Section 20 where she asked for removal of references to the Council Work Plan that was done in 2020 and 2021, and this was not reflected in the minutes and was no longer in use. She would like to double check that the minutes note that this

was stated and if not, then the January 18th minutes should be brought back when other corrections are made to remove from the Council Rules of Procedure because it was now outdated.

Mayor Clark noted a third correction to the minutes by removing the words about getting a report on the Council goals by saying that "The City Manager and Mayor would bring a report" and that was not how they were doing it, as it was only when there was a Work Plan where it was a council-led objective.

Council President Starr moved that the Keizer City Council approve the January 18, 2025, Work Session Minutes as amended. Calendar. Councilor Christopher seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. **Approval of January 21, 2025 Regular Session Minutes**
- b. **Approval of February 3, 2025 Regular Session Minutes**
- c. **RESOLUTION - Authorizing the City Manager to Award and Enter Into a Contract with Flow Line Construction LLC for 2025 Waterline Replacement Project**

OTHER BUSINESS

There was no other business.

STAFF UPDATES

There were no staff reports due to a lack of time.

COUNCIL MEMBER REPORTS

There were no Council Member Reports due to a lack of time.

AGENDA INPUT

Monday, February 24, 2025 - 6:00 p.m. - City Council Work Session - Short Term and Long-Term Goals

Monday, March 3, 2025 - 6:00 p.m. - City Council Regular Session

Monday, March 10, 2025 - 6:00 p.m. - Long Range Planning Task Force Meeting

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:17 p.m.

MAYOR:

APPROVED:

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.”



MINUTES
KEIZER CITY COUNCIL
Monday, March 3, 2025
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:01 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor
Ma'Layah Latty-Farrar, Youth
Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Proclamation - National Disability Awareness Month and National Disability Employment Awareness Month

Ashley Erb, Director of Community Engagement at Shangri-La presented information on National Disability Awareness Month and the local work of Shangri-La. She presented the book Demystifying Disabilities by Emily Ladau to be kept at City Hall and shared with anyone wanting to read it.

Mayor Clark read the Proclamation recognizing March as National Disability Awareness Month and National Disability Employment Awareness Month. She presented the Proclamation to Ashley Erb.

COMMITTEE REPORTS

Michael DeBlasi, Traffic, Safety, Bikeways, Pedestrian Committee (TSBP) Chair, shared about their most recent meeting. There was a conversation about parking near Ben Miller Park and enforcement challenges. The TSBP had recommended changing residential speeds to 20 miles per hour. There would be more discussion in the future.

a. South East Keizer Neighborhood Association Annual Report

Mr. Don Davis, Secretary of the Southeast Keizer Neighborhood Association (SEKNA), provided the annual report for SEKNA.

Councilor Kohler expressed his pride in the SEKNA with the expansion of eight meeting attendees, and there was a brief conversation about their budget and expenses.

Mr. Davis advocated for the same sign that is in the park that says it's closed from dusk to dawn. Then that would hopefully make it enforceable for overnight parking. He would work with City staff.

Council President Starr moved City Council accept the report of the Southeast Keizer Neighborhood Association and extend recognition to the Southeast Keizer Neighborhood Association for an additional year. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC COMMENTS

Mayor Clark acknowledged the written public comments for the record.

Rhonda Rich, Keizer, President of West Keizer Neighborhood Association (WKNA), appreciated the City Council and their work. She provided comments about the Council's Work Session discussing short-term and long-term goals. She requested emergency operations information be communicated to the community. She asked if the artificial turf fields Phase II and Phase III should be added to the goals. She was happy to have the meetings begin at 6:00 p.m. but she missed the staff reports as the meetings seemed to get cut short. She reminded everyone about the upcoming State of the City hosted by the Neighborhood Associations.

Councilor Christopher loved the idea of getting more information about the Emergency Operations Plan and perhaps having an FAQ once the Emergency Operations Plan was complete.

PUBLIC HEARINGS

a. OLCC Application - New License - Retail On Premises Sales and Consumption for Margarita Factory

City Recorder Melissa Bisset summarized the staff report. There was a question about the location.

Council President Starr moved the City Council recommend approval of the application for a new license application for a Retail On-Premises Sales and Consumption Liquor License for Margarita Factory Keizer, under the guidelines established by ORS 471.175 and the Ordinances of the City of Keizer. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. RESOLUTION - Approving Renewal of the Cable Television Franchise Agreement With Comcast of Oregon I, Inc.

City Attorney Joseph Lindsay summarized the staff report. It was noted that the franchise rate would not go up.

Council President Starr moved to adopt Resolution R2025- Approving Renewal of the Cable Television Franchise Agreement with Comcast of Oregon I, Inc. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. ORDINANCE - Establishing a Franchise Agreement with Salem Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-668

City Attorney Joseph Lindsay summarized the staff report. Tony Schacher, General Manager for Salem Electric expressed his appreciation for working with City Attorney Lindsay. It was noted that there was new language about vegetation management and the rates were status quo.

Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Salem Electric for Placement of Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-668. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Discussion - Community Diversity Engagement Committee Membership, Terms, Officers, and Meeting Requirements

City Attorney Joseph Lindsay summarized the staff report. He requested Council direct staff on what particular changes the Council would like to see in a resolution regarding the composition and processes of the Community Diversity Engagement Committee (CDEC) membership.

City Manager Brown reminded the Council that there was also a voting Youth Member appointed by the Mayor that was to be discussed further.

By consensus, the Council wished to have it changed to one non-voting liaison instead of two voting city council members.

A majority of the City Council wished to continue to appoint the CDEC members.

Council Vice President Cross moved to change the CDEC rules to match the Volunteer Coordinating Committee's and on the Resolution for a two-year term. Motion was seconded by Kohler.

Councilor Parsons shared that she would like to be able to appoint a person.

It was clarified that Councilors would have the ability to replace members. Mayor Clark expressed concern that it would change the tenor of the CDEC to be more closely aligned with the Councilors who appoint them and felt that this would not be helpful.

Discussion ensued regarding a two-year appointment aligning with the two-year biennium rather than a three-year-year with staggered terms.

City Attorney Lindsay asked for clarification on resetting all of the positions so that the terms commence at the same time.

Council Vice President Cross made a friendly amendment to restart the CDEC positions and to have all of them start together in the Resolution. Agreed to by Councilor Kohler. Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark strongly recommended keeping the Youth Member as a voting member, and she suggested that the Youth Member be appointed by the Volunteer Coordinating Committee (VCC).

Councilor Cross wanted a non-voting member.

Council President Starr wanted the youth member to be a voting member.

Mayor Clark recommended the youth member be a two-year term as an experiment.

Councilor Christopher suggested that the one-year term could be a pilot program.

Councilor Juran expressed concern that it might preclude a senior student from applying and wanted them to be able to serve consecutive terms.

Councilor Cross was in favor of a one-year term.

There was consensus that the Youth Member would be appointed by the VCC.

Council President Starr moved for the Youth member to be a voting member. Seconded by Councilor Parsons. Motion failed as follows:

AYES: Clark, Starr, and Parsons (3)

NAYS: Christopher, Cross, Kohler, and Juran (4)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Parsons moved that the Youth Liaison be a two-year term. Seconded by Council President Starr. Motion failed as follows:

Roll Call vote:

AYES: Clark, Starr, and Parsons (3)

NAYS: Kohler, Cross, Christopher, and Juran (4)

ABSTENTIONS: None (0)

ABSENT: None (0)

By consensus of the Council, the Mayor's position would appoint a member, there would be seven members, and the youth member would be a non-voting youth liaison appointed by the VCC.

Councilor Christopher moved that the membership paragraph is consistent with the other membership paragraphs for the other committees and the purpose items 1,2, 3 are moved down into tasks. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Christopher, Cross, Juran, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark noted for the record that she did not agree, but since the motion passed, she would go along with the consensus to carry out the will of the Council for consistency.

It was suggested to ask the CDEC to evaluate the resolution description and bring back their recommendation for revisions to the Council. Within the membership section of the CDEC resolution, the Council would like to remove the word task and have everything listed under purpose, knowing that the changes would be subject to an amendment. The resolution would come to the Council at their next meeting.

d. Discussion to be brought to the next Community Diversity Engagement Committee (CDEC) Meeting - Rename CDEC Committee

City Manager Adam Brown summarized the staff report.

Councilor Cross explained that she had been researching and working with Ray White, they were intentional on the language with a goal of creating a culture if belonging for everyone. She suggested potential names of Keizer Community Outreach Committee, Keizer Culture of Kidness Committee, Keizer Community Ambassadors, Keizer Outreach Alliance, Keizer Community Connection Committee, Keizer Neighbors Connection Committee. She suggested that the names be forwarded to the CDEC for them to select one of the names along with any other names that the Council has.

There was discussion about not being divisive and about being inclusive.

Discussion ensued regarding whether there should be a list of names for CDEC to choose from or if they should also be able to make a different recommendation for the name.

Councilor Cross commented that the word diversity wasn't in the list of possible names.

Councilor Cross preferred for the list of possible names to go to the CDEC for discussion and have their recommendation of a name come back at the next Council meeting.

Councilor Cross moved to take this name change and list to the next CDEC meeting and ask them make their recommendation at that meeting and then have it come back to the next City Council meeting.

It was clarified that the CDEC could have a conversation to bring back any name that they would like, including keeping the name they had and then bring it back to the next City Council meeting for discussion. It was noted that the Council was not limiting the language that the CDEC recommendations based on their best judgment and would bring back their recommendations to the Council.

Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Juran, Kohler, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

e. Consider Proclamation Request for Vietnamese-American Remembrance Day (April 30th)

City Recorder Melissa Bisset summarized the staff report.

City Attorney Joseph Lindsay noted options for the way proclamations were delivered were discussed. The rules don't state that the Council has to have proclamations read at a meeting in order to allow for the proclamation and that proclamations could be sent by US Mail, hand-delivered, etc.

Discussion ensued about having one Proclamation per meeting, setting time aside to attend the various observances at other locations, and sending the proclamations to the requesters. By consensus, this item was tabled to March 17th to allow time for the proposed Proclamation to be made available for the Council.

f. Consider Proclamation Request Global Love Day (May 1, 2025)

City Recorder Melissa Bisset summarized the staff report.

There was a suggestion to let the requester know that the City would be unable to accommodate them this year. There was discussion that the Council Rules of Procedure stated that additional proclamations were to come to the City Council to decide if they would read them at a meeting.

It was noted that proclamations could be mailed or presented, but the Council should be in agreement on moving forward with the content of Proclamations.

Mayor Clark referenced Resolution R2003-1391, which states that proclamations could be declined.

Councilor Juran asked about putting this back into the Council Rules of Procedure and suggested that the Council give staff the leeway to not bring the proclamations to Council if they don't meet certain criteria--and if the criteria was met to let the Mayor decide if the Proclamations would be sent out because bringing several Proclamations each month to the Council just to say no on was not the way to go.

There was a consensus not to put a motion on the table for this item, and the Council decided not to issue the Proclamation for Global Love Day.

g. Consider Proclamation Request for Month of the Military Child (April 2025)

City Recorder Melissa Bisset summarized the staff report.

No action was taken by the City Council to advance the Month of the Military Child Proclamation.

h. RESOLUTION - Recognizing National Observances and Commemorative/Heritage Months; Repeal of Resolutions R2021-3215, R2022-3324, and R2022-3343

Assistant City Manager Tim Wood summarized the staff report.

Mayor Clark asked that the Youth Councilor Proclamation be removed from the annual list but to ask the Council.

There was a suggestion to remove the Volunteer Month Proclamation and include the Vietnamese-American Remembrance Day Proclamation.

It was noted that Small Business Saturday was on the Resolution list. There was a suggestion to list all the proclamations.

There was a request that there be an adopted list so that it did not need to be revisited.

There was a suggestion to have a list and a calendar that the Council sets.

City Attorney Joseph Lindsay offered to change the Resolution to list which proclamations that would be read at Council meetings and have a separate section listing the proclamations that would be taken to organizations. It was requested to let the Council decide annually as to which proclamations would go to Council or other organizations and instead list the proclamations that the Council agreed upon. It was also requested to have a list of approved proclamations, the months don't need to be included, and to let the City Council decide how they would be delivered.

Councilor Christopher moved to ask staff to bring back two lists, one list that the Council has already approved with the months listed as to when they would be read at the City Council meeting and the second list would be others that have been approved but will not be read at a City Council meeting. Council President Star seconded. Motion passed as follows:

AYES: Starr, Juran, Cross, and Christopher (4)

NAYS: Parsons, Kohler, Clark (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark requested that the Youth Councilor Proclamation be removed because the Council would do the recognition without a proclamation.

Councilor Christopher moved that Indigenous People's Day as an approved recognition to be sent out but not at City Council meeting. Motion died for lack of a second.

There was a suggestion to take on items j and l and then come back to items i or k. There was no objection. There was a consensus to table item i to March 17th.

i. Discussion Item - Council Rules and Procedure

This item was tabled to the March 17, 2025 City Council meeting. Mayor Clark asked that Section 14 be reworked so that it is in compliance with Public Meetings Law.

j. RESOLUTION - Authorizing City Manager to Enter into Personal Services Agreement With CivicPlus for Website Software and Services

Assistant City Manager Tim Wood summarized the staff report.

It was noted that the implementation was budgeted, and it would not exceed the agreed upon amount. There was discussion about the pricing.

There were questions about where the funds would be coming from and if local vendors were contacted.

Mr. Brown noted that government websites were a niche market. He explained the incredible deal that the Deputy City Recorder had negotiated. He added that it integrates with the agenda management system and the code.

Council President Starr moved to adopt Resolution R2025- Authorizing City Manager to Enter into Personal Services Agreement With CivicPlus for Website Software and Services. Councilor Kohler seconded. Motion passed as follows:

AYES: Clark, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Cross (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

k. RESOLUTION - Adopting City of Keizer Personnel Policies; Repealing Resolutions R2010-2040, R2015-2599, R2022-3276, and R2022-3297

Human Resources Manager Garrett Klever summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Adopting City of Keizer Personnel Policies; Repealing Resolutions R2010-2040, R2015-2599, R2022-3276, and R2022-3297. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- I. **RESOLUTION** - Amending the Audit Committee - Amendment Resolution No. R93-627; Repeal of Resolution R2023-3418
RESOLUTION - Amending the Keizer Emergency Planning Committee; Amending Resolution R2023-3406
RESOLUTION - Amending the Keizer Parks and Recreation Advisory Board; Amending Resolution R2013-2318; Repeal of Resolution R2014-2503
RESOLUTION - Amending the Traffic Safety/Bikeways/Pedestrian Committee; Amending Resolution R2012-2256; Repealing Resolution R2024-3503
RESOLUTION - Amending the Volunteer Coordinating Committee; Amending Resolution R2013-2328; Repealing Resolution R2023-3422

City Attorney Joseph Lindsay summarized the staff report.

Council President Starr moved to adopt all resolutions presented in the packet that amend the Volunteer Coordinating Committee, the Traffic Safety/Bikeways/Pedestrian Committee, the Keizer Parks and Recreation Advisory Board, the Keizer Emergency Planning Committee, and the Audit Committee, and repealing all prior, related resolutions mentioned therein. Councilor Kohler seconded. Motion passed as follows:

AYES: Cross, Kohler, Starr, Juran, Christopher, and Parsons (6)

NAYS: Clark (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. **RESOLUTION** - Authorizing the City Manager to Sign Intergovernmental Agreement for Use of Property for Placement of Drive-up Ballot Box at City Hall

OTHER BUSINESS

There was no other business from staff.

Councilor Christopher asked if there was a decision made on the type of play structure at Bob Newton Park. The Public Works Director Bill Lawyer commented that he would send the Council the play structure options. It was noted that Mr. Lawyer shared the options at the Neighborhood Association.

STAFF UPDATES

Assistant City Manager Wood reported on the annual sewer reset period.

Chief Copeland reported that he submitted requests with Safeway to fix the sign. Regarding speeding in certain areas, Chief Copeland reminded everyone that there was still only one traffic

officer to enforce speed limits. He provided an update on the License Plate Readers that were working great and shared a story about how it recently solved a crime with different policing.

Public Works Director Lawyer reported on the manhole replacement project.

Planning Director Witham provided an update on the Neighborhood Traffic Safety Plan.

City Attorney Joseph Lindsay reported that Keizer Police Associations Sergeants negotiations were ongoing and reminded the Council to be neutral.

COUNCIL MEMBER REPORTS

Youth Councilor Latty-Farrar provided an update on the activities at McNary High School.

AGENDA INPUT

Monday, March 10, 2025 - 6:00 p.m. - Long Range Planning Task Force Meeting

Monday, March 17, 2025 - 6:00 p.m. - City Council Regular Session

Monday, March 24, 2025 - 6:00 p.m. - City Council Work Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:00 p.m.

MAYOR:

APPROVED:

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.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Andrew Copeland, Police Chief
Subject: Repeal of Keizer Code 26-1

Proposed Motion

I move to adopt Ordinance 2025-____ Relating to Cruising; Repealing Keizer Code Section 26-1.

I. Summary

Staff are requesting that the city council repeal Keizer Code Section 26-1 relating to "Cruising". No citations have been given for cruising in over 23 years.

II. Background

- A. The "Cruising" ordinance came into effect in 1989.
- B. The "Cruising" ordinance was codified and became Keizer Code Section 26-1.
- C. We do not need this portion of the Keizer Code since other Oregon Revised Statutes address the same issue.
- D. The police department has not cited anyone in the past 23 years for "Cruising."

III. Current Situation

- A. Since the codification of our ordinances, we learned that this law was still in effect. We don't need it; repealing it would help clean up one of many unused codes.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - N/A
- C. **Timing** - There is no urgency to repeal this ordinance.
- D. **Policy/Legal** - Only the City Council can repeal Ordinances (Code).

V. Alternatives

- A. Repeal Keizer Code Section 26-1.
- B. Keep Keizer Code Section 26-1.

VI. Recommendation

The Police Chief and City Manager recommend the council adopt Ordinance 2025-____
Relating to Cruising; Repealing Keizer Code Section 26-1.

Attachments

- 1. Sec.26.1 - Cruising prohibited
- 2. ORD_PC_Repealing Section 26-1 - Cruising Prohibited_3 17 2025

“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.”

Sec. 26-1. Cruising prohibited.

- (a) *Declaration of purpose.* It is hereby found and declared that:
- (1) The repeated driving of a motor vehicle, commonly referred to as cruising, along or across one portion of a public street or highway contributes to vehicle congestion, obstruction of streets, sidewalks and parking lots, impediment of access to retail businesses or other buildings open to the public, or interference with the use of property or conduct of business in the area adjacent thereto.
 - (2) The continued occurrence of such cruising activity is detrimental to the health, safety and welfare of the people of the city and the businesses and residences thereof.
 - (3) The purpose of this section is to prohibit the repeated driving of a motor vehicle along and across one portion of a congested public street or highway, which shall constitute a strict liability violation without any requirement of culpable mental state, all as described in this section.
- (b) *Traffic-congested street defined.* For the purposes of this section, the term "public street" shall be defined as a traffic-congested street when a public street, or portion thereof, because of the repeated driving of the same motor vehicle thereon, becomes so congested with traffic as to cause obstruction of streets, sidewalks or parking lots, impediment of access to retail businesses or other buildings open to the public, or interference with the use of property or conduct of business in the area adjacent thereto or that emergency vehicles cannot respond in that area within a reasonable period of time.
- (c) *Declaration of traffic-congested street.* When a public street becomes a traffic-congested street, the chief of police or designee may make such a declaration and cause signs to be erected as provided in subsection (d) of this section notifying of that designation.
- (d) *Signs; posting and content.* Signs, as provided in subsection (c) of this section, shall be posted notifying vehicle operators that they are entering a traffic-congested street, that repeated passage of a motor vehicle through or across the traffic-congested street is a violation of this section, and that for a subsequent violation the vehicle will be towed.
- (e) *Acts prohibited.* No vehicle shall pass along or across the same point on a traffic-congested street, designated as such by signs as described in subsection (d) of this section, four or more times in any direction within a two-hour period and after a police officer has given written notice to the person operating the vehicle passing the same point the third time that passing said point by said vehicle a fourth time shall constitute a violation of this section. The fact that the operator of the vehicle which has passed the same point the fourth time did not get said written notice shall be no defense to a charge of a violation of this subsection.
- (f) *Penalty.* Violation of subsection (e) of this section shall be an infraction, the penalty for which shall be a fine not to exceed the sum of \$150.00.
- (g) *Subsequent violation.* If a vehicle passes along or across a street, which is designated by the signs referred to in subsection (d) of this section as a traffic-congested street, in violation of subsection (e) of this section, any single subsequent drive-through of that traffic-congested street by that vehicle within a period ending at 5:00 a.m. the following morning shall constitute a separate violation of subsection (e) of this section, punishable as provided in subsection (f) of this section, and the vehicle may be towed and taken to a storage area designated by the city and may be held for not more than 24 hours, all at the expense of the owner or person entitled to possession.
- (h) *Notice of towing for subsequent violations.* Upon issuing a citation for a violation of subsection (e) of this section, the officer shall give the person to whom the citation is issued a written notice which shall state:

NOTICE

You have been cited for violation of section 26-1 of the Keizer Code for repeated passage of a motor vehicle on or across a traffic-congested street. If the vehicle you are driving is again driven along or across this traffic-congested street before 5:00 a.m. the morning following the violation, the driver will be cited for violation of section 26-1 of the Keizer Code and this vehicle shall be impounded and towed in accordance with section 26-1 of the Keizer Code.

Chief of Police

- (i) *Exemptions.* Subsections (a) through (h) of this section shall not apply to:
- (1) Any publicly owned vehicle of any city, county, public district, state or federal agency;
 - (2) Any vehicle licensed for public transportation;
 - (3) Any other vehicle granted an exemption by the chief of police because passage of the vehicle along or across the traffic-congested street is necessary for commercial or medical reasons.

(Ord. No. 89-152, §§ 1—9, 6-19-1989)

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A BILL
ORDINANCE NO.
2025-_____
FOR
AN ORDINANCE
RELATING TO CRUISING; REPEALING KEIZER
CODE SECTION 26-1

The City of Keizer ordains as follows:

Section 1. Keizer Code Section 26-1 is hereby repealed in its entirety.

Section 2. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect or substance of this ordinance, but within such limitations, may:

- (a) Renumber sections and parts of sections of the ordinance;
- (b) Rearrange sections;
- (c) Change reference numbers to agree with renumbered chapters, sections or other parts;
- (d) Delete references to repealed sections;
- (e) Substitute the proper subsection, section or chapter, or other division numbers;
- (f) Change capitalization and spelling for the purpose of uniformity;
- (g) Add headings for purposes of grouping like sections together for ease of reference; and
- (h) Correct manifest clerical, grammatical or typographic errors.

1 Section 3. Each section of this ordinance, and any part thereof, is severable,
2 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
3 remainder of this ordinance shall remain in full force and effect.

4 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

5 PASSED this _____ day of _____, 2025.

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7 SIGNED this _____ day of _____, 2025.

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Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Amphitheatre Fee Waiver Request - Claggett Creek Watershed Council - Soggy Day in the Park

Proposed Motion

I move the City Council waive the Keizer Rotary Amphitheatre use fees of \$325 for the Claggett Creek Watershed Council's Soggy Day in the Park event on May 24, 2025, but charge the \$200 refundable deposit.

I. Summary

The Claggett Creek Watershed Council (CCWC) is planning the "Soggy Day in the Park" event for Saturday, May 24, 2025. This event is designed to encourage families from the community to get into the outdoors, have fun, learn something about the Willamette River through boat rides on the river and learn about invasive species through nature hikes in the natural area of the park. Other activities planned include backhoe demonstrations, catered food and bouncy houses for kids to play in.

The CCWC is planning to use the Keizer Rotary Amphitheatre 9:00 am until 2:00 pm at a cost of \$325 plus a refundable deposit of \$200. The event is free and open to the public.

II. Background

- A. The "Soggy Day in the Park" is an annual event that is free to the public.
- B. Fees for this event have been waived in the past.

III. Current Situation

- A. Consistent with prior years, the CCWC has requested the fees associated with the "Soggy Day in the Park" event be waived.
- B. Food will be provided during the event.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The breakdown of the fees associated with this event are:

- Application Fee - \$75
- Use Fee (5 hours) - \$250
- Refundable Deposit - \$200

C. **Timing** - The event is scheduled for May 24, 2025.

D. **Policy/Legal** - The City Council may reduce or waive rates, deposits, or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

A. Take no action and the City will charge for the event using the applicable rate structure.

B. Waive the use fees but charge for the refundable deposit.

VI. **Recommendation**

Staff recommends the City Council waive the Keizer Rotary Amphitheatre use fees of \$325 but charge for the \$200 refundable deposit.

Attachments

None

"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."



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Fee Waiver - 2025 Ed Harris Memorial Trade-O-Ree (Scouts)

Proposed Motion

I move the City Council approve the requested waiver of the Event Center use fee of \$4,150 but charge \$1,500 for the refundable security deposit for the 2025 Ed Harris Memorial Trade-O-Ree event on October 4, 2025.

I. Summary

Dan Kohler, member of the Ed Harris Auction Committee – Boy Scouts of America Cascade Pacific Council, is requesting a waiver of fees for the use of the Keizer Community Center for the annual Ed Harris Auction on Saturday October 4, 2025.

This annual auction provides an opportunity for scouts to collect and trade scout memorabilia. Funds raised from this event go to an endowment which provides campership scholarships to scouts in need. The Cascade Pacific Council covers Keizer scout troops. The event is open to the public.

The use rate for the Event Center Iris Ballroom is \$325.00 per hour. The Cascade Pacific Council is requesting access to the room from 8:30 am to 2:30 pm on the day of the event and from 4:00 pm to 10:00 pm the day before for setup. The total use fee for the event is \$3,900. In addition, they have requested use of the stage and audio/visual equipment for an additional \$250. The total fee waiver request is for \$4,150. The Cascade Pacific Council would be required to pay the refundable security deposit of \$1,500.

II. Background

- A. On March 29, 2025 the City received a request for a use fee waiver for the event.
- B. Ed Harris was a very active supporter of scouting and supporting the kids who without assistance would not have the opportunity to experience the scout fun and training to be prepared for life.

Ed started raising funds via patch sales. His developing patch trading in what was then the Columbia Pacific Council which is now Cascade Pacific Council is unmatched in the area. After his death in 2001, his patch trading and fund-raising

has continued as the Ed Harris Memorial Trade -O- Ree.

Many hundreds of scouts have been to scout camps and other activities because of him and his legacy.

Two years ago, the Community Center held the Ed Harris Memorial Trade -O- Ree. The fee reduction allowed the use of the city's venue, allowing the ability to host more traders and raise more funds for so many needy scouts.

The two local Keizer troops and three cub packs are also positively affected in so many ways. Eagle projects, camp-o-rees and many other activities and acts of service are made possible through these efforts. We expect to host scores of scouts and scouters.

In the last few years, the Boy Scouts of America has seen the addition of females to the scouting ranks. This last year we changed the name from BSA to Scouting America to be more welcoming to our new segment of scouts.

C. Fees for this event were waived in 2023.

III. **Current Situation**

- A. On January 24, 2025 the City approved the Event Center Use Agreement for the 2025 Ed Harris Memorial Trade-O-Ree which is a fundraiser for camperships for the Cascade Pacific Council of the Boy Scouts of America.
- B. The event is more than several months away as such insurance information is not yet available.

IV. **Analysis**

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - The financial impact of this request is a reduction in use fee income for the Event Center of \$4,150.
- C. **Timing** - The event is scheduled for October 4, 2025.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. **Alternatives**

- A. Approve the waiver of the Event Center fees of \$4,150
- B. Take no action and the City will charge the applicable use fees for access to the room.

VI. Recommendation

Staff recommends the City Council approve the requested waiver of the Event Center use fee of \$4,150 but charge \$1,500 for the refundable security deposit for the 2025 Ed Harris Memorial Trade-O-Ree on October 4, 2025.

Attachments

None

“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.”



MINUTES
KEIZER CITY COUNCIL
Monday, March 17, 2025
Robert L. Simon Council Chambers - Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
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
Bill Lawyer, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

Absent:

Ma'Layah Latty-Farrar, Youth
Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. PROCLAMATION - Women's History Month

Mayor Clark read the Proclamation recognizing March as Women's History Month. Ashley Dunn shared on Women's History Month and was presented with the Proclamation.

COMMITTEE REPORTS

Fire Chief Hector Blanco reviewed the recent number of calls for service, noted they were looking for volunteers, and shared they would be receiving two new ambulances and paramedics. He reviewed the current activities of the Keizer Fire District.

Matt Lawyer, Keizer, commented that there were over 100 volunteers for the 15th Annual Civic Center Clean-up and expressed his appreciation to the volunteers.

Matt Lawyer, Chair of the Planning Commission, provided a summary of the most recent Planning Commission meeting.

Matt Lawyer, Chair of the Parks Recreation and Advisory Board (PRAB), provided highlights from the most recent PRAB meeting. He provided an update on the Gold Star Memorial and explained its significance.

Mayor Clark provided an update from the most recent Claggett Creek Watershed Council meeting.

a. Art Commission Council Liaison Appointment

Council President Starr moved to appoint Councilor Christopher as a Council Liaison to the Keizer Public Arts Commission. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

PUBLIC COMMENTS

Mayor Clark acknowledged the written comments.

Marci Wilken, Keizer, expressed concern about removing the word diversity, expressed support for retaining the word diversity, and commented on the work of diversity, equity and inclusion.

Ryan Hewlett, Keizer, expressed his thanks for the work of the Councilors and Staff. He then expressed concern about removing the word diversity from the Community Diversity Engagement Committee (CDEC). He asked the Council to focus on what matters, be kind, have integrity, and do the right thing.

Butch Dunn, Keizer, recognized St. Patrick's Day. He commented on the results of the last two elections. He expressed his support for the Mayor, City Councilors, and for the work they do and for whatever decisions they make related to the CDEC.

Lisa Cejka, Keizer, read a letter on behalf of Carrie Brown, which expressed her support for the name and work of the CDEC. She shared associations of the word diversity. She asked that national politics be disentangled from local cities. In the words of Johnny Lake, Ms. Brown wrote that we are more alike than not and added that we are all neighbors and not adversaries.

Jane Titchenal, Keizer, shared that she has seen overwhelming support from the community to keep the name of the CDEC. She expressed her thoughts about the word diversity. She noted that the goal of the committee was to learn about Keizer's evolving needs, connecting with neighbors, identifying barriers, and expanding inclusive opportunities. The CDEC's goal was to uplift and celebrate the diverse experiences and identities of the city members. She asked that the conversation be continued.

Michael Welsh, Keizer, felt that the term diversity was being weaponized, and he expressed his concern. He expressed his support for the CDEC.

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

a. ORDINANCE - Establishing a Franchise Agreement with Northwest Natural Gas Company for Placement of Gas Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-669

City Attorney Joseph Lindsay summarized the staff report. Mayor Clark noted that the ordinance was related to franchise fee rates only that are received for accessing rights-of-ways.

Council President Starr moved to adopt an Ordinance No. 2025- Establishing a Franchise Agreement with Northwest Natural Gas Company for Placement of Gas Utilities in the Public Rights-of-Way; Repeal of Ordinance No. 2012-669. Councilor Kohler seconded. Motion passed unanimously as follows upon first reading:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Amphitheatre Fee Waiver - 2025 Keizer Rapids Summer Sounds Concert Series

Assistant City Manager Tim Wood summarized the staff report. Tim Davis, Valor Mentoring, shared about the Summer Sounds Concert Series and sponsorship opportunities. It was noted that the Valor Mentoring would be responsible for the insurance during the events.

Council President Starr moved that the City Council approve the waiver of fees in the amount of \$3,675 for Valor Mentoring's 2025 Keizer Rapids Summer Sounds Concert Series. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. Event Center Fee Waiver - Vetcare, Westcare Oregon - 2nd Annual Mental Health Summit

Assistant City Manager Tim Wood summarized the staff report. Roy Schmidt, Vetcare, Westcare, explained the work of Vetcare, Westcare and information about the Mental Health Summit. He explained the use of grants. He recognized that First Responders are subject to post dramatic stress disorder and noted that anyone was welcome to attend the event. It was a free event for the community.

Council President Starr moved the City Council approve the requested waiver of the Event Center use fee of \$3,225 but charge the refundable security deposit of \$1,500 for the Vetcare, Westcare Oregon - 2nd Annual Mental Health Summit on May 20, 2025. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. **RESOLUTION - Authorizing City Manager to Sign Agreement with Keizer Chamber of Commerce for Visitors Center and Tourism Promotion Services; Waiving of City-Related Fees as Sponsorship of Events**

City Manager Adam Brown summarized the staff report.

The following representatives from the Keizer Chamber of Commerce were present to answer questions: Jeremy Turner, President; Corri Johnson, Executive Director; and Johnathon Thompson, Board Treasurer.

Discussion followed regarding the estimated amount of time the Keizer Chamber spent on tourism-related tasks and the cost of overhead. There was discussion about the marketing plan, printed material, social media, and the website in relation to the amount of the financial request. It was noted that the fiscal year for the City and the Chamber Keizer did not align. Discussion ensued regarding the funding request in relation to the total operating budget and where the money would be applied. There was clarification that \$30,000 was in-kind donations and not included in the cash amount of funding that was being requested.

Marketing efforts were discussed. There were questions related to metrics for marketing and outreach.

The relationship and data collection with Travel Salem was explained.

Councilor Christopher expressed concern that there was not an agreement in place yet, and she felt the agreement was not ready because she wanted more information to know how the funds would be spent.

The Keizer Chamber suggested that they could continue to refine the marketing plan for the upcoming year with the feedback they received.

It was noted that there was \$50,000 in contingency available. It was anticipated that there would be a budget request from the Keizer Chamber in the upcoming City Budget. There were questions about whether the funds sitting in contingency could be released.

The terms of the agreement were discussed. There were questions about when the presentations would occur.

Discussion ensued regarding the Marketing Plan and metrics.

Council President Starr moved to release the \$40,000 in funding to the Keizer Chamber of Commerce. Seconded by Councilor Christopher.

Councilor Kohler asked for a friendly amendment to move to \$45,000. The friendly amendment was not accepted.

There was a question about where the dollar amounts had come from. Councilor Juran stated that some of the things on the Marketing Plan had not been accomplished for the past year. Council Vice President Cross shared that the higher dollar amount gave the City more room moving forward for better fiduciary responsibility. Mayor Clark was comfortable with the full \$50,000.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark felt that the City Council should not micromanage the Chamber of Commerce's operations.

Council President Starr moved to table the Contract and Marketing Plan to allow staff to work on refining and developing metrics, deliverables and timeframes. Seconded by Councilor Kohler. Motion passed as follows:

AYES: Cross, Kohler, Starr, Christopher (4)

NAYS: Clark, Parsons, Juran (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Mayor Clark called for a recess at 8:16 p.m. Meeting resumed at 8:24 p.m.

e. RESOLUTION - Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors

RESOLUTION - Authorizing Temporary Use and Signs Subject to Conditions for KeizerFest (2025)

City Manager Adam Brown summarized the staff report.

Council President Starr moved to adopt Resolution R2025- Authorizing a Temporary Suspension of the Ordinance Prohibiting Street Vendors. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to adopt Resolution R2025- Authorizing Temporary Use and Signs Subject to Conditions for KeizerFEST (2025). Councilor Kohler seconded.

There was a question if these two Council actions could be incorporated into the agreement between the City and Keizer Chamber of Commerce so a resolution wouldn't need to be approved annually. Planning Director Shane Witham shared that the sign code states that the Council has the authority to temporarily make decisions for festivals, and he would work with the City Attorney on revising the language.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

f. Discussion - Advisory Recommendations from the Community Diversity Engagement Committee (CDEC)

Assistant City Manager Tim Wood summarized the staff report. Discussion ensued regarding the advisory recommendations in relation to Appendix A of the Resolution.

There was a suggestion to add internal and external organizations and to expand on collaboration by adding more action-orientated purposes. It was suggested to see the group create an engagement action plan with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions for both items 4.a and 4.b. It was suggested to add this to the top of item 4 to read "to assist in developing action plan recommendations for community engagement" so that every item gets an action plan.

There was a suggestion to ask the CDEC to add their suggestions to include "active identification and elimination for barriers to participation and include intentionally seek out underrepresented and underserved communities" in the action plan of the CDEC.

There was discussion to make a motion to change the voting status of the youth voting member of the CDEC.

Council Vice President Cross moved to reconsider the voting Youth Liaison position for CDEC.

Seconded by Council President Starr. Motion passed as follows:

AYES: Clark, Cross, Starr, and Parsons (4)

NAYS: Kohler, Juran, Christopher (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to retain the position of voting Youth Member on the CDEC.

Seconded by Council Vice President Cross. Motion passed as follows:

AYES: Clark, Cross, Starr, and Parsons (4)

NAYS: Kohler, Juran, Christopher (3)

ABSTENTIONS: None (0)

ABSENT: None (0)

There was not a majority interest of the Council in using a standardized method for appointments, including the questions and scoring rubric created by the CDEC.

There was not a majority interest of the Council to retain the existing three-year staggered terms.

There was a majority interest to retain the CDEC name.

g. RESOLUTION - Amending Community Diversity Engagement Committee; Amending

Resolution R2021-3225

Council President Starr moved to extend the time until 9:15 p.m. Councilor Parsons seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Starr, Parsons, Kohler, Juran, and Christopher (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

City Attorney Joseph Lindsay summarized the staff report. Mr. Lindsay noted that he would strike the word "non" preceding non-voting member, and under Purpose in Section 4, he would change the words from action and recommendations to "assist in developing action plans to be recommended for Council approval, community engagement, and civic processes in the following areas."

Council President Starr suggested adding an item "CDEC develop content for promotional materials, such as a rack card, specific to outreach and engagement for consideration by the City Council" and under item c, add "Create an action plan for engagement in community events." Mr. Lindsay suggested adding the words "community events" to 4.c. It was suggested to add some verbiage to create a proposed engagement plan focused on youth for Council consideration.

There was a suggestion to add an annual work session between Council and CDEC, and the Council agreed to add this.

Councilor Christopher to extend the City Council by another 5 minutes. Seconded by Council President Starr. Motion passed as follows:

AYES: Clark, Kohler, Cross, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Council President Starr moved to adopt Resolution R2025- Amending Community Diversity Engagement Committee; Amending Resolution R2021-3225; as amended. Councilor Kohler seconded.

Mayor Clark commented that while she appreciated the enthusiasm about a particular task and not taking forward the tasks recommended by the CDEC to include them in the list, she doesn't think that's an equitable move. However, more importantly, she was going to vote no because she believes the CDEC needs to operate autonomously by being appointed to staggered, three-year terms and making them appointments of the Keizer City Council, similar to the Volunteer Coordinating Committee.

Motion passed as follows:

AYES: Cross, Starr, Juran, Christopher, and Parsons (5)

NAYS: Clark, Kohler (2)

ABSTENTIONS: None (0)

ABSENT: None (0)

h. Community Diversity Engagement Committee Appointments and Councilor Liaison Appointment (CDEC)

Council President Starr moved to appoint Councilor Cross as the Liaison to the Community Diversity Engagement Committee. Councilor Christopher seconded. Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

The CDEC appointments were tabled to the April 7th meeting. Items i, j, k, and l were tabled to April 7th.

i. Consider Proclamation Request for Vietnamese-American Remembrance Day (April 30th)

j. RESOLUTION - Recognizing National Observances and Commemorative/Heritage Months; Repeal of Resolutions R2021-3215, R2022-3324, and R2022-3343

k. Discussion Item - Council Rules and Procedure

l. RESOLUTION - Adoption of 2025-2026 City Council Goals

CONSENT CALENDAR

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded.

Mayor Clark pulled items a, b, d to table corrections for the next meeting.

Councilor President Starr moved that the Keizer City Council approve the Consent Calendar, items c and e. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

a. Approval of February 10, 2025, Work Session Minutes

b. Approval of February 18, 2025, Regular Session Minutes

c. Approval of February 24, 2025, Work Session Minutes

d. Approval of the March 3, 2025, Regular Session Minutes

e. Authorizing the City Manager to Sign a Letter of Consent Regarding Zipty Fiber Transfer of Franchise Agreement

OTHER BUSINESS

There was no other business due to a lack of time.

STAFF UPDATES

There were no staff updates due to a lack of time.

COUNCIL MEMBER REPORTS

There were no council member reports due to a lack of time.

AGENDA INPUT

Monday, March 24, 2025 - 6:00 p.m. - City Council Work Session - Keizer Community Fields

Monday, April 7, 2025 - 6:00 p.m. - City Council Regular Session

Monday, April 14, 2025 - 6:00 p.m. - City Council Joint Work Session with Neighborhood Associations

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:21 p.m.

MAYOR:

APPROVED:

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."



MINUTES
KEIZER CITY COUNCIL
Monday, March 24, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:03 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

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

Staff:

Adam Brown, City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

DISCUSSION

a. Keizer Community Fields Agreement

Rebecca and Ryan Finneran, Keizer Community Fields were present.

City Manager Brown reviewed the proposed agreement with Keizer Community Fields.

There was discussion about equipment maintenance, the potential of having the financial reports quarterly, the timing of payments, grading of the parking lot, electricity costs, the sign code and banners, Phase II and Phase III construction of the Turf Fields, standards for chemical toilets, tournaments, the fee schedule, tournament rates, the rental schedule, the possibility of using Transient Occupancy Tax funds, the length of the contract, membership rates, and field naming.

Council Vice President Cross left the meeting at 7:35 p.m., and Mayor Clark noted for the record that she was excused from the meeting.

Conversation ensued regarding the termination section of the agreement.

Mr. Brown shared the email feedback that he had received from Billy Powers, Recreation Softball Program Manager with the City of Salem, and Collin Box, Executive Director with Capital Futbol Club.

There was a request for extra gates as there were children hoping the fences to get balls. There was also a request for later field hours. Public Works Director Bill Lawyer noted that changing the hours would be a Council decision by making an amendment to the field rules. Staff was open to obtaining neighborhood impact and input by asking them what they would prefer. There would be additional conversation.

Mr. Lawyer noted that there was a one-year maintenance agreement, and the Parks staff would inspect the concrete at 10 months and report any issues to the contractor.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:58 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

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