MINUTES
KEIZER CITY COUNCIL
Monday, January 12, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
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
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Melissa Bisset, City Recorder

DISCUSSION

a. Management of the Keizer Little League Sports Complex

Billy Hilliard, Mike Higgins, Jack Adams, and Josh Callahan, Sports Facilities Companies (SFC), presented. Mr. Hillliard explained that there are both internal and external kick-off meetings. Mr. Adams shared the planning process.

The following topics relating to the Management Facility Agreement were discussed.

1) **Facility Scheduling**

It was noted that there would be first priority with equal priority booking for both Keizer Little League (KLL) and McNary Youth Baseball (MYB). It was noted that there would be a policy on rain outs with a deadline. There was a good registration and notification software program that would be used. There would be a use license agreement that could be reviewed by the City. It was noted that there were also Park rules under the Council's control.

Councilor Kohler noted that there were four additional teams from Keizer that would be interested in scheduling games.

Mr. Brown shared that KLL and MYB were defined as local teams (based in Keizer). Mr. Brown explained the mechanics of how they have done booking in the past. He explained how the fees worked in the past. There was discussion about the use of other fields in relation to scheduling. There was a suggestion for priority booking based on the number of Keizer kids on teams. Mr. Higgins suggested having a meeting in August to check in on how things are going.

Typical protocol would be to set up a meeting at the end of the season each year to review and make changes to the policy or increase pricing.

Mr. Brown explained that the contract would need to be amended to consider any additional teams as local, other than KLL and MYB and that the contract would need to be amended with SFC through the City Council to add them as a local team. Mr. Brown suggested a potential compromise: instead of changing the price structure for the Urban Growth Boundary, Keizer-based teams would be given priority access to KLL and MYB release time slots, allowing them the first opportunity to fill those openings.

There was discussion about the importance of Keizer kids being able to use the fields.

There was a question about using volunteer hours to subsidize the cost of playing for those who may have a need for extra support. Mr. Higgins explained that there were scholarships available and there could be improved communication about scholarship availability.

It was noted that a manager would always be on site during field use.

Mr. Higgins shared the current tournament proposal with Mr. Walling. The price was capped at $1,000 per day, which was basically half of what was suggested. Mr. Brown explained that for the purposes of ProForma, there was no cap in the contract with For the Love of the Game and that it was running counter to what the contract intended for the local teams to play at an affordable rate and then make money on tournament use for out-of-towners.

Instead, the contract was really being run with the opposite rate structure when the local kids were being charged prime rates and then giving discounts for the out-of-towners. Mr. Brown commented that the rates shouldn't be changed for the current local teams; but at a bare minimum, the tournament team rates should be according to the rates set in the schedule. Jack Adams noted that there are typically three priorities Cities have: serve the community at the lowest possible price, for there to be as much revenue as possible to defray costs and for there to be economic impact. He noted the importance of peak times and maximizing the fields. Mr. Adams explained that negotiation was possible.

There was discussion about the Cal Ripken organization.

Mr. Brown clarified that the ProForma did not include gate fees for the local teams Monday through Friday, and did include gate fees for the tournaments.

There was no interest from the City Council on maintaining a cap on rates.

Mr. Higgins shared that the President of KLL had asked if there had been a vision for changing the name of the Park. It was noted that there would be future conversations about the naming of the Park.

2) **Discussion of "Enterprise Fund" and Initial and On-Going Finance Relationship**

Mr. Hilliard explained the Enterprise Fund. The funds would be used to hire staff, start purchasing equipment and the items needed for the park that need to be upgraded. The Capital Fund was separate.

The items included in the proposed Capital Budget were discussed. Those items included food and beverage equipment as well as some office-related items.

3) **Financial Control**

SFC would begin working on a budget to be approved in approximately 45 days. The difference between ProForma and the Budget was discussed.

4) **Reporting**

Mr. Callahan shared that GAAP standard accounting would be provided monthly. SFC would provide a variance report, which includes a narrative that showed financial performance. Weekly reports would also be provided, which would include participant numbers, events, and concession sales. There were standard reports, but the reports could be modified if desired.

There would also be a Capital Budget recommendation.

Mr. Brown added that the three-month and six-month reporting were also added to the agreement.

There was an Economic Impact Report that could also be provided. Mr. Hilliard commented about the importance of communication with local businesses on potential impacts.

5) Initial Capital Projects

Public Works Director Bill Lawyer shared that the City has a three-to-five year priority plan for the parks. As far as the Little League Complex was concerned, the first significant issue was drainage. After that, he suggested looking at improvements and upgrades to increase the opportunity for more playable hours for increased revenue and happier kids. The bigger field should also be looked at to see if it could be diversified. Drainage improvements were discussed. A Facilities Plan needed to be developed.

Mr. Brown acknowledged Clint Holland for the work that he has done at Keizer Little League Park.

Mr. Holland shared that the lights at the senior field and irrigation needed to be fixed. The park needed to be winterized. The heater in the bathrooms needed to be repaired. The water from the fields needed to be drained. There were issues with heat in the concession stand.

Mr. Higgins explained that they will go through a detailed checklist for maintenance. There was a report that would be produced on the maintenance work list.

It was noted that the City was eligible for grants.

6) Park Presentation

Mr. Hilliard shared that they can look at other market opportunities and plan ahead for certain renovations. They would be looking at ways to expand and improve the quality of service to the community.

7) **Future Capital Projects**

The importance of safety was discussed.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:46 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."