

**Accessibility and Accommodation Requests**

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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](http://www.KeizerTV.com) and cable-cast on Comcast Channel 23 within the Keizer City limits.



**KEIZER PARKS & RECREATION ADVISORY BOARD**  
**AGENDA**

**Tuesday, March 10, 2026, 6:00 PM**  
**Robert L. Simon Council Chambers**

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
  - a. January 2026
3. **APPEARANCE OF INTERESTED PERSONS**
4. **PARKS MATCHING GRANT**
  - a. Volunteer Shed & Tools Project ~ Total Project Value: \$13,000
  - b. Peggy and Jerry Moore Community Garden ~ Total Project Value: \$1,200
5. **DISCUSSION ON ESTABLISHING A POLICY FOR THE ATTENDANCE REQUIREMENT**
  - a. Input Requested for Volunteer Attendance Policy, History, and Resolution
6. **DISCUSSION ~ PAVILION CONCEPT FOR KEIZER RAPIDS PARK: MAKE RECOMMENDATION**
7. **PARKS REPORTS**
  - a. Tanya Hamilton ~ Meadows | Hidden Creek  
Gwen Carr ~ Claggett Creek | Chalmers-Jones  
David Louden ~ Ben Miller | Northridge  
Jill Gust ~ Northview | Mike Whittam  
Lisa Cejka ~ Palma Ciega | Sunset  
All ~ Keizer Rapids Park

8. **NEW/OLD BUSINESS**
9. **STAFF REPORT**
10. **COUNCIL LIAISON REPORT**
11. **MEMBER REPORTING TO COUNCIL: GWEN CARR ON MARCH 16TH AT 6PM**
12. **NEXT MEETING: APRIL 14TH**
13. **ADJOURNMENT**



**MINUTES**  
**KEIZER PARKS & RECREATION ADVISORY BOARD**  
**Tuesday, January 13, 2026**  
**Robert L. Simon Council Chambers**

- 1. CALL TO ORDER** CALL TO ORDER – Chair Matt Lawyer called the meeting to order at 6:00 p.m. Attendance was noted as follows:

**Present:**  
Matt Lawyer, Chair  
Lisa Cejka, Vice Chair  
Tanya Hamilton  
Gwen Carr  
Michael Pantalone  
Clay Rushton  
Jill Gust

**Youth Liaison Present:**  
Liam Stitt

**Staff Present:**  
Robert Johnson, Parks Division Manager  
Dawn Wilson, Deputy City Recorder

**Council Liaison Present:**  
Councilor Parsons

**Absent:**  
Bob Shackelford  
David Loudon

- 2. ELECTION OF CHAIR & VICE CHAIR** Jill Gust nominated Matt Lawyer for Chair and seconded by Lisa Cejka. Gwen nominated Lisa Cejka as Vice Chair and seconded by Tanya Hamilton.

With no further nominations, nominations were closed and Matt Lawyer and Lisa Cejka were elected by unanimous consent to serve as Chair and Vice Chair respectively.

- 3. APPROVAL OF MINUTES**

- a. December 2025** Lisa Cejka moved for approval of the December 2025 Minutes. Clay Rushton seconded. Motion unanimously passed as follows: Cejka, Pantalone, Carr, Rushton, Hamilton, Lawyer, and Gust in favor with Shackelford and Loudon absent.

- 4. APPEARANCE OF INTERESTED PERSONS** Tammy Kunz, Keizer, Greater Northeast Keizer Neighborhood Association, asked to have a walk path to go from the new motel (Marriott) to the Little League Field. Chair Lawyer commented that he explored this issue seven years ago, and it couldn't happen because of the railroad, and it would be cost-prohibitive at roughly \$7,000,000. Ms. Kunz asked who would be in

charge of the Little League Park. Chair Lawyer shared that Member Bob Shackelford would monitor it.

Rhonda Rich, Keizer, President of the West Keizer Neighborhood Association, thanked Chair Lawyer for attending their November 13th meeting where they discussed a pavilion at the Keizer Rapids Park. Ms. Rich shared that there was a decision at the December 1st City Council meeting to bring this item back to the citizens for a town hall led by the consultants regarding the location, size, and the use of the pavilion. Councilor Parsons confirmed that the town hall discussion would still be happening, would probably be scheduled in a week or so, and that the City wanted to give at least a month's notice to people in an effort to have as many people as possible attend.

## 5. PARKS REPORTS

- a. **Tanya Hamilton ~ Meadows | Hidden Creek** **Tanya Hamilton** reported that Meadows looked great, had some downed debris, there were some cracked pieces to the texture underneath swings, and there was a lot of moss. Hidden Creek looks great.
- Gwen Carr ~ Claggett Creek | Chalmers-Jones** **Gwen Carr** reported that Claggett Creek was very spongy, and Chalmers-Jones was okay.
- David Louden ~ Ben Miller | Northridge** **David Louden** reported through Chair Lawyer that Ben Miller looked great and Northridge was undeveloped.
- Jill Gust ~ Northview | Mike Whittam** **Jill Gust** reported that Northview and Mike Whittam were very soggy and wet.
- Lisa Cejka ~ Palma Ciea | Sunset** **Lisa Cejka** reported that Palma Ciea had some folks who hung out in the spongy area by the grove of apple trees and turned up the area and the straw wattle, that supports the bank, had fallen because the stakes failed, and the river water wasn't too high, so folks could still walk near the river. She reported that Sunset had a large driftwood tree that was partially cut up -and if folks wanted to haul it away, they could contact Parks Division Manager Robert Johnson.
- All ~ Keizer Rapids Park** **Clay Rushton** reported that the pickleball courts at Keizer Rapids Park's looked great. **Lisa Cejka** reported that every time she visited, it was delightful. **Liam Stitt** reported that he was surprised by the extent of flooding caused by the December rainfall. He described photos showing a river flowing out of the forest, resulting in a path being cut off by water.

## 6. OTHER BUSINESS

- a. **Gold Star Dedication in** Chair Lawyer reported that the Gold Star Dedication would be on February 7th at 11:00 a.m. with a reception to follow. He shared that a lot had

**February**

happened in a year, which included the finished ground, the plaza was concreted over, and the flagpoles were installed this weekend. He would be working with the Scout group to pressure wash the entire area and lay bark dust. Everyone was encouraged to attend the dedication, and if anyone wanted to volunteer, to let the Chair Lawyer know.

Chair Lawyer recognized and expressed appreciation for all of Mark Callier's work, exceptional guidance, and being the Project Manager. Chair Lawyer appreciated all the organizations, namely Salem Electric, Elks, Rotary, and City of Keizer Parks Division, that helped out with donations and electrical resources. It was noted that the updates could open up this park for other opportunities and events.

**b. Parks Board Master Plan ~ Discussion on Updating the Plan at the January 20th City Council Meeting**

Mr. Johnson shared that the City Council would have a discussion on updating the Parks Board Master Plan, and encouraged everyone to attend the Council meeting and give input. Councilor Parsons would be getting the notice posted on social media, to all the neighborhood associations, and to Keizer Community Fields so they could share it.

**7. STAFF REPORT**

Parks Division Manager Robert Johnson shared that they lost three trees during the windstorm and a large fir tree that fell across the road on Chemawa Road and damaged the resident's fence. Pathway repairs and paving were done at Keizer Rapids Park (KRP). Repairs were made at Country Glen along the backside of the park where it followed the creek where tree roots lifted the asphalt. The road going down to the disc golf at KRP was regraded. The Parks' staff had been mowing grass for the first time in January. Bob Newton Park, Phase II would go out for bid hopefully the first or second week of February for a sports court overlay and parking and a sidewalk connecting to Mandrin Way all the way around the edge behind the backstop and tied into the playground. KRP, Community Fields, Phase II, would hopefully be wrapped up in the next two to three months.

Mr. Johnson shared that Public Works Director Bill Lawyer's retirement party would be on February 4th from 4:00 p.m. to 6:00 p.m. in the Keizer Event Center. There would be an open mic opportunity to speak, and there would be a formal piece at 4:15 p.m.

**8. COUNCIL LIAISON REPORT**

Councilor Parsons shared that with budget season coming up, new contracts were signed for the Little League Fields, and the City Council had a work session to go over all the fees and operations. There would be a reception for the donors for the Gold Star Memorial Dedication on February 6th from 5:00 to 7:00 p.m. at the Elks Lodge. The City would schedule a town hall for the Parks Master Plan.

**9. MEMBER REPORTING TO COUNCIL: Jill**

Jill Gust would report to Council on January 20th.

**Gust on January  
20th (Tuesday) at  
6pm**

**10. NEXT MEETING:** It was noted that the next meeting would be February 10th.  
**February 10th**

Chair Lawyer shared that serving under Public Works Director Bill Lawyer's capacity, as his uncle being the Public Works Director for 36 years had been the honor of his lifetime. Chair Lawyer was grateful for what he had done for this body of people and volunteers and giving Mr. Johnson full control of running the parks' program. Chair Lawyer was very grateful for Mr. Lawyer and Mr. Johnson. He was thankful for everything Mr. Lawyer had done for the Parks' system.

**11. ADJOURNMENT** Meeting adjourned at: 6:34 p.m.

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.”*

Print

**Parks Improvement Matching Grant Program Application - Submission #290**

Date Submitted: 2/25/2026

**Name of Organization or Individual\***

Keizer Rotary Satellite Club

**Address\***

930 Chemawa Road

**Phone\***

[REDACTED]

**Email\***

[REDACTED]

**Project Director\***

Matt Lawyer

**Address\***

On File

**Phone\***

[REDACTED]

**Project Director Email\***

[REDACTED]

**Proposed Park Site\***

All Keizer Parks

**Is the project identified in the current Parks Master Plan?\***

Yes

No

Example: vegetative buffer along River Road at Meadows Park

**Estimated project start date\***

3/13/2026

**Estimated project completion date\***

5/29/2026

**Budget (Donations)**

**Parks Board Matching Grant - Total Project Value\***

\$13,000 and continued volunteer participation

(\$ Amount Requesting)

**Parks Board Matching Grant Donation\***

Not to exceed \$6,000

(\$ Amount Requesting)

**Private Cash / Material Donations\***

Not to exceed \$5,500

(i.e. donated cash / materials converted to dollar amount)

**Corporate Sponsorship\***

0

(\$ Amount committed by Corporate sponsor (i.e. Scouts))

**Labor (estimated value)\***

\$5,000-\$10,000 per year

Estimated hours converted to \$ amount (use \$25 per hour)

**Will a recognition sign be required?\***

Yes

No

**Type of Project (check all that apply)\***

- New park Features
- Replacement of Existing Park Feature
- Park Rehabilitation

**Project Description\***

Keizer Rotary Satellite Club wishes to establish a volunteer shed and tools for volunteers. Annually, Keizer Rotary, Rotary Satellite Club, Claggett Creek Watershed Council and other volunteers contribute thousands of dollars in volunteer labor. The shed would be a controlled storage facility for volunteers to check out material for parks projects to be used. The Keizer Rotary Satellite Club is prepared to spend no more than \$5,500 in tools to include: Shovels, Rakes, Loppers, Wheelbarrows.

Describe the project for which the matching grant funds are requested including a description of labor and materials needed for completion of the project, a cost estimate for project completion if available, impact on the community, involvement of the organization itself and its volunteers. Additional may be added via the upload button. Successful applicants will be expected to follow all applicable city / state requirements / laws. Grant recipients will be required to reapply for funds if the project is not completed by the agreed deadline.

**Signature (electronic signature accepted)\***

Matt Lawyer

**Additional information**

Keizer Parks Volunteer Shed.xlsx

Keizer Parks Volunteer Shed

Item	Website	Cost	Count	Total	Running Total
Dewalt 49 in. Fiberglass Handle Carbon Steel Digging Shovel	<a href="https://www.homedepot.com/p/DEWALT-49-in-Fiberglass-Handle-Carbon-Steel-Digging-Shovel-DXLHA2601/317553681">https://www.homedepot.com/p/DEWALT-49-in-Fiberglass-Handle-Carbon-Steel-Digging-Shovel-DXLHA2601/317553681</a>	\$ 34.98	15	\$ 524.70	9512.5
Dewalt 49 in. Fiberglass Handle Transfer Shovel	<a href="https://www.homedepot.com/p/49-in-Fiberglass-Handle-Transfer-Shovel-DXLHA2602/317553686">https://www.homedepot.com/p/49-in-Fiberglass-Handle-Transfer-Shovel-DXLHA2602/317553686</a>	\$ 34.98	15	\$ 524.70	
Dewalt 60 in. Fiberglass Handle 16-Tine Bow Rake	<a href="https://www.homedepot.com/p/DEWALT-60-in-Fiberglass-Handle-16-Tine-Bow-Rake-DXLHA2606/317553688">https://www.homedepot.com/p/DEWALT-60-in-Fiberglass-Handle-16-Tine-Bow-Rake-DXLHA2606/317553688</a>	\$ 34.98	15	\$ 524.70	
Dewalt 53 in. Fiberglass Handle 24-Tine Steel Leaf Rake	<a href="https://www.homedepot.com/p/DEWALT-53-in-Fiberglass-Handle-24-Tine-Steel-Leaf-Rake-DXLHA2608/317553687">https://www.homedepot.com/p/DEWALT-53-in-Fiberglass-Handle-24-Tine-Steel-Leaf-Rake-DXLHA2608/317553687</a>	\$ 29.98	15	\$ 449.70	
Dewalt 53 in. Fiberglass Handle Mortar Hoe	<a href="https://www.homedepot.com/p/DEWALT-53-in-Fiberglass-Handle-Mortar-Hoe-DXLHA2614/317719543">https://www.homedepot.com/p/DEWALT-53-in-Fiberglass-Handle-Mortar-Hoe-DXLHA2614/317719543</a>	\$ 34.98	15	\$ 524.70	
Dewalt 52 in. Fiberglass Handle 5-Tine Garden Fork	<a href="https://www.homedepot.com/p/DEWALT-52-in-Fiberglass-Handle-5-Tine-Garden-Fork-DXLHA2615/317719558">https://www.homedepot.com/p/DEWALT-52-in-Fiberglass-Handle-5-Tine-Garden-Fork-DXLHA2615/317719558</a>	\$ 59.98	10	\$ 599.80	
22 in. Wavy-blade Hedge Shears with Adjustable Blades	<a href="https://www.homedepot.com/p/Fiskars-22-in-Wavy-blade-Hedge-Shears-with-Adjustable-Blades-391791-1007/300450106">https://www.homedepot.com/p/Fiskars-22-in-Wavy-blade-Hedge-Shears-with-Adjustable-Blades-391791-1007/300450106</a>	\$ 21.08	5	\$ 105.40	
28 in. Bypass Lopper	<a href="https://www.homedepot.com/pep/Fiskars-28-in-Bypass-Lopper-391461-1005/337040470">https://www.homedepot.com/pep/Fiskars-28-in-Bypass-Lopper-391461-1005/337040470</a>	\$ 19.98	10	\$ 199.80	
True Temper 6 cu. ft Steel Wheelbarrow with Flat Free Tires and Metal Handles	<a href="https://www.homedepot.com/p/True-Temper-6-cu-ft-Steel-Wheelbarrow-with-Flat-Free-Tires-and-Metal-Handles-R6STSP14/314660938?MERCH=REC--searchViewed--wheel%20barrow--5--n/a--n/a--n/a--n/a--n/a">https://www.homedepot.com/p/True-Temper-6-cu-ft-Steel-Wheelbarrow-with-Flat-Free-Tires-and-Metal-Handles-R6STSP14/314660938?MERCH=REC--searchViewed--wheel%20barrow--5--n/a--n/a--n/a--n/a--n/a</a>	\$ 139.00	10	\$ 1,390.00	
Pro Assembled Rookwood 10 ft. x 16 ft. Wood Garden Shed Storage with Floor and Smartside - Black Shingles (160 sq. ft.)	<a href="https://www.homedepot.com/p/Handy-Home-Products-Pro-Assembled-Rookwood-10-ft-x-16-ft-Wood-Garden-Shed-Storage-with-Floor-and-Smartside-Black-Shingles-160-sq-ft-61551-1/315698091">https://www.homedepot.com/p/Handy-Home-Products-Pro-Assembled-Rookwood-10-ft-x-16-ft-Wood-Garden-Shed-Storage-with-Floor-and-Smartside-Black-Shingles-160-sq-ft-61551-1/315698091</a>	\$ 4,669.00	1	\$ 4,669.00	

## Form Center

By [signing in](#) or [creating an account](#), some fields will auto-populate with your information.

### Parks Improvement Matching Grant Program Application

[Sign in to Save Progress](#)

Name of Organization or Individual\*

Peggy and Jerry Moore Community Garden

Address\*

Rickman Road

Phone\*

NONE

Email\*

NONE

Project Director\*

Peggy Moore

Address\*

[REDACTED] Keizer OR 97303

Phone\*

[REDACTED]

Project Director Email\*

None

Proposed Park Site\*

Select Language

▼ Chalmers Jones

Google [Translate](#)

Is the project identified in the current Parks Master Plan?\*

Yes

No

Example: vegetative buffer along River Road at Meadows Park

Estimated project start date\*

3-11-2026

Estimated project completion date\*

6-30-2026

Budget (Donations)

Parks Board Matching Grant - Total Project Value\*

(\$ Amount Requesting)

Parks Board Matching Grant Donation\*

(\$ Amount Requesting)

Private Cash / Material Donations\*

(i.e. donated cash / materials converted to dollar amount)

Corporate Sponsorship\*

(\$ Amount committed by Corporate sponsor (i.e. Scouts)

Labor (estimated value)\*

Estimated hours converted to \$ amount (use \$25 per hour)

Will a recognition sign be required?\*

Yes

No

Type of Project (check all that apply)\*

New park Features

Replacement of Existing Park Feature

Park Rehabilitation

**Project Description\***

Describe the project for which the matching grant funds are requested including a description of labor and materials needed for completion of the project, a cost estimate for project completion if available, impact on the community, involvement of the organization itself and its volunteers. Additional may be added via the upload button. Successful applicants will be expected to follow all applicable city / state requirements / laws. Grant recipients will be required to reapply for funds if the project is not completed by the agreed deadline.

**Signature (electronic signature accepted)\***

**Additional information**

No file chosen

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Receive an email copy of this form.

**Email address**

*None*

This field is not part of the form submission.

\* indicates a required field

Grant request for Peggy and Jerry Moore Community Garden - \$350.

Goal - To make sure every gardener is successful.

This community garden provides an opportunity for 18 families to raise a garden and provide fresh and healthy food for their families as well as building new friendships and getting healthy exercise. Gardeners are encouraged to share and donate extra produce with each other, family, friends, neighbors or the local food bank or Simonka Place.

Gardeners keep the garden clean and neat and as weed free as possible as well as each helping with garden projects to enhance the appearance. The garden is located in Chalmers Jones Park.

There are 16 hanging baskets, 12 herb barrels, other planting boxes, many pots and planters that receive new plants and flowers each year. Every year we need to replace garden tools, fertilizers, insect and weed control materials.

The in kind donations do not cover all our needs for this garden.

The Park's Board of Directors have always been supportive of this project and we appreciate your support.



## City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437  
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

February 12, 2026

Dear Keizer Volunteers,

### **Re: Input Requested – Development of a Volunteer Attendance Policy**

The Volunteer Coordinating Committee (VCC) noticed that meeting attendance has sometimes been low enough to make achieving a quorum a close call.

While all committee resolutions include a 75% attendance requirement, there's currently no guidance on how to handle absenteeism. The VCC would like to develop a policy to provide clarity and support for all volunteers.

At our recent meeting, the VCC discussed the following draft suggestions:

1. Define an attendance concern as either missing two consecutive meetings or falling below 75% attendance over 12 months.
2. If issues arise, the City Recorder's Office will contact the member to discuss their commitment and emphasize the importance of attending meetings.
3. The member's response and any decisions will be communicated to the committee chair.
4. Attendance tracking by the City Recorder's Office will occur only when clear issues arise, not routinely for all members.
5. Members should provide 48-hour notice whenever possible if they cannot attend.

**We would love to hear your thoughts. Please share any suggestions or ideas your committee may have.**

Feedback from each Keizer committee will be reviewed by the VCC at our next meeting.

Thank you for your dedication and helping us shape a fair and supportive attendance policy.

*~The Volunteer Coordinating Committee*

**“Pride, Spirit and Volunteerism”**

## Wilson, Dawn

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**From:** Wilson, Dawn  
**Sent:** Wednesday, January 21, 2026 12:21 PM  
**Subject:** VCC - History on the origination of the 75% attendance rate

Good afternoon, VCC members,

At your last meeting the question of where the 75% attendance rate rule originated.

The rule started in 2003 when there was a committee that had at least one member that did not show up since the late 90's and did not resign. There wasn't any language in the resolutions allowing the Council to remove members from positions so another volunteer could fill the position.

Additionally, the Bikeways Committee and the Traffic Safety Commission constantly had quorum issues to where those meetings had to be cancelled due to not having a quorum. Back in 2003, Mayor Clark and two other City Councilors thought there needed to be a rule in the resolution that addressed members with absenteeism issues—and they also thought that if they combined the two committees, there would be a better attendance rate.

As such, Chair Herb will ask the Council at the Feb. 2<sup>nd</sup> meeting if they'd like to see the VCC work on adding procedural language to the Resolutions.

Thank you,

***Dawn M. Wilson, CMC***

*Deputy City Recorder*

*City of Keizer*

*930 Chemawa Road NE*

*Keizer, OR 97303*

<https://www.keizeror.gov/>

*Phone: 503.856.3418*

*Fax: 503.393.9737*



1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2025- 3552

4  
5  
6 **AMENDING THE KEIZER PARKS AND RECREATION**  
7 **ADVISORY BOARD; AMENDING RESOLUTION NO.**  
8 **R2013-2318; REPEAL OF RESOLUTION R2014-2503**  
9

10  
11 WHEREAS, the City Council adopted Resolution No. R2013-2318 reestablishing  
12 the Keizer Parks and Recreation Advisory Board;

13 WHEREAS, the City Council adopted Resolution R2014-2503 to allow  
14 appointment of a Youth liaison;

15 WHEREAS, the City Council wishes to amend the membership section to allow  
16 appointment of a Council liaison by the Council;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
19 R2013-2318 is hereby amended in Appendix "A", which is attached hereto and by this  
20 reference incorporated herein.

21 BE IT FURTHER RESOLVED that Resolution R2014-2503 is hereby repealed in  
22 its entirety.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately  
2 upon the date of its passage.

3 PASSED this 3rd day of March, 2025.

4  
5 SIGNED this 3rd day of March, 2025.

6  
7   
8 \_\_\_\_\_  
9 Mayor

10   
11 \_\_\_\_\_  
City Recorder

Appendix "A"  
City Council Advisory Board

- Name: Keizer Parks and Recreation Advisory Board
- Purpose: The Board will serve in an advisory capacity to the City Council on issues pertaining to Keizer public parks, operating policies, and long range plans. In addition, the Board will act in the role of community catalyst in the formation and achievement of a comprehensive community-wide parks and recreation system.
- Membership: The Board shall consist of nine (9) voting members to be appointed as outlined by the City Council Rules of Procedure and relevant statutory requirements. Members may be chosen from among such persons concerned with and interested in the conservation and development of public parks and playgrounds and like public placed in the City. The Council will appoint a non-voting Youth liaison to the Board pursuant to the Council Rules of Procedure. The Council will appoint a non-voting Council liaison to the Board and make such announcement at a regularly scheduled Council meeting. The Board will be staffed by a non-voting staff liaison to be appointed by the City Manager.
- Term of Office: Each member of the Board shall be appointed for a three-year term. The terms of the members shall be staggered so that not more than one-third of the members will expire in the same year.
- Chair and Vice-Chair: The Board will elect a Chair and Vice-Chair at the first meeting of each calendar year.
- Meetings: Members of the Board shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Board shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.
- 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 Board may be removed by a two-thirds majority vote of the City Council.