



MINUTES
KEIZER CITY COUNCIL
Monday, June 8, 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
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
Keare Blaylock, Public Works Director
Melissa Bisset, City Recorder

Absent:

Soraida Cross, Council Vice
President

Mayor Clark announced that Council Vice President Cross was unable to attend the meeting because she had to work. There was no objection from the Council for Council Vice President Cross to be excused.

DISCUSSION

a. Keizer Community Fields Association/ Synthetic Turf Fields at Keizer Rapids Park

Mayor Clark announced that the discussion would be with the Keizer Community Fields Association related to the synthetic turf fields at Keizer Rapids Park. She noted that the work session was for an overdue check-in and the Council wanted to hear about the operational structure to carry out the requirements of the contract, especially around the field and asset care, field usage, and this year's financials.

City Manager Adam Brown briefly summarized the agreement with Keizer Community Fields Association (KCFA) for managing the Synthetic Turf Fields at Keizer Rapids Park.

Nick Wells, KCFA President, shared that he was elected to the Board at the end of January.

David Gonzalez, KCFA Treasurer, shared that he was elected to the Board on April 2nd.

Mr. Wells distributed a Statement of Financial Activity. Mr. Wells shared that KCFA recognized the financial challenges identified through their first quarter review. He explained that they had implemented a set of operational and financial reforms to improve accountability, increase revenue, and ensure long-term sustainability. KCFA was focused on revenue growth, equitable member usage, and stronger operational structure.

The current and proposed rate structures were discussed.

There was discussion about the volunteer model based on membership. He explained that he recently resigned from the Mid-Valley Soccer Club as a Board member. There were two members, but neither had been invoiced until recently. It was explained that Mid-Valley Soccer Club had paid two years of dues and that Salem Women's Football had not paid for their membership. It was noted that Salem Women's Football was a member, and the bylaws stated that the dues were \$1,500 a year.

There were two board members, and they were actively recruiting a third board member. Council President Starr asked if there was a legal requirement for them to have three board members. City Attorney Lindsay commented that the management agreement required compliance with applicable laws and regulations, but does not contain a specific notification requirement. Mr. Lindsay explained that if a compliance issue exists, the City could provide notice and an opportunity to cure the deficiency.

Councilor Christopher asked that they take the time to become familiar with the contract and the Council would be holding them accountable. It was clarified that the current agreement was binding.

Mr. Wells shared that he was appointed by the treasurer to president in January. They did not have a full three-person board at that time. They had likely been out of compliance with the required number of board members since July. Mr. Wells shared that they could hold an emergency meeting as soon as the bylaws would allow them to appoint a secretary.

There was a question about insurance. Mr. Wells shared that they had liability insurance and did not have Directors and Officers insurance.

They hoped to charge their members more than the \$20. If rates were increased, they would come back to Council.

There was a request to look into when the insurance was last received from KCFA by the City.

There was discussion about the date of the contract.

Councilor Kohler shared that his goals were for local kids to be able to use the fields at the most cost-effective rate, have the fields used, and invest back into the fields. Field use was discussed.

Mr. Wells shared that KCFA would begin receiving 15 percent of gross sales from food truck vendors operating at the complex. They would also begin to receive 15 percent of all concession profits. Discussion ensued regarding concession and food truck operations.

There was discussion on the importance of bringing on additional volunteer members to help with the 90-day list of improvements. They hoped to diversify the work amongst the volunteers. They intended to have a custodial service help with the restrooms. Some of the volunteers would be meeting with Parks staff to learn how to use the equipment. The fields, nets, and restroom maintenance were discussed. There was a plan for volunteer work assignments.

The opportunities to increase revenue were discussed.

It was clarified that the turf logo sponsorships were not part of the contract.

There was discussion about a KCFA Golf Tournament.

KCFA was planning on actively calling high schools and clubs to fill available field space.

There was a question about doing a City lead desk audit. City Attorney Lindsay shared that if there was an amendment to the contract, it could be included.

Council President Starr expressed concern about the proposed recovery strategy and that projected rental revenue from a revised pricing structure should not be included as a deficit recovery strategy. It was reiterated that the revised pricing structure would have to be approved by the City Council.

Mr. Wells reviewed the long-term goals of KCFA:

- Maintains and improves the facility.
- Reduces reliance on public funding with the goal of eliminating it.
- Supports local sports organizations of all types to prioritize youth growth and success.
- Creates additional fundraising opportunities for community groups.
- Ensures the Keizer sports complex remains as a premier community asset for years to come with growth potential and self-sustainability.

There had been a \$1,000 purchase from the City for a banner for event center marketing.

KCFA was looking at a variety of options for additional revenue and field capitalization.

Scholarships and marketing opportunities were discussed.

Council President Starr expressed concern about the organization's financial position and the significant shortfall reported 15 months into the contract. She stated that she remained unconvinced that sufficient progress had been made to address the challenges and restore long-term sustainability.

Councilor Christopher asked what the alternatives were and expressed concern and felt that drastic changes needed to be done now.

The Council thanked the KCFA Board members for answering their hard questions.

Mr. Gonzalez felt that there were new opportunities for revenue.

Mr. Brown recommended the Council move forward with the increased fee changes that KCFA was recommending. There was a recommendation from Council to include tournament rates.

Mr. Brown reviewed the contract sharing that KCFA would be back before the Council between August 1st and October 15th. Council wished to have ongoing communications with KCFA on how things were progressing. The Council wished to receive reports at the end of June, July and August. A decision would need to be made by November 30th if they wished to extend the contract. Discussion ensued regarding the termination or extension of the contract and timing. It was noted that the full \$240,000 was due in April 2027.

Mr. Brown reviewed the options included:

- Terminating the contract with a 30-day notice
- Elect to do another Request for Proposal
- Ask the company at the Keizer Little League Park what it would look like to add this to their portfolio

Mr. Lindsay further explained the contracting options.

Councilor Christopher felt KCFA should have 90 days to work on turning things around.

Councilor Kohler expressed concern about the fields and the management of the fields.

Follow-up items included: incremental progress reports, a fee structure, a cure of the bylaws compliance, insurance verification, and the date added on the contract.

Phase III construction was discussed, and the intent was to minimize the impact.

There was a suggestion to have five to seven board members rather than three board members.

Mr. Lindsay would speak with KCFA about amendments to the contract.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:59 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____