



**MINUTES
KEIZER CITY COUNCIL**

**Monday, April 8, 2024
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Mayor Clark called the meeting to order at 6:02 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Councilor
Robert Husseman, Councilor
Kyle Juran, Councilor
Daniel Kohler, Councilor
Laura Reid, Councilor

Staff:

Adam Brown, City Manager
Joseph Lindsay, City Attorney
Melissa Bisset, City Recorder

Neighborhood Association Chairs and Presidents present:

Ken Gierloff, Chair, Southeast Keizer Neighborhood Association
Tammy Kunz, President, Greater Northeast Keizer Neighborhood Association
Rhonda Rich, President, West Keizer Neighborhood Association
Hersch Sangster, Chair, Northwest Keizer Neighborhood Association
Patti Tischer, President, Greater Gubser Neighborhood Association

**a. Neighborhood
Association
Recognition
Ordinance
Discussion**

Representatives from the Neighborhood Associations thanked City staff for their work in preparing for the meeting and hoped that the documents related to Neighborhood Associations would be revisited more frequently.

City Attorney Joseph Lindsay explained the requirements of a public body of the City. City Manager Brown noted that the Neighborhood Associations exist to discuss many issues that include more than city issues, such as special districts, schools, and other levels of government.

The following considerations related to the Neighborhood Association Recognition Ordinance were discussed:

- requirements for public bodies of the City;
- potentially changing references to "Citizens" to "Residents";
- potentially changing references to "mail" with "email";
- potentially adding "...when input from the affected Neighborhood Association is received by the City ahead of or during any hearing on the matter";
- the timeline for notices and mail versus emails and giving recipients of notices an ample amount of notice prior to a public hearing;
- Neighborhood Associations receiving notices from the Planning Department on any matters within their boundaries as well as for all land use hearings within the entire City;
- potentially adding: If a Neighborhood Association applies for and obtains the least costly local post office box option, the City will reimburse them for that cost out of the amount budgeted for the neighborhood association;
- a no-cost option for mail to be delivered to City Hall;
- potentially adding information about reimbursable expenses and the Expense Guidelines Document as an appendix;
- potentially amending section regarding membership so it reads "Membership or participation shall not be limited based on any protected class under Oregon or federal law";
- potentially adding "At least half of the regular meetings shall take place within the recognized boundary of the association";
- potentially adding "The Board of Directors shall fill any position vacancies at the first meeting following the vacancy";
- length of time to fill Board positions;
- boundary determination;
- potentially adding "...including 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";
- potentially adding "The association must maintain at least a minimum attendance of three members at regular, general meetings. Attendance will be averaged quarterly" or using a different averaging time period such as annually;
- potentially adding "...with attendance noted" to the record of all meetings;
- potentially changing from bylaws to a charter;
- potentially changing the annual report date to be before April 30 so the recognition would be done before budget requests; and
- potentially remove the term "expectations and responsibilities" and replace with requirements for recognition as per Section 5.

An amended draft Neighborhood Association Ordinance would be prepared based on the discussion and be on an an upcoming City Council Agenda.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:48 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.”