



**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."