



MINUTES KEIZER CITY COUNCIL

**Monday, June 9, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

CALL TO ORDER

Council President Starr called the meeting to order at 6:08 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Shaney Starr, Council President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Jane Titchenal, Chair (CDEC)
Robin Barney (CDEC)
Sara Ngo, Vice Chair (CDEC)
Elaine Wilson (CDEC)
Faustos Ramos (CDEC)
Open Position - Youth Liaison
(CDEC)
Lore Christopher, Councilor

Absent:

Guillermo Rodriguez (CDEC)
Larry Porter (CDEC)
Soraida Cross, Council Vice President
(CDEC)
Cathy Clark, Mayor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Melissa Bisset, City Recorder

DISCUSSION

a. Implementation of Action Plans Identified in Resolution R2025-3558

Assistant City Manager Tim Wood summarized the staff report. Community Diversity Engagement Committee (CDEC) Chair Jane Titchenal reviewed the recent work of the committee.

The CDEC prioritized Appendix A items for this year as follows:

- 4.a. - Collaboration with Council, other city committees, commissions and neighborhood associations
- 4.c. - Collaboration in community conversations, celebrations and relationship building
- 4.e. - Metrics and annual reporting
- 4.f. - Leadership development in underrepresented and underserved communities
- 5. - Develop promotional content specific to outreach and engagement

The CDEC was hoping to be aligned with the Council goals for the committee and to provide value. There was a question whether there had been data collected in the past related to 4.e. Data was collected in 2022 and Assistant City Manager Wood would share it with the CDEC at their next meeting.

There was a suggestion for the committee to meet in other locations. City Attorney Joseph Lindsay noted that the location needs to be Americans with Disabilities Act (ADA) accessible. There was a request about the Committee making a list of where and when the outreach could take place and providing the list to the City to make sure that it meets the necessary requirements. There was discussion about requirements and logistics related to the Committee meeting offsite. Mr. Lindsay explained Public Meetings Law requirements.

There was discussion about collecting data and surveys. City Manager Adam Brown suggested that the Council and the CDEC work together on determining what would be on the survey. Mr. Lindsay noted that the survey results are public records.

Mr. Brown shared that the City had funding in the following year's budget for a survey and that it included customization.

Councilor Christopher arrived to the meeting at 6:50 p.m.

There was a suggestion to keep things simple to start out in order to show progress.

The CDEC was interested in having two Town Halls per year. There were a few events where the CDEC were interested in having a table where they would start talking to the community.

There was a suggestion to attend the current events already scheduled.

Discussion ensued regarding planning an event and outreach.

There was a suggestion to create a postcard to hand out related to the recruitment of City volunteers.

There was a hope for the committee to help with outreach to increase the attendance to City meetings for involvement.

An action plan related to Youth Engagement would be discussed at a CDEC meeting this summer.

The CDEC would be working on a calendar at an upcoming meeting.

The CDEC would schedule a member to come report at the City Council Meetings.

ADJOURNMENT

Meeting adjourned: 7:26 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.”