



MINUTES

KEIZER COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE

Thursday, August 6, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Call to Order

Chair Tammy Kunz called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Tammy Kunz, Chair
Robin Barney
Elaine Wilson
Fausto Ramos, Vice Chair
Guillermo Rodriguez (via Zoom)

Absent:

Open Position
Open Position - Youth Liaison
Larry Porter

Staff:

Council President Shaney Starr Dawn Wilson, Deputy City Recorder
Tim Wood, Assistant City Manager

Chair Kunz asked for a motion to allow Guillermo Rodriguez on Zoom to join the meeting.

Fausto Ramos moved that Guillermo Rodriguez on Zoom join the meeting today. Robin Barney seconded. Motion passed as follows: Barney, Wilson, Kunz, and Ramos in favor with Rodriguez and Porter absent and two open positions.

Approval of Minutes

a. May 2026

Robin Barney moved for approval of the May 2026 Minutes. Fausto Ramos seconded. Motion passed as follows: Barney, Wilson, Kunz, Ramos, and Rodriguez in favor with Porter absent and two open positions.

Appearance of Interested Persons

Jacquiline Green, Greater Northeast Keizer Neighborhood Association (GNEKNA) shared an update on their recent community efforts and outreach. The GNEKNA would hold hybrid meetings, beginning September 15th at 6:00 p.m., at the Keizer Event Center. Ms. Green shared that participating neighborhood associations reached approximately 2,500 families across three recent community events, exceeding the prior year's goal.

Guest Speaker: Planning Commissioner Larry

Planning Commissioner Larry Scruggs, Keizer, provided an overview of the Planning Commission's role and functions. He explained that the Commission assists the City Council and staff in land use decisions and

Scruggs

makes recommendations regarding Keizer's future growth and development. It consists of seven members serving three-year terms, meeting on the second Wednesday of each month at 6:00 PM.

Commissioner Scruggs described the Commission's quasi-judicial hearing process, noting that members were bound by strict rules requiring disclosure of ex parte contact, conflicts of interest, bias, and prejudice at the outset of any hearing. He outlined the standard hearing format: staff report, appellant testimony, public testimony in favor and opposed, rebuttals, and commission deliberation. He noted the Commission's only two options upon conclusion of a hearing were approval or denial, and that decisions may be appealed to the Land Use Board of Appeals.

Commissioner Scruggs briefly referenced the Commission's upcoming agenda, which included a public hearing regarding a modification for property at the corner of Keizer Station Boulevard. A committee member asked whether applicants receive guidance when a plan was declined. Commissioner Scruggs confirmed that recommendations were provided and noted that City staff—particularly Shane—were very helpful throughout the process.

Committee Member Reports

No committee member reports were presented.

Neighborhood Association Reports-Out from Committee Members

No neighborhood association reports were presented.

Other Business/Staff Liaison Report

a. Update on the Volunteer Recruitment Video

Robin Barney shared that the McNary High School students were working on a second cut of the Volunteer Recruitment Video, and unfortunately, they were not able to complete the video during the prior school year. They would pick it up again in September.

b. New Policy for Committees, Boards, and Commissions to Apply for Grants

Assistant City Manager Tim Wood shared that as a refresher under the grant policy, committees would submit recommendations to apply for grants to the City Council for approval. Staff would prepare a staff report and bring it to City Council for official authorization to apply in the City's name. Members were directed to the packet, which contained the written outline of these steps.

c. Guest Speaker(s) & Review Speaker Invitation Process

Council President Starr asked about who would be inviting guest speakers and discovered that there was no process or committee input.

Chair Kunz asked the members for their ideas for a future discussion. It was noted that there was a list of members assigned to each committee to invite

members to speak at Community Diversity Engagement Committee meetings.

Mr. Wood suggested that, quarterly, committee members bring forward potential speakers and collectively determine which speakers to invite during the upcoming three months. Staff would then extend formal invitations on the committee's behalf.

Mr. Wood suggested that at the September meeting, bring names of people to speak and top priorities for the October, November, and December meetings. Mr. Wood recommended focusing on the community partners. He would prepare a written process and review it at the next meeting for refinement.

Ms. Wilson reminded members that their terms expire in January, so there may be some new members on this committee. Mr. Wood agreed and suggested that the process be reintroduced in January and ask them if they have speakers for the February and March meetings.

Recess at 6:36 to get Mr. Rodriguez back on Zoom. The meeting resumed at 6:42 p.m.

**d. Proclamation
Recipient List
with Contact Info**

The committee discussed adding a proclamation recognizing National Bullying Prevention Month to the City Council's October calendar.

Mr. Wood confirmed that once a formal motion was adopted, he would bring it forward at the next City Council meeting under other business.

Fausto Ramos moved to make a recommendation to Council about adding a proclamation to either October 5th or the 19th surrounding the topic of bullying. Robin Barney seconded.

Elaine Wilson made a friendly amendment to not pick the date, but to recommend to Council adding it to the calendar. The mover and seconder accepted. Motion passed as follows: Barney, Wilson, Kunz, Ramos, and Rodriguez in favor with Porter absent and two open positions.

To clarify, the amended motion was to recommend to City Council adding bullying as October's awareness month.

It was noted that the CDEC members names should be added to the contact list as an extra column.

**e. Keizer Cultures
Celebration ~
Vendor & Sponsor
Invitations by
Robin Barney**

Committee Member Barney provided a detailed update on planning for the Keizer Cultures Celebration, scheduled for October 10, 2026. Key progress included:

- **In-kind trades confirmed:** Sanitation services for trash and

recycling, and a donated sound system with an operator from Paul at Upcoming Music.

- **Sponsorships:** Outreach had been made to 28 potential sponsors at the start of the week, with four responses already received totaling \$800 in committed contributions. Committee Member Barney requested guidance from staff on how to properly receive and direct incoming funds to the City.
- **Vendors and nonprofits:** Fifteen nonprofit slots were confirmed; space was available for six to seven food trucks and fifteen to twenty vendor booths, with a goal of at least one booth representing each culture present in the community.
- **Site map revisions:** Due to the Keizer Community Library holding its final day of operations on October 10th in the Event Center, several areas originally designated for the event—including the alleyway between the City and the Keizer Cultural Building, associated parking spaces, and areas in front of the Police Department—were no longer available.
- Fire Marshall Anne Marie Storms assisted in developing a revised site plan, incorporating cones to redirect traffic and block unauthorized cut-throughs. The children's activity area was relocated to the picnic area near the splash pad; the main stage would be positioned in the busy bow area, with a large tent in the center of the grassy area.
- **Food trucks:** Approximately half a dozen food trucks had expressed interest. Committee Member Barney noted her intention to review menus and work with vendors to ensure pricing remained accessible for families, with an emphasis on sampling-style offerings.
- **Alcohol policy:** A decision was made to prohibit the service or consumption of alcohol at the event, avoiding the associated permitting, security, and liability complexities.
- **Parking and community notification:** Plans were in place to distribute door-to-door flyers to residents along adjacent streets, and to notify nearby businesses including Safeway and Walgreens.
- **Police coordination:** The Keizer Police Department had been consulted; given the absence of alcohol, they indicated minimal concerns about the event.

Council President Starr asked about the possibility of activating the splash pad if the weather was warm, noting the City typically closes it after Labor

Day. Mr. Wood indicated this could be arranged if the committee wished. Another member suggested cross-marketing with the library given their simultaneous event; Ms. Barney confirmed she had already been in contact with the library regarding this. A contingency indoor plan was also described for inclement weather, utilizing the front patio of the Keizer Cultural Center with tent coverage, and moving nonprofit tables indoors.

f. Continue community outreach to identify diverse voices for future sessions

Chair Kunz noted that this item should go with the quarterly process under item c.

g. National Bullying Prevention Month in October - Discussion for Recommendation to Council

There was a consensus to move this item to be discussed under item d.

h. Discussion on Possibly Meeting Off-site Again

Chair Kunz asked about having another off-site CDEC meeting.

Ms. Barney suggested having the next off-site meeting at St. Edward Church because of the congregation.

Mr. Rodriguez thought the St. Edward Church was a good idea.

Ms. Wilson agreed that the monthly dinner attracted a lot of people and suggested having the CDEC meet there in November.

Mr. Ramos thought it was a good idea and asked about some people not feeling comfortable attending a meeting at a church. Ms. Wilson shared that the meeting would actually be in the building next to the church.

Mr. Rodriguez mentioned that we should be careful with the wording to say that there would be a CDEC meeting, not a church meeting. Mr. Wood would reach out to the church to make a reservation.

Council President Starr asked about getting a jump start on the quarterly speaker plan and asking the church staff to talk about the community dinner at the November meeting. The members agreed that this was a great idea. Mr. Wood would ask the church to speak at the meeting.

Member Reporting to Council ~ Guillermo Rodriguez on August 17th at 6pm

It was noted that Guillermo Rodriguez would report to Council on August 17th.

Adjourn

Meeting adjourned at 7:13 p.m.

Minutes approved: _____