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KEIZER VOLUNTEER COORDINATING COMMITTEE **AGENDA**

Thursday, November 14, 2024, 6:00 PM
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**
2. **PUBLIC TESTIMONY**
3. **APPROVAL OF MINUTES**
 - a. October 2024
4. **COMMITTEE APPOINTMENTS**
 - a. Parks and Recreation Advisory Board Openings
 - b. Traffic Safety, Bikeways and Pedestrian Committee Openings
5. **OTHER BUSINESS**
 - a. Continued Discussion on Exit Survey Questions for Youth Positions ~ See attached Process for Appointments - Miscellaneous Section, Paragraph 7
6. **ADJOURNMENT**

Next Meeting: December 12th

"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."



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE
Thursday, October 10, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER/NOTE OF ATTENDANCE

CALL TO ORDER: Chair Corri Falardeau called the meeting to order at 6:08 pm.

ATTENDANCE:

Present:

Corri Falardeau, Chair
Larry Jackson
Dawn Reichle Bailon
Leslie Risewick
Council President Shaney Starr

Absent:

Jane Herb, Vice Chair
Daisy Hickman
Emerson Carella

Staff Present:

Dawn Wilson, Deputy City Recorder

2. PUBLIC TESTIMONY

3. APPROVAL OF MINUTES

a. August Minutes

Larry Jackson moved for approval of the August 2024 minutes. Dawn Bailon seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Carella, Hickman, and Herb absent.

4. VOLUNTEER OF THE QUARTER

a. Nominee: Carol Phipps

It was noted that both nominees are very deserving.

Nominator Rhonda Rich, with the support of Carolyn Homan and Colleen Busch, suggested having Ken Gierloff receive the third quarter award and Carol Phipps receive the fourth quarter or have both recognized for the same quarter and in the same month but at different Council meetings.

Larry Jackson moved to have Carol Phipps named as well as Ken Gierloff forward to City Council for the Third Quarter of the Volunteer of the Quarter and present Ken Gierloff at the City Council meeting on November 4th and

Carol Phipps on November 18th. Leslie Risewick seconded. Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Carella, Hickman, and Herb absent.

b. Nominee: Ken Gierloff

5. OTHER BUSINESS

a. Volunteer Applications ~ Discussion on Questions

There was discussion on the volunteer application questions. It was noted that a member would like the freedom to ask the questions that the members want to ask. The Councilors did a great job appointing the qualified members on the Community Diversity Engagement Committee (CDEC).

Council President Starr explained that the CDEC wants the Volunteer Coordinating Committee (VCC) vetting them and take the direct appointments out of the process. The CDEC wants their questions to be used by the VCC.

It was suggested to have exiting questions for the members so that the VCC members would know why volunteers resign. It was noted that some members shared that the CDEC wasn't moving fast enough and there wasn't enough work. The application process would be a positive because the applicants would understand their objectives.

It was noted that the direct council appointments are a faster process and that they would know who could do the best work for the CDEC, which would essentially be a better process for the turnover.

There was apprehensiveness for the VCC members to complete the rubric since it wouldn't be anonymous. It was noted that the CDEC would devise definitions for its Statement of Values in the Committee's Resolution. An example was to replace the word justice with betterment in the questions because there should be simplistic language and not hard to define words.

It was requested that that data be pulled from City's survey responses for the City Charter and Strategic Plan to better inform on the outreach work.

It was suggested that if there would be community engagement that the City find interested persons to volunteer and then coordinate them with the Councilor for appointment.

There was concern about the CDEC creating policies for communication when the perception was for the CDEC to go to the community. It was thought that the application takes away creativity for the VCC.

It was suggested that the application recommend that the applicant attend a

committee meeting that they want to serve on and that the rubric was a little confusing.

There was a consensus that the VCC wants the Council direct appointments to remain by the councilors. The VCC wants to have dialogue at the upcoming Work Session with the City Council and CDEC and then return to another discussion on the process for the CDEC.

Dawn Bailon motioned to table the decision on this until after the next joint work session and more information was gathered regarding the nomination versus application process. Leslie Risewick seconded. Reichle Bailon, Falardeau, Jackson, and Risewick in favor with Carella, Hickman, and Herb absent.

b. Volunteer Recognition Process ~ Motion Needed

The Committee reviewed the revised Volunteer Recognition Process, and no further changes were requested.

Leslie Risewick moved to approve the Volunteer Recognition changes made on 08/22/24. Dawn Bailon seconded. Reichle Bailon, Falardeau, Jackson, and Risewick in favor and Herb, Carella, and Hickman absent.

c. Exit Survey from Former Youth Councilor Grayton Woodard

The Committee discussed the exit survey from former Youth Councilor Grayton Woodard.

Based upon Mr. Woodard's responses, the VCC felt that there should be an orientation for the youth positions and the youth positions were similar to the CDEC for outreach purposes. There should be some sort of introduction for them before going live at a meeting.

The VCC suggested that the survey should have a number range to grade the questions and a comments section.

6. ADJOURNMENT

Meeting was adjourned: 7:10 p.m.

Minutes approved: November 14, 2024

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Volunteer Coordinating Committee Meeting Date:
November 14, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Parks and Recreation Advisory Board Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Parks and Recreation Advisory Board for Positions 7, 8, and 9 with terms expiring December of 2027.

I. Summary

Three positions on the Parks and Recreation Advisory Board are open. These openings were advertised on the City's Facebook and website, and a media release was published.

Position Nos. 7, 8, and 9 have a term ending 12/2024. The new term will expire 12/2027.

Applications were received from: Jill Gust, Matt Lawyer, and Lisa Cejka who are the incumbents for Position Nos. 7, 8, and 9, respectively.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

These open positions were advertised on the City's Facebook and website, and a media release was published from September 6th to October 22nd and from October 24th to October 31st.

Applications were received from Lisa Cejka, Matt Lawyer, and Jill Gust.

The applicants will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open position.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the opening, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open position.

Attachments

1. ATT_Parks and Recreation Advisory Board Packet_11 14 2024

"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."

PARKS & RECREATION ADVISORY BOARD

This Board reviews and studies issues that involve development and maintenance of city parks and makes recommendations to the Council. The Board meets on the second Tuesday of each month at 6:00 p.m.

Three Positions Open

Position Nos. 7, 8, and 9 - Terms ending 12/2027

Applications

- **Jill Gust**
(incumbent, Position 7)
- **Matt Lawyer**
(incumbent, Position 8)
- **Lisa Cejka**
(incumbent, Position 9)

Keizer Parks Advisory Board Roster - 2024 3-year terms Updated: November 1, 2024						
# Position	Member	Address/Phone/E-Mail	Appnt	Exp	Council Rpt	Park Assignment* Park Report
1	Tanya Hamilton		2019	12/25	December	Ryan J. Hill Willamette Manor Jan-Mar-May- July Sept-Nov
2	Mike Pantalone		2019	12/25	February	Northview Country Glen Feb-Apr-Jun- Aug-Oct-Dec
3	Gwen Carr		2021	12/25	March	Claggett Creek Clearlake Jan-Mar-May- July Sept-Nov
4	Clay Rushton		2019	12/26	April	Bair Chalmer-Jones Feb-Apr-Jun- Aug-Oct-Dec
5	David Louden		2012	12/26	May October	Wallace House Keizer Little League Jan-Mar-May- July Sept-Nov
6	Bob Shackelford		2021	12/26	August	Meadows Bob Newton Feb-Apr-Jun- Aug-Oct-Dec
7	Jill Gust		2022	12/24	July	Hidden Creek Northridge Jan-Mar-May- July Sept-Nov
8	Matt Lawyer CHAIR		2016	12/24	January June	Ben Miller Mike Whittam Feb-Apr-Jun- Aug-Oct-Dec
9	Lisa Cejka VICE CHAIR		2022	12/24	September Parks Tour November	Palma Ciea Sunset Jan-Mar-May- July Sept-Nov
Dan Kohler, Council Liaison kohlerd@keizer.org		Liam Stitt – Youth Liaison (non-voting) 2024/25 School Year	Robert Johnson, Staff Liaison 503-856-3569 JohnsonR@keizer.org		Dawn Wilson, Deputy City Recorder 503-856-3418, wilsond@keizer.org	

* All members share Keizer Rapids Park assignment.

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Dawn Reichle-Bailon	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Jane Herb	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Open Position	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Daisy Hickman	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Corri Falardeau	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Leslie Risewick	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD	
# 7 (exp 12/2027)	
VCC MEMBER: Larry Jackson	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

Tally Sheet – Parks		
# 7 (exp 12/2027)		
Vote #	Vote #	
Jill Gust		
Matt Lawyer		
Lisa Cejka		
No Recommendation		

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Dawn Reichle-Bailon	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Jane Herb	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Open Position	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Daisy Hickman	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Corri Falardeau	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Leslie Risewick	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 8 (exp 12/2027) VCC MEMBER: Larry Jackson	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

Tally Sheet – Parks # 8 (exp 12/2027) Vote # _____ Vote # _____		
Jill Gust		
Matt Lawyer		
Lisa Cejka		
No Recommendation		

PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Dawn Reichle-Bailon	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation
PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Jane Herb	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation
PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Open Position	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation
PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Daisy Hickman	
	Jill Gust
	Matt Lawyer
	Lisa Cejka
	No Recommendation

PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Corri Falardeau		
	Jill Gust	
	Matt Lawyer	
	Lisa Cejka	
	No Recommendation	
PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Leslie Risewick		
	Jill Gust	
	Matt Lawyer	
	Lisa Cejka	
	No Recommendation	
PARKS BOARD # 9 (exp 12/2027) VCC MEMBER: Larry Jackson		
	Jill Gust	
	Matt Lawyer	
	Lisa Cejka	
	No Recommendation	
Tally Sheet – Parks # 9 (exp 12/2027) Vote # _____ Vote # _____		
	Jill Gust	
	Matt Lawyer	
	Lisa Cejka	
	No Recommendation	

A new submission has been received for Volunteer Application at 10/04/2021 10:51 AM

First and Last Name: Lisa Cejka

Email Address:

Phone:

Address :

City: Keizer

Please Check ALL Committees of Interest:

Parks Advisory Board: Parks Advisory Board

Public Art Commission: Public Art Commission

Days and times of week available: Tuesday Wednesday 5-9

How many hours a month are you available?: 10

Please explain why you are interested in serving: I do a lot of volunteer work in neighboring Salem, both at the State Capitol and the Public Library, I loved being part of Keizer Points of Interest and was sad when it disbanded. I think that Keizer's park system is one of the best around and I'd like to be a small part of keeping them that way.

Your knowledge, education and/or skills: I walk to a Keizer city park every single day and have for years. I have a bachelor's degree in history and I'm a licensed substitute teacher. I also make my commitments a priority, I show up and I'm not afraid to do the work.

I understand the time commitment and duties involved: Yes

Have you ever been convicted of a felony?: No

Education Background:

High School: Riverside High School

Graduate or GED: Graduate

College: Western Oregon State College

Degree: History/Political Science

Personal Reference:

Name: Michele Roland-Schwartz

Address: Keizer

Phone:

Current Place of Employment:

Employer's Name: None

May We Contact you at work?: Yes

Previous Volunteer Experience:

Volunteer Agency: Oregon State Capitol

Address: 900 Court St NE, Salem OR 97301

Phone: 503-986-1550

Duties: I give historic building tours to school groups and the general public. I also fill in at the information kiosk if there is an opening.

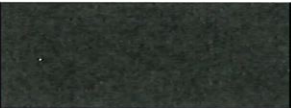
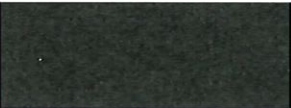
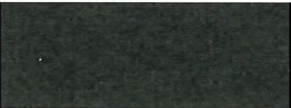
I authorize a criminal background check if required: I authorize a criminal background check if required

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, September 6, 2024 4:18 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 09/06/2024 4:17 PM

First and Last Name (Nombre y Apellidos): Matt Lawyer
Email Address (Dirección de correo electrónico): 
Phone (Teléfono) : 
Address (Dirección): 
City (Ciudad): Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):
Budget Committee (Comité de Presupuesto):
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación): Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Other (Otra):
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):
Days and times of week available (Días y horas de la semana disponibles): Any
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): Parks board member since 2016. I have also been a Planning Commissioner since 2017. I have served with Claggett Creek Watershed Council since 2013. I have been a volunteer with Keizer Rotary since 2013 and a member since 2022. I have led dozens of volunteer efforts, saving the city tens of thousands of dollars and bringing hundreds of volunteers from our community together. I am a project manager, a hard worker and a dedicated volunteer.

How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):

10-12

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

I want to continue to see the work we set out to accomplish get finished. I want to continue to bring my skillset and volunteer efforts forward for the continued betterment of our community.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

McNary

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Eastern Oregon University

Degree (Título universitario):

Interdisciplinary Studies

Personal Reference (Referencia personal):

Name (Nombre):

Mark Caillier

Address (Dirección):



Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Marion County

Employer's Address (Dirección del empleado):

555 Court St Salem OR

Employer's Phone (Teléfono del empleador):

503-507-6282

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

City of Kelzer

Address (Dirección):

930 Chemawa Rd

Phone (Número de teléfono):

5038563441

Duties (Deberes):

As described above.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)



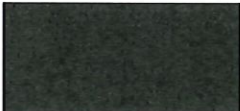
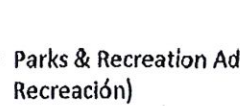
Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, July 11, 2024 4:46 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

Follow Up Flag: Follow up
Flag Status: Flagged

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A new submission has been received for Volunteer Application at 07/11/2024 4:46 PM

First and Last Name (Nombre y Apellidos): Jill Gust
Email Address (Dirección de correo electrónico): 
Phone (Teléfono) : 
Address (Dirección): 
City (Ciudad): Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):
Budget Committee (Comité de Presupuesto):
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación): Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)
Planning Commission (Comisión de Planificación):
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Other (Otra):
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):
Days and times of week available (Días y horas de la semana disponibles): I am unavailable the first Wednesday of the month and the third Thursday of the month.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I have lived in Keizer my entire life. I am a graduate from McNary High School. I have spent my adult life taking care of my three children. They have been sports children since they could walk. I have spent many years being the team mom/manager for every team that they have been on which led to being on many boards for both youth and high school sports. I have been a member of the McNary Athletic Booster Club for six years. I was named the President this year. I am the treasurer for McNary Youth Football

where I have been a member of their board for two year. I am the treasurer for the Kelzer Fire Foundation. I have a deep love for this community. I have volunteered for numerous groups throughout Keizer. I would love to serve on a board with the City of Keizer to help improve my community.

How many hours a month are you available?
(¿Cuántas horas al mes estás disponible?):

10 hours

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

I have lived in Keizer my entire life. My heart is in improving our community. I want to serve on the Parks and Recreation Advisory Board as a way to improve the spaces that are used for our youth. We need to be sure that they are having safe areas to participate in sports, play and enjoy their time. I also want to make sure that our parks are being utilized in a way that helps improve our youth sports. If we don't have strong youth programs, our high school programs will be the ones that suffer.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Have you ever been convicted of a felony?
(¿Alguna vez ha sido condenado por un delito grave?):

No

Education Background (Antecedentes educativos):

High School (escuela secundaria):

McNary High School

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Amanda Macik

Address (Dirección):

Phone (Número de teléfono):

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Keizer Chamber of Commerce

Employer's Address (Dirección del empleado):

4118 River Rd N Keizer, OR 97303

Employer's Phone (Teléfono del empleador):

(503) 393-9111

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

McNary Athletic Booster Club

Address (Dirección):

595 Chemawa Rd N

Phone (Número de teléfono):

Duties (Deberes):

Run the Holiday Bazaar. Design, order, sell, and inventory the apparel. Help with all aspects of the concession stand. Work with coaches, team parents, and students. Coordinate and run meetings. Assist in setting up, procurement, and running of the Booster Auction. Current president of the Booster Club. Work with

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.);



community partners to accomplish large projects. Coordinate Blue Day with the football teams, soccer teams, volleyball teams, and youth leagues. Apply for permits. Make buttons. Help write up a budget. Manage a timeline and budget.

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)



Volunteer Coordinating Committee Meeting Date:
November 14, 2024

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Traffic Safety, Bikeways and Pedestrian Committee Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** and **APPLICANT'S NAME** to the Traffic Safety, Bikeways and Pedestrian Committee for Positions 4 and 6 with terms expiring December 31, 2027.

I. Summary

Two positions on the Traffic Safety, Bikeways and Pedestrian Committee are open. The openings were advertised on the City's Facebook and website, and a media release was published.

Positions 4 and 6 have terms ending December 31, 2027.

Applications were received from: David Dempster who is an incumbent in Position # 6, and Tammy Kunz

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

These open positions were advertised on the City's Facebook and website, and a media release was published from September 6th to October 22nd and from October 24th to October 31st.

Four applications were received and are included as an attachment for the VCC's review. The applicant will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open positions.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the openings, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open positions.

Attachments

1. ATT_Traffic Safety, Bikeways and Pedestrian Committee Packet_11 14 2024

"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."

TRAFFIC SAFETY/BIKEWAYS/ PEDESTRIAN COMMITTEE

This committee is responsible for reviewing traffic safety issues in Keizer and making recommendations to the City Council for improvements. Members also make recommendations for future locations of bike lanes in the City and work to promote bicycle safety and use throughout the community. In addition to the monthly Committee meeting, there may be other events which require extra volunteer hours. The committee meets on the third Thursday of each month at 6 pm at City Hall.

Two Positions Open

Position # 4 – Term ending 12/31/2027

Position # 6 – Term ending 12/31/2027

Applications

- David Dempster
(incumbent, Position 6)
- Tammy Kunz

TRAFFIC SAFETY, BIKEWAYS & PEDESTRIAN COMMITTEE

3-year terms | Updated 11/1/2024

Position	Member	Address/Phone	Original Appt. Date	Exp. Date (3-yr terms)	Report to Council/ Attend PC Mtg.
	*Indicates Cycle Advocate				
1	Brenda Lamb		2022	12/31/25	August
2*	Hersch Sangster		2014	12/31/25	February September
3*	Michael De Blasi – VICE CHAIR		2018	12/31/26	March October
4	Tammy Saldivar – CHAIR		2022	12/31/24	April November
5	David Philbrick		2024	12/31/26	May January
6*	David Dempster		2012	12/31/24	June
7	Matt Myers		2024	12/31/26	July December
	OPEN Position Youth Liaison (non-voting)			2024/25 school yr	
	Marion County Fire	503-588-6526			
	OPEN Position				
	Mike Griffin, Staff Liaison griffinm@keizer.org	W: 503-856-3551			
	Martin Powell, Police Liaison powellm@keizer.org	W: 503-856-3502 W:			

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Dawn Reichle-Bailon	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Jane Herb	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Open Position	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Daisy Hickman	
	David Dempster
	Tammy Kunz
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Corri Falardeau	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Leslie Risewick	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) VCC MEMBER: Larry Jackson	
	David Dempster
	Tammy Kunz
	No Recommendation
Tally Sheet TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) Vote # _____ Vote # _____	
	David Dempster
	Tammy Kunz
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Dawn Reichle-Bailon	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Jane Herb	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Open Position	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Daisy Hickman	
	David Dempster
	Tammy Kunz
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Corri Falardeau	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Leslie Risewick	
	David Dempster
	Tammy Kunz
	No Recommendation
TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) VCC MEMBER: Larry Jackson	
	David Dempster
	Tammy Kunz
	No Recommendation
Tally Sheet TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 6 (exp 12/2027) Vote # _____ Vote # _____	
	David Dempster
	Tammy Kunz
	No Recommendation

*First and Last Name: David Dempster

*Email Address: [REDACTED]

*Phone: [REDACTED]

Address: [REDACTED]

*City: Keizer

Please Check ALL Committees of Interest

XXX Traffic Safety/Bikeways/Pedestrian

*Days and times of week available: all

*How many hours a month are you available?: 25+

*Please explain why you are interested in serving: I have been on this committee for many years and I am familiar with the duties and time commitment. I think the issues and activities are important to the city.

*Your knowledge, education and/or skills: I have knowledge of the issues involved in this committee. I have been active in its activities for several years. Retired teacher.

*I understand the time commitment and duties involved: Yes

*Have you ever been convicted of a felony?: No

Education Background

*High School: Cleveland, Portland Oregon

*Graduate or GED: Graduate

College: Portland State University and University of Oregon

Degree: MS Education, BS Mathematics, extensive Computer Science courses, much course work in school administration and school counseling

Personal Reference

*Name: Debbie Lockhart, Bill Lawyer, members of Traffic ... Committee

Current Place of Employment: Retired

Employer's Name: Retired Lincoln County School District

Previous Volunteer Experience

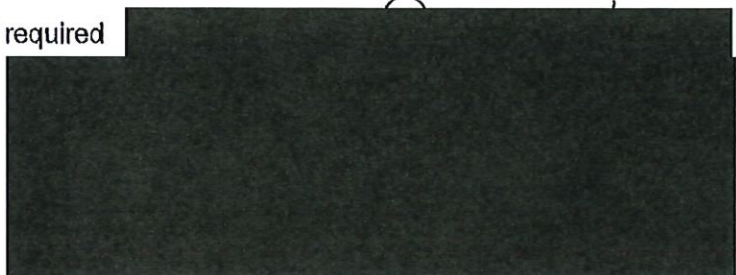
Volunteer Agency

Traffic...Safety, Bikeways, Budget Comm. All in Keizer

Duties

Member, default treasurer and supply manager. I have attended all presentations, training events, and other volunteer events sponsored by the Traffic Safety Committee which are most often related to bicycle safety (helmet program, bike safety presentations, and Safe Routes to Schools events).

YES I authorize a criminal background check if required



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, October 24, 2024 4:14 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

A new submission has been received for Volunteer Application at 10/24/2024 4:14 PM

First and Last Name (Nombre y Apellidos):	Tammy Kunz
Email Address (Dirección de correo electrónico):	
Phone (Teléfono) :	
Address (Dirección):	
City (Ciudad):	KEIZER
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):	
Planning Commission (Comisión de Planificación):	
Public Art Commission (Comisión de Arte Público):	
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):	Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)
Other (Otra):	
If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?):	
Days and times of week available (Días y horas de la semana disponibles):	My time is flexible
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have enjoyed working with the committee on the NTMP and working on other projects as well. The Weddle bike skills fair of 2023 was a great event and a good way to give back to our community. I have been attending this meeting for a couple of years and have seen a number of projects come and go, with completion and admire the work this team plays for Keizer Safety.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	20+

Please explain why you are interested in serving.
(Por favor, explique por qué está interesada/o en servir):

I have been interested in this committee for several months and have already applied before. I am still invested in our community and would love the chance to serve. To help bring more safety to our communities and work to better Keizer in any way possible.

I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados):

Yes

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Penn Foster

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

AIU

Degree (Título universitario):

BA in Business Admin/ with Project Administration

Personal Reference (Referencia personal):

Name (Nombre):

Jacqueline Green

Address (Dirección):

Keizer Or

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Employer's Name (Nombre del empleado):

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Keizer City Community Diversity Engagement Committee

Address (Dirección):

930 Chemawa rd NE

Phone (Número de teléfono):

503-856-3413

Duties (Deberes):

Keizer Community Diversity Engagement Committee Metropolitan Transportation Safety Action Plan Steering Committee

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)





Process for Appointments to City Council Committees Adopted 11/20/2023 by City Council

Announcement

Announcements for open positions that occur on any City Council Committees shall be distributed to the media and posted on the City's web page, social media, and at City Hall. Announcements will contain the name of the committee, a brief description of the duties of the committee, the date and time of the committee meetings, the number of open positions, instructions to receive and submit a volunteer application, the closing date to submit an application in order to be considered at the next meeting, and any background, skills, interest, or requirements, if applicable.

Applications

1. Applications delivered to City Hall will be stamped with the date received. Applications received by email will be marked as received as of the time/date stamp when the email was sent. Any supporting documents or letters of recommendation must be received no later than 2 weeks prior to the meeting to be included in the published packet.
2. Applications must be received by the closing date in the press release to be considered at the next Volunteer Coordinating Committee meeting. If an application is received after the closing date and an open position remains, the application may be considered at the next meeting. If there are no current openings, the application will be held for up to one year.
3. Interested applicants whose applications are received prior to the posted deadline will be sent a letter inviting them to attend the Volunteer Coordinating Committee (VCC) meeting to give an oral presentation on their background, skills, and interest for the position they are seeking. The presentation is limited to five minutes. After which, the Committee will ask questions.
4. Applicants who are unable to attend the meeting will be eligible for consideration. They are encouraged to submit written testimony and an explanation for their absence.

At the meeting:

1. Public comment will be limited to 5 minutes with the same guidelines as Council Rules and Procedures.
2. At the beginning of the meeting, the chair will give an overview of the interview and voting process.

3. The interview and voting process will be conducted separately for each committee or commission.
 - a. If a VCC member is an applicant, when that committee/commission process begins, the member shall declare they are an applicant and leave the dais. The required voting majority will adjust to include only those present and voting.
4. Interview:
 - a. Each applicant has five minutes to give an oral presentation highlighting their background, skills, and interest for the position they are seeking.
 - b. The Volunteer Coordinating Committee members will then ask questions of the applicants. Questions from the Committee are not included in the five-minute time limit.

Voting

1. Following close of the presentations, any committee member may nominate any or all candidates. A second is not required.
2. Each member of the Volunteer Coordinating Committee is required to cast a vote, including the option of voting for “no recommendation.”
3. Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced. The determination of how votes are taken (i.e. voice vote, show of hands, or written ballots) shall be made at the call of the chair. All votes are public records.
4. Results:
 - a. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for consideration.
 - b. If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote. The candidate with the most votes shall be forwarded to the City Council for consideration.
 - c. In the event of a tie vote during the second vote, the names of the two candidates shall be placed in the official Keizer bucket or other container and the chair of the committee shall draw the successful name.
 - d. The option of voting for “no recommendation” will be on all ballots. If a majority of votes are “no recommendation,” the position will be reopened.
5. If there are multiple positions to fill, each position will be voted separately, using steps 2 through 4.

City Councilor Applications

A member of the City Council may not be considered for a position on a committee or commission while they are actively serving as Councilor, even if the term of service would begin after the Councilor left office. For Council voting positions on committees and commissions, the City Council member will be appointed by the Mayor.

Miscellaneous

1. Whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications.
2. Letters will be sent to all non-successful individuals thanking them for their interest and encouraging them to attend the committee meetings.
3. Non-successful volunteer applicants will remain on file for one year and will be contacted for any future openings on the committees of interest. To be considered for a future opening, the applicant must respond in writing by the recruitment closing date to be considered for that opening.
4. For appointments to fill a mid-term vacancy of three months or less, the Volunteer Coordinating Committee will recommend the appointment for that period and the next consecutive term.
5. When a person applies to be reappointed to serve on a committee, their attendance record will be presented to the VCC.
6. When the Committee makes a recommendation for an applicant who is already serving on two city committees/commissions to serve on a third committee, an explanation supporting the recommendation will be included in the staff report and a representative from the Committee will attend the Council meeting to explain the recommendation.
7. Outgoing Youth Councilor and Youth Liaisons will be emailed the Youth Exit Survey in April. Answers will be included in the June or subsequent agenda packet.
 - a. *Name one or more highlights of this experience that you feel other youth volunteers would enjoy.*
 - b. *Share any aspects of this experience that you would change.*
 - c. *If you could add anything to this experience to make it more impactful what would that be?*
 - d. *What would you recommend we do to create more interest for other youth?*
 - e. *What was the most surprising thing about the experience?*

Adopted by the Volunteer Coordinating Committee - June 15, 2004; Amended 7/19/07; 10/18/07; 9/25/08; 2/18/10; 3/21/13; 2/20/14; 6/15/17; 10/13/22

Amended by the Keizer City Council on November 20, 2023, by Resolution No. R2023-3424.