MINUTES

Volunteer Coordinating Committee
Thursday, October 18, 2007
Conference Room A - Keizer City Hall

David Fifer, Chair of the Volunteer Coordinating Committee called the meeting to order at 6:30 p.m. In attendance were:

Members:
Kim Beesley
Trish Crenshaw
David Fifer
Tim Smith
Charlene Coleman
Lore Christopher – Council Liaison
Tracy Davis – Staff Liaison

Absent:
Amy McLeod
Vacant position #6 (previously held by Jerry McGee)

PUBLIC TESTIMONY

There was no public testimony to come before the Committee.

APPROVAL OF MINUTES

Kim Beesley moved for approval of the September 26, 2007 Volunteer Coordinating Committee minutes. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

TRAFFIC SAFETY COMMISSION APPOINTMENT

Chair Fifer reported the Traffic Safety Commission currently has a vacancy due to the resignation of Charles Hoffer. Mr. Hoffer was serving in position number three with a term scheduled to expire in December 2008. After a review of the appointment process, Mr. Fifer invited applicant Hoover to make his presentation.

Richard Hoover briefly outlined his qualifications and interest in the position.

Kim Beesley moved to close the nominations. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the name of Richard Hoover for appointment to position number three on the Traffic Safety Commission. Tim Smith seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Richard Hoover announced that he would like to withdraw his name from any other Committees he expressed interest in.

KEIZER BIKEWAYS COMMITTEE

Chair Fifer pointed out a recent City Council action changing the student representative position to a citizen-at-large position on the Bikeways Committee has created a vacancy. With the request to withdraw Mr. Hoover's name from consideration, Chair Fifer indicated only Mr. Grover's application remained available for review.

Terry Grover briefly outlined his qualifications and interest in the position.

Kim Beesley moved to close the nominations. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the name of Terry Grover for appointment to position number five on the Keizer Bikeway Committee. Charlene Coleman seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

SALEM HOUSING AND URBAN DEVELOPMENT ADVISORY COMMITTEE

Chair Fifer explained the City of Keizer has had a representative on the Salem Housing and Urban Development Advisory Committee for several years.

Recently, the term of Keizer resident Jeff Lewis expired on the Committee. Chair Fifer indicated only one application was received from Douglas Tookey.

Douglas Tookey briefly outlined his qualifications and interest in the Committee. During his presentation, Mr. Tookey explained he will have an upcoming business assignment to be out of the Country for approximately three months and his preference for the other Committees he expressed interest in.

The Committee agreed by consensus to re-advertise for volunteer applications for this position.

KEIZER URBAN RENEWAL BOARD

Chair Fifer noted when the City Council appointed Brandon Smith to the vacant City Council position; a vacancy was created on the Keizer Urban Renewal Board. Mr. Smith was serving in position number two on the Board with his term scheduled to expire in February 2008. Chair Fifer indicated there were two volunteer applications expressing interest in this position; Douglas Tookey and Erick Peterson.

Erick Peterson briefly outlined his interest and qualifications for the positions. Mr. Tookey indicated he did not have anything to add to his previous presentation.

Mayor Christopher voiced her concern with making an appointment for a term of only three months. Kim Beesley requested the Committee follow their adopted procedures at this time and then discuss this further under the other business portion of the meeting.

Kim Beesley moved to close the nominations. Tim Smith seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the names of Douglas Tookey and Erick Peterson for appointment to position number two on the Keizer Urban Renewal Board. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

The Committee voted by written ballot. The results were announced as follows:

	C. Coleman	D. Fifer	T. Crenshaw	T. Smith	K. Beesley
Tookey					X
Peterson	X	X	X	X	

The tally was:

- Tookey – 1 vote
- Peterson – 4 votes

Kim Beesley moved to recommend the appointment of Erick Peterson to the Keizer Urban Renewal Board. Tim Smith seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

BUDGET COMMITTEE APPOINTMENTS

Chair Fifer reported that in August, the terms of Jim Bradshaw (position one) and Nick Marshall (position two) expired on the Budget Committee. Two applicants remain interested in the positions; Ronald Bersin and Michael Lopez. Chair Fifer noted the absence of Mr. Lopez. Tracy Davis, Staff Liaison stated she had not received any indication of the reason for his absence.

Ronald Bersin briefly outlined his qualifications and interest in the position.

Kim Beesley moved to close the nominations. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the names of Ronald Bersin and Michael Lopez for appointment to position numbers one and two on the Budget Committee. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

PLANNING COMMISSION APPOINTMENTS

Chair Fifer indicated the Planning Commission terms of Holly Graf (position number 1), Jim Jacks (position number 2), and Greg Rands (position number 3) expired on September 30, 2007. Each of these members is eligible and has applied to serve another term. In addition, other applicants have expressed an interest; Douglas Tookey, Ronald Bersin, and Michael Lopez.

Mr. Tookey and Mr. Bersin indicated they did not have anything further to add to their previous presentations.

Tracy Davis, Staff Liaison pointed out a note had been received from Mr. Rands that he would not be able to attend this evening due to a scheduling conflict.

Holly Graf and Jim Jacks briefly outlined their qualifications and interest for the position.

Trish Crenshaw moved to close the nominations. Kim Beesley seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the names of Ronald Bersin, Holly Graf, Jim Jacks, Michael Lopez, Greg Rands, and Douglas Tookey for consideration for appointment to the Planning Commission. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

The Committee voted by written ballot for each position. The results were announced as follows:

Position Number One

	C. Coleman	D. Fifer	T. Crenshaw	T. Smith	K. Beesley
Bersin					
Graf	X	X	X	X	X
Jacks					
Lopez					
Rands					
Tookey					

The tally was:

- Bersin – 0 votes
- Graf – 5 votes **
- Jacks – 0 votes
- Lopez – 0 votes
- Rands – 0 votes
- Tookey – 0 votes

Position Number Two

	C. Coleman	D. Fifer	T. Crenshaw	T. Smith	K. Beesley
Bersin					
Jacks	X			X	X
Lopez					
Rands					
Tookey		X	X		

The tally was:

- Bersin – 0 votes
- Jacks – 3 votes **
- Lopez – 0 votes
- Rands – 0 votes
- Tookey – 2 votes

Position Number Three

	C. Coleman	D. Fifer	T. Crenshaw	T. Smith	K. Beesley
Bersin					
Lopez					
Rands				X	
Tookey	X	X	X		X

The tally was:

- Bersin – 0 votes
- Lopez – 0 votes
- Rands – 1 vote
- Tookey – 4 votes **

Kim Beesley moved to recommend the appointments of Holly Graff – position number one, Jim Jacks – position number two, and Douglas Tookey – position number three to the Planning Commission. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

KEIZER POINTS OF INTEREST COMMITTEE APPOINTMENTS

Chair Fifer reported on November 3rd, the terms of Jerry McGee (position number one) and Teri Hoag (position number two) will expire on the Keizer Points of Interest Committee. Applications of interest were received from Teri Hoag and Michael Lopez.

Tracy Davis, Staff Liaison pointed out a note had been received from Ms. Hoag that she would not be able to attend this evening due to a scheduling conflict.

Trish Crenshaw moved to recommend that additional applications be requested before filling position number one on the Keizer Points of Interest Committee. Charlene Coleman seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to close the nominations for position number two on the Keizer Points of Interest Committee. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

Kim Beesley moved to bring forth the names of Terri Hoag for position number two for the Keizer Points of Interest Committee. Charlene Coleman seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

OTHER BUSINESS

As earlier requested, the Committee discussed adding a provision to the process for appointments to address filling vacancies with less than six months remaining in the terms. Tim Smith pointed out he would be supportive of a three month time span, but not six. After further discussion of the time period, it was agreed that anything three months or less would be appropriate.

It was suggested, an additional provision be added to the appointment process as follows:

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.

Kim Beesley moved to amend the Process for Appointments to add the suggested language as number 15. Charlene Coleman seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod absent and a vacant position.

NEXT MEETING DATE

After discussion of the holiday schedule and upcoming appointments necessary, the Committee rescheduled their regular meeting date to **Wednesday, December 5th, 2007 at 6:30 p.m.** There will not be another meeting December.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

Tracy L. Davis, MMC
City Recorder/Staff Liaison