



**MINUTES**  
**KEIZER VOLUNTEER COORDINATING COMMITTEE**  
**AGENDA**

**Thursday, September 14, 2023**  
**Robert L. Simon Council Chambers**  
**Keizer, Oregon**

- 1. CALL TO ORDER/NOTE OF ATTENDANCE**

Chair Daisy Hickman called the meeting to order at 6:07 p.m. In attendance were:

|                                                                                                                                                                                           |                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Present:</b><br>Daisy Hickman, Chair<br>Jane Herb, Vice Chair<br>Larry Jackson<br>Dawn Reichle Bailon<br>Corri Falardeau<br>Leslie Risewick<br>R.J. Navarro<br>Shaney Starr, Councilor | <b>Council/Staff Present:</b><br>Adam Brown, City Manager<br>Dawn Wison, Deputy City Recorder |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
- 2. PUBLIC TESTIMONY**

None.
- 3. APPROVAL OF MINUTES - June 2023**

Jane Herb moved for approval of the June 2023 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Reichle-Bailon, Jackson, Hickman, Falardeau, Risewick, and Navarro in favor.

**a. Approval of June 2023 Minutes**
- 4. VOLUNTEER OF THE QUARTER NOMINATIONS**

Councilor Starr spoke about Robin Richmond-Barney's volunteerism, participation throughout the community, and her significant role in the City of Keizer's 40th Birthday Party with numerous hours to keep the committee moving forward. Chair Hickman spoke about working with Robin Richmond-Barney on the Keizer Heritage Foundation and that Robin Richmond-Barney received high accolades to be nominated by the Mayor and two councilors.

R.J. Navarro moved that the Volunteer Coordinating Committee honor Robin Richmond-Barney with the Volunteer of the Quarter Award for the Second Quarter of 2023. Corrie Falardeau seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, Risewick and

Navarro in favor.

- a. Robin Richmond-Barney – three nominations

5. COMMITTEE APPOINTMENTS

- a. **Budget Committee - There are three vacancies on this committee. A media release was distributed and applications were received from Scott Gagner, Brian Sherwood, Lore Christopher, Andrew Hickey, and Jane Herb. Committee should review the applications and make a recommendation for appointment to fill the three terms expiring August 2025.**

There were three vacancies on the Budget Committee. A media release was distributed and applications were received from several interested parties. Two applicants were absent. Testimony was heard from the remaining candidates: Lore Christopher, Andrew Hickey, Jane Herb, and Elaine Wilson.

Jane Herb moved to close nominations. Corri Falardeau seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle-Bailon, Falardeau, Risewick and Navarro in favor.

A ballot vote was taken for all vacant positions with Jane Herb abstaining. Results were as follows:

|               | Lore Christopher | Andrew Hickey | Jane Herb | Elaine Wilson |
|---------------|------------------|---------------|-----------|---------------|
| Reichle Balon | No vote          | No vote       | X         | X             |
| Falardeau     | X                |               | X         | X             |
| Herb          | --               | --            | --        | --            |
| Risewick      | X                |               | X         | X             |
| Navarro       |                  | X             | X         | X             |
| Jackson       | X                |               | X         | X             |
| Hickman       | No vote          | No vote       | X         | X             |
| Tally         | 3                | 1             | 6         | 6             |

A second ballot vote was taken for position # 5 with Jane Herb abstaining. Results were as follows:

|               | Lore Christopher | Andrew Hickey |
|---------------|------------------|---------------|
| Reichle Balon | No vote          | No vote       |

|           |    |    |
|-----------|----|----|
| Falardeau | X  |    |
| Herb      | -- | -- |
| Risewick  | X  |    |
| Navarro   |    | X  |
| Jackson   | X  |    |
| Hickman   |    | X  |
| Tally     | 3  | 2  |

Larry Jackson moved the Volunteer Coordinating Committee recommend to Council appointment of **Elaine Wilson** and **Jane Herb** the Budget Committee, positions 3 and 4 respectively and **Lore Christopher**, position 5. Dawn Reichle Balon seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle-Bailon, Falardeau, Risewick and Navarro in favor.

- b. Planning Commission - There are two vacancies on this committee. A media release was distributed and applications were received from Francisco Saldivar, Robb Witters, Tammy Kunz, Elaine Wilson, Fernando Lopez, Jeffrey D'Auria. Committee should review the applications and make a recommendation for appointments to fill the two terms expiring September 2026.**

Taken out of order. There were two vacancies on the Planning Commission. A media release was distributed and applications were received from several interested parties. One withdrew his application prior to the meeting and one applicant (Francisco Saldivar) was absent but excused because he submitted written notice of his absence. Testimony was heard from the remaining candidates: Robb Witters, Tammy Kunz, Elaine Wilson, and Fernando Lopez.

Corri Falardeau moved to close nominations. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle-Bailon, Falardeau, Risewick and Navarro in favor.

Position # 4 was voted upon. Position # 5 was voted upon twice. Members questioned the voting process.

Dawn Reichle Bailon moved to close nominations. Seconded by die for lack of second. Dawn Reichle Bailon retracted Motion.

There was a recess at 7:11 p.m. The members and city manager reviewed the voting procedure.  
The members reconvened at 7:18 p.m.

Positions # 4 & 5 were voted upon with members voting for two persons. Discussion between the members and the city manager resulted in making nominations for two positions who received 5 votes each for two applicants.

A ballot vote was taken for all vacant positions. Results were as follows:

|               | Francisco Saldivar | Robb Witters | Tammy Kunz | Elaine Wilson | Fernando Lopez |
|---------------|--------------------|--------------|------------|---------------|----------------|
| Reichle Balon | X                  |              |            |               | X              |
| Falardeau     |                    | X            |            |               | X              |
| Herb          | X                  |              |            |               | X              |
| Risewick      | X                  | X            |            |               |                |
| Navarro       |                    | X            |            |               | X              |
| Jackson       |                    | X            |            |               | X              |
| Hickman       | X                  | X            |            |               |                |
| Tally         | 4                  | 5            | 0          | 0             | 5              |

Corri Falardeau moved the Volunteer Coordinating Committee recommend to Council appointment of **Fernando Lopez** and **Robb Witters** to the Planning Commission, positions 4 and 5 respectively. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle-Bailon, Falardeau, Risewick and Navarro in favor.

- c. **Parks Advisory Board – There is one vacancy on this committee. A media release was distributed and applications were received from Amanda Robinson, Susan Ramsdell, Tammy Kunz, Elaine Wilson, Colby Moses, Bob Shackelford, and Mo Avishan. Committee should review the applications and make a recommendation for appointment to fill the remainder of the term plus the term following**

Elaine Wilson withdrew from Parks application because she was nominated for the Budget Committee.

Councilor Starr suggested pausing the nominations to clarify Agenda and Parks incumbents didn't get invited to run again.

Larry Jackson moved to table the item to the November meeting. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, Risewick and Navarro in favor.

The Committee agreed to re-use the applications on hand and re-advertise.

Larry Jackson moved to table the item to the October 12th meeting. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, Risewick and Navarro in favor.

expiring 12/2026.

- d. **Youth Committee** No applications received so recruitment would continue.

**Liaison: Youth Committee**

Liaison positions are vacant for the Parks Advisory Board and Traffic/Bikeways Committee. A media release was distributed and no applications were received.

6. **OTHER BUSINESS** None.

- a. **NEXT MEETING:**  
November 9, 2023

- b. **RECRUITMENT:**

- Staff will continue recruiting to fill Youth Committee Liaison vacancies.
- Recruitment will begin for expiring terms on the Parks Advisory Board and Traffic Safety-Bikeways-Pedestrian Committee.

7. **ADJOURNMENT** Adjourned 8:33 p.m.

Minutes approved: 10/12/2023

*of Keizer by the U.S. Department of the Treasury.”*