Accessibility and Accommodation Requests

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Melissa Bisset at 503-856-3412 or bissetm@keizeror.gov. The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible.

To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

KEIZER VOLUNTEER COORDINATING COMMITTEE AGENDA

Thursday, March 13, 2025, 6:00 PM
Robert L. Simon Council Chambers
Keizer, Oregon

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

2. **ELECTION OF CHAIR & VICE CHAIR**

3. **PUBLIC TESTIMONY**

4. **APPROVAL OF MINUTES**

   a. November 2024

5. **COMMITTEE APPOINTMENTS**

   a. Keizer Public Arts Commission

   b. Budget Committee

   c. Traffic Safety, Bikeways and Pedestrian Committee

   d. Parks Recreation and Advisory Board ~ Youth Liaison

6. **OTHER BUSINESS**

   a. Continued discussion on the 2024 Annual Recognition: Determine the VCC's Duties & Possible Request to Increase Budget from $300/year

   b. Volunteer Appreciation Assignments for 2025 ~ VCC Members to Select Meetings to Recognize Volunteers

   c. Discussion on Reference Checking ~ Consistency, Use, and Questions

   d. Since there has been a change in VCC Members, the City wants to confirm that the VCC would still like their request brougth to the Council to consider having Exit and

Stay Interviews for all Committee/Commission/Board Volunteer Members

Also, does the VCC want a Member to Speak about this at an Upcoming Council Meeting?

7. ADJOURNMENT

Next Meeting: April 10th

"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, November 14, 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 6:07 pm.

ATTENDANCE:

Present:	**Absent:**
Corri Falardeau, Chair	Larry Jackson
Jane Herb, Vice Chair	Dawn Reichle Bailon
Daisy Hickman	Open Position
Leslie Risewick	
Council President Shaney Starr	**Staff Present:** Dawn Wilson, Deputy City Recorder

2. PUBLIC TESTIMONY

There was no public testimony.

3. APPROVAL OF MINUTES

a. October 2024

Leslie Risewick moved for approval of the October 2024 minutes. Daisy Hickman seconded. Motion passed unanimously as follows: Hickman, Falardeau, and Risewick in favor with Jackson and Reichle Bailon absent and Herb abstained, and one open position.

4. COMMITTEE APPOINTMENTS

a. Parks and Recreation Advisory Board Openings

Chair Falardeau stated that all three candidates are incumbents for the Parks and Recreation Advisory Board.

Jane Herb moved to skip the interviews for the three of them and recommend that all three of them be put forward to City Council for approval with Jill Gust for Position 7, Matt Lawyer for Position 8, and Lisa Cejka for Position 9 for the Parks Board. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

b. Traffic Safety, Bikeways and Pedestrian Committee Openings

The Board interviewed David Dempster, and he shared that he has a sense of responsibility by serving on the Traffic Safety, Bikeways and Pedestrian Committee and has served on that Committee since 2004. He was also a key member for the youth helmet fittings.

The Board interviewed Tammy Kunz, and she shared that because of her work going through the Salem-Keizer Area Transportation Study (SKATS) and other Committee meetings, she was prepared her with the skill sets and knowledge to now serve on the Traffic Safety, Bikeways and Pedestrian Committee. Her focus would be the sidewalks, Americans with Disability Act concerns and bike education with the schools.

Daisy Hickman moved to close nominations. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

Daisy Hickman motioned to put forward the slate for David Depster and Tammy Kunz. Motion died for lack of Second.

Voting was as follows:

Position # 6

Member	Candidate
Leslie Risewick	David Dempster
Daisy Hickman	David Dempster
Jane Herb	David Dempster
Corri Falardeau	David Dempster

Position # 4

Member	Candidate
Leslie Risewick	No recommendation
Daisy Hickman	Tammy Kunz
Corri Falardeau	No recommendation
Jane Herb	No recommendation

The majority of votes were no recommendation, so the position would be re-opened.

5. OTHER BUSINESS

a. Continued Discussion on Exit Survey Questions for Youth Positions ~ See attached Process for

It was noted that the Council was always looking for feedback to understand the challenges to serve on a committee. Stay interviews were suggested during the year to ask the student why they were serving, what they like, and what would make it easier to participate.

It was suggested to have stay and exit interviews for all members of all committees and to have their responses be anonymous through Google

Appointments - Miscellaneous Section, Paragraph 7

docs or another platform. They would like the Council to know that the Volunteer Coordinating Committee (VCC) wants stay interviews and ask for the Council's interest before the VCC invests a lot of their time.

Discussion ensued on possibly changing the exit interview questions for the youth positions by asking the Council to provide the questions.

It was proposed to send the youth exiting interview questions to the City Council and ask them about similar questions for non-youth members. It was also suggested to ask the City Council if some of the questions would be beneficial to them and ask about developing stay interview questions.

Daisy Hickman moved that #7 of the Miscellaneous section of the Volunteer Coordinating Committee packet be moved forward to the City Council with the exit interviews and ask if they should be used for all members and if a stay interview could be incorporated for all members already on commissions and committees. Seconded by Jane Herb. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

For the good order of the VCC, Chair Falardeau shared that the VCC sent back the Community Diversity Engagement Committee (CDEC) application for the CDEC and decided that the VCC would not be using that process. The Joint Work Session was scheduled for December 5th with the Council, the VCC, and the CDEC.

There was a consensus to cancel the December meeting.

6. ADJOURNMENT

Meeting adjourned: 6:49 p.m.

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."

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Dawn Wilson, Deputy City Recorder

Subject: Keizer Public Arts Commission

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 Kezier Public Art Commission for Position 4 with a term ending June of 2027 or Position 6 with a term expiring June of 2025.

I. Summary

Two positions on the Kezier Public Art Commission are open. This opening was advertised on the City's Facebook and website, and a media release was published.

Position No. 4 has a term ending 06/2027.

Position No. 6 has a term ending 06/2025.

An application was received from: Claire Juran

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

Lore Christopher was appointed by the City Council to fill Councilor Position # 5 on the City Council, creating an opening on the Keizer Public Arts Commission. She has also been appointed to serve as a Council Liaison on the Keizer Public Arts Commission.

The open positions were advertised on the City's Facebook and website, and a media release was published from December 4th to December 25th, from November 27th to

December 25th, from January 7th to January 30th, and from February 26th to March 5th.

An application was received from Claire Juran.

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_Arts Packet_3 13 2025

"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."

ARTS COMMISSION

This Commission reviews, evaluates, selects, maintains, and documents all artwork, public art, and public murals within the city.

The Commission may advise the City Council and City Manager on the management, execution, installation, or placement of the artwork, public art and public murals and will recommend guidelines for adoption by the City Council for the selection and placement of the artwork giving preference to Oregon artists.

The Commission meets on the third Tuesday of every other month starting in January at 6:00 p.m.

Two Open Positions

Position # 4 – Term ending 06/2027

Position # 6 – Term ending 06/2025

Application

- Claire Juran

KEIZER ARTS COMMISSION ROSTER

Updated March 6, 2025

(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson – **CHAIR**		07/2022	6/30/2025	April
2	Becka Brisbin		07/2023	6/30/2026	June
3	Kim Steen – **VICE CHAIR**		3/2015	06/30/2027	August
4	**OPEN Position**			06/30/2027	Backup
5	Marilyn Wood		7/2023	6/30/2026	October
6	~~Lore Christopher~~ **OPEN Position**		2/2015	6/30/2025	February
7	Deborah Sisco		1/2024	6/30/2027	November
	Youth Liaison Katherine Klein (non-voting member)		2022 & 06/2023 & 06/2024	6/30/2025	
	Council Liaison (non-voting) Lore Christopher				

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, January 30, 2025 3:37 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 01/30/2025 3:36 PM

First and Last Name (Nombre y Apellidos):	Claire Juran
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	[redacted]
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):	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):	Mostly open
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	Lived in Keizer all my life (27 years). Graduated from McNary High School and went to Chemeketa for a year. I live, work, and volunteer in Keizer.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	8-12 hours a month
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I am looking to serve on a board in Keizer that makes Keizer a better place to be and the art going up in Keizer is a great way to do that! I love art and what it brings to our citizens and community.

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):	McNary High School
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Chemeketa Prerequisites
Degree (Título universitario):	
Personal Reference (Referencia personal):	
Name (Nombre):	Jane Herb
Address (Dirección):	[redacted]
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Vice President of Remodeling Company/ Interior Design Consultant
Employer's Name (Nombre del empleado):	Remodeling by Classic Homes
Employer's Address (Dirección del empleado):	
Employer's Phone (Teléfono del empleador):	
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	No
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	CASA of Marion County
Address (Dirección):	
Phone (Número de teléfono):	
Duties (Deberes):	Court Appointed Special Advocate. Advocate for youth in the foster care system.
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.)

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 1 Position #4 (exp. 6/2027) Position #6 (exp. 6/2025)	
	Claire Juran
	No Recommendation

** TALLY ** – Vote # 1 – PUBLIC ARTS COMMISSION Position #4 (exp. 06/2027) -OR- Position #6 (exp. 06/2025)	
Claire Juran	
No Recommendation	

To: Volunteer Coordinating Committee

From: Dawn Wilson, Deputy City Recorder

Subject: Budget Committee

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 Budget Committee for Position 5 with a term expiring August of 2026.

I. Summary

One position on the Budget Committee is open. The opening was advertised on the City's Facebook and website, and a media release was published.

Position No. 5 has a term ending 08/31/2026.

Applications were received from: Bruce Anderson, Carol Hernandez, Chelsea Alionar, Francisco Saldivar, Trevor Lewis, and Kim Steen.

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

The open position was advertised on the City's Facebook and website, and a media release was published from December 4th to December 25th, from November 27th to December 25th, from January 7th to January 30th, and from February 26th to March 5th.

Incumbent for Position No. 5 was Lore Christopher. On December 2, 2024, Lore Christopher was appointed as City Councilor. As such, she will automatically be a member of the Budget Committee, which opens Position 5 on the Budget Committee.

Applications were received from Bruce Anderson, Carol Hernandez, Chelsea Alionar, Francisco Saldivar, Trevor Lewis, and Kim Steen. Trevor Lewis also applied to serve on the Traffic Safety, Bikeways and Pedestrian Committee.

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_Budget Packet_3 13 2025

"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."

Budget Committee

Responsibilities include assisting the City Council in the examination and analyzing of proposed budgets for the City of Keizer. State statute requires volunteers serving on the Budget Committee to BE KEIZER CITIZEN REGISTERED VOTERS. The Budget Committee meets in May of each year to review the annual budget.

State statute prohibits Budget Committee members from concurrently serving on the Planning Commission.

One Open Position

Term Expires 08/31/2026

Applications

- Bruce Anderson
- Carol Hernandez
- Chelsea Alionar
- Francisco Saldivar
- Trevor Lewis
  (also applied to serve on Traffic Safety, Bikeways & Pedestrian Committee)
- Kim Steen

CITY OF KEIZER
BUDGET COMMITTEE

The Budget Committee is comprised of seven citizen members, the seven members of the City Council and a non-voting Youth Liaison. The committee is responsible for reviewing and analyzing the proposed budgets for the City. The committee meets during budget season (April and May) when there may be up to two meetings per week.

Members of this committee serve **three**-year terms.

Position	Name	Contact Info	Appt Date	Exp. Date
1	Matthew Stalheim		11-06-2023	08-31-25
2	Melissa Martin		2020	08-31-25
3	Elaine Wilson		10-02-2023	08-31-26
4	Jane Herb		10-02-2023	08-31-26
5	~~Lore Christopher~~ *Appointed as City Councilor* OPEN Position		10-2-2023	08-31-26
6	Susan London		2021	08-31-27
7	Jonathan Thompson – Vice Chair		2015	08-31-27
8	OPEN Position – Youth Liaison (non-voting)		9/01/2024	6/30/2025

City Council Members:

Mayor Cathy Clark
Council President Shaney Starr
Councilor Marlene Parsons
Councilor Kyle Juran
Councilor Soraida Cross
Councilor Lore Christopher
Councilor Dan Kohler - Chair

Updated 12/27/2024

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, December 10, 2024 9:08 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 12/10/2024 9:07 PM

First and Last Name (Nombre y Apellidos):	Bruce Anderson
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	
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?):	Budget Committee.
Days and times of week available (Días y horas de la semana disponibles):	Available as needed.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	-BA, Political Science, Oregon State University -Over 25 years of professional experience in public policy.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	As much as is needed for this committee.
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	As a long-time resident of Keizer, I am interested in serving my community. My extensive experience in policy along with prior volunteer experience in Keizer could help our very important budgeting process.
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):	Beaverton High School
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Oregon State University
Degree (Título universitario):	BA, Political Science
Personal Reference (Referencia personal):	
Name (Nombre):	Tammy Dennee
Address (Dirección):	[redacted]
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Non-profit executive
Employer's Name (Nombre del empleado):	Liberty House
Employer's Address (Dirección del empleado):	385 Taylor St NE, Salem OR 97301
Employer's Phone (Teléfono del empleador):	[redacted]
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 Keizer
Address (Dirección):	Keizer OR
Phone (Número de teléfono):	503-390-3700
Duties (Deberes):	-Keizer City Councilor, 2016-2018. -Keizer Planning Commission: member, 1998-2005; Chair, 2001-2005.
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: Friday, December 6, 2024 5:44 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 12/06/2024 5:43 PM

First and Last Name (Nombre y Apellidos):	Carol Hernandez
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	
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):	M-F evenings 2hrs and occasional Saturdays
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	San Jose City College and Heald Business College Fluid in computer usage. Proficient creating business correspondence. Professional writing with simplified terms so anyone can understand.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	8-10 occasionally more
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I care about my community. I am eager to improve community resources based on priorities and budget. I like a challenge to be creative with new ideas.

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):	Willow Glen
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Heald Business College
Degree (Título universitario):	Business
Personal Reference (Referencia personal):	
Name (Nombre):	Eli Martinez
Address (Dirección):	[redacted] Keizer
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Employer's Name (Nombre del empleado):	Aetna Health-Supv Liz Johnson
Employer's Address (Dirección del empleado):	Fresno CA Office
Employer's Phone (Teléfono del empleador):	[redacted]
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	Yes
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Various committees at work.
Address (Dirección):	Fresno, CA
Phone (Número de teléfono):	[redacted]
Duties (Deberes):	Create agendas to organize meetings. Send out information via email, and respond to emails. Create surveys to obtain feedback.
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: Saturday, December 7, 2024 1:47 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 12/07/2024 1:46 PM

First and Last Name (Nombre y Apellidos):	Chelsea Alionar
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	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?):	Budget committee
Days and times of week available (Días y horas de la semana disponibles):	Variable
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I currently serve as the Director for the Human Services Coalition on the SEIU 503 Board, where I focus on bargaining contracts, negotiations, and applying Robert's Rules of Order and as a General Council Delegate and resolution writer. With a background in Healthcare Administration, I now work as an auditor for the Fiscal and Operations Division of the Oregon

	Health Authority. Additionally, as Chief Steward, I represent employees in navigating Human Resources matters, policies, and procedures.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	6-10ish
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	Devoting time to make my community better is a key priority. Sitting on the sidelines isn't an option.
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):	Newport High School
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Colorado Tech
Degree (Título universitario):	
Personal Reference (Referencia personal):	
Name (Nombre):	Michelle Miranda
Address (Dirección):	Independence, OR
Phone (Número de teléfono):	Here's a polished version of your statement: "I currently serve as the Director for the Human Services Coalition on the SEIU 503 Board, where I focus on bargaining contracts, negotiations, and applying Robert's Rules of Order as a General Council Delegate. With a background in Healthcare Administration, I now work as an auditor for the Fiscal and Operations Division of the Oregon Health Authority. Additionally, as Chief Steward, I represent employees in navigating Human Resources matters, policies, and procedures."
Current Place of Employment (Lugar de empleo actual):	
Employer's Name (Nombre del empleado):	Oregon Health Authority
Employer's Address (Dirección del empleado):	500 Summer St. Salem OR
Employer's Phone (Teléfono del empleador):	mailto:Payroll.DHSOHA@odhsoha.oregon.gov
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	Yes
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	SEIU 503
Address (Dirección):	Salem OR
Phone (Número de teléfono):	[redacted]
Duties (Deberes):	Chief Steward • Representing employees in grievances, disciplinary actions, and disputes with management. • Assisting members in navigating Human Resources policies and procedures. • Providing guidance on contract interpretation and enforcement. • Advocating for

	fair treatment and ensuring workplace rights are upheld. Sublocal Vice Chair • Assisting the Sublocal Chair in leading and coordinating local union activities. • Supporting member engagement and recruitment efforts. • Representing members at meetings, forums, and in decision-making processes. • Advocating for the interests of your sublocal within SEIU 503. Board of Directors Member • Participating in strategic planning and decision-making for SEIU 503 at a statewide level.
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: Monday, December 23, 2024 12:15 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 12/23/2024 12:14 PM

First and Last Name (Nombre y Apellidos):	Francisco Saldivar
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	
City (Ciudad):	KEIZER
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	
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):	As needed. I can attend all budget meeting days and times.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I was on the City of Keizer Budget committee from 2020 through 2023. I also served on Montana State University Billings Budget committees from 2013-2017 and was Co-Chair from 2014-2015. I am a business owner and Director of Apprenticeship at Chemeketa Community College and I have a Master's of Public Administration. I have an extensive working knowledge of city and public government budgets.

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	10-20 hours.
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I am an Iraqi Freedom Air Force Veteran who has served on various boards, councils, and public committees. I enjoy supporting our community by helping in any way I can. Keizer runs on volunteers and I have skills and knowledge that can help fellow committee members, City Councilors, and Keizer citizens.
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):	Peotone High School
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	University of Montana
Degree (Título universitario):	Master of Public Administration
Personal Reference (Referencia personal):	
Name (Nombre):	Francisco Saldiavar
Address (Dirección):	[redacted]
Phone (Número de teléfono):	
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Business Owner/ Education
Employer's Name (Nombre del empleado):	Chemeketa Community College
Employer's Address (Dirección del empleado):	4000 Lancaster Dr NE
Employer's Phone (Teléfono del empleador):	[redacted]
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 Keizer
Address (Dirección):	930 Chemawa Road NE Keizer, OR 97303
Phone (Número de teléfono):	503.856.3418
Duties (Deberes):	Budget Committee 2020-2023 Planning Commission 2020-2023 Yellowstone County Board of Planning -Billings, MT District 7 Representative 2016-2018
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:	Wednesday, January 8, 2025 9:41 AM
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 01/08/2025 9:41 AM

First and Last Name (Nombre y Apellidos):	Trevor Lewis
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	[redacted]
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	Monday thru Friday after 6 pm.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have volunteered in many ways over the decades as a youth leader, coach, a volunteer in public schools in and currently with Valor Mentoring as the Volunteer Coordinator.
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):	My family has lived in Keizer for over 25 years and I really want to give back to this community. By being involved and informed of how our great city is being run really interests me.

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):	Central High School in Independence, Oregon
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	George Fox College in Newberg, Oregon
Degree (Título universitario):	Bachelor of Science in Business/Economics
Personal Reference (Referencia personal):	
Name (Nombre):	Kevin Dial
Address (Dirección):	[redacted]
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Volunteer Coordinator at Valor Mentoring and The Rec
Employer's Name (Nombre del empleado):	Valor Mentoring
Employer's Address (Dirección del empleado):	441 Chemawa Rd N, Keizer, OR 97303
Employer's Phone (Teléfono del empleador):	[redacted]
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	No
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Calvary Chapel of Salem
Address (Dirección):	1550 Hoffman Rd NE, Salem, OR. 97301
Phone (Número de teléfono):	[redacted]
Duties (Deberes):	I volunteer(15+ years) with our Kids Ministry, teaching kids on Sunday mornings and being a leader for Middle Schoolers during the week. I have also volunteer with other ministries on and of campus. Landscaping, sound tech, road clean up, helping move people when needed, chaperone during field trips, etc.
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: Monday, June 24, 2024 1:39 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 06/24/2024 1:38 PM

First and Last Name (Nombre y Apellidos):	Km Steen
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	[redacted]
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	
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):	Mon-Friday days or Evenings
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I owned and operated a business in Keizer for 32 years. I handled all financial aspects of the business including budgeting, payroll and accounting.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	40
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I'm recently retired and want to give back to my 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):	
Degree (Título universitario):	
Personal Reference (Referencia personal):	
Name (Nombre):	Kim Freeman
Address (Dirección):	[redacted]
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):	
Address (Dirección):	
Phone (Número de teléfono):	
Duties (Deberes):	
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.)

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Lanora Blake

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Tina Richmond

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Jane Herb

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Leslie Risewick

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Kim Freeman

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE

Position # 5 (exp 08/2026) – Vote # 1
VCC MEMBER: Larry Jackson

	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 1 VCC MEMBER: Daisy Hickman	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

Budget Committee Position # 5 (exp 08/2026) TALLY – Vote # 1	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Lanora Blake	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Tina Richmond	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Jane Herb	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Leslie Risewick	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Kim Freeman	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Larry Jackson	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

BUDGET COMMITTEE Position # 5 (exp 08/2026) – Vote # 2 VCC MEMBER: Daisy Hickman	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

Budget Committee Position # 5 (exp 08/2026) – Vote # 2 **TALLY – Vote # 2**	
	Bruce Anderson
	Carol Hernandez
	Chelsea Alionar
	Francisco Saldivar
	Trevor Lewis
	Kim Steen
	No Recommendation

To: Volunteer Coordinating Committee

From: Dawn Wilson, Deputy City Recorder

Subject: Traffic Safety, Bikeways and Pedestrian Committee

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 Position 4 with a term expiring December 31, 2027.

I. Summary

One position on the Traffic Safety, Bikeways and Pedestrian Committee is open. This opening was advertised on the City's Facebook and website, and a media release was published.

Position 4 has a term ending December 31, 2027.

Application were received from: Janine Kidd, B. Keith Standridge, and Trevor Lewis. Trevor Lewis also applied to serve on the Budget Committee.

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

This open position was advertised on the City's Facebook and website, and a media release was published from November 27th to December 25th, from January 7th to January 30th, and from February 26th to March 5th.

One application was received and is 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_TSBP Packet_3 13 2025

"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.

One Position Open

Position # 4 – Term ending 12/31/2027

Application

- Janine Kidd
- B. Keith Standridge
- Trevor Lewis
  (also applied to serve on the Budget Committee)

TRAFFIC SAFETY, BIKEWAYS & PEDESTRIAN COMMITTEE

3-year terms | Updated 12/13/2024

Position	Member *Indicates Cycle Advocate	Address/Phone	Original Appt. Date	Exp. Date (3-yr terms)	Report to Council/ Attend PC Mtg.
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	**OPEN POSITION**			12/31/27	April November
5	David Philbrick		2024	12/31/26	May January
6*	David Dempster		2012	12/31/27	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:			

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, November 26, 2024 11:43 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 11/26/2024 11:42 PM

First and Last Name (Nombre y Apellidos): Janine Kidd
Email Address (Dirección de correo electrónico): [redacted]
Phone (Teléfono) : [redacted]
Address (Dirección): [redacted]
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):
Other (Otra): TSBP
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): M-F 5:30 - 10:00 p.m., weekends, can schedule other times as required
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I am currently employed by ODOT and work in Right of Way HQ in acquisition/condemnation and relocation. I am one of two Right of Way Legal Liaison & Statewide Relocation Reviewers, and I've worked in this capacity since 05/2021. Prior to joining ODOT HQ, I was a Senior Right of Way Agent for ODOT Region 2 for almost a year (07/2020 - 04/2021). During my time at Region 2, I managed right of way acquisition and relocation activities for transportation projects in Marion, Polk, Yamhill, Clatsop, Columbia, Tillamook, Lincoln, Benton, Linn, Lane, western Washington and western Clackamas counties. Before joining ODOT, I worked for HDR Engineering from 05/2005 through 06/2020. I worked on ODOT's OTIA III Bridge Replacement Program as Change Management Coordinator and then Manager. I also started my career in Right of Way at HDR as a Right of Way Agent and then Senior Right of Way Agent. I am credentialed by the International Right of Way Association as an SR/WA (Senior Right of Way Professional) and an R/W-RAC (Right of Way Relocation Assistance Certification). As a Right of Way professional employed in private sector, I was required to maintain professional real estate licenses in the states I worked in (Oregon, Washington, and Idaho). I let my Washington and Idaho licenses lapse, but I do have an Oregon broker's license that I maintain as inactive.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?): 30-40

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):
I am a resident of The Meadows neighborhood (since 2013), and I recently worked with a neighbor to submit a NTMP Application for a traffic safety issue. I very much appreciated the well-documented NTMP process, and recognize the work that went into developing this program. Attending the TSBP Committee meeting was a positive experience, and I would like to volunteer my time and knowledge/background to assist the Committee. I believe the Committee's contributions are critical to transportation safety in my community, and I would like to assist the Committee in this effort.
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): Pleasant Hill High School
Graduate or GED (Posgrado o GED): Graduate
College (universidad): Chemeketa Community College
Degree (Título universitario): Not completed
Personal Reference (Referencia personal):
Name (Nombre): Kari Lowe
Address (Dirección): [redacted]
Phone (Número de teléfono): [redacted]
Current Place of Employment (Lugar de empleo actual):
Employer's Name (Nombre del empleado): ODOT Right of Way HQ
Employer's Address (Dirección del empleado): 4040 Fairview Industrial Dr. SE, MS #2, Salem, OR 97302
Employer's Phone (Teléfono del empleador): [redacted]
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?): Yes
Previous Volunteer Experience (Experiencia previa de voluntariado):
Volunteer Agency (Agencia de voluntariado): International Right of Way Association - Chapter 3
Address (Dirección): PO Box 2354, Salem, OR 97308
Phone (Número de teléfono): [redacted] (Barry Bliss, current president)
Duties (Deberes): I volunteered as Chapter 3 Education Chair for approximately four years, and I was responsible for developing the yearly education plan and scheduling courses to offer to IRWA members. I hired instructors, negotiated facility rentals and refreshments, advertised course availability, and submitted expenses for payment. I also volunteered as Professional Development Chair for approximately three years. In this role I reviewed educational, professional, and course history of members to assist them in pursuing IRWA credentials.
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.)
<https://8fc72kch.r.us-west-2.awstrack.me/I0/010101936c927336-27bf8813-333b-49e9-a9ac-5d0b9c80fe35-000000/3ffCx33XX-tKCCbCAT06JIEHSyE=403>

Wilson, Dawn

From:	no-reply@services.evo.cloud
Sent:	Wednesday, January 8, 2025 7:46 AM
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 01/08/2025 7:46 AM

First and Last Name (Nombre y Apellidos):	B Keith Standridge
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	[redacted]
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):	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):	Open, retired
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	Entrepreneur, home flipper, retired pastor, father of 3 daughters, married 36 years and lived in Keizer 21 years. College degree, ministerial and social sciences. Pickleball player 5-6 days per week. I love to help and encourage people!
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	Open... 10 hours per week?
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	My family has lived in Keizer for 21 years. I love people, sports and recreation, and desire to help encourage small business owners as well.

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):	Galt High School, CA
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Bethany College, CA (closed a few years ago)
Degree (Título universitario):	B.S. Theology, Social Sciences
Personal Reference (Referencia personal):	
Name (Nombre):	Paul Morgan
Address (Dirección):	[redacted]
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Retired, house flipping
Employer's Name (Nombre del empleado):	Self
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):	People's Church
Address (Dirección):	Wintergreen, West Sslem
Phone (Número de teléfono):	503 304 4000
Duties (Deberes):	Lead and facilitate Tuesday morning Bible study for 2 dozen men each week. Various projects in helping others in real estate
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:	Wednesday, January 8, 2025 9:41 AM
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 01/08/2025 9:41 AM

First and Last Name (Nombre y Apellidos):	Trevor Lewis
Email Address (Dirección de correo electrónico):	[redacted]
Phone (Teléfono) :	[redacted]
Address (Dirección):	[redacted]
City (Ciudad):	Keizer
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):	
Budget Committee (Comité de Presupuesto):	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):	Monday thru Friday after 6 pm.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	I have volunteered in many ways over the decades as a youth leader, coach, a volunteer in public schools in and currently with Valor Mentoring as the Volunteer Coordinator.
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):	My family has lived in Keizer for over 25 years and I really want to give back to this community. By being involved and informed of how our great city is being run really interests me.

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):	Central High School in Independence, Oregon
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	George Fox College in Newberg, Oregon
Degree (Título universitario):	Bachelor of Science in Business/Economics
Personal Reference (Referencia personal):	
Name (Nombre):	Kevin Dial
Address (Dirección):	[redacted]
Phone (Número de teléfono):	[redacted]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Volunteer Coordinator at Valor Mentoring and The Rec
Employer's Name (Nombre del empleado):	Valor Mentoring
Employer's Address (Dirección del empleado):	441 Chemawa Rd N, Keizer, OR 97303
Employer's Phone (Teléfono del empleador):	[redacted]
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	No
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Calvary Chapel of Salem
Address (Dirección):	1550 Hoffman Rd NE, Salem, OR. 97301
Phone (Número de teléfono):	[redacted]
Duties (Deberes):	I volunteer(15+ years) with our Kids Ministry, teaching kids on Sunday mornings and being a leader for Middle Schoolers during the week. I have also volunteer with other ministries on and of campus. Landscaping, sound tech, road clean up, helping move people when needed, chaperone during field trips, etc.
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.)

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Lanora Blake	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Tina Richmond	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Jane Herb	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Leslie Risewick	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Kim Freeman	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Larry Jackson	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1 VCC MEMBER: Daisy Hickman	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

Tally Sheet TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 1	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Lanora Blake	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Tina Richmond	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Jane Herb	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Leslie Risewick	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Kim Freeman	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Larry Jackson	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2 VCC MEMBER: Daisy Hickman	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

Tally Sheet TRAFFIC SAFETY/ BIKEWAYS/PEDESTRIAN # 4 (exp 12/2027) – Vote # 2	
	Janine Kidd
	B. Keith Standridge
	Trevor Lewis
	No Recommendation

To: Volunteer Coordinating Committee

From: Dawn Wilson, Deputy City Recorder

Subject: Parks Recreation and Advisory Board ~ There is one position as a non-voting Youth Liaison with the term being the 2025/26 School Year.

Proposed Motion
I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Parks Recreation and Advisory Board for the Youth Liaison position with the 2025/26 School Year term.

I. Summary

One **Youth Liaison** position on the Parks Recreation and Advisory Board is open. This opening was advertised on the City's Facebook and website, and a media release was published.

This Youth Liaison position's term is for the 2025/26 School Year.

An application was received from Liam Stitt, and he is currently the Youth Liaison for the Parks Recreation and Advisory Board.

Parks Advisory Board ~ There is one position as a non-voting **Youth Liaison** A media release was distributed an application was received from **Liam Stitt.** The VCC Committee should review the applications and make a recommendation for appointment to fill.

II. Background

A. 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

A. Liam Stitt is the incumbent for the Youth Liaison position on the Parks Recreation and Advisory Board and would like to serve another school year.

The open position was advertised on the City's Facebook and website, and a media release was published from December 4th to December 25th, from November 27th

to December 25th, from January 7th to January 30th, and from February 26th to March 45th.

An application was received from Liam Stitt, and he is currently the Youth Liaison for the Parks Recreation and Advisory Board.

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 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 Board Packet_3 13 2025

"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.

Youth Liaison – Open Position

To Serve During School Year 2025/2026
(generally from 9/1 through 5/30)

Application

- Liam Stitt
  (Youth Liaison Incumbent)

Keizer Parks Advisory Board Roster - 2025

3-year terms | Updated: March 6, 2025

Position #	Member	Address/Phone/E-Mail	Appnt	Exp	Council Rpt	Park Assignment*	Park Report
1	Tanya Hamilton		2019	12/25	December	Hidden Creek Northridge	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 Keizer Little League	Jan-Mar-May-July Sept-Nov
4	Clay Rushton		2019	12/26	April	Clearlake Bair	Feb-Apr-Jun-Aug-Oct-Dec
5	David Louden		2012	12/26	May October	Wallace House Ben Miller	Jan-Mar-May-July Sept-Nov
6	Bob Shackelford		2021	12/26	August	Bob Newton Mike Whittam	Feb-Apr-Jun-Aug-Oct-Dec
7	Jill Gust		2022	12/27	July	Willamette Manor Meadows	Jan-Mar-May-July Sept-Nov
8	Matt Lawyer **CHAIR**		2016	12/27	January June	Ryan J. Hill Chalmer-Jones	Feb-Apr-Jun-Aug-Oct-Dec
9	Lisa Cejka **VICE CHAIR**		2022	12/27	September Parks Tour **November**	Palma Ciea Sunset	Jan-Mar-May-July Sept-Nov

Marlene Parsons, Council Liaison parsonsm@keizeror.gov	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.

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, February 15, 2024 5:06 PM
To: Wilson, Dawn
Subject: Youth Committee Liaison Application Form - 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 Youth Committee Liaison Application Form at 02/15/2024 5:05 PM Re-using Application Feb. 2025

First and Last Name:	Liam Stitt
Phone:	[redacted]
Address:	[redacted]
City, State and Zip Code:	Keizer, Oregon, 97303
Email Address:	[redacted]
Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.):	I attended a Parks and Recreation Board meeting on 13 February as a requirement for a merit badge for my scout troop. I have always been interested in entering public service and the Vice-Chair, Lisa Cejka recommended that I look into the position of Youth Liaison for the Board. Cejka told me that they were in need of a youth liaison to more easily gather ideas and information from the youth of Keizer. Being able to give input from people my age would be exactly what I would want to achieve.
Personal Reference :	I am 15 (16) years of age, a ninth (10th) grader that goes to McNary High School. I have always had an interest in politics and was very happy to know I was going to attend a Parks and Recreation Board meeting with part of my scout troop. I have lived in Keizer all my life and absolutely love it here.
Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties:	This would be my first volunteer experience for the city council. My scout troop does participate in many community events, not just in Keizer. Troop 7105 (105) meet at Saint Edward Catholic Church and like to get involved in multiple events such as the Keizer Community Dinner, Saint Edward's Kights Of Columbs' Pancake Breakfast, along with many others.
I understand that I will be required to attend scheduled committee/commission meetings. All meetings meet at 6:00 p.m. Select committee preference.:	Parks Advisory Board
I understand the time commitment and duties involved for the position I am seeking.:	I understand the time commitment and duties involved for the position I am seeking.
AUTHORIZATION WAIVER: I have completed the above questions and to the best of my knowledge, what has	Liam Stitt

been stated is true. If appointed to a volunteer position, I agree to serve without reimbursement of any kind and with the understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the city's liability insurance and workers compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below.:

Signature of Parent/Guardian:	R. William Stitt
Reference Letter (Optional):	No File Uploaded
Resume (Optional):	No File Uploaded

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Lanora Blake	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Tina Richmond	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Jane Herb	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Leslie Risewick	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Kim Freeman	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Larry Jackson	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board VCC MEMBER: Daisy Hickman	
	Liam Stitt
	No Recommendation

Youth Committee Liaison Parks Advisory Board TALLY SHEET Vote #_____ Vote #_____ Vote #_____	
	Liam Stitt
	No Recommendation

To: Volunteer Coordinating Committee

From: Dawn Wilson, Deputy City Recorder

Subject: Continued discussion on the 2024 Annual Recognition and Assignment Selections for the City Volunteers and the VCC's Duties

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Proposed Motion

This item is a discussion item and a motion is only suggested if changes are desired.

I. Summary

April is National Volunteer Recognition Month and the Volunteer Coordinating Committee has been tasked with the annual recognition of City volunteers. The Mayor issues a Proclamation for Volunteer Recognition.

Members of the Volunteer Coordinating Committee (VCC) visit each of the City's Boards, Commissions, and Committee meetings in April and May to recognize and thank the volunteers for their dedication and service to the City of Keizer and distribute tokens of appreciation to the volunteers.

The VCC members choose their volunteer assignments annually by selecting the meetings for which they would be recognizing that group of volunteers.

II. Background

Among other responsibilities outlined in the attached VCC resolution, the VCC is also responsible for the recognition of City volunteers. Members of the VCC sign up to attend meetings in April and May to deliver tokens of appreciation and recognize City volunteers. This method of volunteer recognition has been in place since 2003.

III. Current Situation

April was Volunteer Recognition Month and members of the VCC recently attended Council, Board, Commission, and Committee meetings as the annual recognition program.

IV. Analysis

A. **Strategic Impact** -
Volunteerism is a significant piece of the fabric of the City of Keizer since the City's incorporation.

B. **Financial** -
The Volunteer Recognition budget is $300 a year.

C. **Timing** -
With the annual volunteer recognition coming up in April, now is a good time to visit the budget and see if any changes for future recognition would like to be discussed. The process is included in this packet.

D. **Policy/Legal** -
Appendix "A" of Resolution R2023-3422 states: "The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following .... 6. Annual recognition for the City volunteers."

V. Alternatives

A. Not discuss the annual recognition.
B. Discuss the recent annual recognition of volunteers and potential changes to the annual recognition.

VI. Recommendation

Staff recommends that the VCC discuss the $300 annual budget and discuss any potential changes to the annual recognition for the City volunteers.

Attachments

1. ATT_R2024-3554_3 13 2025
2. ATT_Annual Volunteer Recognition Process _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."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-3554

AMENDING THE VOLUNTEER COORDINATING COMMITTEE; **AMENDING RESOLUTION R2013-2328; REPEALING RESOLUTION R2023-3422**

WHEREAS, the Council reestablished a Volunteer Coordinating Committee by Resolution R2013-2328;

WHEREAS, the Council amended the Volunteer Coordinating Committee by Resolution R2023-3422;

WHEREAS, the Council wishes to amend the membership section to allow Council to appoint a non-voting Council liaison;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2013-2328 is hereby amended in Appendix "A" by replacing Appendix "A" with the attached Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED that Resolution R2023-3422 is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 3rd day of March, 2025.

SIGNED this 3rd day of March, 2025.

Cathy Clark
Mayor

Melissa Bisset
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name:	Volunteer Coordinating Committee
Purpose:	The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following: 1. Identify functions and activities where volunteers can help the City; 2. Solicit volunteers for all City Boards, Committees and Commission; 3. Solicit and match volunteer needs for special projects and activities within the City; 4. Recruit, interview, and recommend Board, Committee, and Commission appointments to the City Council; 5. Assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions; 6. Annual recognition for the City volunteers.
Membership:	The Committee shall consist of seven (7) voting members. Each of the seven (7) members shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding with the position of the Council member responsible for their appointment. The Council will appoint a non-voting Council liaison to the Committee. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Committee shall be appointed for a two-year term. The appointments will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election. If an appointed member is unable to serve the term for which the member is appointed or an appointed member resigns prior to the completion of the term, the Council member responsible for this position shall appoint another individual to finish the term. If a Council office is vacant for any reason, the replacement Council member may, at their option, replace the appointed member. There will be no term limits for members of the Committee.
Chair and Vice-Chair:	The Committee will elect a Chair and Vice-Chair at the first meeting of each calendar year.

Meetings:	Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.
Attendance:	It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

Process for Volunteer Recognition Month (April)

(Revised by VCC 10/10/2024)

Part 1:

- The Mayor prepares a Proclamation and reads it at a City Council Meeting in April.
- The information below is placed in the Volunteer Coordinating Committee (VCC) packet the month or two prior to Volunteer Recognition Month. Members of the VCC sign up for a Board, Commission, or Committee ("Group") Meeting to attend.
- City Recorder staff purchases tokens of appreciation for the Group and brings tokens of appreciation to the meeting.
- The VCC member attends their chosen Group for that year and sits at the Public Comment table when the Chair states the Volunteer Appreciation Agenda item.
    - The City Recorder's Office will have the Proclamation at each of the meetings.
    - The VCC member verbally recognizes the Group with their personal expression of appreciation, and they will read the Proclamation at each meeting, with the exception of the City Council meeting because the Proclamation is read by the Mayor.
- Each VCC member ensures that the tokens of appreciation are distributed at each meeting.

Information to include in the Volunteer Coordinating Committee Packet in February/March:
Volunteer Appreciation Assignments: Each year in April, members of the VCC attend a Committee meeting to express gratitude on behalf of the VCC for volunteer dedication and commitment at the closest meeting to the Volunteer Recognition Month.

Tokens of appreciation are provided by the City to be distributed at each meeting. Please use the table below to determine which meeting you would like to attend.

Here are the upcoming Group meetings that VCC Members will be attending so you can recognize the volunteer members on behalf of the VCC:

Volunteer Appreciation Assignments – [Year]			
Group	Meeting Date	Time	VCC Member
City Council Meeting – Chair Attends, *but all Members are Invited to attend.*	Monday,	6:00 PM	
Community Diversity Engagement	Thursday,	6:00 PM	
Parks Advisory Board	Tuesday,	6:00 PM	
Traffic Safety/Bikeways/Peds	Thursday,	6:00 PM	
Planning Commission	Wednesday,	6:00 PM	
Budget Committee	Monday,	6:00 PM	
Arts Commission	Tuesday,	6:00 PM	

Part 2:
The Council liaison to the VCC shall recognize the VCC at the meeting closest to Volunteer Recognition Month.

Process for Volunteer Recognition Month (April)

(Revised by VCC 10/10/2024)

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Tokens of appreciation are provided by the City to be distributed at each meeting. Please use the table below to determine which meeting you would like to attend.

Here are the upcoming Group meetings that VCC Members will be attending so you can recognize the volunteer members on behalf of the VCC:

Volunteer Appreciation Assignments – 2025

Group	Meeting Date	Time	VCC Member
City Council Meeting – Chair Attends, *but all Members are Invited to attend.*	Monday, April 21st	6:00 PM	
Community Diversity Engagement	Thursday, April 3rd	6:00 PM	
Parks Advisory Board	Tuesday, April 8th	6:00 PM	
Traffic Safety/Bikeways/Peds	Thursday, April 17th	6:00 PM	
Planning Commission	Wednesday, April 9th	6:00 PM	
Budget Committee	Monday, May 12th	6:00 PM	
Arts Commission	Tuesday, May 20th	6:00 PM	

Part 2:
The Council liaison to the VCC shall recognize the VCC at the meeting closest to Volunteer Recognition Month.

Volunteer Coordinating Committee Meeting Date:
March 13, 2025

To: Volunteer Coordinating Committee

From: Dawn Wilson, Deputy City Recorder

Subject: Discussion on Reference Checking ~ Consistency, Use, and Questions

---

Proposed Motion
N/A

I. Summary

A CDEC member asked about doing reference checks.

II. Background

A. I redact the contact information on volunteer applications to publish the packets and the applications become public documents. However, I can provide the contact information to the members for reference checking.

III. Current Situation

A. Currently, reference checks are not being conducted.
B. The members could discuss reference checks to ensure consistency and devise some questions to ask when checking reference.

IV. Analysis

A. **Strategic Impact** - N/A
B. **Financial** - N/A
C. **Timing** - When would the VCC like to implement reference checking?
D. **Policy/Legal** -

V. Alternatives

A.

VI. Recommendation

Staff recommends the VCC discuss incorporating reference checking, determine which members would be handling this, and devising some standard and consistent questions.

Attachments

None

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Volunteer Coordinating Committee Meeting Date:
March 13, 2025

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Dawn Wilson, Deputy City Recorder

Subject: VCC's Request to have Exit and Stay Interviews for all Committee/Commission/Board Volunteer Members ~ for the New VCC Members to Consider before Going to Council: Does the VCC want a Member to Speak about this at an Upcoming Council Meeting?

Proposed Motion
N/A

I. Summary

Please SEE attached, Staff Report to go to the Council.

II. Background

Please see attachment.

III. Current Situation

Only the Youth Liaison and Youth Councilors are receiving exit interviews, pursuant to the VCC's Process for Appointments to City Council under the Miscellaneous section, item #7.

IV. Analysis

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

B. **Financial** -
N/A

C. **Timing** - N/A

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

V. Alternatives

A. Approve staff to take this request to the Council.
B. Make a Motion to rescind the request for Council to consider exit interviews for all members.

VI. Recommendation

Staff recommends the VCC discuss their request and make a determination to have it brought back to Council or rescind their original request.

Attachments

1. MIN_Volunteer Coordinating Committee_11 14 2024
2. ATT_Process for Appointments to City Council Committees_ADOPTED BY CITY COUNCIL_11 20 2023
3. ATT_ VCC Packet - Exit Interviews_3 13 2025

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MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, November 14, 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 6:07 pm.

ATTENDANCE:

Present:	**Absent:**
Corri Falardeau, Chair	Larry Jackson
Jane Herb, Vice Chair	Dawn Reichle Bailon
Daisy Hickman	Open Position
Leslie Risewick	
Council President Shaney Starr	**Staff Present:**
	Dawn Wilson, Deputy City Recorder

2. PUBLIC TESTIMONY

There was no public testimony.

3. APPROVAL OF MINUTES

a. October 2024

Leslie Risewick moved for approval of the October 2024 minutes. Daisy Hickman seconded. Motion passed unanimously as follows: Hickman, Falardeau, and Risewick in favor with Jackson and Reichle Bailon absent and Herb abstained, and one open position.

4. COMMITTEE APPOINTMENTS

a. Parks and Recreation Advisory Board Openings

Chair Falardeau stated that all three candidates are incumbents for the Parks and Recreation Advisory Board.

Jane Herb moved to skip the interviews for the three of them and recommend that all three of them be put forward to City Council for approval with Jill Gust for Position 7, Matt Lawyer for Position 8, and Lisa Cejka for Position 9 for the Parks Board. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

b. Traffic Safety, Bikeways and Pedestrian Committee Openings

The Board interviewed David Dempster, and he shared that he has a sense of responsibility by serving on the Traffic Safety, Bikeways and Pedestrian Committee and has served on that Committee since 2004. He was also a key member for the youth helmet fittings.

The Board interviewed Tammy Kunz, and she shared that because of her work going through the Salem-Keizer Area Transportation Study (SKATS) and other Committee meetings, she was prepared her with the skill sets and knowledge to now serve on the Traffic Safety, Bikeways and Pedestrian Committee. Her focus would be the sidewalks, Americans with Disability Act concerns and bike education with the schools.

Daisy Hickman moved to close nominations. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

Daisy Hickman motioned to put forward the slate for David Depster and Tammy Kunz. Motion died for lack of Second.

Voting was as follows:

Position # 6

Member	Candidate
Leslie Risewick	David Dempster
Daisy Hickman	David Dempster
Jane Herb	David Dempster
Corri Falardeau	David Dempster

Position # 4

Member	Candidate
Leslie Risewick	No recommendation
Daisy Hickman	Tammy Kunz
Corri Falardeau	No recommendation
Jane Herb	No recommendation

The majority of votes were no recommendation, so the position would be re-opened.

5. OTHER BUSINESS

a. Continued Discussion on Exit Survey Questions for Youth Positions ~ See attached Process for

It was noted that the Council was always looking for feedback to understand the challenges to serve on a committee. Stay interviews were suggested during the year to ask the student why they were serving, what they like, and what would make it easier to participate.

It was suggested to have stay and exit interviews for all members of all committees and to have their responses be anonymous through Google

Appointments - Miscellaneous Section, Paragraph 7

docs or another platform. They would like the Council to know that the Volunteer Coordinating Committee (VCC) wants stay interviews and ask for the Council's interest before the VCC invests a lot of their time.

Discussion ensued on possibly changing the exit interview questions for the youth positions by asking the Council to provide the questions.

It was proposed to send the youth exiting interview questions to the City Council and ask them about similar questions for non-youth members. It was also suggested to ask the City Council if some of the questions would be beneficial to them and ask about developing stay interview questions.

Daisy Hickman moved that #7 of the Miscellaneous section of the Volunteer Coordinating Committee packet be moved forward to the City Council with the exit interviews and ask if they should be used for all members and if a stay interview could be incorporated for all members already on commissions and committees. Seconded by Jane Herb. Motion passed unanimously as follows: Hickman, Falardeau, Herb, and Risewick in favor with Jackson and Reichle Bailon absent and one open position.

For the good order of the VCC, Chair Falardeau shared that the VCC sent back the Community Diversity Engagement Committee (CDEC) application for the CDEC and decided that the VCC would not be using that process. The Joint Work Session was scheduled for December 5th with the Council, the VCC, and the CDEC.

There was a consensus to cancel the December meeting.

6. ADJOURNMENT

Meeting adjourned: 6:49 p.m.

Minutes approved: _____

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DRAFT

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.

Meeting Date: January 1, 0001

ATTACHMENT TO VCC PACKET
(Proposed Staff Report for City Council)

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Dawn Wilson, Deputy City Recorde
Dawn Wilson, Deputy City Recorder

Subject: VCC's Request to have Exit and Stay ... for all Committee/Commission/Board Volunte... Members ~ for the New VCC Members to Consider before Going to Council: Does the VCC want a Member to Speak about this at an Upcoming Council Meeting?

Proposed Motion

I move to approve the Volunteer Coordinating Committee's (VCC) request to implement exit and/or stay interviews for all Board, Commission, and Committee Members and direct the VCC to develop and recommend questions to the City Council for approval.

OR

I move to approve the VCC's request to implement exit and/or stay interviews for all Board, Commission, and Committee Members and for the City Council to develop and adopt questions.

I. Summary

The VCC would like to have exit and stay interviews for volunteer members.

At the November 14, 2024, VCC meeting, a motion was made by the VCC to move that #7 of the Miscellaneous section within the VCC's "Process for Appointments to City Council Committees" be moved forward to the City Council to have exit interviews for all volunteer members. The VCC also asked if the exit interviews should be used for all members and if a stay interview could be incorporated for all members already on commissions and committees.

II. Background

A. The VCC's Process for Appointments to City Council Committee, adopted on 11/20/2023, specifies that outgoing Youth Councilors and Liaisons will receive an exit survey.

B. The Youth Exit Survey includes the following:
   1. Name one or more highlights of this experience that you feel other youth

volunteers would enjoy.

2. Share any aspects of this experience that you would change.
3. If you could add anything to this experience to make it more impactful what would that be?
4. What would you recommend we do to create more interest for other youth?
5. What was the most surprising thing about the experience?

III. Current Situation

A. Exit interviews are conducted via email for only the outgoing Youth Councilors and Youth Liaisons.

B. The VCC would like to know if the Council would like exit interviews conducted for all Board, Commission, and Committee members.

C. The VCC would like to know if the Council would like stay interviews conducted for all members already on commission and committees.

D. The VCC is seeking the Council's input on whether to change the Youth Councilors and Youth Liaisons exit interview questions; whether to develop separate exit interview questions for non-youth members; and whether to create stay interviews and questions.

IV. Analysis

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

B. **Financial** -
N/A

C. **Timing** - N/A

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

V. Alternatives

A. Approve the VCC's request to implement exit and/or stay interviews for all Board, Commission, and Committee Members and direct the VCC to develop and recommend questions to the City Council for approval.

B. Approve the VCC's request to implement exit and/or stay interviews for all Board, Commission, and Committee Members and the City Council develop questions.

C. City Council discuss and decide not to have exit and/or stay interviews for all members.

VI. Recommendation

Staff recommends the Council discuss the VCC's recommendation and make a determination on their request.

Attachments

1. MIN_Volunteer Coordinating Committee_11 14 2024
2. ATT_Process for Appointments to City Council Committees_ADOPTED BY CITY COUNCIL_11 20 2023

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