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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, May 8, 2025, 5:30 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**
2. **ANNUAL VOLUNTEER RECOGNITION ~ BY COUNCILOR DANIEL KOHLER**
3. **PUBLIC TESTIMONY**
4. **APPROVAL OF MINUTES**
 - a. March 2025
5. **COMMITTEE APPOINTMENTS**
 - a. Traffic Safety, Bikeways and Pedestrian Committee ~ Youth Liaison
6. **OTHER BUSINESS**
 - a. Discussion on Reference Checking ~ Consistency, Use, and Questions
 - b. Information on Criminal History Background Checks for Volunteers ~ by Staff Liaison
7. **ADJOURNMENT**

Next Meeting: June 12th

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE
Thursday, March 13, 2025
Robert L. Simon Council Chambers
Keizer, Oregon

1. CALL TO ORDER/NOTE OF ATTENDANCE

CALL TO ORDER: Vice Chair Jane Herb called the meeting to order at 6:01 pm.

ATTENDANCE:

Present:

Jane Herb, Chair

Larry Jackson

Tina Richmond

Lanora Blake (6:20)

Absent:

Leslie Risewick

Staff Present:

Kim Freeman, Vice Chair Dawn Wilson, Deputy City Recorder

Daisy Hickman

Councilor Daniel Kohler

2. ELECTION OF CHAIR & VICE CHAIR

Vice Chair Jane Herb moved to open the floor for nominations for Chair and Vice Chair.

Larry Jackson was nominated as Jane Herb Chair. Kim Freeman seconded.

Vice Chair Jane Herb motioned to close nominations. Passed unanimously as follows: Hickman, Herb, Jackson, Richmond, and Freeman in favor with Risewick and Blake absent.

Daisy Hickman was nominated Kim Freeman as Vice Chair. Larry Jackson seconded.

Chair Herb motioned to close nominations. Passed Unanimously as follows: Hickman, Herb, Jackson, Richmond, and Freeman in favor with Risewick and Blake absent.

3. PUBLIC TESTIMONY

Carrie Brown, Member of the Community Diversity Engagement Committee, commented that she was there to observe and answer any questions the Volunteer Coordinating Committee (VCC) may have. She commented on promoting open positions in various channels.

4. APPROVAL OF

MINUTES

- a. **November 2024** Daisy Hickman moved for approval of the November 2024 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, and Hickman in favor with Blake and Risewick absent and Freeman and Richmond abstained.

5. COMMITTEE APPOINTMENTS

- a. **Keizer Public Arts Commission** The Board interviewed Claire Juran. Ms. Juran has lived and worked in Keizer all her life and loves Keizer. She was interested in helping to have additional art pieces in town.

Daisy Hickman moved to close nominations. Kim Freeman seconded.

Daisy Hickman moved to recommend that the Volunteer Coordinating Committee recommend the City Council appoint Claire Juran to serve on the Keizer Public Arts Commission for position 4 with a term expiring 06/30/2027. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

- b. **Budget Committee** Chelsea Alionar was unable to attend the meeting, so she submitted written testimony to serve on the Budget Committee.

The Board interviewed Bruce Anderson who shared that he has served on the Planning Commission and City Council during two budget processes, which he enjoyed. He has extensive experience as a volunteer for the Chamber of Commerce and other organizations. He has a strong desire to give back to the community.

The Board interviewed Carol Hernandez who shared that she wants to be on the Budget Committee because she loves Keizer and wants to do something meaningful. When she worked for the State of California, she managed the budget.

The Board interviewed Francisco Saldivar who shared his professional background and budget experience. He served on the Budget Committee and Planning Commission for a few years. He felt that he had a calling for government.

The Board interviewed Trevor Lewis who shared that he was born and raised in Oregon and served in the military. He would like to be more involved more with the community, wanted to serve in a government capacity and was interested in economics and numbers.

The Board interviewed Kim Steen who shared that she has lived in Keizer

most of her life and that she has a small business owner background. She enjoys strategizing and planning. She listened to the recording of the recent Long Range Planning Task Force meeting.

Daisy Hickman moved to close nominations. Larry Jackson seconded.

Voting was as follows:

Member	Applicant
Kim Freeman	Kim Steen
Daisy Hickman	Francisco Saldivar
Tina Richmond	Francisco Saldivar
Larry Jackson	Bruce Anderson
Jane Herb	Bruce Anderson
Lanora Blake	Bruce Anderson

Larry Jackson moved to recommend that the Volunteer Coordinating Committee recommend the City Council appoint Bruce Anderson to serve on the Budget Committee for position 5 with a term expiring 08/31/2026 term. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

c. Traffic Safety, Bikeways and Pedestrian Committee

Keith Standridge and Janine Kidd withdrew their applications

The Board interviewed Trevor Lewis who shared that he would like to serve the City of Keizer because he has seen the project by the high school and his children used the bike lanes. He enjoys the separation between the roadway and sidewalks and appreciates safety.

Daisy Hickman moved to close nominations. Kim Freeman seconded.

Larry Jackson motioned to put forward Trevor Lewis to City Council for position 4 on the Traffic Safety, Bikeways and Pedestrian Committee. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

d. Parks Recreation and Advisory Board ~ Youth Liaison

The Board interviewed Liam Stitt, Keizer, who was the incumbent Youth Liaison for the Parks Recreation and Advisory Board and would like to serve again on the board. He was working on getting more youth involved with the parks, and he created a parks club to plan and complete parks' projects for the City.

Daisy Hickman motioned to close nominations and seconded by Kim

Freeman.

Daisy Hickman moved that Liam Stitt be put forward for the Youth Liaison to City Council for approval to serve on the Parks Recreation and Advisory Board for school year 2025/2026. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and in favor and Risewick and Blake absent.

6. OTHER BUSINESS

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

Discussion ensued on continuing to provide cookies or other tokens of appreciation. It was suggested to provide Certificates instead of cookies, and it was noted that Certificates used to be provided. It was suggested to provide pens and perhaps order extras to keep the cost down and staff could give some out. It was noted that volunteers can take pride in having Certificates, and they were prestigious. It was suggested to work with the Chamber of Commerce on accessing better pricing for pens.

The members would like to get a quote for the cost of pens. There was a conversation about how much of a budget to request.

The members would like the City Recorder's Office to see about using additional funding from another budget for City of Keizer lapel pens. If this doesn't work out, then the Committee wants status quo.

It was decided for year 2025 to recognize the volunteers status quo since the budget request wouldn't be approved in time.

Daisy Hickman moved to ask that the budget be set to \$750 per year. Kim Freeman seconded.

Daisy Hickman made a friendly amendment to ask for up to \$1,000 as a new amount for the for clocks, special promotional items, and certificates, pending the quotes for pens. Kim Freeman seconded. Motion passes unanimously as follows: Hickman, Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick absent.

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

The VCC members selected the meetings that they would recognize volunteers for 2025.

c. Discussion on Reference

The members discussed reference checking options and standard questions to ask during reference checking. Some members wanted to check

**Checking ~
Consistency, Use,
and Questions**

references. The Committee would like the contact info so that they could check references.

It was asked that the application include a statement that the applicant was willing to provide contact info reference and this disclaimer should be approved by the City Attorney. Further discussion would take place at an upcoming meeting after the City Attorney could review the disclaimer.

The Committee would like the reference section to remain on the application and, the Committee would like to be able to contact the references.

d. Since there has been a change in VCC Members, the City wants to confirm that the VCC would still like their request brought to the Council to consider having Exit and Stay Interviews for all Committee/Commission/Board Volunteer Members

The members discussed incorporating exit and stay interviews for all volunteers, not just the Youth Councilors.

It was suggested to use Microsoft 365 or another survey app rather than conduct the surveys via email so that the surveys could be tracked.

It was noted that there were no issues with serving on committees and exit interviews may not be needed and would create a lot of work. Conversely, if the Volunteer Coordinating Committee (VCC) waits for a vacancy problem, then it might be too late. There was a comment about already knowing or seeing why the members are leaving the Committees because it could simply be from their term expiring versus stepping down.

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

It was suggested that the Council Liaison would address any issues they knew about. It was noted that there could be a lot of work for little return.

The consensus was to abandon the exit and stay interview changes, so there would be no need for a member to speak at a council meeting.

It was requested that the latest emails and info about the VCC policies and procedures be emailed to the members.

It was requested to continue promoting open positions and noted that the improvements on promoting open positions over the last few years were appreciated.

It was suggested to have generic recruitment cards for open positions that the VCC members could hand out.

7. ADJOURNMENT

Meeting adjourned: 8:35 p.m.

Minutes approved: _____

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Volunteer Coordinating Committee Meeting Date:
May 8, 2025

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

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 Traffic Safety, Bikeways and Pedestrian Committee for the Youth Liaison position with the 2025/26 School Year term.

I. Summary

One **Youth Liaison** 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.

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

An application was received from Lazlo Montoya Mendoza, and he is currently the Youth Liaison for the Traffic Safety, Bikeways and Pedestrian Committee.

Traffic Safety, Bikeways and Pedestrian Committee ~ There is one position as a non-voting **Youth Liaison**. A media release was distributed and application was received from **Lazlo Montoya Mendoza**. 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. Lazlo Montoya Mendoza would like to serve on the Traffic Safety, Bikeways and Pedestrian Committee.

The open position was advertised on the City's Facebook and website, and a media release was published from March 27th to April 23rd.

An application was received from Lazlo Montoya Mendoza.

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_TSBP Packet_5 8 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.

Youth Liaison – Open Position

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

Application

- Lazlo Montoya
Mendoza

TRAFFIC SAFETY, BIKEWAYS & PEDESTRIAN COMMITTEE

3-year terms | Updated 4/24/2025

Position	Member	Address/Phone	Original Appt. Date	Exp. Date (3-yr terms)	Report to Council/ Attend PC Mtg.
	*Indicates Cycle Advocate				
1	Brenda Lamb – VICE CHAIR		2022	12/31/25	August
2*	Hersch Sangster		2014	12/31/25	February September
3*	Michael De Blasi – CHAIR		2018	12/31/26	March October
4	Trevor Lewis		2025	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)			2025/26 school yr	
	Marion County Fire	503-588-6526			
	Council President Starr, Council Liaison starrs@keizeror.gov			01/2026	
	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: Wednesday, April 16, 2025 10:33 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 04/16/2025 10:33 PM

First and Last Name (Nombre y apellido): Lazlo Montoya Mendoza

Phone (Teléfono): [REDACTED]

Address (DIRECCIÓN): [REDACTED]

City, State and Zip Code (Ciudad, estado y código postal):

Keizer, OR 97303

Email Address (Dirección de correo electrónico): [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.) [Escriba una breve descripción de sus intereses, sus cualificaciones y lo que espera lograr en este puesto. Incluya las habilidades, la experiencia y los conocimientos que aportaría a este puesto de voluntario. (No dude en adjuntar una carta de presentación, un currículum vitae u otra información útil.)]:

Hi my name is Lazlo, I am interested in volunteering as a youth liaison for the traffic, safety, bike, pedestrian liaison position for the City of Keizer. My qualifications include Boy Scouts which allowed me to volunteer at multiple events. For example, I volunteered to clean up the Butte in Hermiston Oregon. Volunteered at a Christmas event in Lebanon Oregon at the VFW for needy children. My goal is to be more involved in my community and to help Keizer improve, while I learn as well. I want to be a Youth Liaison because me and my parents think that the things I learn in this position will help me in the future. I also want to meet new people and make friends in the area and work together. I want to learn how the leaders of Keizer get things done.

Personal Reference (Referencia personal):

Life Long family friend. Knows me and my family Joseph Miller [REDACTED]

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties (Experiencia previa como voluntario: Nombre y dirección de la agencia de voluntariado y sus funciones):

Boy Scout VFW in Lebanon Oregon, Duties: Helped Set Up and Run the games for the event with my troop Boy Scout neighborhood clean up in Hermiston Oregon, Duties: As a Boy Scout my project was to collect trash and cleanup the area to help the community Central Linn Middle School

Choir Rodeo Food Vendor, Duties: Sold elephant ears to help raise funds for the choir

I understand that I will be required to attend scheduled committee/commission meetings. All meetings meet at 6:00 p.m. Select committee preference. (Entiendo que se me exigirá que asista a las reuniones programadas de los comités o comisiones. Todas las reuniones se celebran a las 6:00 p. m. Seleccione la preferencia del comité.):

Traffic Safety/Bikeways

I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.):

I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.)

AUTHORIZATION WAIVER: I have completed the above questions and to the best of my knowledge, what has 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. (EXENCIÓN

DE AUTORIZACIÓN: He completado las preguntas anteriores y, hasta donde sé, lo que se ha dicho es cierto. Si me designan para un puesto de voluntario, acepto prestar mis servicios sin reembolso de ningún tipo y con el entendimiento y el acuerdo de que la ciudad de Keizer no proporciona seguro médico. Los voluntarios de la ciudad de Keizer están cubiertos por el seguro de responsabilidad civil y el programa de compensación para trabajadores de la ciudad. Como solicitante voluntario, comprendo que puedo estar sujeto a una verificación de antecedentes penales. Además, comprendo que, independientemente de cualquier verificación de antecedentes penales, la ciudad de Keizer puede rechazar mi solicitud de voluntariado o mis servicios

Lazlo Montoya Mendoza

voluntarios en cualquier momento. Escriba su
firma a continuación.):

Signature of Parent/Guardian (Firma del padre /
tutor): Tomas Montoya

Reference Letter (Optional) [Carta de referencia
(opcional)]: No File Uploaded

Resume (Optional) [Currículum (opcional)]: No File Uploaded

Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Lanora Blake	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Jane Herb	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Kim Freeman	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Daisy Hickman	
	Lazlo Montoya Mendoza
	No Recommendation

Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Tina Richmond	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Leslie Risewick	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian VCC MEMBER: Larry Jackson	
	Lazlo Montoya Mendoza
	No Recommendation
Youth Committee Liaison Traffic Safety, Bikeways & Pedestrian TALLY SHEET Vote #_____ Vote #_____ Vote #_____	
	Lazlo Montoya Mendoza
	No Recommendation