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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, June 12, 2025, 6:00 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**
2. **PUBLIC TESTIMONY**
3. **APPROVAL OF MINUTES**
 - a. May 2025
4. **COMMITTEE APPOINTMENTS**
 - a. Keizer Public Arts Commission
 - b. Emergency Planning Committee
 - c. Budget Committee
 - d. City Council ~ Youth Councilor
5. **OTHER BUSINESS**
 - a. Discussion on Updating the Annual Recognition to Possibly Remove Reading the Proclamation or having it as Optional by Each Member
6. **ADJOURNMENT**

Next Meeting: July 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, May 8, 2025
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

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

CALL TO ORDER: Chair Jane Herb called the meeting to order at 5:32 pm.

ATTENDANCE:

Present:	Absent:
Jane Herb, Chair	Daisy Hickman
Larry Jackson	
Leslie Risewick	Staff Present:
Tina Richmond	Dawn Wilson, Deputy City Recorder
Lanora Blake	
Kim Freeman, Vice Chair	
Councilor Daniel Kohler	
2. **ANNUAL VOLUNTEER RECOGNITION ~ by Councilor Daniel Kohler**

Councilor Daniel Kohler, member of the Volunteer Coordinating Committee, recognized the Volunteer Coordinating Committee volunteers, commented on the proclamation, and handed out City of Keizer lapel pins, Certificates of Appreciation, and stuffed animal toys.
3. **PUBLIC TESTIMONY**

There was no public testimony.
4. **APPROVAL OF MINUTES**
 - a. **March 2025**

Kim Freeman moved to approve the March 13, 2025 minutes as submitted. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.
5. **COMMITTEE APPOINTMENTS**
 - a. **Traffic Safety, Bikeways and Pedestrian Committee ~**

The Board interviewed applicant Lazlo Montoya Mendoza.

Lazlo Montoya Mendoza shared his interest to serve on the Traffic Safety, Bikeways and Pedestrian Committee to help and learn, and he's enrolled in

Youth Liaison

McNary High School. He heard about this opportunity from his mom who encouraged him to volunteer and help the community. He would like to help make Keizer safer and obtain a youth perspective to make Keizer better.

Larry Jackson moved to close nominations for the Youth Committee Liaison for the Traffic, Bikeways and Pedestrian Committee. Lanora Blake seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

Kim Freeman moved unanimously to move forward Lazlo Montoya Mendoza to the City Council for the Youth Liaison for the Traffic Safety, Bikeways and Pedestrian Committee. Leslie Risewick seconded. Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

6. OTHER BUSINESS

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

It was requested for this item to be brought back at the next meeting.

b. Information on Criminal History Background Checks for Volunteers ~ by Staff Liaison

Deputy City Recorder Dawn Wilson shared that the City would be running criminal history background checks for volunteers pursuant to the City Code (Chapter 2, Article III, Division 2, Section 2-71), which gives the City Manager the authority for background checks to be run. The City has devised a Criminal History Background Process and Release form for the volunteers. The applicants interviewed by the Volunteer Coordinating Committee would read and sign the Release form following their interviews.

If the background check was successful, the applicant's name would move forward to the City Council for appointment. If the background check is unsuccessful, an email would be sent to the applicant notifying them of the unsuccessful background check, and the recruitment would re-open.

Background checks would be run on:

- All new nominated applicants.
- Run/re-run on all volunteers shortly before their terms expire if they are renewing terms.
- Volunteers who apply to serve on a different committee/commission/board, who haven't previously had a background check.

The Volunteer Coordinating Committee (VCC) would like the criminal history background checks run on all applicants before they make it to the VCC

because of the public spotlight and privacy issues. There was a question about running criminal history background checks on all current volunteers.

The VCC would like to know the disqualifying criteria. It was requested for the criteria to be fairly lenient. It was suggested to note on the application that if the applicant had committed a felony that they would not be eligible to serve on a committee.

There was a request for another staff person in addition to the City Manager to review unsuccessful background checks, such as the Human Resources Director or Police Chief.

There was concern about implementing the process until it had been fully vetted by the City and that the process may need to go to the City Council. There was concern about limiting the applicant pool because interested persons may not want to deal with the criminal history background check process.

It was noted that the identification information on the Release form shouldn't be sent over email, so the applicant would need to complete and sign the form in person. The members wanted to see this process be as easy and painless as possible.

It was suggested to have the City Manager and City Attorney review unsuccessful backgrounds for liability purposes.

7. ADJOURNMENT Meeting adjourned: 6:02 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."



Volunteer Coordinating Committee Meeting Date:
June 12, 2025

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 Keizer Public Art Commission for Positions 1 and 6 with terms ending June 30, 2028, and Position 5 with a term ending June 30, 2026.

I. Summary

Three positions on the Keizer Public Art Commission are open. These openings were advertised on the City's Facebook and website, and a media release was published.

Positions 1 and 6 with terms ending June 30, 2028, and Position 5 with a term ending June 30, 2026.

An application was received from: Robin Gordon.

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 positions were advertised on the City's Facebook and website, and a media release was published from May 1, 2025 to May 27, 2025.

An application was received from Robin Gordon.

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_Arts Packet_6 12 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.

Three Open Positions

Position # 1 – Term ending 06/2028

Position # 5 – Term ending 06/2026

Position # 6 – Term ending 06/2028

Application

- Robin Gordon



KEIZER ARTS COMMISSION ROSTER

Updated May 30, 2025
(3-year terms)

Position

	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson – completing the 06/30/2025 term & not re-applying		07/2022	6/30/2028	April
2	Becka Brisbin		07/2023	6/30/2026	June
3	Kim Steen – CHAIR		3/2015	06/30/2027	August
4	Claire Juran		04/2025	06/30/2027	Backup
5	OPEN RESIGNED 05/16/25		7/2023	6/30/2026	October
6	Lore Christopher OPEN Position		2/2015	6/30/2028	February
7	Deborah Sisco – VICE CHAIR		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	christopherl@keizeror.gov 503-856-3448	2025		

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Monday, May 19, 2025 12:54 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 05/19/2025 12:54 PM

First and Last Name (Nombre y Apellidos):	Robin Gordon
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):	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):	Most evenings Sun - Fri 5:30 - 8:00pm; Some flexibility Mon & Fri mornings

**Your knowledge, education and/or skills
(Sus conocimientos, educación y/o
habilidades):**

I am currently completing a dissertation in Arts Administration, Education & Policy that focuses on arts worker and bureaucratic workplace cultures in one of the largest city recreation and parks departments in the US. I served on a public art committee and chaired an arts & culture committee at a university. I was a university theatre department director for 9 years and faculty chair for 4 years. I was an arts administrator for a professional theatre company for 9 years and served as the company's representative at local and state arts agency meetings and state department of education meetings. I have participated on real and mock peer grant review panels for local and state agencies. I hold an MFA in acting and new works creation and belong to two professional acting unions. I am a co-founder of an arts-based research collective that consults and collaborates with state and national arts organizations and publishes in national journals. I serve on an advisory board for an international arts organization.

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

8 hours per month

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

Keizer is my hometown. I have watched its built environment grow, and I want to ensure that its public arts and cultural footprint is reflective of the city's population. I also want to ensure that the public arts process is responsible and thorough.

**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):

Reed College

Degree (Título universitario):

BA Theatre and Dance

Personal Reference (Referencia personal):

Name (Nombre):

Robin

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

**Current Place of Employment (Lugar de
empleo actual):**

**Occupation/Profession
(Ocupación/Profesión):**

Graduate Student & Family Caregiver

Employer's Name (Nombre del empleado):

Robin

Employer's Address (Dirección del empleado):

[REDACTED]

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): I currently volunteer for Trauma Intervention Program NW, and I have a long history of volunteer work in Oregon.

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

For TIP NW, I currently conduct 30-day follow up calls with clients.

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 #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson – Vote # 1	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 1 –	
PUBLIC ARTS COMMISSION	
Position #1 (exp. 06/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson – Vote # 2	
Position #1 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 2 –	
PUBLIC ARTS COMMISSION	
Position #1 (exp. 06/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson – Vote # 1	
Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 1 –	
PUBLIC ARTS COMMISSION	
Position #5 (exp. 06/2026)	
Robin Gordon	
No Recommendation	

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 2 Position #5 (exp. 6/2026)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 2 – PUBLIC ARTS COMMISSION Position #5 (exp. 06/2026)	
Robin Gordon	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson – Vote # 1	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 1 –	
PUBLIC ARTS COMMISSION	
Position #6 (exp. 06/2028)	
Robin Gordon	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson – Vote # 2	
Position #6 (exp. 6/2028)	
	Robin Gordon
	No Recommendation
** TALLY ** – Vote # 2 –	
PUBLIC ARTS COMMISSION	
Position #6 (exp. 06/2028)	
	Robin Gordon
	No Recommendation



Volunteer Coordinating Committee Meeting Date:
June 12, 2025

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Emergency Planning 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 Emergency Planning Committee for Position 8 with a term expiring August 31, 2027.

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. 8 has a term ending August 31, 2027

Applications were received from: Jill Gust and Rhonda Rich

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 May 7, 2025 to May 27, 2025.

This is a **new** committee that shall establish a regular meeting date and meet as deemed necessary by the Chair.

Applications were received from Jill Gust and Rhonda Rich

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_EP Packet_6 12 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.”

EMERGENCY PLANNING COMMITTEE

The committee's purpose is to implement, test, and refine the policy established in the Emergency Operations.

This is a *new* Committee that shall establish a regular meeting date and meet as deemed necessary by the Chair.

One Open Position

Position # 8 – Term ending 08/2027

Applications

- Jill Gust
- Rhonda Rich



CITY OF KEIZER EMERGENCY PLANNING COMMITTEE

The Emergency Planning Committee is comprised of 12 members and a non-voting Youth Liaison. The committee's purpose is to implement, test, and refine the policy established in the Emergency Operations. The committee shall establish a regular meeting date and meet as deemed necessary by the Chair.

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

Positions:

	<u>Name</u>	<u>Position</u>	<u>Appt Date</u>	<u>Exp. Date</u>
1		Keizer Emergency Manager or City Manager Designee		08-31-27
2	Adam Brown	City Manager		08-31-27
3	Andrew Copeland	Chief of Police or their Designee		08-31-27
4	Bill Lawyer	Public Works Director		08-31-27
5		Keizer Community Emergency Response Team (CERT)		08-31-27
6	Council President Shaney Starr	Council Member	01/21/25	08-31-27
7		Marion County Emergency Manager		08-31-27
8	OPEN POSITION	Citizen at Large		08-31-27
9		Keizer Fire District		08-31-27
10		American Red Cross		08-31-27
11		Marion County Fire District		08-31-27
12		Salem Emergency Manager or Designee of the Salem City Manager		08-31-27
	OPEN Position – Youth Liaison (non-voting)			08-31-27

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, May 7, 2025 5:01 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 05/07/2025 5:01 PM

First and Last Name (Nombre y Apellidos): Jill Gust

Email Address (Dirección de correo electrónico):

Phone (Teléfono) :

Address (Dirección):

City (Ciudad):

Keizer

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):

Budget Committee (Comité de Presupuesto):

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):

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):

Emergency Planning Committee

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):

After 5pm. Not available 1st wednesday of each month or the 2nd Tuesday of each month

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):

I feel that with all my volunteer work, i would be good on this committee to help establish this committee. I am extremely organized and very adept at creating timelines. My many years as a volunteer

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

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

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

**Education Background (Antecedentes
educativos):**

High School (escuela secundaria):

Graduate or GED (Posgrado o GED):

College (universidad):

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Address (Dirección):

Phone (Número de teléfono):

**Current Place of Employment (Lugar de empleo
actual):**

Occupation/Profession (Ocupación/Profesión):

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):

has helped me establish the ability to work with people easily. I also assisted at the fair grounds during the canyon fires.

depends on the month.

I enjoy volunteering and giving back to my community. I feel this is an important committee to establish due to the increased chances of wild fires and other natural disasters.

Yes

McNary High School

Graduate

Marsha Stallings

[REDACTED]

[REDACTED]

Administrative Assistant

Kelzer Chamber of Commerce

4118 River Rd N Kelzer, OR

503-393-9111

Yes

McNary Athletic Booster Club

595 Chemawa Rd N

Booster Club President- Planning and executing the Holiday Bazaar, setting up and running concessions, leading meetings, planning and executing the annual auction, updating bylaws, keeping on the agenda, working with coaches and school staff to create procedures to help student athletes. I also work hand in hand with parents, sell

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

apparel, update minutes, and run blue day at the school each year.

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: Tuesday, May 27, 2025 2:21 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 05/27/2025 2:20 PM

First and Last Name (Nombre y Apellidos): Rhonda Rich

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): Emergency Planning Committee

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?): N/A

Days and times of week available (Días y horas de la semana disponibles): Anytime, except evenings of the 1st and 2nd Thursday of the month

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): My knowledge and interest in Public Safety and the medical field has been achieved through my work place and volunteer work in the Keizer community. I was in Director of Quality Control and Safety

Operations for 10 years at Willamette Cherry Growers in Salem in my early career. This involved updating manuals of the various departments and overseeing the first aid operations. My education is in the Biological Sciences and I received my Registered Nursing license at Chemeketa Community College. I have been through the Red Cross first aid classes and CPR. I completed the Community Emergency Response Team program through the Keizer Fire Department. My skills are team building and communications that I have used and developed through volunteer work on the West Keizer Neighborhood Association Board of Directors. I have been President for 12 years and Vice President for 7 years. My organizational skills are strong and I have enjoyed using them to provide timely information to community members, particularly with an emphasis on preparing for emergencies at home.

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

20-30 hours, but that's negotiable to get the job done

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

I am very interested in serving on the Emergency Planning Committee. I hope to contribute to the emergency operations at the city level and carry it over to the broader community. I look forward to working with the Keizer City Staff and the Keizer City Council which I have had a good relationship with in my work with the neighborhood association. I have the desire to be a part of continuing efforts to make Keizer a safe place to live and in the event of a disaster that Keizer can be prepared to serve its residents and the people who work and play in our 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):

Fairfax High School, Los Angeles, Calif.

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

University of California, Irvine and Chemeketa Community College

Degree (Título universitario):

Bachelor of Science in Biological Sciences and Registered Nurse

Personal Reference (Referencia personal):

Name (Nombre):

Eric Nelson and Kim Pagels

Address (Dirección):



Phone (Número de teléfono):

Eric: [Redacted] **Kim:** [Redacted]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Retired

Employer's Name (Nombre del empleado): N/A

Employer's Address (Dirección del empleado): N/A

Employer's Phone (Teléfono del empleador): N/A

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?): No

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

West Keizer Neighborhood Association. Other groups that I have volunteered with are Claggett Creek Watershed Council, Keizer Network of Women, Keizer Community Library, and Keizer Art Association.

Address (Dirección):

N/A

Phone (Número de teléfono):

N/A

Duties (Deberes):

My volunteer experience has covered most of my life. I was privileged to be involved with my childrens' lives on committees and boards at Keizer schools, Boy Scouts and church. I became an RN after my children went to college which also coincided with my husband's stroke. For the next 14 years, I was my husband's caregiver and became involved with the West Keizer Neighborhood Association. For references in my volunteer activities with WKNA, I would have to refer to City Council members over the past 19 years. Most recently, Councilor Kyle Juran and Councilor Shaney Starr are the WKNA Council liaisons. Previously, Councilor Kyle Juran and Councilor Laura Reid were the liaisons. Mayor Cathy Clark and previous Mayor Lore Christopher served while I have been involved with WKNA. Please feel free to contact any of the above mentioned civic leaders.

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.)

EMEGENCY PLANNING COMMITTEE VCC MEMBER: Lanora Blake – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Jane Herb – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Kim Freeman – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Daisy Hickman – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation

EMEGENCY PLANNING COMMITTEE VCC MEMBER: Tina Richmond – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Leslie Risewick – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Larry Jackson – Vote # 1 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
** TALLY ** – Vote # 1 – EMEGENCY PLANNING COMMITTEE Position #8 (exp. 08/2027)	
Jill Gust	
Rhonda Rich	
No Recommendation	

EMEGENCY PLANNING COMMITTEE VCC MEMBER: Lanora Blake – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Jane Herb – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Kim Freeman – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Daisy Hickman – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation

EMEGENCY PLANNING COMMITTEE VCC MEMBER: Tina Richmond – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Leslie Risewick – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
EMEGENCY PLANNING COMMITTEE VCC MEMBER: Larry Jackson – Vote # 2 Position #8 (exp. 8/31/2027)	
	Jill Gust
	Rhonda Rich
	No Recommendation
** TALLY ** – Vote # 2 – EMEGENCY PLANNING COMMITTEE Position #8 (exp. 08/2027)	
Jill Gust	
Rhonda Rich	
No Recommendation	



Volunteer Coordinating Committee Meeting Date:
June 12, 2025

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 Positions 1 and 2 with a term expiring August 31, 2028.

I. Summary

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

Position Nos. 1 and 2 have terms ending 08/31/2028.

Applications were received from: Melissa Martin, Joseph Grant, and Andrew Hickey.

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 May 1, 2025, to May 27, 2025.

The member for Position No. 1 resigned.

The incumbent for Position No. 2 is Melissa Martin.

Applications were received from Melissa Martin, Joseph Grant, and Andrew Hickey.

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_6 12 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.

Two Open Positions

Terms Expire 08/31/2028

Applications

- Melissa Martin - Incumbent
- Joseph ("Joe") Grant
- Andrew Hickey



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

	<u>Name</u>	<u>Contact Info</u>	<u>Appt Date</u>	<u>Exp. Date</u>
1	OPEN - Resigned			08-31-28
2	Melissa Martin – Current term expires 08/31/2025 – Incumbent, re-applying		2020	08-31-28
3	Elaine Wilson		10-02-2023	08-31-26
4	Jane Herb		10-02-2023	08-31-26
5	Bruce Anderson		04-07-2025	08-31-26
6	Susan London		2021	08-31-27
7	Jonathan Thompson		2015	08-31-27
8	OPEN Position – Youth Liaison (non-voting) City Council Members: Mayor Cathy Clark Council President Shaney Starr Councilor Marlene Parsons		9/01/2024	6/30/2025
		Councilor Kyle Juran Councilor Soraida Cross Councilor Lore Christopher Councilor Dan Kohler		

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, May 1, 2025 8:50 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 05/01/2025 8:49 PM

First and Last Name (Nombre y Apellidos):

Melissa Martin

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):

Any

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):

2 terms served on city budget committee. Over 30 years experience working with school, city, county, non-profit budgets.

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

15

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

Love volunteering and contributing to our amazing city. Love the budgeting process.

Melissa Martin has Served on the Budget Committee since 2021: 100% Attendance

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):

Sherwood High

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Chemeketa

Degree (Título universitario):

Personal Reference (Referencia personal):

Name (Nombre):

Daryl & Karen Miller

Address (Dirección):

██████████ Keizer

Phone (Número de teléfono):

██████████

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Retired

Employer's Name (Nombre del empleado):

old- Public Affairs Counsel

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):

City Budget Committee

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.)

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Monday, March 10, 2025 2:55 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 03/10/2025 2:55 PM

First and Last Name (Nombre y Apellidos): Joseph (Joe) Grant
Email Address (Dirección de correo electrónico): [REDACTED]
Phone (Teléfono) : [REDACTED]
Address (Dirección): [REDACTED]
City (Ciudad): Keizer, OR 97303
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): Most Days
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I have a Masters In Elementary Education and an Administrative License. I have 45 hours beyond my Masters Degree. I have been in charge of the budget for

a large elementary school within the Salem-Keizer School District. When I retired, I was the principal of Clear Lake Elementary in Keizer and have always appreciated the support of the Keizer City Council to the local schools as well as supporting the entire community.

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

Most Any

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

I've recently been attending city council meetings to get better acquainted with the role of city government and want to support the needs of the Mayor, council, and the residents of Keizer. I've lived in Keizer for for approximately 30 years with a two year move to North Idaho before returning to Keizer to be near our family.

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):

Redmond High School

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Western Oregon State College.

Degree (Título universitario):

MA

Personal Reference (Referencia personal):

Name (Nombre):

Joan Hayward

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Retired

Employer's Name (Nombre del empleado):

Salem-Keizer Public Schools

Employer's Address (Dirección del empleado):

2450 Lancaster Dr NE

Employer's Phone (Teléfono del empleador): 503-399-3061

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

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): Salem Young Life/Lives. Stacey Ramon

Address (Dirección): 1900 Front St NE, Salem, OR 97301

Phone (Número de teléfono):

[REDACTED]

Duties (Deberes):

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

As a volunteer that supports these "teen" moms by providing care for their children during the monthly "club" meetings so the mothers can get support while their babies are under our care.

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: Tuesday, May 27, 2025 6:33 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Kelzer, 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 05/27/2025 6:33 PM

First and Last Name (Nombre y Apellidos): Andrew Hickey
Email Address (Dirección de correo electrónico): [REDACTED]
Phone (Teléfono) : [REDACTED]
Address (Dirección): [REDACTED]
City (Ciudad): Kelzer
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): Flexible. On short notice, I have availability on week nights and weekends. With a weeks notice, I can be available any time.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I currently serve on the Cherriots budget committee (2nd term). With training and experience as a Journalist,

I have covered government and budget processes for years. I have degrees in Political Science and Journalism. More recently, I've worked in marketing and operations - managing multi-million dollar budgets to specific performance goals.

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

Up to 20 hours/month.

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

This is my third time applying to serve on the Kelzer Budget Committee. I have lived in Kelzer for a decade and am raising a family here. With my experience and interest, I believe I can be an asset to the community by serving on the Budget Committee. It's a great way to contribute to the future of our 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):

John A Coleman High School

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Marist College

Degree (Título universitario):

Bachelor of Arts

Personal Reference (Referencia personal):

Name (Nombre):

Mario Menchaca

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Marketing

Employer's Name (Nombre del empleado):

Self-employed

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

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

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Salem Area Mass Transit District (Cherriots)

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

Budget Committee Member

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 # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Lanora Blake	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Jane Herb	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Kim Freeman	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Tina Richmond	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Leslie Risewick	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 1	
VCC MEMBER: Larry Jackson	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE Position # 1 (exp 08/2028) – Vote # 1 VCC MEMBER: Daisy Hickman	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

Budget Committee Position # 1 (exp 08/2028) – Vote # 1 TALLY – Vote # 1	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Lanora Blake	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Jane Herb	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Kim Freeman	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Tina Richmond	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Leslie Risewick	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 1 (exp 08/2028) – Vote # 2	
VCC MEMBER: Larry Jackson	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE Position # 1 (exp 08/2028) – Vote # 2 VCC MEMBER: Daisy Hickman	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

Budget Committee Position # 1 (exp 08/2028) – Vote # 2 TALLY – Vote # 2	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Lanora Blake	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Jane Herb	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Kim Freeman	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Tina Richmond	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Leslie Risewick	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 1	
VCC MEMBER: Larry Jackson	
	Melissa Martin
	Joseph (Joe) Grant
	Andrew Hickey
	No Recommendation

BUDGET COMMITTEE Position # 2 (exp 08/2028) – Vote # 1 VCC MEMBER: Daisy Hickman	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

Budget Committee Position # 2 (exp 08/2028) – Vote # 1 TALLY – Vote # 1	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Lanora Blake	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Jane Herb	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Kim Freeman	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	

BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Tina Richmond	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Leslie Risewick	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	
BUDGET COMMITTEE	
Position # 2 (exp 08/2028) – Vote # 2	
VCC MEMBER: Larry Jackson	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
No Recommendation	

BUDGET COMMITTEE Position # 2 (exp 08/2028) – Vote # 2 VCC MEMBER: Daisy Hickman	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation

Budget Committee Position # 2 (exp 08/2028) – Vote # 2 TALLY – Vote # 2	
	Melissa Martin Joseph (Joe) Grant Andrew Hickey
	No Recommendation



Volunteer Coordinating Committee Meeting Date:
June 12, 2025

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: City Council ~ Youth Councilor

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 Councilor position with the 2025/26 School Year term.

I. Summary

One **Youth Councilor** position on the City Council 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 Felicia Guptill.

City Council ~ There is one position as a non-voting **Youth Councilor**. A media release was distributed and application was received from **Felicia Guptill**. 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. Felicia Guptill would like to serve on the City Council as a Youth Councilor.
- B. The open position was advertised on the City's Facebook and website, and a media release was published from May 7, 2025 to May 27, 2025.

An application was received from Felicia Guptill.

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_Youth Councilor Packet_6 12 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.”

YOUTH COUNCILOR

Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home-schooled student. The appointment shall be by a majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Youth Councilor:

- Will be selected during the 10th or 11th Grade year and serve during the 11th or 12th Grade year. For non-traditional students, selection will be during a school year in which he/she turns 16 or 17 for service during the school year in which he/she turns 17 or 18.
- Term of office will be 9/1 through 5/30.
- Will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.
- Will be responsible for managing schedules of Pages and overseeing the Page program.
- Will be urged to recruit candidates to fill the position near the end of the school year.

The City Council meets on the first and third Monday of each month at 6:00 pm

**Youth Councilor
2025/2026 School Year
(approximately: 09/01/2025 thru 05/30/2026)**

Application

▪ Felicia Gupthill

**Unable to Attend Meeting –
Please see Resume' and Letters of
Recommendation**

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Saturday, May 31, 2025 12:18 PM
To: Wilson, Dawn
Subject: Youth Councilor - New Form Submission for Keizer, Oregon
Attachments: Felicia Resume.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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 Councilor at 05/31/2025 12:17 PM

First and Last Name (Nombre y apellido): Felicia Guptill
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.):]

As a high school student I want to make sure that my community is heading in the right direction. A Youth Councilor position would give me that experience. I also want to bring forward the voice of non traditional high school students to the City of Keizer as I bring unique perspective as a home schooler who was raised here.

Personal Reference - Please attach a letter of recommendation from a teacher or community leader. (Referencia personal: adjunte una carta de recomendación de un maestro o líder comunitario.):

Felicia Recommendation Letter 2024.pdf

Current Place of Employment: Employer's Name, address & phone and your position. (Lugar de trabajo actual: Nombre, dirección y teléfono del empleador y su puesto.):

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

Kevin Mannix for Oregon Campaign. [REDACTED]
[REDACTED] Salem, OR 97301 I served as a phone caller and canvasser for the Salem area Republican candidate get out the vote campaign.

I understand that I will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged. (Entiendo que se me exigirá que asista a las reuniones del Consejo los lunes por la noche y al menos a una reunión adicional por mes con un Concejal (es decir, observación del trabajo). Las sesiones de trabajo son opcionales, pero se recomiendan encarecidamente.):

Yes (Si)

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.):

Yes (Si)

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.

Felicia Gupstill

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

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

Scott Guphill

Reference Letter (Carta de referencia):

Letter of Recommendation - Felicia Guphill.docx

Resume (Reanudar):

Felicia Resume.pdf

Additional Attachments (Archivos adjuntos adicionales):

No File Uploaded

Name: Felicia Guphill

Contact info:

- Phone Number: [REDACTED]
- Email Address: [REDACTED]

Education:

- Started Highschool 2022, will graduate 2026

Skills:

- Willing to listen and contribute in group discussions
- Able to ask thoughtful questions and consider different perspectives
- Comfortable presenting ideas to a group or committee
- Dependable and responsible with commitments
- Demonstrates interest in civic involvement and local government
- Willing to learn and take on new challenges

Job History:

- Babysitter
- Outdoor camp
- Piano Teacher

Volunteer involvement:

- AWANA
- Volunteer for the Kevin Mannix Get Out The Vote Campaign
- Keizer Community Events assistant
- Summer missionary at Shiloh Bible Conference
- Salem Capitals Basketball game clean up crew



To Whom It May Concern,

I am pleased to offer my recommendation of Felicia Guptill, as both a dedicated worker and student, to attend the Generation Joshua Leadership Camp for the summer of 2025.

I had the privilege of working with Felicia through my position as a State Representative while she served as a Voluntary Page at the Oregon State Capitol in 2022, as well as when she volunteered on my re-election campaign, which recently ended successfully on November 5, 2024. Felicia has continued to impress my staff, showing skills well beyond her age with a good work ethic, high motivation, and organization in each project assigned to her. Whether she was taking inventory on supplies, updating our data spreadsheets, or connecting with my constituents through phone calls, she was dedicated in her work and willing to step outside of her comfort zone.

I truly appreciated her thoroughness in each task and willingness to ask questions when needed.

My office staff were so fortunate to have Felicia working alongside us, and I know she will achieve great things. I highly recommend considering Felicia Guptill to attend the Generation Joshua Camp this summer and I know that the time spent investing in her will not be put to waste.

Sincerely,

A black rectangular box redacting the signature of Kevin L. Mannix.

Kevin L. Mannix

State Representative, House District 21

Kevin@MannixforOregon.com | www.MannixforOregon.com | 2009 State St. Salem, OR 97301 | 503-308-8668

Paid for by Kevin Mannix for State Representative #21839

To Whom It May Concern,

I am writing to highly recommend Felicia Guptill for the Keizer Youth Counselor position. She has cared for my children for nearly 3 years. Starting with my oldest from the time she was just 3 months old, and now also my son. Over that time, she has become an incredibly important and trusted part of our family's life.

Felicia is caring, thoughtful, and genuinely loves working with children. She consistently brings creativity to her caregiving, coming up with engaging activities that keep the kids entertained and learning. More than that, she is extremely responsible and trustworthy—I have full confidence in her judgment and her ability to manage anything that comes her way.

My children absolutely adore her as she has a natural connection with them that is both nurturing and fun. I believe she would be a wonderful asset to any program working with youth.

Please do not hesitate to contact me if you would like to discuss her qualifications further.

Sincerely,
Annabel Kroontje

A black rectangular redaction box covering the signature area.

Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Lanora Blake	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Jane Herb	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Kim Freeman	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Daisy Hickman	
	Felicia Guphill
	No Recommendation

Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Tina Richmond	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Leslie Risewick	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
VCC MEMBER: Larry Jackson	
	Felicia Guphill
	No Recommendation
Youth Councilor 2025/2026 School Year (09/01/25 – 05/30/26)	
TALLY SHEET	
Vote # _____	Vote # _____ Vote # _____
	Felicia Guphill
	No Recommendation



WHEREAS, the City of Keizer has built a strong community through a foundation of volunteerism; and

WHEREAS, upon incorporation in 1982, the motto was adopted – “Pride, Spirit, and Volunteerism” which describes our way of life; and

WHEREAS, many residents of this community contribute to the well-being and welfare of all our people by giving tirelessly of their time, resources and energy; and

WHEREAS, many volunteers assist the City of Keizer in performing a multitude of duties, often providing services that might otherwise be reduced or non-existent; and

WHEREAS, many of our volunteers serve through city government on City Council, Boards, Commissions, and Task Forces; and

WHEREAS, our City’s greatest resource is our people who are dedicated to the betterment of our community; and

WHEREAS, the City of Keizer values each and every one of our many volunteers and wish to extend our deepest appreciation to all.

NOW, THEREFORE, the Keizer City Council assembled here in Regular Session, does hereby proclaim the month of April 2025 as

VOLUNTEER RECOGNITION MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 21st day of April 2025.

MAYOR CATHY CLARK
City of Keizer, Oregon

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 – 2025			
Group	Meeting Date	Time	VCC Member
City Council Meeting – Chair Attends, but all Members are Invited to attend.	Monday, April 21 st	6:00 PM	Chair Jane Herb
Community Diversity Engagement	Thursday, April 3 rd	6:00 PM	Daisy Hickman
Parks Advisory Board	Tuesday, April 8 th	6:00 PM	Tina Richmond
Traffic Safety/Bikeways/Peds	Thursday, April 17 th	6:00 PM	Lanora Blake
Planning Commission	Wednesday, April 9 th	6:00 PM	Leslie Risewick
Budget Committee	Monday, May 12 th	6:00 PM	Vice Chair Kim Freeman
Arts Commission	Tuesday, May 20 th	6:00 PM	Larry Jackson

Part 2:

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