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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, August 14, 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. June 2025
4. **COMMITTEE APPOINTMENTS**
 - a. Planning Commission Openings
 - b. Keizer Public Arts Commission
 - c. City Council ~ Youth Councilor
 - d. Keizer Public Arts Commission ~ Youth Liaison
5. **OTHER BUSINESS**
 - a. Review the Appointment Process ~ Mayor Clark asked that interviews happen prior to the vote for any position, and then vote on one position and then the other position---and she requested that the process be reviewed.
 - b. Review ideas for volunteer tokens of appreciation for next year's Volunteer Recognition Month
6. **NEXT MEETING: SEPTEMBER 11TH**
7. **ADJOURNMENT**

“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, June 12, 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 6:00 pm.

ATTENDANCE:

Present:	Absent:
Jane Herb, Chair	Kim Freeman, Vice Chair
Daisy Hickman	
Larry Jackson	
Leslie Risewick	Staff Present:
Tina Richmond	Dawn Wilson, Deputy City Recorder
Lanora Blake	
Councilor Daniel Kohler	

2. **PUBLIC TESTIMONY**

There was no public testimony.

3. **APPROVAL OF MINUTES**
 - a. **May 2025**

Leslie Risewick moved for approval of the May 2025 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, and Blake in favor with Freeman absent and Hickman abstaining.

4. **COMMITTEE APPOINTMENTS**
 - a. **Keizer Public Arts Commission**

Robin Gordon withdrew her application, so there were no interviews.

The positions on the Keizer Public Arts Commission would be reopened.

 - b. **Emergency Planning Committee**

The Board interviewed applicants Jill Gust and Rhonda Rich.

Jill Gust shared that she has been in Keizer for many years and has volunteered on many committees. She was currently serving on the Parks Recreation and Advisory Board. She spoke about the services that she provided by organizing activities, volunteers, providing food, storing animals, and a setting up a grid to track the number of animals and their owners. She

was currently a member of the Keizer Fire Foundation.

Rhonda Rich shared her excitement about serving on the Emergency Planning Committee and the emergency planning experience that she has. She trained through Keizer Fire District and received her certification. She triaged a human casualty and saw how critical it was for a community to be prepared for any disaster. She has spent 19 years volunteering in the community. She has been inviting at least one speaker a year to talk about emergency preparedness for the West Keizer Neighborhood Association meetings. She had a discussion with City Manager Adam Brown to learn more about this new committee and what she could do to be actively involved.

The Board voted on the applicants.

Daisy Hickman moved to close nominations. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Blake in favor with Freeman absent.

Voting was as follows:

Member	Applicant
Larry Jackson	Rhonda Rich
Tina Richmond	Rhonda Rich
Jane Herb	Rhonda Rich
Leslie Risewick	Rhonda Rich
Lanora Blake	Jill Gust
Daisy Hickman	Jill Gust

Rhonda Rich received the majority of the votes.

c. Budget Committee

The Board interviewed applicants Melissa Martin and Joseph Grant. Andrew Hickey was absent.

Melissa Martin shared that she has served two terms on the Budget Committee. She felt that this position fills a vital role on the Budget Committee because the City operates on a tight budget and budget members need to think outside the box on how to fund items. She felt that the City has become more open to creative ideas, such as funding the parks and the Budget Committee looks out for the community members, especially with fee increases. She feels it was important to receive the community buy-in for fees. She appreciated everyone helping with the park fee and the chance to hear from the community.

Leslie Risewick moved to closed nominations for position # 2. Larry Jackson seconded. Motion passed as follows: Herb, Jackson, Risewick, Richmond, and Blake in favor with Hickman

opposed and Freeman absent.

Voting was as follows:

Member	Applicant
Daisy Hickman	No Recommendation
Larry Jackson	Melissa Martin
Tina Richmond	Melissa Martin
Leslie Risewick	Melissa Martin
Jane Herb	Melissa Martin
Lanora Blake	Melissa Martin

Melissa Martin received the majority of votes.

Position # 1:

Joseph (Joe) Grant shared that he had lived in Keizer for about 25 years. He holds a Bachelor of Science and a Master of Arts degrees in Elementary Education. He has an Administrative Services License with Oregon Teaching Standards and Practices. He has experience building a school's budget. He has been a principal for several schools. He had volunteered on several boards and served as the treasurer. He recently attended Keizer Council meetings and the Budget Committee meetings to make sure it would be a good match for his education level so that he could help the community.

Voting was as follows:

Daisy Hickman moved to close nominations. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Blake in favor with Freeman absent.

Voting was as follows:

Member	Applicant
Lanora Blake	Joe Grant
Jane Herb	Joe Grant
Daisy Hickman	Joe Grant
Larry Jackson	Joe Grant
Tina Richmond	Joe Grant
Leslie Risewick	Joe Grant

Joe Grant received the majority of votes.

d. City Council ~ Youth Councilor

Felicia Guptill provided a letter to the Volunteer Coordinating Committee expressing her interest to serve as a Youth Councilor because she was unable to attend the meeting.

The majority of the Committee agreed to table this item to the next meeting so Ms. Guptill could interview.

5. OTHER BUSINESS

- a. Discussion on Updating the Annual Recognition to Possibly Remove Reading the Proclamation or having it as Optional by Each Member**

Discussion ensued on possibly removing the reading of the proclamation by each member or just listing it as optional in the recognition process.

It was noted that reading the proclamation should be optional but encouraged.

Daisy Hickman moved to the change the language to read that it was encouraged to read the proclamation. Seconded by Leslie Risewick. Motion passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Blake in favor with Freeman absent.

6. ADJOURNMENT Meeting adjourned: 7:03 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:
August 14, 2025

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Planning Commission Openings

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** and **APPLICANT'S NAME** to the Planning Commission for Positions 1, 2, and 3 with terms expiring September 30, 2028.

I. Summary

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

Positions 1, 2, and 3 have terms ending September 30, 2025.

Applications were received from: Matt Lawyer, Jeremy Grenz, Larry Scruggs, and Quinn Stoddard.

Incumbent for Position 1 is Matt Lawyer.

Incumbent for Position 2 is Sarah Hatches, and she does not wish to serve another term.

Incumbent for Position 3 is Jeremy Grenz.

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

These open positions were advertised on the City's Facebook and website, and a media

release was published from July 3, 2025 to July 29, 2025.

Four applications were received and are included as an attachment for the VCC's review. 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 positions.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the openings, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open positions.

Attachments

1. ATT_PC - Packet_8 14 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.”

PLANNING COMMISSION

The Commission assists the City Council in land use decisions and recommendations regarding Keizer's future growth, development, and beautification. The Commission meets on the second Wednesday of the month at 6:00 p.m. The Planning Commission has guidelines for composition and organization. The guidelines prohibit more than two members to be engaged principally in the buying, selling, or developing of real estate. In addition, Planning Commission members are required to file a statement of economic interest disclosure form with the Oregon Government Ethics Commission.

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

Four Positions Open
Terms Expire 9/30/2028

Applications

- Matt Lawyer
(Incumbent Position # 1)
- Jeremy Grenz
(Incumbent Position # 3)
- Larry Scruggs
- Quinn Stoddard



Position #	PLANNING COMMISSION Updated: July 30, 2025 (3-year terms)				
	Name	Address/Phone	Occupation	Serving Since/Term Expires	Council Assignment
1	Matt Lawyer - CHAIR	Keizer	Senior Policy Analyst	12/17 - 9/25	December August
2	Sara Hutches – VICE CHAIR NOT Re-applying	Keizer	National 4-H Council	10/19 - 9/25	April October
3	Jeremy Grenz	Keizer	Project Manager for a civic engineering firm	10/19 - 9/25	May November
4	Fernando Lopez	Keizer	Arrows Home Air, Inc.	10/2/2023 - 9/30/2026	January
5	Robb Witters	Keizer	Marion County Assessor	10/2/2023 - 9/30/2026	June
6	Lindsey King	Keizer	Pacific Planning NW (self-emp)	10/09/24 - 9/30/27	February July
7	Frank Hostler	Keizer	Student at Portland State	10/09/24 - 9/30/27	March September
	Joseph Lindsay City Attorney	PO Box 21000 503-856-3433 (Tammie)			
	Shane Witham, Planning Director withams@keizeror.gov	PO Box 21000 503-856-3439			
	Kyle Juran, Council Liaison jurank@keizeror.gov				
	OPEN POSITION Youth Liaison – non-voting			09/01/24 – 05/30/25	
	Dawn Wilson Deputy City Recorder wilsond@keizeror.gov	PO Box 21000 503-856-3418			

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, July 3, 2025 12:29 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 07/03/2025 12:28 PM

First and Last Name (Nombre y Apellidos): Matt Lawyer

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):

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

Planning Commission (Comisión de Planificación): Planning Commission (Comisión de Planificación)

Public Art Commission (Comisión de Arte Público):

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):

Emergency Planning Committee (Comité de Planificación de Emergencias):

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?): Planning Commission

Days and times of week available (Días y horas de la semana disponibles): all

Matt Lawyer is on the Planning Commission:
100% Attendance
(28 meetings from 2022-2025)

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

I have been a Planning Commissioner since 2017. I have worked with two directors, three city managers and am the longest serving Planning Commissioner on the existing Planning Commission. I have been part of the River Cherry Overlay District and navigated every demand the state of Oregon has imparted on the City of Keizer. I have been the Chair of the planning commissioner for nearly six years and have facilitated some very complex meetings that take into account the future of our city and the needs of our neighbors.

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

As many as needed.

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

A reiteration of the above. I love this work and I think that long-term continuity and organization memory are important to preserve the City we have but also be responsive and responsible to ideas of how things can benefit our community. I work for the people of Keizer, not the state. My desire is to serve the people of Keizer, our neighbors.

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

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Eastern Oregon University

Degree (Título universitario):

Bachelors in Science

Name (Nombre):

Matt Lawyer

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Senior Policy Analyst

Employer's Name (Nombre del empleado):

Marion County

Employer's Address (Dirección del empleado):

555 Court Street Salem OR

Employer's Phone (Teléfono del empleador):

503-507-6282

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

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): City of Keizer, Keizer Rotary, Claggatt Creek Watershed Council

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: Friday, July 25, 2025 3:32 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 07/25/2025 3:32 PM

First and Last Name (Nombre y Apellidos): JEREMY J GRENZ
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): Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Emergency Planning Committee (Comité de Planificación de Emergencias):
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): Can be available most nights of the week.
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I work for a civil engineering firm and have served on the Planning commission for nearly 6 years.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?): 10-20

**Jeremy Grenz is on the Planning Commission:
89.29% Attendance
(28 meetings from 2022-2025)**

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir): I work in the land development industry and would like to share my knowledge and experiences to assist in the difficult decisions facing Keizer in the coming years.

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
Graduate or GED (Posgrado o GED): Graduate
College (universidad): Portland State University
Degree (Título universitario): BS in Business
Name (Nombre): Portland State University
Address (Dirección): 1825 SW Broadway, Portland
Phone (Número de teléfono): 503-725-3000

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión): Project Manager
Employer's Name (Nombre del empleado): Multi/Tech Engineering
Employer's Address (Dirección del empleado): 1155 13th St. SE
Employer's Phone (Teléfono del empleador): 503-363-9227

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

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): Keizer Planning Commission
Address (Dirección): 930 Chemawa Rd. NE
Phone (Número de teléfono): 503-390-3700

Duties (Deberes):

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, July 21, 2025 4:37 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 07/21/2025 4:36 PM

First and Last Name (Nombre y Apellidos): Larry Scruggs
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): Planning Commission (Comisión de Planificación)
Public Art Commission (Comisión de Arte Público):
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Emergency Planning Committee (Comité de Planificación de Emergencias):
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?): Planning Commission
Days and times of week available (Días y horas de la semana disponibles): All
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): Owners representative for major construction projects. led the development of a campus

	facilities master plan for the University of Portland. Experience strategic planner.
How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	Whatever is necessary. I understand the commitment
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	We all have a responsibility to work for the betterment of our community. I want to do my part.
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):	Medford Senior High School
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Portland State University, Southern Oregon College.
Degree (Título universitario):	Ph.D. Urban Studies (1996), MS General Studies Social Science, BS Law Enforcement.
Name (Nombre):	Portland State University
Address (Dirección):	724 SW Harrison St., Portland, OR 97201
Phone (Número de teléfono):	503-725-3000
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Retired 2008. Previous Employers: Emmert International Project Manager for relocation of historical structures 200, Raz Transportation VP Operations 1997-1999, University of Portland Director of Auxiliary Services 1975-1996.
Employer's Name (Nombre del empleado):	
Employer's Address (Dirección del empleado):	N/A
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 of Portland Noise Review Board (chair) 1980's, State of Oregon Task Force on Transportation 1997, City of Portland Task for on Neighborhood Involvement early 1990's.
Address (Dirección):	City of Portland, Oregon. 1221 SW 4th Ave., Portland, OR 97204
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: Thursday, July 17, 2025 1:34 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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A new submission has been received for Volunteer Application at 07/17/2025 1:34 PM

First and Last Name (Nombre y Apellidos):	Quinn Stoddard
Email Address (Dirección de correo electrónico):	[REDACTED]
Phone (Teléfono) :	[REDACTED]
Address (Dirección):	[REDACTED]
City (Ciudad):	salem
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):	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):	
Emergency Planning Committee (Comité de Planificación de Emergencias):	
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?):	I would love to be selected to either commission
Days and times of week available (Días y horas de la semana disponibles):	Everyday after 5 pm
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades):	-former Army Non-commissioned officer - Graduated with a Masters in Strategic Communication -extensive knowledge of

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?):	Keizer after my time working for the Keizertimes 15
Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir):	I have spent a great deal of time working towards making Keizer better and I believe that participating in the cities government is one the best ways to do that.
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):	Norwich Free Academy
Graduate or GED (Posgrado o GED):	Graduate
College (universidad):	Portland State University
Degree (Título universitario):	Masters
Name (Nombre):	Quinn Stoddard
Address (Dirección):	[REDACTED]
Phone (Número de teléfono):	[REDACTED]
Current Place of Employment (Lugar de empleo actual):	
Occupation/Profession (Ocupación/Profesión):	Compliance and Communication Specialist
Employer's Name (Nombre del empleado):	Oregon Board of Accountancy
Employer's Address (Dirección del empleado):	200 Hawthorne Ave. SE Ste. D450
Employer's Phone (Teléfono del empleador):	503378-2280
May We Contact you at work? (¿Podríamos contactarte en tu trabajo?):	Yes
Previous Volunteer Experience (Experiencia previa de voluntariado):	
Volunteer Agency (Agencia de voluntariado):	Portland State University
Address (Dirección):	
Phone (Número de teléfono):	
Duties (Deberes):	Working with PE teachers to help administer classes for children at Prescott Elementary School
I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.):	

PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 1 –	
PLANNING COMMISSION Position #1 (exp 09/28)	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #1 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 2 –	
PLANNING COMMISSION Position #1 (exp 09/28)	
Matt Lawyer	
Jeremy Grenz	
Larry Scruggs	
Quinn Stoddard	
No Recommendation	

PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 1 –	
PLANNING COMMISSION Position #2 (exp 09/28)	
Matt Lawyer	
Jeremy Grenz	
Larry Scruggs	
Quinn Stoddard	
No Recommendation	

PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 2 –	
PLANNING COMMISSION Position #2 (exp 09/28)	
Matt Lawyer	
Jeremy Grenz	
Larry Scruggs	
Quinn Stoddard	
No Recommendation	

PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #2 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 1	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 1 –	
PLANNING COMMISSION Position #3 (exp 09/28)	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Lanora Blake – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Jane Herb – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Kim Freeman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Daisy Hickman – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation

PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Tina Richmond – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Leslie Risewick – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
PLANNING COMMISSION #3 (exp 09/28) VCC MEMBER: Larry Jackson – Vote # 2	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation
** TALLY ** – Vote # 2 –	
PLANNING COMMISSION Position #3 (exp 09/28)	
	Matt Lawyer
	Jeremy Grenz
	Larry Scruggs
	Quinn Stoddard
	No Recommendation



Volunteer Coordinating Committee Meeting Date:
August 14, 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 NAMES** 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.

Applications were received from: Jesus Escobar, Quinn Stoddard, and Erin Haigh.

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 and from July 1, 2025 to July 29, 2025.

Applications were received from Jesus Esobar, Quinn Stoddard, and Erin Haigh.

The applicants will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - N/A
- C. **Timing** - N/A
- D. **Policy/Legal** - N/A

V. Alternatives

- A. Make recommendation for appointment to the City Council.
- B. Do not make a recommendation and continue advertising for the open position.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the opening, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open position.

Attachments

- 1. ATT_Arts - Packet_8 14 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 each month 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

- Jesus Escobar
- Quinn Stoddard
- Erin Haigh



KEIZER ARTS COMMISSION ROSTER

Updated July 24, 2025
(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson OPEN Position		07/2022	6/30/20 28	April
2	Becka Bonner		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	Marilyn Wood – Resigned 05/16/25		7/2023	6/30/20 26	October
6	Lore Christopher OPEN Position		2/2015	6/30/20 28	February
7	Deborah Sisco – VICE CHAIR		1/2024	6/30/2027	November
	Youth Liaison Katherine Klein (non-voting member)		2022 & 06/2023 & 06/2024	6/30/20 25	
	Council Liaison (non-voting) Lore Christopher	christopherl@keizeror.gov 503-856-3448	2025		

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, June 3, 2025 6:44 AM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from **Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance.****

A new submission has been received for Volunteer Application at 06/03/2025 6:43 AM

First and Last Name (Nombre y Apellidos): Jesus Escobar
Email Address (Dirección de correo electrónico): [REDACTED]
Phone (Teléfono): [REDACTED]
Address (Dirección): [REDACTED]
City (Ciudad): Salem
Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés):
Budget Committee (Comité de Presupuesto):
Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación):
Planning Commission (Comisión de Planificación):
Public Art Commission (Comisión de Arte Público): Public Art Commission (Comisión de Arte Público)
Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):
Emergency Planning Committee (Comité de Planificación de Emergencias):
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): 7 days a week/monday-friday unavailable from 2pm-6pm but available before or after. Weekends I am available.

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

Former student of Chemeketa Community College. Currently working on transferring to another college for a bachelors in fine arts. Completed design and drawing classes at Chemeketa. Have been painting and drawing for a little over 15 years. Have experience in various mediums from stained glass, clay, acrylics, oil to digital as well. I am bilingual and have experience talking to crowds. Capable of setting up displays and exhibitions.

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

20

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

I want to help any way possible for the Keizer community especially with the skills I know I can bring when it comes to connecting people through art. I firmly believe it improves our lives and brings communities together. I've proven to do so by the different art receptions I've had in town. From the Keizer art association to the Salem Public Library, I have proven to help people connect through my artwork. I want to help others to do the same as well. Any way I can help, I would be honored to do so.

**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):

South Salem high school

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Chemeketa Community College

Degree (Título universitario):

Transfer

Personal Reference (Referencia personal):

Name (Nombre):

Terry Dempsie

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

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

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

Artist/Childcare

Employer's Name (Nombre del empleado):

Independent/YMCA/Salem-Keizer school district

**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): World Beat Gallery/Festival

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Duties (Deberes):

Helping set up exhibits. Brainstorming ideas for setting up displays. During festival delivery ice to vendors. Promoting events by passing out flyers at networking events in and around the community of Salem/Keizer.

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: Thursday, July 17, 2025 1:34 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 07/17/2025 1:34 PM

First and Last Name (Nombre y Apellidos): Quinn Stoddard
Email Address (Dirección de correo electrónico): [REDACTED]
Phone (Teléfono) : [REDACTED]
Address (Dirección): [REDACTED]
City (Ciudad): salem
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): 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):
Emergency Planning Committee (Comité de Planificación de Emergencias):
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?): I would love to be selected to either commission
Days and times of week available (Días y horas de la semana disponibles): Everyday after 5 pm
Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): -former Army Non-commissioned officer - Graduated with a Masters in Strategic Communication -extensive knowledge of

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

Keizer after my time working for the
Keizertimes

15

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

I have spent a great deal of time working towards making Keizer better and I believe that participating in the cities government is one the best ways to do that.

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):

Norwich Free Academy

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Portland State University

Degree (Título universitario):

Masters

Name (Nombre):

Quinn Stoddard

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Compliance and Communication Specialist

Employer's Name (Nombre del empleado):

Oregon Board of Accountancy

Employer's Address (Dirección del empleado):

200 Hawthorne Ave. SE Ste. D450

Employer's Phone (Teléfono del empleador):

503378-2280

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

Yes

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Portland State University

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

Working with PE teachers to help administer classes for children at Prescott Elementary School

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: Thursday, July 24, 2025 9:54 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 07/24/2025 9:54 PM

First and Last Name (Nombre y Apellidos): Erin Haigh

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): Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)

Emergency Planning Committee (Comité de Planificación de Emergencias):

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): Thur-Sun

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): Phlebotomist/youth education specialist. Artist and planner, detail oriented, compassionate, willing to learn.

How many hours a month are you available? (¿Cuántas horas al mes estás disponible?): 25

Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir): I am a dedicated and compassionate mother who is looking to get more involved in the Keizer community. I believe my empathy and attention to detail will be a great addition and my willingness to learn and delegate.

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): Kelseyville, CA

Graduate or GED (Posgrado o GED): Graduate

College (universidad): Phlebotomy Training Specialist

Degree (Título universitario): Certified Licensed Phlebotomist

Name (Nombre): Erin Haigh

Address (Dirección): [REDACTED]

Phone (Número de teléfono): Self

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión): Content Writer

Employer's Name (Nombre del empleado): Self

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

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

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado): Marion County Fair

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes): Superintendent Public Competitions Work with county commissioners through the fair, hire and recruit volunteers for foods and judging, in-take, set up. Oversee judging and maintain working space. Work with the public. Organize and help other volunteers.

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 #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 1 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 1 – PUBLIC ARTS COMMISSION Position #6 (exp. 06/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 2 Position #6 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 2 – PUBLIC ARTS COMMISSION Position #6 (exp. 06/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 1 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 1 – PUBLIC ARTS COMMISSION Position #5 (exp. 06/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 2 Position #5 (exp. 6/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 2 – PUBLIC ARTS COMMISSION Position #5 (exp. 06/2026)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 1 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 1 – PUBLIC ARTS COMMISSION Position #1 (exp. 06/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Lanora Blake – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Jane Herb – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Kim Freeman – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Daisy Hickman – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation

PUBLIC ARTS COMMISSION VCC MEMBER: Tina Richmond – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Leslie Risewick – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
PUBLIC ARTS COMMISSION VCC MEMBER: Larry Jackson – Vote # 2 Position #1 (exp. 6/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation
** TALLY ** – Vote # 2 – PUBLIC ARTS COMMISSION Position #1 (exp. 06/2028)	
	Jesus Escobar
	Quinn Stoddard
	Erin Haigh
	No Recommendation



Volunteer Coordinating Committee Meeting Date:
August 14, 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 City Council 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 Councilor 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 and from July 1, 2025 to July 29, 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_8 14 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 Guptill

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. 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

Felicia Guptill

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 Guptill

Reference Letter (Carta de referencia):

Letter of Recommendation - Felicia Guptill.docx

Resume (Reanudar):

Felicia Resume.pdf

Additional Attachments (Archivos adjuntos adicionales):

No File Uploaded

Name: Felicia Guptill

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 solid black rectangular box used to redact the signature of Annabel Kroontje.

Youth Councilor VCC MEMBER: Lanora Blake	
	Felicia Guptill
	No Recommendation
Youth Councilor VCC MEMBER: Jane Herb	
	Felicia Guptill
	No Recommendation
Youth Councilor VCC MEMBER: Kim Freeman	
	Felicia Guptill
	No Recommendation
Youth Councilor VCC MEMBER: Daisy Hickman	
	Felicia Guptill
	No Recommendation

Youth Councilor VCC MEMBER: Tina Richmond	
	Felicia Guptill
	No Recommendation
Youth Councilor VCC MEMBER: Leslie Risewick	
	Felicia Guptill
	No Recommendation
Youth Councilor VCC MEMBER: Larry Jackson	
	Felicia Guptill
	No Recommendation
Youth Councilor	
TALLY SHEET	
Vote # _____	Vote # _____ Vote # _____
	Felicia Guptill
	No Recommendation



Volunteer Coordinating Committee Meeting Date:
August 14, 2025

To: Volunteer Coordinating Committee
From: Dawn Wilson, Deputy City Recorder
Subject: Keizer Public Arts Commission ~ 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 Keizer Public Arts Commission for the Youth Liaison position with the 2025/26 School Year term.

I. Summary

One **Youth Liaison** position on the Keizer Public Arts Commission 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.

Two applications were received from Myles Delos Reyes and Cassidy Kerner.

Keizer Public Arts Commission ~ There is one position as a non-voting **Youth Liaison**. A media release was distributed and applications were received from Myles Delos Reyes and Cassidy Kerner. 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. Myles Delos Reyes and Cassidy Kerner would like to serve on the Keizer Public Arts Commission.

The open position was advertised on the City's Facebook and website, and a media release was published from March 27th to April 23rd and from July 1, 2025 to July

29, 2025.

Two applications were received from Myles Delos Reyes and Cassidy Kerner.

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_Youth Liaison - Arts - Packet_8 14 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 each month at 6:00 p.m.

Youth Liaison – Open Position

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

Applications

- Myles Delos Reyes
- Cassidy Kerner



KEIZER ARTS COMMISSION ROSTER

Updated July 24, 2025
(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson OPEN Position		07/2022	6/30/2028	April
2	Becka Bonner		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	Marilyn Wood – 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: Saturday, June 21, 2025 3:09 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

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 Volunteer Application at 06/21/2025 3:09 PM

First and Last Name (Nombre y Apellidos): Myles Delos Reyes
Email Address (Dirección de correo electrónico): [REDACTED]
Phone (Teléfono) : [REDACTED]
Address (Dirección): [REDACTED]
City (Ciudad): Keizer

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

Budget Committee (Comité de Presupuesto):

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

Planning Commission (Comisión de Planificación):

Public Art Commission (Comisión de Arte Público): Public Art Commission (Comisión de Arte Público)

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones):

Emergency Planning Committee (Comité de Planificación de Emergencias):

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): Probably weekends from 3-6pm

Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades): I am a high-school student who is going into his sophomore year after summer.

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

9 hours a month

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

I'm interested in serving because I like art and that option is appealing to me.

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

Yes

Education Background (Antecedentes educativos):

High School (escuela secundaria):

Going into sophomore year

Graduate or GED (Posgrado o GED):

Graduate

College (universidad):

Degree (Título universitario):

Name (Nombre):

Myles Delos Reyes

Address (Dirección):

[REDACTED]

Phone (Número de teléfono):

[REDACTED]

Current Place of Employment (Lugar de empleo actual):

Occupation/Profession (Ocupación/Profesión):

Jobless at the moment

Employer's Name (Nombre del empleado):

No body

Employer's Address (Dirección del empleado):

Employer's Phone (Teléfono del empleador):

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

Previous Volunteer Experience (Experiencia previa de voluntariado):

Volunteer Agency (Agencia de voluntariado):

Address (Dirección):

Phone (Número de teléfono):

Duties (Deberes):

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

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

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, July 25, 2025 10:09 AM
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 07/25/2025 10:08 AM

First and Last Name (Nombre y apellido): Cassidy kerner
Phone (Teléfono): [REDACTED]
Address (DIRECCIÓN): [REDACTED]
City, State and Zip Code (Ciudad, estado y código postal): Keizer, Oregon 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.)]:

I have always had a love for art and anything to do with art, between the colors and freedom of being able to express my visions in a way others could understand, I've loved every bit. I've been in leadership for three years total now and I've made many posters for the assemblies and spirit wall, and I have a couple notebooks with more works on mine. I hope to help make the community feel closer together through art and the many colors that create that art.

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):

-I did the mcenary trunk-or-treat last year; I decorated my car and passed out candy to the kids who came through. - I also went to Cummings elementary and read books to some firstgraders. - I also helped at one of the many blood-drives that mcenary holds in the upper gym, I was what is called a blood buddy meaning I would talk to the people getting their blood drawn to help them keep their minds off whats happening.

I understand that I will be required to attend scheduled committee/commission meetings. All

Arts Commission

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.):

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

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

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.):

Cassidy kerner

Seth kerner

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

Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Lanora Blake	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Jane Herb	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Kim Freeman	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Daisy Hickman	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation

Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Tina Richmond	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Leslie Risewick	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission VCC MEMBER: Larry Jackson	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation
Youth Committee Liaison Keizer Public Arts Commission TALLY SHEET	
Vote # _____ Vote # _____ Vote # _____	
	Myles Delos Reyes
	Cassidy Kerner
	No Recommendation



Process for Appointments to City Council Committees Adopted 11/20/2023 by City Council

Announcement

Announcements for open positions that occur on any City Council Committees shall be distributed to the media and posted on the City's web page, social media, and at City Hall. Announcements will contain the name of the committee, a brief description of the duties of the committee, the date and time of the committee meetings, the number of open positions, instructions to receive and submit a volunteer application, the closing date to submit an application in order to be considered at the next meeting, and any background, skills, interest, or requirements, if applicable.

Applications

1. Applications delivered to City Hall will be stamped with the date received. Applications received by email will be marked as received as of the time/date stamp when the email was sent. Any supporting documents or letters of recommendation must be received no later than 2 weeks prior to the meeting to be included in the published packet.
2. Applications must be received by the closing date in the press release to be considered at the next Volunteer Coordinating Committee meeting. If an application is received after the closing date and an open position remains, the application may be considered at the next meeting. If there are no current openings, the application will be held for up to one year.
3. Interested applicants whose applications are received prior to the posted deadline will be sent a letter inviting them to attend the Volunteer Coordinating Committee (VCC) meeting to give an oral presentation on their background, skills, and interest for the position they are seeking. The presentation is limited to five minutes. After which, the Committee will ask questions.
4. Applicants who are unable to attend the meeting will be eligible for consideration. They are encouraged to submit written testimony and an explanation for their absence.

At the meeting:

1. Public comment will be limited to 5 minutes with the same guidelines as Council Rules and Procedures.
2. At the beginning of the meeting, the chair will give an overview of the interview and voting process.

3. The interview and voting process will be conducted separately for each committee or commission.
 - a. If a VCC member is an applicant, when that committee/commission process begins, the member shall declare they are an applicant and leave the dais. The required voting majority will adjust to include only those present and voting.
4. Interview:
 - a. Each applicant has five minutes to give an oral presentation highlighting their background, skills, and interest for the position they are seeking.
 - b. The Volunteer Coordinating Committee members will then ask questions of the applicants. Questions from the Committee are not included in the five-minute time limit.

Voting

1. Following close of the presentations, any committee member may nominate any or all candidates. A second is not required.
2. Each member of the Volunteer Coordinating Committee is required to cast a vote, including the option of voting for “no recommendation.”
3. Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced. The determination of how votes are taken (i.e. voice vote, show of hands, or written ballots) shall be made at the call of the chair. All votes are public records.
4. Results:
 - a. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for consideration.
 - b. If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote. The candidate with the most votes shall be forwarded to the City Council for consideration.
 - c. In the event of a tie vote during the second vote, the names of the two candidates shall be placed in the official Keizer bucket or other container and the chair of the committee shall draw the successful name.
 - d. The option of voting for “no recommendation” will be on all ballots. If a majority of votes are “no recommendation,” the position will be reopened.
5. If there are multiple positions to fill, each position will be voted separately, using steps 2 through 4.

City Councilor Applications

A member of the City Council may not be considered for a position on a committee or commission while they are actively serving as Councilor, even if the term of service would begin after the Councilor left office. For Council voting positions on committees and commissions, the City Council member will be appointed by the Mayor.

Miscellaneous

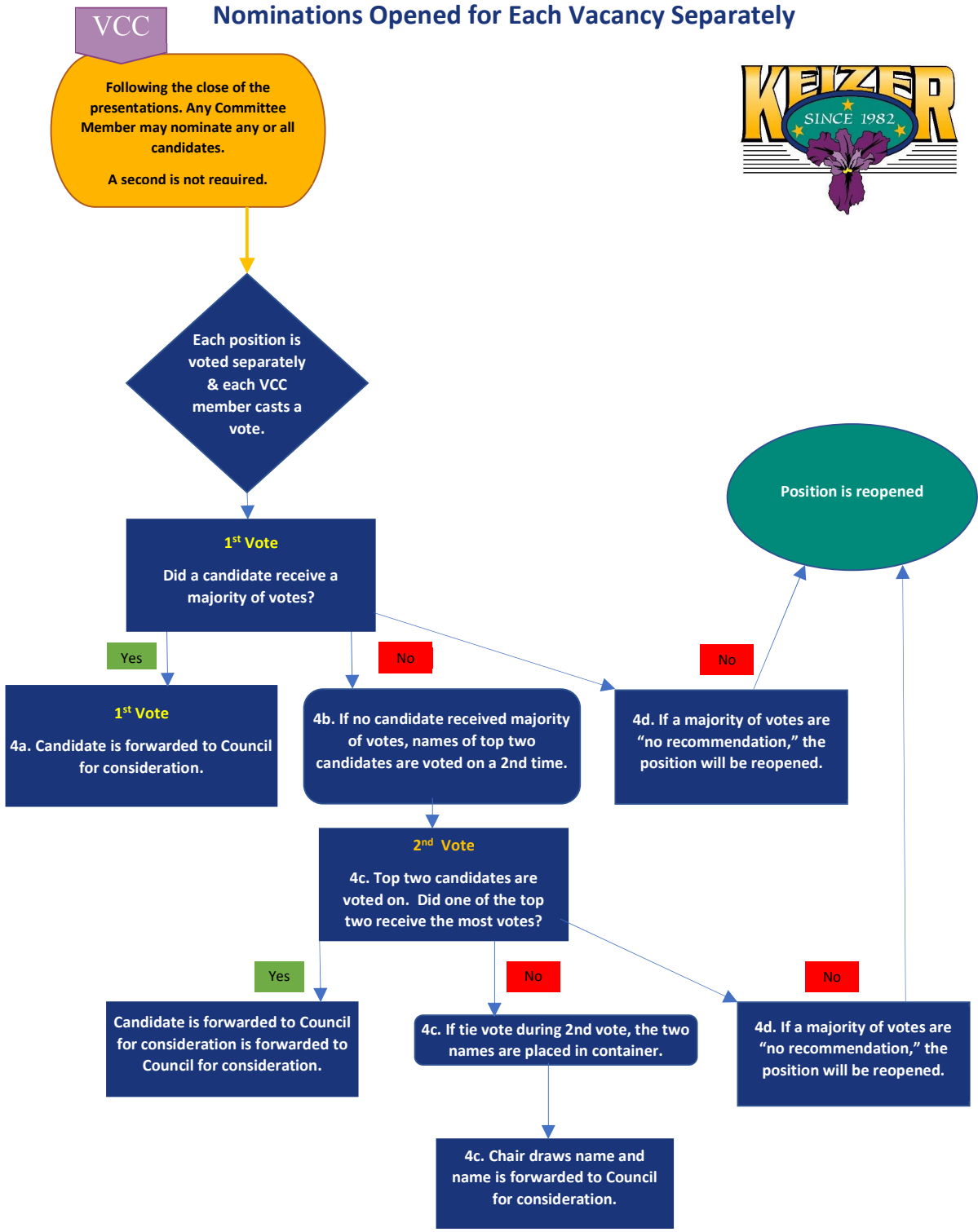
1. Whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications.
2. Letters will be sent to all non-successful individuals thanking them for their interest and encouraging them to attend the committee meetings.
3. Non-successful volunteer applicants will remain on file for one year and will be contacted for any future openings on the committees of interest. To be considered for a future opening, the applicant must respond in writing by the recruitment closing date to be considered for that opening.
4. For appointments to fill a mid-term vacancy of three months or less, the Volunteer Coordinating Committee will recommend the appointment for that period and the next consecutive term.
5. When a person applies to be reappointed to serve on a committee, their attendance record will be presented to the VCC.
6. When the Committee makes a recommendation for an applicant who is already serving on two city committees/commissions to serve on a third committee, an explanation supporting the recommendation will be included in the staff report and a representative from the Committee will attend the Council meeting to explain the recommendation.
7. Outgoing Youth Councilor and Youth Liaisons will be emailed the Youth Exit Survey in April. Answers will be included in the June or subsequent agenda packet.
 - a. *Name one or more highlights of this experience that you feel other youth volunteers would enjoy.*
 - b. *Share any aspects of this experience that you would change.*
 - c. *If you could add anything to this experience to make it more impactful what would that be?*
 - d. *What would you recommend we do to create more interest for other youth?*
 - e. *What was the most surprising thing about the experience?*

Adopted by the Volunteer Coordinating Committee - June 15, 2004; Amended 7/19/07; 10/18/07; 9/25/08; 2/18/10; 3/21/13; 2/20/14; 6/15/17; 10/13/22

Amended by the Keizer City Council on November 20, 2023, by Resolution No. R2023-3424.

VCC

Nominations Opened for Each Vacancy Separately



Process for Volunteer Recognition Month (April)

(Revised by VCC 06/12/2025)

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 are encouraged to read the Proclamation at each meeting, with the exception of the City Council meeting because the Proclamation is read by the Mayor.
- Each VCC member ensures that the tokens of appreciation are distributed at each meeting.

Information to include in the Volunteer Coordinating Committee Packet in February/March:

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

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

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

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

Part 2:

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