



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE
Thursday, August 14, 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:
Jane Herb, Chair
Larry Jackson
Leslie Risewick
Tina Richmond
Lanora Blake
Kim Freeman, Vice Chair
Councilor Daniel Kohler

Absent:
Daisy Hickman

Staff Present:
Dawn Wilson, Deputy City Recorder
2. **PUBLIC TESTIMONY**

The public testimony was taken out of order.
3. **APPROVAL OF MINUTES**
 - a. **June 2025**

Leslie Risewick moved for approval of the June 2025 minutes. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor and Hickman absent.
4. **COMMITTEE APPOINTMENTS**
 - a. **Planning Commission Openings**

Quinn Stoddard was absent. The Board interviewed applicants Matt Lawyer, Jeremy Grenz, and Larry Scruggs.

Matt Lawyer shared that he was the current Planning Commission Chair and that the Planning Commission had done some really cool things, such as the River-Cherry Overlay District, navigated the sign code, made dozens of text amendments, implemented rules mandated by the State to serve the Keizer community. It's important to him to receive public engagement.

Jeremy Grenz shared that he had been a resident of Keizer since 2003 and was proud to live in Keizer. He has served on the Planning Commission for

almost two terms. He enjoyed being on the Planning Commission and felt that he worked well with Chair Lawyer. He helped work on the River-Cherry Overlay District and was looking forward to upcoming Public Hearings. He appreciated being able to voice his opinion on the State mandates.

Larry Scruggs shared that he had been a resident in Keizer for about 10 years. He volunteered for the University of Portland and a Task Force for the City of Portland. He has been a strategic planner for a number of years. He facilitated the processes for the Oregon Garden, Masterplans, and Transportation Plans. He believed that we need to plan for the future of Keizer.

Kim Freeman moved to close nominations for the Planning Commission. Larry Jackson seconded.

The Board voted on the applicants for **Position # 1**.

Voting was as follows:

Member	Applicant
Lanora Blake	Matt Lawyer
Tina Richmond	Matt Lawyer
Larry Jackson	Matt Lawyer
Leslie Risewick	Matt Lawyer
Jane Herb	Matt Lawyer
Kim Freeman	Matt Lawyer

Matt Lawyer received the majority of the votes for Position #1.

The Board voted on the applicants for **Position # 2**.

Voting was as follows:

Member	Applicant
Kim Freeman	Jeremy Grenz
Lanora Blake	Larry Scruggs
Tina Richmond	No Recommendation
Larry Jackson	Jeremy Grenz
Jane Herb	Larry Scruggs
Leslie Riseman	Jeremy Grenz

Jeremy Grenz received the majority of the votes for Position # 2.

The Board voted on the applicants for **Position # 3**.

Voting was as follows:

Member	Applicant
Jane Herb	Larry Scruggs

Larry Jackson	No Recommendation
Tina Richmond	No Recommendation
Leslie Risewick	Larry Scruggs
Kim Freeman	Larry Scruggs
Lanora Blake	Jeremy Grenz

Larry Scruggs received the majority of the votes for Position #3.

b. Keizer Public Arts Commission

Erin Haigh and Quinn Stoddard were absent.

Jesus Escobar submitted a letter to the Volunteer Coordinating Committee because he couldn't attend the meeting.

Terry Romero, Salem Multicultural Institute and the World Beat Festival, read the letter that Jesus Escobar submitted to Volunteer Coordinating Committee (VCC). She shared that she met Mr. Escobar at the Latino Business Alliance and found that he was an inspiring artist who was passionate about children and art, and he wanted to be involved with this community. Mr. Escobar's artwork was mostly photography of historical buildings, and he added creative twists to the pictures.

The Board voted on the applicants for **Position # 1**.

Kim Freeman moved to close nominations for the Arts Commission and move Jesus Escobar forward for Position # 1 for term ending June of 2028. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor and Hickman absent.

Ms. Freeman noted that Councilor Christopher emailed the VCC recommending Mr. Escobar.

Leslie Risewick shared that she preferred that applicants attend in person so the VCC could get a sense of who they were and ask questions.

c. City Council ~ Youth Councilor

The Board interviewed applicant Felicia Guptill.

Felicia Guptill shared that she was honored to be considered for the Youth Councilor. She had volunteered for Keizer community events, such as being part of the clean up crew and attended a Kevin Mannix Campaign. She recently attended a leadership camp for debates and campaign work and learned how to communicate effectively and work with the government. She would like to continue learning about the government and collaboration. She would like to have a voice for the youth.

Kim Freeman moved to close nominations for Youth Councilor and move Felicia Guptill forward to City Council for the term of the 2025/2026 school

year, that's from approximately 09/01/2025 thru 05/30/2026. Leslie Risewick seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor and Hickman absent.

- d. Keizer Public Arts Commission ~ Youth Liaison** Myles Delos Reyes withdrew his application. The Board interviewed applicant Cassidy Kerner.

Cassidy Kerner shared that she volunteered at the Big Toy painting in Keizer Rapids Park and would like to add a younger perspective with the art. She made posters for school and enjoys art. She felt that Keizer was already doing a good job with the art and that additional youth art could be added. She felt that discouraging graffiti wasn't the solution and suggested designating places for graffiti to be allowed.

Kim Freeman moved to close nominations the Youth Liaison position for the Keizer Arts Commission for a school year of 2025/2026 from 09/01/2025 thru 05/30/2026 approximately and move Cassidy Kerner forward to the Keizer City Council. Leslie Risewick seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor and Hickman absent.

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.**

The VCC discussed their Appointment Process.

Larry Jackson suggested that top candidates be voted on regardless of the position numbers.

Kim Freeman felt that if all the terms of positions were the same number of years to vote for all positions and move them all forward into the motion. She suggested being clear on the position number when voting, even though the position numbers didn't have any value and were merely to track the members. She loved the no recommendation option.

Chair Herb preferred the prior Process where slate votes were allowed by having the top two or three applicants on one ballot.

Councilor Kohler explained that if the new process had five applicants for three open positions, to vote for up to three applicants and then vote for the top and middle candidates and a no recommendation. He felt there was room for some revision and that everyone understood how this worked.

Larry Jackson remembered voting over and over again and not getting anywhere with slate voting.

Councilor Kohler suggested having this topic added to the next meeting, having it on the screen, and having City Manager Adam Brown attend the

meeting to referee the discussion to try and reach a consensus. Ms. Freeman requested to see the last two Appointment Processes. She commented the importance of this Committee to recommend the Appointment Process to the City Council. Ms. Freeman didn't think the VCC needed a referee.

Councilor Kohler didn't want to see a list of interview questions that must be asked but rather have a list of possible questions that could be asked. Councilor Kohler suggested having the City Manager at the meeting in case he was aware of certain rules that the VCC should be following.

The VCC would like the review and revision of the Appointment Process to be added to the next couple of agendas.

b. Review ideas for volunteer tokens of appreciation for next year's Volunteer Recognition Month

Chair Herb brought several items that Councilor Christopher obtained to consider as tokens for the annual Volunteer Recognition. Those items included a stylus pen with a pop-out to place on the back of the phone, a no-battery flashlight that lends to volunteers with a bright light to Keizer, a night light, sticker, pizza cutter, bottle opener, reflector, water gun, selfie-light, a pill box, and reusable tote bags. The VCC discussed the token of appreciation ideas.

Chair Herb would like the tokens to be different each year.

Leslie Risewick would like to have pens.

It was noted that extra tokens could be purchased, so the City Council could hand out at conferences and to volunteers in the community who were not on a Keizer Committee.

The VCC decided that they want to have high quality pens as the tokens.

The VCC members would bring sample pens to the next meeting for consideration.

6. NEXT MEETING: September 11th

Councilor Kohler announced that Assistant City Recorder Dawn Wilson had received a great accomplishment with her specialized training. Assistant City Recorder Wilson shared that she received the Certified Municipal Clerk designation, which was based upon a point system for education, experience, and training.

7. ADJOURNMENT

Meeting adjourned: 7:41 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.”