



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."