

Accessibility and Accommodation Requests

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Melissa Bisset at 503-856-3412 or bissetm@keizeror.gov. The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible.

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, December 11, 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. October 9, 2025
4. **COMMITTEE APPOINTMENTS**
 - a. Keizer Public Arts Commission
5. **OTHER BUSINESS**
 - a. Discussion on Revised Process for Appointments
 - b. Annual Volunteer Recognition ~ Choose Meetings & Tokens of Appreciation for 2026
6. **NEXT MEETING: JANUARY 8TH**
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, October 9, 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	Larry Jackson
Daisy Hickman	Tina Richmond
Leslie Risewick	Lanora Blake
Kim Freeman, Vice Chair	
Councilor Daniel Kohler	Staff Present:
	Dawn Wilson, Deputy City Recorder

2. **PUBLIC TESTIMONY**

There was no public testimony.

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

Kim Freeman moved for approval of the August 14, 2025 minutes. Leslie Risewick seconded. Motion passed unanimously as follows: Herb, Risewick, and Freeman in favor with Jackson, Richmond, and Blake absent and Hickman abstained.

4. **COMMITTEE APPOINTMENTS**
 - a. **Traffic Safety, Bikeways and Pedestrian Committee**

The Board interviewed the applicants.

Michael Welsh shared that he cared deeply about the City of Keizer and making streets safe for everyone. He wanted to help anyway that he could with the safety of streets. He was a health and safety professional and wanted to bring his professional mindset to the committee. He wants to help the City take a proactive approach and reduce risk. He commented on educating the community and wanted to listen to the community. He offered suggestions to eliminate hazards to protect people by redesigning an intersection to reduce behavior risks. If elimination wasn't possible, then he suggested replacing dangerous elements with safer ones, such as adding

bike lanes. He would like to see a bike lane added to River Road, North of Fred Meyer.

Hersch Sangster shared that he had been on the Committee since 1996 and was one of the founding chairs. He was a Health and Training Officer over OSHA and had received training as a cycling instructor, and got certified as a SMART cycling instructor for the Salem-Keizer schools. He had worked with students on how to ride a bike safely and worked numerous events over the years. He was currently an advisory member on the Marion County Rural Transportation Study. Along with another Traffic Safety Bikeways and Pedestrian Committee member, he runs the Bike Helmet Program. He felt that the South part of River Road was dangerous and needs millions of dollars' worth of improvements.

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

Daisy Hickman moved to put the slate forward Mr. Sangster and Mr. Welsh to the City Council. Kim Freeman seconded for discussion.

Ms. Freeman confirmed that the slate vote would be for all open positions and moving two applicants forward.

Discussion ensued to vote for multiple positions for up to two applicants and how the position numbers did not matter when term dates were the same.

Ms. Hickman withdrew her motion.

Vote # 1 for position # 1 was as follows:

Member	Applicant
Daisy Hickman	Michael Welsh
Leslie Risewick	Michael Welsh
Jane Herb	Hersch Sangster
Kim Freeman	Hersch Sangster

There was a tie-vote.

Vote # 2 for position # 1 was as follows:

Member	Applicant
Daisy Hickman	Michael Welsh
Leslie Risewick	Michael Welsh
Jane Herb	Hersch Sangster
Kim Freeman	Hersch Sangster

There was a tie-vote.

For the third vote, Councilor Kohler suggested using one ballot and vote for up to two people.

Daisy Hickman moved to adopt Councilor Kohler's suggestion for this vote. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Hickman, Risewick, and Freeman in favor and Jackson, Richmond, and Blake absent.

Vote # 3 was as follows:

Member	Applicants
Leslie Risewick	Hersch Sangster and Michael Welsh
Daisy Hickman	Hersch Sangster and Michael Welsh
Jane Herb	Hersch Sangster and No Recommendation
Kim Freeman	Hersch Sangster and Michael Welsh

Both applicants received a majority of votes, so both of their names would move forward to City Council.

b. Parks and Recreation Advisory Board

Michael Welsh withdrew his application. The Board interviewed the applicants.

Tanya Hamilton shared that she started the Rickman Garden, which was now known as the Peggy and Jerry Moore Garden who took the garden to the next level. She was in love with the Parks and Recreation Advisory Board and was an active walker in the community and had gotten into pickleball and all the fun things Keizer was offering. She wanted to be the voice for their neighbors and visitors and make sure that the parks are accessible and safe. She wants to connect with people and understand each other regardless if there was agreement or disagreement.

Mike Pantalone shared that he had been on the Parks Recreation and Advisory Board since 2019. He had volunteered for quite a while for several organizations. He had been working in mental health for about 40 years, and he had a strong focus on Americans Disabilities Act (ADA) access. He felt that inclusivity and accessibility were important.

Gwen Carr shared that she has been to all of the 19 parks in Keizer and loves nature. She felt that the Parks and Recreation Advisory Board members have a great comradery and get along very well.

Kim Freeman moved to close the nominations for the Parks and Rec Advisory Board. Daisy Hickman seconded. Motion passed unanimously as follows: Herb, Hickman, Risewick and Freeman in favor and Jackson, Richmond, and Blake absent.

Daisy Hickman moved to put forth a slate of Tanya Hamilton for position # 1, Mike Pantalone for position # 2, and Gwen Carr for position # 3. Leslie Risewick seconded. Motion passed unanimously as follows: Herb, Hickman, Risewick and Freeman in favor and Jackson, Richmond, and Blake absent.

c. Planning Commission ~ Youth Liaison

Item was taken out of order.

The Board interviewed applicant Talia Mesecar.

Talia Mesecar shared that she was a senior at McNary High School. She felt that everyone in the community was so nice. She volunteered at the Humane Society. She appreciates that this community were people who give back, and she wanted to be around those types of people and to be in City Hall to learn. She had a lot of responsibility in band and led her peers. She was interested in serving on the Planning Commission because it was very different from everything else in her life, so it would be a great learning opportunity.

Daisy Hickman moved to close the nominations for the Youth Committee Liaison to the Planning Commission. Leslie Risewick seconded. Motion passed unanimously as follows: Herb, Hickman, Risewick and Freeman in favor and Jackson, Richmond, and Blake absent.

Kim Freeman moved to present Talia Mesecar to the Keizer City Council for review on the Keizer Youth Liaison for the Planning Commission. Daisy Hickman seconded. Motion passed unanimously as follows: Herb, Hickman, Risewick and Freeman in favor and Jackson, Richmond, and Blake absent.

5. OTHER BUSINESS

a. Discussion to Work with the Community Diversity Engagement Committee (CDEC) on Volunteer Video Production to Recruit Volunteers ~ CDEC Chair Robin Barney and Vice Chair Fausto Ramos will Speak on this Item.

Chair Jane Herb shared that she recently attended a Community Diversity Engagement Committee (CDEC) meeting to share the recruitment process for volunteers.

Chair Robin Barney for the CDEC shared that they wanted to create a video production or a podcast to recruit volunteers. The short yet comprehensive video would walk someone through applying for a volunteer position on a committee. Chair Barney would like to use resources in the City, such as McNary High School. The CDEC would like a script from the VCC.

It was noted that a video would be good for volunteers to click through the process and that podcasts would incur costs. It was suggested to have the video in English and the top two languages in Keizer. There was discussion about the VCC helping with the costs using their budget. Discussion ensued on a video enabling more youth applicants to serve as Youth Liaisons. Chair Barney and Vice Chair Fausto Ramos were spearheading the video production. Ms. Barney would like to prepare an outline to share with the VCC and CDEC.

There was a suggestion to have a subcommittee create a script.

b. Review & Revise the Appointment Process

The members discussed the appointment and voting process and concerns with the current voting method. Updates to the process were made during the meeting by Deputy City Recorder Dawn Wilson.

It was noted that the intent of the last update was not to eliminate the ability for slate voting. A slate vote would include all applicants or none of them.

It was suggested to vote for up to the number of positions if the terms were the same.

Lisa Cejka, Keizer, shared that certain committees vote when there were multiple people. They vote by acclamation. If this wasn't acceptable to all members, then voting for one or two applicants would occur.

The members would like this item to be discussed at the next meeting after the City Attorney reviewed it to make sure the process was compliant with Roberts Rules of Order.

With the revision to the appointment process, it was requested not to include the position number on the ballots.

It was confirmed that there must be a majority of votes for applicants to move forward.

c. 2026 Meeting Date Taken by Another Committee:

The members decided to meet on May 28, 2026.

- **May 14, 2026, is a Budget Committee meeting.**
 - **Cancel the meeting or select a different date?**
 - **Available dates: May 6th (Wed), May 20th (Wed), and May 28th (Thur)**

6. NEXT MEETING: November 13th

7. ADJOURNMENT Meeting adjourned: 8:20 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:
December 11, 2025

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

Proposed Motion

After nominations are made:

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Keizer Public Art Commission for Positions 1 and 6 with terms ending June 30, 2028, and Position 5 with a term ending June 30, 2026.

I. Summary

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

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

An application was received from: Robin Gordon.

II. Background

Open positions need to be filled, and the Volunteer Coordinating Committee (VCC) meets to review applications, interview the applicants, vote, and makes recommendations to the City Council for appointments.

III. Current Situation

These open positions were advertised on the City's Facebook and website, and a media release was published from September 6th to October 22nd and from October 24th to October 31st.

Applications were received from Lisa Cejka, Matt Lawyer, and Jill Gust.

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_12 11 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.

Two Open Positions

Position # 5 – Term ending 06/2026

Position # 6 – Term ending 06/2028

Application

- James Merrill



KEIZER ARTS COMMISSION ROSTER

Updated November 14, 2025

(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Jesus Escobar		09/02/2025	6/30/2028	April
2	Becka Bonner		09/03/2024	6/30/2026	June
3	Kim Steen – CHAIR		3/2015 & 09/03/2024	06/30/2027	August
4	Claire Juran		04/07/2025	06/30/2027	November
5	Marilyn Wood – Resigned 05/16/25 OPEN Position		7/2023	6/30/2026	October
6	Lore Christopher OPEN Position			6/30/2028	February
7	Deborah Sisco – VICE CHAIR		07/01/2024	6/30/2027	December
	Youth Liaison Cassidy Kerner (non-voting member)		09/02/2025	5/30/2026	
	Council Liaison (non-voting) Lore Christopher	christopherl@keizeror.gov 503-856-3448	02/2015 & 01/21/2025	06/30/2028	Backup

Print

Volunteer Application (Boards / Committees) - Submission #37

Date Submitted: 10/27/2025

Volunteer Application Form

This online form is intended to provide the City with contact information and to learn about your background and interests as a potential member of a city advisory board or commission. Thank you for your interest in serving the City of Keizer!

Please read the following waiver:

"I have completed the questions below 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 the irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time."

By submitting this application, you acknowledge that you have read the waiver and authorize the City of Keizer to run a Criminal History Background Check (CHBC).

Form for the Criminal History Background Check (PDF) - To help protect your personal information - please print, complete, sign, and return to the City Recorder's Office in-person at: 930 Chemawa Road NE, Keizer, OR 97303.

The Keizer Police Department to conduct the CHBC's. The evaluation factors that will be considered include:

- The nature and gravity of the offense or conduct
- The time that has passed since the offense, conduct and / or completion of the sentence; and
- The nature of the position held or sought

Please note: that the use of the evaluation factors on the anything appearing on an applicant's criminal background is weighed against the type of work the applicant would be performing in a volunteer role for the City.

Planning Commission & Budget Committee Members

Please note: that State statute prohibits Budget Committee members from concurrently serving on the Planning Commission.

First and Last Name*

James Merrill

Email Address*

[Redacted]

Phone*

503-881-9283

Address*

[Redacted Address]

City*

Keizer

Please check all committees of interest*

- Budget Committee
- Parks & Recreation Advisory Board
- Planning Commission
- Public Art Commission
- Traffic Safety / Bikeways / Pedestrian Committee
- Emergency Planning Committee
- Other

If "Other", please specify:

[Empty text box for specifying "Other" committee]

If you selected Planning Commission & Budget Committee, which one is your First Choice?

Days and times of week available*

Generally open and flexible schedule. I volunteer teach ESL at Mid-Valley Literacy at 1850 45th Avenue in Salem. Right now my schedule is Tuesday/Thursday, 10 to 12 AM, but that will change in mid-December.(every 2-1/2 months).

Your knowledge, education and / or skills*

I am a retired high school English teacher, and college Composition. I have worked as a seasonal ranger. My hobby is riding my bicycle 5 days a week--frequently at Keizer Rapids park and Willamette Mission park, where I have volunteered.

How many hours a month are you available?*

I would guess 30 or more.

Please explain why you are interested in serving. *

Retirement without a civic purpose bores me. I like to contribute goodwill and effort to my community. I have lived in Keizer since 1999.

I understand the time commitment and duties involved*

Yes

No

Education Background

High School *

Robert Louis Stevenson, Monterey, CA

Graduate or GED*

Graduate



College

Degree

San Francisco State University

B.A. English

Name*

Jim Merrill

Address*

[REDACTED]

Phone *

[REDACTED]

Current Place of Employment

Occupation / Profession*

retired high school teacher

Employer's Name *

Chemawa Indian School, Salem

Employer's Address

3700 Chemawa Rd. NE, Salem.

Employer's Phone

503-399-5721

May We Contact you at work?

- Yes
- No

Previous Volunteer Experience

Volunteer Agency

Mid-Valley Literacy Center

Address

1850 45th Avenue NE, Salem, OR 97303

Phone

503-463-1488

Duties

Teach ESL to immigrants

I authorize a criminal history background check. (Please remember to complete the PDF form above.)

- I authorize

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 1	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 2	
Position # 5	Exp. 6/30/2026
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 1	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
No Recommendation	

PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 2	
Position # 6	Exp. 6/30/2028
James Merrill	
-	
-	
-	
-	
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 who have submitted an application and successfully passed a criminal history background check. 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. If there are multiple positions to fill, use the following steps:

4-5. 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.

6. If there are multiple positions to fill, each position will be voted separately, using steps 2 through thru 4.

- a. If there are multiple positions to fill with the same term length, committee members may vote on one ballot for up to the number of open positions, using steps 2 thru 4.
- b. If the term lengths are not the same, then use steps 2 thru 4.

Formatted: Strikethrough

Formatted

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.



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 who have submitted an application and successfully passed a criminal history background check.
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. If there are multiple positions to fill, use the following steps:
5. 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.
 - e. If there are multiple positions to fill with the same term length, committee members may vote on one ballot for up to the number of open positions, using steps 2 thru 4.
 - f. If the term lengths are not the same, then use steps 2 thru 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.



Volunteer Coordinating Committee Meeting Date:
December 11, 2025

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Annual Volunteer Recognition ~ Choose Meetings & Tokens of Appreciation for 2026

Proposed Motion

N/A

I. Summary

The Volunteer Coordinating Committee (VCC) members need to choose which committee meetings they want to recognize the volunteers in April of 2026.

Also, at the August 14, 2025 meeting, the VCC decided that they want high quality pens and would like different tokens of appreciation each year. Here are some options for pen options.

4imprint:

- [Mercury Stylus Metal Pen with Flashlight - Laser Engraved](#) – 100 @ \$3.39 each = \$339 + \$20 setup charge + freight (approx. \$20)
- [Lerado Stylus Pen - Metallic](#) - 300 @ \$.69 each = \$207 + \$20 setup charge + freight (approx. \$20)

Pens.com:

- [Metallic Vortex Stylus Pen](#) – 100 @ \$.69 each = \$69 + \$20 setup charge + \$26 freight

- [Metallic Cirrus Stylus Pen with Grip](#) – 150 @ \$.59 = \$88.50 + \$20 setup charge + \$26 freight
- [Curvaceous Flashlight Stylus Tip Ballpoint Pen](#) – 100 @ \$1.89 = \$189 + \$20 setup charge + \$30 freight

1525.co – Quote obtained by Larry Jackson:

Pen Quote for Larry. Same pen you gave me. Minimum order 250 pcs. \$.92 ea = \$230. NO set up or shipping. Larry said that they are blue and thought with a large K then the standard Keizer and whatever else the city would want to put on it.



II. Background

Excerpt from August 14, 2025 meeting:

- 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.

III. Current Situation

A.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - The VCC has an annual budget of \$1,000 to spend on volunteer tokens of appreciation and clocks for volunteers of the quarters.
- C. **Timing** - Making an early decision on the pen selection would be helpful for ordering purposes.
- D. **Policy/Legal** - N/A

V. Alternatives

- A. Choose tokens of appreciation so they can be purchased.
- B. Provide additional pen choices to a future meeting for consideration.
- C. Have a discussion to try to narrow down the choices and make a decision at a future meeting.

VI. Recommendation

Staff recommends choosing the tokens of appreciation so they can be purchased or narrow down the choices.

Attachments

1. ATT_Process - 2024 -Revised by VCC 06-12-2025_12 11 2025
2. ATT_Annual Volunteer Recognition - Pens as Tokens of Appreciation_12 11 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.”

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 – 2026			
Group	Meeting Date	Time	VCC Member
<i>City Council Meeting – <u>Chair Attends</u>, but all Members are Invited to attend.</i>	Monday, April 6 th	6:00 PM	
Community Diversity Engagement	Thursday, April 2 nd	6:00 PM	
Parks Advisory Board	Tuesday, April 14 th	6:00 PM	
Multi-Modal Safety Committee	Thursday, April 16 th	6:00 PM	
Planning Commission	Wednesday, April 8 th	6:00 PM	
Budget Committee	Monday, May 11 th	6:00 PM	
Arts Commission	Tuesday, April 21 st	6:00 PM	

Part 2:

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

Wilson, Dawn

From: Wilson, Dawn
Sent: Thursday, March 20, 2025 10:39 AM
Subject: VCC - Updates & Cost of Pens for Volunteerism

Good morning, VCC members!

Updates~

- We will not need to charge your VCC account for the lapel pins, that the City already has, for the 2025 recognition year.
- I **will** have Certificates of Appreciation for each of the Volunteers ~ for you to hand out with the lapel pins for 2025.
- Since the VCC isn't an external organization, completing a Budget Request Form isn't necessary. We have already added the VCC's Request to increase its budget up to \$1,000 to the budget, subject to Budget Committee and City Council approval.

For upcoming recognition years, here is some **pricing for pens** – *please be sure to click on each item to view images, along with additional quantity/pricing options:*

4imprint:

- [Lerado Stylus Pen - Metallic](#) – 300 @ \$.69 each = \$207 + \$20 setup charge + freight (approx. \$20)
- [Mercury Stylus Metal Pen with Flashlight - Laser Engraved](#) – 100 @ \$3.39 each = \$339 + \$20 setup charge + freight (approx. \$20)

Pens.com:

- [Metallic Vortex Stylus Pen](#) – 100 @ \$.69 each = \$69 + \$20 setup charge + \$26 freight
- [Metallic Cirrus Stylus Pen with Grip](#) – 150 @ \$.59 = \$88.50 + \$20 setup charge + \$26 freight
- [Curvaceous Flashlight Stylus Tip Ballpoint Pen](#) – 100 @ \$1.89 = \$189 + \$20 setup charge + \$30 freight

1525.co – Quote obtained by Larry Jackson:

Pen Quote for Larry. Same pen you gave me. Minimum order 250 pcs. \$.92 ea = \$230. NO set up or shipping. Larry said that they are blue and thought with a large K then the standard eizer And whatever else the city would want to put on it.



Thank you,

Dawn M. Wilson
Deputy City Recorder

City of Keizer
930 Chemawa Road NE
Keizer, OR 97303
www.keizer.org

Phone: 503.856.3418
Fax: 503.393.9737



PLEASE NOTE: My email address suffix has recently changed from @keizer.org to @KeizerOR.gov