

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, January 8, 2026, 6:00 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Hybrid Meeting: In-person and via Zoom

Zoom Link: <https://us02web.zoom.us/j/89822737935>

1. **CALL TO ORDER/NOTE OF ATTENDANCE**
2. **ELECTION OF CHAIR & VICE CHAIR**
3. **PUBLIC TESTIMONY**
4. **APPROVAL OF MINUTES**
 - a. December 2025
5. **OTHER BUSINESS**
 - a. Review Process for Appointments for any Final Changes
 - b. Volunteer Recognition ~ Pen Selection (please see options in packet)
6. **NEXT MEETING: FEBRUARY 12TH**
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, December 11, 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 6:04 pm.

ATTENDANCE:

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

There was no public testimony.
3. **APPROVAL OF MINUTES**
 - a. **October 9, 2025**

Kim Freeman moved for approval of the October 2025 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.
4. **COMMITTEE APPOINTMENTS**
 - a. **Keizer Public Arts Commission**

The Committee interviewed applicant James Merrill.

James Merrill shared about volunteering at Mid-Valley Literacy, teaching ESL to immigrants, and he would like to volunteer more and to be more engaged. He finds the Keizer Public Arts Commission interesting. His connection with art was that his mother was a visual artist and an art teacher, and both of his children were visual artists. He shared that he loved art.

Larry Jackson motioned to close nominations for Public Arts Commission. Kim Freeman seconded. Passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Larry Jackson motioned to move James Merrill's name forward to City Council to fill position 5 starting January 1, 2026, and expiring June 30, 2026. Lanora Blake seconded. Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Committee members discussed whether to appoint Mr. Merrill to the shorter position expiring in June 2026 or the longer position expiring in June 2028. Larry Jackson suggested the shorter term would allow Mr. Merrill to get a better understanding of the commission's work before potentially reapplying for a full term. Kim Freeman expressed preference for placing him in the longer position immediately since he was the only applicant. The committee continued their discussion about which position would be most appropriate.

Vote # 1 for James Merrill for position # 5 with an expiration of 2026 was as follows:

<u>Member</u>	<u>Vote</u>
Larry Jackson	Yes
Tina Richmond	Yes
Lanora Blake	Yes
Jane Herb	Yes
Kim Freeman	Yes

James Merrill's name would be forwarded to City Council for Position # 5.

5. OTHER BUSINESS

a. Discussion on Revised Process for Appointments

The committee reviewed changes to their voting process that had been prepared following previous meeting discussions. The revisions addressed technical issues that had arisen during tie votes. Key changes included:

- If there were multiple positions available, committee members could vote for their top candidates without being concerned about specific position numbers.
- If there were more positions than applicants, the committee may assign specific positions.

It was noted that candidates must receive at least 50% of votes to be recommended.

Kim Freeman moved to accept the changes presented in the packet. Tina Richmond seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Ms. Freeman commented that the Volunteer Coordinating Committee (VCC)

held the process for the members who were absent at the last meeting to have an opportunity to review and approve the changes. Chair Herb commented about previous voting issues. Chair Herb summarized the voting process. For instance, if all the positions and length of term were the same, then there could be one vote and the majority would be moved forward.

It was suggested to ask the top voted candidates to choose which position they wanted.

After extensive discussion and additional changes to the proposed process, the committee agreed to simplify the language and make it more flexible.

Kim Freeman made a friendly amendment to adopt the changes that were presented along with the changes made tonight. Tina Richmond seconded.

Kim Freeman added that they would vote to approve the changes from in the packet with the addition to tonight but bring back to the following VCC meeting for final consideration. Tina Richmond seconded.

It was noted that the members wanted to make sure that the members who were not at this meeting had an opportunity to review and vote on the changes made during this meeting.

Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

b. Annual Volunteer Recognition ~ Choose Meetings & Tokens of Appreciation for 2026

The members selected the 2026 meetings that each of them would recognize the volunteers. It was noted that Leslie Risewick and Daisy Hickman could trade their meetings, as well as any of the members could swap meetings if conflicts arise.

The committee then reviewed pen options for volunteer appreciation tokens.

There was a consensus for the curvaceous flashlight stylus tip ballpoint pen (<https://www.pens.com/us/p/curvaceous-flashlight-stylus-tip-ballpoint-pen/prd-gnvp7fe3/>) in blue at a cost of \$1.79 each, with a quantity of 250 pens.

The committee agreed on the wording to read: "Keizer - Pride, Spirit, and Volunteerism" or use the City logo in place of "Keizer."

The members mostly favored blue ink while recognizing that some folks prefer black ink.

The Committee would like to see mock-ups of both options, so Deputy City Recorder Dawn Wilson would share the mock-ups via email for the members to review.

- 6. NEXT MEETING:** The January 8th meeting would be a hybrid in-person and Zoom meeting. The purpose would be to finalize the revised process for appointments so it could go before the City Council for approval.

Councilor Kohler expressed his appreciation for the great work of the VCC members.

- 7. ADJOURNMENT** Meeting adjourned at: 7:25 p.m.

Minutes approved: _____

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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 for the committee 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. The top vote getter gets to choose which position they want. If there are more open positions than applicants, then the Volunteer Coordinating Committee may choose the positions for each applicant.
 - c. If the term lengths are not the same, then use steps 2 thru 4.
- 5.—

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.



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

Wilson, Dawn

From: Wilson, Dawn
Sent: Thursday, December 18, 2025 10:47 AM
Subject: VCC - Pen mockups for annual volunteer recognition

Good morning, VCC Members,

Here are three pen mockups. One of them shows the "1982" removed from the logo, and I asked that it be put back because it's part of the logo, but perhaps y'all would like the year separated?

IMPORTANT: This pen ONLY comes in **black ink**. If you're set on wanting blue ink, we'd need to meet to choose a different pen.

(I just learned that they also have to charge us a \$68 tariff fee because their pens are imported into the USA.

With the new customer discount of \$67, the order total should come to \$551.)

Here's the link to the pen before the customization in case you'd like to check-out other Design (font) Colors: [Curvaceous Flashlight Stylus Tip Ballpoint Pen](#)

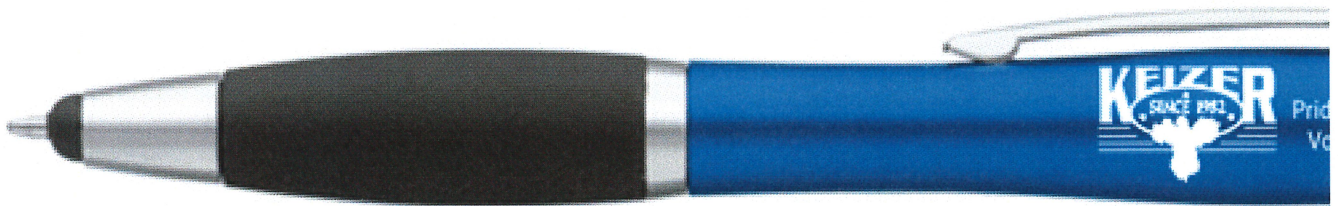
✓ **Please let me know your first mockup choice ~ and if you have any concerns.**

Option # 1-

Larry
Lanora

1.500in

0.500in



Subtotal

Shipping UPS GROUND

Tax (0%)

Total

Option # 2-

Chair Herb - fine w/Black ink

Available Print Area
1.5" W x 0.5" H



Subtotal

Shipping UPS GROUND

Tax (0%)

Total

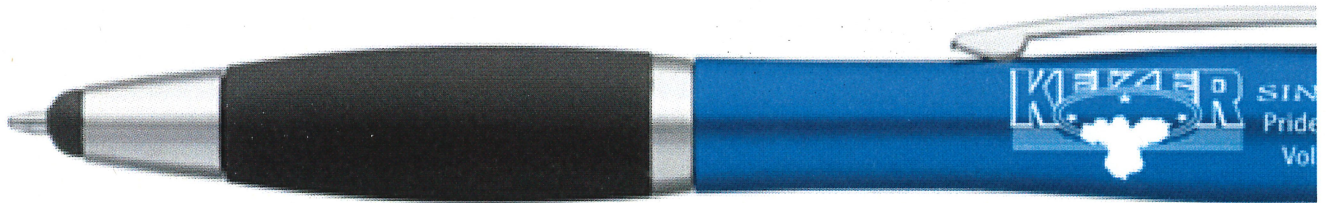
Option # 3-

1.500in

0.500in



Logo has been modified due to imprint size limita



Subtotal

Shipping UPS GROUND

Tax (0%)

Total

Thank you,

Dawn M. Wilson, CMC

Deputy City Recorder

City of Keizer

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