

**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](mailto: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](http://www.KeizerTV.com) and cable-cast on Comcast Channel 23 within the Keizer City limits.



**KEIZER VOLUNTEER COORDINATING COMMITTEE**  
**AGENDA**

Thursday, February 12, 2026, 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. January 2026
4. **COMMITTEE APPOINTMENTS**
  - a. Keizer Public Arts Commission
5. **OTHER BUSINESS**
  - a. Attendance Requirement and History of 75% Rate in Resolution Appendices ~ Does the VCC want to explore a recommendation to Council on changing this requirement?
  - b. Review Changes to Process for Appointments & Consider Relocating them in the Document ~ Needs Motion
6. **NEXT MEETING: MARCH 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, January 8, 2026  
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**

**CALL TO ORDER:** Chair Jane Herb called the meeting to order at 6:00 pm.

**ATTENDANCE:**

**Present:**

Jane Herb, Chair  
Daisy Hickman  
Larry Jackson  
Leslie Risewick  
Tina Richmond  
Kim Freeman, Vice Chair via Zoom  
Councilor President Shaney Starr

**Absent:**

Lanora Blake

**Staff Present:**

Dawn Wilson, Deputy City Recorder

**2. ELECTION OF CHAIR & VICE CHAIR**

Chair Jane Herb opened the floor for nominations for Chair and Vice Chair.

Larry Jackson nominated **Jane Herb** as **Chair**. Leslie Risewick seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

Jane Herb nominated **Kim Freeman** as **Vice Chair**. Daisy Hickman seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

**3. PUBLIC TESTIMONY**

There was no public testimony.

**4. APPROVAL OF MINUTES**

**a. December 2025**

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

## 5. OTHER BUSINESS

### a. Review Process for Appointments for any Final Changes

Chair Herb opened the discussion by noting that all the members attended at least one of the meetings where the changes to the Process for Appointments for this Committee were discussed.

Kim Freeman moved for a motion for what we have here in our voting process to pass as written. Larry Jackson seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

There was discussion explaining the criminal history background check process. Clarifications were made to the language in the document.

Chair Herb referenced earlier Committee concerns, indicating that these issues had prompted further consideration of the review process. Members were encouraged to focus on whether the current language adequately reflected the Committee's intent and to identify any remaining changes before taking action.

Chair Herb shared that the Committee was revisiting the Process for Appointments to address final changes based on prior meetings and recent discussions.

Chair Herb explained that the purpose of continuing discussion on term lengths and process considerations, along with previous discussions about the Committee choosing which positions applicants would be appointed to when there were different terms.

Discussion ensued about the language giving the Committee discretion to make the determination versus firming up the language so that the Committee would always make the decision to choose which position for the applicants. It was noted that past practice was that the Committee asked the applicants which term they preferred when there were different terms. Verbiage changes were made to the document.

Daisy Hickman moved to close the discussion. Seconded by Leslie Risewick. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

Kim Freeman made a friendly amendment to approve the changes as presented along with the changes made tonight at this meeting. Larry Jackson seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

It was noted that the Committee could revisit the process if they wanted additional changes.

**b. Volunteer Recognition ~ Pen Selection (please see options in packet)**

The members discussed the three design choices for the volunteer recognition pens.

The members reviewed the available options included in the packet and discussed preferences related to color, logo placement, and overall appearance. It was noted that the City's logo would not appear on the pens because it didn't translate into a pen medium.

There was a consensus of tonight's members for design Option # 2 in the packet without the logo, and black ink was acknowledged.

Discussion on Volunteer Absences:

Chair Herb shared that there had been some attendance issues with members of other committees and asked that when the VCC interviews candidates that they ask them about the commitment to attend meetings and emphasize the importance of attendance.

Discussion ensued about reviewing the attendance requirement in the Resolution Appendices and having cross-conversations with the other committees for their feedback. Not having a process for attendance issues was a concern of the Committee. It was noted that past practice was that the chair would talk with the Councilor's appointees about attendance issues.

The Committee discussed volunteer absences and how attendance issues should be addressed. There was a suggestion that the Deputy City Recorder email all the committee members about the attendance requirement because they may not be aware of it. The possibility of tracking attendance and staff communicating with chairs when there were attendance issues was discussed.

The Committee asked who or what group determined the percentage rate for attendance and that this topic be added to the next Agenda. Members emphasized the importance of clarity for how attendance concerns were evaluated before making recommendations regarding reappointments and addressing current attendance issues.

**6. NEXT MEETING: February 12th**

Ms. Hickman shared that she would be working a function and couldn't attend the meeting in person. She may not be able to participate via Zoom if it interfered with her work. There were no objections by members for Ms. Hickman to attend the meeting via Zoom.

**7. ADJOURNMENT**

Meeting adjourned at: 6:58 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:  
February 12, 2026

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

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### **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 Arts Commission for Positions 1 and 6 with terms ending June 30, 2028.

#### **I. Summary**

Three positions on the Keizer Public Arts 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.

An application was received from: Mario Salazar and Stacy Madsen

#### **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 December 18, 2025 to January 20, 2026.

Applications were received from Mario Salazar and Stacy Madsen.

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\_Arts Packet\_2 12 2026

*“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 # 1 – Term ending 06/2028

Position # 6 – Term ending 06/2028

## Application

- Mario Salazar
- Stacy Madsen



# KEIZER ARTS COMMISSION ROSTER

Updated February 5, 2026  
(3-year terms)

Position	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Jesus Escobar <b>RESIGNED</b> <b>01/27/2026</b>		09/02/2025	6/30/2028	April
2	Becka Bonner		09/03/2024	6/30/2026	June
3	Kim Steen – <b>CHAIR</b>		3/2015 & 09/03/2024	06/30/2027	August
4	Claire Juran		04/07/2025	06/30/2027	November
5	James Merrill		01/05/2026	6/30/2026	October
6	Lore Christopher <b>OPEN Position</b>			6/30/2028	February
7	Deborah Sisco – <b>VICE CHAIR</b>		07/01/2024	6/30/2027	December
	<b>Youth Liaison</b> Cassidy Kerner (non-voting member)		09/02/2025	5/30/2026	
	<b>Council Liaison</b> (non-voting) Lore Christopher	<a href="mailto:christopherl@keizeror.gov">christopherl@keizeror.gov</a> 503-856-3448	02/2015 & 01/21/2025	06/30/2028	Backup
	<b>Staff Liaison</b> Adam Brown, City Manager	<a href="mailto:BrownA@keizerOR.gov">BrownA@keizerOR.gov</a>			

**Wilson, Dawn**

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, December 23, 2025 1:13 PM  
**To:** Wilson, Dawn  
**Subject:** Online Form Submittal: Volunteer Application (Boards / Committees)

**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**.**

Volunteer Application (Boards / Committees)

### **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.

(Section Break)

First and Last Name	Mario Salazar
Email Address	[REDACTED]
Phone	[REDACTED]
Address	[REDACTED]
City	Salem
Please check all committees of interest	Public Art Commission
If "Other", please specify:	<i>Field not completed.</i>
If you selected Planning Commission & Budget Committee, which one is your First Choice?	<i>Field not completed.</i>
Days and times of week available	Mon-Fri; after 5pm Sat-Sun; all the time
Your knowledge, education and / or skills	I studied visual arts in college, didn't graduate. I have more than 5 years of experience on graphic design and signs production
How many hours a month are you available?	12
Please explain why you are interested in serving.	I'm passionate about art visual arts on the cities and realizing that you guys have a program to help artists to expose their art in the city just make me want to part of it, help on anything i can, because I do believe its important to give life try art to all the cities at the same time have some type of control of where it's allowed and have organized places with artists it's just such

a great idea ( I consider my self a artist also as a sign maker and installer i know how big could be the impact of the right colors, the right letters, the right images , on the right place, it just create an atmosphere that gives life to the city

I understand the time commitment and duties involved Yes

Education Background

High School Ivei

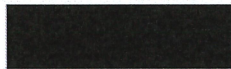
Graduate or GED Graduate

College Fresno City college

Degree Visual arts

Name Mario salazar

Address



Phone



Current Place of Employment

Occupation / Profession Fastsigns

Employer's Name Mark smith

Employer's Address *Field not completed.*

Employer's Phone *Field not completed.*

May We Contact you at work? Yes

Previous Volunteer Experience

Volunteer Agency *Field not completed.*

Address *Field not completed.*

Phone *Field not completed.*

Duties *Field not completed.*

I authorize a criminal history background I authorize

check. (Please  
remember to complete  
the PDF form above.)

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**From:** noreply@civicplus.com  
**Sent:** Sunday, January 4, 2026 4:44 PM  
**To:** Wilson, Dawn  
**Subject:** Online Form Submittal: Volunteer Application (Boards / Committees)

**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**.**

## Volunteer Application (Boards / Committees)

### 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.

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## Planning Commission & Budget Committee Members

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

(Section Break)

First and Last Name	Stacy Madsen
Email Address	[REDACTED]
Phone	[REDACTED]
Address	[REDACTED]
City	Keizer
Please check all committees of interest	Public Art Commission
If "Other", please specify:	<i>Field not completed.</i>
If you selected Planning Commission & Budget Committee, which one is your First Choice?	<i>Field not completed.</i>
Days and times of week available	Weekdays until 8 pm Weekends - anytime
Your knowledge, education and / or skills	Previous Experience in Arts Administration:  Community Education & Special Programs Director   College of Southern Idaho Twin Falls, ID   Dec 2009–Nov 2016 • Managed enrichment programs, performing arts, and special events across multiple centers. • Standardized operations and led department growth during economic downturns. • Developed workforce training and experiential learning assessment programs. • Administered budgets and collaborated with academic departments.

Executive Director, Magic Valley Arts Council  
Twin Falls, ID | Nov 2002–Dec 2009

- Directed a regional non-profit arts organization.
- Managed staff, board development, and fiscal operations.
- Led a \$1.25M capital campaign for a community art center.
- Provided oversight of community-wide public arts program.
- Secured grants and developed marketing strategies.

Program Director, Magic Valley Arts Council  
Twin Falls, ID | May 2001–Nov 2002

- Planned and promoted events and programs.
- Oversaw committees, fundraising, and membership initiatives.

Volunteer and Community Involvement

- Development committee for Friends of Keizer Library organization
- Advisory Board Member, Boise State Public Radio
- Volunteer, Twin Falls Chamber of Commerce
- Public Arts Specialist for South Central Idaho Region, Idaho Commission on the Arts
- Percent for Public Arts Committee, City of Twin Falls, ID
- Executive Board Member, Historic Downtown Business District
- Board Member, Valley House Homeless Shelter & United Way
- Junior Club of Twin Falls, Executive Board Member
- Recipient, Times-News Magic Valley's 20 Under 40

Core Competencies

- Strategic Program Development & Leadership
- Marketing, Media & Public Relations Expertise
- Workforce and Lifelong Learning Program Administration
- Operations Management & Efficiency
- Community Engagement & Event Organization
- Professional Written Communication
- Creative Problem Solving & Innovative Thinking
- Decision-Making Excellence
- Adaptability & Continuous Improvement Practitioner

Education

- M.A. in Educational Administration (Adult & Higher Ed), University of South Dakota (In Progress)
- B.A. in Mass Communications, Idaho State University
- A.A. in Social Sciences/Anthropology, College of Southern Idaho
- General Studies, Brigham Young University

Certifications

- Certified Advanced Program Planner (C2P)
- Certified Operations Manager (COM)
- Certified Marketing Planner (CMP)
- Certified Program Planner (CPP)
- Certified Contract Trainer (CCT)
- Six Sigma White Belt
- Certified Prosci Change Management Practitioner

How many hours a month are you available?

Up to 40, more as needed

Please explain why you are interested in serving.

Throughout my adult life, I have dedicated significant time to giving back to the communities I call home. Being appointed to the Keizer Public Arts Commission would allow me to continue that commitment here in my new community, and I believe my experience offers a meaningful and natural connection to the City of Keizer.

I am highly motivated to serve on the Public Arts Commission because I believe deeply in the role that public art plays in shaping a community's identity, strengthening civic pride, and ensuring that shared spaces reflect the values of the people who live here.

This role would allow me to support the development and stewardship of the art that defines our community, contribute to transparent and equitable artist selection processes, elevate all voices, and help ensure responsible use of public resources.

I am committed to fostering meaningful community engagement, advocating for the arts as a public good, and contributing to projects that create lasting cultural and visual impact.

Serving on this commission aligns with my dedication to thoughtful governance, long-term planning and sustainability, and strengthening the connection between people, place, and the arts.

I understand the time commitment and duties involved

Yes

Education Background

High School

Yes

Graduate or GED

Graduate

College	Yes
Degree	M.ed (in progress)
Name	University of South Dakota
Address	414 E. Clark St., Vermillion, SD 57069
Phone	(605) 677-5661
<b>Current Place of Employment</b>	
Occupation / Profession	Learning and Development Specialist
Employer's Name	Oregon Department of Transportation
Employer's Address	355 Capitol St. NE Salem, OR 97301
Employer's Phone	[REDACTED]
May We Contact you at work?	Yes
<b>Previous Volunteer Experience</b>	
Volunteer Agency	See Full list below
Address	Twin Falls, ID
Phone	[REDACTED]
Duties	<p>Volunteer and Community Involvement</p> <ul style="list-style-type: none"> <li>• Development committee for Friends of Keizer Library organization</li> <li>• Advisory Board Member, Boise State Public Radio</li> <li>• Volunteer, Twin Falls Chamber of Commerce</li> <li>• Public Arts Specialist for South Central Idaho Region, Idaho Commission on the Arts</li> <li>• Percent for Public Arts Committee, City of Twin Falls, ID</li> <li>• Executive Board Member, Historic Downtown Business District</li> <li>• Board Member, Valley House Homeless Shelter &amp; United Way</li> <li>• Junior Club of Twin Falls, Executive Board Member</li> <li>• Recipient, Times-News Magic Valley's 20 Under 40</li> </ul> <p>I offer extensive experience in community and regional public arts programs, grounded in a strong understanding of governance, stewardship, and the long-term impact of public art in public places. My background includes juried and</p>

appointment-based artist selection, successful fundraising, and sustained community engagement that strengthens public trust in the arts.

I bring formal training in Arts in Public Places best practices and a proven ability to develop sustainable budgets that account for the full lifecycle of public artworks, including maintenance, conservation, and ongoing care.

With a commitment to transparency, equity, and strategic planning, I am prepared to contribute meaningfully to committee-level decision-making and to help guide public art initiatives that enrich the community and contribute to community excellence for years to come.

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

I authorize

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<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Lanora Blake Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Tina Richmond Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Jane Herb Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Leslie Risewick Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Kim Freeman Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Larry Jackson Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Daisy Hickman Vote # 1</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>** TALLY **</b>	
<b>Vote # 1</b>	
<b>Position # 1</b>	<b>Exp. 6/30/2028</b>
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Lanora Blake Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Tina Richmond Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Jane Herb Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Leslie Risewick Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Kim Freeman Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Larry Jackson Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Daisy Hickman Vote # 2</b>	
Position # 1	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>** TALLY **</b>	
<b>Vote # 2</b>	
<b>Position # 1</b>	<b>Exp. 6/30/2028</b>
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Lanora Blake Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Tina Richmond Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Jane Herb Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Leslie Risewick Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Kim Freeman Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Larry Jackson Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Daisy Hickman Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>** TALLY **</b>	
<b>Vote # 1</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Lanora Blake Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Tina Richmond Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Jane Herb Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Leslie Risewick Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Kim Freeman Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Larry Jackson Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>VCC MEMBER: Daisy Hickman Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

<b>PUBLIC ARTS COMMISSION</b>	
<b>** TALLY **</b>	
<b>Vote # 2</b>	
Position # 6	Exp. 6/30/2028
Mario Salazar	
Stacy Madsen	
-	
-	
-	
No Recommendation	

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2  
3 Resolution R2025-3554

4  
5  
6 **AMENDING THE VOLUNTEER COORDINATING COMMITTEE;**  
7 **AMENDING RESOLUTION R2013-2328; REPEALING**  
8 **RESOLUTION R2023-3422**  
9

10  
11 WHEREAS, the Council reestablished a Volunteer Coordinating Committee by  
12 Resolution R2013-2328;

13 WHEREAS, the Council amended the Volunteer Coordinating Committee by  
14 Resolution R2023-3422;

15 WHEREAS, the Council wishes to amend the membership section to allow  
16 Council to appoint a non-voting Council liaison;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.  
19 R2013-2328 is hereby amended in Appendix "A" by replacing Appendix "A" with the  
20 attached Appendix "A", and by this reference incorporated herein.

21 BE IT FURTHER RESOLVED that Resolution R2023-3422 is hereby repealed in  
22 its entirety.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately  
2 upon the date of its passage.

3 PASSED this 3rd day of March, 2025.

4

5 SIGNED this 3rd day of March, 2025.

6

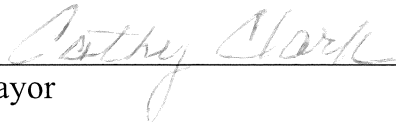
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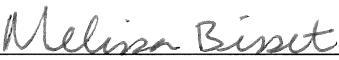
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\_\_\_\_\_

Mayor

  
\_\_\_\_\_

City Recorder

Appendix "A"  
City Council Committee

- Name: Volunteer Coordinating Committee
- Purpose: The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following:
1. Identify functions and activities where volunteers can help the City;
  2. Solicit volunteers for all City Boards, Committees and Commission;
  3. Solicit and match volunteer needs for special projects and activities within the City;
  4. Recruit, interview, and recommend Board, Committee, and Commission appointments to the City Council;
  5. Assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions;
  6. Annual recognition for the City volunteers.
- Membership: The Committee shall consist of seven (7) voting members. Each of the seven (7) members shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding with the position of the Council member responsible for their appointment. The Council will appoint a non-voting Council liaison to the Committee. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.
- Term of Office: Each member of the Committee shall be appointed for a two-year term. The appointments will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election. If an appointed member is unable to serve the term for which the member is appointed or an appointed member resigns prior to the completion of the term, the Council member responsible for this position shall appoint another individual to finish the term. If a Council office is vacant for any reason, the replacement Council member may, at their option, replace the appointed member. There will be no term limits for members of the Committee.
- Chair and Vice-Chair: The Committee will elect a Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

## Wilson, Dawn

---

**From:** Wilson, Dawn  
**Sent:** Wednesday, January 21, 2026 12:21 PM  
**Subject:** VCC - History on the origination of the 75% attendance rate

Good afternoon, VCC members,

At your last meeting the question of where the 75% attendance rate rule originated.

The rule started in 2003 when there was a committee that had at least one member that did not show up since the late 90's and did not resign. There wasn't any language in the resolutions allowing the Council to remove members from positions so another volunteer could fill the position.

Additionally, the Bikeways Committee and the Traffic Safety Commission constantly had quorum issues to where those meetings had to be cancelled due to not having a quorum. Back in 2003, Mayor Clark and two other City Councilors thought there needed to be a rule in the resolution that addressed members with absenteeism issues—and they also thought that if they combined the two committees, there would be a better attendance rate.

As such, Chair Herb will ask the Council at the Feb. 2<sup>nd</sup> meeting if they'd like to see the VCC work on adding procedural language to the Resolutions.

Thank you,

***Dawn M. Wilson, CMC***

*Deputy City Recorder*

*City of Keizer*

*930 Chemawa Road NE*

*Keizer, OR 97303*

<https://www.keizeror.gov/>

*Phone: 503.856.3418*

*Fax: 503.393.9737*





**Process for Appointments to City Council Committees  
Adopted 11 \_\_/20 \_\_/20236 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.~~ The City Manager makes the decision in consultation with the City Attorney if the applicant is successful or not.
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 Volunteer Coordinating Committee chooses the positions for each successful 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.*
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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-Adopted by the Keizer City Council on November 20, 2023, by Resolution No. R2023-3424-; Amended / /2026, by Resolution No. R2026- .



**Process for Appointments to City Council Committees  
Adopted \_\_/\_\_/2026 by City Council**

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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

Adopted by the Keizer City Council on November 20, 2023, by Resolution No. R2023-3424; Amended \_\_/\_\_/2026, by Resolution No. R2026-\_\_\_\_\_.



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