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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, April 9, 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. February 2026
4. **OTHER BUSINESS**
 - a. Attendance Requirement ~ Development of Attendance Policy
 - b. Volunteer Recruitment Video ~ Review the Script
5. **NEXT MEETING: MAY 28TH (4TH THURSDAY BECAUSE OF BUDGET COMMITTEE MEETINGS)**
6. **ADJOURNMENT**



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE
Thursday, February 12, 2026
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	Daisy Hickman
Larry Jackson	
Leslie Risewick	Staff Present:
Tina Richmond	Dawn Wilson, Deputy City Recorder
Lanora Blake	
Kim Freeman, Vice Chair	
Councilor Lore Christopher	

2. **PUBLIC TESTIMONY**

There was no public testimony.

3. **APPROVAL OF MINUTES**
 - a. **January 2026**

Leslie Risewick moved for approval of the January 2026 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

4. **COMMITTEE APPOINTMENTS**
 - a. **Keizer Public Arts Commission**

Chair Herb shared the two open positions with the Keizer Public Arts Commission (KPAC) meets on the third Tuesday of each month at 6:00 p.m.

The Committee interviewed applicant Mario Salazar.

Mario Salazar shared that he was interested because he liked to draw, and this group works with public art. He thinks it's important to have art around the City and well-organized. He enjoys seeing art on the streets and felt it delivered in a positive way to the community. He wanted to help with making art available for the community to view.

Councilor Christopher explained the role of KPAC in that they approve the art on loan, the utility box artwork, and murals that would be on River Road and the art that's displayed in the Keizer Event Center. KPAC also recommends locations and the City Council approves locations.

Chair Herb shared that attendance was important, and they would need to be available for the meetings, unless they were sick or had work commitments.

The Committee interviewed applicant Stacy Madsen.

Stacy Madsen shared she found the public art unbelievable when she moved to Keizer. She spearheaded a Public Arts Committee before she left Idaho, and the art was very community focused. This was something that the City had invested time into making art available for the community and the art tells the story of the community. She felt that the cows were a joyful piece of art.

She shared her experience with public art programs, including nationwide calls for artists and community calls for artists. Stacy emphasized that public art was not just for artists but available to everyone, and it benefits the economy and beautifies communities. She had always appreciated seeing the artwork in the Event Center. She embraced the fact that artwork and public art would be available for everyone and felt it drove the economy.

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

Larry Jackson motioned to move Mario Salazar's name forward for position 1 and Stacy Madsen's name forward for position 6 to City Council. Kim Freeman seconded passed unanimously as follows: Herb, Jackson, Richmond, Blake, Risewick, and Freeman in favor and Hickman absent.

Mario Salazar's name would be forwarded to City Council for Position # 1.

Stacy Madsen's name would be forwarded to City Council for Position # 6.

5. OTHER BUSINESS

- a. **Attendance Requirement and History of 75% Rate in Resolution Appendices ~ Does the VCC want to explore a** The Committee discussed procedures for handling committee members with attendance issues. The current policy requires 75% attendance, but there's no clear process for handling violations. It was noted that the members wanted the volunteers to have a good experience and for the procedure not to be punitive. It was noted that attendance issues should be caught early. After discussion, the committee agreed to recommend the following as a

recommendation to Council on changing this requirement?

procedure for absenteeism issues:

1. Define an attendance concern as either missing two consecutive meetings or falling below 75% attendance over 12 months.
2. If issues arise, the City Recorder's Office will contact the member to discuss their commitment and emphasize the importance of attending meetings.
3. The member's response and any decisions will be communicated to the committee chair.
4. Attendance tracking by the City Recorder's Office will occur only when clear issues arise, not routinely for all members.
5. Members should provide 48-hour notice whenever possible if they cannot attend.

The Deputy City Recorder would share this draft list with other committee chairs for feedback. Chair Herb suggested that the invitation for policy input would read something like, "We would love to hear your thoughts. Please share any suggestions or ideas your committee may have." It was noted that feedback from each Keizer committee will be reviewed at the next VCC meeting.

b. Review Changes to Process for Appointments & Consider Relocating them in the Document ~ Needs Motion

The committee reviewed the edited appointment procedures document, addressing several specific items:

1. Removal of "A second is not required" language.
2. Added "who have submitted an application and successfully passed a criminal history background check. The City Manager makes the decision in consultation with the City Attorney if the applicant is successful or not" to section 1. This incorporates the new policy to have all applicants' criminal history backgrounds checked before they can be interviewed.
3. Clarification that committee members are required to cast "one or more votes."
4. Added "If there are multiple positions for the committee to fill, committee members may vote on one ballot for up to the number of open positions (no matter the length of the term)." This voting method is new and allows for consolidated ballots and a streamlined process.
5. Added "The Volunteer Coordinating Committee chooses the positions for each successful applicant." The VCC would now have explicit authority to assign successful applicants to specific positions.
6. Removal of "If there are multiple positions to fill, each position will be voted separately, using steps 2 thru 4" to allow for combined ballot voting.

Leslie Risewick moved to approve the changes as amended. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

Chair Herb shared that the Community Diversity Engagement Committee (CDEC) approached the Volunteer Coordinating Committee asking to take the lead to volunteer for the City of Keizer. A small group was meeting to produce a video about volunteering with the City of Keizer. The script had been reviewed by the City and sent to the video production technology teacher at McNary High School, whose students would work on producing it. The video was expected to be completed by early May, with potential future videos focusing on specific committees.

6. NEXT MEETING: There was a consensus to cancel the March 12th meeting, as there were no anticipated appointments or recruitments needed.
March 12th

7. ADJOURNMENT Meeting adjourned at: 7:20 p.m.

Minutes approved: _____



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Attendance Requirement ~ Development of Attendance Policy

Proposed Motion

I move to approve the proposed Attendance Policy.

I. Summary

The City's boards, commissions, and committees currently include a **75% attendance requirement** in their resolutions. However, there is no formal policy outlining how attendance issues should be addressed. This lack of procedural guidance has created uncertainty in responding to absenteeism and maintaining consistent quorum levels.

II. Background

A. The 75% attendance requirement originated in **2003** in response to ongoing attendance challenges. At that time:

- Some members had not attended meetings for extended periods without resigning.
- There was no mechanism for removal to allow replacement by active volunteers.
- Certain committees experienced repeated quorum issues, resulting in canceled meetings.

B. To address these concerns, City implemented the 75% attendance standard and explored structural changes to improve participation.

While the attendance threshold has remained in place, no formal process has been established to guide committees, staff, or Council when attendance issues arise.

C. **Key Policy Concepts Proposed by the Volunteer Coordinating Committee (VCC)**

The VCC developed a draft policy to:

- Define an **attendance concern** as:
 - Missing two consecutive meetings, or
 - Falling below 75% attendance within a calendar year
- Establish a **supportive outreach process**:
 - The City Recorder's Office and Committee Chair would jointly contact the member
 - The purpose is to confirm continued interest and ability to serve
- Encourage **advance notice of absences**:
 - Members should provide notice as much as possible, preferably 48 hours in advance
- Recognize **extenuating circumstances**, including:
 - Medical issues
 - Family obligations
 - Work conflicts
 - Other unexpected situations
- Allow **flexibility**, including possible electronic participation consistent with Council rules
- Outline **escalation procedures**:
 - Continued attendance issues may be referred to the Council Liaison
 - City Council may consider removal by a two-thirds vote
- Limit **attendance tracking**:
 - Conducted only when concerns arise, not as a routine monitoring system

The VCC solicited input from multiple City committees. Key themes included:

- **Support for the 75% standard** across committees
- Preference for using a **calendar year** rather than 12-month periods
- Emphasis on **supportive, proactive communication** rather than punitive action
- Desire for **Chair involvement** in addressing attendance issues
- Recognition of **extenuating circumstances and the need for flexibility**
- Support for **collaboration between staff, Chairs, and Council Liaisons**
- Interest in allowing **remote participation when appropriate**

- Overall, committees expressed strong support for a clear, fair, and flexible policy framework.

PROPOSED POLICY

The proposed Attendance Policy for Boards, Commissions, and Committees includes:

- Retention of the **75% annual attendance requirement**

- Clear definition of attendance concerns
 - Coordinated outreach by the **Chair and City Recorder's Office**
 - Flexibility for **extenuating circumstances**
 - Optional **electronic participation** when appropriate
 - Defined escalation process involving the **Council Liaison and City Council**
 - **Attendance tracking** will be conducted on an as-needed basis (not routine)
- The policy is intended to balance accountability with the recognition that all members are volunteers.

III. Current Situation

- A. Attendance issues have occasionally resulted in meetings being close to lacking a quorum.

IV. Analysis

- A. Strategic Impact - N/A
- B. Financial - N/A
- C. Timing - N/A
- D. Policy/Legal -

V. Alternatives

- A. Adopt the Attendance Policy as proposed
- B. Direct staff to revise the policy with additional guidance
- C. Take no action and retain current practices

VI. Recommendation

Staff recommends that the City Council adopt the proposed Attendance Policy.

Attachments

1. ATT_VCC's message to the other City Committees on Absenteeism with Committee Feedback and Draft Attendance Policy_4 9 2026
2. ATT_R2025-3554_2025-03-03 - Reestablishment of VCC_2 12 2026
3. ATT_Attendance Requirement and History of 75% Rate in Resolution Appendices_2 12 2026
4. ATT_R2025-1_2025-01-08_Planning Commission Rules_4 9 2026



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

February 12, 2026

Dear Keizer Volunteers,

Re: Input Requested – Development of a Volunteer Attendance Policy

The Volunteer Coordinating Committee (VCC) noticed that meeting attendance has sometimes been low enough to make achieving a quorum a close call.

While all committee resolutions include a 75% attendance requirement, there's currently no guidance on how to handle absenteeism. The VCC would like to develop a policy to provide clarity and support for all volunteers.

At our recent meeting, the VCC discussed the following draft suggestions:

1. Define an attendance concern as either missing two consecutive meetings or falling below 75% attendance over 12 months.
2. If issues arise, the City Recorder's Office will contact the member to discuss their commitment and emphasize the importance of attending meetings.
3. The member's response and any decisions will be communicated to the committee chair.
4. Attendance tracking by the City Recorder's Office will occur only when clear issues arise, not routinely for all members.
5. Members should provide 48-hour notice whenever possible if they cannot attend.

We would love to hear your thoughts. Please share any suggestions or ideas your committee may have.

Feedback from each Keizer committee will be reviewed by the VCC at our next meeting.

Thank you for your dedication and helping us shape a fair and supportive attendance policy.

~The Volunteer Coordinating Committee

“Pride, Spirit and Volunteerism”

Feedback from Other Committees

Community Diversity Engagement Committee:

The Committee ultimately agreed to support the 75% attendance standard while **recommending that the policy specify calendar year rather than rolling 12-month periods for clarity.**

They also **supported the modified language about giving notice "as much as possible"** when unable to attend, and **emphasized the importance of supportive outreach from Chairs and City staff** when attendance issues arise.

Parks Recreation and Advisory Board:

The Parks and Recreation Advisory Board recommended that the **Chair be involved in communications with members who have attendance issues.** Ideally, the Chair would speak directly with the member about their attendance. If the Chair is not comfortable doing so, the City Recorder's Office may handle the conversation.

If attendance problems continue, the City Recorder's Office should coordinate with the Chair and the Council Liaison. The Council Liaison can then bring the issue to the City Council to request removal of the member who has exceeded the attendance policy limits, allowing the position to be opened for new volunteers.

Keizer Public Arts Commission:

The Commission discussed various scenarios including medical emergencies and family obligations, noting that the policy was designed to address attendance issues through discussion rather than automatically removing members.

The policy should include provisions for extenuating circumstances and could allow for accommodations like Zoom participation when appropriate.

The Commission expressed general agreement with the proposed policy direction, understanding it as a way to ensure commitment while providing flexibility for legitimate circumstances.

Multi-Modal Safety Committee:

Committee members agreed that the 75 percent standard (equivalent to attending 8 of 11 annual meetings) was reasonable and that **having a clear process would help Chairs know how to address attendance issues.**

The Committee provided positive feedback on the proposed policy with the **suggested modification to have joint decision-making between the City Recorder's Office and the Committee Chairs.**

DRAFT Attendance Policy for Boards, Commissions, and Committees

- It is the duty of each member to attend at least 75% of the meetings each calendar year. *[Currently, included in all Committee Resolutions.]*
- An attendance concern is defined as either missing two consecutive meetings or falling below 75% attendance within a calendar year.
- Members are expected to notify **the Deputy City Recorder** as far in advance as possible, preferably at least 48 hours before the meeting, if they are unable to attend. The Deputy City Recorder will notify the Committee Chair of member absences. *[The Resolution states that notice is provided to the Chair, but all members are volunteers and have personal email addresses that cannot be shared without permission by the members.]*
- When attendance concerns arise, the Committee Chair and the City Recorder's Office will work together to contact the member to discuss their availability, continued interest in serving, and the importance of regular meeting attendance. The intent of this outreach is to be supportive and to determine whether the member wishes and is able to continue serving.
- The policy recognizes that extenuating circumstances such as medical issues, family obligations, work conflicts, or other unexpected situations may affect attendance. When appropriate, flexibility in participation may be considered. Electronic participation may be considered in accordance with the Council Rules of Procedure when a particular need exists and the Chair approves electronic participation without objection from the Committee.
- If attendance problems continue after initial outreach and discussion, the City Recorder's Office will coordinate with the Committee Chair and Council Liaison to determine the next steps. If necessary, the Council Liaison may bring the matter forward to the City Council for consideration of member removal and appointment of a new volunteer. *Members of the Committee may be removed by two-thirds majority vote of the City Council. [Currently, included in all Committee Resolutions.]*

- Attendance tracking will be conducted by the City Recorder's Office only when attendance concerns arise, rather than as a routine tracking process for all members.

The goal of this policy is to encourage consistent participation while providing some flexibility and clear communication when attendance issues occur.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2025-3554

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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.

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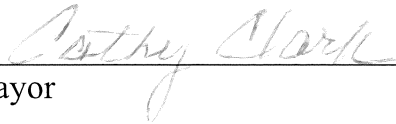
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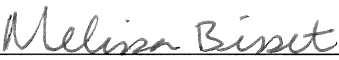
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Mayor



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. 2nd 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

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PLANNING COMMISSION, CITY OF KEIZER, STATE OF OREGON

Resolution R2025-1

IN THE MATTER OF ADOPTING “RULES OF THE COMMISSION”; REPEAL OF RESOLUTION 83-1, 83-2, AND R98-2

WHEREAS, the Keizer Planning Commission adopted rules of the commission by Resolution 83-1 on September 21, 1983;

WHEREAS, the Keizer Planning Commission adopted rules for procedure for public hearings before the commission by Resolution 83-2 on September 21, 1983;

WHEREAS, the Keizer Planning Commission amended the rules of the commission by Resolution R98-2 on June 10, 1998;

WHEREAS, the Keizer Planning Commission desires to make, establish and alter its rules with the approval of the City Council;

NOW, THEREFORE,

BE IT RESOLVED by the Keizer Planning Commission of the City of Keizer that the following rules and regulations are hereby adopted by the Commission for the proper conduct, order and government of its meetings, business, and members:

Section 1. Officers. At the regular meeting in October, the Commission shall elect a chairman and vice chairman from its appointive membership, each of whom shall serve for a one-year term, ending at the adjournment of the regular October meeting, or until a successor is elected.

1 Section 2. Officers Pro Tem. In the case of the absence of both the chairman and
2 the vice chairman at any meeting, a quorum being present, the office of either or both of
3 them shall be filled pro tem from the commissioners present and the business transacted
4 as though the regular officers were present.

5 Section 3. Meetings of the Commission. Regular meetings of the Commission
6 are to be held on the second Wednesday of each month. Meetings shall be convened at
7 6:00 p.m. at the City Hall. Meetings shall adjourn no later than 9:00 p.m. Special
8 meetings may be called by the staff liaison provided that notice of such special meeting
9 so called shall be given each member of the commission.

10 ~~Attendance of commissioners at duly convened meetings of the commission is~~
11 ~~mandatory. Any commissioner absent without excuse by the chairman from three or~~
12 ~~more meetings within any calendar year is subject to sanctions as provided in this~~
13 ~~section. The chairman may excuse any commissioner from attendance at a meeting for~~
14 ~~good cause. A commissioner denied excuse may appeal the ruling of the chair at the~~
15 ~~next meeting at which the commission is present. Sanctions available to the commission~~
16 ~~for excessive unexcused absences shall include censure, or recommendation to the City~~
17 ~~Council that the offending commissioner be removed from office, either of which may be~~
18 ~~imposed by a majority vote of the commission, a quorum being present. The accused~~
19 ~~commissioner may speak on their own behalf, but shall not vote on the question of the~~
20 ~~sanction.~~

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1 Section 4. Rules of Order. Robert’s Rules of Order Newly Revised, 12th Edition
2 shall govern all Planning Commission proceedings unless they conflict with these rules.
3 The Chair will act as parliamentarian with support from the City Attorney when present.

4 Section 5. Order of Business. The general order of business on the regular
5 session agenda shall be as follows:

- 6 1. Roll call.
- 7 2. Approval of minutes.
- 8 3. Appearance of Interested Citizens.
- 9 4. Public Hearings.
- 10 5. New-Old Business.
- 11 6. Report of Officers/Council Liaison.
- 12 7. Other Business.

13 The order of business may be modified by the members of the commission when
14 such a change will make a more logical sequence of subjects for consideration by the
15 commission.

16 Section 6. Conflict of Interest or Other Disqualifications.

17 A. Conflict of Interest. In every case in which a Planning Commission member is
18 faced with a potential conflict of interest or an actual conflict of interest as defined in
19 state law, the nature of the conflict must be disclosed during the public meeting and
20 recorded in the minutes. If an actual conflict of interest exists, the Planning Commission
21 member, after disclosing the conflict, shall remove themselves from the Council

1 Chambers and refrain from both participation in the discussion and the vote on the issue.
2 However, if the Planning Commission member is a direct party on the issue, they will
3 be allowed to remain in the Council Chambers.

4 B. Bias. In quasi-judicial cases, Planning Commission members should recuse
5 themselves from any decision or discussions if they have a prejudice or prejudgment of
6 the facts to such a degree that the Planning Commission member is incapable of
7 rendering an objective decision on the merits. Members of the Planning Commission
8 should avoid voicing an opinion prior to the testimony.

9 C. Ex Parte Contact. Ex Parte communications only apply in a quasi-judicial case.
10 Members of the Planning Commission should avoid any communication outside of the
11 public hearing with any party, including other Planning Commission members. A site
12 visit is not considered an ex parte contact unless there is communication with an outside
13 party or if information is gained from the visit that could be a factor in Planning
14 Commission's decisions. Any ex parte contact, including the nature of the contact and
15 the information obtained, should be disclosed at the beginning of the public hearing, and
16 again at each continued public hearing.

17 Section 7. Public Hearings.

18 A. Public Hearings. A public hearing shall be held on each matter required by
19 state law, City policy, directed by the Planning Commission, or as directed by the City
20 Council. The Chair shall preside over the hearing and announce the type of hearing and
21 the guidelines for the hearing. The Chair shall declare the hearing to be open and invite

1 the member of the staff to present the staff report together with any petitions, letters, or
2 written comments on the matter.

3 B. Testimony for Non-Land Use Hearings – Members of the audience may
4 present oral testimony on the matters scheduled for public hearing. The Chair will call
5 forth members of the audience who have signed up to present testimony under the
6 guidelines specified at the opening of the hearing. If appropriate, the Chair may first ask
7 those persons in favor of the matter to come forward, with those speaking in opposition
8 coming after.

9 Except as stated otherwise, all testimony will be limited to five minutes per
10 person. The Chair may further limit testimony if a speaker persists in being threatening
11 and disorderly, or abusive, following a warning to that effect from the Chair. Upon
12 being recognized by the Chair, any member of the Planning Commission or the City
13 staff may ask questions of any speaker. Upon closure of the hearing, no further
14 testimony will be allowed unless the Planning Commission allows written testimony to
15 be submitted by a date certain.

16 C. Quasi-Judicial Land-Use Proceedings.

17 1. Scope of Review. All quasi-judicial land use proceedings shall be new (de
18 novo).

19 2. Conflicts of Interest.

20 i. A member of the Planning Commission shall not participate in a
21 discussion or vote in a quasi-judicial land use proceeding if:

1 a. The member has an actual conflict of interest as defined by the
2 Oregon Revised Statutes or the City Charter.

3 b. The member was not present during the public hearing; provided
4 however, the member may participate and vote if they have reviewed the evidence,
5 including recordings of the hearing, and declared such fact for the record.

6 3. Ex Parte Contacts/Bias

7 i. Members of the Planning Commission shall reveal the nature of any ex
8 parte contacts or bias with regard to the proceeding at the commencement of any quasi-
9 judicial land use proceeding.

10 If such contact/bias impairs the member's impartiality, the member shall state
11 this fact and abstain from participation and voting in the matter.

12 4. Burden of Proof. The proponent has the burden of proof on all elements of
13 the proposal, and the proposal must be supported by proof that it conforms to all
14 applicable standards and criteria.

15 i. The decision of the Planning Commission shall be based on the applicable
16 standards and criteria as set forth in the City's Development Code, the City's
17 Comprehensive Plan, and, if applicable, any other land use standards and criteria
18 imposed by state law or administrative rule.

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1 ii. The proponent, any opponents, and/or City staff may submit to the
2 Planning Commission a set of proposed written findings or statements of factual
3 information which are intended to demonstrate the proposal complies or fails to comply
4 with any or all applicable standards and criteria.

5 5. Hearing Procedures. The order of hearings in quasi-judicial land use
6 matters shall be:

7 i. Land Use Hearing Disclosure Statement. The City Attorney shall read the
8 land use hearing disclose statement, which shall include:

9 a. A list of the applicable criteria;

10 b. A statement that testimony, arguments and evidence must be
11 directed toward the applicable criteria or other criteria in the plan or land use regulation
12 which the person believes to apply to the decision;

13 c. A statement that failure to raise an issue accompanied by statements
14 or evidence sufficient to afford the Planning Commission and the parties an opportunity
15 to respond to the issue precludes appeal to the Land Use Board of Appeals based on that
16 issue; and

17 d. If applicable, a statement that a failure to raise constitutional issues
18 relating to proposed conditions of approval precludes an action for damages in circuit
19 court.

20 ii. Call for ex parte contacts/bias/conflict of interest. The City Attorney shall
21 inquire whether any member of the Planning Commission has had ex parte contacts, has

1 bias, or has an actual or potential conflict of interest. Any member of the Planning
2 Commission announcing an ex parte contact or conflict shall state for the record the
3 nature of the contact or conflict.

4 iii. Staff summary. Planning staff shall present a summary and
5 recommendation concerning the proposal.

6 iv. Presentation of the Case.

7 a. Applicant's case. Twenty minutes total.

8 b. Persons in favor. Five minutes per person.

9 c. Persons opposed. Five minutes per person.

10 d. Other interested persons. Five minutes per person.

11 e. Rebuttal. Ten minutes total. Rebuttal may be presented by the
12 applicant. The scope of rebuttal is limited to matters which were introduced during the
13 hearing by parties other than the applicant.

14 v. Close of hearing. Subject to state law, the Chair shall close the hearing if
15 there are no further questions from Planning Commission. The Record may be left open
16 pursuant to state law. The timeframe for submittals to the Record shall be clearly
17 announced prior to close of the hearing.

18 vi. Deliberations. Deliberations shall immediately follow the hearing. The
19 Planning Commission may delay deliberations to a subsequent time certain.

20 vii. Findings and Order/Ordinance/Resolution. The Planning Commission
21 shall approve or deny the application.

1 a. The Planning Commission shall adopt findings to support its
2 decision.

3 b. The Planning Commission may incorporate findings proposed by
4 the applicant, the opponent or staff in its decision.

5 viii. Continuances. Planning Commission shall grant continuances as required
6 by state law. However, nothing in this section shall restrict the Planning Commission, in
7 its discretion, from granting additional continuances. Any continuance requested by the
8 applicant shall result in a corresponding extension of the 120-day time limitations
9 imposed by the Oregon Revised Statutes.

10 D. Legislative Land Use Matters.

11 i. Hearings Procedures. The order of procedures for hearings on legislative land
12 use matters shall be:

13 a. Call for abstentions. Inquire whether any member of the Planning
14 Commission wishes to abstain from participation in the hearing. Any member
15 announcing an abstention shall identify the reason therefor and shall not participate in
16 the proceedings.

17 b. Staff summary. Staff shall present a statement of the applicable
18 criteria, and a summary and recommendation concerning the proposal.

19 c. Presentation of the Case.

20 (a) Persons in favor. Five minutes per person.

21 (b) Persons opposed. Five minutes per person.

1 (c) Other interested persons. Five minutes per person.

2 d. Close of hearing. No further information shall be received after the
3 close of the hearing, except for written materials allowed by Planning Commission to be
4 submitted prior to the close of the Record.

5 e. Deliberations. Deliberations shall immediately follow the hearing.
6 The Planning Commission may delay deliberations to a subsequent time certain.

7 f. Reopening hearing. Prior to recommendation to the City Council
8 relating to a legislative land use matter, and upon majority vote of the Planning
9 Commission, a hearing may be reopened to receive additional testimony, evidence or
10 argument. The same notice requirements shall be met for the reopened hearing as were
11 required for the original hearing.

12 E. Attorney Representation. Any person attending a hearing has the right to be
13 represented by an attorney.

14 Section 8. Procedures in Handling Parliamentary Motions.

15 A. To make a motion, a Planning Commission member must be recognized
16 by the Chair at a time when there is no other business on the floor. The Planning
17 Commission member then may state the motion by saying, "I move" and stating the
18 action to be taken.

19 B. Another Planning Commission member seconds the motion. This can be
20 done without being recognized by the Chair. If no member seconds the motion, it does
21 not come before the meeting; it "dies" for lack of a second and the Chair calls for the

1 next item of business. There is no discussion allowed prior to the second, except that
2 any member may request clarification of the motion. A second does not necessarily
3 mean that the member favors the motion. It can be that the member simply wants the
4 motion brought on the floor for discussion.

5 C. The Chair states the question on the motion. This procedure is necessary
6 for the motion to come before the Planning Commission. No debate can take place until
7 the Chair states the motion is on the floor. Mover may withdraw the motion at any time
8 up to the vote. It is unnecessary for the Chair to ask the member who seconded the
9 original motion to withdraw the second. Withdrawal of the motion by general consent
10 takes precedence to the second.

11 D. Any Planning Commission member may request a friendly amendment to
12 the motion. If the mover and the second accept and there is no objection by any
13 Planning Commission member, the motion goes forward as amended. If there is an
14 objection, or the friendly amendment is not accepted by both the mover and the second,
15 a formal motion to amend may be made.

16 E. Debate then takes place on the motion. The original mover is entitled to
17 the floor first. Each member has the right to speak and to rebut any other speakers, but
18 should not have the floor the second time until all who wish have spoken once. Unless it
19 is decided otherwise, each speaker is limited to five (5) minutes each time.

20

21

1 F. The Chair then puts the question to a vote. When the debate appears to
2 have closed, the Chair asks "are you ready for the question?" If no one claims the floor,
3 the Chair restates the motion and calls for a vote.

4 Section 9. Voting.

5 A. Voting. Unless a different voting requirement applies, the concurrence of a
6 majority of the members of the Planning Commission in attendance, voting when a
7 quorum of the Planning Commission is present shall decide any question before the
8 Planning Commission. It is considered inappropriate for members to explain their action
9 during the voting.

10 B. Abstentions. Any Planning Commission member abstaining should state the
11 reason for the abstention. Abstentions should not be used if the member does not
12 believe enough information is available. An abstention does not count as either an
13 affirmative or negative vote and shall not be counted toward the number of votes
14 required to pass or reject a motion.

15 C. Methods of Voting. The standard is the voice vote, however the Chair may
16 decide the type of vote unless directed otherwise by a majority of the Planning
17 Commission.

18 i. Voice Vote: This is the standard method when no more than a majority
19 vote is required. The ayes are called for first and then the nays.

20 ii. Show of Hands: This can be used as an alternative to a voice vote, in
21 verifying an inconclusive voice vote.

1 D. Unanimous Consent. For minor matters, the Chair may use unanimous consent
2 as a voting method if it appears that all of the Planning Commission members present
3 agree. If any Planning Commission member objects, a formal vote shall be taken.

4 E. Voting Required. Every member of the Planning Commission that is present
5 when a question is addressed shall vote for or against the question, unless they abstain
6 for just cause (conflict of interest, bias, etc.).

7 F. Voting Results. The Chair announces the voting result. This step is always
8 included to ensure Planning Commission understanding of the outcome and so that the
9 Recorder will be able to accurately reflect the outcome in the minutes. If a motion ends
10 in a tie, the motion will be considered lost.

11 G. Changing Vote.- A Planning Commission member has the right to change their
12 vote up to the time the vote is finally announced. After that, they can make the change
13 only by permission of the Planning Commission, which may be given by unanimous
14 concurrence of Planning Commission. If an objection is made, a motion may be made to
15 grant the permission. The motion is undebatable.

16 Section 10. Motion for Reconsideration. Unless specifically governed by other
17 provisions of the codes, ordinances, or other regulations of the City, any Planning
18 Commission member who voted with the majority or who was not present at the time of
19 the vote, may move for reconsideration of an action at the same or at the next regular
20 meeting of the Planning Commission. A vote of reconsideration requires a majority vote
21 of those Planning Commission members present. A vote for reconsideration shall take

1 place at the same meeting when there is no other business on the floor or at the next
2 regular meeting of the Planning Commission under the Other Business portion of the
3 meeting. A motion for suspension of the rules is not required. After a matter has been
4 reconsidered, it shall not preclude the issue from being raised in the future, but not
5 before the next regular meeting.

6 Section 11. Minutes.

7 A. Recording of Minutes. Minutes are the official record of the Planning
8 Commission meetings. They record the substance of a meeting and are a clear, accurate,
9 concise, informative record of the proceedings. Minutes will generally follow the
10 chronological order of items considered during a meeting. Minutes are not a verbatim
11 transcript, and the meeting does not have to be sound recorded unless otherwise required
12 by law. For practical purposes, however, it is general practice to sound record the
13 meetings of the Planning Commission for back-up reference. Reporting actions taken is
14 the single most important segment of the final minutes. The minutes are to include, at a
15 minimum:

- 16 a) Kind of meeting (regular, special, etc.)
- 17 b) The name of the body meeting (Planning Commission)
- 18 c) Date of the meeting and place where it is held.
- 19 d) Name and title of Chair.

20

21

1 e) All motions (main, amendments, withdrawals, etc.), with
2 dispositions, with the name of the mover and, if applicable, the name of the Planning
3 Commission member who seconded the motion.

4 f) Members present.

5 g) Proposals, resolutions, and measures proposed and their disposition.

6 h) Results of all votes and the vote of each member by name,
7 including abstentions.

8 i) The substance of any discussion on any matter.

9 j) The name and city of residence, if available, on any person
10 appearing before the Planning Commission to offer testimony, and the substance of such
11 testimony.

12 k) Exhibits or written testimony subject to ORS 192.311 to 192.338.

13 l) The signature of the individual taking the minutes.

14 m) Signature line for the Chair.

15 B. Distribution of Minutes. Draft minutes are distributed to the Planning
16 Commission with the agenda on which those minutes appear as an item for approval.
17 However, because they are generally completed in draft form prior to distribution of the
18 agenda packets, the draft minutes are available for earlier review should the need arise.

19 C. Correction and Approval of Minutes. Approval of the minutes usually take
20 place at the next regular meeting following the date of the minutes under approval.

21 Generally, minutes appear on the agenda under the Approval of Minutes item. If minor

1 changes are made to the minutes, a Planning Commission member may offer such
2 amendment prior to the minutes being approved. All corrections that appear will appear
3 in the minutes of the meeting when the changes took place. If a member of the Planning
4 Commission is absent from the meeting, such member can announce their absence and
5 abstain from voting for approval of the minutes or they can read the minutes prior to the
6 meeting and vote for approval as part of the minutes approval. When a Planning
7 Commission member is absent and abstains from voting for approval of the minutes, the
8 word "absent" shall be printed in place of a signature.

9 If a Planning Commission member has a concern over the reporting of minutes, it
10 is that Planning Commission member's responsibility to review the recording of the
11 meeting and bring corrections forward to the Planning Commission at the next regular
12 meeting with the recording cued, ready to be played, if necessary. It is not appropriate
13 to expend staff time when only one member of Planning Commission is requesting the
14 review.

15 D. Reading of Minutes. Unless the reading of the minutes of the previous
16 Planning Commission meeting is requested by a majority of the Planning Commission,
17 such minutes may be approved without reading if copies thereof have been previously
18 furnished to each Planning Commission member.

19 BE IT FURTHER RESOLVED that Resolutions 83-1, 83-2, and R98-2 are
20 hereby repealed in this entirety.

21

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

3 PASSED this 8th day of January, 2025.

4
5 SIGNED this 8th day of January, 2025.

6
7
8 Chair - Matt Lawyer

9
10 Deputy City Recorder - Dawn Wilson
11



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Volunteer Recruitment Video ~ Review the Script

Proposed Motion

I move to approve the Script for the Volunteer Recruitment Video.

I. Summary

The Community Diversity Engagement Committee (CDEC) has asked the Volunteer Coordinating Committee (VCC) to review the Script for the Volunteer Recruitment Video and advise on any necessary edits.

II. Background

- A. The CDEC worked on the creation of a Volunteer Recruitment Video. Some members worked with the McNary High School staff and students to write a script for the video. The CDEC had previously discussed this concept with the VCC who was in support of the video production.

III. Current Situation

- A. The CDEC would like to know if the VCC has any concerns about the video or edits to the script before it goes to the City Council for approval.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - N/A
- C. **Timing** - N/A
- D. **Policy/Legal** -

V. Alternatives

- A. Approve the script
- B. Approve the script with edits

C. Not approve the script and explain the VCC's reasoning

VI. Recommendation

Staff recommends approving the script.

Attachments

1. ATT_VCC Script for Video Production v1a with staff's suggested edits_4 9 2026

ORIGINAL

Video Script: Volunteering for the City of Keizer, OR

Character/Role: Friendly Community Ambassador

Setting: Outside Keizer City Hall or

a local park (like Keizer Rapids

Park) **Tone:** Encouraging, clear, and

helpful

[SCENE 1: THE HOOK]

(0-5 seconds) [Open on a diverse, friendly group of Keizer residents smiling and laughing, perhaps looking at city plans or a park design. Quick cuts of vibrant Keizer scenes: Keizer Rapids Park, local shops, people walking/biking.]

Narrator: Hey Keizer! We all love this city – from its friendly neighborhoods to its beautiful parks. But what if you could do more than just live here? What if you could help *build* it?

(5-15 seconds) [Transition to a shot of someone pointing at a map of Keizer, then a shot of a family enjoying a Keizer park.]

Narrator: The City of Keizer thrives on the passion of its people, and we're looking for more local heroes. People like *you* to help shape our future.

(15-25 seconds) [Cut to a dynamic visual representing a park – perhaps a stylized graphic of a playground or a walking trail. Then a quick shot of a real, well-maintained Keizer park.]

Narrator: Ever looked at Keizer Rapids or Claggett Creek and thought, 'This could be even better'? Our Parks and Recreation Advisory Board is where you make that happen. Help design the future of our green spaces – because every kid deserves a great place to play!

(25-35 seconds) [Cut to a visual representing city planning – maybe a blueprint or a time-lapse of a building being constructed. Then a shot of a vibrant street scene in Keizer with modern buildings.]

STUDENT EDITS

Video Script: Volunteering for the City of Keizer, OR

Character/Role: Friendly Community Ambassador

Setting: Outside Keizer City Hall or

a local park (like Keizer Rapids

Park) **Tone:** Encouraging, clear, and

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(0-5 seconds) [Quick cuts of vibrant Keizer scenes: Keizer Rapids Park, local shops, people walking/biking.]

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Narrator: Ever looked at Keizer Rapids or Claggett Creek and thought, 'I have some ideas'? Our Parks and Recreation Advisory Board is where you make those ideas a reality. Help design the future of our green spaces – because every person who likes our parks should absolutely love them.

(25-35 seconds) [Cut to a visual representing city planning – maybe a blueprint or a time-lapse of a building being constructed. Then a shot of a vibrant street scene in Keizer with modern buildings.]

Narrator: Or maybe you're a big-picture thinker. ~~You don't just live in Keizer—you can help build it!~~ The Planning Commission shapes our skyline, guides new developments, and ensures our city grows smart, without losing its small-town soul.

(35-45 seconds) [Cut to a visual representing public art – Rosalie's Cows, any of the statues, Totem Pole, or wrapped utility boxes]

Narrator: And for the creatives among us, let's turn Keizer into a gallery! Our Public Arts Commission brings color, conversation, and culture to our corners. You help make sure Keizer isn't just functional—it's beautiful.

(45-55 seconds) [Quick cuts of various Keizer residents – a cyclist, a parent pushing a stroller, a senior citizen walking. All looking safe and happy.]

Narrator: These are just a few ways you can make a real difference. Keizer isn't run by strangers in a distant office—it's run by people like you. Your voice is the most important tool we have.

(55-60 seconds) [On-screen text: "Volunteer with the City of Keizer" and "Visit ~~Keizer.org~~ Volunteer <https://www.keizeror.gov/162/Volunteer-Information>" with a clear call to action. Final shot of the diverse group from the beginning, all smiling and looking engaged, perhaps at a community event.]

Narrator: So, are you ready to lead the way? Apply today and help us continue Keizer's legacy of "Pride, Spirit, and Volunteerism."

[SCENE 2: CHOOSE YOUR PATH]

(Visual: Quick text overlays or B-roll of a park, a ~~fire truck~~ [Public Safety Truck or Code Compliance vehicle????], and a committee meeting room.)

Host: First, decide where you want to serve. The City has three main tracks, and we're going to go into detail about the first track:

1. **Advisory Boards & Committees:** Think Planning, Arts, or Parks and Rec.
2. **Community Service:** Like the Adopt-a-Street program, Trashy Tuesday, or graffiti abatement.
3. **Public Safety:** Such as the Keizer Police Cadet program or ~~Keizer Fire District~~ support roles.

[SCENE 3: THE APPLICATION PROCESS]

(Visual: Person walking into the Keizer Public Library,

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[SCENE 3: THE APPLICATION PROCESS]

(Visual: Person walking into the Keizer Public Library, interacting with the librarian, and heading to a

interacting with the librarian, and heading to a computer. Show a screen recording of the KeizerOR.gov website navigating to the "Volunteer" page.)

Host: If you've decided you'd like to be on a committee or commission and you're ready to apply, head to **KeizerOR.gov** [keizeror.gov/162/Volunteer-Information](https://www.keizeror.gov/162/Volunteer-Information) and click on "Volunteer Information."

- You can fill out the **Volunteer Application Form** directly online. It asks about your background and why you want to serve.
- Anyone 18 or over will need to have a background check.

[SCENE 5: WHAT HAPPENS NEXT?]

(Visual: Host walking toward the entrance of City Hall.)

Host: Once your application is in and (for adults) you've successfully passed the background check, you will be invited for an interview with the **Volunteer Coordinating Committee**. They meet regularly to review applicants and recommend names to the Mayor and City Council.

Host: At the interview, we ask that you tell us a little about yourself and your particular interest in the volunteer role you're applying for. It's great to prepare in advance and even have something in writing if you get nervous speaking in front of a small group. **It can really help!**

You'll have 5 minutes, and then the Volunteer Coordinating Committee members may ask you some additional questions. After all candidates are interviewed, the committee will vote, and you'll find out before you leave if your name will be put forward to be approved by the Mayor and City Council. **It's a piece of cake!**

[SCENE 6: CALL TO ACTION]

(Visual: Close-up of the host with the website URL on screen.)

Host: We need your voice and your helping hand. Visit **KeizerOR.gov/Volunteer** [keizeror.gov/162/Volunteer-Information](https://www.keizeror.gov/162/Volunteer-Information) today to see current openings—like the upcoming committee interviews this February or attend an upcoming Volunteer Coordinating Committee meeting on the second Thursday of the month at 6pm! (Check for cancelled meetings at: <https://www.keizeror.gov/163/Meeting-Materials>.)

Host: People like you who want to be involved are the reason Keizer's motto is "Pride, Spirit, and Volunteerism"

computer. Show a screen recording of the KeizerOR.gov website navigating to the "Volunteer" page.)

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You'll have 5 minutes, and then the Volunteer Coordinating Committee members may ask you some additional questions. After all candidates are interviewed, the committee will vote, and you'll find out before you leave if your name will be put forward to be approved by the Mayor and City Council.

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Host: People like you who want to be involved are the reason Keizer's motto is "Pride, Spirit, and Volunteerism" and a great place to call home. We look forward to seeing

and a great place to call home. We look forward to seeing you at City Hall. (Visual: Fade to black with the City of Keizer logo and contact number: 503-390-3700.)

Quick Reference for Your Video

Requirement	Detail
Website	keizeror.gov/162/Volunteer-Information
In-Person Drop-off	930 Chemawa Road NE, Keizer, OR 97303
Contact	Dawn Wilson, Deputy City Recorder (wilsond@keizeror.gov)

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