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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. Regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Board, Commission, and Committee meetings are streamed live on YouTube [@KeizerTV23](https://www.youtube.com/@KeizerTV23).



KEIZER VOLUNTEER COORDINATING COMMITTEE
AGENDA

Thursday, June 11, 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. April 9, 2026
 - b. April 16, 2026
 - c. May 14, 2026
4. **COMMITTEE APPOINTMENTS**
 - a. Keizer Public Arts Commission
 - b. Multi-Modal Safety Committee ~ Youth Liaison
 - c. Keizer Public Arts Commission ~ Youth Liaison
 - d. Keizer Parks and Recreation Advisory Board ~ Youth Liaison
5. **OTHER BUSINESS**
 - a. Consider Approval of the Volunteer Recruitment Video
 - b. Exiting Survey from Youth Councilor
 - c. Attendance Policy ~ Adopted by City Council
 - d. New Policy for Committees, Boards, and Commissions to Apply for Grants - Adopted by City Council

6. NEXT MEETING: JULY 9TH

7. ADJOURNMENT



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, April 9, 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 6:03 pm.

ATTENDANCE:

Present:
Jane Herb, Chair
Daisy Hickman
Larry Jackson
Leslie Risewick
Tina Richmond
Lanora Blake
Kim Freeman, Vice Chair
Councilor Daniel Kohler

Staff Present:
Dawn Wilson, Deputy City Recorder

Councilor Daniel Kohler recognized the volunteers by reading the Annual Volunteer Recognition Proclamation, expressed appreciation to the members, and handed them Certificates of Appreciation and Pens.
2. **PUBLIC TESTIMONY**

There was no public testimony.
3. **APPROVAL OF MINUTES**
 - a. **February 2026**

Leslie Risewick moved for approval of the February 2026 minutes. Kim Freeman seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor.
4. **OTHER BUSINESS**
 - a. **Attendance Requirement ~ Development of Attendance Policy**

The members reviewed and discussed the proposed Attendance Policy.

Kim Freeman moved to put forth the motion to adopt the draft Attendance Policy for boards and commissions and committees, which is on page 11 and 12 of 40 pages of the packet. Attendance Policy. Daisy Hickman seconded.

It was clarified that the Volunteer Coordinating Committee members would not be involved in conversations or the removal of members not complying with the attendance policy. It was also clarified that this does not change the policy. However, it clarifies who's responsible and the steps.

It was noted that the highlighted language would be removed from the draft policy, except for the provision stating that "Members of the Committee may be removed by two-thirds majority vote of the City Council."

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

b. Volunteer Recruitment Video ~ Review the Script

Chair Herb asked that this item be postponed to the next meeting because there were some edits from the Volunteer Coordinating Committee (VCC) and managing editor from Keizertimes hadn't yet been included.

There was a question as to why the Keizertimes managing editor would need to review the script.

Discussion ensued about the timeline to have the video done by early May before the school year ends so that the students could produce the video. It was suggested to give Keizertimes a deadline at least three days before the next VCC meeting.

The members agreed to have hybrid meeting on Thursday, April 16th at 5:00 p.m. via a hybrid meeting to consider approving the revised script. Chair Herb would communicate with Robin Barney and ask her to have the edits to the Deputy City Recorder by mid-day on April 10th.

Chair Herb asked the members if anyone could attend the new Emergency Planning Committee meeting for the annual volunteer recognition.

Leslie Risewick volunteered to recognize the volunteers at the Emergency Planning Committee meeting on April 29th.

5. NEXT MEETING: May 28th (4th Thursday because of Budget Committee meetings)

It was noted that the next meeting would be April 16th at 5:00 p.m. and then May 28th at 6:00 p.m.

6. ADJOURNMENT

Meeting adjourned at: 6:39 p.m.

Minutes approved: _____



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, April 16, 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 5:03 pm.

ATTENDANCE:

Present:

Jane Herb, Chair
Larry Jackson
Leslie Risewick
Tina Richmond
Lanora Blake
Kim Freeman, Vice Chair (via Zoom)
Councilor Daniel Kohler (via Zoom)

Absent:

Daisy Hickman

Staff Present:

Dawn Wilson, Deputy City Recorder

2. **PUBLIC TESTIMONY** There was no public testimony.

3. **OTHER BUSINESS**

a. **Approval of the Revised Script for the Volunteer Recruitment Video**

The members reviewed the revised Script for the Volunteer Recruitment Video.

Leslie Risewick moved to make a motion to accept the student and final edits for the Volunteer Coordinating Committee and Community Diversity Engagement Committee video. Seconded by Kim Freeman.

It was noted that Ms. Risewick's edits were incorporated, and the video would be no longer than three to five minutes. Ms. Risewick appreciated everyone's time to meet again to finalize and approve the script.

It was hoped that the video could be created before the end of the school year. Due to the urgency to get the video production done by the students

before the school year ends, Councilor Kohler offered to walk-on the script at the April 20th Council meeting.

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

Tammy Kunz, Keizer and Chair of Community Diversity Engagement Committee (CDEC), shared that she and Robin Barney would be reporting to Council on April 20th. She requested that a Volunteer Coordinating Committee (VCC) member attend the May 7th CDEC meeting.

Committee members discussed the importance of reviewing the completed video prior to publication and providing feedback. It was noted that the City Manager would also need to review the video.

Councilor Kohler suggested distributing the video link to VCC and CDEC members, as well as the City Manager, in advance of the next meeting to allow for informed feedback.

Additional discussion occurred regarding whether the script should return to CDEC prior to City Council review.

Chair Herb summarized that once completed, the final video should also be submitted to the City Council for approval prior to publication.

Councilor Kohler commented that interested community members could attend the Council meeting to provide input.

4. NEXT MEETING: It was noted that the next meeting was scheduled for May 28th (the fourth
May 28th (4th Thursday due to budget meetings).
Thursday because
of Budget
meetings)

5. ADJOURNMENT Meeting adjourned at: 5:32 p.m.

Minutes approved: _____



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, May 14, 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 5:05 pm.

ATTENDANCE:

Present: Jane Herb, Chair Larry Jackson Leslie Risewick via Zoom Tina Richmond Lanora Blake Kim Freeman, Vice Chair via Zoom Councilor Daniel Kohler via Zoom Councilor Lore Christopher (5:26 p.m.)	Absent: Daisy Hickman
	Staff Present: Dawn Wilson, Deputy City Recorder

2. **PUBLIC TESTIMONY**

There was no public testimony.

3. **OTHER BUSINESS**
 - a. **Considering Approving the Volunteer Video—it will be played in its entirety during the meeting.**

The Committee reviewed the Volunteer Recruitment Video and noted that portions of the video used a prior version of the script rather than the updated version. It was requested that only the newest script version be used moving forward.

Members agreed the video needed additional revisions and suggested the project may need to resume in the fall due to the school year timeline.

Members provided feedback regarding the video’s professionalism, visuals, and representation of the City.

Suggestions included the following:

- The video should maintain a professional tone throughout
- Adding a female student and an adult volunteer
- Ensuring the video reflected volunteer opportunities for both high school students and adults
- Incorporating more footage of City locations and community amenities, such as City Hall with the flags, the Big Toy at Keizer Rapids Park, or the downtown fountain
- Removing the skeleton scene
- Removing distracting background items and humor elements
- Improving audio quality
- Showing students outside the classroom setting and showing more of the playground
- Including production credits for McNary High School Student Productions

Larry Jackson moved to instruct the Committee to go back to the school and class, provide them with the correct script and the input from tonight and what we'd like to see and go from there. Seconded by Lanora Blake. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor and Hickman absent.

Chair Herb and Ms. Risewick would meet in person with Ashley Gruber, McNary High School Media Productions Teacher, to discuss the requested video edits.

Ms. Risewick would also ask Fausto Ramos from the Community Diversity Engagement Committee (CDEC) whether he had viewed the video.

It was noted that Deputy City Recorder Dawn Wilson would send the video and notes to Jane Herb, Leslie Risewick, Robin Barney (CDEC), and Fausto Ramos (CDEC).

- 4. NEXT MEETING:** It was noted that the next meeting would be on May 28th at 6:00 p.m.
June 11th

5. ADJOURNMENT Meeting adjourned at: 5:28 p.m.

Minutes approved: _____



Volunteer Coordinating Committee Meeting Date:
June 11, 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

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 Position 5 with a term ending June 30, 2029.

I. Summary

Two 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 2 and 5 with terms ending June 30, 2029.

An application was received from: James Merrill

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 May 5, 2026 to May 21, 2026.

An application was received from: James Merrill

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_Packet - KPAC_6 11 2026

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 # 2 – Term ending 06/2029

Position # 5 – Term ending 06/2029

Application

- James Merrill
(Incumbent for Position #5)



KEIZER ARTS COMMISSION ROSTER

Updated May 29, 2026
(3-year terms)

Position

	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Mario Salazar		03/02/2026	6/30/2028	April
2	Becka Bonner		09/03/2024	6/30/2026	June
3	Kim Steen		3/2015 & 09/03/2024	06/30/2027	August
4	Claire Juran – VICE CHAIR		04/07/2025	06/30/2027	November
5	James Merrill		01/05/2026	06/30/2026	October
6	Stacy Madsen		03/02/2026	06/30/2028	February
7	Deborah Sisco – CHAIR		07/01/2024	06/30/2027	December
	Youth Liaison OPEN		09/02/2025	06/30/2026	
	Council Liaison (non-voting) Lore Christopher	christopherl@keizeror.gov 503-856-3448	02/2015 & 01/21/2025	06/30/2028	Backup
	Staff Liaison Adam Brown, City Manager	BrownA@keizerOR.gov			

Volunteer Application (Boards / Committees) - Submission #37

Date Submitted: 10/27/2025

Volunteer Application Form

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

Please read the following waiver:

“I have completed the questions below and, to the best of my knowledge, what has been stated is true. If appointed to a volunteer position, I agree to serve without reimbursement of any kind and with the understanding and agreement that medical insurance is not provided by the City of Keizer. Volunteers for the City of Keizer are covered under the City's liability insurance and workers' compensation program. As a volunteer applicant, I understand that I may be subject to a criminal records check. I further understand the irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time.”

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

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

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

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

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

Planning Commission & Budget Committee Members

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

First and Last Name*

James Merrill

Email Address*

[Redacted]

**James Merrill – Currently on Keizer
Public Arts Commission:
60.00% Attendance**

Phone*

[Redacted]

Address*

[Redacted]

City*

Keizer

Please check all committees of interest*

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

If "Other", please specify:

[Redacted]

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

Days and times of week available*

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

Your knowledge, education and / or skills*

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

How many hours a month are you available?*

I would guess 30 or more.

Please explain why you are interested in serving. *

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

I understand the time commitment and duties involved*

- Yes
- No

Education Background

High School *

Robert Louis Stevenson, Monterey, CA

Graduate or GED*

Graduate

College

San Francisco State University

Degree

B.A. English

Name*

Jim Merrill

Address*

[REDACTED]

Phone *

[REDACTED]

Current Place of Employment

Occupation / Profession*

retired high school teacher

Employer's Name *

Chemawa Indian School, Salem

Employer's Address

3700 Chemawa Rd. NE, Salem.

Employer's Phone

503-399-5721

May We Contact you at work?

Yes

No

Previous Volunteer Experience

Volunteer Agency

Mid-Valley Literacy Center

Address

1850 45th Avenue NE, Salem, OR 97303

Phone

503-463-1488

Duties

Teach ESL to immigrants

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

I authorize

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 1	
Position # 5	Exp. 6/30/2029
-	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 1	
Position # 5	Exp. 6/30/2029
-	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 1	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
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-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Kim Freeman Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Larry Jackson Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
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-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
** TALLY **	
Vote # 2	
Position # 5	Exp. 6/30/2029
James Merrill	
-	
-	
-	
-	
No Recommendation	



Volunteer Coordinating Committee Meeting Date:
June 11, 2026

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Multi-Modal Safety Committee ~ Youth Liaison

Proposed Motion

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Multi-Modal Safety Committee for the Youth Liaison position with the 2026/27 School Year term.

I. Summary

One **Youth Liaison** position on the Multi-Modal Safety Committee (MMSC) is open. This opening was advertised on the City's Facebook and website, and a media release was published.

This Youth Liaison position's term is for the 2026/27 School Year.

One application was received from Lazlo Montoya Mendoza, and he served on the MMSC for the 2025/26 School Year.

Multi-Modal Safety Committee ~ There is one position as a non-voting **Youth Liaison**. A media release was distributed, and an application was received from Lazlo Montoya Mendoza. The VCC Committee should review the application and make a recommendation for appointment to fill the Youth Liaison position.

II. Background

- A. 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

- A. Lazlo Montoya Mendoza would like to serve on the MMSC.

The open position was advertised on the City's Facebook and website, and a media release was published from May 5, 2026 thru May 21, 2026.

One application was received from Lazlo Montoya Mendoza.

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_Packet - MMSC Youth_6 11 2026

Multi-Modal Safety Committee

This committee is responsible for reviewing traffic safety issues in Keizer and making recommendations to the City Council for improvements. Members also make recommendations for future locations of bike lanes in the City and work to promote bicycle safety and use throughout the community. In addition to the monthly Committee meeting, there may be other events which require extra volunteer hours. The committee meets on the third Thursday of each month at 6 pm at City Hall.

Youth Liaison – Open Position

To Serve During School Year 2026/2027
(generally from 9/1 through 5/30)

Application

- **Lazlo Montoya
Mendoza**
(Youth Liaison Incumbent)

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, April 16, 2025 10:33 PM
To: Wilson, Dawn
Subject: Youth Committee Liaison Application Form - New Form Submission for Keizer, Oregon

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.

A new submission has been received for Youth Committee Liaison Application Form at 04/16/2025 10:33 PM

First and Last Name (Nombre y apellido): Lazlo Montoya Mendoza

Phone (Teléfono): [REDACTED]

Address (DIRECCIÓN): [REDACTED]

City, State and Zip Code (Ciudad, estado y código postal): Keizer, OR 97303

Email Address (Dirección de correo electrónico): [REDACTED]

Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.) [Escriba una breve descripción de sus intereses, sus cualificaciones y lo que espera lograr en este puesto. Incluya las habilidades, la experiencia y los conocimientos que aportaría a este puesto de voluntario. (No dude en adjuntar una carta de presentación, un currículum vitae u otra información útil.):

Hi my name is Lazlo, I am interested in volunteering as a youth liaison for the traffic, safety, bike, pedestrian liaison position for the City of Keizer. My qualifications include Boy Scouts which allowed me to volunteer at multiple events. For example, I volunteered to clean up the Butte in Hermiston Oregon. Volunteered at a Christmas event in Lebanon Oregon at the VFW for needy children. My goal is to be more involved in my community and to help Keizer improve, while I learn as well. I want to be a Youth Liaison because me and my parents think that the things I learn in this position will help me in the future. I also want to meet new people and make friends in the area and work together. I want to learn how the leaders of Keizer get things done.

Personal Reference (Referencia personal):

Life Long family friend. Knows me and my family Joseph Miller [REDACTED]

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties (Experiencia previa como voluntario: Nombre y dirección de la agencia de voluntariado y sus funciones):

Boy Scout VFW in Lebanon Oregon, Duties: Helped Set Up and Run the games for the event with my troop Boy Scout neighborhood clean up in Hermiston Oregon, Duties: As a Boy Scout my project was to collect trash and cleanup the area to help the community Central Linn Middle School

Choir Rodeo Food Vendor, Duties: Sold elephant ears to help raise funds for the choir

I understand that I will be required to attend scheduled committee/commission meetings. All meetings meet at 6:00 p.m. Select committee preference. (Entiendo que se me exigirá que asista a las reuniones programadas de los comités o comisiones. Todas las reuniones se celebran a las 6:00 p. m. Seleccione la preferencia del comité.):

Traffic Safety/Bikeways

I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.):

I understand the time commitment and duties involved for the position I am seeking. (Entiendo el compromiso de tiempo y los deberes que implica el puesto que estoy buscando.)

AUTHORIZATION WAIVER: I have completed the above questions 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 that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below. (EXENCIÓN DE AUTORIZACIÓN: He completado las preguntas anteriores y, hasta donde sé, lo que se ha dicho es cierto. Si me designan para un puesto de voluntario, acepto prestar mis servicios sin reembolso de ningún tipo y con el entendimiento y el acuerdo de que la ciudad de Keizer no proporciona seguro médico. Los voluntarios de la ciudad de Keizer están cubiertos por el seguro de responsabilidad civil y el programa de compensación para trabajadores de la ciudad. Como solicitante voluntario, comprendo que puedo estar sujeto a una verificación de antecedentes penales. Además, comprendo que, independientemente de cualquier verificación de antecedentes penales, la ciudad de Keizer puede rechazar mi solicitud de voluntariado o mis servicios

Lazlo Montoya Mendoza

voluntarios en cualquier momento. Escriba su firma a continuación.):

Signature of Parent/Guardian (Firma del padre / tutor):

Tomas Montoya

Reference Letter (Optional) [Carta de referencia (opcional)]:

No File Uploaded

Resume (Optional) [Currículum (opcional)]:

No File Uploaded

**Lazlo Montoya Mendoza – Currently
on Multi-Modal Safety Committee:
77.78% Attendance**

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Lanora Blake	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Tina Richmond	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Jane Herb	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Leslie Risewick	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Kim Freeman	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Larry Jackson	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Daisy Hickman	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
** TALLY **	Vote # 1
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Lanora Blake	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Tina Richmond	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Jane Herb	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Leslie Risewick	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
10	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Kim Freeman	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Larry Jackson	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
VCC MEMBER: Daisy Hickman	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Multi-Modal Safety Committee	
** TALLY **	Vote # 2
School Year:	09/26 - 05/27
Lazlo Montoya Mendoza	
-	
-	
-	
No Recommendation	



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

Proposed Motion

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 the Youth Liaison position with the 2026/27 School Year term.

I. Summary

One **Youth Liaison** position on the Keizer Public Arts Commission (KPAC) is open. This opening was advertised on the City's Facebook and website, and a media release was published.

This Youth Liaison position's term is for the 2026/27 School Year.

One application was received from Valerie Spotts.

Keizer Public Arts Commission ~ There is one position as a non-voting **Youth Liaison**. A media release was distributed and applications were received from Valerie Spotts. The VCC Committee should review the application and make a recommendation for appointment to fill the Youth Liaison position.

II. Background

- A. 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

- A. Valerie Spotts would like to serve on the KPAC.

The open position was advertised on the City's Facebook and website, and a media release was published from May 5, 2026 thru May 21, 2026.

One application was received from Valerie Spotts.

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_Packet - KPAC Youth_6 11 2026

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.

Youth Liaison – Open Position

To Serve During School Year 2026/2027
(generally from 9/1 through 5/30)

Application

- **Valerie Spotts**
*(also applied to serve on
the Parks Board)*

Wilson, Dawn

From: noreply@civicplus.com
Sent: Friday, April 3, 2026 1:00 PM
To: Wilson, Dawn
Subject: Online Form Submittal: Youth Committee Liaison Application Form

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.

Youth Committee Liaison Application Form

Each school year, a Youth Liaison may be appointed as a non-voting member to any City Board, Committee, or Commission. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Youth Committee Liaison

- Will be open to either attending high school or a registered home schooled student and must be between the ages of 15 and 18
- Will attend committee meetings of the group for which they are liaison.
- Will share information from committee meetings with the Youth Council.
- Will be urged to recruit candidates to fill their position near the end of the school year.

First and Last Name Valerie Spotts

Phone [REDACTED]

Address [REDACTED]

City, State, and Zip Code 97303

Email Address [REDACTED]

Please write a brief narrative describing your interest, qualifications and what you hope to accomplish

Valerie Spotts
[REDACTED]

EDUCATION:

in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.)

Keizer, OR 97303
10th grade: AP Human Geography
9th grade: Dynamic Leadership
HONORS AND AWARDS:
9th grade: 2024-2025 Cheer Varsity Letter
CLUBS AND ACTIVITIES:
Mcrary Cheerleading/ Rebecca Price
France School Of Dance/ Linda Martin
Concert Choir/ Audrianna Aragon
COMMUNITY SERVICE:
9th grade: Bauman's farm 8am-12pm
7th-9th grade: Cumming's Elementary Field day 1:30pm-3pm
EMPLOYMENT:
None
PERSONAL INTERESTS:
Cheer & Dance
Creative writing (And writing in general)
Singing
Reading
Baking
Listening to music
Traveling

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties

Bauman's farms
<https://baumanfarms.com/>
I was in charge of making sure kids were being safe.

I understand that I will be required to attend scheduled committee / commission meetings. Most meetings meet monthly at 6 pm. Select committee preference(s).

Keizer Public Arts Commission (3rd Tuesday), Parks Recreation and Advisory Board (2nd Tuesday)

I understand the time commitment and duties involved for the position I am seeking.

I understand

Authorization Waiver

Valerie Spotts

Signature of Parent / Guardian

Craig Spotts

Reference Letter (Optional) *Field not completed.*

Resume (Optional) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Lanora Blake	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Tina Richmond	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Jane Herb	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Leslie Risewick	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Kim Freeman	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Larry Jackson	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Vote # 1
Daisy Hickman	
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
** TALLY **	Vote # 1
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Lanora Blake	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Tina Richmond	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Jane Herb	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Leslie Risewick	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
10	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Kim Freeman	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Larry Jackson	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER: Daisy Hickman	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Public Arts Commission	
** TALLY **	Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
-	
-	
-	
No Recommendation	



Volunteer Coordinating Committee Meeting Date:
June 11, 2026

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Keizer Parks and Recreation Advisory Board ~ Youth Liaison

Proposed Motion

I move to close nominations.

I move that the Volunteer Coordinating Committee recommend to City Council appointment of **APPLICANT'S NAME** to the Keizer Parks and Recreation Advisory Board for the Youth Liaison position with the 2026/27 School Year term.

I. Summary

One **Youth Liaison** position on the Keizer Parks and Recreation Advisory Board (Parks Board) is open. This opening was advertised on the City's Facebook and website, and a media release was published.

This Youth Liaison position's term is for the 2026/27 School Year.

Two applications were received from Valerie Spotts and Liam Stitt. Liam Stitt has served for two School Years (2024/25 and 2025/26).

Keizer Parks and Recreation Advisory Board ~ There is one position as a non-voting **Youth Liaison**. A media release was distributed, and applications were received from Valerie Spotts and Liam Stitt. The VCC Committee should review the application and make a recommendation for appointment to fill the Youth Liaison position.

II. Background

- A. 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

- A. Valerie Spotts and Liam Stitt would like to serve on the Parks Board.

The open position was advertised on the City's Facebook and website, and a media release was published from May 5, 2026 thru May 21, 2026.

Two applications were received from Valerie Spotts and Liam Stitt. Liam Stitt served as the Youth Liaison for the 2024/25 and 2025/26 School Years.

The applicants will attend the VCC meeting to be interviewed by the Committee.

IV. Analysis

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

V. Alternatives

- A. Make recommendation for appointment to the City Council.
- B. Do not make a recommendation and continue advertising for the open position.

VI. Recommendation

Staff recommends the VCC review the applications, interview the candidates for the opening, vote, and make a recommendation to the City Council for the appointment or continue the recruitment for the open position.

Attachments

1. ATT_Packet - Parks Youth_6 11 2026

PARKS & RECREATION ADVISORY BOARD

This Board reviews and studies issues that involve development and maintenance of city parks and makes recommendations to the Council. The Board meets on the second Tuesday of each month at 6:00 p.m.

Youth Liaison – Open Position

To Serve During School Year 2026/2027
(generally from 9/1 through 5/30)

Application

- Valerie Spotts
(also applied to serve on the Parks Board)
- Liam Stitt
(Youth Liaison Incumbent)

From: noreply@civicplus.com
Sent: Friday, April 3, 2026 1:00 PM
To: Wilson, Dawn
Subject: Online Form Submittal: Youth Committee Liaison Application Form

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.

Youth Committee Liaison Application Form

Each school year, a Youth Liaison may be appointed as a non-voting member to any City Board, Committee, or Commission. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

Youth Committee Liaison

- Will be open to either attending high school or a registered home schooled student and must be between the ages of 15 and 18
- Will attend committee meetings of the group for which they are liaison.
- Will share information from committee meetings with the Youth Council.
- Will be urged to recruit candidates to fill their position near the end of the school year.

First and Last Name Valerie Spotts

Phone

[REDACTED]

Address

[REDACTED]

City, State, and Zip Code

97303

Email Address

[REDACTED]

Please write a brief narrative describing your interest, qualifications and what you hope to accomplish

Valerie Spotts

[REDACTED]

EDUCATION:

in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.)

██████████ Keizer, OR 97303
10th grade: AP Human Geography
9th grade: Dynamic Leadership
HONORS AND AWARDS:
9th grade: 2024-2025 Cheer Varsity Letter
CLUBS AND ACTIVITIES:
Mcary Cheerleading/ Rebecca Price
France School Of Dance/ Linda Martin
Concert Choir/ Audrianna Aragon
COMMUNITY SERVICE:
9th grade: Bauman's farm 8am-12pm
7th-9th grade: Cumming's Elementary Field day 1:30pm-3pm
EMPLOYMENT:
None
PERSONAL INTERESTS:
Cheer & Dance
Creative writing (And writing in general)
Singing
Reading
Baking
Listening to music
Traveling

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties

Bauman's farms
<https://baumanfarms.com/>
I was in charge of making sure kids were being safe.

I understand that I will be required to attend scheduled committee / commission meetings. Most meetings meet monthly at 6 pm. Select committee preference(s).

Keizer Public Arts Commission (3rd Tuesday), Parks Recreation and Advisory Board (2nd Tuesday)

I understand the time commitment and duties involved for the position I am seeking.

I understand

Authorization Waiver

Valerie Spotts

Signature of Parent / Guardian

Craig Spotts

Reference Letter (Optional) *Field not completed.*

Resume (Optional) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Thursday, February 15, 2024 5:06 PM
To: Wilson, Dawn
Subject: Youth Committee Liaison Application Form - New Form Submission for Keizer, Oregon

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**.**

A new submission has been received for Youth Committee Liaison Application Form at 02/15/2024 5:05 PM

First and Last Name: Liam Stitt
Phone: [REDACTED]
Address: [REDACTED]
City, State and Zip Code: Keizer, Oregon, 97303
Email Address: [REDACTED]

Please write a brief narrative describing your interest, qualifications and what you hope to accomplish in this position. Include your skills, experience, and knowledge that you would contribute to this volunteer position. (Feel free to attach a cover letter, resume, or other helpful information.):

I attended a Parks and Recreation Board meeting on 13 February as a requirement for a merit badge for my scout troop. I have always been interested in entering public service and the Vice-Chair, Lisa Cejka recommended that I look into the position of Youth Liaison for the Board. Cejka told me that they were in need of a youth liaison to more easily gather ideas and information from the youth of Keizer. Being able to give input from people my age would be exactly what I would want to achieve.

I am ¹⁷15 years of age, a ^{11th}ninth grader that goes to McNary High School. I have always had an interest in politics and was very happy to know I was going to attend a Parks and Recreation Board meeting with part of my scout troop. I have lived in Keizer all my life and absolutely love it here.

This would be my first volunteer experience for the city council. My scout troop does participate in many community events, not just in Keizer. Troop 7105 (105) meet at Saint Edward Catholic Church and like to get involved in multiple events such as the Keizer Community Dinner, Saint Edward's Rights Of Columbs' Pancake Breakfast, along with many others.

Personal Reference :

Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties:

I understand that I will be required to attend scheduled committee/commission meetings. All meetings meet at 6:00 p.m. Select committee preference.:

Parks Advisory Board

I understand the time commitment and duties involved for the position I am seeking.:

I understand the time commitment and duties involved for the position I am seeking.

AUTHORIZATION WAIVER: I have completed the above questions 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 that irrespective of any criminal records check, the City of Keizer may decline my volunteer application or volunteer services at any time. Please type your signature below.:

Liam Stitt

Signature of Parent/Guardian:

R. William Stitt

Reference Letter (Optional):

No File Uploaded

Resume (Optional):

No File Uploaded

**Liam Stitt – Currently on Parks & Recreation Advisory Board:
86.36% Attendance**

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Lanora Blake Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Tina Richmond Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Jane Herb Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Leslie Risewick Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Kim Freeman Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Larry Jackson Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER:	Daisy Hickman Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
** TALLY **	Vote # 1
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Lanora Blake	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Tina Richmond	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Jane Herb	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Leslie Risewick	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
	10

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Kim Freeman	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Larry Jackson	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
VCC MEMBER: Daisy Hickman	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

YOUTH LIAISON	
Keizer Parks & Rec. Advisory Board	
** TALLY **	Vote # 2
School Year:	09/26 - 5/27
Valerie Spotts	
Liam Stitt	
-	
-	
No Recommendation	

Wilson, Dawn

From: Felicia Guptill [REDACTED]
Sent: Thursday, May 14, 2026 11:51 AM
To: Wilson, Dawn
Subject: Re: Youth Councilor Exit Survey

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.****

Hi Dawn,

Thank you so much for reaching out, here are my answer's to the questions above:)

1. A highlight was getting to observe how the city council meetings run and learning about the different roles of council members. I also enjoyed participating in discussions and watching how decisions are made in Keizer. This is a great way to understand how our local government works, as it's fully hands-on and a real-life experience. I think other youth might enjoy the chance to see local government in action and understand how their community is managed, especially those who are interested in civics.
2. Honestly, there wasn't really any negative aspects about this experience. Even during the longer meetings, I usually felt like I got something out of it.
3. The only thing I would change in this experience would be encouraging the youth councilor to attend most of the Keizer events. I think it would allow the youth councilor to take a more active role and might give the other councilors a chance to get to know them better.
4. Finding youth who are already interested in civics and politics would be a great start, because, as I said in question one, it would allow them to participate in real-life local government and could encourage others to get involved.
5. I was surprised by how much planning and collaboration happens behind the scenes before the council makes decisions, and by how engaged each councilor is in their community. It's like a full-time job that they don't get paid for. It showed me that local government depends on a lot of teamwork, and the people who dedicate their time are some of the most incredible individuals.

~Felicia Guptill 😊

From: Wilson, Dawn <WilsonD@keizeror.gov>
Sent: Tuesday, May 5, 2026 11:26 AM
To: Felicia Guptill [REDACTED]
Subject: Youth Councilor Exit Survey

Good morning, Felicia,

On behalf of the Volunteer Coordinating Committee, I'm reaching out to share a Youth Councilor Exit Survey. The Committee created this survey to help improve the program, and they would really value your feedback.

If you would please reply to this email and fill in the blanks below, I will then include your responses in an upcoming Committee's meeting packet.

Thank you for volunteering and serving Keizer as Youth Councilor!!

Exit Survey:

1. Name one or more highlights of this experience that you feel other youth volunteers would enjoy.
2. Share any negative aspects of this experience that you would change.
3. If you could add anything to this experience to make it more impactful what would that be?
4. What would you recommend we do to create more interest for other youth?
5. What was the most surprising thing about the experience?

Thank you for your time,

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



1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-3667

4
5 ADOPTING ATTENDANCE POLICY FOR CITY OF KEIZER
6 BOARDS, COMMISSIONS, AND COMMITTEES EXCEPT FOR
7 THE PLANNING COMMISSION

8
9 WHEREAS, the City's boards, commissions, and committees currently include
10 a 75% attendance requirement in the resolutions making up the boards, commissions,
11 and committees;

12 WHEREAS, except for the Planning Commission, there is no formal policy
13 outlining how attendance issues should be addressed;

14 WHEREAS, the City wishes to adopt the attendance policy for City's boards,
15 commissions, and committees;

16 NOW, THEREFORE,

17 BE IT RESOLVED by the City Council of the City of Keizer that the attendance
18 policies attached hereto, and by this reference incorporated herein, are hereby adopted.

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

21 PASSED this 18th day of May, 2026.

22
23 SIGNED this 18th day of May, 2026.

24
25 Cathy Clark
26 Mayor

27
28 Melina Bisset
29 City Recorder



City of Keizer

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

Attendance Policy for Boards, Commissions, and Committees Except for the Planning Commission

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

These attendance policies do not apply to the Planning Commission. The Planning Commission has attendance policies outlined in its own rules.

- It is the duty of each member to attend at least 75% of the meetings each calendar year.
- 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.
- 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.

“Pride, Spirit and Volunteerism”

- 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.
- 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.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2026-3669

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5
6 ADOPTING POLICY FOR KEIZER COMMITTEES, BOARDS, AND
7 COMMISSIONS DESIRING TO APPLY FOR GRANTS
8

9
10 WHEREAS, the Keizer City Council adopted Resolution R93-684 on November
11 1, 1993 adopting policy statement governing the application for grant funds;

12 WHEREAS, occasionally, Keizer Committees, Boards, and Commissions desire
13 to apply for grants;

14 WHEREAS, Keizer Committees, Boards, and Commissions are advisory to the
15 Keizer City Council;

16 WHEREAS, there is a need for a policy on how Keizer Committees, Boards, and
17 Commissions can apply for grants to stay in line with Council adopted policy;

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that the attached
20 grant application policies for the Keizer Committees, Boards, and Commissions are
21 hereby adopted.
22
23
24
25

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

3 PASSED this 18th day of May, 2026.

4
5 SIGNED this 18th day of May, 2026.

6
7 
8 _____
Mayor

9
10 
11 _____
City Recorder

POLICY FOR
KEIZER COMMITTEES, BOARDS, AND COMMISSIONS
DESIRING TO APPLY FOR GRANTS

Purpose.

The purpose of this policy is to align with the Keizer City Council policy statement governing the application for grant funds. It is to provide guidance to Keizer committees, boards, and commissions desiring to apply for grants.

Process.

Keizer Committees, Boards, and Commission desiring to apply for grants must take the following steps prior to the submittal of a grant application:

1. The advisory Committee, Board or Commission shall meet to discuss the proposed grant application. A motion and vote must be made prior to the grant application being moved forward to the next step.
2. If the motion passes, the grant application is to be reviewed by the Department Director for appropriateness for the City.
3. If the Department Director believes it is appropriate, the Department Director shall place the matter on the next City Council meeting agenda for the Council's consideration. Such consideration shall include the financial information.
4. If the City Council approves the application, the Department Director shall sign the grant application on behalf of the City and submit it. Council has the sole right to deny the authorization to sign the grant application.

Monitoring.

The Department Director shall be responsible for monitoring the project to ensure that the project is being completed as required under the terms of the grant agreement. The Committee, Board and/or Commission shall be responsible for the day-to-day activities connected with the project and shall report to the Department Director.