



**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:**

<b>Present:</b>	<b>Absent:</b>
Jane Herb, Chair	Daisy Hickman
Larry Jackson	
Leslie Risewick	<b>Staff Present:</b>
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: \_\_\_\_\_