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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.



KEIZER VOLUNTEER COORDINATING COMMITTEE
AGENDA

Thursday, August 13, 2026, 6:00 PM
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

- 1. CALL TO ORDER/NOTE OF ATTENDANCE**
- 2. ELECTION OF CHAIR & VICE CHAIR**
- 3. PUBLIC TESTIMONY**
- 4. APPROVAL OF MINUTES**
 - a. June 2026**
- 5. COMMITTEE APPOINTMENTS**
 - a. Planning Commission**
 - b. Keizer Public Arts Commission**
 - c. Keizer Public Arts Commission ~ Youth Liaison**
 - d. City Council ~ Youth Councilor**
- 6. OTHER BUSINESS**
- 7. NEXT MEETING: SEPTEMBER 10TH**
- 8. ADJOURNMENT**



MINUTES KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, June 11, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. CALL TO ORDER/NOTE OF ATTENDANCE

CALL TO ORDER: Vice Chair Kim Freeman called the meeting to order at 6:00 pm.

ATTENDANCE:

Present:

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

Absent:

Leslie Risewick
Daisy Hickman

Staff Present:

Dawn Wilson, Deputy City Recorder

Vice Chair Freeman shared that Chair Herb would like to attend the meeting via Zoom and asked if there were any objections.

With no objections, Chair Herb joined the meeting.

2. PUBLIC TESTIMONY

There was no public testimony.

3. APPROVAL OF MINUTES

a. April 9, 2026

b. April 16, 2026

c. May 14, 2026

Vice Chair Freeman shared that the April 9th, April 16th, and May 14th Minutes needed to be approved.

Jane Herb moved to approve all three meeting minutes as presented in our packets. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Hickman and Risewick absent.

4. COMMITTEE

APPOINTMENTS

- a. **Keizer Public Arts Commission** Vice Chair Freeman shared that there were two open positions with the Keizer Public Arts Commission (KPAC), and it meets on the third Tuesday of each month at 6:00 p.m.

The Committee interviewed applicant James Merrill.

James Merrill shared that he was a retired teacher and taught creative writing with culture being promoted. His mother was an art teacher, and he was surrounded by art in his life. He was in favor of promoting art in Keizer. As an incumbent, he had learned about the art programs and outdoor street art and found this to be an outstanding gesture.

Chair Herb asked Mr. Merrill about his attendance and if he could commit to attending most of the meetings moving forward.

Mr. Merrill shared that he had a volunteer retirement job on Tuesday evenings, but he was more interested in the KPAC. He wants to attend all of the KPAC meetings and noted that there was a conflict with his teaching schedule at the Mid-Valley Literacy Center. He would change his schedule for his other volunteer job, so he could attend the KPAC meetings.

Mr. Merrill agreed that he would have his teaching schedule changed so he could attend the KPAC meetings on the third Tuesday of the month at 6:00 p.m.

Mr. Merrill would be invited to an interview again following the next recruitment.

It was noted that the recruitment would be reopened.

- b. **Multi-Modal Safety Committee ~ Youth Liaison**

The Committee interviewed applicant Lazlo Montoya Mendoza.

Lazlo Montoya Mendoza shared that he wanted to be on the Multi-Modal Safety Committee (MMSC) was to give his perspective on traffic and everything going on around his school (McNary High School) and in the City that needed to be fixed to benefit the town. He shared that Dearborn and Verda seemed a little unsafe because of the construction, but this city was safe overall. The most interesting thing this past year was the Monster Cookie Ride in which he volunteered. He noted that one of the main MMSC topics was on the Pilot Pedestrian Flag Program, and he thought it was a good program because it was hard to see children crossing the street, especially when the sun was glaring.

Jane Herb motioned to close the nominations. Lanora Blake seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Hickman and Risewick absent.

Jane Herb motioned to move Lazlo Montoya Mendoza's name forward for the Multi-Modal Safety Committee Youth Liaison position to the City Council. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Hickman and Risewick absent.

Lazlo Montoya Mendoza's name would be forwarded to City Council for the Multi-Modal Safety Committee Youth Liaison position.

- c. **Keizer Public Arts Commission ~ Youth Liaison** Valerie Spotts didn't attend the meeting. There was a consensus that Valerie Spotts could interview at the next meeting.

- d. **Keizer Parks and Recreation Advisory Board ~ Youth Liaison** The Committee interviewed applicant Liam Stitt.
- Liam Stitt shared that he had been the Youth liaison for the Keizer Parks and Recreation Advisory Board for the last two years. It had been an incredible journey to learn how to fill in the informational gaps about local government. He had an amazing time seeing how the government works. He had a great group of people on the Keizer Parks and Recreation Advisory Board, and it was the right amount of seriousness to get work done, along with the right amount of humor. The biggest accomplishment was installing the Goldstar Family Memorial Monument. Keizer's determination to get stuff done as a community allows projects completed quickly. He thinks it was fun to serve on the Parks Board and have the youth voices heard.

Councilor Kohler shared that Chair Lawyer of the Parks Recreation and Advisory Board fully supported Liam Stitt to serve again on the Parks Board.

Jane Herb motioned to close the nominations. Tina Richmond seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Jane Herb motioned to move Liam Stitt forward for the Keizer Parks and Recreation Advisory Board Youth Liaison position to the City Council. Lanora Blake seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick and Hickman absent.

Liam Stitt's name would be forwarded to City Council for the Keizer Parks and Recreation Advisory Board Youth Liaison position.

5. OTHER BUSINESS

- a. **Consider Approval of the Volunteer** Chair Jane Herb shared that the school was encouraged to make some edits to the Volunteer Recruitment Video and was hoping to have an updated video. The video was in progress by the McNary High School students and

- Recruitment Video** would probably not have the second take done until the Fall.
- b. Exiting Survey from Youth Councilor** The members discussed the previous Youth Councilor, Felicia Guptill's, exiting survey responses.
- Ms. Guptill suggested that the Youth Councilor attend most events and meetings, and Vice Chair Freeman thought this was a great suggestion.
- Chair Herb thought it was a great idea to have the Youth Councilor attend Neighborhood Association meetings.
- c. Attendance Policy ~ Adopted by City Council** Vice Chair Freeman announced that the Volunteer Coordinating Committee's proposed attendance policy was adopted by the City Council. She acknowledged that life happens and asked that volunteers communicate about their absences.
- There was discussion about excused absences and the 75 percent attendance rate, and it was noted that the City Council policy of excusing absences were handled differently and may be because they were elected.
- It was noted that an absence was an absence whether it was excused or unexcused.
- d. New Policy for Committees, Boards, and Commissions to Apply for Grants - Adopted by City Council** Vice Chair Freeman shared that if this Committee wanted to apply for grants, they needed to follow this policy. Chair Herb shared that this policy came about because a couple of grants went through the Budget Committee.
- 6. NEXT MEETING: July 9th** It was noted that the next meeting would be July 9th.
- 7. ADJOURNMENT** Meeting adjourned at: 7:03 p.m.
- Minutes approved: _____



Volunteer Coordinating Committee Meeting Date:
August 13, 2026

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: Planning 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** and **APPLICANT'S NAME** to the Planning Commission for Positions 4 and 5 with terms expiring September 30, 2029 and Position 7 with a term expiring 09/30/2027.

I. Summary

Three positions on the Planning Commission are open. The openings were advertised on the City's Facebook and website, and a media release was published.

Positions 4 and 5 have terms ending September 30, 2029.

Position 7 has a term ending September 30, 2027.

Applications were received from: Robb Witters, Bruce Anderson, and Samuel Goesch

Incumbent for Position 4 is Fernando Lopez, and he does not wish to serve another term.

Incumbent for Position 5 is Robb Witters.

Incumbent for Position 7 was Frank Hostler, and he resigned on July 7, 2026.

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 June 26, 2026 to July 13, 2026 and from July 21, 2026 to July 28, 2026.

Four applications were received and are included as an attachment for the VCC's review. 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 positions.

VI. Recommendation

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

Attachments

1. ATT_PC Packet_8 13 2026

PLANNING COMMISSION

The Commission assists the City Council in land use decisions and recommendations regarding Keizer's future growth, development, and beautification. The Commission meets on the second Wednesday of the month at 6:00 p.m. The Planning Commission has guidelines for composition and organization. The guidelines prohibit more than two members to be engaged principally in the buying, selling, or developing of real estate. In addition, Planning Commission members are required to file a statement of economic interest disclosure form with the Oregon Government Ethics Commission.

State statute prohibits Planning Commissioners from concurrently serving on the Budget Committee.

Three Positions Open:

Positions 4 & 5 with Terms Expiring
9/30/2029

Position 7 with Term Expiring 09/30/2027

Applications

- Robb Witters
(Incumbent – Position 5)
- Bruce Anderson
- Samuel Goesch



Position #	PLANNING COMMISSION				
	Updated: July 24, 2026 (3-year terms)				
	Name	Address/Phone	Occupation	Serving Since/Term Expires	Council Assignment
1	Matt Lawyer - CHAIR		Senior Policy Analyst	12/2017 - 9/30/2028	December August
2	Jeremy Grenz – VICE CHAIR		Project Manager for Multi/Tech Engineering	10/2019 - 9/30/2028	April October
3	Larry Scruggs		Retired (Project Mgr/VP Ops)	10/2025 – 09/30/2028	May November
4	Fernando Lopez NOT Re-applying		Arrows Home Air, Inc.	10/2/2023 - 9/30/2026	January
5	Robb Witters		Marion County Assessor	10/2/2023 - 9/30/2026	June
6	Lindsey King		Pacific Planning NW (self-emp)	10/09/24 - 9/30/27	February July
7	Frank Hostler RESIGNED 07/07/2026			10/09/24 - 9/30/2027	March September
	Joseph Lindsay City Attorney	PO Box 21000 503-856-3433 (Tammie)			
	Shane Witham, Planning Director withams@keizeror.gov	PO Box 21000 503-856-3439			
	Kyle Juran, Council Liaison jurank@keizeror.gov				
	OPEN Youth Liaison – non-voting			09/01/26 – 05/30/27	
	Dawn Wilson Deputy City Recorder wilsond@keizeror.gov	PO Box 21000 503-856-3418			



E-Filed
07/08/2026
10:49:13

Filing ID:
13303

1/5

Volunteer Application (Boards / Committees)

Applicant Information

First Name

Robb

Last Name

Witters

Residence Address

Line 2

City

Keizer

State

OR

Zip Code

97303

Email

Phone

Are you applying as a Youth Committee Liaison (attending high school or a registered home school student between the ages of 15 and 18)?

No

- ☐ Budget Committee (Meetings Are In May) And Long Range Planning Task Force (Meetings Are Feb/March & Nov/Dec)
- ☐ Parks & Recreation Advisory Board (2Nd Tuesday)
- ☒ Planning Commission (2Nd Wednesday)
- ☐ Public Art Commission (3Rd Tuesday)
- ☐ Multi-Modal Safety Committee (3Rd Tuesday)
- ☐ Emergency Planning Committee (Meets As Needed)
- ☐ Volunteer Coordinating Committee (2Nd Tuesday)
- ☐ Community Diversity Engagement Committee (1St Thursday)
- ☐ Audit Committee (Meets As Needed)

Please check all committees of interest.

If you selected Planning Commission & Budget Committee.

Education

**Robb Witters – Currently on
Planning Commission:
94.44% Attendance**



High School

Name of High School

Piedmont Hills High School

Graduate or GED

Graduate

College

Name of College

Western Governors University

Degree

Business Administration Management - BS

Address

Phone

866-225-5948

Current Place of Employment (Required section for adult applicants only)

Occupation / Profession

Response

Appraisal Manager

Employer's Name

Response

Marion County

Employer's Address

Response

555 Court St ne, Suite 2233, Salem, 97301

Employer's Phone

Response

503-588-3570



May We Contact you at work?

Reponse

Yes

Previous Volunteer Experience

Volunteer Agency

Response

Keizer Planning Commission

Address

Response

Phone

Response

Duties

Response

assist city planner with planning policy related decisions

Questions (Required section for adult applicants only)

Days and times of week available

Response

Evenings, Tuesday-Thursday

Your knowledge, education and / or skills

Response

I am knowledgable of city codes and how they affect property owners. Additionally, I am knowledgeable of ownership rights and the affects changing those rights can have on home values and owners personal wealth.



How many hours a month are you available?

Response

6-8

Please explain why you are interested in serving.

Response

I am interested in continuing to serve the citizens of Keizer and working to shape the cities code to be more beneficial to all who live and work within the city.

I understand the time commitment and duties involved.

Response

Yes

Youth Liaison Questionnaire

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.

Response

I am interested in making the planning commission more approachable by the citizens of Keizer. I believe transparency and accessibility is needed to ensure all stakeholders have proper input and information needed when decisions affecting them are being made. My experience on the planning commission, as well as my appraisal experience, both privately and publicly, help bring context to the commission.

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

Response

Yes

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

Response

Yes



Authorization Waiver

Response

Signature

Signature of Parent/Guardian

Robb Witters

Signature date

07/08/2026

Truth and Accuracy

Signature

Robb Witters

Signature Date

07/08/2026

Background Check (Required for adult applicants only - Youth Committee Liaison and Youth Councilor applicants should not submit the Criminal History Background Check below)

I authorize a criminal history background check

Yes



Volunteer Application (Boards / Committees)

Applicant Information

First Name

Bruce

Last Name

Anderson

Residence Address

Line 2

City

Keizer

State

OR

Zip Code

97303

Email

Phone

Are you applying as a Youth Committee Liaison (attending high school or a registered home school student between the ages of 15 and 18)?

No

- ☐ Budget Committee (Meetings Are In May) And Long Range Planning Task Force (Meetings Are Feb/March & Nov/Dec)
- ☐ Parks & Recreation Advisory Board (2Nd Tuesday)
- ☒ Planning Commission (2Nd Wednesday)
- ☐ Public Art Commission (3Rd Tuesday)
- ☐ Multi-Modal Safety Committee (3Rd Tuesday)
- ☐ Emergency Planning Committee (Meets As Needed)
- ☐ Volunteer Coordinating Committee (2Nd Tuesday)
- ☐ Community Diversity Engagement Committee (1St Thursday)
- ☐ Audit Committee (Meets As Needed)

Please check all committees of interest.

If you selected Planning Commission & P.

re is v-

Education

**Bruce Anderson – City Council from
2016 - 2018:
90% Attendance**

**Bruce Anderson – Currently on
Budget Committee:
100% Attendance**



High School

Name of High School

Beaverton High School

Graduate or GED

Graduate

College

Name of College

Oregon State University

Degree

Bachelor's of Arts in Political Science

Address

1500 SW Jefferson Way, Corvallis OR 97331

Phone

541-737-1000

Current Place of Employment (Required section for adult applicants only)

Occupation / Profession

Response

Seeking employment

Employer's Name

Response

Employer's Address

Response

Employer's Phone

Response





May We Contact you at work?

Reponse

Yes

Previous Volunteer Experience

Volunteer Agency

Response

Keizer Budget Committee; Keizer Planning Commission; Keizer City Council

Address

Response

930 Chemawa Rd NE, Keizer OR 97303

Phone

Response

503-856-3406

Duties

Response

Budget Committee member; Planning Commission Member, Chair; City Councilor.

Questions (Required section for adult applicants only)

Days and times of week available

Response

As often as needed.

**Your knowledge, education and / or skills**

Response

I have served Keizer in several positions over the 36 years my wife and I have lived here, including Planning Commission, City Council, and Budget Committee. During my tenure on the Planning Commission (1998-2005; served as Chair, 2001-2005), many issues came before us - notably, establishing the Infill Development Code and passing the Keizer Station development proposal. Other roles I have held - Keizer City Councilor, 2016-2018, and Budget Committee member, 2025-present - gave me greater insight and knowledge of our city's operations.

How many hours a month are you available?

Response

As many as needed.

Please explain why you are interested in serving.

Response

I love our city and enjoy serving this community to make it a better place for us all to live, work, and play! I have a strong desire to serve and I thoroughly enjoy the planning process. I believe my experience previously serving on the Planning Commission can help lend some expertise to our city as we progress forward as a community.

I understand the time commitment and duties involved.

Response

Yes

Youth Liaison Questionnaire

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.

Response

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

Response



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

Response

Authorization Waiver

Response

Signature

Signature of Parent/Guardian

Signature date

Truth and Accuracy

Signature

Signature Date

Bruce E. Anderson

07/10/2026

Background Check (Required for adult applicants only - Youth Committee Liaison and Youth Councilor applicants should not submit the Criminal History Background Check below)

I authorize a criminal history background check

Yes

I am a strategic, innovative leader with 17 years of government affairs proficiency successfully working with elected and agency officials across federal, state, and local levels of government. Outstanding communication skills, expertise working with company leaders, adept in leading complex projects, and, collaborative work with internal and external teams.

Areas of Expertise

- Developing and executing strategy to achieve public policy goals. Creative analytical and problem-solving skills.
- Experience working with elected officials and agency leaders.
- Facilitating collaboration with internal teams and coordinating with external partners to accomplish priorities and objectives.
- Serving as advisor and counselor to senior leaders on policy and strategy development.
- Experienced communicator with internal teams, members of the public, and the media.
- Collaborative, thoughtful manager and leader with internal teams and external stakeholders.

Highlights and Achievements

Legislative success:

- Passage of key initiatives and funding packages.
- Defeated all adverse legislative and local government proposals.

Strategic communications:

- Directed annual public awareness campaigns delivering key company initiatives.
- Strategically elevated company reputation and visibility through outreach in the community, addressing diverse audiences, and effective engagement with the media.

Operations management:

- Project leader of successful on-budget expansions with increased service to communities.
- Connecting organizations with officials to achieve goals and objectives.

Professional Experience

Liberty House – Deputy CEO, Nov.2021 – Aug. 2025

- Led governmental affairs; directed operations, including staff oversight and project management.
- Strategically positioned organization with federal, state and local elected officials establishing close working relationships to achieve objectives.
- Advised statewide affiliate on legislative agenda, bringing key support that resulted in favorable outcomes on bills that became law. Analyzed issues to inform decisions on public policy and legislative proposals.

House Minority Office – Chief of Staff, Sept 2019 – Oct. 2020

- Directed and managed caucus office operations, leading staff, directing communications and messaging, and leading policy work. Served as analyst for key policy areas of the caucus office.
- Advised minority leader, leadership team, and caucus members.
- Mentored, advised and directed state representatives' staff on key issues and messaging.

Bruce E. Anderson

continued

NW Natural – *Regional Community Affairs Manager/Government Affairs Rep., Nov. 2007 – Sept. 2019*

- Lobbied local governments, the Oregon Legislature, and state agencies. Established relationships with elected and staff officials to accomplish goals and objectives for the company.
- Managed and executed policy development and work on a diverse issue set including: energy, taxation, building codes, and human resources. Represented NWN on work groups, committees, and task forces.
- Worked closely with company communications team to generate content, provide outreach to local media, and direct public awareness campaigns.

Notable achievements:

- Passed legislation to implement key company market strategies: enabling emissions reduction work with industrial customers (SB 844), studying renewable energy sources in Oregon (SB 334), extending service to unserved communities (SB 32), facilitating emergency responses (SB 107). Included clarifying language on wholesale purchases of natural gas in Corporate Activity Tax bill (HB 3427).
- Organized and led successful annual public awareness campaigns on emergency preparedness.
- Served in leadership positions with several key groups including the Salem Chamber and Rotary Club.

Food NW – *Director, Government Affairs, Dec. 2005 – Nov. 2007*

- Led governmental affairs program in three Pacific Northwest states.
- Developed and successfully advanced strategy and priorities with legislatures, agencies, and the Northwest Congressional Delegation.
- Directed team of contract lobbyists to carry out legislative priorities and strategy. Developed and directed policy development working with the Food NW Governmental Affairs Committees (comprised of members from across the Pacific Northwest).

Notable achievements:

- Secured \$3.5 million to establish a new Food Processing Innovation Center at Food NW.
- Established lobbying presence for Food NW in Boise.

Education

Oregon State University – Bachelor of Arts in Political Science

Activities & Honors

- **Oregon State Capitol Foundation Board of Directors**, 2018 to present; Treasurer, Jan. 2023 to present.
- **City of Keizer**: Councilor, 2016-2018; Planning Commission: 1998-2005 (Chair, 2001-2005); Budget Committee, 2025-present.
- **Salem Area Chamber of Commerce Board of Directors**, 2009-2019. President, 2019
- **Rotary Club of Salem**, 2008 to present. President, 2017-2018.
- **SEDCOR Board of Directors**, 2008-2019.
- **Boys & Girls Club of Salem, Marion and Polk Counties Board of Directors**, 2014-2019.
- **Eagle Scout**.

Wilson, Dawn

From: noreply@civicplus.com
Sent: Friday, July 17, 2026 4:37 PM
To: Wilson, Dawn
Subject: Online Form Submittal: Volunteer Application (Boards / Committees)

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from **Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please **contact Information Technology for assistance**.**

Volunteer Application (Boards / Committees)

Volunteer Application Form

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

Please read the following waiver:

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

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

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

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

- The nature and gravity of the offense or conduct

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

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

Planning Commission & Budget Committee Members

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

(Section Break)

First and Last Name Samuel Goesch

Email Address

Phone

Address

City

Keizer

Please check all committees of interest

Planning Commission

If "Other", please specify:

Field not completed.

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

Field not completed.

Days and times of week available

Any

Your knowledge, education and / or skills

BS in Business OSU [REDACTED]. Small business owner 1981-2024. Keizer Chamber of Commerce - board member and president. Keizer. Keizer Little League - coach, manager, board member, treasurer and president(2x). Keizer planning commission.

How many hours a month are you available?

10+

Samuel Goesch – Appt'd to the Keizer Economic Development Committee in 2014 but no records showing attendance info.

Please explain why you are interested in serving.	I've lived in Keizer since 1962. This community is a part of who I am. Having retired, I believe I have the time to serve my community more fully.
---	--

I understand the time commitment and duties involved	Yes
--	-----

Education Background

High School	McNary [REDACTED]
-------------	-------------------

Graduate or GED	Graduate
-----------------	----------

College	Oregon State University [REDACTED]
---------	------------------------------------

Degree	BS
--------	----

Name	N/a
------	-----

Address	N/a
---------	-----

Phone	N/a
-------	-----

Current Place of Employment

Occupation / Profession	Retired insurance agency owner
-------------------------	--------------------------------

Employer's Name	Sam Goesch Insurance Agency Inc., A State Farm Ins. Agency
-----------------	--

Employer's Address	N/A
--------------------	-----

Employer's Phone	N/A
------------------	-----

May We Contact you at work?	<i>Field not completed.</i>
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Previous Volunteer Experience

Volunteer Agency	City of Keizer, Keizer Chamber, Keizer Homegrown Theatre, Keizer Little League
------------------	--

Address	N/a
---------	-----

Phone	N/a
-------	-----

Duties	Many
--------	------

I authorize a criminal history background	I authorize
---	-------------

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

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

Planning Commission		
VCC MEMBER:	Lanora Blake	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Tina Richmond	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Jane Herb	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Leslie Risewick	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Kim Freeman	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Larry Jackson	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Daisy Hickman	Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
** TALLY **		Vote # 1
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Lanora Blake	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Jane Herb	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Kim Freeman	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Daisy Hickman	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Tina Richmond	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Leslie Risewick	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER:	Larry Jackson	Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
** TALLY **		Vote # 2
Position # 4	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER: Lanora Blake Vote # 1		
Position # 5	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
-		
-		
No Recommendation		

Planning Commission		
VCC MEMBER: Tina Richmond Vote # 1		
Position # 5	Exp.	9/30/2029
Robb Witters		
Bruce Anderson		
Samuel Goesch		
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-		
No Recommendation		

Planning Commission		
VCC MEMBER: Jane Herb Vote # 1		
Position # 5	Exp.	9/30/2029
Robb Witters		
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Samuel Goesch		
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No Recommendation		

Planning Commission		
VCC MEMBER: Leslie Risewick Vote # 1		
Position # 5	Exp.	9/30/2029
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No Recommendation		

Planning Commission		
VCC MEMBER: Kim Freeman Vote # 1		
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No Recommendation		

Planning Commission		
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No Recommendation	

Planning Commission	
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Position # 5	Exp. 9/30/2029
Robb Witters	
Bruce Anderson	
Samuel Goesch	
-	
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No Recommendation	

Planning Commission			
VCC MEMBER: Lanora Blake		Vote # 1	
Position # 7	Exp.	9/30/2027	
Robb Witters			
Bruce Anderson			
Samuel Goesch			
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-			
No Recommendation			

Planning Commission			
VCC MEMBER: Tina Richmond		Vote # 1	
Position # 7	Exp.	9/30/2027	
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Bruce Anderson			
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No Recommendation	



Volunteer Coordinating Committee Meeting Date:
August 13, 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 Positions 2 and 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.

Applications were received from: James Merrill and Nichole Clark.

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 June 26, 2026 to July 13, 2026 and from July 21, 2026 to July 28, 2026.

Applications were received from: James Merrill and Nichole Clark.

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

IV. Analysis

A. **Strategic Impact** - N/A

B. **Financial** - N/A

C. **Timing** - N/A

D. **Policy/Legal** - N/A

V. Alternatives

A. Make recommendation for appointment to the City Council.

B. Do not make a recommendation and continue advertising for the open position.

VI. Recommendation

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

Attachments

1. ATT_Arts Packet_8 13 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 every other month starting in January at 6:00 p.m.

Two Open Positions

Position # 2 – Term ending 06/2029

Position # 5 – Term ending 06/2029

Applications

- James Merrill
Incumbent
- Nichole Clark



KEIZER ARTS COMMISSION ROSTER

Updated July 24, 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 Not Reapplying		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		09/02/2026	06/30/2027	
	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*

**James Merrill – Recently on Keizer
Public Arts Commission:
66.67% Attendance**

Phone*

Address*

City*

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:

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

Degree

San Francisco State University

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



Volunteer Application (Boards / Committees)

Applicant Information

First Name

nichole

Last Name

clark

Residence Address

Line 2

City

Keizer

State

OR

Zip Code

97303

Email

Phone

Are you applying as a Youth Committee Liaison (attending high school or a registered home school student between the ages of 15 and 18)?

No

- ☐ Budget Committee (Meetings Are In May) And Long Range Planning Task Force (Meetings Are Feb/March & Nov/Dec)
- ☐ Parks & Recreation Advisory Board (2Nd Tuesday)
- ☐ Planning Commission (2Nd Wednesday)
- ☒ Public Art Commission (3Rd Tuesday)
- ☐ Multi-Modal Safety Committee (3Rd Tuesday)
- ☐ Emergency Planning Committee (Meets As Needed)
- ☐ Volunteer Coordinating Committee (2Nd Tuesday)
- ☐ Community Diversity Engagement Committee (1St Thursday)
- ☐ Audit Committee (Meets As Needed)

Please check all committees of interest.

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

Education

**High School**

Name of High School

Apollo High School

Graduate or GED

Graduate

College

Name of College

Glendale Community college

Degree

n/a

Address

6000 w olive ave glendale az 85302

Phone

6238453000

Current Place of Employment (Required section for adult applicants only)**Occupation / Profession**

Response

Director of Student Finance/ education

Employer's Name

Response

Institute of Technology

Employer's Address

Response

3993 Fairview Industrial Dr Salem Or 97302



Employer's Phone

Response

[REDACTED]

May We Contact you at work?

Reponse

Yes

Previous Volunteer Experience

Volunteer Agency

Response

Cat rescue

Address

Response

glendale az

Phone

Response

n/a

Duties

Response

assist with adoptions, clean cat spaces, love on cats

Questions (Required section for adult applicants only)

Days and times of week available

Response

Mon-Fri Evenings/Sunday

**Your knowledge, education and / or skills***Response*

None specific to art. Just an avid admirer of talent, creativity, time and dedication of all forms of art.

How many hours a month are you available?*Response*

depends on the hours

Please explain why you are interested in serving.*Response*

An avid admirer of talent, creativity, time and dedication of all forms of art. I would like to see how we can add more of it into our city and community.

I understand the time commitment and duties involved.*Response*

Yes

Youth Liaison Questionnaire

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.

Response

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

Response

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

Response



Authorization Waiver

Response

Signature

Signature of Parent/Guardian

Signature date

Truth and Accuracy

Signature

Nichole Clark

Signature Date

06/16/2026

Background Check (Required for adult applicants only - Youth Committee Liaison and Youth Councilor applicants should not submit the Criminal History Background Check below)

I authorize a criminal history background check

Yes

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Lanora Blake Vote # 1	
Position # 2	Exp. 6/30/2029
James Merrill	
Nichole Clark	
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No Recommendation	

KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Tina Richmond Vote # 1	
Position # 2	Exp. 6/30/2029
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KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Jane Herb Vote # 1	
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KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Leslie Risewick Vote # 1	
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VCC MEMBER: Kim Freeman Vote # 1	
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VCC MEMBER: Larry Jackson Vote # 1	
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KEIZER PUBLIC ARTS COMMISSION	
VCC MEMBER: Daisy Hickman Vote # 1	
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James Merrill	
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KEIZER PUBLIC ARTS COMMISSION	
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No Recommendation	



Volunteer Coordinating Committee Meeting Date:
August 13, 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 ~ 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 from June 26, 2026 to July 13, 2026 and from July 21, 2026 to July 28, 2026.

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 June 26, 2026 to July 13, 2026 and from July 21, 2026 to July 28, 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_Arts Youth Packet_8 13 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

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

Address

City, State, and Zip
Code

97303

Email Address

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

Valerie Spotts

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.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

YOUTH LIAISON	
Keizer Public Arts Commission	
VCC MEMBER:	Daisy Hickman Vote # 2
School Year:	09/26 - 05/27
Valerie Spotts	
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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:
August 13, 2026

To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Dawn Wilson, Deputy City Recorder
Subject: City Council ~ Youth Councilor

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 City Council for the Youth Councilor position with the 2026/27 School Year term.

I. Summary

One **Youth Councilor** position on the City Council is open. This opening was advertised on the City's Facebook and website, and a media release was published.

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

An application was received from Thomas Morgan.

City Council ~ There is one position as a non-voting **Youth Councilor**. A media release was distributed, and an application was received from Thomas Morgan. The VCC Committee should review the applications and make a recommendation for appointment.

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. Thomas Morgan would like to serve on the City Council as a Youth Councilor.
- B. The open position was advertised on the City's Facebook and website, and a media release was published from June 26, 2026 to July 13, 2026 and from July 21, 2026 to July 28, 2026.

An application was received from Thomas Morgan.

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_Youth Councilor Packet_8 13 2026

YOUTH COUNCILOR

- Will be selected during the 10th or 11th Grade year and serve during the 11th or 12th Grade year. For non-traditional students, selection will be during a school year in which he/she turns 16 or 17 for service during the school year in which he/she turns 17 or 18.
- Term of office will be 9/1 through 5/30.
- Will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.
- Will be responsible for managing schedules of Pages and overseeing the Page program.
- Will be urged to recruit candidates to fill their position near the end of the school year.

To Serve During School Year 2026/2027

Application

- Thomas Morgan

Wilson, Dawn

From: noreply@civicplus.com
Sent: Thursday, July 9, 2026 10:11 PM
To: Wilson, Dawn
Subject: Online Form Submittal: Youth Councilor

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Youth Councilor

The Youth Councilor position is available to sophomore or junior year students who will serve during their junior / senior year respectively. For non-traditional students, selection will be during a school year in which he / she turns 16 / 17 for service during the school year in which the student turns 17/18. Term of office will be September 1 to June 15.

First and Last Name	Thomas Morgan
Phone	
Address	
City, State, and Zip Code	Keizer, Or, 97303
Email Address	
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.)	Throughout my life, I have been passionate for civics. In 8th grade, I won the inaugural Oregon Civics Bee and just this year was selected for my cadet program's civic academy in Washington, D.C. (an honor only 20 cadets in our 30,000 strong cadet corps was able to attend). I have lobbied for my cadet program (Civil Air Patrol) to Oregon State Legislators and even to a US Senator in DC. In addition, I have served as volunteer in Canon Point Church, where I teach children Sunday school (Usually around ~25 kids), watching them and taking care of them while their parents sit in the service. From this experience I have gained leadership, wisdom, and compassion. I would bring a heart willing to hear all sides of an argument and do what is right for the good of our community.

In this position, I would use my experience to represent the youth in Keizer to make their voices heard. I would look forward to learning from the councillors and gaining more experience about my local government. Thank you.

Please attach a Letter of Recommendation from a teacher or community leader.

[Letter of Recommendation for Youth City Council.docx](#)

Current Place of Employment:
Employer's Name, address & phone and your position.

McDonald's
6025 Keizer Station Blvd, Keizer, OR 97303
(503) 463-1144
Crew Member

Previous Volunteer Experience: Name & address of Volunteer Agency and your duties.

Civil Air Patrol, Salem Composite Squadron
2990 25th St SE, Salem, OR 97302
Cadet Commander: Leads 40 strong cadet corps and a staff of ~10 cadets to teach juniors in leadership, aerospace education, drill, and physical fitness. Sets goals and schedules.

Canon Point Church
1850 45th Ave NE, Salem, OR 97305
Volunteer Teacher/Lead: Teaches children Bible stories and leads a small team of volunteers on such days.

I understand that I will be required to attend Monday night Council meetings and at least one additional meeting per month with a Councilor (i.e. job shadow). Work sessions are optional but highly encouraged.

Yes

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

Yes

Authorization Waiver

Thomas Morgan

Signature of Parent / Guardian

Field not completed.

Reference Letter *Field not completed.*

Resume *Field not completed.*

Additional Attachments *Field not completed.*

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

Letter of Recommendation for Youth City Council

To the Keizer City Council Selection Committee,

It is my pleasure to write this letter of recommendation for **Thomas Gabriel Morgan** as they apply to be a Youth Councilor. I have had the privilege of knowing Thomas for the last year and a half as their mentor, and I have consistently been impressed by their character, maturity, and dedication to making a positive impact in their community.

Thomas Morgan is a responsible, respectful, and compassionate young person who leads by example. They demonstrate integrity in everything they do and have a genuine desire to help others. Whether volunteering, participating in school activities, or supporting their peers, they approach every opportunity with enthusiasm and a willingness to learn.

One of Thomas's greatest strengths is their ability to listen to others and work collaboratively. They value different perspectives and communicate thoughtfully, making them an excellent candidate to represent the voices of young people in our community. Their leadership is rooted in kindness, accountability, and a strong sense of civic responsibility.

I have every confidence that Thomas will make meaningful contributions to the Youth City Council. They possess the curiosity, determination, and commitment needed to help address community issues while inspiring other young people to become involved in civic engagement.

I wholeheartedly recommend Thomas for this opportunity without reservation. I am confident they will serve with professionalism, integrity, and enthusiasm.

Thank you for your time and consideration. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Alina Winkleman-Tomooka

Deputy Commander of Cadets for Civil Air Patrol, Advisor for Cadet Advisory Committee for the Oregon Wing of Civil Air Patrol, and Director of Personnel for the Oregon Wing of Civil Air Patrol

971-443-0635

alina.winkleman-tomooka@orwgcap.org

YOUTH COUNCILOR	
VCC MEMBER:	Lanora Blake Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Tina Richmond Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Jane Herb Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Leslie Risewick Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Kim Freeman Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Larry Jackson Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Daisy Hickman Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
** TALLY **	Vote # 1
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Lanora Blake Vote # 2
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Tina Richmond Vote # 2
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Jane Herb Vote # 2
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

YOUTH COUNCILOR	
VCC MEMBER:	Leslie Risewick Vote # 2
School Year: 09/26 - 5/27	
Thomas Morgan	
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YOUTH COUNCILOR	
VCC MEMBER:	Kim Freeman Vote # 2
School Year: 09/26 - 5/27	
Thomas Morgan	
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No Recommendation	

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