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KEIZER VOLUNTEER COORDINATING COMMITTEE **AGENDA**

Thursday, October 10, 2024, 6:00 PM
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**
2. **PUBLIC TESTIMONY**
3. **APPROVAL OF MINUTES**
 - a. August Minutes
4. **VOLUNTEER OF THE QUARTER**
 - a. Nominee: Carol Phipps
 - b. Nominee: Ken Gierloff
5. **OTHER BUSINESS**
 - a. Volunteer Applications ~ Discussion on Questions
 - b. Volunteer Recognition Process ~ Motion Needed
 - c. Exit Survey from Former Youth Councilor Grayton Woodard
6. **ADJOURNMENT**

Next Meeting: November 14th

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, August 22, 2024
City Hall ~ Robert L. Simon Council Chambers
Keizer, Oregon

Hybrid Virtual Zoom Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85313019891?pwd=LIPFLNP9NBciJKM2LnI4CEOc8fO6Ez.1>

Or One tap mobile:

+16694449171,,85313019891#,,, *911648#

Or Telephone: 1-669-444-9171

Webinar ID: 853 1301 9891

**1. CALL TO
ORDER/NOTE OF
ATTENDANCE**

CALL TO ORDER: Chair Corri Falardeau called the meeting to order at 6:06 pm.

ATTENDANCE:

Present:

Corri Falardeau, Chair
Jane Herb, Vice Chair
Daisy Hickman
Larry Jackson
Dawn Reichle Bailon
Leslie Risewick
Emerson Carella
Council President Shaney Starr

Staff Present:

Dawn Wilson, Deputy City Recorder

**2. PUBLIC
TESTIMONY**

There was no public testimony.

**3. APPROVAL OF
MINUTES**

Dawn Bailon moved for approval of the June 2024 minutes. Leslie Risewick seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, Carella and Risewick in favor and Herb and Hickman abstained.

a. June Minutes

**4. COMMITTEE
APPOINTMENTS**

a. Keizer Public Arts Commission Openings

Nicole Beckham and Mary Pardo were absent.

Applicant Rebecca 'Becka' Brisbin was interviewed and shared her background and interest in art and community engagement. She would like to see more City art displays, statues, and murals because they help embrace and represent all aspects of the community.

Applicant Kim Steen was interviewed and shared her background and has been on the Keizer Public Arts Commission for about six years. She would like to continue to be involved and was super-excited about the utility box wraps that added to the community. The mural was one of the most fun events because it brought in a lot of interaction with the community.

Daisy Hickman motioned to close nominations and Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Daisy Hickman motioned to move to put forward both names with Kim Steen placing her in her same Position #3 for the Public Arts Commission. Emerson Carella seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Jane Herb motioned to re-vote on this because there was an error in our hearing and re-do this. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Daisy Hickman moved to put forward the slate with Kim Steen being in position #3 and Becka Brisbin in position #2. Jane Herb second. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

b. Parks Advisory Board Opening

Mary Pardo and Caitlin Brown were absent.

Chair Corri Falardeau recused herself because Jill Gust was her employee at the Keizer Chamber of Commerce. Jane Herb chaired the meeting for this item.

Jill Gust was interviewed and shared her background and interest in activities and youth. She had a deep connection to everything involving sports, recreation, activities, and youth. She currently serves as the President for the McNary Athletic Booster Board and Treasurer for the McNary Football. She feels that this board was important, she cares about this community and wants to stay involved, and make a difference in the community.

Larry Jackson motioned to close the nomination. Leslie Risewick seconded.

Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

Larry Jackson moved to move forward Jill Gust to City Council for recommendation to the Parks Board. Seconded by Dawn Bailon. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

**c. Budget
Committee
Openings**

Caitlin Brown was absent.

Mary Pardo withdrew her name from the Budget Committee positions.

Chair Corri Falardeau recused herself because one of the applicants, Jonathan Thompson, was on the Board for the Keizer Chamber of Commerce. Jane Herb chaired the meeting for this item.

Jonathan Thompson was interviewed and shared his background and interest. He spoke about the accomplishments this year when he served on the Budget Committee. He said that they passed a balance budget, which was adversarial. There was still work to do, such as the increased public employee retirement cost and projects that need to be completed to use the Covid money.

Susan London was interviewed and shared her background and interest. She just finished her first term on the Budget Committee and would like to serve another term. Math and accounting was a specialty of hers. She supported the courts with their budgeting and has taught budgeting. She appreciates the volunteer atmosphere.

Jamie Davis was interviewed and shared her background and interest. She would like to be on the Budget Committee and can use her 25 years of finance experience to help guide the City into its priorities and make sure the City has financial strength to get there. She has worked for the League of Oregon Cities to help guide numerous Cities. She also served three years on the Traffic Safety, Bikeways and Pedestrian Committee and was chair for a year.

Leslie Risewick moved to close nominations. Dawn Bailon seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

The Board voted on the applicants as follows:

Position # 6

<u>Member</u>	<u>Applicant</u>
Daisy Hickman	Susan London
Emerson Carella	Jamie Davis

Larry Jackson	Jamie Davis
Leslie Risewick	Susan London
Jane Herb	Susan London
Dawn Bailon	Jonathan Thompson

Susan London received the majority (three) of votes.

Position # 7

<u>Member</u>	<u>Applicant</u>
Daisy Hickman	Jonathan Thompson
Emerson Carella	Jonathan Thompson
Larry Jackson	Jonathan Thompson
Leslie Risewick	Jonathan Thompson
Jane Herb	Jonathan Thompson
Dawn Bailon	Jonathan Thompson

Jonathan Thompson received the majority (six) votes.

Larry Jackson made a motion to move Jonathan Thompson's name forward for Position #7 and Susan London for Position #6. Leslie Risewick seconded. Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

**d. Planning
Commission
Openings**

Caitlin Brown was absent.

Mary Pardo was interviewed and shared that she wants to serve and help Keizer. She has been very active with the Community Emergency Response Team (CERT) Program.

Lindsey King was interviewed and shared her background and interest. She was a land use consultant and familiar with municipalities. Her professional career and experiences with committees, councils, and communities would benefit Keizer. She follows Keizer's and the County's public meetings. She loves living near the Willamette River, the trails, so many small businesses, and Keizer has a huge sense of community and support.

Frank Hostler was interviewed and shared his background and interest. He was previously on the Planning Commission and was an engineer for the forest service. The Navy taught him about systems and how to be mechanically inclined. The City has various systems. He spoke about a tree removal, how important trees are to him, and he would like to see an urban forest. He feels he has a calling to serve again on the Planning Commission for the better of the whole. He spoke about in-fill being a way to comply with the urban growth boundary requirements.

Jane Herb moved to close nominations. Daisy Hickman seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

The Board voted on the applicants as follows:

Position # 6

<u>Member</u>	<u>Applicant</u>
Daisy Hickman	Frank Hostler
Emerson Carella	Frank Hostler
Leslie Risewick	Lindsey King
Larry Jackson	Lindsey King
Corri Falardeau	Lindsey King
Jane Herb	Lindsey King
Dawn Bailon	Lindsey King

Lindsey King received the majority (five) of votes.

Position # 7

<u>Member</u>	<u>Applicant</u>
Daisy Hickman	Frank Hostler
Emerson Carella	Frank Hostler
Leslie Risewick	Frank Hostler
Jane Herb	Frank Hostler
Larry Jackson	Frank Hostler
Corri Falardeau	No Recommendation
Dawn Bailon	Frank Hostler

Frank Hostler received the majority (six) of votes.

Dawn Bailon moved to send forth Lindsey King for position #6 and Frank Hostler for position #7 to the Council for approval. Leslie Risewick seconded. Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

- e. Youth Councilor Opening** One application was received from Ma'Layah Latty-Farrar, and she was interviewed by the Volunteer Coordinating Committee on June 13th.

Jane Herb moved to close nomination and put forward Ma'Layah Latty-Farrar's name to City Council. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

5. OTHER BUSINESS

- a. Continued discussion on the 2024 Annual Recognition for the City Volunteers**
- The Committee reviewed the suggested Annual Volunteer Recognition Process included in the packet.
- Jane Herb liked the changes in red in the Annual Recognition process.
- Discussion ensued on the treats, such as having cards or snacks and not just cookies.

It was suggested to bring a token of appreciation. Having an item, such as a pen, with the City of Keizer's name would be nice. Council President Starr shared that the Volunteer Coordinating Committee (VCC) could go through the budget process in March or April to request a budget increase. Jane Herb shared that there are currently 79 volunteers to keep in mind when budgeting for tokens of appreciation.

Chair Falardeau asked to change cookies to a tokens of appreciation in the process, which was listed in several areas.

Reading the Proclamation was discussed and asked that "the VCC members will read the Proclamation at each of meetings with the exception of the City Council meeting" be added to the process.

The VCC would like each VCC Member ensures that the tokens of appreciation are distributed at each meeting instead of having the City Recorder handing the token of appreciation to the VCC Member.

Instead of April, say, at the closest meeting to volunteer recognition. It was asked to delete the very last bullet.

Deputy City Recorder Dawn Wilson would make changes and bring the process back to the VCC for a Motion.

b. Discussion on leading questions: Are the questions providing answers that the VCC is seeking or are they questions needed for the various committees?

Council President would circle back with staff about talking with City County Insurance Services (CIS), the City's insurance provider regarding running background checks on applicants because the question was asked on the application.

The Members were interested in updating the volunteer questions on the application and determining if some answers should be required. Ms. Wilson will email the volunteer application in PDF form for the Committee Members to comment on and discuss the questions. It was requested to add to the next Agenda and have a meeting even if there are no interviews.

Chair Falardeau commented on leading questions so that the questions promoted answers that the VCC members wanted. Jane Herb commented that the VCC Members are there to be unbiased and that questions shouldn't start with a statement that suggests personal views. The questions should be asked in a way that answers could be straightforward and not include the Members' personal opinions when asking questions.

The Members liked asking the same questions to each of the applicants. The proposed list of questions was revisited. It was noted that the questions and applications were intended to be reviewed by a subcommittee and to use the same process for updating the Appointment Process.

Council President Starr shared that the City Council was having a Work Session to discuss the Community Diversity Engagement Committee questions. The CDEC wanted a set of certain questions for the VCC to ask those applying to serve on the CDEC. In other words, the Council would no longer be making the direct appointments, so interested persons would need to apply to serve on the CDEC.

A question was brought up at the City Council meeting about the other committees possibly having their own set of questions, so a Work Session was scheduled for September 23rd. Council President Starr recommended that the VCC Members attend the Community Diversity, Engagement Committee (CDEC) meeting on September 5th and the Joint City Council and CDEC Work Session on September 23rd.

It was asked to have the Interview Questions and Flowchart in plastic sleeves placed on the dais for each meeting.

The VCC would like some Committee-specific questions, along with some generic questions that are asked for all committees.

It was asked what the VCC Members should do if they were uncomfortable asking certain questions. It was suggested to have this dialogue with the CDEC and City Council.

6. ADJOURNMENT Meeting adjourned: 8:07 p.m.

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, October 1, 2024 2:06 PM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - New Form Submission for Keizer, Oregon
Attachments: 2023 WKNA December Newsletter.pdf

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 Volunteer of the Quarter Nomination at 10/01/2024 2:06 PM

Name of Nominee: Carol Phipps
Address of Nominee: [REDACTED] Keizer 97303
Nominee Phone Number or Contact Information: [REDACTED]

***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::**

Carol was instrumental in obtaining two Parks Board grants to plant groundcover on the hillside next to the play structure at Willamette Manor Park. She recruited members of the WKNA for work parties to complete the project which provides erosion control where mud was covering the walking path. She has been maintaining the hill for the last year by watering and weeding and it is now a beautifully landscaped area. Carol in partnership with her husband maintains the WKNA food barrels at Copper Creek Mercantile, Keizer BiMart and the Keizer Fire Dept. This year Carol added a QR code to each barrel to make it easier for donors. Carol has managed a project at Cummings School for several years. She provides beautiful flowers under the reader board and decorative pots near the school entrances. She faithfully waters the flowers all summer hauling buckets of water to the school grounds. Recently Carol has taken on the project of installing new fence pickets at Keizer Rapids Park Big Toy. Carol has a passion for being involved in her community, especially for parks in West Keizer. She has also been involved in a beautification project at Palma Ciega park and Trashy Tuesdays. She is very deserving of this award!

File Upload (ONE ONLY): 2023 WKNA December Newsletter.pdf

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community::

Carol's contribution of the many hours of time and effort on the Willamette Manor Park Erosion/Beautification project enhances the enjoyment of that park, especially for park goers near the playground. Carol's efforts with Dennis Phipps (Dennis received Volunteer of the Qtr several years ago) resulted in collecting a total of 2348 lbs. of food and \$202 cash in 2024. Her addition of the QR code will make it easier for people to donate to the huge need at the Keizer Food Bank. Carol's work and passion on the beautification of Cummings School grounds creates a pride of ownership for the community for West Keizer's little school. Parents and staff have expressed their appreciation of her attention. Carol regularly attends Parks Board meetings and participates in projects in

many parks. She is a wonderful asset to our community and is a great example of a Community Volunteer!

Your Name:

Rhonda Rich

Your Address:

[REDACTED] Keizer, 97303

Your contact information (email or phone):

[REDACTED]





WKNA TODAY

West Keizer Neighborhood Association Newsletter

In this issue:

- Ruby Bridges Walk to School Day
- Keizer Rapids Turf Field Update
- River Road Traffic Lights
- Verda Lane Open House
- Parks Update
- Keizer Happenings
- Upcoming Meetings
- Neighborhood Meeting Info

Ruby Bridges Walk to School Day

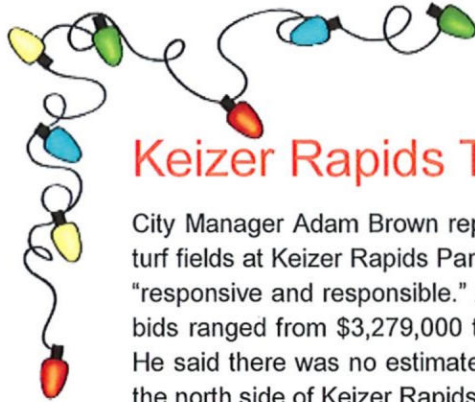
Students at Cummings Elementary School, along with their Principal Andrew Kronser, teachers, school aides, lots of parents, Mayor Cathy Clark, WKNA Board members Rhonda Rich and Carolyn Homan, along with Keizer Police Lt. Tim Heim and Officer Paul Quintero, joined hundreds of other students across the country in Ruby Bridges Walk to School Day Nov. 14. The walk commemorates the walk taken by Ruby Bridges 60 years ago in New Orleans as she integrated an all-white school and had to be accompanied by four federal marshals. The first Ruby Bridges commemorative walk took place in 2018 in San Francisco.

This Tuesday's walk at Cummings was done in part to encourage walking to school and pedestrian safety. Keizer's Forest Ridge Elementary school also participated this year.

Among the many students, parents and community members participating at Cummings Elementary School's Ruby Bridges Walk to School Day Nov. 14 were, left to right, WKNA Board President Rhonda Rich, Keizer Police Officer Paul Quintero, WKNA Board Secretary Carolyn Homan, Cummings Principal Andrew Kronser, Keizer Mayor Cathy Clark, and Keizer Police Lt. Tim Heim.



December 2023



Keizer Rapids Turf Field Update

City Manager Adam Brown reports that the city has received 14 bids to install two multi-sport turf fields at Keizer Rapids Park. The bids are under review by the engineer to ensure they are "responsive and responsible." A decision is expected at the Dec. 4 City Council meeting. The bids ranged from \$3,279,000 to \$4,180,000 and were fairly evenly spread across that range. He said there was no estimate on timing of construction as yet. The fields will be installed on the north side of Keizer Rapids Park next to Chemawa Road.

Mr. Brown previously said \$4 million (\$2 million each from the City and Marion Co. via federal ARPA funds) -- was in hand to install the two fields. For now, the project consists of the fields and a graveled parking area. The rest of the improvements originally envisioned (parking area, bathroom, concession stand, equipment building) will require more funding. There is access to \$500,000 to \$600,000 in systems development charges and Rep. Kevin Mannix also told the September WKNA meeting that he would consider resubmitting a request for \$1 million in state funding for the project during the upcoming legislative session.



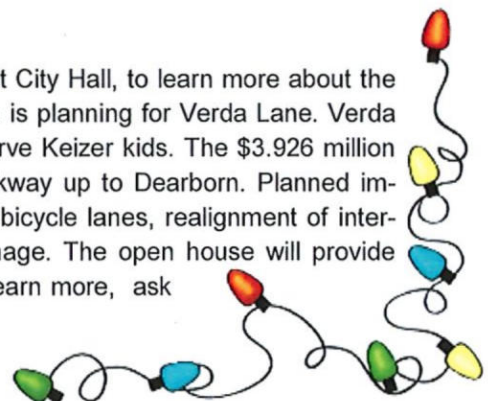
River Road Traffic Lights

As you've been driving River Road lately, you may have noticed sections of sidewalk being torn up. Keizer's Public Works Director Bill Lawyer said crews with NorthStar Communications, contractor with City of Salem, have been removing copper wire used for traffic signal communications. Crews will replace the wires with a fiber optic cable. During the 6-week installation period, scheduled to start Dec. 2, the City of Salem, which controls Keizer's traffic signal operations, will not be able to remotely monitor or adjust the signal timing. Mr. Lawyer said that means signal operations will be a little different. He said the goal is to give priority to River Road which has higher traffic volume. As a result, side streets connecting to River Road may have longer-than-normal wait times.

Verda Lane Open House

Residents are invited to an open house, 4-7 p.m. Dec. 7 at City Hall, to learn more about the improvement project Oregon Department of Transportation is planning for Verda Lane. Verda is heavily traveled and provides access to schools that serve Keizer kids. The \$3.926 million project, set for 2025, will improve Verda from Salem Parkway up to Dearborn. Planned improvements include construction of sidewalks, addition of bicycle lanes, realignment of intersections, formalized driveway access and upgraded drainage. The open house will provide project details and those attending will have a chance to learn more, ask questions and view maps of the project area.

<http://www.westkeizerna.org/>



December 2023



Parks Update

West Keizer Neighborhood Association in September received another Parks Advisory Board grant to plant more ground cover at Willamette Manor Park. The kinnikinnick plantings are stabilizing the dirt bank just north of the walking path alongside the play area. The first planting from summer temperatures. The fall planting, accomplished on a cool, damp day by a WKNA member work party, seems to have taken hold.

Photo: WKNA members planted more ground cover this fall at Willamette Manor Park. From left, Carolyn Homan, Rhonda Rich, Kathy Lincoln, Carol Phipps, Dennis Phipps. Also helping out was Tom Homan.



Keizer Happenings

December 1

- Holiday Giving Baskets tag return deadline

December 5

- Keizer Christmas Tree Lighting, Walery Plaza, 6:00—8:00 pm. Caroling and a visit from Santa Claus

December 6

- Holiday Giving Baskets Wrapping, wrapping of presents for gift baskets, Keizer Lions Club, 4100 Cherry Ave. NE, 4:00pm-until all gifts wrapped . info@keizerchamber.com

December 7

- Holiday Gibing Baskets Sorted and Boxed Keizer Lions Club, 4100 Cherry Ave. NE, 4:30pm-until all food is sorted . info@keizerchamber.com



December 9

- Gift basket distribution presented by the Keizer Network of Women, Keizer Lions Club, 4100 Cherry Ave. NE, 9:00am-until all baskets are delivered.
- Keizer Holiday Lights Parade, 7:00 pm River Rd N. from Lockhaven Dr. to Glynbrook St. (Parade application deadline: December 2, 2023)

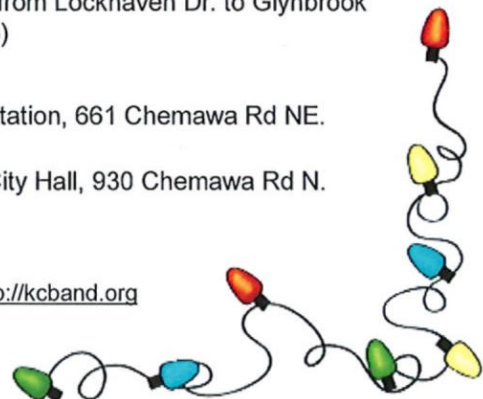
December 10

- Breakfast with Santa 7:30—11:30 am, Keizer Fire Station, 661 Chemawa Rd NE. astorms@keizerfire.com
- City of Keizer Toy Swap 10:00—12:00 pm, Keizer City Hall, 930 Chemawa Rd N. <https://www.keizer.org/toyswap>

December 13

- Holiday Concert 7:00—8:15 pm Keizer City Hall. <http://kcband.org>

<http://www.westkeizerna.org/>



December 2023



Upcoming Meetings

Keizer City Meetings:

- The following meetings have been cancelled for December
 - * Planning Commission
 - * Traffic/Safety/Bikeways/Pedestrian Committee
 - * All other commissions and councils will hold their regularly scheduled meetings

WKNA Meetings

- **1/11/2024—Chief Copeland to be WKNA's January guest speaker**
 - * Newly installed Keizer Chief of Police Andrew Copeland will be guest speaker at the Jan. 11 General meeting of West Keizer Neighborhood Association – 7 p.m. at City Hall. He succeeded Chief John Teague on Sept. 29, becoming Keizer's 5th Chief of Police. Chief Copeland has been with the department since 2002 and is a native of Keizer. Join us to hear about the new Chief's vision for Keizer policing. Election of WKNA Board members also will be held at the January meeting.
 - * Board members election will occur during the January WKNA meeting
- **2/8/2024—Liberty House and Simonka Place Presentation**
- **3/14/2024—Shane Witham, Planning Director, City of Keizer**

Neighborhood Meetings Times and Places

Do you have questions about the happenings in our neighborhood, but don't know whom to ask? Perhaps you would like to know what Keizer has planned for the next fiscal year.

You will find the agenda leading up to each meeting, news of the neighborhood, past meeting minutes and reports, along with information regarding your West Keizer Neighborhood Association board posted at www.westkeizerna.org.

Please feel free to bring your questions, and insights, to the next WKNA meeting. Our regularly scheduled meetings occur each second Thursday of the month except December, June, July & August, at 7:00pm. The meetings are at Keizer Civic Center, 930 Chemawa Rd NE.

We are happy to meet you!



The West Keizer Neighborhood Association is supported by the following Sponsors:

- | | |
|---------------------------|-----------------------------------|
| • Pronto Signs | • City of Keizer |
| • Sherwin/Williams Paint | • Keizer Parks Foundation |
| • Egan Gardens | • Men of Action in Keizer |
| • Copper Creek Mercantile | • Salem/Keizer School District 24 |
| • BiMart | • T-Shirt World, Terry Storm |

<http://www.westkeizerna.org/>

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, October 1, 2024 4:01 PM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - New Form Submission for Keizer, Oregon
Attachments: ltr re Vol of Quarter Carol Phipps 10 2024.doc

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 Volunteer of the Quarter Nomination at 10/01/2024 4:01 PM

Name of Nominee: Carol Phipps
Address of Nominee: [redacted] Keizer, OR
Nominee Phone Number or Contact Information:
***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::** Varied volunteer work, focusing in part on beautification at Cummings School and West Keizer Parks. This is in support of Rhonda Rich's initial nomination of Carol Phipps as volunteer of the quarter
File Upload (ONE ONLY): ltr re Vol of Quarter Carol Phipps 10 2024.doc
Please explain the impacts these contributions have had on the city of Keizer or the Keizer community:: My nomination letter spells out Carol's work to beautify Cummings School, a hillside erosion project at Willamette Manor Park and regular attendance at Parks Advisory Board meetings to monitor happenings at our parks. With her husband, she also oversees food barrels sponsored by West Keizer Neighborhood Association at 3 locations in Keizer. She has also served on the WKNA Board of Directors for several years, including a term as Vice President.
Your Name: Carolyn Homan
Your Address: [redacted] Keizer, OR 97303
Your contact information (email or phone): [redacted]



Oct. 1, 2024

To: Keizer Volunteer Coordinating Committee

From: Carolyn Homan, secretary, West Keizer Neighborhood Association

Re: Volunteer of the Quarter nomination

I write in support of West Keizer Neighborhood Association President Rhonda Rich's nomination of Carol Phipps, a WKNA Board member, as Volunteer of the Quarter.

Carol has stepped up in a variety of ways to support quality of life in West Keizer and elsewhere. As a semi-retired education professional, she has focused in part on beautification at Cummings School. She has assumed coordination of annual clean-up of the grounds and new plantings at the Reader Board in front of the school, as well as planter pots at the main entrance and along the school's east side. She hauls water from her house to keep the planter bed and pots fresh and thriving. She also used her carpentry skills to build a riser for the planter pot display at the main entrance. The riser makes all of the pots and their flowers more visible.

She regularly attends the Park Advisory Board meetings in order to keep track of happenings at our parks, especially the five in West Keizer. At Willamette Manor Park, after some path reconstruction work along the north edge, she noticed that the steep hillside there was eroding. Her backyard backs up to the park there, so the problem was immediately noticeable. She took it upon herself (with WKNA Board agreement) to write a grant to the Parks Advisory Board for funds to purchase ground cover and other materials for a planting to help hold the hillside in place. The grant was successful and Carol ordered the plants and jute matting to help hold the ground until the plants could take over, picked up the plants and held them in her back yard until a WKNA volunteer crew she organized could get them planted.

She used her own water to tend the plants and when some suffered from the extreme heat that summer, she ordered more plants and organized a re-planting. The hillside project is now thriving and no erosion is occurring.

Carol also recently helped at the Big Toy in Keizer Rapids Park with replacement of some of the dedication pickets in the fence around the toy. She ordered one more for a family member and they discovered that purchasers were in charge of getting the pickets placed. It turned out to be "a project" because the old pickets had to be removed (not an easy process) before a new one could be placed. She has continued helping with picket replacement.

Carol and her husband, Dennis, also oversee food collection barrels WKNA has sponsored on behalf of Keizer Community Food Bank. The barrels are at Copper Creek, BiMart and Keizer Fire Dept. Carol tends to the informational signs and recently placed a QR code on them so that potential cash donors can scan and go directly to the food bank website to make their donation.

She is a great example of the "model" Keizer volunteer – someone who sees an issue and steps up to remedy it, finding other volunteers to help along the way. She has put her time, effort and her own resources (like her own water supply and plant purchases) into making Keizer a better place. I wholeheartedly endorse her nomination as Volunteer of the Quarter.

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, September 6, 2024 11:50 AM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - 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 Volunteer of the Quarter Nomination at 09/06/2024 11:50 AM

Name of Nominee: Ken Gierloff
Address of Nominee: Keizer OR

Nominee Phone Number or Contact Information:



***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::**

Ken Gierloff has led neighborhood association and community efforts in South East Keizer for decades. He has strongly advocated for countless projects, programs and community involvement in this neighborhood, one of the oldest parts of Keizer that pre-dates city incorporation. I strongly recommend Ken be recognized as volunteer of the quarter to celebrate his years of commitment and service.

File Upload (ONE ONLY):

No File Uploaded

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community::

Southeast Keizer has benefitted from a champion for that neighborhood to have a voice in city decisions and bring projects to Ben Miller Family Park, safety projects along their roadways, and collaboration with the SE Keizer Community Center.

Your Name:

Cathy Clark

Your Address:

 Keizer OR 97303

Your contact information (email or phone):

clarkc@keizerOR.gov



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Sunday, September 8, 2024 10:20 PM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - 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 Volunteer of the Quarter Nomination at 09/08/2024 10:19 PM

Name of Nominee: Ken Geirloff

Address of Nominee: [REDACTED]

Nominee Phone Number or Contact Information: [REDACTED]

***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::**

I would like to nominate Ken Gierloff for a Lifetime of Service to Keizer Award. He lives in the South East Keizer Neighborhood area and has been extremely instrumental in keeping our neighborhood safe and livable. He helped establish the first Neighborhood Watch and the first Neighborhood Association. This culminated in great collaboration in the building of Weddle Elementary, Claggett Creek Middle School and the wetlands area and Ben Miller Memorial Park. He worked with the Keizer Police in many ways and supported the SE Keizer Community Center for years. When I was on the Cherriots Board of Directors (2015-2021), I found out that SEKNA had not been meeting for a while and was told to contact Ken to see about getting it up and running again. The first meeting was in the SEKCC, with Hersch Sangster as one of the members.

File Upload (ONE ONLY):

No File Uploaded

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community::

The New SEKNA group was small and has always been small, but many accomplishments have been made. Discussions about KeizerFEST and powering through COVID occupied many meetings. Discussions about nuisance properties, collaborating with Weddle PTC activities, donating school supplies and National Night Out activities, etc. The speed issue on Alder seems to be finally addressed! Cooperation with other NA's in holding election debates, Community Cafes, having booths at KeizerFEST, getting regular Budget monies from the City were all spurred on by Ken's constant, dogged communication skills. And his constant commitment to the City of Keizer where he loves to live!!!

Your Name:

Colleen Busch

Your Address:

[REDACTED] Keizer, Or 97303

Your contact information (email or phone):

[REDACTED]



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, September 11, 2024 7:48 AM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - 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 Volunteer of the Quarter Nomination at 09/11/2024 7:48 AM

Name of Nominee: Ken Geirloff
Address of Nominee: Keizer SEKNA
Nominee Phone Number or Contact Information: [REDACTED]

***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::**

Ken was one of the original members of the Southeast Neighborhood Association when the NA were first started in the mid 1990's. He helped establish the working of Keizer Neighborhood Associations and created a funding source for them. Then in 2011 was instrumental in in restarting the SEKNA, securing funding through the City. Ken has been a wonderful advisor to the other Neighborhood Associations in their start up efforts He established a great working and supportive relationship with the two schools in his NA

File Upload (ONE ONLY): No File Uploaded

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community:: He has helped develop a stronger voice for all Keizer residents with the City. He has been a problem-solver and a great historian on issues that have come up in all of Keizer's Neighborhood Associations.

Your Name: Hersch & Mary Ann Sangster
Your Address: [REDACTED] Keizer, OR 97303
Your contact information (email or phone): [REDACTED]



Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Wednesday, September 11, 2024 11:34 AM
To: Wilson, Dawn
Subject: Volunteer of the Quarter Nomination - 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 Volunteer of the Quarter Nomination at 09/11/2024 11:34 AM

Name of Nominee: Ken Gierloff

Address of Nominee:

Nominee Phone Number or Contact Information:

***Please provide a brief description, including the dates or time period, of the nominee's contributions and the reason why you are nominating for this award::**

Ken has a rich history of volunteer work in Keizer. Has served for 10+ years as President of the Southeast Keizer neighborhood Association. Was an integral part in getting Ben Miller park built, Sam Orcutt way put in. Ken spearheaded the Community dinner night held at the Mennonite church on Candlewood back in the 90's and is still going today. Ken's tireless effort to keep our neighborhood safe and clean is well documented as he has reported to the various committees these past several years. Most recently the flashing traffic lights that were installed in May of 2024 on Alder St. were the byproduct of Ken's relentless pursuit of a much needed solution for the speeding problems on this street. I can't think of anyone more deserving of this award for his selfless service that has spanned decades.

File Upload (ONE ONLY):

No File Uploaded

Please explain the impacts these contributions have had on the city of Keizer or the Keizer community::

Ben Miller Park is the only park in our neighborhood and is well used and a great gathering place for are youth, being closely located to Weddle Elementary and Claggett Creek Middle school. I live on the corner of Brooks and Alder and have personally witnessed a difference the traffic on Alder and the more motorists have slowed down and are more aware of their speed.

Your Name:

Don Davis

Your Address:

██████████ Keizer, OR

Your contact information (email or phone):

████████████████████



Wilson, Dawn

From: Colleen Busch [REDACTED]
Sent: Friday, September 20, 2024 10:20 AM
To: Wilson, Dawn
Cc: [REDACTED]
Subject: Fw: Ken Gierloff

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.

Dawn,
Here is a letter from John Teague regarding Ken!
Colleen

— Forwarded Message —

From: [REDACTED]
To: [REDACTED]
Sent: Friday, September 20, 2024 at 09:21:45 AM PDT
Subject: Ken Gierloff

Hi, Colleen.

I printed off what's below to bring to you at today's meeting but just remembered that I was going to email it to you, so here it is by email, too.

John

I worked with Ken Gierloff for three decades, starting with the police department's push for community policing in the mid-1990's. When southeast Keizer was rife with crime, Ken was the district's loudest and most persistent voice for attention and improvement. Many times Ken and I sat around his coffee table while figuring out what to do, and often I just listened to what he was going to do, because his influence wasn't limited to the police department. Ken was the persistent voice in favor of urban renewal along Cherry and along Plymouth, for the development of Ben Miller Family Park, for traffic safety on Alder Drive, and he's the reason the SE Keizer Neighborhood Association continues today.

Ken Gierloff is a guy who sees things through. I have always been thankful to call him my friend, and I'll be thankful to see him honored for his 30 years of interest and effort to make Keizer better.

—John Teague

Volunteer Application 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 background check if required.

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

Formulario de solicitud de voluntariado

Este formulario en línea tiene la intención de proporcionar a la Ciudad información de contacto y conocer sus antecedentes e intereses como posible miembro de una junta o comisión asesora de la ciudad. ¡Gracias por su interés en servir a la ciudad de Keizer! Por favor, lea la siguiente renuncia:

He completado las preguntas a continuación y, hasta donde yo sé, lo que se ha dicho es cierto. Si me nombran para un puesto voluntario, acepto servir sin reembolso de ningún tipo y con el entendimiento y 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, entiendo que puedo estar sujeto a una verificación de antecedentes penales.

Al enviar esta solicitud, usted reconoce que ha leído la exención y autoriza a la Ciudad de Keizer a realizar una verificación de antecedentes penales si es necesario.

*****Miembros de la Comisión de Planificación y del Comité de Presupuesto:** Tenga en cuenta que el estatuto estatal prohíbe que los miembros del Comité de Presupuesto sirvan simultáneamente en la Comisión de Planificación.***

*First and Last Name (Nombre y Apellidos)

*Email Address (Dirección de correo electrónico)

*Phone (Teléfono)

*Address (Dirección)

*City (Ciudad)

Please Check ALL Committees of Interest (Por favor, revise TODOS los Comités de Interés)

Budget Committee (Comité de Presupuesto)

☐

Parks & Recreation Advisory Board (Junta Asesora de Parques y Recreación)

☐

Planning Commission (Comisión de Planificación)

☐

Public Art Commission (Comisión de Arte Público)

☐☐

Traffic Safety/Bikeways/Pedestrian Committee (Comité de seguridad vial/carriles ciclistas/peatones)

Other (Otra)

If you selected Planning Commission & Budget Committee, which one is your First Choice? (Si seleccionó la Comisión de Planificación y el Comité de Presupuesto, ¿cuál es su primera opción?)

*Days and times of week available (Días y horas de la semana disponibles)

*Your knowledge, education and/or skills (Sus conocimientos, educación y/o habilidades)

*How many hours a month are you available? (¿Cuántas horas al mes estás disponible?)

*Please explain why you are interested in serving. (Por favor, explique por qué está interesada/o en servir)

*I understand the time commitment and duties involved (Entiendo el compromiso de tiempo y los deberes involucrados)

☐ Yes

☐ No

*Have you ever been convicted of a felony? (¿Alguna vez ha sido condenado por un delito grave?)

☐ Yes

☐ No

Education Background (Antecedentes educativos)

*High School (escuela secundaria)

*Graduate or GED (Posgrado o GED)

College (universidad)

Degree (Título universitario)

Personal Reference (Referencia personal)

*Name (Nombre)

*Address (Dirección)

*Phone (Número de teléfono)

Current Place of Employment (Lugar de empleo actual)

Employer's Name (Nombre del empleado)

Employer's Address (Dirección del empleado)

Employer's Phone (Teléfono del empleador)

May We Contact you at work? (¿Podríamos contactarte en tu trabajo?)

☐ Yes

☐ No

Previous Volunteer Experience (Experiencia previa de voluntariado)

Volunteer Agency (Agencia de voluntariado)

Address (Dirección)

Phone (Número de teléfono)

Duties (Deberes)

☐

I authorize a criminal background check if required. (Autorizo una verificación de antecedentes penales si es necesario.)

Youth Councilor/Youth Committee Liaison

Youth Councilor

Each school year one youth Councilor may be appointed as a non-voting member of the Council. 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.

Consejero de la Juventud

Cada año escolar, se podrá designar a un Consejero de la Juventud como miembro sin derecho a voto del Consejo. Para recibir este nombramiento, el candidato debe ser residente de Keizer y estar asistiendo a la escuela secundaria o ser un estudiante registrado que recibe educación en el hogar. El nombramiento se realizará por mayoría de votos de los Consejeros presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Councilor

- Will be selected during the 10th or 11th Grade year and serve during the 11th or 12th Grade year. Students must be between the ages of 15 and 18, except where specified by resolution or ordinance.
- Term of office will be generally from 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.

The application may be filled out electronically. Applications are also available at Keizer Civic Center – City Hall located at 930 Chemawa Road NE, Keizer, or you can request an application be mailed to you by calling City Hall at [\(503\) 390-3700](tel:5033903700).

For additional information on this volunteer position, please contact [Dawn Wilson](#), Deputy City Recorder at [\(503\) 856-3418](tel:5038563418). To apply, [click here](#).

Consejero de la Juventud

- Será seleccionado durante el 10.º o 11.º grado y servirá durante el 11.º o 12.º grado. Los estudiantes deben tener entre 15 y 18 años, excepto cuando se especifique por resolución u ordenanza.
- El mandato será generalmente del 1 de septiembre al 30 de mayo.
- Se le exigirá que asista a las reuniones del Consejo los lunes por la noche y al menos a una reunión adicional por mes con un Consejero (es decir, observación del trabajo). Las sesiones de trabajo son opcionales pero muy recomendadas.

- Será responsable de administrar los horarios de los Pajes y supervisar el programa de Pajes.
- Se le instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.

La solicitud se puede completar electrónicamente. Las solicitudes también están disponibles en Keizer Civic Center – City Hall ubicado en 930 Chemawa Road NE, Keizer, o puede solicitar que se le envíe una solicitud por correo llamando al City Hall al (503) 390-3700.

Para obtener información adicional sobre este puesto de voluntario, comuníquese con Dawn Wilson, registradora municipal adjunta, al (503) 856-3418. Para postularse, [haga clic aquí](#).

Youth Committee Liaison

Each school year one 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.

Enlace del Comité de Jóvenes

Cada año escolar, se puede designar un Enlace de Jóvenes como miembro sin derecho a voto en cualquier Junta, Comité o Comisión de la Ciudad. Para recibir este nombramiento, el candidato debe ser un residente de Keizer que asista a la escuela secundaria o un estudiante registrado que recibe educación en el hogar. El nombramiento se realizará por mayoría de votos de los concejales presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Committee Liaison

- Students must be between the ages of 15 and 18, except where specified by resolution or ordinance.
- 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.
- Term of office will be generally from 9/1 through 5/30.

Enlace del Comité de Jóvenes

- Los estudiantes deben tener entre 15 y 18 años, excepto cuando se especifique por resolución u ordenanza.
- Asistirán a las reuniones del comité del grupo para el cual son enlaces.
- Compartirán información de las reuniones del comité con el Consejo de Jóvenes.
- Se les instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.
- El mandato durará generalmente del 1 de septiembre al 30 de mayo.

The application may be filled out electronically. Applications are also available at Keizer Civic Center – City Hall located at 930 Chemawa Road NE, Keizer, or you can request an application be mailed to you by calling City Hall at [\(503\) 390-3700](tel:5033903700).

For additional information on this volunteer position, please contact [Dawn Wilson](#), Deputy City Recorder at [\(503\) 856-3418](tel:5038563418). To apply, [click here](#).

La solicitud se puede completar electrónicamente. Las solicitudes también están disponibles en el Centro Cívico Keizer – Ayuntamiento ubicado en 930 Chemawa Road NE, Keizer, o puede solicitar que se le envíe una solicitud por correo llamando al Ayuntamiento al (503) 390-3700.

Para obtener información adicional sobre este puesto de voluntario, comuníquese con Dawn Wilson, Registradora Adjunta de la Ciudad al (503) 856-3418. Para presentar una solicitud, [haga clic aquí](#).

Youth Committee Liaison – Application

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.

Cada año escolar, se podrá designar a un Enlace Juvenil como miembro sin derecho a voto en cualquier Junta, Comité o Comisión de la Ciudad. Para recibir este nombramiento, el candidato debe ser residente de Keizer que asista a la escuela secundaria o un estudiante registrado que reciba educación en el hogar. El nombramiento se realizará por mayoría de votos de los concejales presentes, siguiendo una recomendación del Comité Coordinador de Voluntarios.

Youth Committee Liaison

- Will be open to all age groups.
- 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.

Enlace del Comité de Jóvenes

- Estará abierto a todos los grupos de edad.
- Asistirá a las reuniones del comité del grupo para el cual es enlace.
- Compartirá información de las reuniones del comité con el Consejo de Jóvenes.

- Se le instará a reclutar candidatos para cubrir su puesto cerca del final del año escolar.

*First and Last Name (Nombre y apellido)

*Phone (Teléfono)

*Address (DIRECCIÓN)

*City, State and Zip Code (Ciudad, estado y código postal)

*Email Address (Dirección de correo electrónico)

*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.)]

*Personal Reference (Referencia personal)

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)

*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.)

- ☐ Arts Commission (3rd Tuesday, Bi-Monthly)
- ☐ Parks Advisory Board (2nd Tuesday, Monthly)
- ☐ Traffic Safety/Bikeways (3rd Thursday, Monthly)
- ☐ Planning Commission (2nd Wednesday, Monthly)



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

Typed name will be considered a signature (El nombre escrito será considerado como una firma.)

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

Typed name will be considered a signature (El nombre escrito será considerado como una firma.)

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

Resume (Optional) [Currículum (opcional)]

Submit

Youth Councilor – Application

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 9/1 to 6/15.

El puesto de Consejero Juvenil está disponible para estudiantes de segundo o tercer año que prestarán servicios durante su tercer o cuarto año respectivamente. Para los estudiantes no tradicionales, la selección será durante el año escolar en el que cumpla 16/17 años para prestar servicios durante el año escolar en el que el estudiante cumpla 17/18 años. El mandato será del 1 de septiembre al 15 de junio.

*First and Last Name (Nombre y apellido)

*Phone (Teléfono)

*Address (DIRECCIÓN)

*City, State and Zip Code (Ciudad, estado y código postal)

*Email Address (Dirección de correo electrónico)

*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.)]

Personal Reference - Please attach a letter of recommendation from a teacher or community leader. (Referencia personal: adjunte una carta de recomendación de un maestro o líder comunitario.)

Current Place of Employment: Employer's Name, address & phone and your position. (Lugar de trabajo actual: Nombre, dirección y teléfono del empleador y su puesto.)

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

*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. (Entiendo que se me exigirá que asista a las reuniones del Consejo los lunes por la noche y al menos a una reunión adicional por mes con un Concejal (es decir, observación del trabajo). Las sesiones de trabajo son opcionales, pero se recomiendan encarecidamente.)

☐ Yes (Si)

☐ No (No)

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.)

☐ Yes (Si)

☐ No (No)

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

Typed name will be considered a signature (El nombre escrito será considerado como una firma)

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

Typed name will be considered a signature (El nombre escrito será considerado como una firma)

Reference Letter (Carta de referencia)

Resume (Reanudar)

Additional Attachments (Archivos adjuntos adicionales)

Submit



GUIDELINES

for Volunteer Coordinating Committee

Interviewing Board, Commission and Committee Applicants

Beginning of Meeting

The Chair of the Volunteer Coordinating Committee will review the voting process with the applicants.

Applicant Presentation

Each applicant will be allowed five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.

Questions

The Volunteer Coordinating Committee may then ask questions of the applicants. Questions from the Committee are not included in the five minute time limit. Volunteer Coordinating Committee members should come prepared with questions. The Chair will ensure committee members take turns and that each committee member is able to ask at least one question. To ensure fairness and help diminish bias, the same questions should be asked of each candidate interviewing for the same position.

Appropriate questions from committee members are those specific to the applicant's experience and their philosophies related to the volunteer position they are applying for, their communication style, their interest in Keizer, etc. ***A list of appropriate questions are provided on page 2.***

Keep Your Questions Legal

It is the responsibility of the interview panel and staff to ensure that the questions asked are legal. As such, the questions you ask must avoid topics that are inappropriate due to Oregon or Federal law, such as: age, race, sexual orientation, religion, national origin, disability, height & weight, current pay or financial status, citizenship, family status, whether they've been arrested. It is possible that applicants will choose to share information, such as family status and that is fine if they voluntarily provide it, but it is not required and should not be requested, nor should there be any follow-up questions on those topics.

Awareness – Committee members and staff have a responsibility, and as such, are encouraged, to speak up on inappropriate questions. You can suggest that we'd like to retract the question and offer another question or rephrase the question so that it doesn't pertain to the above topics. Be sure not to include your personal opinions in questions.

Please review the Reference Tool for Interview Panel Members on page 3 for do's and don'ts.

Sample Interview Questions

- Please share any special training, skills or experience pertinent to this volunteer position.
- Please tell us what you love about Keizer.
- How are you invested in the city of Keizer?
- The [name of board, commission, committee] requires a significant time investment. There is a substantial amount of reading and preparation for meetings, as well as an evening meeting once a month. Do you have any questions about this time commitment? Do you understand and are you able to meet the time commitments of this volunteer position?
- Meetings are held once a month in the evenings. Are you able to commit to attending the meetings?
- Please share your experience working with a diverse set of people.
- How would you, as a board, commission or committee member, support the City's commitment to the values of justice, equity, diversity and inclusion?
- Tell us about a time that you worked as a member of a team.
- Tell us about a time that someone criticized you and how did you respond?
- Please describe a time that you had to resolve a conflict with a teammate.
- Please describe how you make difficult decisions when there are competing interests.
- What type of approach to solving problems seems to work best for you? Please give us an example of a time when you solved a tough problem.
- When analyzing a situation, how far in the past, present, and future do you consider?
- Please describe in specific terms, how you have contributed on a team.
- What, in your experience, motivates your best and most successful performance? Please give us an example of this motivation in action.
- What are your areas of interest in regards to participating on this committee/ board/ commission?
- Why did you apply for a position on the [name of board, commission, committee]?
- After reviewing the information about the [name of board, commission, committee], how does your past experience relate?



citycounty insurance services
cisoregon.org

Reference Tool for Interview Panel Membersⁱ

Interviewer Do's and Don'ts

Do

- Create a comfortable atmosphere
- Let the applicant do most of the talking
- Question objectively
- Listen Attentively

Don't

- Have inappropriate non-verbal communication (e.g. facial expressions, doodling, reviewing other non-interview documents, phone, clock, not paying attention)
- Evaluate with bias

Halo Effect: Allow internal ratings of one question to influence the ratings of the other questions

Similar Bias: Giving higher-than-deserved internal ratings to applicants who appear similar to the interviewer. People have a natural tendency to prefer others who are similar in various ways to them; sometimes this starts with the reading of an application or resume'.

Rater Bias: Allows certain personalities or prejudices to interfere with being able to evaluate fairly the applicant's performance.

Contrast Bias: Based on how well the other applicants did; comparing them to each other rather than comparing each applicant to the volunteer position.

First Impression: Interviewers tend to make rapid decisions about qualifications of an applicant within a few minutes of an interview based on minimal information or before interview questions are answered.

Pressure to Nominate: Pressure to place an applicant in the position becomes more important than placing the right person in the position.

Stereotype: Interviewer has an image of how a person should look for this position.

ⁱ This document was originally created by City County Insurance Services and tailored by City staff for applicable use by volunteer members of the City's boards, commissions and committees.

Volunteer Coordinating Committee's Interview Questions for the Community Diversity Engagement Committee (CDEC)



CDEC Mission Statement:

To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Name:
Last First Middle

Date:

Address:

City/ State/Zip:

Telephone No.: Home Work Cell/Mobile

E-Mail Address:

Present Occupation:

Keizer Resident: ? ☐ No ☐ Yes – since year:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee:

2. How do you describe community engagement, diversity, equity, inclusion, and justice?

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it?

4. What do you envision for Keizer in the future related to community engagement?

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee?

--

Signature:

Date:

For office use only:

Please return this form to:

Date Received:	Deputy City Recorder's Office 930 Chemawa Rd NE Keizer, OR 97303
Date Considered:	
Action by Council:	503-856-3418 503-393-9437 (FAX)
Term Expires:	wilsond@keizer.org

**Volunteer Coordinating Committee
Interview Questions & Scoring Rubric
for the Community Diversity Engagement Committee (CDEC)**



CDEC Mission Statement:

To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Name: _____

Selected Position: CDE Committee

Interviewer's Name: _____ Date: _____

Numeric Scoring Guide:

- 1 = Responses were too vague and/or didn't answer questions.
- 2 = Answered the questions with general concepts or examples.
- 3 = Outstanding, thoughtful response with specific and relevant examples

The numeric score should take into consideration the applicants for the work of the CDEC. Responses should be appropriate within the context of the committee work and should highlight personal strengths and qualities for the CDEC.

Interviewer Comments Guide: Please use the space provided to give specific feedback to the Volunteer Coordinating Committee.

PART 1 – Interview Questions:

1. Please provide personal, professional, and volunteer background or perspective you would bring to the efforts of promoting community engagement, diversity, and inclusion, to the committee. Did applicant provide specific examples in their answers?

Circle Numeric Score: 1 2 3 Interviewer Comments

2. How do you describe community engagement, diversity, equity, inclusion, and justice? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant specifically explain their answer?):

3. Please provide an example of a time you worked with someone with a different background or viewpoint. What was the outcome and how did you contribute to it? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant provide clear example and explain the outcome and their contributions?):

4. What do you envision for Keizer in the future related to community diversity engagement?

Circle Numeric Score: 1 2 3 Interviewer Comments (Did the applicant demonstrate inclusion and have a vision for a more inclusive Keizer?)

5. What do you hope the committee will accomplish? What specific ideas do you hope to implement during your time on the Committee? Circle Numeric Score: 1 2 3 Interviewer Comments (Did applicant answer both questions?)

Score: ____/15

PART 2 – Skills:

Demonstrated knowledge and understanding of CDEC role and requirements

Shared information about personal skills/experience to demonstrate qualification for committee

Demonstrated through stories self-awareness of personal experiences

PART 3 – Interviewer Comments:

Please write additional feedback that you believe will help the council in their decision-making.
For example, if you had a recommendation as to why you rated them as you did.

Thank you for sharing your time and expertise!

Process for Volunteer Recognition Month (April)

Changes by the VCC on 08-22-24

Part 1:

- The Mayor prepares a Proclamation and reads it at the first City Council Meeting in April.
- The information below is placed in the Volunteer Coordinating Committee (VCC) packet the month or two prior to Volunteer Recognition Month. Members of the VCC sign up for a Board, Commission, or Committee (“Group”) Meeting to attend.
- City Recorder staff purchases tokens of appreciation for the Group and brings tokens of appreciation to the meeting.
- **The VCC member attends their chosen Group for that year and sits at the Public Comment table when the Chair states the Volunteer Appreciation Agenda item.**
 - The City Recorder's Office will have the Proclamation at each of the meetings.
 - The VCC member verbally recognizes the Group with their personal expression of appreciation, and they will read the Proclamation at each meeting, with the exception of the City Council meeting because the Proclamation is read by the Mayor.
- Each VCC member ensures that the tokens of appreciation are distributed at each meeting.

Information to include in the Volunteer Coordinating Committee Packet in February/March:

Volunteer Appreciation Assignments: Each year in April, members of the VCC attend a Committee meeting to express gratitude on behalf of the VCC for volunteer dedication and commitment at the closest meeting to the Volunteer Recognition Month. Tokens of appreciation are provided by the City to be distributed at each meeting. Please use the table below to determine which meeting you would like to attend.

Here are the upcoming Group meetings that VCC Members will be attending so you can recognize the volunteer members on behalf of the VCC:

Volunteer Appreciation Assignments – [Year]			
Group	Meeting Date	Time	VCC Member
City Council Meeting (<i>Chair attends</i>) but all Members are Invited to attend	Monday,	7:00 PM	
Community Diversity Engagement	Thursday,	6:00 PM	
Parks Advisory Board	Tuesday,	6:00 PM	
Traffic Safety/Bikeways/Peds	Thursday,	6:00 PM	
Planning Commission	Wednesday,	6:00 PM	
Budget Committee	Monday,	6:00 PM	
Arts Commission	Tuesday,	6:00 PM	

Part 2:

- The Mayor will ask the City Council at a regularly scheduled meeting in March who would be available to recognize the VCC at ~~the closest meeting to volunteer recognition month~~ their April (or May) meeting.
 - ~~At least one Councilor and/or the Mayor would recognize the VCC members.~~
- The Council liaison to the VCC shall recognize the VCC at the meeting closest to Volunteer Recognition Month. [PER MAYOR CLARK]

Process for Volunteer Recognition Month (April)

Part 1:

- The Mayor prepares a Proclamation and reads it at the first City Council Meeting in April.
- The information below is placed in the Volunteer Coordinating Committee (VCC) packet the month or two prior to Volunteer Recognition Month. Members of the VCC sign up for a Board, Commission, or Committee (“Group”) Meeting to attend.
- City Recorder staff purchases tokens of appreciation for the Group and brings tokens of appreciation to the meeting.
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Planning Commission	Wednesday,	6:00 PM	
Budget Committee	Monday,	6:00 PM	
Arts Commission	Tuesday,	6:00 PM	

Part 2:

The Council liaison to the VCC shall recognize the VCC at the meeting closest to Volunteer Recognition Month.

Wilson, Dawn

From: T Woodard [REDACTED]
Sent: Monday, August 5, 2024 2:13 PM
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.

On Aug 1, 2024, at 9:04 AM, "Wilson, Dawn" <WilsonD@keizer.org> wrote:

Hi Grayton!

On behalf of the Volunteer Coordinating Committee, I'm contacting you. They have implemented a Youth Councilor Exit Survey with the intent of improving the program and have asked me to send it to you for your response.

Please reply to this email and fill in the blanks below at your earliest convenience. I will then include your responses in the Committee's next 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.

Getting the experience to see how your community works, and see the real impact that the city council has on the day to day lives of the residents of Keizer.

2. Share any negative aspects of this experience that you would change.

There isn't really anything negative I would change necessarily. I think revisiting and updating the website for the roles of the position would be a good thing to do however, because it was sometimes confusing what my responsibilities were and how I could best fulfill them.

3. If you could add anything to this experience to make it more impactful what would that be?

Encouraging to get involved as much as possible! I wish I was able to be more involved in some aspects, however I also understand time constraints as school was a large pressure for me as well in finding time for the program.

4. What would you recommend we do to create more interest for other youth?

I believe there is already interest for other youth, however going out into classrooms, and making the program wider known is something I will be trying to make happen, and something that I think can happen through the program as well. Creating a framework of getting this wonderful program out there and known is something that would be really great, and it's something that I am working with actively to ensure a consistent stream of volunteers through McNary High school. One thing that I recommend that I don't have the power in doing, is creating a streamlined way for youth to be able to get up to date information on the website, and potentially have a more clear definition of roles and responsibilities.

5. What was the most surprising thing about the experience?

Definitely seeing the interactions between councilors and how everyone interacts. There is a surprising amount going on behind the scenes, and in spite of that, everyone treats each other with respect even though conflicts do happen. Seeing those interactions happen within meetings, and what people choose to say is a super interesting experience that shows you that people really do care about their communities even though different people might have different ideas to get things done.

Thank you for your time,

Dawn M. Wilson

Deputy City Recorder

City of Keizer

930 Chemawa Road NE

Keizer, OR 97303

www.keizer.org

Phone: 503.856.3418

Fax: 503.393.9737

<image001.png>

Hello Dawn!

Apologies for the delay in writing this email, I've filled in the answers in the above question section. I want to thank you again as well for being such an amazing and helpful person with during my experience! Please let me know if there are any additional questions that need answered or any other inquiries!

Thanks so much again,
Grayton Woodard