



## VOLUNTEER COORDINATING COMMITTEE MEETING AGENDA

Thursday, June 8, 2023 – 6:00 p.m.

1. CALL TO ORDER/NOTE OF ATTENDANCE
2. APPROVAL OF MINUTES ~ March 2023
3. PUBLIC TESTIMONY
4. VOLUNTEER OF THE QUARTER NOMINATION – B.J. Toewe
5. COMMITTEE APPOINTMENTS
  - **Youth Committee Liaison:** Various committee Youth Committee Liaison positions are vacant. A media release was distributed and an application was received from **Katherine Klein (Arts Commission)** and **Angelica Sarmiento (Planning Commission)**. Committee should review the applications and make a recommendation for appointment to fill the term starting September 1, 2023 and expiring May 31, 2024.
  - **Keizer Public Arts Commission:** There are **two vacancies** on this commission. A media release was distributed and an application was received from **Derek Bish, Susan Lelack, Cole Mallette, Jennifer Owens** and **Marilyn Wood**. Committee should review the application and make a recommendation for appointment to fill the terms expiring June 2027.
6. OTHER BUSINESS
  - **Council Liaison Report**
  - **NEXT MEETING:** September 14 (Budget & Planning Interviews)
  - **Recruitment:** Recruitment for Budget Committee and Planning Commission will begin August 1.
7. ADJOURNMENT



**CITY OF KEIZER  
VOLUNTEER COORDINATING COMMITTEE MINUTES  
March 9, 2023**

Chair Daisy Hickman called the meeting to order at 6:00 p.m. In attendance were:

**Present:**

Daisy Hickman, Chair  
Jane Herb, Vice Chair  
Larry Jackson  
Dawn Reichle Bailon  
Corri Falardeau  
Leslie Risewick

**Absent:**

Shyanne Tovar

**Council/Staff Present:**

Shaney Starr, Councilor  
Debbie Lockhart, Deputy City Recorder

**WELCOME TO NEW MEMBERS:** Chair Daisy Hickman welcomed new members and shared information about the Volunteer Coordinating Committee. Each member then introduced themselves and shared which Councilor appointed them.

**ELECTION OF CHAIR AND VICE CHAIR:** Daisy Hickman and Jane Herb were elected by unanimous consent as Chair and Vice Chair respectively.

**APPROVAL OF MINUTES:** Jane Herb moved for approval of the November 2022 minutes. Larry Jackson seconded. Motion passed as follows: Hickman, Herb and Jackson in favor with Reichle Bailon, Falardeau and Risewick abstaining and Tovar absent.

**PUBLIC TESTIMONY:** None

**YOUTH COUNCILOR APPOINTMENT:** Each school year one Youth Councilor may be appointed as a non-voting member of the Council. A media release was distributed and applications were received from *Emerson Carella* and *Grayton Woodard*. Committee reviewed the applications and heard testimony from both candidates.

Larry Jackson moved to close nominations. Jane Herb seconded. Motion passed as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau and Risewick in favor with Tovar absent.

A ballot vote was taken. Results were as follows:

	Herb	Reichle Bailon	Jackson	Hickman	Falardeau	Risewick	Tovar	
Emerson Carella	x	x						2
Grayton Woodard			x	x	x	x		4

Jane Herb moved to recommend appointment of Grayton Woodard to serve the 2023-24 term as Youth Councilor. Corri Falardeau seconded. Motion passed as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau and Risewick in favor with Tovar absent.

**YOUTH COMMITTEE LIAISON APPOINTMENT:** Each school year Youth Committee Liaisons are recruited to serve as non-voting members on various City Committees. An application was received from *Kiele Jarnagin* to fill a vacancy on the Parks Advisory Board. Ms. Jarnagin had contacted staff to indicate she was unable to attend the meeting. However, it was determined that since she was a senior and a later interview along with the appointment process would not allow her to begin her term until the 2022-23 term was over, the appointment would not be addressed.

**OTHER BUSINESS**

**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. Cookies are provided by the City to be distributed at each meeting.

Committee members chose which committee meetings they wished to attend as follows:

Group	Meeting Date	Time	VCC Member
City Council Meeting	Monday, April 3	7:00 PM	Daisy Hickman
Community Diversity Engagement	Thursday, April 6	6:00 PM	Leslie Risewick
Parks Advisory Board	Tuesday, April 11	6:00 PM	Jane Herb
Planning Commission	Wednesday, April 12	6:00 PM	<i>Shyanne Tovar*</i>
Traffic Safety/Bikeways/Peds	Thursday, April 20	6:00 PM	Larry Jackson
Budget Committee	Monday, May 8	6:00 PM	Corri Falardeau
Arts Commission	Tuesday, May 16	6:00 PM	Dawn Reichle Bailon

*\*Appointed due to absence.*

**ADJOURNMENT** – Meeting adjourned at 7:07 p.m.

**NEXT MEETING DATE** – June 8, 2023

Minutes approved: \_\_\_\_\_

# **VOLUNTEER OF THE QUARTER**

## **First Quarter 2023**

Each quarter the City of Keizer recognizes an individual or group of individuals for their contributions to the community. This award is designed to recognize the achievement and to encourage actions that enhance the city of Keizer, the community and the lives of our citizens. Process for Award of Nomination:

- A written nomination form is submitted to the Keizer City Recorder.
- Additional letters of support, supplementary information such as pictures, news stories, biographical information, or other materials that show the project or contribution of the nominee may be included.
- The nomination will be reviewed and decided by the Volunteer Coordinating Committee. The nominator may be requested to attend a meeting of the committee to answer questions and explain the nomination in further detail.
- The award will then be presented at a regular meeting of the Keizer City Council.

## **NOMINATION**

**S B. J. Toewe**

A new submission has been received for Volunteer of the Quarter Nomination at  
04/17/2023 4:35 PM

Name of Nominee: BJ Toewe

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::

BJ has volunteered with the Keizer Community Library for a few years now. She spent her years in library service at director levels and her favorite area was the Children Services area. At the Keizer Community Library she has worked the circulation desk, ran the Storytime events and has helped in the growth of the library. She is on the Board of the Library and has been instrumental in many areas. She led the ballot campaign for the library to become public, working tirelessly to make this a possibility. She is unbelievably invested in the library. I feel she is definitely deserving of being chosen for Keizer's Volunteer of the Quarter. Thank you.

File Upload (ONE ONLY): No File Uploaded

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

She has really helped in the library growth and getting the message out that we are here and offer many services for the public. She uses her voice and work to make a difference.

Your Name: Kris Adams

Your Address: [REDACTED]

Your contact information (email or phone): [REDACTED]

## Volunteer of the Quarter Nomination

Nominee: BJ Toewe

**\*\*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 very much like to nominate BJ Toewe for her contributions and dedication to the Keizer Community Library. She has a passion for providing a wonderful place for anyone in the community to go to obtain literacy material and obtain help with research on any topic of interest. BJ has been instrumental in growing the Children's Reading Program which is an invaluable asset to Keizer's children and families. Her background, experience and love for this much needed service to our community is why BJ should receive the prestigious award and recognition as "Volunteer of the Quarter".

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

BJ's efforts over the last 3 years as a Board Member of the Keizer Community Library and her willingness to run a campaign in 2022 for becoming a public library has brought an awareness to our community of the importance of having a quality library for our city. Her dedication is evident as she has continued to volunteer many hours of her time to benefit all the citizens of Keizer.

Nominator: Rhonda Rich

# ***VOLUNTEER OF THE QUARTER***

***First Quarter 2023***

*Presented to*

***B. J. TOEWE***

*With sincere gratitude and appreciation for your  
volunteer contributions to the  
Keizer Community.*

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*Cathy Clark  
Mayor – City of Keizer*

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*Daisy Hickman  
Volunteer Coordinating Committee Chair*

# 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.

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.

## APPLICATION

KATHERINE KLEIN

Art Commission

ANGELICA SARMIENTO

Planning Commission



**A new submission has been received for Youth Committee Liaison Application Form at 04/21/2023 4:42 PM**

**First and Last Name:** Katherine Klein  
**Phone:** [REDACTED]  
**Address:** [REDACTED]  
**City, State and Zip Code:** Keizer, OR 97303  
**Email Address:** [kittenmasterklein@gmail.com](mailto:kittenmasterklein@gmail.com)

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

I'm currently on the Keizer arts commission and I would like to stay on it as a youth liaison. I'm a girl scout, I have been a girl scout since I was in kindergarten., And I'm currently in my sophomore year of high school. I have always been interested in art since I was very young, and it's a really cool and amazing experience to be on the arts commission

**Personal Reference :** Lisa Cejka

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

Not sure if this counts as "volunteer", but I am currently on the Keizer arts commission. And during girl scouts we did various kinds of volunteer work, like beach clean up, or helping clean stuff up.

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

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

**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.:** Katherine Klein

**Signature of Parent/Guardian:** Lisa Cejka  
**Reference Letter (Optional):** No File Uploaded  
**Resume (Optional):** No File Uploaded

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

**A new submission has been received for Youth Committee Liaison Application Form at 05/15/2023 12:35 PM**

**First and Last Name:** Angelica Sarmiento  
**Phone:** [REDACTED]  
**Address:** [REDACTED]  
**City, State and Zip Code:** Keizer, Oregon 97303  
**Email Address:** [sarmientoaveangelica@gmail.com](mailto:sarmientoaveangelica@gmail.com)

**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.):**

Youth Councilor, member of National Honor Society, member of Salem- Keizer Youth Leadership Project, and All- City AVID

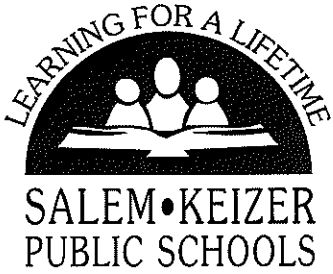
**Personal Reference :** Laura Reid  
**Previous Volunteer Experience: Name & Address of Volunteer Agency and your duties:** [REDACTED]

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

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

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

Angelica Sarmiento Avendano  
**Signature of Parent/Guardian:** Miriam Avendano Garcia  
**Reference Letter (Optional):** Angelica Sarmiento.pdf  
**Resume (Optional):** No File Uploaded



McNARY HIGH SCHOOL  
Erik Jespersen, Principal  
595 Chemawa Road N, Keizer, Oregon 97303  
503-399-3233 • FAX: 503-391-4025

Christy Perry, Superintendent

February 8, 2023

To Whom It May Concern:

I am honored to be writing in support of ANGELICA SARMIENTO. Not only have I gotten to know her as a student, but she is also a colleague on the Keizer City Council. Angelica has impressed me with her commitment to making the most of her academic opportunities and with her eagerness to be involved and to serve.

Angelica was definitely a stand-out when I first had her in my English 10 class. She was always eager to contribute to class discussions and took the initiative to earn honors credit; she set the bar for excellence among her peers. Since then, she has taken rigorous courses, including AP and dual credit courses, and will continue to do so into her senior year. She has been an AVID student for several years, and she has taken the academic skills she has learned in that program and applied them in all her academic endeavors.

In addition to her commitment to her academics, Angelica is involved in many programs that enrich her life. She is in orchestra, National Honor Society, and peer navigators. She is an example to her peers and a mentor for younger students. She is unfailingly kind and encouraging. Angelica's involvement extends beyond school as she has taken on the responsibility of being the Youth Councilor on the City Council. In this role, she is a liaison between the youth and the City; she helps us understand what the youth in our community are involved in and advocates for their interests.

It has been exciting to see Angelica grow and evolve over the years. I am confident that she will continue to make the most of her opportunities and will give back to her school and community in any way she can. She will be an excellent addition to any community and will use her blessings and talents in the service of those around her.

Sincerely,

Laura Reid  
English Teacher  
McNary High School

# 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 Positions Open  
Terms ending 6/30/26

## Applications

- Derek Bish
- Susan Lelack
- Cole Mallette
- Jennifer Owens
- Marilyn Wood



# KEIZER ARTS COMMISSION ROSTER

Position

	Name/Address	Phone/E-mail	Appoint Date	End Date	Report to Council
1	Kat Thoreson		07/2022	6/2025	April
2	Cole Mallette		07/2022	6/2023	June
3	Kim Steen		3/2015	6/2024	August
4	Laura Reid		1/2019	12/202?	Back-up
5	Beth Melendy		6/2014	6/2023	October
6	Lore Christopher		2/2015	6/2025	December
7	Felicia Squires		1/2019	6/2024	February
	<b>Youth Liaison</b> Katherine Klein		2022	6/2023	

**A new submission has been received for Volunteer Application at 05/05/2023 1:41 PM**

**First and Last Name:** Derek Bish

**Email Address:** [REDACTED]

**Phone:** [REDACTED]

**Address :** [REDACTED]

**City:** Keizer

**Please Check ALL Committees of Interest:**

**Budget Committee:**

**Parks Advisory Board:** Parks Advisory Board

**Planning Commission:** Planning Commission

**Public Art Commission:** Public Art Commission

**Traffic Safety/Bikeways/Pedestrian:** Traffic Safety/Bikeways/Pedestrian

**Other:** Open to other opportunities in the Keizer community.

**Days and times of week available:** Most. Make my own schedule

**How many hours a month are you available?:** 20

**Please explain why you are interested in serving:** Lived in Keizer for over 20 years, kids attended and graduated Keizer schools, own a local business, and I love Keizer I want to take a positive role in my community.

**Your knowledge, education and/or skills:** Extensive customer service, bookkeeping, marketing. Been running my own successful business for over 20 years.

**I understand the time commitment and duties involved:** Yes

**Have you ever been convicted of a felony?:** No

**Education Background:**

**High School:** North Salem

**Graduate or GED:** GED

**College:** Chemeketa, BCTI

**Degree:**

**Personal Reference:**

**Name:** Rick Retzman

**Address:** [REDACTED]

**Phone:** [REDACTED]

**Current Place of Employment:**

**Employer's Name:** Zwickers Carpet Cleaning

**Employer's Address:** [REDACTED]

**Employer's Phone:** [REDACTED]

**May We Contact you at work?:** Yes

**Previous Volunteer Experience:**

**Volunteer Agency:**

**Address:**

**Phone:**

**Duties:**

**I authorize a criminal background check if required:** I authorize a criminal background check if required

**A new submission has been received for Volunteer Application at 05/25/2023 9:26 AM**

**First and Last Name:** Susan Lelack  
**Email Address:** [REDACTED]@t  
**Phone:** [REDACTED]  
**Address :** [REDACTED]  
**City:** Keizer  
**Please Check ALL Committees of Interest:**  
**Public Art Commission:** Public Art Commission  
**Days and times of week available:** pretty much all the time  
**How many hours a month are you available?:** 10  
**Please explain why you are interested in serving:** Fancy myself as an artist and Keizer is where I live. Seems like a good match  
**Your knowledge, education and/or skills:** Other than a class here and there I don't have any real training. I work with all sorts of media (fiber, paint and wood).  
**I understand the time commitment and duties involved:** Yes  
**Have you ever been convicted of a felony?:** No  
**Education Background:**  
**High School:** Bellflower High School  
**Graduate or GED:** Graduate  
**College:** Chemeketa Community College  
**Degree:** AA in Computer Science  
**Personal Reference:**  
**Name:** Manya Phillips  
**Address:** Crater Ave N  
**Phone:** [REDACTED]  
**Current Place of Employment:**  
**Employer's Name:** Retired  
**Employer's Address:**  
**Employer's Phone:**  
**May We Contact you at work?:**  
**Previous Volunteer Experience:**  
**Volunteer Agency:**  
**Address:**  
**Phone:**  
**Duties:**  
**I authorize a criminal background check if required:** I authorize a criminal background check if required

**A new submission has been received for Volunteer Application at 06/22/2022 4:53 PM**

**First and Last Name:** Cole Mallette  
**Email Address:** [REDACTED]  
**Phone:** [REDACTED]  
**Address :** [REDACTED]  
**City:** Keizer  
**Please Check ALL Committees of Interest:**  
**Public Art Commission:** Public Art Commission  
**Other:**  
**Days and times of week available:** Tuesdays  
**How many hours a month are you available?:** 2-4  
**Please explain why you are interested in serving:** To get involved in the Arts  
**Your knowledge, education and/or skills:** What I know best  
**I understand the time commitment and duties involved:** Yes  
**Have you ever been convicted of a felony?:** No  
**Education Background:**  
**High School:** South  
**Graduate or GED:** Graduate  
**College:** Notre Dame  
**Degree:** Double Major  
**Personal Reference:**  
**Name:** Cole  
**Address:** [REDACTED]  
**Phone:** [REDACTED]  
**Current Place of Employment:**  
**Employer's Name:** Keele and Son  
**Employer's Address:** [REDACTED]  
**Employer's Phone:** [REDACTED]  
**May We Contact you at work?:** No  
**Previous Volunteer Experience:**  
**Volunteer Agency:**  
**Address:**  
**Phone:**  
**Duties:**  
**I authorize a criminal background check if required:** I authorize a criminal background check if required



**A new submission has been received for Volunteer Application at 05/01/2023 8:30 PM**

**First and Last Name:** Jennifer Haney Owens

**Email Address:** [REDACTED]

**Phone:** [REDACTED]

**Address :** [REDACTED]

**City:** Keizer

**Please Check ALL Committees of Interest:**

**Public Art Commission:** Public Art Commission

**Other:**

**Days and times of week available:** Monday thru Friday before 8pm

**How many hours a month are you available?:** 4-6

**Please explain why you are interested in serving:** I'm a local artist and want to serve my community

**Your knowledge, education and/or skills:** I'm an award winning artist, created a holiday card for Keizer, and have many pieces of ty is how's tbroghy Oregon.

**I understand the time commitment and duties involved:** Yes

**Have you ever been convicted of a felony?:** No

**Education Background:**

**High School:** Cathedral city high school

**Graduate or GED:** GED

**College:** College of the desert

**Degree:**

**Personal Reference:**

**Name:** Jenna Weathers

**Address:** Stayton

**Phone:** [REDACTED]

**Current Place of Employment:**

**Employer's Name:** Self employed

**Employer's Address:** [REDACTED]

**Employer's Phone:**

**May We Contact you at work?:** Yes

**Previous Volunteer Experience:**

**Volunteer Agency:** Art teacher for homeschool children, soccer coach for homeschool children

**Address:** Keizer

**Phone:**

**Duties:** Provide art classes and coaching to children.

**I authorize a criminal background check if required:** I authorize a criminal background check if required

**A new submission has been received for Volunteer Application at 02/16/2023 3:16 PM**

**First and Last Name:** Marilyn Wood

**Email Address:** [REDACTED]

**Phone:** [REDACTED]

**Address :** [REDACTED]

**City:** Keizer

**Please Check ALL Committees of Interest:**

**Budget Committee:** Budget Committee

**Parks Advisory Board:** Parks Advisory Board

**Planning Commission:** Planning Commission

**Public Art Commission:** Public Art Commission

**Storm Water Advisory Committee:** Storm Water Advisory Committee

**Traffic Safety/Bikeways/Pedestrian:** Traffic Safety/Bikeways/Pedestrian

**Other:**

**Days and times of week available:** All

**How many hours a month are you available?:** 20 plus

**Please explain why you are interested in serving:** Resident for 40 years

**Your knowledge, education and/or skills:** Sergeant in Army National Guard, AA degree Human Services, Gerontology. Owned fitness services for older adults.

**I understand the time commitment and duties involved:** Yes

**Have you ever been convicted of a felony?:** No

**Education Background:**

**High School:** South Eugene

**Graduate or GED:** Graduate

**College:** CCC Salem or

**Degree:** AA

**Personal Reference:**

**Name:** Marilyn Wood

**Address:** [REDACTED]

**Phone:** [REDACTED]

**Current Place of Employment:**

**Employer's Name:** Retired

**Employer's Address:**

**Employer's Phone:**

**Previous Volunteer Experience:**

**Volunteer Agency:**

**Address:**

**Phone:**

**Duties:**

**I authorize a criminal background check if required:**

I authorize a criminal background check if required

# SUMMARY PAGE

## *Arts Commission*

Derek Bish	
Susan Lelack	
Cole Mallette Current Member (missed 2 of 4 meetings)	
Jennifer Owens	
Marilyn Wood	