

COMMUNITY RELATIONS ADVISORY GROUP
May 11, 2015
DRAFT

Members Present

Roen Hogg, Corvallis City Councilor (co-chair)
Jonathan Stoll, OSU Corvallis Community Relations (co-chair)
Lt. Jason Harvey, Corvallis Police Department
Suki Meyer, Corvallis Neighborhood Representative
Michael Conan, OSU Interfraternity Council
Jeff Davis, Linn-Benton Community College
Charlyn Ellis, Corvallis Neighborhood Representative
Gary Evans, Monroe Avenue Business Representative
Rob Reff, OSU Student Health Services
Tracy Bentley-Townlin, Center for Fraternity & Sorority Life
Karen Berg, Corvallis Neighborhood Representative
Jerry Duerksen, Corvallis Rental Property Mgt Group
Tracey Yee, OSU Faculty Senate

Staff Present

Ken Gibb, Community Development Director
Bob Loewen, Housing Specialist
Mark Shepard, City Manager

Absent/Excused

Erika Bellingham, OSU Panhellenic Council
Cassie Huber, Associated Students of Oregon State University

Visitors

Sean Dalton, OSU Corvallis Community Relations
Steve Clark, OSU University Relations and Marketing
Eric Adams, Collaboration Corvallis project manager, PlanNext

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action/Recommendations
I. Call to Order	7:00 pm	
II. Welcome/Introductions	X	
III. Overview of livability considerations, recommendations and actions resulting from Collaboration Corvallis	X	
IV. Advisory Group charge	X	
V. Priority Goals	X	
VI. Future Meeting schedules		Second Monday of every month excluding August and December
VII. Public Comment	X	
VIII. Adjourn	8:05 pm	

CONTENT OF DISCUSSION

II. WELCOME/INTRODUCTIONS

Steve Clark and Mark Shepard introduction

- Thank committee members for serving on the CRAG on behalf of Oregon State University and President Ray and the City of Corvallis, Mayor Traber and the Corvallis City Council.
- Importance of citizen involvement and public engagement and collaboration
- Importance of focusing on specific priority issues
- Oregon State University is committed to collaboration and partnerships with the city and other organizations in the city. Not only to solve problems, but to seek new opportunities

Self-introductions by Advisory Group Members

- Roundtable discussion on members' interests and goals in serving on Advisory Group

III. OVERVIEW OF LIVABILITY CONSIDERATIONS, RECOMMENDATIONS AND ACTIONS RESULTING FROM COLLABORATION CORVALLIS

Previous work that has been completed up till this point (Eric Adams)

Collaboration Corvallis

- 3-year project starting in March of 2012 and ran through Dec. 2014.
- This was an agreement between OSU and Corvallis to support this project and provide framework for it.
- Scope of work was crafted between City and OSU leadership on 3 topic areas: parking and traffic, neighborhood planning, and neighborhood livability.
- Involved a geographic project area that addressed the portions of the community surrounding OSU within $\frac{3}{4}$ of a mile around OSU.
- Project framework was lead by steering committee made up of city and OSU leadership, community organizations, student leadership, etc.
- Under the steering committee was the 3 work groups. These met bi-weekly for 18 months in order to respond to the scope of work and develop recommendations that the city and OSU have been responding to.
- Community listening sessions were used to inform these workgroups.
- Workgroups utilized best-practices from other universities when creating recommendations.

Parking and Traffic Workgroup

- Addressed issues surrounding traffic and parking and respond to these by developing a set of strategies.
- 21 recommendations were created that revolved around better on campus parking strategies, several transportation strategies (bike parking on campus, carpooling, etc.).

Neighborhood Planning Workgroup

- Looked at opportunities to balance student housing demand both on and off campus

- Looked at possible amendments to the city’s land development code
- Looked at issues arising from infill development in neighborhoods around campus and how this relates to higher density housing in typically lower density neighborhoods
- Looked at established patterns of land use owning within project area and try to balance this
- 26 recommendations were developed through this workgroup.

Neighborhood Livability

- Tasked with creating sustainable programs for mitigating various issues with off-campus students living in neighborhoods around campus.
- Looked at conduct code, opportunities for changing code enforcement off-campus and how it relates to rental housing and student conduct.
- Strong emphasis on education and outreach programs.
- 21 recommendations were developed through this workgroup.

Overall, 68 recommendations were created and all were accepted and forwarded onto OSU and Corvallis city council. Roughly all of these have been implemented or acted on in some way.

Ken Gibb reviews “Overview of Collaboration Corvallis – Status of Implementation of Neighborhood Livability Work Group Recommendations” document. This document shows the status and next steps of neighborhood livability interventions informed through the Collaboration Corvallis workgroup. A few examples of these are the Enforcement of Student Code of Conduct off-campus, the increased usage of Special Response Notices (SRN) and the monitoring of their effectiveness, and increased police officer presence in the city of Corvallis.

Gibb also highlighted the “Calls of Service document”. Calls of service document shows a decline in calls for service in the year of 2015. This can be attributed to an increase in property managers holding their tenants accountable for their actions, as well as changes to the student conduct code at Oregon State University.

IV. ADVISORY GROUP CHARGE

Scope of Practice for this Workgroup:

- Livability that involves Oregon State University and the city as it relates to noise, behavior, alcohol consumption, and other issues that effect livability of individuals residing in Corvallis.

Public Meeting Protocol (Councilor Hogg) (Attachment A)

- “A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision on any matter”
- The public must be informed about each meeting and provided and agenda
- Reaching decisions as a group via email or other online communication creates the risk of violating Oregon’s open meeting laws
- A subcommittee or less than quorum of a committee is not considered a “meeting” and is not subject to Public Meetings Law.

Jonathan Stoll dedicated as the first point of contact for the committee. Contact Jonathan Stoll with any questions at jonathan.stoll@oregonstate.edu or 541-737-8606.

V. PRIORITY GOALS

Goal of this Workgroup:

- Create a list of recommendations that the university and city can employ to improve livability within Corvallis.

Topics Discussed:

- We must identify what is broken, figure out how we can fix it, and then monitor and assess these fixes.
- Importance of personal narratives and community ethnographies (community listening sessions and other qualitative data assessment techniques)
- Framing of community listening posts (community needs to understand our scope)
- Importance of a sample that represents all community members and groups
- Problems stem from community and businesses as well, not just Oregon State University
- Educating the community on why we are proposing changes before acting on them.
- Definition of livability. What do we mean when we say livability?
- Keeping the community up to date on the university calendar.

VI. FUTURE MEETING SCHEDULES

Next meeting: June 11th from 7:00pm – 8:30pm at the Madison Avenue Conference Room.

Actions for June 11 meeting:

- Discuss options for neighborhood livability measurement
- Discuss options for a community listening post/narrative assessment
- Discuss social media and tactics to reach student population

Future meetings to occur on the second Monday of every month, excluding August and December. Robert Reff with OSU Student Health Services will provide staffing for note-taking.

Please note that meeting times are subject to change. Please check the City's website calendar at www.corvallisoregon.gov.

VII. PUBLIC COMMENT

No public comment given.

VIII. ADJOURN

Meeting adjourned at 8:05pm



Public Records and Public Meetings

Information for Advisory Boards, Commissions, and Task Forces

April 2015

OVERVIEW

Oregon's open government laws promote democracy by ensuring that all state, regional and local governments conduct their business with transparency. Oregon residents have a right to know how their government is spending their tax dollars and exercising the powers granted by the people. The information below is provided to ensure all members of City advisory boards, commissions, and task forces (referred to as "members") are aware of requirements related to public records and public meeting laws, and how they apply to participation on a City advisory board, commission, or task force.

PUBLIC RECORDS

WHAT IS A PUBLIC RECORD?

A public record includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used or retained by a public body regardless of physical form or characteristics. It includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed, or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. It is important for members to be aware that email messages they send or receive that relate to City business are public records that belong to the public, regardless of whether they were sent or received on a public or private email system.

PUBLIC RECORDS LAW

Oregon's Public Records law is divided into two parts. The first part relates to how long a public record must be kept (retention) and requirements for its disposition. Retention is determined by the content of the record. For example, an email notification about a meeting date/time/location can be deleted after it is read; however, minutes from that meeting must be retained permanently. The second part of the law establishes every person's right to inspect any nonexempt public record of a public body. Very few records in Oregon are exempt from disclosure.

WHO IS SUBJECT TO PUBLIC RECORDS LAWS?

The law applies to every "governing" body and every "public" body. In Corvallis, this includes City staff, the City Council, and members of all City advisory boards, commissions, and task forces.

USE OF PERSONAL EMAIL/PERSONAL DIGITAL DEVICES

Members may use their privately owned e-mail accounts or personal digital devices (PDDs) for sending and receiving messages related to City business; however, the member must forward these communications to City staff so they are retained in accordance with the law. Members must also realize that when they use private accounts and PDDs for City business, those accounts or devices may be subject to public disclosure and retention requirements. In any scenario where City business is being done on a PDD or with personal cloud storage, there is no expectation of privacy.

WHAT DOES THIS MEAN FOR MEMBERS?

Public records generated as part of business related to a City advisory board, commission, or task force are maintained by the City staff person assigned to that body. In other words, the City is charged with the responsibility for maintaining public records in accordance with the law. If you generate a public record or receive a public record from a third party, you must send it to the appropriate City staff person so it may be included in the appropriate record file. For example, if your neighbor knows you are on the Planning Commission and he sends you an email with information that relates to City business, simply forward a copy of that email communication to staff in the Planning Division so it may be appropriately filed and retained. Similarly, if someone provides you with a hard-copy letter addressed to the Planning Commission, forward it to City staff.

PUBLIC MEETINGS

WHAT IS A PUBLIC MEETING?

A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision *on any matter*. Reasonable notice must be provided to inform the public and all interested parties about the time, place and agenda of public meetings. Special accommodations may be necessary to ensure accessibility for persons with disabilities.

Governing bodies also must comply with these requirements when their members use electronic communication in lieu of face-to-face official meetings. For example, communications between and among a quorum of members of a governing body convening on electronically-linked personal computers are subject to the Public Meetings Law if the communications constitute a decision or deliberation toward a decision for which a quorum is required, or the gathering of information on which to deliberate. Given these requirements, use of email and other online communication may create risk of violating Oregon's open meeting laws.

A gathering of less than a quorum of a committee, subcommittee, advisory group or other governing body is not a "meeting" under the Public Meetings Law. While a gathering of less than a quorum is not a "meeting," members of a governing body should not gather (or communicate in some other manner) as a group or groups composed of less than a quorum at any one time in order to create a "serial" quorum of the members gathering information or making decisions outside of the public meeting process. These discussions and decisions need to be conducted at the meetings, even though it is not always convenient. Such a gathering creates the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law, which supports keeping the public informed of the deliberations of governing bodies.

WHAT DOES THIS MEAN FOR MEMBERS?

It is important to understand what constitutes a public meeting so members do not inadvertently violate the law. Meetings scheduled by City staff will provide the appropriate public notice; however, online discussions by a quorum of members violate public meetings law and should not occur.

If you have questions about any of the above material,
please contact City Recorder Carla Holzworth at 541-766-6901.