

CITY OF CORVALLIS
PUBLIC PARTICIPATION TASK FORCE Notes
October 17, 2013 – 11am-1pm

PRESENT: Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Rocio Munoz; Emily Bowling; Brenda VanDevelder; Lee Eckroth; Penny York, volunteer notetaker; Becki Goslow; Mary Beth Altmann-Hughes, HR Manager

ABSENT: George Brown

VISITORS: Andres Munoz, Stewart Wershow

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
1. Welcome, check-in, introductions, ground rules review - Kent	<ul style="list-style-type: none"> • Called to order 11:05 a.m. • All present introduced themselves. • Noted mailed recognition from County to members of their boards and commissions. • Noted an ad for a CIP public hearing. • Noted a proposal from the OSU/City Collaboration for an ongoing civic engagement committee. 	
2. Results of Budget request to City Council - Annette	<ul style="list-style-type: none"> • \$3000 was approved. • There was uncertainty about how the budgets are tracked for boards and commissions. 	Mary Beth will find out how B&C budgets are tracked.
3. Review and discuss both sets of minutes for 10/3/13 - Penny	<ul style="list-style-type: none"> • It took volunteer Penny about 3 hours total to set up, record, and complete the minutes from the last meeting. • There was feedback from a Councilor that the format was easier to read. • Rocio had missed the meeting and found Penny's format more useful in catching up on what occurred. • The new format will be a big adjustment for staff. 	

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
4. Review and approve 10/3/13 minutes	<ul style="list-style-type: none"> Since the volunteer's minutes were easier to read and more accurate, there was consensus to approve those minutes, with one correction. 	<p>The minutes were approved as corrected. Penny will make the correction and distribute the minutes.</p>
5. Review today's agenda: additions, changes	<ul style="list-style-type: none"> There was a suggestion to change the agenda format to include times for agenda items. 	<p>Kent will use the new format.</p>
6. Review future meeting dates especially for 2014 - Kent	<ul style="list-style-type: none"> All are recommended to review the dates for future meetings, since they don't always fall on the 1st/3rd. 	
7. Review last meeting's work	<ul style="list-style-type: none"> Brenda's spreadsheet and other work went well. 	
8. Report on and review work of the Tiny Task Forces	<p>Survey of Corvallis Board and Commission members:</p> <ul style="list-style-type: none"> A draft was reviewed. Where should we gather information through open-ended questions? Information about communication with the Council. B&C is a collaboration between staff, members, and Council (represents various points of view.) Add question about diversity of boards and commissions. Add a quote from the charge. <p>Survey of City directors on cost factors:</p> <ul style="list-style-type: none"> A draft was reviewed. Add a quote from the 2020 Vision statement. <p>Survey of other cities:</p> <ul style="list-style-type: none"> A draft was reviewed. What cities should be considered? Review website first. 	<p>Emily, Brenda, and Annette will revise the survey for volunteers based on discussion. Kent will send the survey for volunteers to Jim Patterson to forward to City directors.</p> <p>Mary Beth will revise the survey for City directors based on the discussion.</p> <p>Discussion to be continued.</p>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Recommendations/Actions/ Info Only</u>
	<ul style="list-style-type: none"> Best practices, how is public involved, effective operating structures, etc. may be questions for the other cities. 	
9. Visitor's propositions	Stewart Wershow spoke: <ul style="list-style-type: none"> Format of minutes has varied over time. Councilors use minutes to understand the reasoning behind recommendations. Boards and Commissions should have paid notetakers so all members can participate. He had questions about the requirements for minutes per the Public Records law. 	
10. Continue working on CC charge and plans for continuing work		Continue to work on #8 above Delay talking about City surveys until next meeting
11. Agenda for next meeting - Kent	<ul style="list-style-type: none"> Report out on TTF work. 	The agenda was developed. Members should let Kent know if they need something added.
12. Check-out	<ul style="list-style-type: none"> Good participation. Consider asking TF members how to proceed if an item is running long. 	

The meeting adjourned at 1:05 p.m.

Respectfully submitted, Kent Daniels, Chair

Next Meeting(s):

- November 7th & 21st
- December 5th & 19th

Parking Lot:

- No additions