

CITY OF CORVALLIS
Public Participation Task Force Minutes
November 21, 2013

Members Present:	Kent Daniels, Chair; Annette Mills, Vice Chair; Richard Hervey; Rocio Munoz; Brenda VanDevelder; Lee Eckroth; Penny York; Becki Goslow; George Brown, Emily Bowling
Members Absent:	
Staff:	Mary Beth Altmann-Hughes, HR Manager; Claire Pate, Scribe
Visitors:	Stewart Wershow, Courtney Cloyd

<u><i>Agenda Item</i></u>	<u><i>Key Discussion Points</i></u>	<u><i>Action or Information Only</i></u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> • No changes 	
3. Review/Approve 11/07/13 Meeting Minutes	<ul style="list-style-type: none"> • Penny noted that the minutes do not need to be so detailed. • Kent prefers to use names to indicate responsibility for discussion items 	Motion by Annette, seconded by Becki to approve minutes; motion passed unanimously
4. Minutes template/structure & instructions status, and next steps (Penny)	<ul style="list-style-type: none"> • Still getting feedback from Directors 	<ul style="list-style-type: none"> • Richard to bring something back for discussion relating to an agenda template. • Keep this item on agenda.

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5. Mayor/City Manager; Department Head Meeting Structure (Kent/All)	<ul style="list-style-type: none"> • Kent sent out a draft of questions that will be asked. • There were several suggested rewrites and questions. 	<ul style="list-style-type: none"> • Kent will add/rephrase questions for Mayor/City Manager and department heads, & send out a copy of the new draft.
6. Outline of PPTF outcomes/work Products – review and add to guiding principles and other categories (Penny/All)	<ul style="list-style-type: none"> • Per Penny’s suggestion, three groups/subcommittees will be formed to discuss input received and to draft findings and recommendations: <ol style="list-style-type: none"> 1) Public Participation - Guiding Principles and outreach inclusiveness. (Rocio, Becki, Annette, Mary Beth) 2) Neighborhood connections. (George, Richard, Emily, Kent) 3) B&C’s operations and structure. (Brenda, Lee, Penny, Kent) 	<ul style="list-style-type: none"> • Subcommittees will meet and work towards having draft recommendations in February; public meeting will be held in March for reviewing recommendations.
7. Proposals for Upcoming Public Meetings (TTF – Emily)	<ul style="list-style-type: none"> • Annette sent out a draft document proposing the use of a World Café process for the first public meeting. • Table topics/questions should be formulated so they can be fed back into the three groups/subcommittees. • First meeting to target B&C members, as well as neighborhood association members. • The meeting can be a model for how public meetings should be structured. • The feedback/content has to be fed back into the three groups. The tables should 	<ul style="list-style-type: none"> • Target January 13, 2014, as date for first public meeting. Book the library meeting room. (Kent) • Second public meeting will be held in March.

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	<p>have topics that lead into them.</p> <ul style="list-style-type: none"> Facilitation for Spanish speakers should be considered, especially for second meeting. 	
8. Updates on contacts with other cities – next steps (Kent/All)	<ul style="list-style-type: none"> Reports given on contacts made to date. Suggestion made to capture info from each City about numbers of B&C's and list of them. Penny suggested that data from these contacts could be organized so it would feed into the three subcommittees' work. 	<ul style="list-style-type: none"> On agenda for next meeting.
9. Visitors Comments	<ul style="list-style-type: none"> Stewart Wershow: 1) Councilor Beilstein will meet with the TTF on Neighborhood Associations (NAs) 2) Agenda packets should include all the information and draft reports distributed for items under discussion. Refer to Parliamentary Rules used by City for agenda template. Courtney Cloyd, President of Central Park NA: 1) there is an imbalance in amount of time given proponents of an action versus the time given to involved citizens. 2) Proposal that PPTF recommend a change in how B&C's and City Council accept testimony. Organized bodies such as NA's should be allowed 15 minutes to offer cogent 	<ul style="list-style-type: none"> Penny and Richard declared for the record that though there was brief mention of the CC public hearing relating to the Gazette-Times Building, the discussion was generic and related to hearing process only and not to any of the issues around the application under consideration.

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	<p>testimony. Individuals would still get 3 minutes.</p> <ul style="list-style-type: none"> • Kent commented that Planning Commission has allowed more time for organized testimony in the past and City Council might consider taking this approach. 	
<p>10. Update from TTF for Boards & Commissions (B&Cs) members Survey, and next steps – Report (Emily/TTF)</p>	<ul style="list-style-type: none"> • Emily showed quantitative results of the survey. • More than 80 total responses, with a 46% response rate 	<ul style="list-style-type: none"> • Next steps – identify themes throughout all the B&Cs, not by individual B&Cs. • Emily will send out PowerPoint and then a PDF of all the responses. • TTF will meet again.
<p>11. Update from TTF for Neighborhood Associations – next steps (Richard/TTF)</p>	<ul style="list-style-type: none"> • There are 28 listed on City website. • City website information relating to the NA’s is not always up-to-date. • City website should have links to NA’s websites when they exist. 	<ul style="list-style-type: none"> • Richard would like City survey responses apropos to NA’s sent to him.
<p>12. Update from TTF for cost outcomes – Next steps (Mary Beth/Penny)</p>	<ul style="list-style-type: none"> • Penny distributed a summary of responses to the surveys. • Takeaways from input received: <ul style="list-style-type: none"> 1) Need for goal-setting and clear expectations for B&C’s. 2) Clear understanding of when it is appropriate for B&C’s to ask for staff resources on issues/work elements. 	
<p>13. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Other feedback about process;</p>	<ul style="list-style-type: none"> • Good work, but overwhelmed by emails. • Agenda should be set up to reflect the 	<ul style="list-style-type: none"> • Agenda for 12/5/13 meeting includes 1/2 hour for Mayor and City Manager;

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how could we do better?Agenda for next meeting? (Richard/All)	three “buckets” of work products that subcommittees will be working on.	and reports back from TTF’s.
14. Adjourn	The meeting was adjourned at 1:05pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: December 5, 2013