

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**December 5, 2013**

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

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
1. Check in, introductions, review ground rules (Chair)		
2. Review Agenda (Chair)	<ul style="list-style-type: none"> <li>• Same items; different order.</li> </ul>	
3. Review/Approve 11/21/13 Meeting Minutes (All)		Motion by Penny, seconded by Annette to approve minutes as drafted; motion passed unanimously.
4. Review calendar 12/5 to 2/6/14; discuss new Tiny Task Force's (TTFs) outcomes and work products. (Penny)	<ul style="list-style-type: none"> <li>• Draft calendar handed out by Kent (Attachment A)</li> <li>• Proposal to use last hour of each meeting for TTF breakout discussions.</li> </ul>	Three TTFs were formed: <ol style="list-style-type: none"> <li>1. <b>Guiding Principles, Outreach and Inclusiveness</b> (Rocio, Becki, Annette, Mary Beth, - Kent as substitute)</li> <li>2. <b>Neighborhood Connections</b> (Richard, George, Emily, Kent)</li> <li>3. <b>Boards, Commissions and Task</b></li> </ol>

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		<b>Forces operations and structure</b> (Brenda, Lee, Penny, Kent)
5. Update on information gathered to date – review documents and hear status reports (All)	<ul style="list-style-type: none"> <li>• Highlights from City survey research were shared and captured by Penny (Attachment B)</li> <li>• Emily shared themes from Boards and Commissions member survey (Attachment C)</li> </ul>	
6. Update on Plans for January 13 Public Meeting (Annette, Emily, Brenda)	<ul style="list-style-type: none"> <li>• Annette shared draft of Public Meeting process (Attachment D)</li> <li>• Notification of interested participants is important, and everyone’s responsible to get word out.</li> <li>• Question: can staff be used to send out mailers?</li> </ul>	<ul style="list-style-type: none"> <li>• Brenda/Kent will work on the “invite” and find a new title for it.</li> </ul>
7. Dialog with Mayor Manning and City Manager Patterson (Chair)	<ul style="list-style-type: none"> <li>• Mayor Manning addressed the PPTF members and responded to questions.</li> <li>• City Manager Patterson submitted written responses to questions (Attachment E).</li> <li>• Discussion about how the three Council standing committees operate and fit into structure.</li> </ul>	
8. Visitors Comments	<ul style="list-style-type: none"> <li>• <b>Stewart Wershow:</b> He is doing research on how/why various B&amp;C’s were formed – some for legal reasons;</li> </ul>	

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	and will share useful information.	
9. Breakout into new TTFs for future planning discussions and decisions		<ul style="list-style-type: none"> <li>• TTFs to report back 12/19/13.</li> </ul>
10. Check-out: Was time used efficiently? Was everyone prepared? Everyone heard? Meeting process okay? Can we do better? Agenda for next meeting? (Richard/All)	<ul style="list-style-type: none"> <li>• All went well. Next meeting will include dialogue with three department heads.</li> </ul>	
14. Adjourn	The meeting was adjourned at 1:05pm	

Respectfully submitted, Kent Daniels, Chair

Next Meeting: December 19, 2013