

**CITY OF CORVALLIS**  
**Public Participation Task Force Minutes**  
**May 1, 2014** \_\_\_\_\_

<b>Members Present:</b>	Kent Daniels, Chair; Richard Hervey; Penny York; Rocio Munoz; Brenda VanDevelder; Emily Bowling; Lee Eckroth; Becki Goslow; George Brown
<b>Members Absent:</b>	Annette Mills, Vice Chair
<b>Staff:</b>	Terry Nix, Scribe
<b>Visitors:</b>	None

<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, ground rules	<ul style="list-style-type: none"> <li>The meeting began at 11:00 a.m.</li> </ul>	
2. Review today's agenda: changes or additions	<ul style="list-style-type: none"> <li>Kent distributed a revised agenda.</li> <li>Discussion regarding the City's budget process and whether this is the appropriate time to propose that the City Council set money aside to implement the TF recommendations.</li> <li>Funding needs would include some level of support for neighborhood empowerment grants, translation services, and potential one-time costs to merge some of the B&amp;C.</li> </ul>	<ul style="list-style-type: none"> <li>Richard will shape a recommendation for the Budget Commission's consideration.</li> </ul>
3. Review/approve 4/17/2104 meeting draft minutes		<ul style="list-style-type: none"> <li>Motion by Brenda, seconded by Richard, to approve the minutes; motion passed unanimously.</li> </ul>
4. Comments/feedback on April 28 <sup>th</sup> public meeting	<ul style="list-style-type: none"> <li>In general, the public meeting was well organized and facilitated.</li> </ul>	<ul style="list-style-type: none"> <li>Penny will organize the public comments by subject area.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>• There were a lot of younger people in the audience and good energy in the room.</li> <li>• There was a nice follow up article in the Gazette Times.</li> <li>• Public comments have been compiled and reviewed by the TF.</li> </ul>	
<p>5. Draft PPTF Recommendations document - start revision process; set priorities and work plans</p>	<ul style="list-style-type: none"> <li>• The TF reviewed and discussed areas of the recommendation that needed further consideration.</li> <li>• Concerns have been raised by bicycle advocates that their voices may not be heard in the larger transportation advisory board. The concern could possibly be addressed to some degree in how the charge is written.</li> <li>• There were questions at the public meeting as to why the TF did not recommend merging MLK with CIDAB. The TF had concerns about the new CIDAB having too big of a workload and expectation. Consideration could be given to merging the bodies in the future.</li> <li>• Diversity and inclusiveness should be inherent in the structure and not dedicated to only one group.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard, Brenda, and Kent will draft language for the cost analysis and implications section.</li> <li>• Kent will send out draft language for the recommended departmental advisory committees.</li> <li>• Penny will rewrite the recommendation for a transportation advisory board.</li> <li>• Kent will work with Annette to rewrite the recommendation for a water systems advisory board.</li> <li>• Kent will draft language to articulate why the TF did not recommend merging the MLK Commission with CIDAB.</li> <li>• Kent will send out a revised recommendation document with changes tracked for further review at the next meeting.</li> </ul>

<u>Agenda Item</u>	<u>Key Discussion Points</u>	<u>Action or Information Only</u>
	<ul style="list-style-type: none"> <li>• The MLK should have the ability to decide if they want to change their name or broaden their scope.</li> <li>• The table is intended to be used as a tool when looking at the narrative of the recommendation; the table will be included in the appendix.</li> <li>• TTF members felt that neighborhood groups should be required to meet some level of standards if they are to receive City funding.</li> </ul>	
6. Timeline, responsibilities and roles for PPTF and others for critical path from April 29 to Dec 31, 2014		
7. Check-out: Time well used? Everyone prepared? Everyone heard? Meeting process okay? What can be done better? Next meeting agenda items?		<ul style="list-style-type: none"> <li>• The next meeting will be held on May 8, 11:00 a.m., at the Madison Avenue Meeting Room.</li> </ul>
8. Adjournment	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 1:00 pm</li> </ul>	

*Chair Daniels requested including an email from Ms. Lauren Browne, Citizen Engagement Coordinator, City of Sedona (Attachment A)*

Respectfully submitted: Kent Daniels, Chair

Next Meeting: May 8, 2014

PPTF 5-1-14 Minutes

Attachment A

**From:** Kenton Daniels [mailto:kentonofbenton@ ]  
**Sent:** Thursday, May 01, 2014 9:19 AM  
**To:** Holzworth, Carla  
**Subject:** Fwd: Citizen Engagement

Begin forwarded message:

**From:** "Altmann Hughes, Mary Beth" <Marybeth.AltmannHughes@corvallisoregon.gov>  
**Subject:** FW: Citizen Engagement  
**Date:** April 30, 2014 at 8:58:00 AM PDT  
**To:** Lee Eckroth <Lee@ >, Annette Mills  
<amills@ >, "Bowling, Emily"  
<Emily.Bowling@ >, Rebecca Goslow <Becki.goslow@ >,  
Richard Hervey <r.e.hervey@ >, MUNOZ Rocio  
<Rocio.Munoz@ >, Brenda VanDevelder  
<brenda.vandevelder@ >, "Altmann Hughes, Mary Beth"  
<Marybeth.AltmannHughes@corvallisoregon.gov>, Kenton Daniels  
<kentonofbenton@ >, Penny York <york.penny58@ >, George  
Brown <George.allen.brown@ >

Good Morning Task Force,

This was sent to me after the individual below read our article in the Gazette Times. I have not yet had a moment to read the attachment, but I am intrigued and will read it when the time permits later today.

Thanks, MB

**From:** Lauren Browne [mailto:L.Browne@sedonaaz.gov]  
**Sent:** Tuesday, April 29, 2014 5:32 PM  
**To:** Altmann Hughes, Mary Beth  
**Subject:** Citizen Engagement

Hi Marybeth,

I live in Sedona, Arizona, and I work for the City of Sedona as the Citizen Engagement Coordinator. I came across an article in the Corvallis Gazette-Times about your interests in exploring/modifying the way your city does civic engagement.

As the head of our citizen engagement, I read some similar issues in that article to what Sedona was going through. We too wondered how effective and efficient our Commissions were, and after a year-long

process, sunsetted our Commissions that weren't state mandated, and launched the Citizen Engagement Program. It consists of what we call work groups of citizen volunteers, who act as advisory boards on all of the major decisions that the City is needing public input on. They don't have to act under the Open Meeting Law (which was something that was cumbersome in our Commissions), and we make them easy to commit to because we dictate how many times they'll meet, what the issue they're going to tackle is, and then they disband after their work is done. Sometimes this can be in just 3 or 4 meetings.

Anyways, I thought I would reach out to you, not because I think our way of doing citizen engagement is the best way for your community, but just as a point of contact for you if you ever want to chat about our system, ideas, etc. As a person who has seen what your community is going through, if I can be of any help to you, don't hesitate to reach out to me. I also have a copy of our council-approved Citizen Engagement Plan, which details our strategy if you're ever interested.

Good luck as you figure out what's best for your community.

Regards,

Lauren Browne  
Citizen Engagement Coordinator  
City of Sedona

928-203-5068  
[lbrowne@sedona.az.gov](mailto:lbrowne@sedona.az.gov)

[Citizen Engagement Program website.](#)

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