

**CITY OF CORVALLIS
COUNCIL WORK SESSION MINUTES
October 4, 2016**

The work session of the City Council of the City of Corvallis, Oregon, was called to order at 3:30 pm on October 4, 2016, in the Madison Avenue Meeting Room, 500 SW Madison Avenue, Corvallis, Oregon, with Mayor Traber presiding.

I. CALL TO ORDER

Present: Mayor Traber; Councilors Baker, Beilstein, Bull, Glassmire, Hann, Hogg, York

Absent: Councilors Brauner and Hirsch

II. HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD ANNUAL REPORT

Vice Chair Kara Brausen provided an overview of the Annual Report. She said the Housing and Community Development Advisory Board (HCDAB) was eager to assist with the Imagine Corvallis 2040 Vision effort and pleased to take over the work of the Housing Development Task Force when it disbanded.

Councilors and Ms. Brausen discussed HCDAB's involvement with homelessness assistance as part of the annual funding allocation recommendation process. Ms. Brausen agreed that attending some of the Housing Opportunities Action Council (HOAC) meetings would be a good way to learn more about the issue. Housing and Neighborhood Services Manager Weiss noted he attends the HOAC meetings and acts as an intermediary between the HOAC and the HCDAB. Ms. Brausen and Councilors discussed residential development in the Downtown area and supported the idea of having joint meetings with other advisory boards, such as the Downtown Advisory Board and Planning Commission, to work on mutual issues. They also talked about urban renewal districts and the First Time Home Buyer program, including how it could be marketed to University faculty.

III. DOWNTOWN ADVISORY BOARD ANNUAL REPORT

Chair Liz White and Vice Chair Shelly Signs addressed the Council. Ms. White reviewed the Downtown Advisory Board's (DAB) Annual Report, noting the Advisory Board's involvement with Downtown standards, streetscapes, and Riverfront Commemorative Park, and the Downtown Parking Study, which was completed in the spring of 2015.

Ms. White, Ms. Signs, and Councilors briefly discussed distressed properties, tall buildings that block views, how parking constraints prevent larger businesses from locating downtown, transportation, and Downtown development. In addition, they reviewed how the DAB communicates with the Downtown Parking Committee (DPC), the idea of providing wayfinding signs to help people more readily find parking Downtown, and parking meter rates, which are expected to be reviewed soon.

IV. COUNCIL POLICY REVIEW PROCESS

City Manager Shepard reviewed the staff report. Councilors liked his suggested plan to review Council Policies in a phased approach beginning in the spring of 2017; however, to help guide future discussions, they asked Mr. Shepard to provide a guide outlining the criteria for why a

policy would be recommended as a Council policy, Administrative policy, Department policy, ordinance or resolution. They also asked how community members could request exceptions to policies. Councilors supported making relevant Administrative Policies available online. They also wanted to ensure consideration was given to how policies change over time and the associated implications. Mr. Shepard agreed to check back with the Council before presenting policies for review next spring.

V. WORK SESSION OPERATIONAL CHECK-IN

Councilors supported keeping the work session model over standing committees. They agreed that decisions were more fully vetted, as all Councilors participated in early discussions. Task forces are an option when Councilors wish to focus on specific subjects in depth. They also discussed holding work sessions in various locations around Corvallis as another way to reach out to the community.

Councilors observed that the number of people providing community comments at work sessions was low. Mr. Shepard noted that public participation could be defined more broadly than the number of people who show up to speak at a meeting. For example, constituents can also provide input through emails and phone calls. Some constituents commented to their Councilor that they felt intimidated speaking to the full Council at work sessions, compared to the casual setting of standing committees where only three Councilors were present. Councilors discussed that community comments were currently limited to only items on the agenda and considered dropping that constraint so the public could speak about any topic. They also discussed being more flexible with the three-minute time limit per speaker. For example, if 20 minutes remained in meeting time and only two people were in attendance to speak, each speaker could have more than three minutes. They suggested having a future work session to discuss how other cities conduct their work sessions.

Councilors asked staff to be clear in staff reports about expected outcomes when an item is on a work session agenda. For example, should Councilors be prepared to provide in-depth comments on the topic, or does staff anticipate that only an overview would be provided? They considered the number of items on work session agendas and the challenges associated with completing discussions within a two-hour meeting, especially if more in-depth discussion was needed. They also debated whether to bring items to the work session from the prior night's Council meeting that they did not have time to address, such as Councilor reports and review of the Three-Month Schedule.

Mr. Shepard distributed a draft 2017 Council meetings calendar (Attachment A). Councilors agreed that staff should not schedule work sessions that would occur on a Wednesday due to a Monday holiday. The exception for 2017 is January 18, which is tentatively being held for either Council business or possibly orientation for new Councilors.

Councilors also briefly discussed expectations for Councilor time commitments, including whether liaison assignments should be reconsidered, and whether quarterly attendance at advisory board and commission (ABC) meetings was a good compromise to free up Councilor time, yet still provide a connection to the ABC. They also talked about how to better connect with neighborhood associations, such as attending their meetings.

Mr. Shepard will provide at a future meeting proposed policy and ordinance changes necessary to fully implement the work session model.

VI. COMMUNITY COMMENTS

Neil Goudriaan said the work session model was effective and believed the format was much less intimidating for those who wished to speak directly to the Council. He did not think the work session meeting time was an issue, although he acknowledged that it could be a problem for working families. He noted that he had attended other community meetings at a similar time of day and the room was full of participants, so people will come out if they are interested in an issue. He cautioned against bringing items from the prior evening's Council meeting to the next day's work session. He supported reaching out to the community for input, noting that much of that could occur through Councilors. He cited Councilor attendance at neighborhood association meetings as an example. He believed if neighbors knew a Councilor would be in attendance, more people may be inclined to attend. His neighborhood association has discussed inviting their Councilor to attend their meetings.

Joe Raia liked the work session format and encouraged the Council to look forward more and back less. Regarding the number of people who show up to provide community comments, he agreed that residents will come out if there is an issue that affects them. He liked the idea of taking work sessions out to different locations in Corvallis.

VII. ADJOURNMENT

The meeting adjourned at 5:39 pm.

APPROVED:

MAYOR

ATTEST:

CITY RECORDER

CITY COUNCIL 2017 DRAFT SCHEDULE

10/3/16

Distributed by City Manager Shepard at
10/3/16 Council Work Session

Yellow = regular meeting

Red = work session

Blue = tentative (may need for work session or Council orientation)

January 2017						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

* January 2 – New Year’s Day holiday (observed)

* January 16 – MLK holiday

1/4 NO WORK SESSION

1/18 WORK SESSION - TENTATIVE

February 2017						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

* February 20 – Presidents’ Day holiday

2/22 NO WORK SESSION

March 2017						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2017						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

* May 29 – Memorial Day holiday

June 2017						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

* July 4 – Independence Day holiday

7/4 NO WORK SESSION

August 2017						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

* September 4 – Labor Day holiday

9/6 NO WORK SESSION

October 2017						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

* November 10 – Veterans’ Day (observed)

* November 23, 24 – Thanksgiving holiday

December 2017						
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

* December 25 – Christmas holiday