

Committee for Citizen Involvement (CCI)

MEETING
4 AUG 2010
Damascus City Hall

Members Present

Tony Passannante – Vice Chair
Antoinette Santos
Rakul Ketels
Kevin Reedy
Keith Marshall
Steve Jorgensen
Chris Hawes

Members Absent

Mary Wescott - Chair

City Staff Present

Jim Bennett, City Manager
Tammie Milkes, Public Involvement Coordinator

Council Members Present

Mayor Jim Wright
Councilor Marlo Dean

**** MEETING SUMMARY ****

1. **Agenda Item 1 – Call to Order Approval of the Agenda**

Chair Wescott, was ill and not able to attend the meeting. Vice Chair Passannante called the meeting to order at 6:35 PM.

Mr. Marshall made a motion to approve the agenda; Mr. Hawes seconded the motion. The agenda was approved.

2. **Agenda Item 2 - Public Comment**

Ms. Louise Neilson requested time on the agenda of a future CCI meeting to discuss her plans for Neighborhood Networks and how she can work with the CCI on this project.

3. **Agenda Item 3 – Consent Agenda**

The minutes of the July 21st meeting were approved by motion.

4. **Agenda Item 4: Review of the CCI Mission**

Vice Chair Passannante opened the discussion on CCI roles stating that he had some concerns that we may have gotten a little off track at the previous meeting.

Ms. Milkes included several documents in the CCI packet which identify the mission and role of the CCI. The members had the opportunity to review and comment on the documents which included Oregon's Statewide Planning Goals & Guidelines: Goal 1: Citizen Involvement; The City of Damascus Citizen Involvement Program; The CCI Implementation Plan Proposal (Accepted by the City Council); and the CCI Mission Statement.

Councilor Dean suggested making sure that the boundaries are in writing so that they can't be misunderstood.

Mr. Hawes brought up the fact that citizens don't feel that they are being heard. How do we make the process fair so that all citizens feel that they are heard?

Mr. Marshall stated that the CCI needs to make sure that they are not appearing to be supporting any particular individual or case, so as to not offend others; we are the one committee in the city that is supposed to be and remain neutral.

Ms. Ketels understands the role of the CCI to be one to assist and support the Mayor and Council and the core values while being unbiased in all matters.

Mr. Jorgensen stated that he believes the CCI's mission is to facilitate information sharing but feels that the best way to do it has not been decided. In addition this needs to be accomplished by working toward the Statewide Goal with the Planning Commission but not overlapping their work. He then posed the question "What procedures would the Council like CCI to follow?"

Mr. Reedy stated that his understanding of the CCI's mission is to accurately represent all of the citizens in Damascus and to relay information to and from the city.

Ms. Santos: Shared her understanding that the CCI is not to act as an advocacy group, but rather to help the City Council to receive and disburse information to and from the citizens.

Mayor Wright stated that the CCI should find ways to help the citizens and the council get together; to help the citizens find a way to be heard by the City Council. What the CCI shouldn't do is become an advocate of a particular concern i.e. a road concern.

Mr. Reedy said he brought up Royer Road because he was told by council that maybe Royer Road was an issue that should come before the CCI for discussion.

Councilor Dean stated that the Council has scheduled a work session to discuss the road issues.

Vice Chair Passannante – agreed that the mission of the CCI is not to get involved in which one is correct but to make sure that everyone is heard by council. CCI should be advocates for citizens or groups of citizens equally; regardless about how we may feel about an issue, group or an individual. He then asked that the CCI agree to resolve any mishaps or misunderstandings as a group.

Councilor Dean added that the process still needs to be road-mapped as to how the CCI and Planning Commission will work in sync with one another; the boundaries still need to be defined. He then suggested that the CCI make a proposal to the City Council on how they think the process should work.

Vice Chair Passannante agreed that the CCI can work on a written proposal to present to the City Council.

5. Agenda Item 5: Guest Presenter Tim Smith: Civic Ecology

The CCI was treated to a 45 minute Civic Ecology presentation by Tim Smith of SERA Architects. Materials describing the concept were included with the meeting packet.

Mr. Smith asked the CCI if they think this is a project that they would be willing to take on in getting citizens of Damascus on-board with the process or where they feel the focus should be. He also mentioned that he is on contract with CH2MHill Engineering firm to conduct a four-hour civic ecology training this fall so he'd like to receive an answer soon as to what approach he should take.

Mr. Hawes suggested that Louise Neilson might want to take this on through the Neighborhood Networks and suggested that we extend her time on the next agenda to discuss this idea.

Mr. Reedy wanted to know if he can champion this cause as a private citizen.

Councilor Dean: Asked if it is better to be on the front end of the project?

Mr. Smith stated that it is best to be citizen lead; mentioning that he has heard about the political issues in Damascus. He doesn't want one particular group not participating just because another particular group is participating. He also mentioned that no single community has yet been taken through all 5 steps with check-back on how it's going.

6. Agenda Item 6: Communications and Reports:

- Report out on Coffee Klatch Process
Group members shared their most recent coffee klatch facilitation experiences. The commonality remained to be the challenge of getting citizens to write their questions and comments down.
- Day in Damascus; Ms. Milkes shared that the Day in Damascus was a huge success with more attendees than in previous years. She gave thanks and accolades to the CCI members who were able to help out at the City booth during the event.
- Ms. Milkes shared the upcoming meetings, events and deadlines calendar, emphasizing the schedule change for the CCI meeting from September 15th to September 22nd.
- Council Report: Councilor Dean reiterated that he is advocating for the CCI to have a regular space on the Council Work Session agenda. The CCI currently is encouraged to have a representative at the last Council Work Session each month
- Ms. Milkes invited Ms. Santos and Mayor Wright to share their experiences at the Oregon Mayors' Association Conference at which Ms. Santos was awarded 1st Place in the state for her PowerPoint entry in the "If I Were Mayor" student contest.

7. Agenda Item 7: Unfinished Business

- August 17th Coffee Klatch Summary Meeting – CCI Roles
Ms. Milkes shared the latest Coffee Klatch Summary Meeting format. Councilor Dean suggested that the CCI take on an active and visible role similar to that of the Coffee Klatches by introducing the Mayor etc.
The CCI members agreed.

Mr. Hawes thought that the issues were repetitive and expressed that he didn't like the ideas of the brake-out groups because folks might want to provide input and hear from others on more than one of the key issues – even if the groups report back to the larger group it is difficult to get an in-depth summary.

Councilor Dean suggested that citizens be provided with the opportunity to choose a topic and then to rotate.

Mr. Marshall stated that the city has already held 18 coffee klatches for citizens to provide comment; this is supposed to be a summary of those coffee klatches. He then posed the idea that maybe we don't need the 2nd hour for all those discussions – perhaps its redundant.

Mr. Hawes suggested that the attendees all stay together as one group with a 10 minute discussion on each major topic that came out of the coffee klatches; we would need strict time limits with strong facilitation.

Mr. Bennett joined the meeting and stated that new folks might want the opportunity to weigh in.

Mr. Reedy agreed with Mr. Bennett's statement.

Mr. Jorgensen asked if the city had any idea on how many topics will be covered.

Mr. Bennett shared that the staff is working on it and keeping it at a manageable number.

Councilor Dean suggested that the City Council members plan to stay after the formal meeting to talk with individuals who want to discuss things further.

Mr. Hawes made a motion to accept the ideas and to have Mayor Wright and Councilor Dean share them with the rest of the City Council.

■ **Action Items:**

Members shared their lists on dangerous roads concerns:

Reedy: Vogel and Tong

Ketels: Anderegg Parkway; vehicles park on both sides making visibility difficult and unsafe. No drainage on Don Vizo Ct. makes for slick conditions.

Mr. Reedy asked if Council can direct staff to do a quick survey on issues that citizens have brought forward in terms of what it would cost to fix the problems.

Mr. Bennett shared that there is a council work session next week on the topic of transportation, at which time the council may decide to do a windshield survey.

Mr. Jorgensen asked if there is a list containing road issues brought forward by citizens.

Mr. Bennett replied that there is and that the city deals with the most pressing road issues first.

Mr. Hawes suggested that solutions need to be assessed first.

Mr. Reedy stated that the road issues ended up before the CCI due to his involvement in the Royer Road Neighborhood Network. We first need to identify our options.

Mr. Bennett said that he would bring it up at the Council Work Session.

Mr. Hawes shared information about his meeting with Jim Bennett regarding what the CCI was referring to as an appeal process. Technically there is not an appeal process. Council has not discussed anything yet to appeal.

Mr. Bennett further explained that when the city starts the land use hearings the Planning Commission will hear public testimony on specific issues. They will then make recommendations to the City Council and the council will determine if there are any changes to be made from there.

Mr. Passannante clarified this to mean that cases such as the Spinnett case is currently in orbit but will be heard.

Mr. Bennett confirmed this and stated that the system is set up this way under the state planning law.

8. Agenda Item 8: Next Meeting Date / Adjourn

Vice Chair Passannante confirmed that items requested for the next agenda include:

- Ms, Neilson 15 minutes to talk about Neighborhood Networks and Civic Ecology Proposal
- A short written proposal defining the council /CCI /PC communication process.
- A proposal for Google Group Communications: Draft initiated by Ms. Milkes.

Mr. Marshall made a motion to adjourn the meeting; 2nd by Mr. Hawes. Meeting adjourned at 8:50 PM. The next meeting will be on August 18, 2010.

TASKS:

Ms. Milkes

Post approved minutes for July 21st

Request Sub Area / Google Group Map Changes

Locking Comment/Suggestion Box

Research: Where can individuals get Goal 5/7 study results for their specific property?

All

Edit/Revise draft proposal for Google Group communications

Prepare notes for draft proposal defining CCI's communication process with Council and the Planning Commission.

Be attentive to the Meetings, Events and Deadlines Calendar