CALL TO ORDER

Mayor Jeff Gowing called the meeting to order at 7:00 pm in the Council Chambers at City Hall.

ROLL CALL

City Recorder Trudy Borrevik called the roll. The following were

PRESENT IN THE COUNCIL CHAMBERS: Mayor Jeff Gowing and Councilor Kenneth Michael Roberts

PRESENT VIA GOTOMEETING: Councilors Jake Boone, Mike Fleck, Greg Ervin, Candace Solesbee, Jon Stinnett (7:01) and YAC Representative Ethan Bearden-Tanton

COUNCIL ABSENT:

STAFF PRESENT IN THE COUNCIL CHAMBERS: Police Chief Scott Shepherd and City Recorder Trudy Borrevik

STAFF PRESENT VIA GOTOMEETING City Manager Richard Meyers, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens and City Engineer Ron Bradsby

CITY ATTORNEY: None

MEDIA PRESENT: Cameron Reiten, KNND (In Council Chambers) Damien Sherwood, The Sentinel (Virtual)

ITEMS ADDED TO THE AGENDA

None

APPEARANCE OF INTERESTED CITIZENS FOR ITEMS NOT ON THE AGENDA

Rob Dickinson, 31755 Gowdyville Rd., Cottage Grove, spoke in support of the pallet shelters.
PUBLIC HEARINGS

(a)  Public Hearing for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for Coast Fork Willamette Riparian Property (East Bank Adjacent to Lincoln Middle School) (Map 20-03-32 TL 3100) (MCPA 4-20)

Public Works & Development Director Faye Stewart explained the hearing was to receive comments on the rezoning of a 3.04 acre parcel of land along the east bank of the Coast Fork Willamette River. He said the proposed amendment was to rezone the property from R-1 Single Family Residential to PR Parks and Recreation. He said the Planning Commission held a public hearing on September 16, 2020.

Mayor Gowing opened the public hearing.

No one requested to speak.

Mayor Gowing closed the public hearing.

CONSENT AGENDA

(a)  Approval of September 25, 2020 Agenda Session Minutes
(b)  Approval of October 12, 2020 Council Meeting Minutes
(c)  Extra Mile Day Proclamation

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR BOONE TO APPROVE THE CONSENT AGENDA.

The vote on the motion was as follows:

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RESOLUTIONS AND ORDINANCES

(a)  First Vote for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for Coast Fork Willamette Riparian Property (East Bank Adjacent to Lincoln Middle School) (Map 20-03-32 TL 3100) (MCPA 4-20)

Public Works & Development Director Faye Stewart said Council held the public hearing this evening and the Planning Commission held a public hearing on September 16, 2020. He said it

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was now appropriate for Council to hold the first vote on the Ordinance, which had been available for more than a week and could be adopted in one meeting.

**IT WAS MOVED BY COUNCILOR BOONE AND SECONDED BY COUNCILOR ROBERTS THAT ORDINANCE 3132 BE ADOPTED.**

Councilor Roberts said he supported the rezoning and said it would be nice for the community.

Councilor Stinnett asked if the City planned to do anything with the property or if it was undevelopable.

Faye said the City planned to put a trail along the river bank that could be utilized by the public.

The vote on the motion was as follows:

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**BUSINESS FROM CITY COUNCIL**

(a) **City Manager Annual Performance Review**

Mayor Gowing said Council met in Executive Session before tonight’s meeting and conducted the City Manager’s annual evaluation.

City Manager Richard Meyers said it was the beginning of his 24th year with the City and it was a pleasure working with the Mayor and Council.

Councilor Fleck said it was the best review he had ever given Richard. He said it was a pleasure to work with him and commended him and his staff for the running of the City. He said he was also proud to be part of the organization.

Councilor Boone said with his involvement with the League of Oregon Cities he had talked to a lot of cities state wide and Cottage Grove was really lucky to have Richard. He said he was an exceptional City Manager and well respected by his peers.

Councilor Solesbee said she appreciated his Friday Update and encouraged the City to go to the City’s website and read them. She also liked that he was on the Beeper Show on KNND before Council meetings which was informative for the public and Council appreciated that.

Mayor Gowing said he had enjoyed working with Richard and had gotten to know him pretty well. He said they had been participating each Friday in a conference call with LOC regarding
COVID. He said Richard was dedicated to the community and put in a lot of time outside the normal 8:00 am to 5:00 pm hours. He said when he retired, he hoped Council would be able to replace him with someone as dedicated.

Councilor Fleck said Council had been provided the history of Richard’s changes to his contract in the past. He asked what the non-represented employees received as far a COLA or other compensation.

Richard said the 2020 adjustments for non-represented employees was listed on the bottom of the information provided to Council, a 2% COLA and a 2.5% stipend regarding PERS.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR BOONE THAT THE CITY MANAGER RECEIVE A 2% COLA AND A 2.5% STIPEND FOR PERS STATE EMPLOYEE PENSION STABILITY ACCOUNT.**

The vote on the motion was as follows:

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(b) **Concerns from City Council**

Councilor Boone said he received emails today from constituents who were in the meeting but hadn’t had a chance to review them yet but he would.

Mayor Gowing said he also received the emails and would address their concerns. He said Lane County had been on the Governor’s watch list for two weeks and asked everyone to do their due diligence and practice social distancing and participate in safe events.

**BUSINESS FROM CITY MANAGER**

(a) **Beds for Freezing Nights**

City Manager Richard Meyers said the Beds for Freezing Nights Board had voted not to operate this year due to COVID. He said they operated from November 15th to March 31st and talked about the requirements for them to activate and how they operated. He said there was a group that had met to discuss what options were available to do something in place of Beds for Freezing Nights. He said they were introduced to “pallet shelters” which was a structure that set up in less than thirty minutes and could be used for emergency shelters and recently he and Faye saw a demonstration of one being constructed. He showed Council pictures of the shelters and described how they were built and said they had electricity, lights and a heater. He said each shelter could house from 1 to 4 people. He said Lane County was purchasing 120 units to use for
transient and other emergency purposes and were holding 15 of the smaller units and 3 of the larger units for the City. He said staff visited with representatives of Beds for Freezing Nights and identified a location to install fencing, water and sewer and electricity to set the pallet shelters up in. He said Lane County was willing to work with the City on the project and possibly provide some financial support. He said the City would use Coronavirus Relief Funds for whatever costs the City incurred. He said the shelters could be taken down and stored when not in use and would be available for use during emergencies and disasters. He said Lane County was going to be issuing an RFP for funding to assist in transient housing throughout the County. He said the City would partner with Community Sharing who would apply for funding to hire a staff assistant who would work for Beds for Freezing Nights in managing the site. He said the City was also purchasing a restroom/shower trailer and partnering with Community Sharing in the preparation of a pad and electricity and water/sewer hookups. He said it would be housed at Community Sharing but could be moved to the Beds for Freezing Nights site or used for emergencies, etc. He showed Council the site that had been identified off 12th Street behind Dari Mart.

Councilor Fleck declared a potential conflict of interest as Community Sharing Executive Director. He said there currently weren’t any issues, however he wanted to make the declaration.

Councilor Roberts said he was in favor of the pallet shelters and would like to see a cost analysis for the project. He said he would like to see the services in the community such as South Lane Mental Health to get involved. He said his Church had always helped with BFN and would continue to do so and he said the Knights of the Columbus would also volunteer to help.

**IT WAS MOVED BY COUNCILOR BOONE AND SECONDED BY COUNCILOR FLECK THAT COUNCIL SUPPORT EFFORTS TO DEVELOP AND CONTINUE THE OPERATION OF THE COMMUNITY’S BEDS FOR FREEZING NIGHTS PROGRAM AND TO USE CITY CRF RESOURCES, PARTNERING WITH BFN, COMMUNITY SHARING AND LANE COUNTY TO PROVIDE THE SERVICE.**

Councilor Solesbee asked if there was a limit on how many shelters the City could purchase. She said she had received several emails from constituents who lived in the neighborhoods where Beds for Freezing Nights had been in the past and were concerned with theft and other issues from patrons of BFN. She asked if it would be limited to just Cottage Grove citizens. She also asked where the shelters would be stored when they were dismantled.

Richard said the shelters would be stored at the City Shops. He said regarding who would be allowed at the site, the group had been discussing ways to address the needs of those in Cottage Grove.

Ruth Linoz, BFN Board President, said BFN activated when the temperature reached 29°, the same as Egan Warming Centers. She said they didn’t open up if Egan Warming Centers didn’t to avoid having a migration of people from the Eugene/Springfield area. She said with the pallet shelters people could bring their pets, which was something they couldn’t do in the churches so she felt there might be more using the pallet shelters for that reason. She said when using County funding, there was a requirement that people register which would track where they were from.
She commented that the larger structures could accommodate families. She talked about having a paid person to run BFN and said they would keep things more consistent and would be more proactive in managing the safety and security of the site. She thought there would be controls in place that they hadn’t had before.

Youth Representative Ethan Bearden-Tanton asked if Lane County didn’t help financially, if the City had enough funds to proceed with the project.

Richard said yes, the City had Coronavirus Relief Funds available to purchase the shelters. He said the funds had to be spent by December 31, 2020. He said the County funding went through 2022 and would be providing the funding for the staff assistant.

Ethan asked if the staff assistant would be responsible for setting up the shelters.

Richard said the staff assistant would be responsible for managing the operations and the City Public Works staff would put the shelters together.

Councilor Stinnett said he understood that some of BFN’s concerns in opening this year was due to staffing issues and asked what the staffing requirements would be for the new site.

Ruth said that was something that still had to be determined. She said there would need to be at one if not two for each shift, together with the paid position, to check on the patrons and checking them in and out. She talked about putting up tents and providing social distancing.

Councilor Stinnett said Ruth talked about screening patrons and asked if those from outside the community would be turned away. He asked if people from North Douglas County used the warming center.

Ruth said that had been a conversation every year to make sure that the local were housed first. She said if space were available they would take others outside the community, however since they changed their policy to only open when the Egan Warming Centers opened, that hadn’t been an issue. She said with the new shelters it might be different than what has occurred in the past so they would have to wait and see. She said they hadn’t had anyone that she knew of from Douglas County.

Councilor Fleck said County contracts spelled out all the processes that had to be adhered to and his agency hadn’t had shelter funds before and he hadn’t seen the RFP yet. He said they would have to run their process by the County to make sure it met the letter of the contract. He said Egan did put people into service points and it was something that was already being done in Eugene and it would be new for Community Sharing.

Richard said it was important to remember that Lane County was getting 120 shelters and the City was getting 18 so there were more available in the Eugene/Springfield.

Councilor Stinnett said it looked like in reading the Memo that the shelters were immediately available.
Richard said yes, they were available for delivery in the next several weeks.

Councilor Stinnett asked what that meant for the City’s timeline.

Richard said when the City had everything ready, the shelters would be ready and might be delivered before the City was ready.

Councilor Stinnett asked if the shelters would be taken down after the BFN season. He said the City had a homeless population and asked if it had been considered to leave the shelters up all year.

Richard said yes the shelters would be taken down. He said regarding leaving the shelters up all year, it was something that had been discussed however the City wasn’t ready to move into a permanent shelter, there were a lot of questions that needed to be answered. He said the immediate concern was BFN.

Councilor Stinnett asked if BFN could be an educational trial run for a more permanent situation.

Richard said what was learned from the proposed shelters may provide answers for more permanent solutions such as something for homeless youth.

Councilor Ervin said when deciding on the site for BFN, if the same site was being considered for emergency sheltering if needed. He asked what resources, such as generator backup, were available for putting together a cost analysis.

Richard said the site was selected due to its location by the City Shop. He said the City had recently purchased several used generators that were mounted on trailers and could be moved to anywhere in the City as needed. He said the site was centrally located near the post office, store and transportation services.

Councilor Ervin said he had heard a concern about intake and South Lane Mental Health not being involved. He asked about the training of intake volunteers.

Ruth said they received training on de-escalating a situation, but didn’t do formal mental health training. She said they hadn’t experienced much of a concern. She was encouraged to learn from Mike Fleck is the initial staffing might come from his own staff at Community Sharing who had definitely received more experience and more familiarity with a lot of different personnel coming through their services and knowing the share point technology so intake could be very seamless and it’s up to South Lane Mental Health if they want to help with those activation opportunities to interface with whoever is coming through the entrance. She said they also had support from the Police Department.

Duane Taddei, 1803 W. Main Street, Cottage Grove, said he was a former BFN volunteer and was interested in the program. He talked about volunteering and said the turnout was normally low. He said regarding theft from neighbors in the area, he was hard pressed to believe that but it
would be something to check with the Police Department. He said with the hiring of the staff assistant, they would be able to find resources and services available to help those who wanted help. He felt the community would support the program.

Bruce Kelsh, Cottage Village Coalition, said he had also helped with BFN however with the current situation he was unable to. He said he was in favor of the shelters and had seen the demonstration in putting them together. He felt the shelters were safe and saw a lot of advantages. He said the shelters could lock and patrons could keep their belongings with them and if they had pets, they could keep them as well. He encouraged the Council to support the project.

Richard said Council should have all received a letter from Mr. Dickinson in an email before the Council meeting.

The vote on the motion was as follows:

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(b) Discussion Regarding Water and Sewer System Development Charges

Public Works & Development Director Faye Stewart read his Memorandum to Council and provided background information. He said Len Blackstone had submitted a letter which had been provided to Council. He said John Ghilarducci from the FCS Group was present to answer any questions.

Councilor Solesbee said she was in support. She said Cottage Grove was desperate for housing and everything needed to be done to encourage developers to create housing and the SDCs needed to be compatible with the surrounding areas.

Councilor Fleck agreed with Councilor Solesbee. He thanked John for attending the meeting to answer questions. He apologized to Len Blackstone who he had discussed the issue with and disagreed with the methodology. He said his understanding of the SDC fees was that they measured the potential demand on the system and each fixture allowed a certain amount of water through and each meter size allowed a certain amount of water and he was having heartburn that the numbers didn’t jive. He said if X amount of fixtures were available through a certain meter size the numbers should be equivalent and what he was seeing was they were not and he had concerns about that.

John Ghilarducci said he had listened to the discussion of last Friday’s Agenda Session. He said fixture unit basis and meter size basis were both valid approaches to water or sewer system development charges. He said any basis had imperfections and that was what we were seeing. He
said the two basis were related when they are determining the size of the meter to serve any customer but a multi-family development was looking at the fixture count in order to determine what the meter size needed to be. He said that held up for the most part but when there was a multi-family development, they squeezed more fixtures into a smaller meter than would be necessary if those were independent collections of fixtures because people wouldn’t be using water at the same time so the peaking wouldn’t be as severe as we would see with a single family resident. He said the potential demand was governed by the size of the meter so if everyone was using water at the same time in a large multi-family complex they would be limited by the size of that meter. He said it might be appropriate to make available a meter size basis should the City want to go that way, it was a policy call for the City. He said Corvallis used a fixture unit approach.

Councilor Fleck asked if Corvallis was using a hybrid like the City was proposing to use a meter size versus fixture count for multi-family developments.

John said they did work for Corvallis in the mid-1990s, however he didn’t find anything in the Corvallis’ Code that allowed for an appeal process. He said the appeal process would allow someone to appeal the basis that was being applied as long as they could demonstrate that they had better information then they might be allowing an alternate approach. He said Cottage Grove did it for transportation and used the ITE manual. He said occasionally there were new customers who claimed that their land use wasn’t represented in the ITE manual and they provided a transportation study which would supersede.

Councilor Fleck thanked Len Blackstone for bringing the issue to the City’s attention. He said the City needed multi-family development and he supported modifying the SDCs.

Len Blackstone, 2051 Bennett Creek Rd., Cottage Grove, said he owned the Bank Building and the old Harrison School property. He said he was also a commercial broker with Windermere and that was the hat he was wearing this evening. He thanked Council and staff for being so open and willing to listen. He said when Council passed MUPTE it was amazing to see how supportive everyone was. He said MUPTE addressed operational costs, it didn’t address the capital cost of actually doing a project. He said SDCs were a capital cost and could determine if a developer was able to afford the project. He said what they faced in the current situation was the costs were out of line with where they needed to be with regard to other competitive cities. He said in talking with developers, they were looking at several communities at the same time so Cottage Grove needed to be competitive. He said the steps that Cottage Grove had taken to be competitive was great and he supported the direction staff was recommending. He said the City was blessed to have Amanda, Melany, Faye and Ron and that he had heard from people he dealt with how incredibly responsive and incredibly nice staff was. He spoke about the need for housing in Cottage Grove and teachers and youth leaving the area because they couldn’t find housing. He thanked Council for their hard work.

Councilor Stinnett said he was a reporter with The Sentinel when the ordinance was adopted in 2011, but didn’t recall the possibility of multi-family housing being built in Cottage Grove being part of the conversation. He was glad that it was part of the discussion now and said there was housing needed for every one of various ages, backgrounds, life situations, etc.
Councilor Ervin said he was in favor of bringing more housing into Cottage Grove as long as the City could still pay for the infrastructure effectively with the methodology and what he was hearing was that we could. He asked who might be able to take advantage of the methodology and to what degree, one operation with a low fixture count and high utilization using a fixture method, what did it take to sway or drain the resource pool and how do we look out for that and make those determinations in assessing who gets what methodology.

John said it was impossible to foresee every possible instance where the issue could come up. He suggested it be limited to multi-family. He said if the City was actively trying to pursue a large industry or manufacturing which would have the possible unique kind of demands, it would be a good time with the next methodology to look at it and make sure it would be allowed. He said the City didn’t currently have an approach that would deal with that, in either the meter size or fixture unit approach because they could also get by on a smaller meter if they were using water all day long, it was a unique situation. He said appeal language that would allow for those unique situations.

Councilor Solesbee said in Len’s letter he said he talked with an experienced developer who did their due diligence and surveyed six communities, Creswell, Veneta, Prineville, Redmond, Lebanon and Roseburg, and their average cost for development would have been $96,000 compared to Cottage Grove which was $500,000 which was five times the cost. She said that gave some prospective to what the City was doing to persuade developers to come to Cottage Grove.

Councilor Fleck said if he understood Councilor Ervin’s comments, he was saying that the City had Capital Improvement Plans and the SDCs were calculated to meet those expectations and if the City didn’t collect enough for the SDCs, there wouldn’t be enough funds to complete the Capital Improvement projects.

John said it had been almost ten years since the methodology was adopted and one way to make sure you do that is periodic updates to make sure you have the most recent plans and growth forecasts, because it was the growth that was the denominator in the SDC calculation. He said as factors changed over time, it was the biggest assurance by keeping those current.

City Engineer Ron Bradsby said staff was working on updating the master plans which would take approximately a year. He said once they were completed, it would be the perfect time to come back to Council for a revision/update of the SDC fees and relook at methodology and address Council concerns.

Faye said the City was looking at acquiring reservoir sites and were currently doing an upgrade at the Wastewater Treatment Plant because the City was required to in order to meet temperature controls. He said those things were different than the current master plans in place and by updating the master plans with the information we have today and the rule changes, would better reflect the direction the City needed to take. He said it would also help the FCS Group create methodology and SDC fees in the City’s operating costs that the City needed to adopt to meet the demands.
Councilor Ervin said he couldn’t help but think about the actual cost of housing and what effect this might have and he wasn’t in favor of cost controls, but maybe if someone could speak to with that much savings, 5X on SDCs for capital outlay, can we expect to see that reflected in rental rates on the units?

Richard said what it did was make the project pencil out. He said without having the SDCs properly set at a comparable level, you wouldn’t see the development. He said it wasn’t a question of them being able to reduce their rates, they would probably be at a market for the community.

Councilor Boone said SDCs were at what it cost to hook up something new to the system. He didn’t want to use SDCs to subsidize types of housing or buildings and didn’t want to use them to punish types of housing or buildings. He said those should be strictly neutral and if the City was going to subsidize something it needed to be from other funds, not the SDC funds, they needed to be as neutral as possible.

Mayor Gowing said with the comments he heard from Council, they were in agreement for staff to bring back something in January.

Faye thanked John for taking the time to attend the meeting on a short notice.

(c) Report from City Manager

City Manager Richard Meyers asked the Youth Advisory Council Representative to introduce himself.

Ethan Bearden-Tanton said he had always had an interest in government and thanked the Council for letting him attend the Council meeting.

Mayor Gowing said he appreciated the letter he received from Ethan suggesting a Halloween cruise and for him attending the organizing meeting. He said now the City was having a festival that he had ground roots on. He said great job.

Richard talked about the Turnkey Program and the Village Green. He said after the Agenda Session last Friday, he visited with a representative from Lane County and shared the Council’s concerns and they said the Council wouldn’t be moving forward.

Richard said on October 8th Cycle Oregon ran “The Blog” on their website on the Row River Trail. He said they had a staff member ride the trail and take pictures and commented on the community, signs, good and the swinging bridge.

Richard said Bushnell University, formerly Northwest Christian University, was having a cross country meet at Middlefield Golf Course on Friday, November 6th.

Richard said there was a flu shot clinic last Friday in the Community Center parking lot.
Richard said this Friday, Becky Arnoux, the Children’s Librarian, would be returning to work joining Librarian Natasha Chitow. He said the curbside book pick up had been working well and they would be starting soon a homebound book delivery for those who weren’t able to pick books up.

Ethan Bearden-Tanton said there was an app called “Libby” where you entered your library card number and could have access to a lot of online and audio books.

**BUSINESS FROM CITY ATTORNEY**

(a) Report from City Attorney

None

**ADJOURNMENT**

There being no further business, Mayor Gowing adjourned the regular meeting of the City Council at 8:46 pm.

The next regular City Council Meeting will be held November 9, 2020, at 7:00 p.m. in the Council Chambers at City Hall.

[Signatures]

Trudy Borrevik, City Recorder

Jeffrey D. Gowing, Mayor