COTTAGE GROVE CITY COUNCIL  
VIRTUAL MEETING MINUTES  
NOVEMBER 9, 2020

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 Greg Ervin, Candace Solesbee and Jon Stinnett and YAC Representative Kourtney Owens

COUNCIL ABSENT: Councilors Fleck and Boone

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 and Finance Director Roberta Likens

CITY ATTORNEY: None

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

ITEMS ADDED TO THE AGENDA

None

APPEARANCE OF INTERESTED CITIZENS FOR ITEMS NOT ON THE AGENDA

None.

PUBLIC HEARINGS

None.
CONSENT AGENDA

(a) Approval of October 23, 2020 Agenda Session Minutes
(b) Approval of October 26, 2020 Council Meeting Minutes

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR SOLESBEE TO APPROVE THE CONSENT AGENDA.

The vote on the motion was as follows:

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<th>Councilor Roberts</th>
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RESOLUTIONS AND ORDINANCES

None.

BUSINESS FROM CITY COUNCIL

(a) Municipal Judge Performance Evaluation

City Manager Richard Meyers said the Council received the annual report from the Judge in September. He said the Judge’s contract expired December 31, 2020. He said Council needed to approve the evaluation form and needed to set the date for the executive session. He said there was a training work session scheduled for November 23rd before the regular Council meeting and suggested setting it for Monday, December 14th at 6:00 pm before the regular Council meeting which was the last meeting of 2020.

Councilor Ervin asked if the Judge would be completing his self-evaluation to provide to Council before his evaluation.

Richard said once the form was approved, it would be provided to the Judge to complete and provide to Council prior to the evaluation date.

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR SOLESBEE THAT COUNCIL APPROVE THE EVALUATION FORMS FOR THE MUNICIPAL JUDGE EVALUATION AND SCHEDULE THE JUDGE’S EVALUATION FOR EXECUTIVE SESSION ON MONDAY, DECEMBER 14, 2020 AT 6:00 PM.

Councilor Roberts asked if Council would receive a copy of the evaluation form to complete.

City Recorder Trudy Borrevik said Council would be mailed the evaluation form.
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(b) Amendment to City Manager Employment Agreement

Mayor Gowing said the Council held the City Manager’s Evaluation in Executive Session on October 26, 2020. He said the Council voted to extend the City Manager’s Contract and to give him a 2% Cost of Living Allowance adjusting his annual salary to $139,230.00 and a 2.5% stipend for PERS State Employee Pension Stability Account. He said at the October 26th meeting Council neglected to approve an effective date for the amendments and that would need to be done this evening.

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR SOLESBEE THAT COUNCIL APPROVE AN AMENDMENT TO THE CITY MANAGER’S EMPLOYMENT AGREEMENT ADJUSTING THE CITY MANAGER’S SALARY TO $139,230.00 AND TO APPROVE A 2.5% STIPEND AS A PERS STATE EMPLOYEE PENSION STABILITY ACCOUNT EFFECTIVE JULY 1, 2020 IN THE FORM ATTACHED AND AUTHORIZE THE MAYOR TO SIGN THE ATTACHMENT.

The vote on the motion was as follows:

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(c) Concerns from Council

Councilor Roberts asked Richard for an update on the Beds for Freezing Nights which he said he would share during the Manager’s Report. in the City Manager.

Councilor Roberts said with all the discussion of sidewalks in the community, he had noticed the crosswalk at W. Main and N. 1 Street by the American Legion Hall and wondered if it might be a good location to install flashing pedestrian lights. He asked about a cement island at Main and River Road that had two light poles with no lights on it and asked if anything was ever there.

Richard said he wasn’t sure if anything had been there, that we’d have to do some research.
Councilor Roberts thanked Chalice Savage for calling him the night of the election and said they had a good talk.

Mayor Gowing thanked the community for re-electing him for another term and said it was an honor to serve as Mayor. He also thanked the citizens of Cottage Grove for the efforts that went into the Halloween Cruise. He said he heard both positive and negative comments but felt it was a major success.

**BUSINESS FROM CITY MANAGER**

(a) **Lane Business Link**

City Manager Richard Meyers introduced Robert Killen, Director of the Lane Small Business Development Center who provided a presentation on the Lane Business Link project.

Robert Killen talked about small businesses and their need for help with numerous aspects of their business. He talked about and went over the Lane Business Link, [https://lanesbdc.com/lane-business-link/](https://lanesbdc.com/lane-business-link/) and said businesses would have virtual access to resources needed to thrive. He said the searchable database was a resource that directly served businesses in Lane County. He asked the City for a statement of support, either collectively from all the Council or from one Councilor, about the value of collectively serving businesses which he would share.

Richard asked if any of the Council was interested in preparing a statement of support of the Lane Business Link. He said it would sound better coming from a Councilor or the Mayor.

Councilor Solesbee said she had great respect for Mr. Killen and appreciated his advice. She said she was happy to support any effort that went into Cottage Grove businesses.

Richard said Mr. Killen would be the speaker at the Chamber of Commerce Breakfast Club on Friday, November 13, 2020.

Mayor Gowing said he supported the Lane Business Link for the Cottage Grove businesses.

(b) **Create One Full Time Employee Position for the Maintenance Division**

Public Works & Development Director Faye Stewart said he was seeking support from the City Council to create a full-time employee position for the Maintenance Division. He explained that the Maintenance Division currently had several large remodel projects going and explained each of the projects. He said the city had used a combination of general contractors and employees for the projects, however by adding an additional full-time employee, it would reduce expenses and improve the efficiency of completing the projects.

Councilor Solesbee asked if the position was only temporary to complete the current jobs and wouldn’t become a permanent position. She asked if there was enough funds in the budget for a new position.
Faye said there were projects that would be included in the next fiscal year’s budget, however there was no intention at this time to make the position permanent. He said it would save the City money by creating the position.

Councilor Roberts said he heard Richard on the Beeper Show this morning saying it could save the City between $10,000 and $14,000 in the current budget. He asked if there were any candidates for the position or if the City had to advertise.

Faye said that was correct and it could be more depending on the projects. He said the City would be posting the opening for five days beginning tomorrow. He said there was an individual who was interested in the position. He said the position would be a Maintenance Worker 3 and would require lead certification and extensive experience in sheetrock preparation, painting, etc.

Councilor Stinnett said it sounded like he was looking for someone with specific skills and there may be someone interested.

Faye said yes that he was looking for someone with specific skills and there was an individual interested who had most of what he was looking for however it was open to anyone to apply who had the required skills.

Councilor Stinnett asked if he hoped to fill the position locally.

Faye said yes.

**IT WAS MOVED BY COUNCILOR ROBERTS AND SECONDED BY COUNCILOR ERVIN THAT COUNCIL APPROVE THE ADDITION OF ONE FULL-TIME EMPLOYEE IN THE BUILDING MAINTENANCE DIVISION AT THE COST OF AN ADDITIONAL $54,262.50 INCLUDING BENEFITS FOR THE REMAINDER OF THE 2020-21 FISCAL YEAR.**

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(c) Used Merchandise Business License and Regulations

City Manager Richard Meyers said Chapter 5.28 of the Cottage Grove Municipal Code established licensing, operating and recordkeeping requirements for used merchandise businesses. He said staff was preparing to send out the renewal notices for 2021 and last year there was discussion on whether or not to continue with the license requirement for used merchandise businesses. He said before notices were sent out this year, staff wanted to give...
Councilor the opportunity to discuss the issue. He said there were no pawn shops in Cottage Grove, however there were several used merchandise businesses.

Councilor Sonesbee asked if she should recuse herself from the discussion.

Richard said since the item was only a discussion and no decision was going to be made, he didn’t see any issue, however when it came up for a vote, she would have to recuse herself.

Councilor Ervin asked what the functional duties of the license was and if anyone was currently completing reports.

Richard said basically staff sent out renewal notices which were returned with the fee and the business was sent a license.

Councilor Ervin said he could see why it was put in place and how it could be beneficial, however he didn’t like the idea of the business having to pay a fee. He said if Council voted to continue with the license, he would suggest some changes be made to the process.

Councilor Sonesbee said the used merchandise businesses had been paying the fee every year and getting nothing in return which she felt was unfair. She said in her opinion, even if she didn’t have a used merchandise store, that there shouldn’t be a fee as no other businesses in Cottage Grove paid a fee.

Councilor Stinnett asked Chief Shepherd for his thoughts.

Chief Shepherd provided his thoughts on used merchandise licenses. He commented that there used to be a pawn shop that regularly kept records which was beneficial. He talked about the reporting and who was required to do it and what information was collected. He said in the past the Police Department had contacted local businesses about stolen items and actually recovered items. He said lately they hadn’t reached out much to those businesses and it wasn’t something they received a lot of feedback about. He said there was a system in the Eugene/Springfield area that pawn shops used which were regularly checked. He said the Police Department was going to reach out before the end of the year to as many businesses as they could to touch base with them on contact information, etc. He said during that contact, officers would talk to businesses who deal in used merchandise to document any items purchased. He said if there was no license or requirement to keep names and descriptions of the items purchased, it was hard for businesses to provide the Police with information. He said it wasn’t familiar with the number of businesses in town who purchased used merchandise and what types. He said with a Police standpoint, they would benefit from knowing who purchased used merchandise so they could contact them if needed.

Councilor Sonesbee said she would be willing to do whatever reporting was required, however she wasn’t in favor of the fee.

Chief Shepherd said the fee was of no consequence to the Police, however the license insured that businesses would collect the information.
Councilor Solesbee said she saw the value in the reporting, however in order for businesses to comply, it would have to be an easy procedure.

Chief Shepherd said when the pawn shop was in town, the owner had provided his own forms. He said the forms didn’t need to be complicated but needed to contain the information needed by the Police Department.

Councilor Solesbee commented about the difference between pawn shops and antique stores and said it would have to be defined.

Chief Shepherd said investigations that he had been involved with were looking for items that could be easily transported and sold such as coins, precious metals, guns, etc.

Councilor Ervin said he read the language in the Municipal Code which said the license fee was $50 a year and there was a requirement that items taken in could not be sold for seven days. He suggested amendments to the existing ordinance and maybe a separate ordinance for pawn shops. He said the existing ordinance did define what used merchandise was.

Councilor Stinnett asked Chief Shepherd if he thought there shouldn’t be a fee connected with businesses providing the information to law enforcement.

Chief Shepherd said he thought there was a benefit to know who sold used merchandise, which needed to be identified. He talked about items that the police would actively be looking for. He said there was a benefit, because of the license requirement, that items not be sold for seven days after they are received but needed to be properly valuable to their investigations.

Councilor Stinnett asked if the City didn’t know who was selling used merchandise in Cottage Grove.

Chief Shepherd said he wasn’t sure how businesses who purchased a used merchandise business were documenting what they took in. He talked about the system in Eugene/Springfield and the ease in using it.

Mayor Gowing commented that individuals who purchase storage units, etc. and sell items on the internet weren’t required to have a used merchandise license. He felt it was an unfair advantage to charge a fee to those businesses who either had their own building or leased or rented. He said in his opinion we needed to enforce the ordinance or get rid of it.

Richard asked Council how they wanted to proceed and after discussion said staff would bring back an amended ordinance to consider.

(d)  Report from City Manager

City Manager Richard Meyers said Wednesday, November 11th at 11:00 am there would be a live stream Veterans Day Ceremony.
Richard talked about the Hwy 99 crosswalk and said the Mayor had visited with Frannie Brindle from ODOT. He said ODOT’s proposal was around $24,000 for additional signage. He said the City’s proposal was just $8,000 with double faced signs and a 12” amber flashing beacon on each sign. He said the City also proposed making a slight change to the existing ODOT sign that had beacons and faced south bound traffic on Hwy 99 to face vehicles coming off the connector. He said the City also proposed to add a amber flashing beacon to another sign in that area. He said ODOT has given the City the approval to apply for the permits to install the double sided signs with 12’ amber flashing beacons. He said the City has applied for the permits and ordered the materials and will start on the project when the materials and permits have been received.

Richard said the J. Polk Currin Swinging Bridge received the 2020 American Society of Civil Engineers (ASCE) Project of the Year and showed the Council the plaque the City received.

Richard provided an update on the Beds for Freezing Nights. He said the City was working on installing electrical and fencing. He said the shelters may be delivered by November 20th and the plan was to be ready to open by December 1st. He said when Councilor Fleck was back on November 16th, the City would move forward with training, etc. He said the Beds for Freezing Nights Board didn’t have the staffing and volunteers to participate this year but would be an adviser. He said the City would also use Cottage Village Coalition and St. Vincent DePaul as advisers. He said the City would be looking for volunteers and Councilor Solesbee and her husband have said they were going to volunteer. He said he and his wife were also volunteering. He said Councilor Fleck had an employee who was interested in the position to run the program and would be applying to the County for funding of that position. Richard talked about other possible uses of the site when not being used for Beds for Freezing Nights.

Richard said the League of Oregon Cities was holding LOC Elected Essential training opportunities in December and if any of the Council was interested in attending to let the City Recorder know.

Mayor Gowing talked about the If I Were Mayor Contest and said the Council hadn’t participated for quite a few years due to lack of interest. He said he would like to see Cottage Grove participate in it this year. He said the Halloween Cruise idea came from one of the Youth Advisory Council, Ethan Tanton which was a perfect example of what the contest should be about. He said not only did Ethan have a great idea, he was a living proof of what a good idea would be. He said he would be attending the YAC meeting next week and making Ethan Honorary Mayor.

**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 8:01 pm.

The next regular City Council Meeting will be held November 23, 2020, at 7:00 p.m. in the Council Chambers at City Hall.

Trudy Borrevik, City Recorder

Jeffery D. Gowing, Mayor