The meeting was held via GoToMeeting. Mayor Gowing called the meeting to order at 8:30 am. Those in attendance either in person or virtually were Mayor Gowing, Councilors Ervin, Boone, Fleck, Roberts and Stinnett (8:32). Councilor Solesbee was absent: Staff present were City Manager Richard Meyers, Public Works & Development Director Faye Stewart, City Planner Amanda Ferguson, City Engineer Ron Bradsby, Finance Director Roberta Likens (8:50) and City Recorder Trudy Borrevik.

Public Hearings


City Planner Amanda Ferguson said staff had been working on the adoption of the first section of Chapter 14.35, Surface Water and Management. She said the section included standards for erosion prevention and were specifically targeted to deal with construction site management erosion. She said it was the first step in the City implementing stormwater management controls. She said over the next several years the remainder of Chapter 14.35 be filled with additional regulations regarding stormwater management. She said they were designed to comply with the clean water act requirements once the City reached 10,000 population.

Councilor Fleck said he didn’t know if it was a conflict or not but his wife’s nephew did excavation work in construction.

Richard said he didn’t believe there was a conflict as the nephew wasn’t in their household.

Councilor Ervin asked if construction costs would be increased.

Amanda said if they were doing their construction site management correctly it shouldn’t increase their costs. She said there were inexpensive techniques that could be done to maintain the soil.

Councilor Ervin said he hadn’t reviewed the entire document but had a lot of questions about some of the definitions and the impact the requirements would have on citizens.

Amanda talked about the definitions in the Ordinance and commented that they did not all apply to the current section, however they would apply when additional sections were adopted in the future.

Amanda said the City didn’t have a lot of options as the City was required by 2023 to adopt onsite stormwater management controls based on the TMDL Plan and standards that would need to be met to comply with the DEQ Clean Water Act. She explained the process and said it was a long
range plan that would take several years to adopt. She said she had a copy of the Stormwater Management Plan if anyone was interested.

Councilor Ervin asked if FOG (Fats Oil & Grease) would be included in the plan.

Amanda said yes that would be included.

Public Works & Development Director Faye Stewart commented about FOG and how it affected the sanitary sewer system.

**Resolutions and Ordinances**


Mayor Gowing said the ordinance was discussed during the public hearing section.

(b) First Vote on an Ordinance Amending Chapter 5.28 of the Cottage Grove Municipal Code Regarding Used Merchandise Businesses

City Manager Richard Meyers said the Ordinance had been amended by removing the license requirement and creating a registry maintained by the Police Chief or his designee. He said items added as used merchandise were cell phones, personal electronic devices and computers. He said the penalty clause was also removed and would be updated under the general penalty for the City Code in Chapter 1.08. He said Chapter 1.08 was empty and the City Attorney was working on a general penalty clause.

(c) Resolution Adopting the Disaster Resilience Plan for Heritage Resources in Cottage Grove

City Planner Amanda Ferguson said for the last year and a half the City had partnered with several agencies to create a Disaster Resilience Plan for Heritage Resources in Cottage Grove. She said SHIPO had contacted the City to be a pilot for the project. She said they hired the U of O to be the consultant for the project and the students ran the project. She said SHIPO worked with the City’s Heritage partners in developing the Plan. She said the Historic Landmark Commission held a public hearing on November 18, 2020 and were recommending adopting the plan. She said each group that participated were provided with their own disaster resilience and response plan for their agency.

Councilor Fleck asked what the City’s role was.

Amanda said the City was the landlord for several of the groups and had a direct relationship such as the maintenance of the historic structure they live in. She talked about how the City would be involved in helping those agencies recover faster during an emergency.

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Councillor Fleck asked if the City would be involved in facilitating different facilities and what the ultimate impact was on the City.

Amanda said in the long range plans for the Armory there were plans for archival storage which included the Historical Society and Museum collections that may need a climate controlled storage. She said she had also written a grant for the purchase of a large format scanner to digitize the records which would be shared by all the organizations but housed at the Community Center.

(d) Resolution in Support of the National League of Cities Leadership in Community Resilience Grant

City Planner Amanda Ferguson said the Coast Fork Willamette Watershed Council was applying for a Leadership in Community Resilience Grant from the National League of Cities and the Resolution was in support of that application. She said the grant would facilitate the creation of a Coast Fork Wildfire Planning and Recovery Task Force and would help plan and prepare when wildfires impacted our area.

Business from City Council

(a) Federal Fund Exchange Agreement for Safe Routes to School and Fillmore Storm Water Outfall Project

City Engineer Ron Bradsby explained how the federal fund exchange program worked. He said the City had $120,452 of Federal Gas Tax dollars and would receive $113,224.88 after the “de-federalizing” for reimbursement on construction costs for the Safe Routes to School & Fillmore Storm Water Outfall project.

Mayor Gowing left the meeting and turned the meeting over to Council President Jake Boone. He reminded Council of the Executive Session on Monday night at 6:00 pm for the Municipal Judge’s evaluation.

(b) Safe Routes to School & Fillmore Storm Water Outfall Project Change Order Approval

City Engineer Ron Bradsby explained that when the aggregate total of change orders was 10% or over of the original contract price, they needed to be approved by the City Council. He explained that to date, there had been 5 change orders approved which totaled $347,866.69 which was 9.98% of the total contract. He said with the current change order, the total to date would be more than a 10% change in the original contract therefore it required the City Council to approve.

Richard said some of the change orders have been for items that the City has added, such as paving the parking lot for the School District which they would be reimbursing the City for. Councillor Fleck asked if the additional costs outside the original contract would be charged to homeowners.
Ron explained that there were some costs that would be charged to homeowners and at this time it was a small percentage. He explained some of the changes that had been made that weren’t in the original contract.

Councilor Fleck asked if the changes would be charged to the water, wastewater, etc. funds.

Ron said every pay request was broken down into the fund it was being charged to.

Councilor Ervin asked if there was any way to quantify additional change requests and what the total overage was that the City didn’t expect to be reimbursed for. He said he thought there was more than enough money in the grant since the bid had come in well below the engineer estimate.

Ron explained that the grant was $1.2M for sidewalks, crosswalks and anything to do with ADA requirements. He said the total project cost was $3.4M and the difference was what the City had to come up and those expenses were charged to various utility funds. He explained some of the improvements that had been made and talked about the project. He said the engineer’s estimate for the project was $5.8M which had been accounted for in the budget.

Richard said $5.8M was budgeted for the project so even with the change orders, the contract was under budget but over the bid amount.

Public Works & Development Director Faye Stewart commented about the grant amount of $1.2M and what improvements could be paid for from those grant funds.

Councilor Ervin asked about contracts and change orders and how they were determined.

Faye explained that change orders were items that were not included in the bid but discovered once the project had started that needed to be completed and were approved by the City. He said if a project was bid for a certain amount and there had been no changes by the City, the contractor needed to adhere to the contract.

Richard said every change order that had been approved to date, were items that were not included or known at the time the contract was bid.

Ron commented about partnering with the School District and additional work that the City requested to be done that increased the amount of the project and the reason for change orders.

Councilor Fleck said he supported the changes and trusted staff for doing things well but it was his due diligence as a Councilor to ask the questions. He said citizens were getting a deal in not having to pay for the sidewalk upgrades.

Richard reminded Council of the Executive Session Monday night at 6:00 pm. He also commented about the swinging bridge project that received the Award of Merit for the Northwest Region. He said he had only heard from Councilor Fleck regarding tours of the Legion Cottages but if any other Councilors were interested in let him know.
Councilor Ervin commented about the police phone system and said last Sunday a constituent had advised him they couldn’t get through to the Police Department. He asked Richard to provide information on how many times the phone system had gone down.

Council President Jake Boone adjourned the meeting at 9:20 am.

\[signature\]
Trudy Borrevik, City Recorder

\[signature\]
Jeffrey D. Gowing, Mayor