

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
December 10, 2021

The meeting was called to order by Mayor Gowing at 8:30 am.

Those in attendance virtually and in person: Mayor Gowing and Councilors Ervin, Savage, Solesbee, Fleck and Roberts.

Staff present virtually and in person: City Manager Richard Meyers, Assistant to the City Manager Jake Boone, City Recorder Trudy Borrevik, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, City Engineer Ron Bradsby, Finance Director Roberta Likens, and City Planner Eric Mongan.

Mayor Gowing indicated that he and Councilor Ervin will be leaving the Agenda Session at 9:00 am. Council President Mike Fleck will take over at that time if needed.

Mayor Gowing mentioned that Eugene City Council will be going back to in-person Council Meetings and inquired if City of Cottage Grove could do that as well.

Public Hearing

- (a) Second Public Hearing for Ordinance No. 3148 Extending the Economic & Business Improvement Districts

Public Works & Development Director Faye Stewart said this will be the second Public Hearing for this Ordinance and is an opportunity for people to remonstrate if they have not done so to date. He said at the present time only 14% of the property owners have remonstrated and only 3% of the businesses have remonstrated. He said unless there is a large influx of people remonstrating over the weekend and during the Public Hearing, the Ordinance should meet the requirements for Council to consider approving the Ordinance.

Mayor Gowing asked if there were questions regarding the Public Hearing. There were none.

Consent Agenda

- (a) March 20, 2021 Council Goal Setting Minutes
(b) October 22, 2021 Agenda Session Minutes
(c) October 22, 2021 Work Session Minutes
(d) November 5, 2021 Agenda Session Minutes

- (e) November 8, 2021 Council Meeting Minute
- (f) Request for Council to Authorize the City Manager to Sign Easements Benefitting Oregon Department of Transportation at Hwy 99 & Woodson Place for the Urban Upgrades Project
- (g) License Agreement for Encroachment

Councilor Fleck asked City Engineer Ron Bradsby to know more about item G on the Consent Agenda, the License Agreement for Encroachment.

Ron Bradsby replied this item is regarding 1480 Samuel. He said when the City reviewed the plans, the plans showed part of the porch and the footings of the porch were in the Public Utilities Easement. He said staff originally requested the contractor to move the building back, but the contractor did not take into consideration the City's side notes. Instead of tearing down the structure, Ron discussed it with the City Attorney and they determined the best option was to have a License Agreement in the public right-of-way. He said similar things have been done in other situations such as 524 Main Street.

Councilor Fleck asked what utility is in the right-of way.

Ron Bradsby replied that in this case it includes the sidewalk, but the area includes utilities that we usually have underground in a subdivision such as gas, telephone, power.

Councilor Fleck asked if it is built over any existing lines.

Ron Bradsby replied it is not built over existing lines. He explained this easement is wider than others, being twelve feet wide instead of the typical seven feet.

Councilor Savage pointed out the month of February is spelled wrong in the E/BID amended Bylaws that Downtown Cottage Grove provided with Ordinance No. 3148

Resolutions and Ordinances

- (a) Second Vote of Ordinance No. 3148 Extending the Economic & Business Improvement Districts

No comments as it was discussed as a Public Hearing topic.

- (b) First Vote of an Ordinance Annexing 2.68 Acres Identified as: 78314 & 78310 Hwy 99; Map/TL: 20-03-33-32-00100; 78300 Hwy 99; Map/TL: 20-03-33-32-00300; 78278 Hwy 99; Map/TL: 20-03-33-32-00400; and 78294, 78290, 78286 & 78282 Hwy 99; Map/TL 20-03-33-32-00200 Into City of Cottage Grove (A-1-21)

City Planner Eric Mongan said this will be one of three annexation applications that will be heard. There will not be Public Hearings. The first Ordinance is owner initiated, and the property is location across from Cottage Grove High School, in the triangle south of the River Walk Sub Division.

There were no questions.

- (c) First Vote of an Ordinance Annexing a Portion of Lane County Road No. 27 Cottage Grove Lorane Hwy and the Portion of West Main Street Between South S Street and South R Street into the City of Cottage Grove (A 2-21)

City Planner Eric Mongan said this annexation application is from Lane County Public Works. The purpose of the annexation is for future jurisdictional transfer of some portions of West Main Street.

There were no questions.

- (d) First Vote of Ordinance Annexing a Portion of Lane County Road No. 728 – Airport/Thornton Road into the City of Cottage Grove (A 3-21)

City Planner Eric Mongan said this annexation application is also from Lane County Public Works. The purpose of the annexation is for future jurisdictional transfer of the remaining portion of Airport Thornton Road, just north of Taco Bell.

There were no questions.

- (e) An Ordinance Repealing Chapter 5.12 Regarding Tobacco Retail Licensing and Sale Regulations of the Cottage Grove Municipal Code

City Manager Richard Meyers said Council discussed and approved opting into the statewide tobacco retail licensing program that the State instituted through legislative action. This ordinance is to repeal the City tobacco retail and licensing program and allow the State to take over those operations beginning January 2022.

There were no questions.

- (f) A Resolution Granting a Multiple-Unit Property Tax Exemption (MUPTE) Program for Matzer Development, LLC for a Seven-Unit Cottage Cluster Development at Map/TL: 20-03-28-44-00700

City Planner Eric Mongan said this is a resolution requesting MUPTE made by Matzer development. He said the application meets the requirements of the MUPTE code and staff recommends approval.

There were no questions.

Business from City Council

(a) Bid Award for Flow Monitoring Services

City Engineer Ron Bradsby explained that staff needs to gather information regarding storm drain flow for our Master Plan Project. The City advertised the need for flow monitoring services and received back three bids. Staff is working through the items in the bids to make sure that nothing was forgotten and staff will prepare a recommendation.

There were no questions.

(b) Councilor Subcommittee Appointments for Planning Commission, Historic Preservation Commission and Urban Forestry Committee Member Interviews

City Planner Eric Mongan said that December 31st will be the end of term for some positions on the boards. He said the positions have been advertised on the City website and The Sentinel. Staff is asking for three subcommittees to be appointed.

Mayor Gowing said the subcommittees will be appointed at City Council on Monday night.

(c) Concerns from Council

Councilor Fleck mentioned he will be sharing concerns he has with the LRAPA Board direction.

Business from City Manager

(a) Opioid Litigation Settlement

Assistant to the City Manager Jake Boone said Council has an opportunity to be included in an Opioid Litigation Settlement against Johnson & Johnson and three of its distributors. Staff is asking City Council to authorize the City Manager to opt-in to participating by January 2nd.

There were no questions

(b) Homelessness Discussion

Mayor Gowing asked that debates on the topic be kept down and saved for the City Council meeting on Monday night.

City Manager Richard Meyers pointed out there is a lot of information presented in the Council Agenda Packet regarding homelessness. The intent of the information is to narrow the discussion down to what are the general policy areas and what direction would the Council like to take. Staff and legal counsel are recommending the City have designated spaces for the homeless. He said Council has been presented with the basic information and he anticipates it will be a lengthy discussion of a very complex issue.

The Agenda Session was turned over to Council President Mike Fleck at 9:00 am

Fleck added that Community Sharing has data and demographic information if anyone is interested.

There were no other questions or comments.

(c) Report from City Manager

City Manager Richard Meyers said the City is now using green power for the Christmas lights. Pacific Power has voluntarily participated with jurisdictions by purchasing green power for the amount of Christmas lights and decorations that are being used. The City is saving 2,260 pounds of carbon dioxide from entering the environment.

Richard said the City is also working with an organization called Community Climate Solutions. The organization provides a website that helps community members learn to better save energy, practice recycling, and take sustainable measures. He said the website creates a competition where members get points for their efforts and can compete against others.

Richard thanked those who were able to attend Trudy's retirement party. He introduced the new Assistant City Planner Matt Laird and City Recorder Mindy Roberts.

Council President Mike Fleck adjourned the meeting at 9:04 am.


Mindy Roberts, City Recorder


Jeffrey D. Gowing, Mayor