

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
May 6, 2022

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

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

Staff present virtually and in person: City Manager Richard Meyers, Assistant to the City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Police Chief Scott Shepherd, Finance Director Roberta Likens and City Planner Eric Mongan

Special Presentation

Mayor Gowing asked Eric Mongan if he had any comments regarding the presentation.

City Planner Eric Mongan replied that he did not.

Items to Be Added to the Agenda

None

Public Hearing

There is no public hearing.

Consent Agenda

- (a) Approval of April 11, 2022 City Council Minutes
- (b) New Off-Premises Liquor License for Family Dollar Store #33009, 1137 Hwy 99 North
- (c) Approval of OLCC Liquor License Annual Renewals

Resolutions and Ordinances

None

## Business from City Council

### (a) Award of Street Improvement Contract

Public Works and Development Director Faye Stewart said that an invitation to bid was posted on April 11, 2022 for a chip seal project that included two Cottage Grove projects and one Creswell project. He said one bid was received from Sierra Sante Fe Corporation and he explained the location of the two projects. He said the process will be to apply a scrub seal which will fill in the driving ruts and then apply a chip seal with the liquid road application on the top. He said Sierra Santa Fe Corporation has indicated that the process could extend the life for that section of the road by twelve years.

Councilor Fleck said if the base is going, won't the road continue to fail in that spot.

Public Works and Development Director said scrub seal will not fix the base if it has deteriorated. He added that the Engineering firm that has been doing the Paver Index and Sierra Sante Fe Corporation have looked at the road and believe that the base is probably in good shape and it is just the pavement that has deteriorated.

Councilor Ervin asked what the expected life gain is to use the liquid road and chip seal together.

Public Works and Development Director said the life gain depends on the use and size of vehicles that are on the road. He said the life would be longer on a neighborhood road where there is a limited amount of traffic compared to a main traveled street that is subject to potentially overweight loads and he said we are expecting seven to ten years of extended life with these applications.

Councilor Ervin asked if chip seal and slurry seal are the same thing.

Public Works and Development Director explained the process that would take place.

Councilor Ervin asked if both locations would be getting the liquid road and the chip seal.

Public Works and Development Director replied yes and added that the first coat on River Road will be a slightly bigger rock to help fill in the voids.

Councilor Solesbee asked if there was only one bid and if there are other companies that do this type of work.

Public Works and Development Director said it is very limited. He said Lane County does this type of work and Wildish did years ago. He said we advertised in the Daily Journal of Commerce which is a nationwide advertising magazine specifically for contractors.

Councilor Solesbee asked if this is the way we normally get bids.

Public Works and Development Director said projects where we do a formal RFP are over \$100,000 like the Community Center Roof project, the Water Treatment Plant and Effluent project. He said projects \$5,000 or less can be directly awarded, projects \$5,000 to \$50,000 we have to get three verbal quotes, projects \$50,000 to \$100,000 we have to have written quotes and those over \$100,000 are the RFP process.

Councilor Ervin said he understands the minimum threshold for direct bids and asked since costs have gone up if we have looked at raising it.

City Manager said it is in our purchasing regulations adopted by Council and it has not been changed for probably ten years.

Mayor Gowing asked if there was any further discussion.

(b) Council Approve Purchase of 2.37 Acres of Land from Double H Investments Group LLC for Future Water Reservoir Site (Lot #1 of Double H. Estates)

Public Works and Development Director Faye Stewart reminded Council of the City's need to pursue property for reservoir sites to be used for future water service and the need to serve properties over 745 feet in elevation. He said this property would serve the Southwest portion of town and has passed all the Conditional Use criteria from the County. He said the road is up to standards, there is power to the property, and it includes a waterline easement from the site down to Mr. Gates property where it would then connect to the line at the end of Harrison.

Councilor Roberts asked if there was a map that could be seen for visual reference.

City Manager produced an aerial map on the Council Chambers monitors.

There was discussion held regarding the location of the property, adjacent residents, and the proposed style and location of the water reservoir.

(c) Concerns from Council

Councilor Ervin said he wants to learn more about the Judge's role in decisions regarding Mental Health referrals.

Councilor Solesbee said she will be following up with her request for an Attorney's second opinion regarding the definition of Low Barrier.

Mayor Gowing said at the last Council meeting he did not hear the insulting comments towards Youth Representative Emma. He said he will be trying to listen more closely and is going to put a stop to applauding and people getting out of control at Council meetings. He said Council needs to conduct business without heckling from the audience.

Business from City Manager

(a) Report from City Manager

City Manager Richard Meyers reminded Councilors of the Budget Committee Meeting on Tuesday, May 10<sup>th</sup> at 6 pm and said there will be an additional Budget Committee Meeting on May 12<sup>th</sup> if necessary. He also reminded them of the Monday night Work Session at 6:00 pm to discuss the RFP.

City Manager emphasized to Council the need to keep any notes taken during meetings as they are part of Public Records and have a five year retention. He explained a recent case in West Linn where a Court of Appeals upheld the requirement to do so and said that it also includes notes taken at other meetings where Councilors are acting in their official capacity.

Councilor Ervin asked if there could be further explanation as to what it means to be on official business.

Business from the City Attorney

None

Items Removed from the Consent Agenda

None

Mayor Jeff Gowing adjourned the meeting at 8:58 am.

  
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Mindy Roberts, City Recorder

  
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Jeffrey D. Gowing, Mayor