

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
September 23, 2022

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

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

Staff present virtually and in person: City Manager Richard Meyers, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens and City Planner Eric Mongan.

Mayor Gowing reminded Council that there will be a joint meeting with the Planning Commission at 6:00 pm before the Regular City Council Meeting. He confirmed the approximate length of the meeting and discussed the process with City Planner, Eric Mongan.

Items to Be Added to the Agenda

None

Public Hearing

None

Consent Agenda

- (a) Approval of September 9, 2022 Agenda Session Minutes
- (b) Approval of September 12, 2022 City Council Minutes
- (c) Domestic Violence Awareness Month Proclamation
- (d) Acceptance of Modification to Agreement for Easement for a City Water Line Easement at 900 N. Douglas

Resolutions and Ordinances

- (a) Second Vote for Ordinance No. 3163 Amending Title 5, Business Licenses and Regulations, Chapter 5.32, Transient Room Tax

Finance Director Roberta Likens explained that this will be the second vote on Ordinance 3163. She reminded Council that this will allow the City to partner with the State of Oregon to collect the transient room taxes. She noted that it does not create a new tax or change the City's existing room tax rate.

Mayor Gowing asked Council if there were any questions.

Councilor Savage asked for clarification as to when the Chamber of Commerce would receive their funding from the tax.

Finance Director replied that the City has discussed having a transition period in order to continue paying the Chamber monthly based on an estimation and then move them to quarterly payments in April.

Councilor Savage asked if the Chamber would just be receiving a fraction of the support so that they are not overpaid by the time the City receives the payment from the State.

City Manager said the estimation will be done using the historically lowest transient room tax and reducing it slightly and then in April they will be paid what is left to catch them up to the actual amount.

(b) Second Vote for Ordinance No. 3164 Amending Title 10 Vehicles and Traffic

City Manager Richard Meyers explained that this will be a second vote on the ordinance that establishes regulations regarding camping on the street.

Mayor Gowing asked Council if they had any questions.

Business from City Council

(a) Contract Award for Hwy 99 Emergency Shelter Operations and Services

City Manager Richard Meyers informed Council that there was one proposal received yesterday from Carry It Forward. He said the evaluation will be done and a memo provided to Council. He said the proposal looks good and he read to Council the section regarding costs as that is a topic of interest. He added that there is also great information regarding staffing and procedures.

Mayor Gowing asked Council if they had any questions.

City Manager said the award will be contingent based on any protests and added that there were no other submissions.

(b) Intergovernmental Agreement between Cities of Cottage Grove and Drain Regarding Planning Services

Public Works and Development Director Faye Stewart informed Council that the Drain City Administrator contacted him and inquired if they could contract with the City of Cottage Grove for planning services. He said that the City Planner Eric Mongan and he met with her to discuss their needs. He said it would be a service of five hours per week between the City Planner and the Assistant City Planner at a rate of \$15,000 per year.

Councilor Fleck said \$15,000 seems to be a low figure considering what is outlined, that the City would be doing. He said it also mentions an hourly rate and asked if \$15,000 is a cap and what are the protections if the costs end up being more than what we anticipated.

City Planner Eric Mongan said the initial plan is to work towards adopting State model codes to bring Drain into compliance and that is a straight forward process. He said it could be more than five hours per week initially and within a couple of months it might be as low as one hour per week. He added that there is an opportunity to amend the IGA from either party.

Councilor Fleck said that helps explain it. He added that he is supportive, it just seemed like a lot of potential work for \$15,000.

Public Works and Development Director added that each year in June an addendum is done with the current IGA to reflect changes in operating expenses and that IGA's are updated on a yearly basis.

(c) Concerns from Council

Mayor Gowing reminded Council that Weyerhaeuser is still on strike and it does not look like it will be resolved anytime soon.

Business from City Manager

(a) Report from City Manager

City Manager Richard Meyers said that he attended the ICMA Conference and there were 4,200 fellow City Managers in attendance.

City Manager informed Council that there may be citizens attending the upcoming City Council meeting asking them to do something regarding Police issues that have been in the media. He told Council that there are current investigations and staff is cooperating with the FBI. He added that there are processes and there will be recommendations as a result of the investigations.

City Manager said the City was notified that the Police Guild has changed representation from a law firm to the Fraternal Order of Police. He added that the existing bargaining agreement continues to be the same it will just be a different organization representing them.

City Manager said there is good progress on the shelter site and he anticipates that it will be open in October as expected.

Business from the City Attorney

- (a) Report from the City Attorney

None


Items Removed from the Consent Agenda

None

Mayor Gowing adjourned the meeting at 8:45 am.



Mindy Roberts, City Recorder



Jeffrey D. Gowing, Mayor