

**COTTAGE GROVE CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 12, 2024**

**CALL TO ORDER**

Mayor Solesbee called the meeting to order at 7:05 pm in the Council Chambers at City Hall.

**ROLL CALL / PLEDGE OF ALLEGIANCE**

City Recorder Mindy Roberts called the roll. The following were

PRESENT IN THE COUNCIL CHAMBERS: Mayor Candace Solesbee, Councilors Alex Dreher, Greg Ervin, Mike Fleck, Dana Merryday, Chalice Savage and Jon Stinnett.

PRESENT VIA  
GOTOMEETING:

COUNCIL ABSENT:

YOUTH  
REPRESENTATIVE:

STAFF PRESENT IN THE COUNCIL CHAMBERS: City Manager Mike Sauerwein, Assistant City Manager Jake Boone, City Recorder Mindy Roberts, Public Works and Development Director Faye Stewart, Finance Director Roberta Likens, Police Captain Shawn Marsh and City Planner Eric Mongan.

STAFF PRESENT  
VIA GOTOMEETING:

CITY ATTORNEY: Carrie Connelly

MEDIA PRESENT: The Sentinel, The KNND

**SWEARING IN OF POLICE CAPTAIN AND OFFICERS**

Police Captain Shawn Marsh introduced newly hired members of the Police Department and proceeded with the Swearing-In Ceremony for Officer Matthew Callahan, Officer Bradley May and Captain Randy Soulard. He also introduced newly hired Dispatcher Shanice Roselle and welcomed all of them to the department.

## ITEMS ADDED TO THE AGENDA

None.

## APPEARANCE OF INTERESTED CITIZENS FOR ITEMS NOT ON THE AGENDA

Chris Holloman Cottage Grove, Oregon expressed concern about an increase of rats caused by open composting and encouraged Council to support closed composting by adopting an ordinance.

Linda Olson Cottage Grove, Oregon spoke in opposition of the timing for the Parks and Recreation Bond.

Mayor Solesbee recessed the Regular City Council meeting at 7:20 pm.

Mayor Solesbee opened the Joint Meeting of the City Council and Local Contract Review Board at 7:21 pm.

## JOINT PUBLIC HEARING

- (2) Joint Public Hearing Regarding Resolution Amending Public Contract Rules for the City of Cottage Grove.

Finance Director Roberta Likens explained that the proposed resolution would replace and update the City's Public Contracting Rules and exemptions. She added that it is required to hold a public hearing to take comments on the City's draft findings supporting the exemption of certain classes of contracts from competitive bidding requirements. She outlined the meeting notice dates and explained that Council and the Local Contract Review Board will jointly hold the hearing, with the Council wearing both "hats".

Mayor Solesbee opened the Public Hearing.

No testimony received.

Council asked if the new rules comply with all State laws and if the State rules are as strict as Federal rules.

City Attorney Carrie Connelly clarified that the findings in Exhibit A, support the exemptions set forth in the Public Contracting Rules and the updated rules reflect changes made by the legislature to the Oregon Public Contracting Code. She briefly explained levels of procurements and the differences in requirements and associated costs.

Public Works and Development Director Faye Stewart shared that the City is currently following procurement rules required by the Federal government in the application process for the two EDA grants.

Mayor Solesbee closed the Public Hearing at 7:26 pm.

- (3) Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Cottage Grove.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE THAT THE JOINT BOARD ADOPT RESOLUTION NO. 2126.**

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Resolution No. 2126 adopted.

Mayor Solesbee adjourned the Joint Meeting of the City Council and Local Contract Review Board at 7:29 pm.

Mayor Solesbee reconvened the Regular City Council Meeting at 7:30 pm

### **PUBLIC HEARING**

None.

### **CONSENT AGENDA**

- (a) Approval of December 11, 2023 City Council Meeting Minutes
- (b) Approval of January 5, 2024 Agenda Session Minutes
- (c) Approval of January 8, 2023 City Council Meeting Minutes
- (d) Approval of January 19, 2024 City Council Special Meeting Minutes

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO APPROVE THE CONSENT AGENDA.**

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

## **RESOLUTIONS AND ORDINANCES**

- (a) Resolution Approving the Participation in the Lane County EPA Grant Submission for the Cottage Grove Community Center Emergency Shelter

Public Works and Development Director Faye Stewart provided history regarding the Community Center's use as an emergency shelter. He shared that Lane County is applying for grant funding to improve or create Community Resilience Hubs. He said the proposed resolution would show the City's commitment to make needed improvements to the Community Center for day-to-day operation and allow the facility to operate as a shelter when power is lost during a natural disaster. He outlined the improvements needed at the Community Center and the criteria required to participate in the EPA grant.

Council asked if the City would have any problem meeting the criteria.

Public Works and Development Director replied that the City currently uses the facility as a shelter during emergencies and meets the criteria.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO ADOPT RESOLUTION NO. 2127.**

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Resolution No 2127 adopted.

### **BUSINESS FROM THE CITY COUNCIL**

(a) Commission and Committee Appointments

City Planner Eric Mongan reminded Council of the members appointed to Subcommittees to conduct interviews of candidates for the Planning Commission, Urban Forestry Committee and Historic Preservation Commission vacancies. He added that interviews have been completed and decisions made regarding incumbent applicants and the Chairs of each Subcommittee will make the recommendations.

Subcommittee Chair Councilor Fleck, recommended on behalf of the subcommittee, the appointment of Brandon Parsons to the Planning Commission for a three-year term expiring December 31, 2026.

Mayor Solesbee announced the appointment recommendation and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

Subcommittee Chair Councilor Merryday, recommended on behalf of the subcommittee, the reappointment of incumbents Debra Monsive and Chester Turner to the Historic Preservation Commission.

Mayor Solesbee announced the appointment recommendation called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

Subcommittee Chair Councilor Savage, recommended on behalf of the subcommittee, the appointment of Reilly Newman to the Urban Forestry Committee for a three-year term expiring December 31, 2026.

Mayor Solesbee announced the appointment recommendation and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

(b) Winter Storm Update

Public Works and Development Director Faye Stewart presented Council with an updated storm report, labeled Exhibit A. He outlined the timeline of events, responses and ongoing challenges.

Council expressed numerous commendations for the efforts of Public Works and Development Director Faye Stewart and City Staff; highlighted businesses, individuals and organizations that went above and beyond to help those in need; and expressed appreciation for working towards creating a resiliency hub in preparation for future events.

(c) Concerns from Council

Council Committee and Board Reports included:

Councilor Fleck reported on the Lane Regional Air Protection Agency (LRAPA) meeting. He shared discussions that took place regarding a request to start burn season early, allowing the burning of green wood and EPA lowering the Particulate Matter (PM) standard.

Councilor Stinnett reported on a meeting with Pak Tech. He shared that Pak Tech would be consolidating operations from the Cottage Grove location back to Eugene, affecting 70 local employees.

Council requested an update on the generator that needed rebuilt.

Public Works and Development Director responded that Caterpillar was not able to locate the parts needed to make the repairs and he is working with them to see if they want to purchase any of the usable parts to help offset the cost.

Mayor Solesbee asked Council for a consensus to have City Attorney Carrie Connelly review the GMP Consultants contract to determine if GMP followed best practices during the recruitment and if a breach of contract took place by not providing full employment history of the candidates.

Council discussion ensued.

Members of Council expressed lack of support for a review, concern about the cost of legal services to conduct the review, questioned the reason for conducting the review and questioned the intent pending the outcome, expressed desire to move forward with the chosen candidate.

Members of Council expressed that there would be no harm in conducting a review to satisfy raised concerns.

City Attorney Carrie Connelly shared that she would be willing and available to do a preliminary review of the contract with a consensus of Council.

No consensus was reached. Councilor Fleck suggested discussing it at a future meeting.

Mayor Solesbee suggested an approach used at other Cities to get the designated camping sites cleaned up and requested Council members help each other out regarding stating actual or potential conflicts of interests during Council meetings.

## **BUSINESS FROM THE CITY MANAGER**

### **(a) Report from City Manager**

City Manager Mike Sauerwein expressed appreciation and commended Staff, Council and the community for the response to the ice storm.

City Manager reported:

- The need to improve the audio/visual system in the Council Chambers and indicated that design proposals will be brought to Council in the near future.
- A new date needed to be set for the Work Session to discuss issues surrounding homelessness.

- Requested Council feedback regarding having a retreat for team building and goal setting.
- Announced Oregon Government Ethics Commission required training, as a result of HB 2805.
- Invited Council to the Chamber of Commerce Business After Hours at City Hall Thursday, February 15 from 5:30 to 7:00 pm.

Council identified Saturday, May 4 as the preferred date for the Work Session to discuss issues surrounding homelessness.

### **BUSINESS FROM CITY ATTORNEY**

(a) Report from City Attorney

City Attorney Carrie Connelly added that HB 2805 indicates all committees will be required to take the training.

### **ITEMS REMOVED FROM THE CONSENT AGENDA**

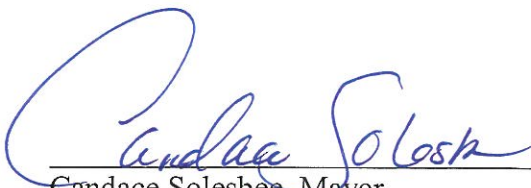
None.

### **ADJOURNMENT**

There being no further business, Mayor Solesbee adjourned the regular meeting of the City Council at 8:44 pm.

The next regular City Council Meeting will be held February 26, 2024 at 7:00 pm in the Council Chambers at City Hall.

  
Mindy Roberts, City Recorder

  
Candace Solesbee, Mayor





## **2024 Ice Storm City Council Update**

February 12, 2024

January 13, 2024 ice storm hit Cottage Grove

- 6:00 pm all power provision out to City and surrounding areas
- Staff was in emergency mode keeping emergency power operational and opening City roads.

January 18, 2024

- Power restored to most of Pacific Power Customers in City limits.
- City crews start removing tree damage for streets and rights of ways.
- Started contracting for debris removal and hazards in City street trees and City properties.

January 19, 2024

- City Council ratifies Emergency Declaration.

January 20, 2024

- Red Cross takes over operation of Shelter at Community Center.

January 21, 2024

- Contracted with 5 companies for tree trimming and debris removal. Total of 10 contract crews and 3 City staff crews.

January 22, 2024

- Power restored to all City facilities

January 24, 2024

- Submitted storm damage assessment to Lane County at \$1.5 million. \$45 million County wide.

January 29, 2024

- Red Cross closes Shelter.

January 18<sup>th</sup> through present.

- Continued tree debris and hazards removal. Project an additional 3 weeks of removal to restore roads, rights of ways, parks, golf course, and City facilities.

### **Total Debris removed as of February 9, 2024**

- 302 loads of brush
- 141 loads of chips
- Approximately 50% of the City streets and rights of ways have completed debris removal. Please see attached map.
- Middlefield Golf approximately 50% cleaned up
  - Cart Paths need repaired
  - Stumps need to be ground
- Drop site at Bohemia Park (Mount Brushmore) continuing to receive woody debris. Lane Forest Products is high stacking brush and will be bringing in their grinder this week for a

couple days. They will move in and out as they have availability and a location to ship the chips.

- Drop off site at the Row River Water Treatment Plant is full and closed to dropping additional debris. City staff will reload debris and haul to Bohemia Park as Lane Forest Products has time to grind it.
- Self-serve chip and firewood sites have been established at the Row River Water Treatment Plant. Staff will keep chip bin full and bring firewood rounds as they are available.

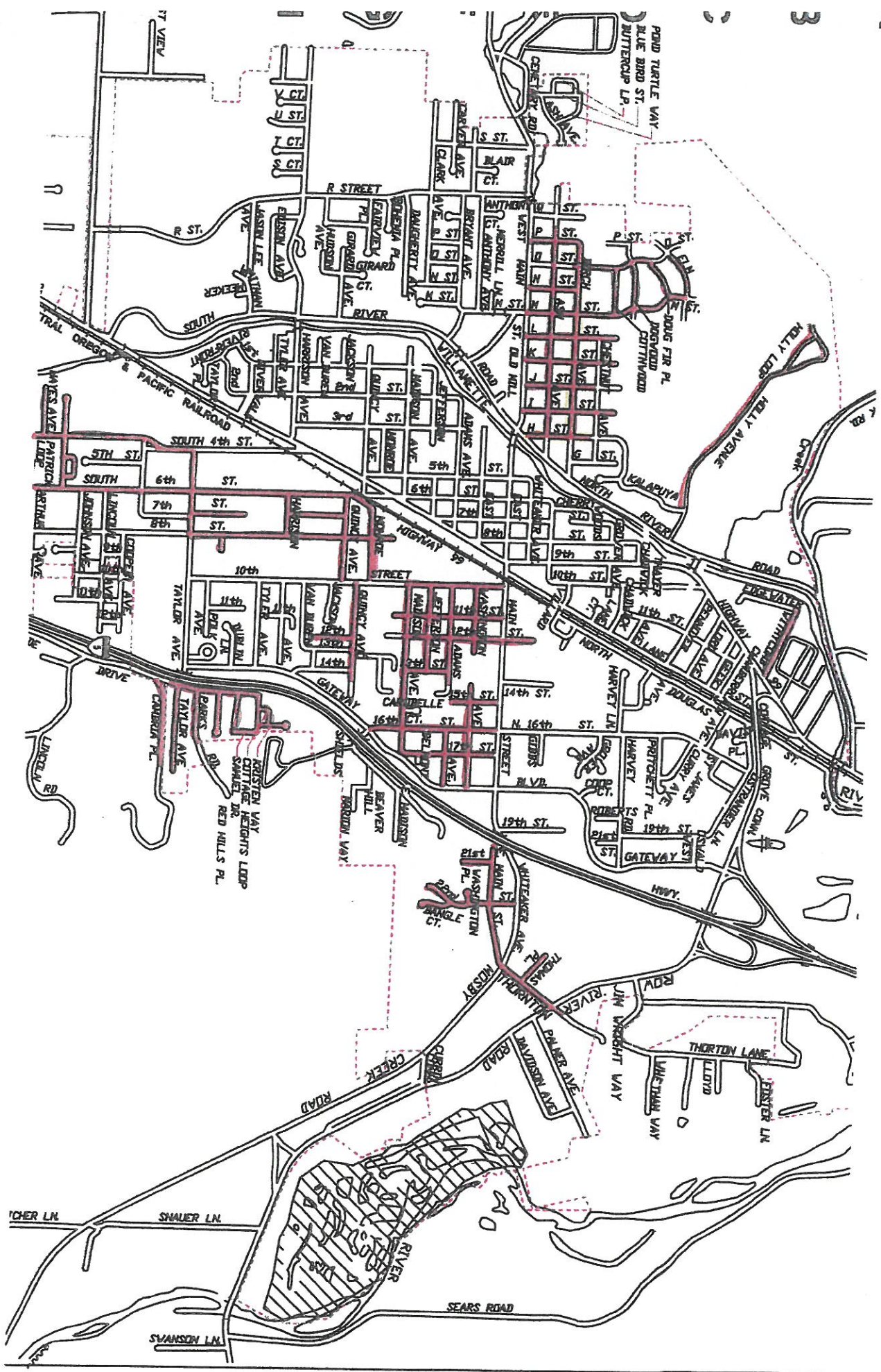
### **Expenses**

- City staff January \$58,011.37 (1,917.25 hours)
- Contract Expenses \$381,350.09 (January 13, 2024 through February 9, 2024)
- 2 additional crews will start this week. Increasing the weekly expense by approximately \$32,000. This will reduce the amount of time necessary to complete the clean up.

### **Challenges/Concerns**

- As contractors are working through the neighborhoods trimming trees, Chris Senters and I have received complaints from approximately 20 property owners upset about tree trimming of the street trees and or their private tree. Contractors have been instructed to trim the street trees removing hazards and trimming them to Cottage Grove Municipal Code 8.12.060 (A). A. No person in charge of property shall allow or permit trees, bushes or shrubs on property abutting a street, alley or sidewalk to interfere with vehicular or pedestrian traffic. A person in charge of property shall keep all trees, bushes or shrubs on the premises, including the adjoining parking strip, trimmed so that any overhanging portions are at least eight feet above the sidewalk and at least thirteen feet, six inches above the roadway. Contractors have been instructed to discuss the need to trim the trees with the property owner when possible. We had one contracted crew that wasn't taking them time to communicate with property owners. The crew has been moved to the golf course strictly chipping piled limbs.
- Currently the commercial market for wood chips is down. This is causing challenges for what to do with the chips. City staff will be delivering chips to property owners in Cottage Grove and the surrounding areas. This will address a small portion on the chips. Lane Forest Products is working to find additional locations to ship the chips. We must find a location for the chips and have them delivered before the end of May. Fire season starts in June/July. It is staff's intent to have all chips and debris removed by that time.







**Public Works Department**

400 Main Street  
Cottage Grove, OR 97424

(541) 767-4100

Fax 942-0310

[www.cottagegrove.org](http://www.cottagegrove.org)

E-mail: [publicworks@cottagegrove.org](mailto:publicworks@cottagegrove.org)

**2024 Ice Storm  
Chip & Brush Report  
February 9, 2024**

<u>Department/ Contractor</u>	<u># Loads</u>
Parks Department:	69 Brush/ Chips
Utilities Department:	169 Brush
Advanced Tree Service:	40 Chips 17 Brush
Full Circle:	88 Chips
NWB:	13 Chips 47 Brush
<u>Total to Date:</u>	302 Loads Brush 141 Loads Chips

# Project Management

## Project Expenditures

User: citycgbert  
 Printed: 2/9/2024 - 7:46 AM  
 Project Label: ICESTM  
 Task Label:  
 Date: 02/09/2024  
 Include Closed POs: no



PM Type	Description	Reference	Budget	PO Number	PO Original Amt	Expended Amt	Encumbered	Avail Budget
ICESTM	ICE STORM 2024 FEMA							
240113-ICEST	ICE STORM FEMA							
M	Material							
Mat	Materials and Supplies		0.00					
	Gold Beach Lumber Yard, Inc.							
	Welt & Welt Inc				0.00	21.16	0.00	
	Welt & Welt Inc				0.00	346.50	0.00	
	Welt & Welt Inc				0.00	310.50	0.00	
	Peterson				0.00	346.50	0.00	
	Gold Beach Lumber Yard, Inc.				0.00	17.13	0.00	
	Welt & Welt Inc				0.00	127.97	0.00	
	Peterson				0.00	346.50	0.00	
	Peterson				0.00	17.13	0.00	
	Peterson				0.00	12.06	0.00	
	Welt & Welt Inc				0.00	12.05	0.00	
	Welt & Welt Inc				0.00	310.50	0.00	
	Peterson				0.00	310.50	0.00	
	Peterson				0.00	17.12	0.00	
	Peterson				0.00	12.06	0.00	
	Peterson				0.00	12.06	0.00	
	Peterson				0.00	17.13	0.00	
	Mat Total:				0.00	2,236.87	0.00	
	M Total:				0.00	2,236.87	0.00	-2,236.87
S	Service							
ContSvc	Contractual Services		0.00					
	Builders Electric Inc				0.00	540.37	0.00	
	Full Circle Tree Service, LLC				0.00	56,000.00	0.00	
	Yoss, Ryan				0.00	3,276.95	0.00	
	Builders Electric Inc				0.00	540.37	0.00	
	Full Circle Tree Service, LLC				0.00	12,000.00	0.00	



PM Type	Description	Reference	Budget	PO Number	PO Original Amt	Expended Amt	Encumbered	Avail Budget
		Yoss, Ryan			0.00	7,145.60	0.00	
		Builders Electric Inc			0.00	540.38	0.00	
		Danielson, William D.			0.00	65,000.00	0.00	
		Builders Electric Inc			0.00	540.37	0.00	
		Kelley, Christopher R			0.00	24,000.00	0.00	
		Danielson, William D.			0.00	39,000.00	0.00	
		Full Circle Tree Service, LLC			0.00	48,000.00	0.00	
		Builders Electric Inc			0.00	540.37	0.00	
		Kelley, Christopher R			0.00	24,000.00	0.00	
		Full Circle Tree Service, LLC			0.00	20,000.00	0.00	
		Builders Electric Inc			0.00	788.22	0.00	
		Carvalho Landscaping, LLC			0.00	4,400.00	0.00	
		Carvalho Landscaping, LLC			0.00	22,000.00	0.00	
		Full Circle Tree Service, LLC			0.00	20,000.00	0.00	
		Full Circle Tree Service, LLC			0.00	5,500.00	0.00	
				ContSvc Total:	0.00	353,812.63	0.00	
MiscSvc		Miscellaneous Expenses						
		O'Reilly Auto Parts			0.00	20.14	0.00	
		Parts Authority LLC			0.00	10.10	0.00	
		WECO			0.00	174.44	0.00	
		O'Reilly Auto Parts			0.00	20.15	0.00	
		Parts Authority LLC			0.00	10.11	0.00	
		Parts Authority LLC			0.00	53.80	0.00	
		Welt & Welt Inc			0.00	10.11	0.00	
		O'Reilly Auto Parts			0.00	1,292.32	0.00	
		Welt & Welt Inc			0.00	53.80	0.00	
		O'Reilly Auto Parts			0.00	2,418.66	0.00	
		Welt & Welt Inc			0.00	20.14	0.00	
		Welt & Welt Inc			0.00	4,681.78	0.00	
		Welt & Welt Inc			0.00	1,260.45	0.00	
		Welt & Welt Inc			0.00	3,206.34	0.00	
		Parts Authority LLC			0.00	2,014.36	0.00	
		O'Reilly Auto Parts			0.00	10.11	0.00	
		WECO			0.00	20.14	0.00	
		O'Reilly Auto Parts			0.00	7,474.20	0.00	
		O'Reilly Auto Parts			0.00	20.15	0.00	
		Stewart, Bruce			0.00	53.80	0.00	
		O'Reilly Auto Parts			0.00	195.15	0.00	
		WECO			0.00	53.80	0.00	
		Parts Authority LLC			0.00	912.63	0.00	
		O'Reilly Auto Parts			0.00	10.11	0.00	
					0.00	53.80	0.00	

PM Type	Description	Reference	Budget	PO Number	PO Original Amt	Expended Amt	Encumbered	Avail Budget
Permits	Permits/Fees			MiscSvc Total:	0.00	24,050.59	0.00	
					0.00	83.33	0.00	
					0.00	83.33	0.00	
					0.00	125.00	0.00	
					0.00	83.34	0.00	
					0.00	125.00	0.00	
					0.00	250.00	0.00	
					0.00	250.00	0.00	
					0.00	250.00	0.00	
					0.00	1,250.00	0.00	
				Permits Total:				
				S Total:	0.00	379,113.22	0.00	-379,113.22
				240113-ICEST Total:				
				ICESTM Total:	0.00	381,350.09	0.00	-381,350.09
				Report Totals:	0.00	381,350.09	0.00	-381,350.09

# Payroll

## Pay Type Register

User: CITYCGmandy  
Printed: 02/07/2024 - 2:44PM  
Check Date Range: 01/01/2024 to 02/07/2024  
Period Date Range: All  
Batch Info: All  
Pay Types: FEMAHS, FEMAOT



Pay Type	Description	Hours	Amount
FEMAHS	FEMA Hours	1,745.25	50,348.39
FEMAOT	FEMA Overtime	172.00	7,662.98
Report Total		1,917.25	58,011.37





Faye Stewart <pwdirector@cottagegrove.org>

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## Tree Clearance

1 message

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Tina MacDonald <planning@cottagegrove.org>  
To: Faye Stewart <pwdirector@cottagegrove.org>

Wed, Jan 31, 2024 at 4:14 PM

Faye,

It sure isn't easy to find is it? I did the flyers and door hangers for Chris Senters and found it under Title 8.

### 8.12.060 Trees, bushes and shrubs.

A. No person in charge of property shall allow or permit trees, bushes or shrubs on property abutting a street, alley or sidewalk to interfere with vehicular or pedestrian traffic. A person in charge of property shall keep all trees, bushes or shrubs on the premises, including the adjoining parking strip, trimmed so that any overhanging portions are at least eight feet above the sidewalk and at least thirteen feet, six inches above the roadway.

--  
Tina MacDonald  
Planning and Building Specialist  
City of Cottage Grove  
[planning@cottagegrove.org](mailto:planning@cottagegrove.org)  
541-942-3340