

**COTTAGE GROVE CITY COUNCIL  
MEETING MINUTES  
MARCH 11, 2024**

**CALL TO ORDER**

Mayor Solesbee called the meeting to order at 7:01 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 and Jon Stinnett.

PRESENT VIA GOTOMEETING:

COUNCIL ABSENT: Councilor Chalice Savage

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 Chief Cory Chase and City Planner Eric Mongan.

STAFF PRESENT VIA GOTOMEETING:

CITY ATTORNEY: Carrie Connelly

MEDIA PRESENT: KNND and The Chronicle

**ITEMS ADDED TO THE AGENDA**

None.

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

None.

**PUBLIC HEARING**

None.

**CONSENT AGENDA**

- (a) Approval of February 23, 2024 Agenda Session Minutes
- (b) Approval of February 26, 2024 Work Session Minutes
- (c) Approval of February 26, 2024 City Council Meeting Minutes

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR MERRYDAY 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
NAYS							
ABSTAIN							

Motion carried.

**RESOLUTIONS AND ORDINANCES**

None.

**BUSINESS FROM THE CITY COUNCIL**

- (a) A Presentation from Student Consultants from the University of Oregon Regarding the Proposed Recreation District

City Planner Eric Mongan introduced students from the Real World Lane County course at the University of Oregon.

University of Oregon students Aidan Austin, Sofia Barbosa, Carrie Bohannon, Renate Prazak and Juliette Setudeh Nejad utilized a slide deck, attached as Exhibit A to present their project to Council. The students took turns presenting information they have gathered regarding the probability of the community’s acceptance and willingness to fund a park and recreation district. They shared the methodology used, findings and recommendations based on their study.

Council asked how many respondents were from rural areas, what attributed to the lack of response from young adults, and what factors determined recommending to move the vote to May 2025.

The University of Oregon students replied that the rural response included; 28 people from Dorena, 14 people from London and 7 from Latham. They indicated a setback regarding the QR code being covered up with a postal sticker and shared other survey options that could have been used to reach the younger population. The students added that the recommendation to move the vote to May 2025 would allow additional time to prepare the initiative and improve voter awareness.

(b) Urban Forestry Committee Appointments

City Planner Eric Mongan shared that Councilor Fleck would be presenting the recommended appointments to Council.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR MERRYDAY TO APPOINT JUSTIN TIDRICK AND RICHARD VASQUEZ TO THE URBAN FORESTRY COMMITTEE FOR THE REMAINING PORTION OF THE THREE YEAR TERM, EXPIRING DECEMBER 31, 2026.**

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
NAYS							
ABSTAIN							

Motion carried.

(c) Budget Office Appointment

Finance Director Roberta Likens explained the requirement of ORS 294 to appoint a Budget Officer and said it is the recommendation of Staff to appoint City Manager Mike Sauerwein.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR ERVIN TO APPOINT CITY MANAGER MIKE SAUERWEIN AS THE BUDGET OFFICER.**

Mayor Solesbee announced the motion with a second and called for discussion. Seeing none she 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
NAYS							
ABSTAIN							

Motion carried.

(d) Zipty Franchisee Agreement Discussion

City Planner Eric Mongan recapped the discussion held at the March 11, 2024 Council meeting regarding the request from Zipty Fiber to provide services in Cottage Grove. He presented to Council a copy of Title 14 Development Code, highlighted when the code is applicable, how it is separate from the Zipty request and explained the process to amend City Code.

Assistant City Manager Jake Boone explained the nature and intent of franchise agreements. He shared that past franchise agreements he has reviewed do not contain wording requiring utilities to be undergrounded. He added that the requirement to underground has been more of a policy that can be directed by Council and does not need to be a code amendment.

Council and Staff discussion and comments included:

- Desire to encourage competition in order to improve service and lower prices.
- Desire to positively affect resiliency and have fairness in franchise agreements.
- Clarification of the Building Code and how it relates to franchise agreements.
- Encourage utility companies to acquire grants for undergrounding.
- Clarification of current franchise agreement language, requiring all utilities on a pole to go underground, if the owner of the pole does so.
- Concern that poles can handle the weight of additional lines.
- Recommendation for franchise agreements to include a requirement for undergrounding when conduit becomes available in a given area.
- Desire to take advantage of State grant opportunities as they become available.
- Questions regarding the age of the Code regarding undergrounding.

Public Works and Development Director Faye Stewart shared past efforts taken by the City to underground in the Safe Routes to School project and said the City will continue to do so in future projects like Bohemia Park and the Historic Downtown renovation.

Public Works and Development Director shared recent efforts that have taken place to remove and minimize lower tree limbs throughout the city if the limbs were potential hazards or could cause damage to lines in the future.



City Attorney Carrie Connelly shared that it is important for Council to give Staff general policy direction regarding future contract negotiations and reminded Council that each contract would be presented to them on an individual basis for approval.

Assistant City Manager Jake Boone recapped Council's direction regarding undergrounding requirements in consideration of a potential franchise agreement with Ziply.

(e) Winter Storm Update

Public Works and Development Director Faye Stewart provided an update to Council regarding the cleanup and associated costs from the 2024 Ice Storm, labeled as Exhibit B.

Council asked if the dates for closing debris sites could be shared with the public.

Public Works and Development Director responded that the information would be available on Facebook, the City's website and in the Friday Update.

Council asked what factors would affect FEMA's decision regarding the level of reimbursement to the City and what would need to be done if we do not receive the amount expected.

Public Works and Development Director Faye Stewart said he is not certain exactly what factors would affect the decision, but it could be affected by how much money is available, the number of communities affected and positive influence of State representatives.

Public Works and Development Director said if reimbursement from FEMA is not received, the City could consider making loans from the Reserve Fund to the Funds in the budget that were affected and they would have to be paid back over time.

(f) Fiscal 2023-24 Mid-Year (8-Month) Financial Grade Report Presentation

Finance Director Roberta Likens provided Council a financial grade report through March 1, 2024. She said all funds are meeting or exceeding expectations with the exception of the General Fund and the Industrial Park Fund. She said expenditures are being monitored and purchases are limited to only those that are necessary for the balance of the fiscal year. She added that the Industrial Park Fund is anticipating additional revenue from the sale of property and if property is not sold, an interfund loan will be necessary to pay the debt. She highlighted expenditures related to storm debris clean-up and said she is hopeful for FEMA reimbursement.

Mayor Solesbee called for questions. There were none.

(g) Council Rules Review

City Manager Mike Sauerwein noted that City Attorney Carrie Connelly is present to complete the review of the proposed City Council Procedural Rules and added that a resolution is provided if Council chooses to proceed with adoption.

City Attorney Carrie Connelly reviewed the changes that were suggested and accepted by Council at previous Work Sessions and a Council Meeting.

Council discussion and comments included:

- Rule 2.2; noted the word “meeting” was omitted from the end of a sentence and clarified the reason for the wording “discussion and review” being changed to “questions only”.
- Rule 21.0; expressed support and opposition that public members only state their name, whether they are a City resident, and if so, their ward for the record.
- Rule 22.1.1; clarification and discussion as to what would be constituted as disrupting a meeting.
- Rule 28.0; support for retaining Censure in the rules knowing it expresses an inherent capacity of the Council.
- Rule 11.0; expressed concern for the location of Public Comment on the Agenda and the length of time allotted for potential public comment. Suggestion to combine the two locations on the Agenda for public comment to one. Expressed support to continue allowing public comment during action items on the agenda and allowing the Presiding Officer’s to control public comment if needed. Council suggestion to change the message on the Agenda to match the Council rules regarding public comment.

City Attorney Carrie Connelly suggested that the proposed changes be made and a final draft presented to Council at the March 25, 2024 meeting for possible adoption.

(h) Concerns from Council

Council announcements and concerns included:

Councilor Merryday announced that he will be presenting the history of City utilities at the History Pub on Tuesday, March 12 located at the Axe & Fiddle.

Councilor Ervin expressed the need to have a City Public Relations Officer and shared concern about human trafficking and abduction.

Councilor Fleck announced the Souper Fundraiser taking place Tuesday, March 19<sup>th</sup> from 5:30 to 7:00 pm at the Catholic Church.

Councilor Dreher announced a new app and website titled GovHub Media that allows the public to easily stream meetings on their phone or smart tv.

Mayor Solesbee acknowledged a successful Chamber of Commerce Annual Banquet and announced the upcoming Business After Hours at Banner Bank.

Mayor Solesbee recognized Darin Harbick, candidate for State Representative District 12 in attendance at the meeting.

## BUSINESS FROM THE CITY MANAGER

(a) Report from City Manager

City Manager Mike Sauerwein report included:

- Announced the priority of including a Communications Manager in the upcoming budget.
- Toured the Community Sharing facility and attended the South Lane School District Early Learning Center monthly meeting.
- Reminded Council of his upcoming vacation March 15<sup>th</sup> through April 5<sup>th</sup>.

## BUSINESS FROM CITY ATTORNEY

(a) Report from City Attorney

City Attorney Carrie Connelly reported the adjournment of the State Legislature and highlighted the passage of Recreational Immunity.

Mayor Solesbee recessed the regular meeting at 9:05 pm to enter into Executive Session.

Council reconvened at 9:46 pm.

## ITEMS REMOVED FROM THE CONSENT AGENDA

None.

City Recorder Mindy Roberts announced that the Statement of Economic Interest (SEI) filing period will open on March 15<sup>th</sup> and has an April 15<sup>th</sup> filing deadline.

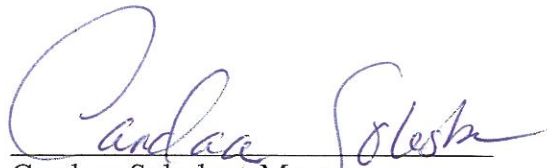
City Recorder Mindy Roberts noted that the last Council meeting in May falls on Memorial Day and City offices will be closed. She suggested Council determine if they would like to cancel or reschedule the meeting for a different day.

## ADJOURNMENT

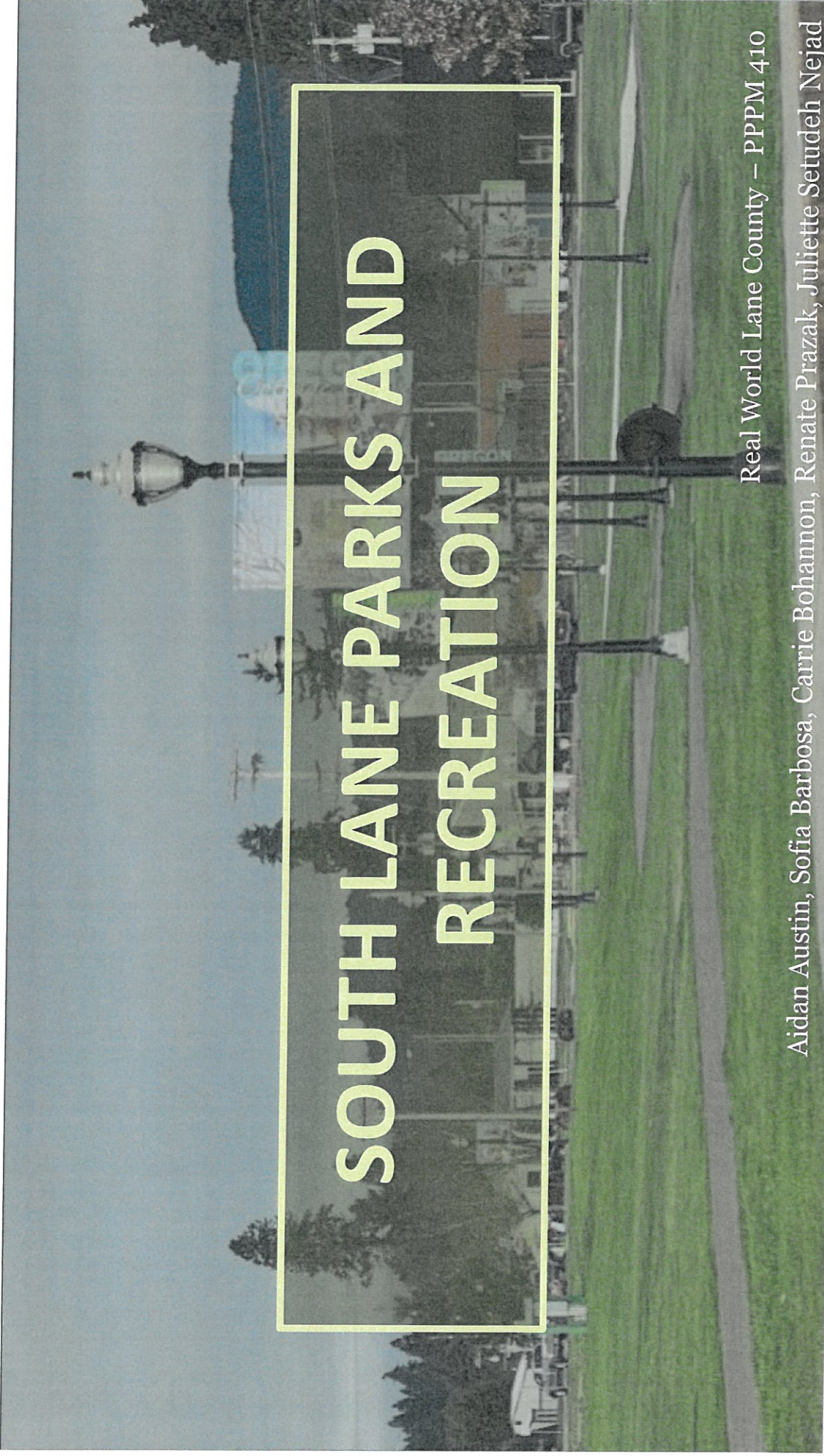
There being no further business, Mayor Solesbee adjourned the regular meeting of the City Council at 9:48 pm.

The next regular City Council Meeting will be held March 25, 2024 at 7:00 pm in the Council Chambers at City Hall.

  
\_\_\_\_\_  
Mindy Roberts, City Recorder

  
\_\_\_\_\_  
Candace Solesbee, Mayor





# SOUTH LANE PARKS AND RECREATION

Real World Lane County – PPPM 410

Aidan Austin, Sofia Barbosa, Carrie Bohannon, Renate Prazak, Juliette Setudeh Nejad





# AGENDA

Context

Purpose

Methodology

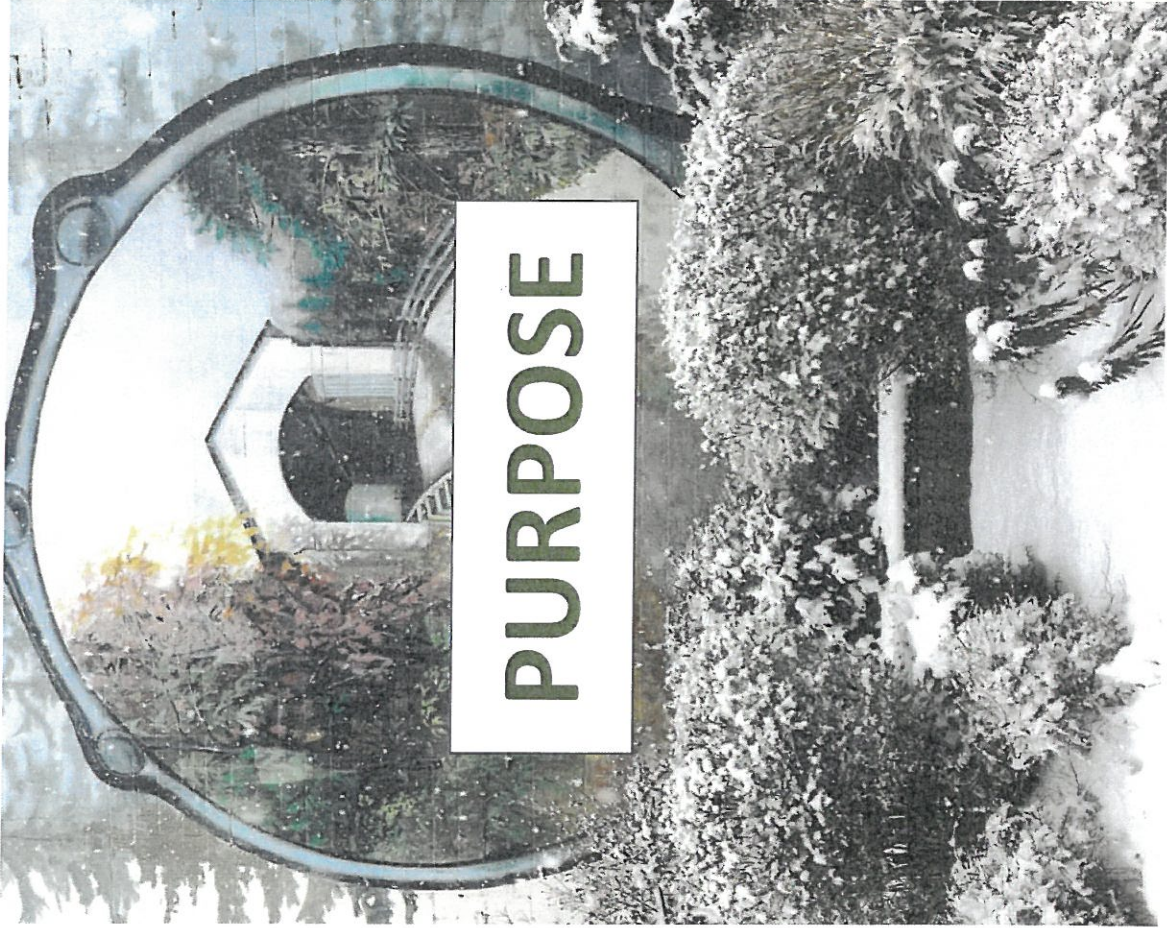
Findings

Recommendations

# CONTEXT

- Community group identified a lack of park and recreation services in South Lane
- Ballot Initiative for the November 2024 election
- Community interest in the district





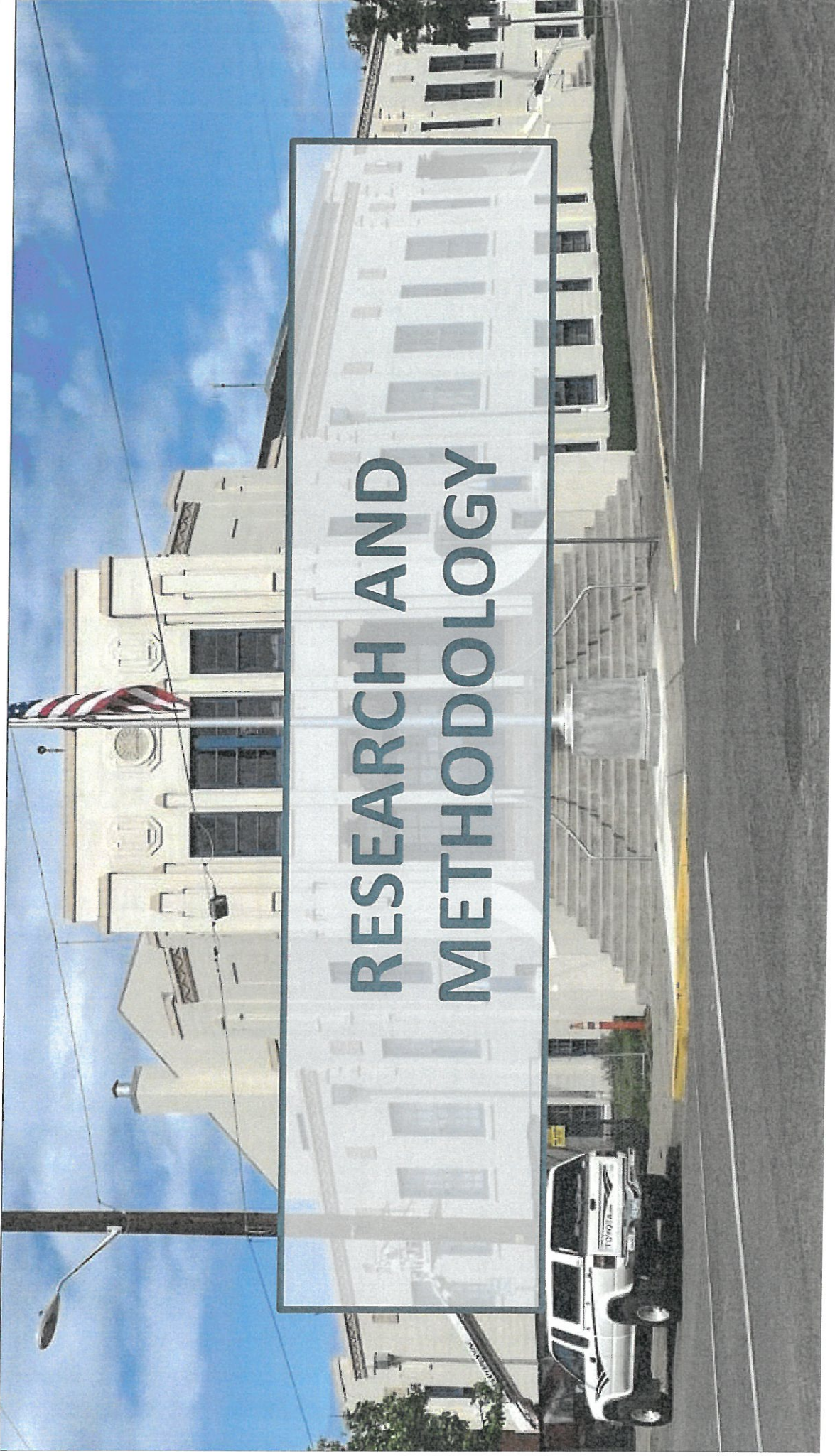
## **RESEARCH QUESTION:**

WOULD PEOPLE BE WILLING TO PAY FOR A  
PARKS AND RECREATION DISTRICT? SHOULD  
THEY MOVE FORWARD WITH PUTTING IT ON  
THE BALLOT?

## **SECONDARY QUESTION:**

WHAT PROGRAMS ARE PEOPLE INTERESTED  
IN SEEING AS PART OF A POTENTIAL PARK  
AND RECREATION DISTRICT?





**RESEARCH AND  
METHODOLOGY**



# METHODOLOGY

## Park and Recreation Survey

The City of Cottage Grove and a group of community stakeholders are working to create a park and recreation district in South Lane County. The district could be the provider of recreation services, after-school activities, childcare, and more.

**Please take this survey!**

Let us know what you think!

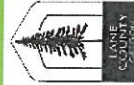
Scan for Survey!



Making South Lane a

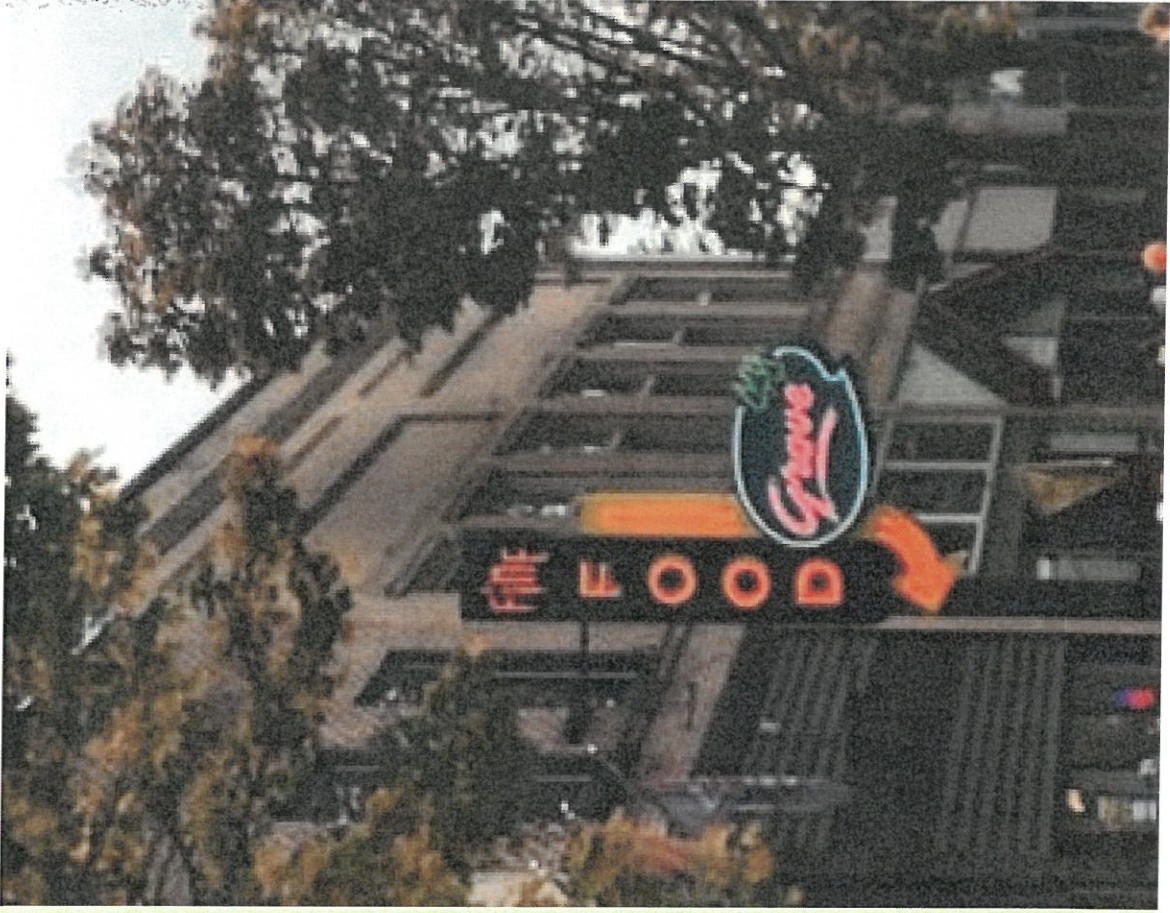
better place to live, work,

and *Play*



- Community Survey
- Qualtrics (339 responses)
- Social media, flyers, and post cards
- Informational Interviews
- Community Stakeholders
- Gauge interests and reservations



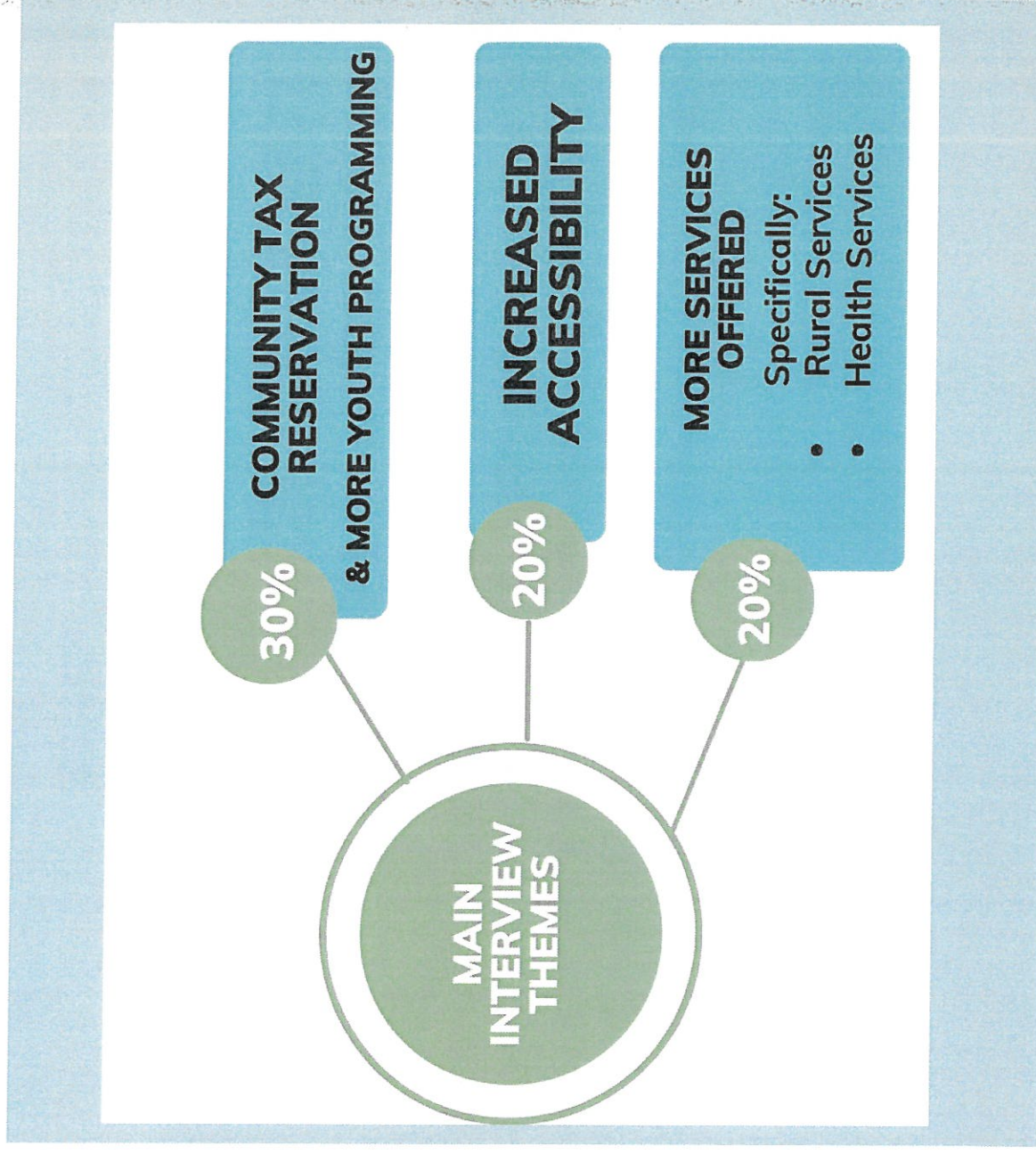


# INTERVIEW FINDINGS



## STAKEHOLDER CRITERIA:

- High level of community involvement
- Familiarity with relevant stakeholder groups
- Background knowledge of community interests





**“QUALITY OF LIFE IS BETTER WHEN WE FIND THE THINGS WE NEED, AND PEOPLE WILL BE HEALTHIER, AND THE COMMUNITY WILL BE HEALTHIER IF WE HAVE MORE RECREATIONAL OPPORTUNITIES.”**

**- ROB DICKINSON, STEERING COMMITTEE FOR SUSTAINABLE COTTAGE GROVE**



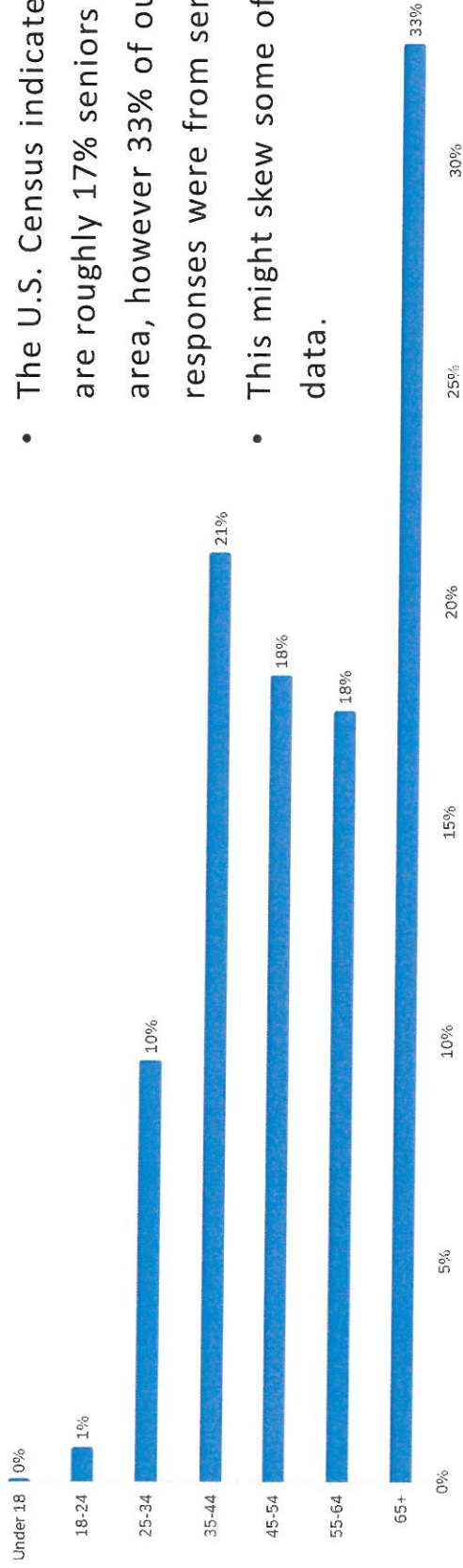


# SURVEY FINDINGS



# SURVEY DEMOGRAPHICS: AGE

What is your age range? 251 ⓘ

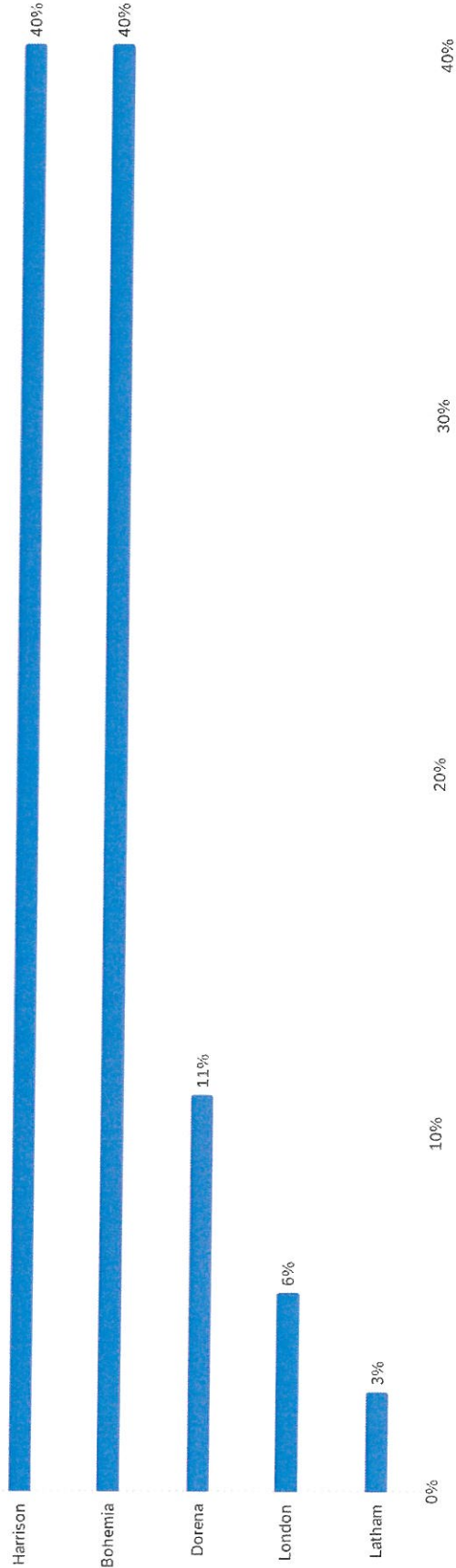


- Note the high number of seniors taking the survey.
- The U.S. Census indicates there are roughly 17% seniors in the area, however 33% of our responses were from seniors.
- This might skew some of the data.

# SURVEY DEMOGRAPHICS: LOCATION

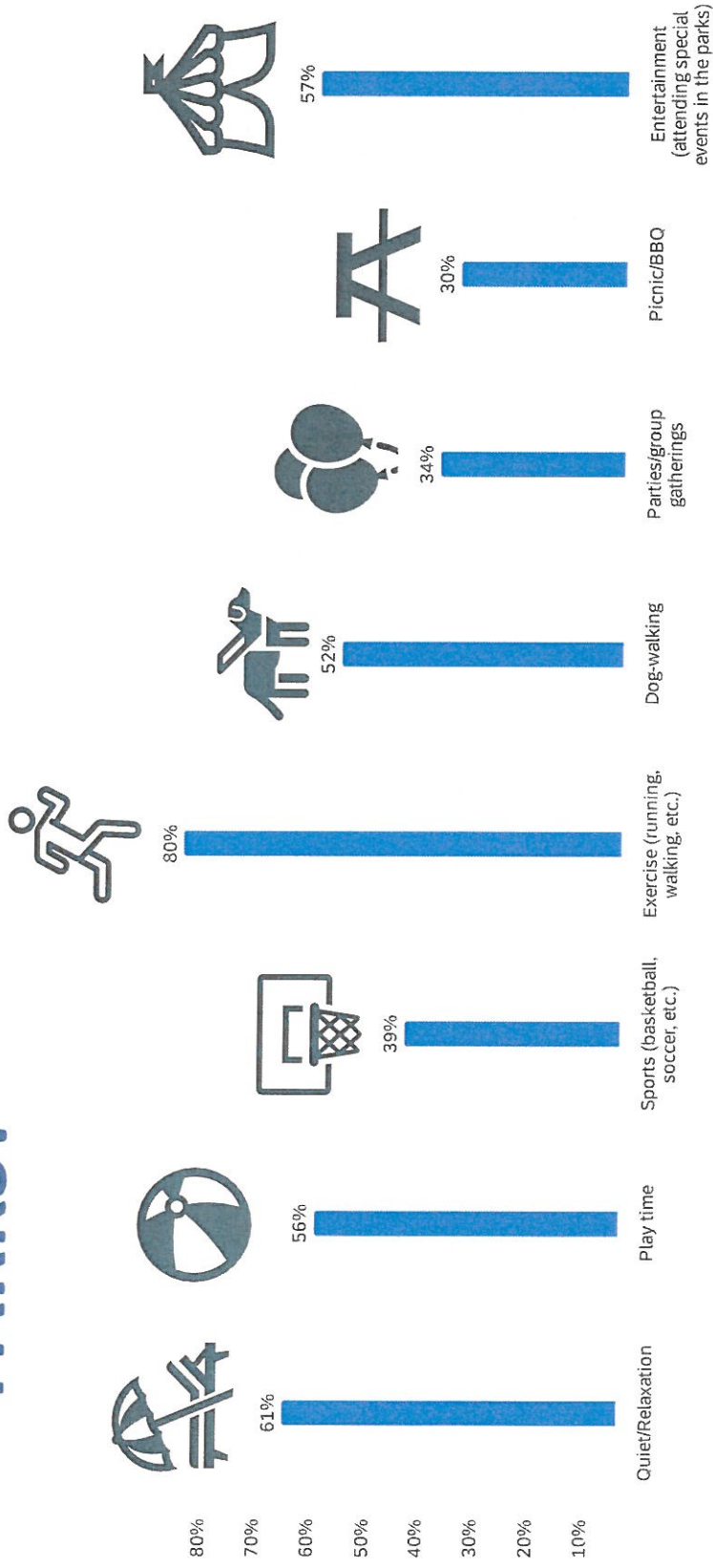
- 40% from Harrison
- 40% from Bohemia

Which of the following schools do you live closest to? (Choose an Elementary School area from the district map above). 253 ①



# HOW DO PEOPLE CURRENTLY USE THE PARKS?

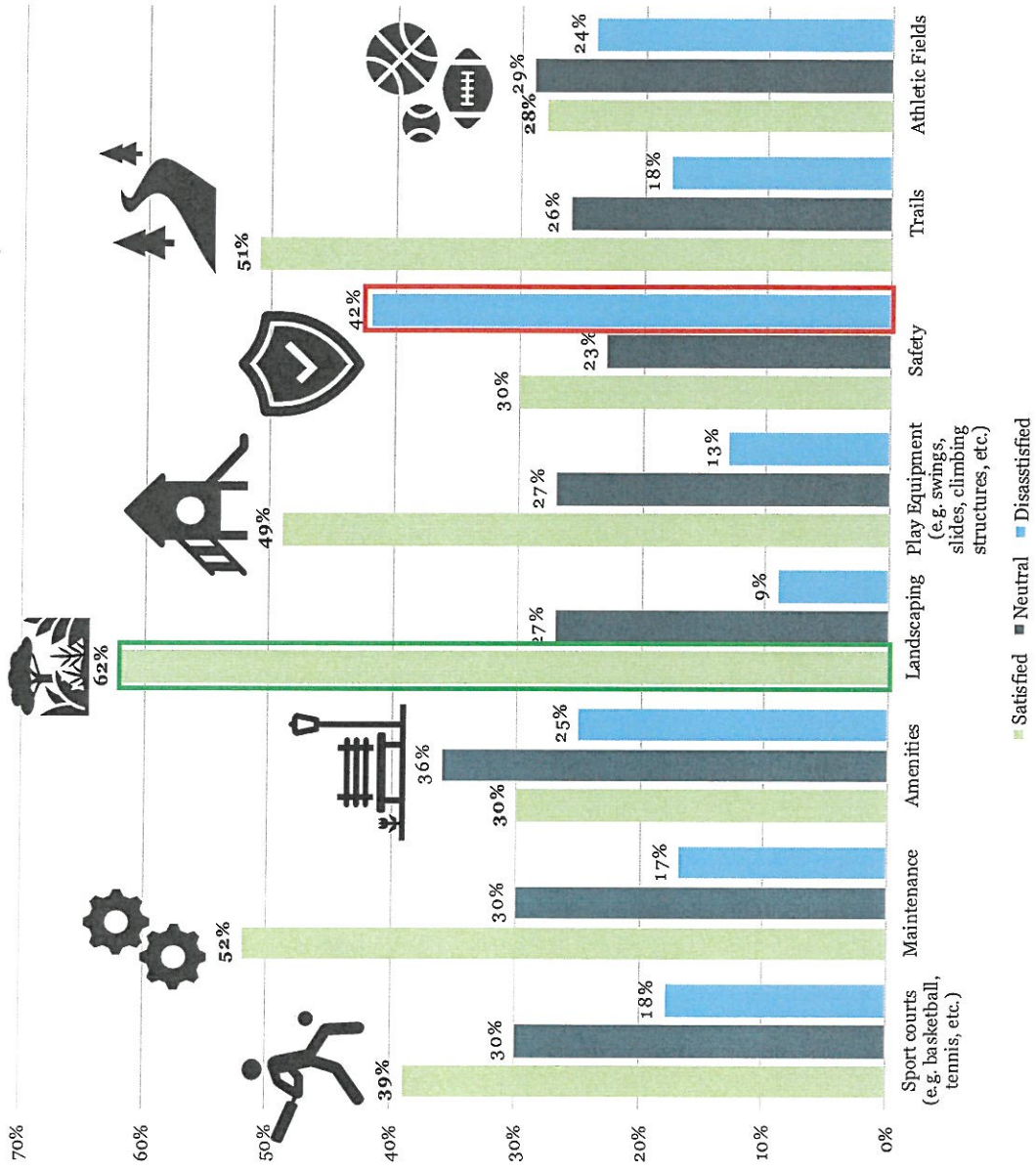
- Respondents currently use parks for
  - Exercise (80% of respondents)
  - Quiet/Relaxation (61% of respondents)
  - Entertainment (57% of respondents)





# SURVEY RESPONSES SATISFACTION WITH CURRENT SERVICES

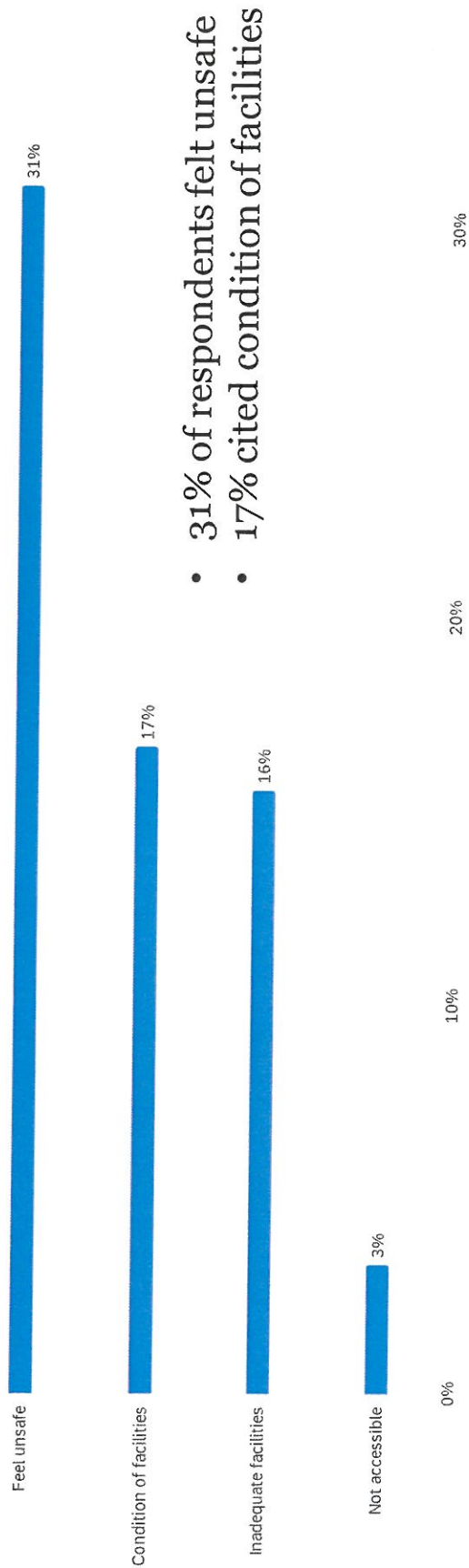
Consider the parks in your area. How satisfied or dissatisfied are you with...



- 62% of respondents are satisfied with landscaping
- 42% dissatisfied with safety

# REASONS FOR NOT USING A PARK

What are the main reasons you DIDN'T use a park, playfield, or recreational facility? (Check all that apply) 90 ①



# AREAS THAT WOULD LIKE MORE SUPPORT

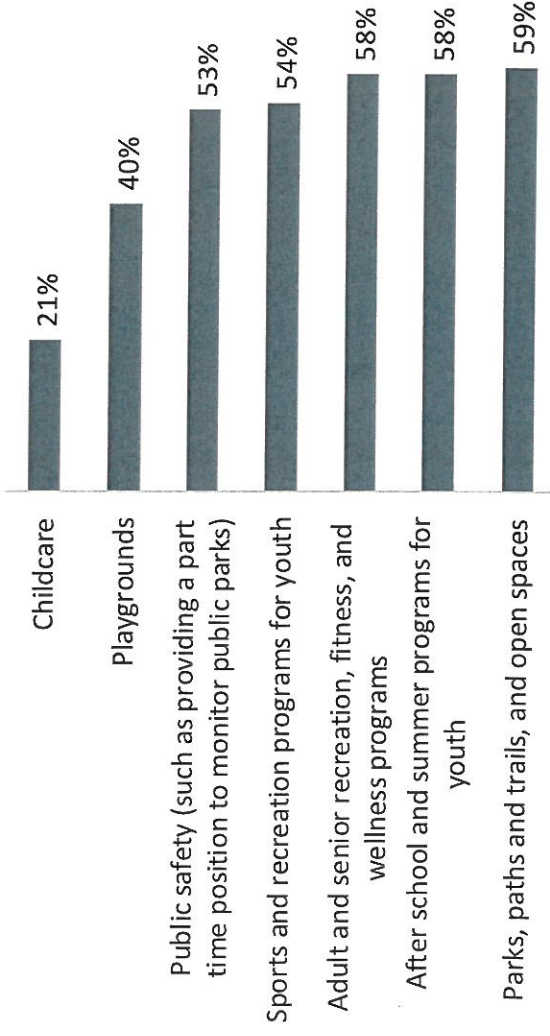
## 1. Respondents were equally interested improvement in:

- Parks, paths/trails, and open spaces
- After school and summer youth programs
- Adult and senior services (recreation, fitness, wellness programs)
- Youth sports and recreation programs
- Public safety

## 2. Areas with less interest:

- Playgrounds
- Childcare

Please identify areas where you would like to see more support from a park and recreation district. (Select all that apply).





# WHY ARE YOU LIKELY TO USE THE DISTRICT

Offer more recreational activities

Senior & Adult Activities

65+ → 59.2%

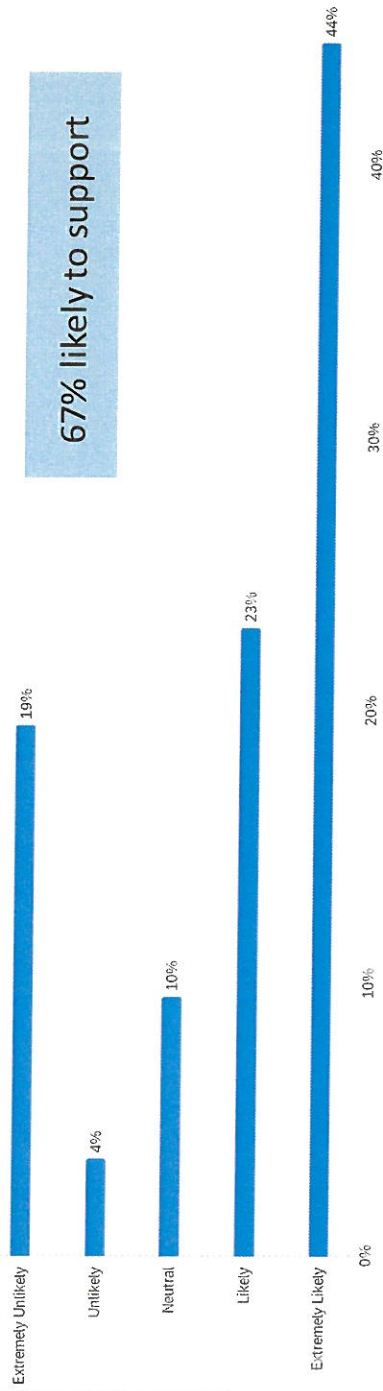
General need for childcare and youth

35-44 → 82.7%

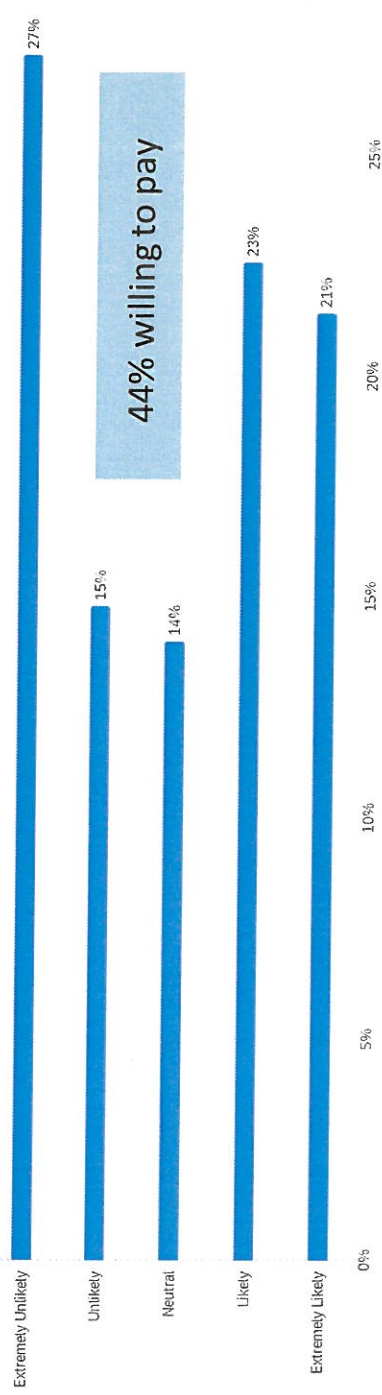
# DISTRICT SUPPORT

- Overall, most respondents would be likely to support the district than to oppose it.
- However, when it comes to paying a tax, there is pushback.

Given that a Park and Rec district would support economic development within the community (creating new jobs, increasing tourism), would you be in favor of it? 252 ①



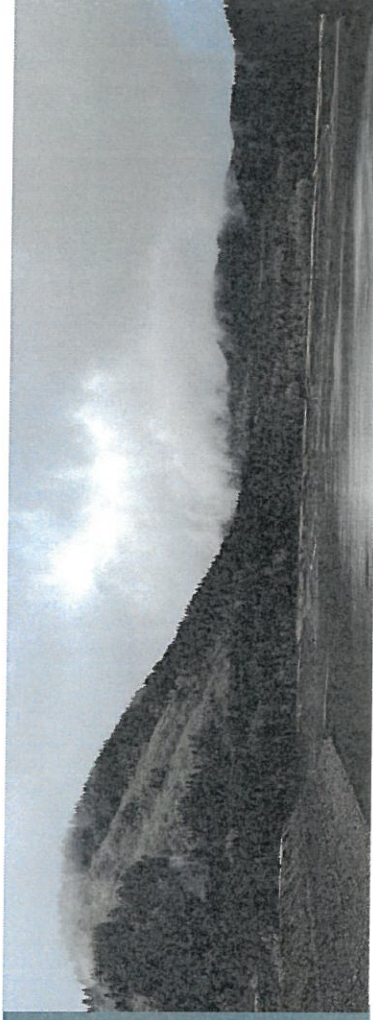
How willing are you to pay a \$.75 tax per \$1,000 of your assessed home value to fund the South Lane Park and Recreation District? (For example, a homeowner with a \$300k value home would be charged \$225 a year or \$18.75 a month.) 257 ①








# AGE AND WILLINGNESS TO PAY



- Respondents that are 35-44 are the most likely
- Respondents that 55-64 are significantly less likely to be willing to fund the district
- Rest of the age groups are relatively split

Age: 35-44  
54.7% LIKELY



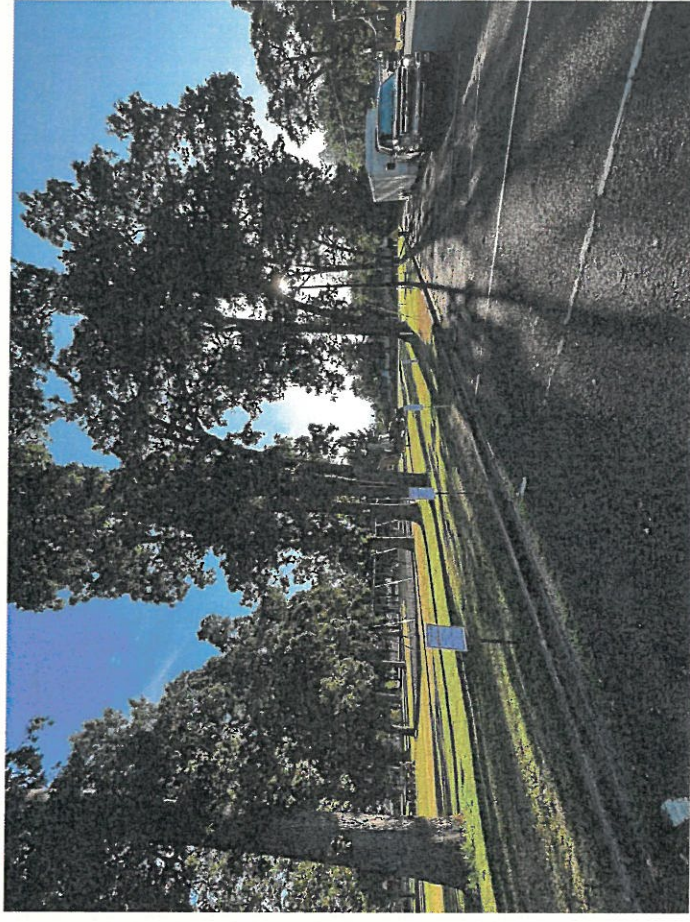


**FINAL  
RECOMMENDATIONS**



## **RECOMMENDATIONS: NEXT STEPS**

- Push initiative to **May 2025 election**
- **Public education campaign**
  - Create informational and promotional materials
  - Community Outreach
  - More Surveying
- **Create Business plan**
  - Answer: How will the district run?
  - Marketing campaign



# RECOMMENDATIONS: COMMUNITY INTERESTS



## District Use

Emphasis on adult programming and services

Flexible fees for older populations

## Programming

Updated facilities

Increased Trail Accessibility





Any Questions?



## 2024 Ice Storm City Council Update March 11, 2024

### Total Debris removed as of March 11, 2024

- 749 loads of brush
- 540 loads of chips
- All of the tree trimming and safety hazards on City streets and rights of ways have removed.
- Middlefield Golf approximately 80% cleaned up
- Drop site at Bohemia Park (Mount Brushmore) continuing to receive woody debris. Lane Forest Products is high stacking brush and has chipped 7 days. They chip 12 chip truck loads per day.
- Drop off site at the Row River Water Treatment Plant has been cleaned up and remains closed to dropping additional debris.
- Self-serve chip and firewood sites have been established at the Row River Water Treatment Plant and Middlefield Golf Course parking lot. Staff will keep chip bin full and bring firewood rounds as they are available.

### Expenses

- City staff as of February 29, 2024 is \$119,694.14 (4,142.75 hours)
- Total value of City equipment used, \$217,971.78
- Contract Expenses \$1,584,690.50 (January 13, 2024 through March 11, 2024)
- 5 crews have completed the work assigned and let go leaving 7 employed. Additional crews will be let go as they complete the work assigned them. Additional contractors may be released at the end of this week.

### Remaining Debris Cleanup Sites and Schedule

- Golf Course
  - Trees along golf holes 7, 14, & 15. Should be completed this week.
  - Haul off firewood, brush and chips. Majority of them removed by this Friday weather permitting.
  - Stump grinding has started. Focused on stumps on course fairways. Remaining stumps will be ground throughout the summer.
  - Cart paths will be shaped removing mud and adding gravel in preparation of future paving.
  - Damaged trees and down limbs along former driving range will be trimmed and cleaned up starting this week.
- Row River Trail
  - Clean up down trees and limbs from BLM Trail Head to the dam at Dorena Lake.

- East Regional Park
  - Chipping down debris and trimming hanging limbs.
- Riverside Park
  - 3 tree removals and removing hanging limbs in large Fir trees.
- Alley Ways
  - Clean up down debris and remove safety hazards on the alleys in the Northwest Neighborhood and the alleys between South 10<sup>th</sup> and 16<sup>th</sup> Streets.
- Stump Grinding
  - Trees removed in the park strips will begin over the summer months to prepare for replanting of trees this Fall/Winter.
- Disk Golf
  - Will start when City staff has completed the projects listed.

#### **Debris Drop Site at Bohemia Park**

- Will be closing Monday March 25<sup>th</sup>.
- Lane Forest Products will continue to grind as they have availability. Hoping to be done by the end of April.

#### **Wood Chip Deliveries**

- Will continue as there is requests for them.

#### **Firewood**

- Wood is available at the Middlefield Golf Course parking lot until March 22<sup>nd</sup>.
- Wood will be available at the Water Treatment Plant at 3300 Row River Road until gone.

#### **Branch and Limb Pick-up**

- Utility Staff will be picking up limbs and branches along the streets March 13<sup>th</sup> and 14<sup>th</sup>.
- Final City wide branch and limb pickup will be March 25<sup>th</sup> and 26<sup>th</sup>.

#### **Middlefield Golf Course**

- Tentative reopening of the golf course is set for March 22<sup>nd</sup>.

#### **Federal Emergency Management and Oregon Office of Emergency Management**

- Staff is working with FEMA and OEM to download all requested documents and storm related pictures. They are in phase 2 of the analysis to determine if a Federal Emergency will be declared and potential re-imburement of approved storm related expenditures. If approved the reimbursement will range from 75% to 100%.

#### **Lane Preparedness Coalition**

- The Public Works & Development Director will be presenting Cottage Grove's 2024 Ice Storm story to the full LPC membership this Thursday at 2:30 pm.