

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
March 8, 2024

Mayor Solesbee called the meeting to order at 8:30 am.

Council in attendance virtually and in person: Mayor Solesbee, Councilors Dreher, Ervin, Fleck, Merryday, Savage and Stinnett.

Staff present virtually and in person: City Manager Mike Sauerwein, Assistant City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens and City Planner Eric Mongan.

Resolutions and Ordinances

Mayor Solesbee announced there are no Resolutions or Ordinances on the Agenda.

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 shared that student consultants from the University of Oregon's Real World class would be present at the upcoming Council meeting to provide information they have assembled regarding the probability of the community's acceptance of a parks and recreation district.

- (b) Urban Forestry Committee Appointments

City Planner Eric Mongan explained that Interview Subcommittee members, Councilor Merryday or Councilor Fleck would introduce the two recommended appointees for the Urban Forestry Committee.

- (c) Budget Officer Appointment

Finance Director Roberta Likens mentioned the State requirement to appoint a Budget Officer and suggested Council consider appointing by motion, City Manager Mike Sauerwein.

- (d) Ziplay Franchise Agreement Discussion

City Planner Eric Mongan presented Council with Title 14 of the Development Code so they could become familiar with the language of the recital and direct Staff on any potential changes.

Assistant City Manager Jake Boone shared that there will also be an opportunity to discuss how the franchise agreement and how requirements could be applied.

Council expressed concern that the City code had been interpreted correctly in the past and that the City is fair when entering into agreements amongst the various franchisees.

(e) Winter Storm Update

Public Works and Development Director Faye Stewart said he would provide an update regarding the winter storm clean up, proposed dates for closing the debris drop off site and associated costs to date.

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

Finance Director Roberta Likens provided Council with a financial grade report for Fiscal Year 2023-24, through March 1st, 2024. She said the General Fund and Industrial Park funds have issues and are being watched closely. She specifically highlighted the difference in the actual amount carried forward in the General Fund compared to the budgeted amount carried forward. She added that the City is hoping to sell property in the Industrial Park which would help cover the debt service.

Finance Director explained that the expenses related to storm clean-up would likely be reimbursed in the next fiscal year and explained the accounting process that would take place.

Finance Director provided Council with additional documents related to Fiscal Year 2022-23, highlighted revenue and expenditures and explained to Council factors that contributed to the City starting the year \$1 million dollars short.

Council questions and discussion included:

- Clarification of which funds are unsatisfactory.
- Potential for selling lots in the Industrial Park.
- Clarification of the comment, expenses are out-pacing the ability to raise revenue.
- Potential for future property tax reform conversations.
- Expressed concern towards formation of Parks & Recreation district.
- Requested explanation of expenditures related to Resolution 2101.
- Expenditures related to Police Department personnel issues.
- Explanation of expected revenue compared to budgeted expenses.
- Explanation of funds for the Main Street Revitalization project.

Mayor Solesbee excused herself from the meeting at 8:57 am.

(g) Council Rules Review

City Manager Mike Sauerwein explained that the City Attorney will be present to facilitate reviewing the last sections of the Procedural Council Rules and a draft resolution is prepared if Council chooses to adopt the revised rules.

Councilor Fleck shared concern with not requiring community members to state their name and address for the record, the meeting format regarding citizen comments and where it is located on the Agenda.

(h) Concerns from Council

Councilor Savage announced the League of Oregon Cities Spring Conference and encouraged Council attendance.

Councilor Ervin shared a personal experience his children endured in a City park and expressed concern with safety and child trafficking.

Business from City Manager

(a) Report from City Manager

City Manager Mike Sauerwein reported:

- Cottage Grove was awarded \$3 million dollars towards water, sewer, and storm water infrastructure projects in the new housing development parcels.
- Toured Community Sharing facility and attended South Lane School District Early Learning Center.
- Reminded Council of his upcoming vacation March 15th through April 5th.

Council President Greg Ervin adjourned the meeting at 9:07 am.

Mindy Roberts, City Recorder

Candace Solesbee, Mayor