

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
April 5, 2024

Mayor Solesbee called the meeting to order at 8:33 am.

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

Staff present virtually and in person: Acting City Manager Faye Stewart, Assistant City Manager Jake Boone, City Recorder Mindy Roberts, Police Chief Cory Chase, Finance Director Roberta Likens and City Planner Eric Mongan.

Mayor Solesbee shared that the upcoming April 8, 2024 Council meeting will begin with the reading of a Telecommunicators week proclamation and Tree City USA recognition.

Public Hearings

(a) Public Hearing for Proposed Supplemental Budget

Finance Director Roberta Likens informed Council that the public hearing is to accept comments regarding a proposed supplemental budget, considering the purchase of two new Dodge Durango police vehicles. She said the cost would be \$125,000.00 and debt service is estimated to be \$29,500.00 per year at 6.5 % interest.

Council asked if this vehicle request is different from the two vehicles Council previously approved and why a supplemental budget is needed if there are no expenditures this year.

Finance Director explained that two police vehicles were approved by Council and purchased this fiscal year and the supplemental budget would add two additional vehicles. She said in order to place the order it must be authorized in the budget, she does not anticipate making any payments until fiscal year 2024-25 and added that it is precautionary in case they are received this fiscal year.

Council asked for a projection of future needs based on increased staffing levels in the Police Department.

Police Chief Cory Chase elaborated on the waiting periods to receive vehicles once they have been ordered. He shared police department staffing levels, vacancies and anticipated start dates for recently hired officers.

Police Chief provided a budget update and said with only one quarter remaining in the year, there is 48.5 % of the Police Department budget still available, which he said is mostly attributed to salary savings due to vacancies.

Council asked if the vehicle and equipment budget is for actual staff or budgeted staff and if the short fall in vehicles and equipment is due to an increase in staffing levels.

Police Chief explained that previously used vehicles were being purchased with relatively high miles. He said those higher mileage vehicles are being phased out and replaced with safe and reliable vehicles to secure a proper fleet.

Discussion was held about the two previously ordered vehicles and when they were received.

Council asked how 48.5% is remaining in the Police Department budget with all of the recent personnel issues.

Police Chief responded that money related to personnel investigations did not come out of the police department budget.

Finance Director Roberta Likens said expenses related to personnel issues have been encountered over the last couple fiscal years, with 2022-23 having the bulk of the expenses. She said there is money left in the Police Department budget because the transfer for the HR Assistant position has not been made yet, which is partly funded from the Police Department and Public Works Department budget. She said in the big picture, the General Fund is struggling and coming into fiscal year 2023-24 approximately \$1 million short and the Police Department is part of the General Fund issue.

Mayor Solesbee clarified that there was no additional payroll costs while police department personnel were on administrative leave, because their positions were not filled, except for the overlapped time with the Police Chief and Interim Police Chief.

Council asked the Finance Director for backup documentation regarding what is being asked for in the supplemental budget.

Discussion was held about past leases and purchases of used police vehicles, the dependability of the Dodge Durango and a request was made for a replacement schedule of vehicles.

- (b) Public Hearing for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for 208 South 6th Street (Map 20-03-28-34 TL 07400) (MCPA 4-23)

City Planner Eric Mongan informed Council that the applicant Jane Dixon has applied to re-designate 208 South 6th Street from Central Business district to Community Commercial district and to rezone from Community Commercial to Residential Commercial. He added that the purpose of the change is to preserve the existing dwelling on the property and is recommended

by Staff. He said Planning Commission held a public hearing on February 21st and recommended to Council and that a public hearing is required prior to any Council actions.

There were no questions or discussion.

Resolutions and Ordinances

(a) Resolution Adopting a Supplemental Budget for Fiscal Year 2023-24 and Making Appropriations

Finance Director Roberta Likens said this would be the opportunity, after hearing public comments, to make any changes and consider adopting the resolution.

There were no questions or discussion.

(b) Resolution Amending the Comprehensive Fee Schedule

Finance Director Roberta Likens presented to Council a resolution that would amend the Comprehensive Fee Schedule, increasing fees in Section I Government, VI Planning and IX Middlefield Golf Course. She reviewed the memorandum, highlighting the fees that would change in each of the sections.

Council asked what the methodology is for increasing planning fees.

City Planner Eric Mongan responded that the factors used to consider increases were; established fees at neighboring cities, the current fees have not been changed for at least six years, increased advertising costs, postage rates and labor costs.

Council commented that the City cannot absorb the costs but needs to be mindful as to not hinder construction.

Public Works and Development Director Faye Stewart shared that the Planning Department is predominately funded from the General Fund and the fees collected offset approximately 15 – 20%.

(c) First Vote for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for 208 South 6th Street (Map 20-03-28-34 TL 07400) (MCPA 4-23)

City Planner Eric Mongan said this would be the time for Council to consider the draft ordinance. He added that the ordinance has been available for more than one week and could be adopted in one meeting.

There were no questions or discussion.

Business from the City Council

(a) Budget Committee Appointments

Finance Director Roberta Likens shared that the sub-committee met to conduct interviews and is prepared to recommend Amber Bahler and Bernard Donner to fill the two vacant Budget Committee positions.

Council confirmed that the term for the two positions will expire on 12/31/2026.

(b) Historic Preservation Commission Appointment

City Planner Eric Mongan shared that an interview will take place Monday at 4:00 pm for the vacant seat on the Historic Preservation Commission.

(c) Ad-Hoc Street Improvement and Funding Committee Recommendations

Public Works and Development Director Faye Stewart shared that Committee Chair Amber Bahler will be in attendance to present recommendations from the Ad-Hoc Street Improvement and Funding Committee to Council.

Discussion was held regarding necessary steps for the various recommendations, the need for Council direction and the role of City Staff.

(d) Concerns from Council

Council suggested changing the sign on the podium to read “Public Comments” instead of “Citizen Comments”, adding a ward boundary map for reference and requested a Budget Committee meeting schedule.

Business from City Manager

(a) Report from City Manager

Acting City Manager report included:

- Explanation of the ODOT Signal Maintenance contract on the Consent Agenda.
- Suggested cancelling or rescheduling the May 27th, which falls on Memorial Day.
- Reminded Council to complete their Statement of Economic Interest.

- Requested a 6:00 pm Work Session on April 22nd prior to the Council meeting.
- Announced Budget Committee meeting dates of May 14th and May 16th at 6:00 pm.
- Announced approval of the Bohemia Park construction documents.
- Announced population signs will be updated by City Staff.

Mayor Solesbee adjourned the meeting at 9:22 am.

Mindy Roberts, City Recorder

Candace Solesbee, Mayor

DRAFT