

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
January 21, 2022

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

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

Staff present virtually and in person: City Manager Richard Meyers, Assistant to the City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens, Police Chief Scott Shepherd, and City Planner Eric Mongan

Public Hearing

There is no public hearing.

Consent Agenda

- (a) Approval of January 7, 2022 Agenda Session Minutes
- (b) Approval of January 10, 2022 Council Meeting Minutes

There were no comments or discussion.

Resolutions and Ordinances

- (a) Resolution Amending the Comprehensive Fee Schedule

Public Works & Development Director Faye Stewart said this item is a Resolution that makes amendments to the Comprehensive Fee Schedule. He said the first is an amendment adding inspection fees for the City's Erosion Prevention Program. He said Council adopted Erosion Control Code last fall and staff has now established protocols and is recommending two fee increases. He explained that the standard inspection, which offers up to four inspections is \$55 and \$27 if a special inspection is needed. He said the second amendment is adjusting the cleaning fee at the Armory to include a key deposit due to all of the exterior doors now being keyed a Best key. He said the deposit will help the City pay to have the locks rekeyed if the keys are not returned. The final amendment in the Resolution is the annual adjustment to the SDC fees. He said according to City Ordinance, the increase is determined by taking the average of 20 cities within the State from the Engineering News Record Construction Cost Index, and the adjustment this year will be 7.34%.

Councilor Fleck said that raising SDC rates would hurt the housing that the City wants to see developed. He said he does not support the increase.

City Manager Richard Meyers clarified that there is no vote on the SDC fees because it automatically goes in under the Ordinance, and it is just here to show that it was done.

Councilor Fleck said that is something the Council should review and he feels he needs to voice his concern. He said he knows we need SDC fees and he is not against them, but the City needs to be competitive if we are going to have housing built here.

There were no other questions.

- (b) Resolution Establishing Appropriations within the Special Trusts Fund for the Expenditure of an Unforeseen Specific Purpose Donation from the First Presbyterian Church's Earth and Social Justice Committee and the Ministerial Association.

Finance Director Roberta Likens reported that the City has been provided with a \$400 donation and there is a potential of up to \$2000. She said the donation is for the purpose of providing assistance to people in the community that the Police Officers in the field identify as a need. She said the need could be anything from a pair of shoes, gas, and food. She said when the City receives funds that are not budgeted the City has the opportunity to receive the donation legally by adopting the Resolution and appropriating the funds.

Councilor Mike Fleck said he assumes that local people could donate to this fund also.

City Manager Richard Meyers replied yes, people could donate through the Ministerial Association or donate directly to the fund.

Councilor Mike Fleck asked if we need to increase the amount, rather than continuing to appropriate as we get more funds.

City Manager Richard Meyers replied that for the remainder of the year, \$2000 will be good.

Mayor Gowing asked if \$2000 was a ceiling for the donations.

City Manager Richard Meyers said \$2000 would be the ceiling for expenditures but it would not be for revenue.

Councilor Ervin said he understands that officers around the country do this, and asked if the City has an idea as to how much our officers have spent in the past, so that people understand the need.

City Manager Richard Meyers said the City had a similar program in the past and this is a way to make it more official. He said our Officers have helped out people in the past with their own funds.

(c) Resolution Authorizing Execution of an Agreement with South Lane Wheels Regarding 5310 and STF Funds

Public Works & Development Director Faye Stewart said this resolution will authorize the City Manager to sign a contract with South Lane Wheels to expend the 5310 funding. He said the City has a current contract with Lane Transit District, they pass the funds to the City and we then give them directly to South Lane Wheels. He said this contract will be the portion of the agreement with City of Cottage Grove and South Lane Wheels.

Councilor Ervin said he noticed the contract goes back to the date of December 1, 2020 and asked if this contract was already in place and we are renewing.

Public Works & Development Director Faye Stewart said it is a contract that we renew each time the City gets the biennium funding.

City Manager Richard Meyers said the contract does go retroactive to December 1, 2020. He added these agreements should have been in place and the City is getting that corrected.

Councilor Ervin said he asked because he read a clause in the agreement that said something about it should not be operating outside the dates of the agreement.

City Manager Richard Meyers replied that the City is going to have some discussions with South Lane Wheels around some of the issues that have been happening. He said the City is the entity actually buying the new buses for South Lane Wheels with grants and funding from the State and Federal government. He said the City may be coming back to Council to discuss what the future of South Lane Wheels may look like in the community and what role does the City want to play. He added that the Public Transportation industry is changing and it is tied to what the Federal Government is doing with funding.

(d) Resolution to Authorize the Execution of an Agreement with South Lane Wheels Related to (2020-2023) 5311 Transit Grant

Public Works & Development Director Faye Stewart said this is another contract with South Lane Wheels for the 5311 fund. He said it is a requirement of receiving the funds to have this contract in place.

There were no comments or discussion.

## Business from City Council

### (a) Leak Adjustment Request – Witherspoon Court

City Manager Richard Meyers said this item is a leak adjustment request from Witherspoon Court. He said the City has provided a one month leak adjustment according to our City Code. He added that this leak had apparently been happening for over a year and went unnoticed by the account holder. He said this is at the discretion of Council, he added that they are a nonprofit and there may have been some issues associated with their management company.

Councilor Fleck said he is concerned with the precedence it sets if the City gives this adjustment and asked how would a person not know that their water bill has jumped dramatically over that length of time. He said he doesn't want to end up considering leak adjustments for people who should have been paying attention to their bill, but on the other side of the issue he can understand that the water used did not go into the wastewater system. He asked with the new meter system how was this not detected.

City Manager Richard Meyers replied that this happened before the new metering system. He said the City had installed a test meter but it was not hooked to the system and was not able to get reporting. He added now with the new system the City has the ability to monitor, but he stressed even though the City has that function, it is still the customer's responsibility to know if they have a problem.

Councilor Fleck said back to the comment of setting precedence, the City still has full latitude in the future to deny or approve these types of requests.

City Manager Richard Meyers replied yes, and added that Councilor's could also consider stating some criteria to help differentiate this adjustment because Witherspoon Court is a nonprofit and an organization that offers affordable housing, which would help to not set a precedent.

Councilor Solesbee asked if Richard stated the difference was \$800 per month.

City Manager Richard Meyers replied that the difference was \$800 in the last month, but would have been about \$300 more than that each month.

Councilor Solesbee said her opinion is that this a huge jump in a water bill and they should take some responsibility and it is a managerial problem.

City Manager Richard Meyers said it is important to know they are just asking for the refund associated to the wastewater portion.

(b) Urban Forestry Committee Appointments

Public Works & Development Director Faye Stewart said the Subcommittee interviewed for the Urban Forestry Committee on January 20, 2022. The updated memo is recommending to reappoint two incumbents Jimmy Schaper and Ona Chambers, and new member Mark McCaffery.

Councilor Fleck said he volunteered to be on this committee and was only given one day and time for the interview. He said if we are that close to the timing, maybe we should put off the interviews to a future month so that people could fulfill their obligations.

Councilor Savage said Mr. McCaffery is qualified and an outstanding person.

Councilor Fleck said he has no concerns about the appointment just the process.

(c) Vision Keepers Committee Appointments

Councilor Savage said the subcommittee interviewed all three applicants and will make the announcement Monday night for the two appointments.

(d) Cottage Grove Skate Park Survey Results

City Planner Eric Mongan said he is prepared to make the presentation on Monday if Assistant Planner Matt Laird is unable to attend. Mongan asked if there were any questions.

Councilor Ervin asked if there could be information provided as to who people would call if they are interested in volunteering.

Councilor Fleck said he did not see clear direction as to what we are doing with the feedback.

City Manager Richard Meyers said there are a number of things that are suggested and there is a wide range of possibilities. He said the City is looking for input from the Council and to possibly form a committee of interested people.

Councilor Fleck said he is concerned if the City relies on volunteers we will not end up with any sort of consistency.

City Manager Richard Meyers said the history of the Skate Park is that those using it and the group supporting the users, most of them age-out.

Councilor Fleck asked if South Valley Athletics is interested.

City Manager Richard Meyers replied that South Valley Athletics was involved in some of the discussions but they have not been involved in this part because it is not an organized sport. He said SVA's original participation was not the Board it was Mr. Smiley.

Public Works & Development Director Faye Stewart added that City staff was able to improve the drainage system and the staircase. He said he has also been in contact with a local concrete company to possibly do some grinding in a test area to see if we could improve the usability of the facility. He said he would like to get some guidance as to what Council would like to see the City do. He said Matt Laird has done an incredible amount of research and has determined it would be structurally challenging to make the changes necessary and it shows the facility has aged and concrete is failing. He said the survey shows there is a lot of support for the Skate Park and it would be good to put together a working group of people who could help guide.

(e) Affordable Housing Implementation Plan Advisory Committee Appointment

Public Works & Development Director Faye Stewart said an advisory committee is being assembled and they would like Council to appoint two City Councilors.

(f) Setting a Date for a Street Maintenance and Funding Work Session

City Manager Richard Meyers said that City Council has expressed a desire to have discussions about maintenance of streets and funding. He said City staff would like to have a Work Session to present information that has been gathered and discuss what direction the City would like to take. He said it could be done before the February 28<sup>th</sup> Council meeting or March 7<sup>th</sup>.

Councilor Roberts asked if the road study that was done two to three years ago is still valid.

City Manager Richard Meyers replied yes, and some other information will be provided.

Councilor Fleck says he prefers March 7<sup>th</sup> as he will be out of town on February 28<sup>th</sup> and he wants to be part of the conversation.

City Manager Richard Meyers said the City wants to have everyone there.

(g) Concerns from Council

Mayor Gowing said he knows that Council will be going over Council rules, but he wants to make sure that we maintain the sign up to speak rules. He said once we deviate for one person then it opens it up to do it for others. He said he likes consistency and a set process, and once he closes a Public Hearing he will not take more comments, especially when the person has submitted written content.

Council Fleck said he supports being consistent although he thinks we need to review the topic when we go through Council rules. He said until then, he wants to maintain consistency so that everyone is treated the same.



## Business from City Manager

### (a) Report from City Manager

City Manager Richard Meyers pointed out that the Agenda now includes information for people who are connecting to the meeting by phone, and that they will need to use \*6 to mute and unmute. He will have Mayor Gowing make an announcement at the meeting.

He said the campsites at the Community Center are being reorganized today and the 20' x 40' tent will be put in with eight partitioned areas. He added that there is not much else to report regarding the death of the homeless person, he was one of the campers at the Community Center and had some serious health issues.

Richard said he will be meeting with Jacob Fox, Steve Oaks, and Father Boyle about working to get affordable housing in the community and see if the Catholic Church is interested in making their property available for a housing project.

He said Oregon Health Authority and Lane County Public Health with funding through FEMA are having a drive-thru vaccination clinic starting this weekend in Bohemia Park. He said the City has been receiving emails from people opposed to having the clinic. He informed Council that the group was issued a Special Event Permit just like any other event in the City Park, and that Council may be hearing from some of those people who do not want the clinic there. He added that some of the emails have said City staff is getting kick-backs, and emphasized that there is no money involved and there is no compensation.

Councilor Savage asked since the last vaccination clinic that was held in another location was so turbulent, are there any plans for a police presence.

Richard replied that the group will be providing their own security and the City Police Department will be monitoring the situation.

Public Works & Development Director Faye Stewart alerted the Council that the log constructed picnic structure at Prospector Park had severely deteriorated. He said the City had a timber contractor review the structure and determined that the rot is throughout the majority of the structural timbers and is not salvageable. City staff is working with the Prospectors to have the structure removed and make certain the concrete pad is safe to use. The City will also work to see how to get the structure funded, replaced and rebuilt.

Mayor Gowing said that he has an idea regarding the issue and will talk with Faye.

Mayor Jeff Gowing adjourned the meeting at 9:08 am.

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Mindy Roberts, City Recorder

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Jeffrey D. Gowing, Mayor