

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
February 25, 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, and Solesbee.

Staff present virtually and in person: City Manager Richard Meyers, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, and Finance Director Roberta Likens

Public Hearing

There is no public hearing.

Consent Agenda

- (a) Approval of February 7, 2022 Work Session Minutes
- (b) Approval of February 11, 2022 Agenda Session Minutes
- (c) Approval of February 14, 2022 Council Meeting Minutes

There were no comments or discussion.

Resolutions and Ordinances

None

Business from City Council

- (a) Award of Engineer of Record Contracts

Public Works & Development Director Faye Stewart said this item is bringing to Council two proposals from engineering companies to provide services to the City. He said with the retirement of Ron Bradsby and not being successful in filling engineering positions, the City needed to find another way to get the engineering services provided. He said his research shows that all cities the size of Cottage Grove contract for engineering services and none of them actually have an engineering department. He said the City received proposals from Branch Engineering and West Yost and he and Ron Bradsby interviewed both companies. He said there could be a need for both companies and the recommendation to Council is to give Richard the authority to sign both contracts and allow the City to be able to use the companies as needed. He asked if there were any questions.

Councilor Fleck asked if this would impact the City services to Veneta, Coburg, and Creswell.

Faye Stewart replied no, the only thing we do for them is to review the building permits and before their plans come to our department for review, they have already done the engineering reviews.

Councilor Fleck asked what happens to the vacant engineering position.

Faye Stewart replied, that he is working on the budget and is not ready to make a proposal. He said the position might get retitled as a support person for the engineering services that we contract out and be more of a project management position.

Councilor Savage asked if we are going this route because it is hard to find engineers.

Faye Stewart replied yes, the expertise is limited and finding people has been difficult. He added that if we are going to have an engineering department and be able to serve the projects, we need engineers with multiple disciplines and this would allow us to use companies as needed that have all of that in place.

Councilor Savage asked what is left for the current Engineer to do.

Faye Stewart said we currently have a Civil Engineer on staff and he has been doing a lot of project management and overseeing various projects like the Community Center roof replacement, the clarifier project with West Yost, and the Dog Park design. The position might end up being more of a Project Manager, supplying information to the companies doing the engineering on the projects.

(b) Audit Committee Appointment

Finance Director Roberta Likens said the committee will be meeting today at 3:30 pm to consider Brandon Parsons for the Audit Committee position and hope to have a recommendation for Council on Monday night.

(c) Concerns from Council

None

Business from City Manager

(a) Report from City Manager

City Manager Richard Meyers said the State is removing the mask mandate on March 19th. He said the City has rescinded the mask requirements, COVID leave policy, and other provisions that were set up due to COVID effective March 19th and will be considering getting rid of the Emergency Declarations.

Richard said the roof contractors will be starting at the Community Center on May 1st and the City will need to close and move the shelter space so that the contractors have room to put their job shack, materials and equipment.

Richard told Council that April 5th has been set as a tentative Town Hall date for a Homelessness discussion. He said County Commissioner Heather Buch is interested in attending and has some information from Lane County that she would like to share. He asked Council to check to see if that day would work and let staff know.

Richard said that the Youth Advisory Council (YAC) is starting back up and asked Council to encourage youth who may be interested to apply.

Councilor Solesbee asked what time the Town Hall would be held.

Richard replied it would probably be in the evening, no earlier than 6:00 pm.

Councilor Solesbee said she will be available after 6:15 pm.

Public Works & Development Director Faye Stewart told members of Council that there will be a meeting of the Affordable Housing Implementation Plan Committee on May 4th, 9:30 am to 10:30 am, and asked those who are on the committee to mark their calendars.

Mayor Jeff Gowing adjourned the meeting at 8:44 am.

Mindy Roberts, City Recorder

Jeffrey D. Gowing, Mayor