

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
MARCH 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, Stinnett, Ervin and Roberts.

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, Civil Engineer Ryan Sisson and City Planner Eric Mongan.

Mayor Gowing stated that there are two Proclamations that will be read at the start of the meeting.

Public Hearing

There is no public hearing.

Consent Agenda

- (a) Approval of March 7, 2022 Work Session Minutes
- (b) Approval of March 11, 2022 Agenda Meeting Minutes
- (c) Approval of March 14, 2022 City Council Minutes
- (d) National Library Week Proclamation
- (e) Request for City Manager's Signature on Easement Benefitting the Emerald Public Utility District at 2205 Hwy 99

Resolutions and Ordinances

- (a) Resolution Authorizing Support for an Oregon Parks and Recreation Department Local Government Grant Application for Bohemia Park north Entry Plaza Splash Pad

Public Works & Development Director Faye Stewart explained that this item is a request to approve the support of a grant application to the Oregon Parks and Recreation Local Government Grant Program for Bohemia Park. The grant is in the amount of \$450,000 and would fund the interactive water feature and hard surfacing.

Mayor Gowing asked if there were any questions.

(b) Resolution Establishing Appropriations within the General Fund, Community Development Department, for the Expenditure of an Unforeseen Specific Purpose Grant from the Arbor Day Foundation

Finance Director Roberta Likens said a grant was received from the Arbor Day Foundation, made possible by the Serendipity Foundation in the amount of \$6,700 to purchase 900 trees to be given away to Cottage Grove citizens and 100 larger stature trees for Public Lands. She said the donation is being put into the Community Development Department, Material and Services Urban Forestry Earth Day existing line item and in order to legally spend the money Council needs to adopt a Resolution.

Councilor Roberts asked if some of the bigger trees will be going into Bohemia Park.

Public Works & Development Director Faye Stewart said the exact location has not been determined but there is a possibility of planting them in Bohemia Park, Riverside Park, and the Disc Golf Course.

Councilor Ervin asked if this could be a way to replace the Redwood that had to be cut down.

Faye said staff will be starting site prep for the curb, gutter, and sidewalk in that area and if it is prepared in time the City could possibly plant three trees in that area.

Councilor Roberts said the Climate Group has purchased some Redwood Trees and asked if it is possible that they could be used to replace the ones that were lost.

Faye said he does not recommend planting Redwood trees in that area again and the intent is to plant trees that are in the Street Tree Approved Plan.

Councilor Roberts asked if they could still donate the trees to the City and they could be planted where the City feels best.

Faye said yes, they could potentially be planted in Bohemia Park.

Business from City Council

(a) Warren H. Daugherty Aquatic Center Report

Mayor Gowing announced that there will be a presentation at the City Council Meeting.

(b) Chamber of Commerce Report

Mayor Gowing announced that there will be a presentation at the City Council Meeting.

Councilor Fleck said that he is concerned about the long term funding for the Chamber of Commerce with the transient room tax being down and the loss of the Village Green.

City Manager Richard Meyers said the hope and plan is that the Village Green will reopen.

(c) Historic Preservation Commission Appointments

City Planner Eric Mongan said one of the applicants is an incumbent, the new applicant will be interviewed Monday evening and the Subcommittee will present their recommendation to Council on Monday night.

Mayor Gowing asked if there were any questions or comments.

(d) Council Review of Two- Year Streatery Pilot Study

Civil Engineer Ryan Sisson said that this study was done to assist Council in deciding whether to cancel or extend the Streatery Program. Ryan explained that data has been provided to Council from the questionnaire that was distributed and encouraged Councilors to review the information. He noted that 71% of respondents affirmed that the Streatery Program should continue, 11% respondents felt the program should not continue, and 4 responses expressed the program continue with changes. He said it is recommended by Staff that Council approve to continue the Streatery Program.

Councilor Fleck said he was initially concerned about safety and commended staff for getting the grants, building a heavy duty structure, and putting the bollards in front of the Streateries. He said he is still concerned about parking and would not want to have more than three Streateries in order to be fair the City should use a selection process for those that want to have one.

Councilor Roberts asked if we only have three and other businesses want one if that would put it into a lottery system and they would move around. He added that he is in support of the program continuing.

Councilor Savage said she has been asked by one of the businesses when their Streatery will be going back up and added that people who work downtown are using street parking which does not leave room for customers and she would like to see parking enforcement.

Councilor Ervin asked what method was used to conduct the survey.

Ryan said he went up and down each side of Main Street and handed them out to make sure everyone had a chance, including business owners and some customers. He added that he received 36 questionnaires back and handed out 55-60.

Councilor Ervin asked if the survey was done January through March.

Ryan replied yes.

Councilor Fleck said he would not want to see more than one Streatery per block and that the City should develop a process for businesses that want to apply and he agrees with having parking enforcement.

Mayor Gowing asked if there were any other comments.

(e) Recommendation to Award Contract for Manufacture and Delivery of Clarifier

Civil Engineer Ryan Sisson provided information regarding the results of an inspection by West Yost, which indicated that one of the clarifiers is in need of overall rehabilitation and the mechanism is in need of replacement. He said the City has received competitive bids for replacement of the clarifier mechanism and he provided information regarding the differences in using a stainless steel center column as compared to a coated carbon steel column. Ryan added that each bidder has added an escalation clause based on the price of steel and explained that process. He said it is recommended that Council award the contract to ClearStream Environmental.

Councilor Fleck asked how long before the purchase is made.

Ryan provided a timeline for the project and said the soonest would be early to mid-May and must be ordered by the end of July or early August.

Councilor Fleck asked if Staff has been looking at the steel price trends.

Ryan replied yes, and he can provide that information.

Mayor Gowing asked if there were any other questions.

(f) Council Approve Purchase of 1.37 Acres of Land from Weyerhaeuser by Quitclaim Deed

Public Works & Development Director Faye Stewart said that the City has made an offer of \$5,000 for eight parcels that total 1.37 acres. He said the Title Company has been working to follow the deeds as they have transferred to different owners and they were not able to find a deed transfer on two of the properties between OP& E Rail Line and Bohemia Lumber Company. Faye said the Title Company would not be able to give Title Insurance on the purchase and the property will be purchased with a Quitclaim deed. He said Staff recommends Council approve purchase of the property.

Councilor Roberts asked what the different colors on the map are for.

Faye said they are to identify the various different parcels that were involved.

Councilor Fleck asked what the worst case scenario is for not having Title Insurance.

Faye said the owners to Bohemia Company could challenge the sale and he doesn't expect that would happen as the Principal Owners have passed away and the heirs are in his family.

City Manager Richard Meyers said the motion needs to state that the City is accepting it as a Quitclaim Deed.

Mayor Gowing said it will be good for the nature walk from the bio-swale into town.

(g) Budget Committee Recruitment

Finance Director Roberta Likens said there are two full term appointments needed for the Budget Committee and Staff is recommending the Council create a three member Subcommittee to consider the applications that are received. She added that the first Budget Committee meeting is scheduled for May 10th.

Mayor Gowing confirmed that Council will need to appoint three Councilors to the Committee on Monday night.

(h) Concerns from Council

Councilor Roberts asked how the City is advertising for the Town Hall.

City Manager Richard Meyers said that the information will go out today. He said it will include Facebook, newspaper ads, radio, and flyers to be distributed.

Councilor Roberts thanked Civil Engineer Ryan Sisson for his reporting and added that he is an asset.

Councilor Ervin said that last week there was a power outage due to the 10th Street Development and there was no notice that the power was going to be out. He said it was very disruptive for those people who work from home and it is inexcusable to not provide notice ahead of time.

Business from City Manager

(a) American Rescue Plan Act Funds

City Manager Richard Meyers presented to Council a rough budget on how to use the ARPA funds based on the Work Session and Council meetings. He explained that the final rule allowed jurisdictions to take a standard allowance of up to \$10 million dollars, but no more than what was allocated to fund typical government operations. He said Staff is asking Council to review the plan and authorize the City to move forward with adding it to the budget to include the funds.

Councilor Ervin asked if it is up to Council to decide the amount allocated to the areas.

Councilor Stinnett asked if the City got the life expectancy out of the Saddle Span.

Richard replied yes and probably more because we take it down and store it each year.

Public Works & Development Director Faye Stewart said it is a 2005 model and the life span is 10 years.

(b) Report from City Manager

City Manager Richard Meyers said the Lane County Emergency Declaration is expiring at the end of March and the City's Emergency Declaration will do the same.

Richard reminded Councilors to complete their Statement of Economic Interest (SEI) by April 15th.

Richard said he is working on planning the Town Hall and envisions the public sitting at round tables with a Councilor and Staff member at each table. He said this should help to prevent long periods of time where people are getting up to talk in front of everyone and give opportunities to be in a smaller group where people may feel more comfortable talking.

Councilor Ervin said there is a lot of potential for this to become confusing and asked if we have tested anything.

Richard said we are doing some testing and working with Douglas Fast Net to get high speed bandwidth into the Armory. He added that there will be an online app where people can comment, answer questions, and we can collect polling information.

Councilor Ervin asked if there will be screens so people will be able to see.

Richard said there are three screens and we will try and put it together so that tables will be able to see at least one or two screens in places throughout the building.

Councilor Ervin asked if there will be a time where one person speaks at a time.

Richard replied we will probably have Councilors and Staff collect the comments at the tables. He said there will be a place for open comments on the app and we may have time at the end for people to come up.

Councilor Ervin asked if the comments would be moderated.

Richard replied that the responses to questions will show up on the screen and the open comments will not.

Councilor Roberts asked if there will be handouts ahead of time so everyone will be on the same page.

Richard replied yes.

Councilor Stinnett asked if the internet will be just for the Town Hall or permanent.

Richard replied that eventually it will be permanent and this is just for the April 5th meeting. He said the City is working with Douglas Fast Net to put in fiber to the Armory in exchange for us letting them use City conduit on 10th Street for their project.

Councilor Ervin asked if we will be offering water.

Richard said we could do water and asked if Council would also want food.

Councilor Stinnett said snacks would be good and this could be a useful model for the City to possibly do more of.

Richard reminded Council of the Arbor Day Tree Giveaway and said there are more cards available to handout if they need them.

Mayor Gowing said last weekend when he was at a meeting a resident was in attendance who also comes to Council meetings and she told him that she thinks he and his City Council care more about the Homelessness than they do about the citizens of Cottage Grove. He said he thought about it more over the weekend and wondered, when does a person become less of a citizen, is it because you are unhoused, is it because you don't pay taxes, because renters do not pay taxes? He added, do people become less of a human because they are unhoused? He said that it was very judgmental and he thinks Council does a good job of looking at everybody in the community and trying to do what is best.

Business from the City Attorney

None

Items Removed from the Consent Agenda

None

Mayor Jeff Gowing adjourned the meeting at 9:25 am.

Mindy Roberts, City Recorder

Jeffrey D. Gowing, Mayor