

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
September 22, 2023

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

Those in attendance virtually and in person: Mayor Solesbee, Councilors Dreher, Ervin, Savage and Stinnett.

Staff present virtually and in person: City Manager Richard Meyers, Assistant City Manager Jake Boone, Public Works and Development Director Faye Stewart and City Planner Eric Mongan.

Councilor Merryday arrived at 8:32 am shortly after roll call.

Resolutions and Ordinances

- (a) A Resolution Demonstrating a Commitment to Support a Grant Application for a DLCD Technical Assistance Grant Seeking Funding for an Economic Opportunities Analysis, Buildable Land Inventory, and an Updated Housing Needs Analysis as Preparatory Work for a Comprehensive Plan Update

City Planner Eric Mongan expressed the need for the City to have an Economic Opportunities Analysis (EOA). He explained to Council that the Oregon Department of Land Conservation & Development is accepting applications for a technical assistance grant and if received it would allow the City to complete an EOA, a buildable lands inventory and update the 2018 Housing Need Analysis.

Council asked questions regarding the different analyses, the targeted dollar amount of the grant, what information the findings would provide and how they would impact the City.

- (b) A Resolution Adopting a New City of Cottage Grove Personnel Manual

Assistant City Manager Jake Boone presented Council with a resolution to approve the adoption of a new personnel manual contingent on receiving no objection from the bargaining units.

Council inquired if there was any indication if the employees of the bargaining unit are receptive to the new personnel manual.

- (c) First Vote on an Ordinance Annexing Parcel 1 of Land Partition Plan No. 2019-P2897 (Map/TL: 20-03-32-00-00504) into the City of Cottage Grove (A2-23)

City Planner Eric Mongan indicated that Allison Crow will present this item on Monday night. He said the ordinance is to annex a parcel of land at the end of Ibsen Ave, and the owner Double

H Investment Group has a concurrent application for a zone change which will be heard by the Planning Commission in October.

Council inquired as to why this is an expedited annexation.

City Planner explained the difference between expedited annexations as compared to those that require a public hearing.

#### Business from the City Council

(a) City Manager Recruitment / Interim Manager Discussion and Consideration – GMP Consultants

City Manager Richard Meyers informed Council that Greg Prothman is present virtually to answer any questions.

Greg Prothman shared that on Monday night he will be presenting a recommendation for the interim City Manager.

Discussion was held as to why an interim City Manager is needed, what critical decisions need to be made, where the funds will come from to pay for the position, the possibility of having Faye Stewart or Jake Boone step into the interim position and the current work load of staff.

(b) South Lane Mental Health Update

City Manager Richard Meyers reminded Council that Alison Canino, Executive Director of South Lane Mental Health will be present to provide an update.

(c) Cottage Grove Area Chamber of Commerce and Travel Lane County – Eugene Cascades and Coast Tourism Data Update

City Manager Richard Meyers reminded Council that Andy Vobora, Vice President of Travel Lane County and Georgia Haskell, CEO of Cottage Grove Area Chamber of Commerce will be present to share County and City tourism data.

(d) Designation of Voting Delegate for League of Oregon Cities Annual Membership Meeting

City Manager Richard Meyers informed Council the need to identify a voting delegate for the League of Oregon Cities' Annual Membership meeting being held on Saturday, October 14, 2023.

(e) November and December City Council Meetings

City Manager Richard Meyers asked Council to review their schedules to see if there are any conflicts with the regularly scheduled council meetings in November and December and upcoming conferences and holidays.

(f) Concerns from Council

A request was made for Mayor Solesbee to repeat the speech that was made at the Peace Pole presentation.

Concerns were expressed for a citizen who was a victim of bank fraud.

Desire was expressed to move forward with a stakeholders meeting followed by a community conversation regarding homelessness.

Business from City Manager

(a) Report form the City Manager

City Manager shared that Bob Larson with GMP Consultants will be on the upcoming KNND Beeper Show to promote the Community Forum which will be held on September 28<sup>th</sup> at the Armory.

Mayor Solesbee adjourned the meeting at 9:46 am.

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Mindy Roberts, City Recorder

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Candace Solesbee, Mayor