

**COTTAGE GROVE CITY COUNCIL
MEETING MINUTES
OCTOBER 9, 2023**

CALL TO ORDER

Mayor Solesbee called the meeting to order at 7:00 pm in the Council Chambers at City Hall.

ROLL CALL

City Recorder Mindy Roberts called the roll. The following were

PRESENT IN THE COUNCIL CHAMBERS: Mayor Candace Solesbee, Councilors Alex Dreher, Greg Ervin, Mike Fleck, Dana Merryday, Chalice Savage and Jon Stinnett

PRESENT VIA
GOTOMEETING:

COUNCIL ABSENT:

YOUTH
REPRESENTATIVE:

STAFF PRESENT IN THE COUNCIL CHAMBERS: Interim City Manager David Clyne, Assistant City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Finance Director Roberta Likens, City Planner Eric Mongan and Human Resource Specialist Mandy Biehler.

STAFF PRESENT
VIA GOTOMEETING:

CITY ATTORNEY: Carrie Connelly

MEDIA PRESENT: KNND

ITEMS ADDED TO THE AGENDA

Mayor Solesbee announced three items for Council to consider adding to the agenda.

- Indigenous Peoples Day Proclamation
- Resolution to Authorize the Use of Facsimile Signatures
- Authorization of Signers on City Bank Accounts

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO ADD THE THREE MENTIONED ITEMS TO THE AGENDA.

Mayor Solesbee called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion Carried.

APPEARANCE OF INTERESTED CITIZENS FOR ITEMS NOT ON THE AGENDA

Marcia Stamey, Cottage Grove, Oregon 97424 spoke in support of the homeless camp and said she is thankful for the opportunity to stay there.

Jacob Cook, Cottage Grove, Oregon 97424 requested more shower days and more services.

Mike Borke 310 North Douglas Cottage Grove, Oregon, 97424 shared that he is the individual responsible for starting the recall and he wants the unhoused held accountable for their actions.

RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES

Council shared and discussed topics such as; the change in the agenda, issues and factors that contribute to homelessness, availability of the shower trailer, an accusation that the Police Department is not responding to calls at the homeless camps and concerns of not being able to visit the Hwy 99 homeless shelter site unannounced.

PUBLIC HEARING

Mayor Solesbee read a statement aloud regarding the process for public hearings. No disclosures were announced. The Public Hearing was opened at 7:32 pm.

City Planner Eric Mongan pointed out two changes made in the memorandum and presented background information regarding the nature of the public hearing and a draft ordinance.

No public comments were received and the public hearing was closed at 7:43 pm.

CONSENT AGENDA

- (a) Domestic Violence Abuse Prevention Month Proclamation
- (b) Indigenous Peoples Day Proclamation

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR FLECK TO APPROVE THE CONSENT AGENDA.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

RESOLUTIONS AND ORDINANCES

- (a) A Resolution Delegating Additional Limited Human Resource Authority to the City Manager Pro Tem

Assistant City Manager Jake Boone presented Council with a resolution that would allow routine, lower-level appointments and removals of employees to take place as normal under the authority of the Interim City Manager. Discussion was held about the allowances within the City Charter regarding staffing changes.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO ADOPT RESOLUTION NO. 2116.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X		X	X	X	X	X
NAYS		X					
ABSTAIN							

Resolution No. 2116 was adopted.

(b) Resolution to Authorize the Use of Facsimile Signatures of Candace Solesbee and Roberta Likens with Banner Bank

Finance Director Roberta Likens provided background information regarding the need to authorize the use of facsimile signatures for Mayor, Candace Solesbee and Finance Director, Roberta Likens for checks drawn at Banner Bank.

There was no discussion.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR ERVIN TO ADOPT RESOLUTION NO. 2117.

Mayor Solesbee announced the motion with a second.

Discussion was held to determine if Mayor Solesbee should be voting on the motion since it would be authorizing her facsimile signature to be used and that her signature should be on the resolution prior to a vote being taken.

Mayor Solesbee announced a potential conflict of interest.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Resolution No. 2117 was adopted.

(c) First Vote for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for an Unaddressed Tract of Land also known as Map/Tax Lot: 20-03-32-00-03101 (MCPA 2-23)

City Planner Eric Mongan presented background information regarding the previously held public hearings and requested Council to consider adopting the ordinance.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR ERVIN TO ADOPT ORDINANCE NO. 3177.

Mayor Solesbee announced the motion with a second and called for discussion.

Members of Council expressed support and discussion was held regarding next steps in the process if approved.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Ordinance No. 3177 was adopted.

BUSINESS FROM THE CITY COUNCIL

(a) City Manager Recruitment

Bob Larson with GMP Consultants presented to Council a search schedule, profile brochure and salary range for consideration and approval. He elaborated on the details of the search schedule and offered explanations as to the challenges of the current recruiting environment and specifics regarding direct placement.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO APPROVE THE SEARCH SCHEDULE.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

Discussion was held regarding the recommended City Manager salary range and questions were posed about what the budget can sustain for this position and other positions that still need to be filled. Interim City Manager explained that a salary range survey with comparables is pending for non-represented employees and salary ranges for represented employees are negotiated.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO ACCEPT THE SALARY RANGE AND PROFILE PUBLICATION WITH A MINOR TYPING CORRECTION.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

(b) Authorization of Signers on City Bank Accounts

Finance Director Roberta Likens announced the need to change the signers authorized to submit transactions at Banner Bank and Umpqua Bank due to the retirement of City Manager Richard Meyers. She said the changes would remove Richard Meyers and add Mayor Candace Solesbee. Finance Director Roberta Likens would remain on the accounts.

IT WAS MOVED BY COUNCILOR ERVIN AND SECONDED BY COUNCILOR FLECK TO AUTHORIZE THE REMOVAL OF RETIRED CITY MANAGER, RICHARD MEYERS AS A SIGNER, ADD MAYOR CANDACE SOLESBEE AS A SIGNER AND TO HAVE THE FINANCE DIRECTOR ROBERTA LIKENS REMAIN ON THE FOLLOWING ACCOUNTS AS SIGNER: BANNER BANK PUBLIC FUNDS ANALYSIS CHECKING ** 3835, COURT **5881, UTILITY **6277 AND UMPQUA BANK MONEY MARKET **5553.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion carried.

(c) Naming of South River Road Dog Park

Public Works and Development Director Faye Stewart indicated that dog park, currently referred to as the South River Road Dog Park is near completion and discussion was held to affirm the name or consider adopting a new name for the park.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR SAVAGE TO CONTINUE NAMING THE DOG PARK AS THE SOUTH RIVER ROAD DOG PARK.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion Carried.

(d) Concerns from Council

Update was given from recent committee appointment meetings.

Requests were made to restart discussions about council rules, for proclamations to be read aloud and for information regarding allowing camping on the property of non-profits.

Reminder was given about the League of Oregon Cities (LOC) Conference in Eugene and feedback was requested from those who are attending.

Proclamations from the Consent Agenda were read aloud.

BUSINESS FROM THE CITY MANAGER

(a) Approval of Temporary Part-Time Payroll-Human Resources Assistant

Interim City Manager David Clyne explained the need to have additional Human Resources support and requested that Council approve using budgeted unspent salary savings to do so.

Discussion was held about what positions are open and a request was made for updated budget information.

IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR ERVIN TO USE \$36,784.32 OF BUDGETED UNSPENT SALARY SAVINGS TO PAY FOR A TEMPORARY POSITION THROUGH JUNE 30, 2024 FOR A PART-TIME PAYROLL-HUMAN RESOURCE ASSISTANT.

Mayor Solesbee announced the motion with a second and called the vote.

The vote on the motion was as follows:

VOTE	Councilor Dreher	Councilor Ervin	Councilor Fleck	Councilor Merryday	Councilor Savage	Councilor Stinnett	Mayor Solesbee
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Motion Carried.

(b) Report from City Manager

Interim City Manager David Clyne provided Council with information regarding upcoming library activities and shared that he has been taking time to get to know the community, Council and Staff.

BUSINESS FROM CITY ATTORNEY

(a) Report from City Attorney

City Attorney Carrie Connelly shared that she will be attending Council meetings more often to assist David Clyne and asked that Council refrain from asking legal questions on the spot without giving her ample time to research and respond appropriately.

ADJOURNMENT

There being no further business, Mayor Solesbee adjourned the regular meeting of the City Council at 9:04 pm.

The next regular City Council Meeting will be held October 23, 2023 at 7:00 pm in the Council Chambers at City Hall.

Mindy Roberts, City Recorder

Candace Solesbee, Mayor