

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
October 20, 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, Fleck, Merryday and Savage.

Staff present virtually and in person: Interim City Manager David Clyne, Assistant City Manager Jake Boone, City Recorder Mindy Roberts, Public Works and Development Director Faye Stewart, Finance Director Roberta Likens and City Planner Eric Mongan.

Consent Agenda

Discussion was held about meeting minutes being prepared as Summary Minutes versus Detailed Minutes. Council expressed concern that Summary Minutes would not have enough content for historical or reference purposes and suggested the possibility of retaining the audio/video recordings longer than required. Interim City Manager indicated that Staff would consult with the City Attorney and risk management to discuss potential risks involved with keeping them longer.

Additional conversation took place regarding the efficiency of Council meetings, including length of meetings, public comments, presentations and the reading of written comments.

Resolutions and Ordinances

- (a) A Resolution in Support of an Application for a Rural Opportunity Initiative Grant through Business Oregon to Foster a Robust Rural Entrepreneurial Community

City Planner Eric Mongan presented background information about an opportunity to apply for a grant, which if received, would allow for the creation of a centralized economic development program and organizational structure. He reminded Council that the Historic Downtown Market Analysis presented by Marketek, laid out a roadmap to getting storefronts occupied and improving economic development. He explained that the grant would be written with the intent of funding a consultant from Business Oregon and a full time position within the City.

Discussion was held as to how this differs from what RAIN Catalyst currently does, how many FTE's would be allotted for the position and the tasks that were identified in the Marketek study.

## Business from the City Council

### (a) Housing Development Cost Assistance Program Review

Assistant City Manager Jake Boone presented Council with data regarding the program and offered an opportunity for questions to be asked.

### (b) Concerns of Council

- Shared highlights from the League of Oregon Cities conference.
- Requested an alternate be appointed to the Lane Area Commission on Transportation.
- Expressed interest in having a facilitated community conversation and stakeholders meeting about the unhoused.
- Inquired about having a voter's pamphlet for the recall petitions.
- Suggested creating an ordinance to address blighted properties.
- Announced that a Bingo fundraiser is scheduled for Sunday @ Covered Bridge Brewing for the Friends of the Skate Park.

## Business from City Manager

### (a) Issue Tracker and Agenda Planner Calendar

Interim City Manager David Clyne shared the Agenda Planner and Issue Tracker. He explained they will be used as tools to keep Council, Staff and the community informed as to what is currently being worked on and what is upcoming for future meetings. He also reminded Council of the Special Meeting scheduled for December 15.

### (b) Report from City Manager

Interim City Manager David Clyne addressed having a Sergeant of Arms at Council meetings. He shared that his preference is to have the Police Chief present at the Staff table and suggested that if Council wants a Sergeant of Arms, one be considered from a private source.

Concern was expressed that there should be police presence at every meeting.

Interim City Manager reminded Council of the South Lane Mental Health appreciation dinner.

Mayor Solesbee announced that the City Attorney will be present at the upcoming meeting and there will be an Executive Session.

Mayor Solesbee adjourned the meeting at 9:28 am.

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Mindy Roberts, City Recorder

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Candace Solesbee, Mayor