

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
February 9, 2024

Council President Greg Ervin called the meeting to order at 8:32 am.

Council in attendance virtually and in person: Councilors Dreher, Ervin, Fleck, Merryday, Savage and Stinnett.

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

Council President Greg Ervin briefed Council on the opening proceedings for the upcoming February 12, 2024 meeting.

COTTAGE GROVE JOINT MEETING OF THE CITY COUNCIL  
AND LOCAL CONTRACT REVIEW BOARD

Finance Director Roberta Likens explained that Council would be serving jointly as the City Council and the Local Contract Review Board. She shared that changes made are based on the Attorney General's Model Contracting Rules and the resolution is asking for the findings to be adopted. She added that the changes are an effort to make it the least expensive to the City, remain competitive and follow the rules established by State Law.

Council discussed the changes and asked questions including:

- Is the change to opt out of the Model Rules and adopt some of the rules that are currently instituted?
- Will the Federal rules supersede the City's rules if the City's rules are not as strict?
- Is the primary focus on Exhibit A?

Finance Director responded the change is a combination of the Attorney General's Model Rules and the City opting out of using the exact language. She added that some of the limits are less for things such as advertising so that we can accomplish the tasks at the best price. She said the City is following what the State is prescribing under ORS Statutes and clarified that Council should focus on Exhibit A.

## Resolutions and Ordinances

### (a) Resolution Approving Participation in the Lane County EPA Grant Submission for the Cottage Grove Community Center Emergency Shelter

Public Works and Development Director Faye Stewart shared with Council an opportunity to participate with Lane County in an EPA grant submission. He explained that the County is applying to create four to six resiliency hubs and shared that the request would be for improvements to the Community Center including; a 100KW backup generator, upgrading and installing a new HVAC system, shelter supplies to serve 100 individuals and a seismic analysis of the building. He shared the cost of the request would be around \$800,000 and provided details about the submission deadlines.

Council discussion included, support of the Community Center location, clarification of the requested dollar amount and what it would cover, the length of time the supplies would support, solar power as an option, kitchen facilities available, storage room for supplies, inclusion of Beds for Freezing nights in future operations and alternative power sources for generators.

## Business from the City Council

### (a) Commission and Committee Appointments

City Planner Eric Mongan updated Council on applications received, interviews that will take place and pending appointments to the Planning Commission, Historic Preservation Commission and the Urban Forestry Committee. He clarified that applications were not included in the Agenda packet due to some last minute changes and withdraws and he will have more information for the interview Sub Committees by the end of the day.

Council discussed the timeframe for subcommittee interviews and expressed support for appointing incumbents.

### (b) Winter Storm Update

Public Works and Development Director Faye Stewart indicated that he is gathering additional information regarding costs, levels of completion and he will present the information at the Council meeting on Monday night.

Council inquired if there will be an opportunity to give input on future crises response.

Public Works and Development Director encouraged Council to provide input as they receive it.

(c) Concerns from Council

Council pointed out that the 2024 Council Subcommittee Appointments should be on the Agenda for approval.

City Recorder reminded Council the appointments were accepted by motion at the January 8, 2024 City Council meeting.

Council Committee and Board reports included:

Councilor Fleck reported on the Lane Regional Air Protection Agency (LRAPA) meeting. He shared discussions that took place regarding a request to start burn season early, allowing burning of wet, green wood and Particulate Matter (PM) regulations.

Councilor Savage reported a constituents concern over a pecan tree, asked how community members should address trash left in areas where there is car camping and commended the City's response to the past ice storm.

Public Works and Development Director responded that crews have completed the majority of tree work in the Northwest neighborhood where the tree is located and added that Staff is working hard to save all trees possible.

Public Works and Development Director Faye Stewart thanked Councilor Savage for her comments regarding storm response, recognized the commitment from dedicated City Staff and suggested that Council consider recognizing key individuals in the community who made significant contributions.

Assistant City Manager Jake Boone responded that community members should call the non-emergency number for trash that is left behind and added that it is best to do it while the car is still there.

Councilor Stinnett reported that he would be meeting with representatives of Pak Tech to discuss some unnamed business concerns.

Public Works and Development Director reported that a meeting is scheduled on Tuesday of next week with Pak Tech, the Mayor, City Manager and himself.

Business from City Manager

(a) Report from City Manager

City Manager Mike Sauerwein commended Staff, Council and the community for an outstanding response to the ice storm.

City Manager reported that the Audio/Video set up in the Council Chamber is being evaluated and suggestions for improvements will be brought back to Council; the Work Session date may

need to be rescheduled to maximize attendance and he would like Council discussion regarding interest in a potential team building and goal setting retreat.

Public Works and Development Director Faye Stewart reported on parking issues at the East Regional Park and the boat ramp near the Water Treatment Plant. He shared that Lane County is enforcing “No Parking” at the County Weigh Station where community members routinely park when accessing the ponds. He added that the main parking area would re-open once the wood debris pile is removed and that two “No Parking” signs have been removed near the boat ramp to allow access.

Council pointed out that people are removing wood near the property that Slabtown BMX has leased, in-between the boat ramp and the debris pile.

Public Works and Development Director Faye Stewart responded that the location mentioned is a designated drop off site for large rounds of firewood and people are welcome to take the wood at no charge. He said the intent is to detour people from entering and gathering wood from City parks and potentially causing damage.

Council President Ervin adjourned the meeting at 9:26 am.

---

Mindy Roberts, City Recorder

---

Candace Solesbee, Mayor