

CITY OF COTTAGE GROVE  
CITY COUNCIL  
AGENDA SESSION MINUTES  
April 19, 2024

Council President Ervin called the meeting to order at 8:30 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 and Development Director Faye Stewart, Police Chief Cory Chase, Finance Director Roberta Likens and City Planner Eric Mongan.

Council President Greg Ervin shared that the upcoming meeting will begin with the swearing in of a Police Officer, a Water Safety Month Proclamation, a report from the Warren H. Daugherty Aquatic Center and a legislative update by Representative Charlie Conrad.

City Manager Mike Sauerwein pointed out that Warren H. Daugherty Aquatic Center is requesting an increase in support for fiscal year 2024-25 from \$75,000 to \$90,000.

Consent Agenda

Council President Greg Ervin called attention to the resolution on the Consent Agenda.

Public Works and Development Director Faye Stewart shared that the resolution is on the Consent Agenda because it was discovered that during the last Comprehensive Fee Schedule change an up-to-date version was not used and this will correct that oversight.

Councilor Fleck questioned the process of amending a resolution via the Consent Agenda.

City Recorder Mindy Roberts reminded Council that they could remove the item from the Consent Agenda in order to discuss it.

Councilor Fleck requested that Staff consult the City Attorney to make sure it is an appropriate way to modify a resolution.

City Planner Eric Mongan clarified that it is not modifying the previous resolution, it is a new resolution.

City Manager Mike Sauerwein responded that Staff will consult the City Attorney.

## Resolutions and Ordinances

### (a) Resolution Adopting the 2023 Cottage Grove Natural Hazards Mitigation Plan

City Planner Eric Mongan shared that the Natural Hazards Mitigation Plan is now complete. He said the plan has been reviewed by FEMA and the Oregon Office of Emergency Management and once adopted by Council it would receive final approval. He added that having an approved plan in place will position the City to apply for grants and seek reimbursement funding after natural disasters.

Council asked if there were any changes to the plan since the last committee meeting and how the plan would impact the floodplain maps.

City Planner responded that changes were made to fine tune the document, remove repetitive statements and added that the mitigating factors in the plan with respects to the floodplain are typically in reference to land acquisitions and regulatory issues.

## Business from the City Council

### (a) Award of South R Street Right of Way Improvements Contract

Public Works and Development Director Faye Stewart shared with Council that nine bids were received for the project by the 2:00 pm deadline on April 11, 2024. He said Pacific Excavation was the low bid at \$618,333.25, the bid met the criteria and was complete and the City Engineer recommended to award the contract to Pacific Excavation.

Council asked if bids must be delivered in person.

Public Works and Development Director responded that the Invitation to Bid (ITB) requires sealed bids, so bids must be delivered in person by the posted deadline.

Council asked how the project is being paid for.

Public Works and Development Director responded that the project is being paid for by SDC fees.

### (b) Concerns from Council

Concerns from Council were taken after Business from City Manager.

Councilor Merryday expressed concern that the homelessness Work Session is only scheduled for a half day and thanked the Public Works Staff for responding to a constituent's concern about the conditions at Lu Lu's Dog Park.

Councilor Savage expressed appreciation to Staff for addressing a constituent's request to have a basketball hoop installed at a City Park, announced the LOC Spring Conference and that she will be attending the NLC board meeting this June in Rancho Cordova, CA.

City Manager Mike Sauerwein responded that the Work Session was scheduled for only half day because it will be a busy week with a Council meeting on May 13<sup>th</sup>, Budget Committee Meetings on May 14<sup>th</sup> and 16<sup>th</sup> and the homelessness Work Session on May 18<sup>th</sup>. He said the length of the Work Session could be extended if Council wants to commit to a longer period of time.

Councilor Savage reminded Council that May 16<sup>th</sup> from 5:30 to 7:00 pm is the conclusion of the Chamber of Commerce Business Challenge.

Councilor Ervin shared that he met with City Manager Sauerwein and Finance Director Roberta Likens to discuss the budget and learned more about the budget adoption process and expressed concern with the scheduling and availability of using the Community Center.

#### Business from City Manager

(a) Report from City Manager

City Manager Mike Sauerwein report included:

- Reminded Council of the Work Session on Monday night at 6:00 pm to discuss the feasibility of an Urban Renewal District.
- Announced that the Eugene Symphony performance will be Monday, July 22<sup>nd</sup>. He added that the symphony is scheduled for the same night as a City Council meeting and as it gets closer, Council will need to consider cancelling or rescheduling the meeting.
- Announced that the Emergency Declaration has been signed by the President and the City anticipates reimbursement up to 75% of incurred expenses.
- Reminded Council of the May 18<sup>th</sup> Work Session to discuss issues surrounding homelessness, and provided a brief outline of the meeting.

Council and Staff discussion and questions included:

- Update regarding the "all in" funding from the State of Oregon for assistance with issues surrounding homelessness.
- How money received from any "all-in" funding would be handled in the budget.
- Explained that expenses incurred from the Ice Storm are being finalized, and clarified that the minimum reimbursement is 75%.

Public Works and Development Director Faye Stewart announced:

- The number of wood chip requests has exceeded the amount of chips available and no more requests will be able to be filled.
- The City received the 2023 Excellence in Contracting Award for the River Road scrub and chip seal project.
- Shared opportunities for additional chip and scrub seal projects to repair City streets.
- Shared the changes made to tee-off location for the Men's Club on Mondays and Thursdays at Middlefield in order to accommodate opportunities for public use.

Council asked if a chip seal project would take place on Whiteaker Ave.

Public Works and Development Director Faye Stewart discussed which streets could potentially be included and said he will work with City Manager Sauerwein and Finance Director Likens to put together a plan. He added that City Staff will be working to improve the ride ability of Whiteaker from Gateway to Thornton over the next two weeks, in anticipation that it would be eligible for a chip and scrub seal this summer.

Concerns from Council were taken after Business from City Manager.

Council President Greg Ervin adjourned the meeting at 9:08 am.

---

Mindy Roberts, City Recorder

---

Candace Solesbee, Mayor