

CITY OF COTTAGE GROVE
CITY COUNCIL
Agenda Session Minutes
March 11, 2011

City Council Members Present: City Councilors Jake Boone, Heather Murphy (8:20), Mike Fleck, Jeff Gowing, Victoria Doyle and Garland Burback. Absent: Mayor Williams.

City Staff Present: City Manager Richard Meyers, Finance Director Bert McClintock, Community Services Director Pete Barrell (8:22), Police Chief Mike Grover, Community Development Director Howard Schesser, Public Works Director Jan Wellman and City Attorney Sean Kelly.

The meeting was called to order by City Manager Richard Meyers at 8:19 am in the City Council Chambers at City Hall.

Richard mentioned to Council that there would be an executive session at Monday night's meeting and he explained the rules and procedures to the new Councilors.

Resolution Supporting a Local Government Grant for Trailhead Park

Howard said the City had an opportunity to apply for a State of Oregon Parks and Recreation Department Grant for Trailhead Park which was a 50/50 match and the City could use the cost of purchasing the park and the infrastructure as the City's match as long as it was within the last six years. The resolution was a support of the application.

No questions.

Vision Keeper Appointments

Richard said the sub-committee was meeting after the agenda session to interview four applicants for two at-large positions and they would notify Council at the meeting Monday night of their choices. He said there would also be at least one appointment for one of the lead partner vacancies which the Council didn't interview but appointed.

City Council Budget Committee Interview Subcommittee Appointments

Richard said Council needed to appoint a sub-committee of three Councilors to interview applicants for the Budget Committee. Councilors Fleck and Doyle expressed interest in being on the committee. Heather will contact the Mayor to see if he had any choices for the sub-committee. The City has received five applications for the three positions. Bert said she would provide interview questions for the sub-committee.

Urban Forest Committee Interview Subcommittee Appointments

Richard said the City had received four applications for seven positions. All the applicants were currently on the committee and their terms had expired. Councilor Fleck suggested since they were all currently on the committee, that Council just appoint them at the Council meeting and not do interviews.

Looking Glass Presentation

Richard said Looking Glass would do a presentation Monday night regarding their Host Homes Program and the services they provide. He said in order for them to continue to receive funding for this program they needed to get two applications by March 31, 2011.

City Manager Update

Richard reported on the Green Power program and said EPA had raised the standards effective July 1, 2011 and were basically doubling the number of residences in Cottage Grove that were required for the program. He said Pacific Power was interested in continuing the program and were looking for the Council's approval in order to do so. He said they would be responsible for the campaign and all the costs involved, the City may only be asked to help promote the program by placing flyers at City Hall and putting information in the Friday Update. Richard explained how the program worked and said Council could find information about the program on the City's website.

Richard talked about the earthquake in Japan yesterday that had caused a tsunami that was expected to hit the West coast this morning and said now was probably a good time for the discussion of the role of the Council in an emergency situation. He asked Howard, as Emergency Manager, to explain to Council their role should an emergency situation arise in Cottage Grove.

Howard said that either the City Manager, Chief of Police or himself, had the authority to declare an emergency and then Council had to follow up with a Resolution that formally declared the emergency. He said in an emergency situation, the City received up to seventy-five percent of the cost incurred in responding to an emergency over and above the normal costs the City had, from FEMA, however the process declaring the emergency needed to be followed and the President had to declare an emergency for the area. He said in an emergency situation, the Council would be contacted to come to City Hall to hold a meeting to declare an emergency.

He said there would be a table top exercise in April and an actual rolling equipment exercise in May under a grant the hospital received to pay for the cost of setting up and running the exercises. He said the City, along with the Fire Department, would be participating in a flood situation. He provided some information regarding the exercises and said Council could be asked to participate in the full exercise in May.

He talked about the FEMA incident command courses that Council should take and said he would provide Council with information regarding the courses.

Councilor Fleck asked about the CERT (Citizen Emergency Response Team) and if it was still in existence.

Howard said no, that it hadn't been in existence for awhile and the City didn't have the staff to keep the membership trained and active, that some members had moved and some weren't physically able to participate.

Discussion was held on emergency situations and how Cottage Grove could be affected as far as structure and infrastructure damage. How to deal with the media in an emergency situation was also discussed.

Howard said they would be making some changes to the City's Emergency Manual and that it was on the City's website.

Richard told Council about a program through the City's insurance company with a firm called Agility that would assist the City in an emergency in providing whatever equipment was damaged that the City needed in order to continue operations. He said the most likely emergency situation that would happen in Cottage Grove was a toxic spill or accident on the freeway. He said the others were flooding, earthquakes and landslides. He said the City just recently through a grant, purchased new radios that would be used in an emergency situation as cell phones would probably not be viable.

The meeting was adjourned at 8:52 am.

Trudy Borrevik, City Recorder

Gary Williams, Mayor