

COTTAGE GROVE CITY COUNCIL  
REGULAR MEETING MINUTES  
October 10, 2016

**CALL TO ORDER**

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

ROLL CALL

City Recorder Trudy Borrevik called the roll. The following were

PRESENT: Mayor Thomas Munroe, City Councilors Kenneth Michael Roberts, Jake Boone, Jeff Gowing, Garland Burback, Amy Slay and Mike Fleck

STAFF PRESENT: City Manager Richard Meyers, Public Works Director Jan Wellman, Community Development Director Howard Schesser and Police Chief Scott Shepherd

CITY ATTORNEY:

OTHERS PRESENT: Jon Stinnett, The Sentinel

**ITEMS TO BE ADDED TO THE AGENDA**

None.

**SPECIAL PRESENTATION**

Police Chief Scott Shepherd presented Officer Jason Cross with the Medal of Distinction for his actions during an incident that occurred on August 21, 2016. He thanked Officer Cross for representing the Police Department and the City in a positive way.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Sherry Adams, 1239 Adams Avenue, Cottage Grove, spoke regarding the swinging bridge. She thanked Public Works Director Jan Wellman for his report of the bridge status at the last council meeting. She was overwhelmed with the number of comments and stories on Facebook in support of the bridge. She said she had brainstormed with other citizens about how to come up with money to repair the bridge and they had formed "Friends of the Currin Swinging Footbridge." The group was proposing that the City contribute \$20,000 for the repairs, a Heritage Grant be applied for in the amount of \$20,000, and the group would fundraise for the remaining \$10,000. She said the group wanted the bridge to be historically accurate as possible and were hoping that the City Planner, Amanda Ferguson and Main Street Coordinator, Shauna Neigh, would work with

the group. She said they would like to see local material used in the repairs and suggested having an archeological site survey done to determine how old the bridge was. She said the group would also like to get the bridge on the register of historical places. She said Architect Marston Morgan said he would be happy to work on the bridge and the group would like to put together a design committee.

**PUBLIC HEARINGS**

- (a) Public Hearing on Five Year Extension of Economic Improvement District (EID) and Business Improvement District (BID)

Community Development Director Howard Schesser said the hearing was the first of two, the second one would be held November 14, 2016. He said the boundaries and assessment amounts were the same and the only thing that had changed from previous extensions was a five year term was being requested instead of a three year term. He said at the present time they had no remonstrance on the BID and about thirteen percent (13%) on the EID. He said if it went over thirty-three percent (33%) then the district couldn't be created or extended.

Mayor Munroe opened the public hearing.

No one appeared to speak.

Mayor Munroe closed the public hearing.

**CONSENT AGENDA**

- (a) Approve Minutes of September 26, 2016 Regular City Council Meeting

**IT WAS MOVED BY COUNCILOR GOWING AND SECONDED BY COUNCILOR BOONE TO APPROVE THE CONSENT AGENDA.**

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

**RESOLUTIONS AND ORDINANCES**

(a) First Reading of an Ordinance Extending the Economic Improvement and Business Improvement Districts

Community Development Director Howard Schesser said the Council held the public hearing and the remonstrance wasn't over thirty-three percent (33%) for either district. He said it was appropriate for the Council to give a first vote on the ordinance. He said staff would be sending out the actual assessment notices to both districts later in the week.

**IT WAS MOVED BY COUNCILOR FLECK AND SECONDED BY COUNCILOR BURBACK THAT COUNCIL ADOPT ORDINANCE NO. 3067.**

Councilor Fleck said the EID/BID had been a boom for the City and the businesses had done great improvements and helped facilitate grants for other groups.

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

**BUSINESS FROM THE CITY COUNCIL**

(a) Designation of Voting Delegate for National League of Cities Annual Business Meeting

City Manager Richard Meyers said the conference was November 16<sup>th</sup> through the 19<sup>th</sup> in Pittsburgh, Pennsylvania and that the Mayor and Council President were attending. He said the City had one vote for the business meeting and council needed to select a voting delegate and alternate.

**IT WAS MOVED BY COUNCILOR BOONE AND SECONDED BY COUNCILOR BURBACK THAT MAYOR MUNROE BE DESIGNATED AS THE VOTING DELEGATE AND COUNCIL PRESIDENT GOWING AS THE ALTERNATE FOR THE CITY OF COTTAGE GROVE AT THE NATIONAL LEAGUE OF CITIES CONFERENCE.**

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X

NAYS							
ABSTAIN							

(b) Appointment of Council Subcommittee to Interview Applicants for Historic Landmark Commission

Community Development Director Howard Schesser said there were two positions that would expire at the end of the year and a Council subcommittee of three members needed to be appointed to interview the applicants.

Mayor Munroe appointed Councilor Slay as the Chair, and Councilors Fleck and Burback to the subcommittee.

(c) Appointment of Council Subcommittee to Interview Applicants for Planning Commission

Community Development Director Howard Schesser said there were two positions that would expire at the end of the year and a Council subcommittee of three members needed to be appointed to interview the applicants.

Mayor Munroe appointed Councilor Roberts as the Chair, and Councilors Boone and Gowing to the subcommittee.

(d) November and December City Council Meetings

City Manager Richard Meyers said the second meeting in November was the Monday after the Thanksgiving holiday and the second meeting in December was on the 26<sup>th</sup> which was a holiday due to Christmas falling on a Sunday. He said Council needed to decide if they wanted to cancel and/or reschedule the meetings.

**IT WAS MOVED BY COUNCILOR GOWING AND SECONDED BY COUNCILOR BOONE THAT COUNCIL HOLD THE NOVEMBER 28, 2016 COUNCIL MEETING AND CANCEL THE DECEMBER 26, 2016 COUNCIL MEETING.**

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

(e) Naming Coiner Park Pavilion

City Manager Richard Meyers said the Rotary Club had paid for and helped with the installation of playground equipment and the pavilion at Coiner Park, and just recently finished the last phase. He said it was a great addition to the park and was used by a lot of citizens. The Rotary Club was asked if it was okay to recognize them for their work in the park by naming the pavilion after the Rotary Club, which their board approved.

**IT WAS MOVED BY COUNCILOR BOONE AND SECONDED BY COUNCILOR FLECK THAT THE SHELTER LOCATED IN COINER PARK AS THE ROTARY PAVILION TO RECOGNIZE THE ROTARY CLUB OF COTTAGE GROVE FOR THE IMPROVEMENTS THEY HAVE MADE IN COINER PARK.**

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

(f) Concerns from Council

Councilor Boone said kudos to and thanked Sherry Adams for her efforts to organize citizens and do something good for the City regarding the swinging bridge.

Councilor Fleck said he attended the League of Oregon Cities Conference and highlighted some of the sessions that he attended. He also encouraged the candidates running for office to attend the City Council meetings.

Councilor Gowing commented about campaign ads and commercials and said that issues facing Cottage Grove weren't just local, they were all over the State.

Councilor Roberts said he also attended the League of Oregon Cities Conference and thanked the City and taxpayers for allowing him to attend.

Councilor Boone said he was attending the University of Oregon and was studying 3PM, Planning, Public Policy and Management.

Councilor Slay commended Councilor Boone for going back to college. She said she also attended the League of Oregon Cities Conference and got a lot out of the tours and the collaboration and interaction with councilors from other cities.

**BUSINESS FROM CITY MANAGER**

(a) City Manager Annual Performance Evaluation Form and Evaluation Date

City Manager Richard Meyers said October 1<sup>st</sup> he had been with the City nineteen years and it was time for his annual evaluation per his contract. He said the Council needed to approve the evaluation form and set a date for his evaluation in executive session.

**IT WAS MOVED BY COUNCILOR BURBACK AND SECONDED BY COUNCILOR FLECK THAT COUNCIL APPROVE THE EVALUATION FORM AS PRESENTED FOR THE CITY MANAGER.**

The vote on the motion was as follows:

VOTE	Councilor Roberts	Councilor Boone	Councilor Gowing	Councilor Burback	Councilor Slay	Councilor Fleck	Mayor Munroe
AYES	X	X	X	X	X	X	X
NAYS							
ABSTAIN							

Discussion was held on what date to have the evaluation and consensus was to have an executive session on Monday, November 28, 2016 at 5:30 pm.

(b) Report from City Manager

City Manager Richard Meyers said Council should have received an invitation to attend the Mayor’s Ball on October 22, 2016 at the Armory. He encouraged the Council to attend to represent the City and show their support for the Armory and said the City would be taking care of their dinners.

Richard said the Youth Advisory Council met for the first time last week and were still looking for members. He talked about some ideas the YAC had for the upcoming year.

Richard reminded Council to bring their Code books to the City Recorder to update or to turn them in if they no longer wanted the paper copy. He said they should have also received updates for the Development Code and if they wanted the City Recorder to update that book as well to bring to City Hall.

Richard said Halloween was on a Monday this year and Main Street would be closed from 3:00 to 5:00 for trick or treating and activities downtown. He said there were currently 22 businesses signed up to have booths on Main Street. He said the annual City employee pumpkin carving/decorating contest would also be held and asked Council to come in on Monday at noon to judge the pumpkins.

Richard talked about the Christmas dinner for Council and Department Heads. After discussion it was decided to have the dinner on Thursday, December 8<sup>th</sup> at 6:00 pm. He said flyers would be provided to Council and staff.

Richard talked about a special event permit the City had received from Bicycle Rides Northwest for the Oregon Bicycle Ride to stay overnight at Bohemia Park on July 26, 2016. He said there would be about 250 to 300 bike riders.

Richard said Relay for Life was moving their event to June 16<sup>th</sup> and 17<sup>th</sup> in Bohemia Park.

Richard talked about Lane County's Measure 20-261 for a 3% tax on recreational marijuana. He said the tax was only for the unincorporated areas of Lane County and that everyone in Lane County voted on the tax. He said it wouldn't affect the City's Measure 20-245 for a 3% tax on recreational marijuana. He said, if passed, the City's measure would only be for recreational marijuana sold inside the City limits and the County's measure, if passed, would be for the unincorporated areas in Lane County.

#### **BUSINESS FROM CITY ATTORNEY**

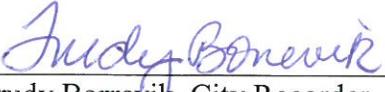
(a) Report from the City Attorney

None.

#### **ADJOURNMENT**

There being no further business, Mayor Munroe adjourned the regular meeting of the City Council at 7:48 p.m.

The next regular City Council Meeting will be held October 24, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

  
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Trudy Borrevik, City Recorder

  
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~~Thomas C. Munroe, Mayor~~  
Garland Burback  
Pro-tem Presiding Officer