

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
June 21, 2024

Mayor Solesbee called the meeting to order at 8:30 am.

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

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

Public Hearing

(a) Public Hearing for Proposed Supplemental Budget

Finance Director Roberta Likens said the public hearing was advertised, the hearing would be held and necessary changes could be made.

(b) Public Hearing on Proposed Uses of State Shared Revenues

Finance Director Roberta Likens said the City was required to hold public hearings regarding the use of State Shared Revenues each year. She added that the first hearing was held before the Budget Committee and the second would be held at the Council meeting.

(c) 2024-25 Budget Hearing

Finance Director Roberta Likens said the public hearing was to allow comment from the public on the proposed 2024-25 and that the hearing was required by ORS prior to any actions being taken.

Resolutions and Ordinances

(a) Resolution Adopting a Supplemental Budget for Fiscal Year 2023-24 and Making Appropriations

Finance Director Roberta Likens said the specific reasons for the Supplemental Budget were outlined in the resolution. She said if adopted, the Supplemental Budget would increase the General Fund appropriations by \$288,500.00, Street Fund by \$1,140,000.00 Water Fund by \$9,775.00, Wastewater by \$578,330.00 and the Industrial Park Operation fund would reduce the contingency line item and create the transfer to the Water Reserve fund in the same amount.

She said the City was anticipating the sale of the Industrial Park property, but in case the sale did not happen before June 28, this would cover the need to pay back the Industrial Park loan within the year.

Councilor Merryday asked if the Street Fund appropriation was due to storm clean up.

Finance Director responded yes and appropriations also occur in the Water Production department, Wastewater Treatment department and Middlefield Golf Course.

Councilor Fleck requested that the placeholder memorandum online be updated before Monday.

- (b) Resolution Declaring the City of Cottage Grove's Election to Receive State Revenues
- (c) Resolution Certifying the City of Cottage Grove's Eligibility to Receive State Shared Revenues

Finance Director said there are two resolutions, one to certify the desire to receive State Shared Revenues and the other indicating that services are provided which make us eligible to receive them.

- (d) Resolution Transferring Appropriations within Various Funds

Finance Director said this was the memorandum that Councilor fleck was referencing to earlier. She explained that the resolution would allow the City to adjust the contingencies and increase appropriations in areas that need supplement funds.

- (e) Resolution Authorizing an Interfund Loan to the Industrial Park Fund from the Storm Drain Reserve Fund

Finance Director explained that this resolution was needed in the likelihood that the City does not receive funding before June 28th. She said it would allow transfers to happen in order for debt payments to be made.

- (f) Resolution Authorizing an Interfund Loan to the General Fund, Street Fund, Water Fund, and Wastewater Fund from the Storm Drain Reserve Fund

Finance Director explained that the supplemental budget appropriates funds and this resolution would give the ability to actually make the loan from the Storm Drain Reserve to the other funds.

- (g) Resolution Adopting the 2024-25 Budget, Making Appropriations, and Imposing and Categorizing Ad Valorem Taxes

Finance Director provided Council an updated resolution. She said, due to the sale of the house and property at Middlefield Golf Course, changes were made to appropriate money, make the debt payments and pay off the property.

(h) Resolution Amending the Comprehensive Fee Schedule

Public Works and Development Director Faye Stewart explained that if approved, the resolution would increase water fees by 6%, wastewater fees by 3% and add a Notary fee of \$10.00 per notarial act. He added that the utility rate increase follows the Council adopted FCS Study Group recommendations and the notary fee would help compensate for Staff time involved.

Business from the City Council

(a) Approval of Change Order for the South R Street Extension Project

Public Works and Development Director Faye Stewart explained the need for a change order due to a considerable amount of additional water, additional clay that needed to be removed, and additional rock to stabilize the road structure.

Mayor Solesbee asked if she should recuse herself since the change order is for Pacific Excavation.

Public Works and Development Director responded yes, he recommends that she recuse herself.

Councilor Merryday asked if the additional water was due to wetlands in the area and if the change orders would help mitigate the water to not undermine the road base.

Public Works and Development Director responded yes, the steps are being taken to stabilize the road. He added that City Staff would also be committed to make sure the drainage along Sweet Lane was maintained yearly and work with ODOT to make certain the HWY 99 ditches remain clear.

Councilor Merryday asked if the planter type boxes in the area were a wetland, swale feature.

Public Works and Development Director described two stormwater retention facilities and the swell areas between the sidewalk and road that would capture the stormwater and direct it towards the basins.

(b) Ground Lease Agreement with Ziplly Fiber for Telcom Shelter

City Planner Eric Mongan explained the proposed lease agreement with Ziplly Fiber to lease approximately 1500 square feet of City right-of-way for a telcom structure. He added that the monthly lease rate would be \$900 per month with a 3% annual increase.

(c) Concerns from Council

Councilor Fleck asked if the contractor who did the project on 12th Street and Main would be coming back to fix the area and make it flush with the street.

Public Works and Development Director explained it was a temporary fix and when the contractor is done with the project, the City will ensure the repairs are made.

Business from City Manager

City Manager Mike Sauerwein asked Assistant City Planner Leni Crow to share information about the recent meeting held regarding management and operation of the City Hall emergency shelter during the January ice storm.

Assistant City Planner Leni Crow said there were 13 individuals in attendance at the meeting. Leni shared the general topics of discussion and the feedback of what went well and areas of needed improvement. Leni said everyone agreed that the community is very resilient and discussion was held on how to better communicate with the residents.

City Manager invited everyone to attend a going away party for Jake Boone at 9:30 am.

Mayor Solesbee adjourned the meeting at 8:52 am.

Mindy Roberts, City Recorder

Candace Solesbee, Mayor