

**City of Cove
Council Meeting Minutes
August 3, 2021**

Mayor Sherry Haeger opened the regular session of the Cove Common Council at 7:00 p.m. with Council President Matt McCowan, Councilor Jason Stone and Councilor Alan Cadinha. Also present were Public Works Director Dave Johnson, City of Cove Advisor Donna Lewis. Public presence: Erin Lair.

Virtual attendance by public, Cove City Councilors and staff were on "Go to Meeting": Councilor Lana Shira, Sherry Riley City Recorder, Cove Public Works Dept. Eric Stone. Public: Alexis Cannon, Michael Otterstein, Mike Riley. Council members not present: Councilor Shawn Parker and Councilor Jordan Hackwith.

Mayor Sherry Haeger called the meeting to order and led in the **Pledge of Allegiance**.

Mayor Sherry Haeger asked of people online when speaking to state name, location and why you were here.

Additions to the Agenda

- Mayor Sherry Haeger mentioned the Cove Rural Fire Protection District would not be present tonight.

Public comment

- Mayor Sherry Haeger asked for public comment in the room and online. None was given.

Announcements & Presenters

- Soap Box Derby Erin Lair sought Council approval for the event to be held September 18th and 19th to close Haefer Lane. This date would give opportunity for more kids to participate. Loaner cars will be provided so more kids can join. Erin spoke with Earl Pettit to be sure no other event had been scheduled for that weekend.
City of Cove Advisor Donna Lewis had given to Erin a packet with the required documents: City County Insurance – Special Events Release Form, Certificate of Liability Insurance Coverage, Liability Waiver – Hold Harmless Agreement with participants – Copy to City after the event.
Erin mentioned she would have limited liability insurance, disclaimers for parents to fill out for participants,
Council Vote: Council President Matt motioned to approve the Soap Box Derby event with all the pertinent insurance liabilities requirements and the road closure for September 18th and 19th. Councilor Jason Stone 2nd the motion. Unanimous vote.
City of Cove Advisor Donna Lewis asked Erin if she needed a letter for the event from the City of Cove.
Erin said, Yes, she would pick up the letter when she brings in the documents needed for the event.

Consent Agenda

- Approval of prior Council Minutes
- Approval of bills to be paid
Councilor Matt McCowan asked for clarification on the 2007 Cove Rural Fire Protection District Ordinance.

City Recorder Sherry Riley stated, Deb Hansen with the Cove Rural Fire Protection District had called asking to remove it from the City of Cove website as it had been rescinded.

Mayor Sherry Haeger asked City Recorder Sherry Riley to contact Deb Hansen and have Deb give her a call.

Council President Matt McCowan inquired how the piles of brush on Jim Bars property were addressed.

Public Works Director Dave Johnson responded that he, Deb Hansen, and Darren Hansen determined the fire hazard was currently low since they had mowed the weeds down around the pile.

Councilor Jason Stone suggested someone can go and talk to Jim Bars and ask his intentions.

Mayor Sherry Haeger volunteered to go and speak with Jim Bars.

Council Vote: Councilor Jason Stone motioned to approve the Council Minutes and the Bills to be Paid. Councilor Alan Cadinha 2nd the motion. Unanimous vote.

Recorders Report, City Recorder Sherry Riley

- Cares Money - reported received funds for vehicle purchased.
- City of Cove Booth at the Cherry Fair.
- Copies of the City of Cove 1998 Transportation System Plan and the City of Cove Comprehensive Land Use Plan 1983 were delivered to the Union County Clerk's Office and the Union County Planning Department Office as requested by the Council at the July 6th Council Meeting.
- Received check from Union County Commissioners for the Cove Clean Up Day.
- Awaiting Windwave Franchise Agreement response from Windwave Communication representatives regarding legal review changes.
- Cove Rural Fire Protection District Deb Hansen called stating they had the 2007 Cove Fire Ordinance rescinded and to please remove it from the City of Cove website. Removed upon request.
- Attended League of Oregon Cities (LOC) Small Cities Quarterly Meeting in Hepner, Oregon. LOC lobbyists presented a recap of the 2021 legislative session.
- Attending online League of Oregon Cities "City Planning of Oregon" on August 3, 4 and 5.
- Hiring of a Part-Time Billing Clerk – updated Job Announcement, Job Description and Employment Application presented to Council. Part-Time Billing Clerk search, Council to elect a 3-person committee. Previously the committee has been 3-Council members, the City Recorder and the Public Works Director to review the applications and conduct the interviews. The ad is placed with the Oregon Employment Department and put on the City of Cove website.
- Clarification with the Council on the City of Cove staff posting for the City of Cove. Sherry Riley City Recorder stated, The Mayor had said to Donna and I that she wanted to approve everything before it is posted for the City of Cove for legal reasons. I am asking if the Council would like the staff to continue to post these items or would they like to direct the staff to follow another process. I had asked the League of Oregon Cities staff for advice, and they suggested I ask the Council on how to proceed.

The Council agreed the Mayor sets the monthly Council Meeting Agenda and the City of Cove staff posts the other documentation.

Public Works Director Report, Dave Johnson

- Finishing up with FEMA on flood damage reimbursement from February 2020 flood.
- Speed cushions for Haefer Lane have arrived. Waiting on “Speed Hump” signs to arrive before installation.
- Culverts at the corner of 2nd/Hill Streets were installed. Waiting on concrete headwall work and paving of roadcuts to finish project out.
- Received 1 bid for Water Street paving (FEMA) project.
- Received 1 bid on culvert replacement for Poplar Street (FEMA) project.
- Submitted SCA grant to ODOT. \$100,000 grant for road maintenance work. Submitted for Geni/Susie Lane Street paving.

FEMA Awards

- Poplar Street Culvert
Council Vote: Councilor Jason Stone motioned *Riley Excavation* awarded the Poplar Street Culvert project. Councilor Alan Cadinha 2nd the motion. Unanimous vote.
- Water Street Overlay
Council Vote: Councilor Jason Stone motioned *Hampton’s Inc. dba Roger’s Asphalt Paving Co.* awarded the Water Street Overlay. Councilor Alan Cadinha 2nd the motion. Unanimous vote.

Mayor’s Report, Mayor Sherry Haeger

- Part-time City Clerk Hiring Committee chosen: 3 Council members and the City of Cove staff to go over applications and to interview applicants.
 - Mayor Sherry Haeger
 - Councilor Jason Stone
 - Councilor Alan Cadinha
 - City Recorder Sherry Riley
 - Public Works Director Dave JohnsonThe City of Cove Charter states, it is the consent of the whole Council to have a vote once the Hiring Committee presents results to the Council. Candidates A, B and C.
Council Vote: Council President Matt McCowan motioned to approve the hiring committee. Councilor Jason Stone 2nd the motion. Unanimous vote.
- **City of Cove website:** Council members names to be listed and some will have their cityofcove.org email on the City of Cove website. Alan and Jason stated they do not always check their email and to just list their names.

Transportation System Plan

Mayor Sherry Haeger opened the discussion asking Public Works Director Dave Johnson. Dave stated, we had the TTM Grant which would have been a grant to apply for amendments or revisions and redo the TSP. It was due in March and happens yearly. It will take a process with the Council. What needs to be changed and how to justify the change in order to get the funding. It is the precursor to the grant.

Council President Matt McCowan mentioned there were 3 councilors missing for tonight’s meeting. It will take a 2-year process.

Councilor Jason Stone suggested looking at both the Comp Plan and the TSP make them easier to understand.

City of Cove Advisor Donna Lewis mentioned last year we budgeted to go through the process of codifying our ordinances putting them all into one document. The Comp Plan and TSP would involve studies and a legal review.

Mayor Sherry Haeger stated she would like to be on the committee and the Council to discuss and possibly choose a TSP committee at the September 7th Council Meeting.

Councilor Jason Stone said he would like to be on the committee.

Council President Matt McCowan mentioned he would like to see Councilor Shawn Parker on the committee as he is a resident contractor. If Shawn did not want to be on the committee, Matt said he would like to be on the committee.

Municipal Court – Committee Report post 7/27/2021 meeting

- Council President Matt McCowan asked if City Recorder Sherry Riley could get a fee schedule from Union so Cove could add it to an ordinance. Matt asked Councilor Jason Stone how the contestation would be handled.

Councilor Jason Stone stated, there were 2 options listed. Court or Council you want the process to proceed. An immediate complaint, like a hazard, then it needs to be dealt with in a more expedient manner. It would be addressed by the Council determination if a valid complaint.

Councilor Jason Stone mentioned the Sherriff's office has a deputy that just does a subpoena service for a fee.

Council President Matt McCowan stated having an existing employee serve as Enforcement Officer.

Public Works Director Dave Johnson stated, Public Works Part Time Employee Eric Stone mentioned he was interested in the position. Eric has law enforcement experience.

Councilor Jason Stone said to ask Cody Bowen if the Union County Sherriff's Office could have a Deputy to serve a citation in the City of Cove.

Mayor Sherry Haeger will contact UC Sherriff Cody Bowen with options to assist Cove servicing citations.

OLCC Renewal Notification Requirements

- Recorder reminded the Council that no action by the Council on the renewals allows the license to renew. Recorder reported she has not received complaints on either of these businesses. No action was taken.

Good of the Order

- Councilor Alan Cadinha asked about the Cove Fire Dept Ordinance 2007 which was rescinded.

Mayor Sherry Haeger stated she will find out.

Public Comment

Mayor Sherry Haeger asked if there was public comment on future consideration or comments on today's decision. No public comment was presented.

Adjournment

Mayor Sherry Haeger adjourned the Council meeting.

Mayor

Recorder