

**City Of Cove
Council Meeting Minutes
April 5, 2022**

Call to Order

Mayor Sherry Haeger called the regular session of the Cove Common Council to order at 7:00 p.m. located at City of Cove City Hall, 504 Alder St., Cove, Oregon, 97824. The Pledge of Allegiance was led by the mayor. Remote access to the meeting was active with public participation.

Council Members Present: Council President Matt McCowan, Councilors Lana Shira, Jordan Hackwith, Jason Stone.

City Staff Present: Public Works Director Dave Johnson, City Recorder Sherry Riley, Billing Clerk Kerri McCowan.

Virtual City Staff Present: Public Works Staff Eric Stone.

Council Members not Present: Councilors Shawn Parker, Alan Cadinha.

Public Present:

Dave Coleman, Alexis Cannon, Mace Cadwell, Emily Hurd, Rochelle Hamilton.

Virtual Public Present:

Amy Johnson, Maxine Parker, Michael Otterstein, Mike Riley, Amber Parker.

Roll Call

Roll call performed by Sherry Riley, City Recorder. A quorum was determined to be present.

Additions/Changes to the Agenda

Overlay Project (See Public Works Director Report)

Well Standby Generator (See Public Works Director Report)

Public Comment

No public comment was made at this time.

Consent Agenda

Council Vote Approval of:

Council Minutes March 1, 2022

Consent Agenda and Approval of bills to be paid

Motion: Councilor Jordan Hackwith moved to approve the Consent Agenda and bills to be paid as presented. Councilor Lana Shira seconded. Motion approved by unanimous vote.

Correspondences

One-Time Forgiveness – Water Leak Travis DUBY

Travis DUBY's one-time forgiveness request for his water leak in February 2022, was reviewed. It was noted his bill was \$187.51 over his regular water bill. It was agreed to forgive half of the overage amount which will be \$93.76.

Motion: Council President Matt McCowan moved to forgive half of the overage amount on Travis DUBY's February 2022 bill. Councilor Lana Shira seconded. Motion approved by unanimous vote.

Councilor Jason Stone joined the meeting at 7:08 pm.

Community Connection of NE Oregon Letter

Emily Hurd, Community Connection of Northeast Oregon, Inc. Energy/Administrative Specialist, was present to provide an overview of the Low-Income Household Water Assistance (LIHWA) Program which was recently released by the Oregon Housing and Community Services. It was agreed this will be a beneficial program for the City of Cove to participate in.

Motion: Councilor Lana Shira moved to approve the City of Cove's participation in the Low-Income Household Water Assistance Program. Council President Matt McCowan seconded. Motion approved by unanimous vote.

Cove Education Foundation

It was noted the city already offers a scholarship and we have never donated to the Cove Education Foundation; therefore, we will not be donating to the Cove Education Foundation at this time.

Unfinished Business

No unfinished business was discussed at this meeting.

New Business

Rose Meadow Subdivision

Mace Cadwell 1 Year Extension Request

At 7:18 pm Mayor Haeger recused herself from the discussion of Rose Meadow Subdivision as she has conflict of interest. Council President Matt McCowan presided over the discussion.

Mace Cadwell explained why he is requesting the one-year extension for his Rose Meadow Subdivision. He noted it should be completed within a years' time.

Motion: Councilor Jason Stone moved to approve Mace Cadwell's request for a one-year extension for Rose Meadow Subdivision. Councilor Jordan Hackwith seconded. Motion approved by unanimous vote.

At 7:20 pm Mayor Haeger resumed control of the meeting.

Cove Drive In

Amber Parker \$300 Donation Request for Cherry Fair Live Music

Amber Parker's \$300 request for a live band this year at the Cove Cherry Fair was reviewed and approved.

Motion: Councilor Jason Stone moved to approve Amber Parker's request for a \$300 donation for a live band at this year's Cove Cherry Fair. Councilor Jordan Hackwith seconded. Motion approved by unanimous vote.

Presenters and Announcements

No presenters or announcements were made at this meeting.

City Council Working Committees Reports

Municipal Court Committee Report (Council President Matt McCowan, Councilors Jason Stone and Allen Cadinha)

Council President Matt McCowan provided a report. The redline resolution was reviewed. It was noted we are adopting most of the City of Union's fees and processes. Discussion ensued noting the Committee's goal is to have the first reading at the May meeting after all the council members have read it. It was also requested to send the resolution to the City of Union's municipal clerk for review since we are using their municipal court. Sherry Riley agreed to send our resolution to the City of Union's municipal clerk for review prior to the first reading.

Transportation System Plan (TSP) Committee Report (Councilors Jason Stone, Lana Shira, and Shawn Parker)

Councilor Jason Stone reported the Committee is still needing to schedule a meeting. The community members that were interested in participating on the Committee are Dan Landa, Mari Brainerd, and Dave Coleman. It was noted that Councilor Alan Cadinha is currently out of the area, but will be back April 18th, so a meeting will be scheduled for some time after that.

Budget

Appoint Budget Committee Members

May 10th 7 pm – Budget Meeting (tentative)

June 7th 7 pm – Budget Meeting (tentative)

Three new Budget Committee members have been identified and we have heard from two other members who have already been appointed who will be returning. There are two members that have already been appointed that we haven't heard from. Discussion ensued and it was noted if there is interest from community members in being a member of the Budget Committee, they should call Cove City Hall. The new people will be appointed at the next Council meeting.

City Recorder Report

Budget Considerations

The considerations to increase the 2022-2023 budget were verbally reviewed. There was discussion regarding the Cove Community Association's donation request and a WindWave donation to the CCA. No other additions were suggested. Additionally, it was clarified the budget considerations were included as information only and no action needs to be taken at this time.

Water/Sewer Rate Discussion

Tabled.

Statement of Economic Interest (SEI)

It was noted all Council members who have not yet submitted a Statement of Economic Interest must do so by April 15, 2022.

Donna Lewis Agreement

The agreement for Donna Lewis' part-time employment was reviewed. It was noted we would like to keep Donna on retainer and cap her hours at 40 hours through June 30, 2022. It was also noted we would like to keep her on retainer, if she is agreeable, beyond June 30, 2022, and add her salary into the budget. It was also questioned if we can pay her back wages for her time she's worked since her retirement, and Sherry Riley agreed to investigate.

Motion: Councilor Jason Stone moved to approve Donna Lewis' part-time employment agreement as presented, capping her hours at 40 hours through June 30, 2022. Councilor Jordan Hackwith seconded. Motion approved by unanimous vote.

Public Works Director Report

Overlay Project

The bid received from Hampton Paving, LLC, for the French/Hill/Second Street overlay project was verbally reviewed. It was noted we received three bids and Hampton's was the lowest bid. It was further noted we received a \$100k SCA grant for this project from ODOT, with no match requirement. We can award the project as bid and have the city chip in the remaining funds needed over \$100k with street funds, or we can scale back the project to fit within the \$100k we received from ODOT. Discussion

ensued and it was determined to use the \$100k SCA grant and have the city cover the remaining funds needed with the street funds.

Motion: Council President Matt McCowan moved to accept Hampton Paving LLC's bid as presented with the city covering the remaining funds needed for the French/Hill/Second Street overlay project. Councilor Jason Stone seconded. Motion approved by unanimous vote.

Well Standby Generator

The bid for the well stand-by generator from Overton Electric was verbally reviewed and discussion ensued. It was noted this will be paid for with American Rescue Plan Act funds. Aside from the bid, it was noted another decision to be made is whether to power the generator with propane or natural gas. Discussion amongst Councilors leaned towards propane.

Motion: Councilor Jason Stone moved to approve the Overton Electric bid for the back-up generator as presented. Councilor Lana Shira seconded. Motion seconded and approved by unanimous vote.

Mayor's Report

Cove Community Association Update

Mayor Haeger noted she resigned as treasurer of the CCA so she can focus on City of Cove affairs. She did note that CCA's focus is to get the younger community members involved in community affairs.

SB569

The information on SB569 was reviewed noting we must update job descriptions and policies as soon as possible to comply with the provisions in this bill.

Good of the Order

Two anonymous complaints were reviewed. The trash complaint was discussed, and it was determined that Dave Johnson would go inspect the property that generated the trash complaint. The ATV complaint was reviewed, and it was noted that complainants should be referred to the Sheriff's Office. It was also noted by Councilor Jason Stone that anyone making a complaint for traffic violations should be encouraged to get license plates, videos, and any other descriptive information to pass along to the Sheriff's office for easier identification of the violators. Additionally, he noted complainants can sign citations against violators. He described the process noting complainants can call law enforcement and let them know they have a complaint against someone for a violation, then law enforcement will come talk to the complainant who would let them know what they saw. Law enforcement will then determine if what they saw was a violation. If it was, they would tell the complainant what the violation was and fill out the citation which the complainant would then sign. Law enforcement then submits it to the court and a subpoena would be issued to the complainant and the violator and a court date would be set.

The mayor noted for future meetings she would like information such as anonymous complaints to be listed under Correspondences on the agenda.

Public Comment Items Not on the Agenda

No public comment was made at this time.

Suggestions for Future Workshops and Meeting Agendas

No suggestions for future workshops or meeting agendas were made.

Upcoming Meetings

A TSP Committee meeting needs to be scheduled.

Adjournment

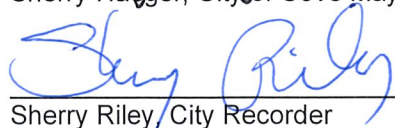
Mayor Sherry Haeger adjourned the meeting at 8:21 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Sherry Riley, City Recorder