

**City Of Cove
Council Meeting Minutes
July 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: Councilors Alan Cadinha, Jason Stone, Lana Shira, and Shawn Parker.

City Staff Present: Public Works Director Dave Johnson, City Recorder Sherry Riley.

Virtual City Staff Present: No city staff was present virtually

Council Members not Present: Council President Matt McCowan, Councilor Jordan Hackwith

City Staff not Present: Billing Clerk Kerri McCowan

Public Present: Scott Newman, Executive Director, Union County Chamber of Commerce, Alexis Cannon, Isabella Crowley, Reporter, La Grande Observer.

Virtual Public Present: Amy Johnson, Maxine Parker, Michael Otterstein, Colleen Engle, Eric Stone, Mike Riley.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Haeger.

Council Roll Call

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

Additions/Changes to the Agenda

CPA Contract

LOC Renewal Letter

Public Comment

Alexis Cannon, 408 Mill Creek, commented on the overgrown weed patch in the city limits at what she believes to be 410 Mill Creek. Further discussion is documented under agenda item Correspondence, Nuisance Complaints.

Consent Agenda and Approval of Bills to be Paid

Council Minutes June 7, 2022

Approval of Bills to Be Paid

Motion: Councilor Shawn Parker moved to approve the Consent Agenda and bills to be paid as presented. Councilor Jason Stone seconded. Motion approved by unanimous vote.

Correspondence

Nuisance Complaints

Further discussion of the 410 Mill Creek property ensued. It was noted the property is currently a vacant lot, but the address would be 410 Mill Creek, if it were developed. It was noted the property is significantly overgrown with weeds, and with the temperatures rising this summer, it could become a significant fire hazard. It was determined a letter will be sent to the property owner, notifying them of the sections of the City's Nuisance Ordinance they are in violation of. They will be given 10 days to respond, and if they do not the city will perform emergency weed abatement on the property.

Motion: Councilor Lana Shira moved to send the owner of the property at 410 Mill Creek a letter notifying them they have 10 days from the date of the letter to abate the weeds on the property. If there's no response from the owner, the city will perform emergency abatement of the weeds on the property. Councilor Alan Cadinha seconded. Motion approved by unanimous vote.

The nuisance complaint from Wade and Jeanette Williams, 1107 Antles Lane, regarding 1201 Antles Lane was reviewed and discussed. The complaint indicates the property owners at 1201 Antles have a plugged spring box that causes water to overflow into their property at 1107 Antles Lane, causing damage to their property, and creating breeding grounds for mosquitoes. It was noted Dave Johnson, Public Works Director, did talk to the owner of the property last year, at which time the property owner indicated he would take care of the problem. However, he clearly has not. It was noted he is in violation of the Ditch Ordinance. It was determined this property owner will be sent a letter notifying him of the violation. If he does not respond in 10 days, the city will perform abatement. It was also determined the property owners of the vacant lot at 410 Mill Creek and 1201 Antles Lane, will bear the cost of the abatement should the city need to move forward with it.

Motion: Councilor Jason Stone moved to send a letter to the property owners at 1201 Antles Lane, notifying them they are in violation of the Ditch Ordinance, and if they don't take care of the violation in 10 days from the date of the letter, the city will perform abatement, and the property owner will bear the cost for the city to abate. Councilor Alan Cadinha seconded. Motion approved by unanimous vote.

The nuisance complaint from Kelli Snider regarding overflowing garbage from her neighbors at 1102 Bryan Street was reviewed and discussion ensued. It was noted by the complainant that the overflowing garbage has caused the culvert to plug and flood her property, causing significant damage to her home. It was determined the City will send the residents of 1102 Bryan Street a letter notifying them of the complaint and asking them to ensure that their garbage stays contained in the garbage cans and the garbage cans remain on their property. The letter will also inform them to feel free to respond to the Council regarding the complaint. Additionally, it was noted City Garbage will pick up extra garbage bags if the garbage cans are too full, as long as they are tied and set out beside the cans. The letter will make note of that, as well.

Motion: Councilor Jason Stone moved to send a letter to the residents of 1102 Bryan Street reminding them to please make sure they keep their garbage in their garbage cans and referencing the complaint the Council received. Councilor Lana Shira seconded. Motion approved by unanimous vote.

It was noted the city needs to draft and send a simple letter to follow up with the individuals making complaints to let them know the City has taken action.

Unfinished Business

Public Works Director and Recorder Step Wage Increase

It was noted both Dave Johnson, Public Works Director, and Sherry Riley, City Recorder, received their annual job performance evaluations, and a recommendation was made to grant them their step wage increases.

Motion: Councilor Alan Cadinha moved to approve the step wage increase for Sherry Riley, City Recorder, based on her annual job evaluation. Councilor Jason Stone seconded. Motion approved by unanimous vote.

Motion: Councilor Alan Cadinha moved to approve the step wage increase for Dave Johnson, Public Works Director, based on his annual job evaluation. Councilor Jason Stone seconded. Motion approved by unanimous vote.

New Business

Scott Newman, Executive Director, Union County Chamber of Commerce

Scott Newman was introduced as the new Executive Director of the Union County Chamber of Commerce. He provided an overview of his background and noted he was tasked as the Executive Director with giving the Chamber of Commerce vision. He reported he and his membership coordinator, Susan Burnette, are trying to get out and be a presence in the entire county. He also noted that the entire staff of the Chamber is new. He provided an update on membership and rates, the completion of a new website which includes a new community calendar, and their presence on social media. Lastly, he provided an overview of the Sip and Shop events they have coordinated with retailers in La Grande.

Cove City Hall Remodel Bid

Dave Johnson noted he received one bid for the City Hall Remodel from Cornerstone Home Builders. He provided a verbal review of the details of the bid and noted he would like to recommend awarding the base bid and the lighting, but not the flooring, as he felt he could do that in-house for less money.

Motion: Councilor Jason Stone moved to approve awarding the base bid and the subtotal added alternatives, with the exception of flooring, to Cornerstone Home Builders. Councilor Lana Shira seconded. Motion approved by unanimous vote.

CIS Insurance – Property and/or Liability Proposal Summary

The Property and/or Liability Proposal Summary was reviewed. It was noted the amount is \$4,000 over what was anticipated. However, we do have the money in the budget to cover it. Sherry Riley noted the agent was not available to attend this meeting, but she will be available to attend the August meeting. It was determined to defer this agenda item to the next meeting when the agent will be available to answer questions.

OLCC Liquor License Renewal

The OLCC Liquor License renewals for Dollars Corner and the Steakhouse at Cove were reviewed with no concerns noted.

Codification Quotes

The Codification Quotes from Anderson & Perry, Municode and American Legal were reviewed. Sherry Riley noted she reviewed the information and recommended Municode or American Legal. It was requested that Sherry do some more research into these two companies and then present a side-by-side comparison of the two, with the benefits and drawbacks, to the Council at the next meeting for action.

CPA Contract

The CPA (Connected Professional Accountants, LLC) contract was reviewed, and it was recommended to move forward with signing the contract for financial statement audit services.

Motion: Councilor Jason Stone moved to approve continuing to use the services of Connected Professional Accountants, LLC. Councilor Shawn Parker seconded. Motion approved by unanimous vote.

LOC Renewal Letter

It was reported the annual LOC (League of Oregon Cities) renewal is due. It was noted the LOC is very important to the City of Cove and City Councilors.

Motion: Councilor Jason Stone moved to approve the renewal of the City's League of Oregon Cities membership. Councilor Alan Cadinha seconded. Motion approved by unanimous vote.

City Recorder Report

Sherry Riley provided a verbal report. November election packets are available.

Public Works Director Report

Dave Johnson provided a verbal report. He reported he received the speed humps for Antles Lane today. He does not know when he will be able to install them but will try and get it done soon.

He noted he and Sherry Riley have discussed trying to reduce paper waste and asked the Council if they felt their city emails and laptops were useful. He further noted it costs a fair amount of money in paper and copier costs to produce paper packets, as well as monthly fees for the laptops and email addresses. Discussion ensued regarding using personal emails, and it was noted LOC recommends not using personal emails because if there is ever an issue, as a City Councilor, your entire private emails will be discoverable. It was concluded that the Councilors will resume using their city email addresses and a trial run of a paperless meeting will be done at the August Council meeting.

Mayor's Report

Mayor Sherry Haeger did not have a report.

Good of the Order

No good of the order was presented at this meeting.

Public Comment

Alexis Cannon commented she felt it would be a good idea for the City of Cove to develop an incentive program for homeowners to improve their property. She noted she does not have anything specific in mind but feels as though it would motivate homeowners to make improvements to their property. Mayor Haeger noted she likes the idea and felt it should be included in a future workshop. She volunteered to take this topic on, and she has some ideas from La Grande and Union, when she was involved with the Union County Chamber.

Sherry Riley noted she would like to get Cove residents more involved and suggested the city put up a suggestion box. It was felt that this is in her purview as City Recorder, and she should make it happen. Another suggestion was made to add a comment/feedback section to the back of the water bills.

Councilor Alan Cadinha brought up the ATV Ordinance and questioned whether it is putting the city at risk. Discussion ensued and it was noted this ordinance does not pose any risk to the city because the ordinance states riders must abide by Oregon traffic laws. Councilor Jason Stone noted the problem with underage kids riding ATV's and riders speeding is that we don't have any enforcement, and people know it, so they feel like they can get away with it. Suggestions for solutions were discussed, and it was determined to table this topic until the next meeting in August.

Colleen Engle introduced herself noting she works for American Legal Publishing. She noted her company's policy is to listen in on City Council meetings when they know their proposal is going to be discussed. She noted she would be happy to present a demo of their product to either Sherry Riley or the City Council if they so choose.

Suggestions for Future Workshops & Meeting Agendas

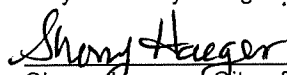
Homeowner Incentive Program

Upcoming Meetings

Interviews for the Part-time Public Works Worker are scheduled for July 6th starting at 6:00 pm, and a Special Meeting to discuss the Hiring Committee's recommendation will be scheduled for Tuesday, July 12th at 6:00 pm.

Adjournment

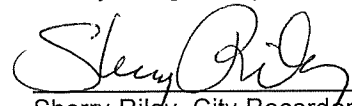
Mayor Sherry Haeger adjourned the meeting at 8:34 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Sherry Riley, City Recorder