

**City Of Cove
Council Meeting Minutes
February 7, 2023**

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. Remote access to the meeting was active with public participation.

Council Members Present: Council President Matt McCowan, Councilors Shawn Parker, Jordan Hackwith, Alan Cadinha, Jason Stone, Eric Stone, Youth Councilor Ashtyn Larson

Virtual Council Members Present: No Council Members were present virtually.

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

Virtual City Staff Present: No city staff were present virtually.

Council Members not Present: All council members were present.

City Staff not Present: All city staff were present.

Public Present: Maxine Parker, Mace Cadwell, Scott Newman, Alexis Cannon.

Virtual Public Present: Mike Riley, Michael Otterstein, Amy Johnson, Cherie Kausler, Kh, L, SK.

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

- February 28, 2023, Special Meeting Agenda (See New Business)
- Hiring Committee: Member Confirmation and Meeting Schedule (See New Business)
- Bank Account Signature Change (See New Business)
- Alder Street Vacation Discussion (See New Business)
- Cove Education Foundation Second Annual Shamrock Shuffle Fun Run (See Correspondence)

Public Comment

No public comment was made at this time.

Consent Agenda and Approval of Bills to be Paid

- Council Minutes January 3, 2023
- Special Meeting, January 10, 2023
- Special Meeting, January 31, 2023
- Approval of Bills to Be Paid

Sherry Riley made a comment regarding the January 10, 2023, Special Meeting minutes which indicate the mayor said she did not coach Councilor Cadinha while making a motion for the Resolution, but she noted, the mayor did help him along. Also, the mayor indicated she looked to her (Sherry Riley) for direction, but the mayor never looked at her.

Sherry Riley also made comment regarding the January 31, 2023, Special Meeting minutes regarding the email Mayor Haeger indicated she sent to Donna Lewis. Sherry reported she talked to Donna and Donna said she never received an email from Mayor Haeger. Donna said she received a text from the mayor at 10:28 pm the night of the meeting. Mayor Haeger indicated she did send Donna Lewis an email and texted her during the meeting. Councilor Parker also noted he talked to Donna as well, and Donna told him she had not been contacted prior to the meeting. Mayor Haeger reiterated that she did email and text Donna and Donna never responded to either. Discussion ensued. Mayor Haeger stressed she did not misrepresent anything. She took all the necessary steps required to make a decision and explained all the steps and would be happy to do so again. It was concluded the contention of the subjects being discussed will be captured in the current minutes and council should move on. It was additionally concluded that any discussion regarding Donna Lewis being asked to help with the transition to the new City Recorder should be discussed during Good of the Order.

Motion: Council President McCowan moved to approve the Consent Agenda and bills to be paid as presented. Councilor Eric Stone seconded. Motion approved by unanimous vote.

Correspondence

- Shamrock Shuffle Fun Run
Cove Education Foundation is requesting a letter of support in closing the roads on the route for the Shamrock Shuffle Fun Run scheduled for March 18, 2023. The letter of support will be sent by the Cove Education Foundation to Oregon Department of Transportation and needs council approval.

Motion: Councilor Jason Stone moved to approve the necessary street closures for the Shamrock Shuffle Fun Run scheduled for March 18, 2023. Councilor Hackwith seconded. Motion approved by unanimous vote.

Old Business

- WastePro/Union Sanitation Rate Comparison
The Union Sanitation vs. WastePro comparison was reviewed and discussion ensued noting WastePro appears to be cheaper. It was reiterated the WastePro Resolution was already approved by council. No further action will be taken.

New Business

- Appointments and Council Vote
 - Media Spokesperson
Mayor Haeger reported she has served as the Media Spokesperson for the past two years and is happy to serve in that capacity again.

Motion: Councilor Hackwith moved to approve Mayor Haeger as the Media Spokesperson. Councilor Jason Stone seconded. Motion approved by unanimous vote.

- Budget Officer
Lana Shira reported there is a budget training in Clackamas on February 21, 2023, that is free. She would like to attend. She also noted if no other Recorder is hired during the budget timeframe, she would be willing to be the Budget Officer.

Motion: Councilor Jason Stone moved to approve Lana Shira's travel to attend in person budget training in Clackamas. Council President McCowan seconded. Motion approved by unanimous vote.

Motion: Councilor Jason Stone moved to approve the appointment of Lana Shira as Budget Officer. Councilor Cadinha seconded. Motion approved by unanimous vote.

1. Budget Committee Meeting (tentative date May 16)
Informational Only.
 2. Budget Hearing (tentative date June 6)
Informational Only.
- Ziplly Franchise Renewal Draft Review
The Ziplly Franchise renewal draft was discussed. It was determined Lana will compare the old agreement to the new agreement, and it will be discussed at the next regular meeting.
 - Eagle Office Concepts Contract Renewal for Review (discussed before the Ziplly Franchise Renewal Draft Review)
Lana noted the overage count is astronomical. She noted it is not a lot of money but has questioned Eagle Office Concepts, and they have not yet responded. She recommended waiting to approve the contract renewal until we hear from them. This will be discussed at the next regular meeting. Lana also agreed to research other options for copier services if needed.
 - February 28, 2023, Special Meeting Agenda (Discussed after the Alder Street Vacation discussion)
It was discussed the February 28, 2023, Special Meeting will be an open meeting and repurposed somewhat. Per Sherry Riley, the bookkeeper we brought in to perform reconciliation cannot continue to do it as she is too busy. Lana volunteered to do the reconciliation; she just needs to know what reports the council wants.

Mayor Haeger clarified this will be an open meeting to only discuss the next steps to be able to provide the financial reporting required for information to the citizens of the City of Cove. Lana will be asked to help the council understand what types of issues have been found and how to correct them, and what issues are presenting a struggle, as well as determining what information the council wants to see.

- Hiring Committee: Member Confirmation and Meeting Schedule (Discussed after Ziplly)
It was discussed Councilor Jason Stone was appointed to the Hiring Committee at a meeting that he did not attend. Councilor Jason Stone noted that Councilor Eric Stone volunteered to be on the Hiring Committee, and he would like to bow out. The first meeting will be scheduled for February 23, 2023. It was noted both Dave Johnson and Lana Shira should be on the committee, as well.
- Bank Account Signature Change
It was discussed that since she is leaving Sherry Riley needs to be removed as a signer on the city bank account and Lana Shira needs to be added.

Motion: Councilor Cadinha moved to approve Lana Shira to be able to sign city checks. Councilor Jason Stone seconded the motion for Lana Shira to be the new signer for city checks. Motion approved by unanimous vote.

- Alder Street Vacation Discussion
The Alder Street vacation was reviewed, and discussion ensued with Sherry Riley noting LOC was going to draft the ordinance for this vacation. However, they could not do it in time for this meeting, so it needs to be moved to the next regular meeting. It was summarized that the vacation was approved in 1955 but was never recorded. The original vacation parameters were discussed noting the landowners only requested Alder to be vacated from Orchard Street to Bryan Street. However, the city council at the time approved the vacation all the way to Stevenson Steet. Sherry Riley discussed the obstacles of vacating Alder all the way to Jasper,

noting it potentially puts emergency vehicles in a dangerous spot with no turn around available. Dave Johnson agreed with Sherry's assessment and noted he does not feel Alder should be vacated from Bryan Street east.

It was questioned how this will affect the TSP. Councilor Jason Stone reported he thinks the TSP Committee will have things wrapped up at their next meeting. One of the things they are looking at is something the City of La Grande is implementing which is to adopt a Public/Private Street. He explained this means the street is public and allocated to the city, but privately maintained until it is hard surfaced. He feels they will probably be ready to submit documents for council approval in the next couple of months. He concluded by explaining the Public/Private Street option might be something that could be implemented for Alder Street from Bryan Street east.

It was determined next steps will be discussed at the next regular meeting.

City Council Working Committee Report

- Transportation System Plan (TSP)
 - Two Appointments Needed: Council Member and Resident
See discussion under Alder Street Vacation. Councilor Cadinha volunteered to be on the TSP Committee. Alexis Cannon agreed to be a citizen member on the committee as well. The next meeting is scheduled for March 14th, at 7:00 pm.
- Municipal Court
Council President McCowan noted the Municipal Court Committee has not yet met.

City Recorder Report

Sherry Riley provided a verbal report:

- She noted Lana Shira is doing an outstanding job. She has great knowledge with QuickBooks and previous experience with the budget. Training is going very well.
- In mid-March council will be receiving an email from Oregon Government Ethics Committee to file for their SEI (Statement of Economic Interest) which is due by April 15, 2023.
- She and Lana completed the US Government Census Survey, State and Local Government's Finances. They also completed the annual US Census Boundary and Annexation Survey.
- She attended the Elected Essentials meeting in Island City.
- She thanked the City of Cove Council and Staff for the opportunity to work with everyone.

Public Works Director Report

Dave Johnson provided a verbal report:

- Hydro production summary for last year is better than in 2021.
- He reviewed the Oregon Public Works Emergency Response Cooperative Assistance Agreement included in the meeting packet, and explained the agreement has been signed in the past and is currently up for renewal. He noted he feels this is something the city should continue to participate in. Discussion ensued and council unanimously agreed to participate.

Motion: Council President McCowan moved to approve participation in the Oregon Public Works Emergency Response Cooperative Assistance Agreement. Councilor Parker seconded. Motion approved by unanimous vote.

As a side note Mayor Haeger reported she met with Senator Merkley's field person named Jessica who is located in Baker City. She was looking for places where we might need their

support with funding for things that have to do with sewer and water. The mayor will give Dave her contact information.

- He provided follow-up on the EPA Grant funding that Donna Beverage had brought to the City's attention noting he talked to someone at Anderson Perry, and further reviewed the information himself and found it is for non-profits to help cities, it is not something the city can apply for directly. He concluded it does not apply to the city.

Mayor's Report

Mayor Haeger provided a verbal report:

- She reviewed the support that is needed for the City's finances and noted she has been concentrating on it because she's been concerned about it, in general. When she saw there was help needed in defining the reports that were needed she put in the minutes from the January regular meeting the different types of reports that were going to be discussed. She noted she spent a lot of time defining those reports and indicated to Lana they are available in the minutes from that meeting, or she can make them available.
- She spent time after the January 10th meeting figuring out how to move forward and do the right thing for the council and citizens of Cove. An Executive Session was called to review what is needed to make sure that the Recorder and Council is successful and there is clarity to the citizens of Cove, so they know where their money goes, what is done with it and how it gets reported.
- Also at the January 10th meeting, the WastePro increase was approved, and she clarified the reasons for approving it at the January 10th meeting, rather than the January 3rd meeting, where it was presented. She realized at the January 3rd meeting that the resolution needed to include the name Larvik, which also impacted the motion being correct; therefore, she wanted clarity based on the resolutions in the city's Rules, Procedures, Resolutions, Preparation and Introduction, that state it has to be done by a member of the council or the city recorder.
- A certified letter was sent to the Recorder in which she was given a choice between an open meeting or a closed meeting which would have been due on January 31st. She spent time making sure that wording was proper so that no one was offended or hurt, it was just a matter of business regarding what needed to be done. However, Sherry Riley's resignation letter was received prior to that meeting. At that point the mayor called the council president to figure out how to move forward. She stressed her concentration has been how to move forward in a fair way and to not offend anyone. At this point she asked Council President McCowan to review how they came to the decision to ask Lana Shira to step in as interim. Council President McCowan reiterated the steps, noting someone needed to step in immediately and he knew Lana had quite a bit of administrative and budget experience, so he called her and asked her if she would be interested. He then called Councilor Jason Stone and asked him what he thought, and he thought it was okay, so he then he called the mayor to propose the idea to her. The mayor noted she was relieved to know there was a viable plan.
- She concluded that her goal is always to help support the citizens of Cove, so they understand what is going on in the organization, and her commitment is still to the council to keep the peace as much as possible and to the citizens to keep them informed of finances.

Youth Councilor Report

Youth Councilor Ashtyn Larson provided a verbal report:

- The Cove High School boys' basketball is ranked 5th or 6th in the state. They placed first in districts and secured a spot at the State tournament. The last home game is this Friday. They will be playing Pine Eagle.

- There are FFA events scheduled in Imbler tomorrow. She will be participating in Extemporaneous Speaking.
- There is a semi-formal dance planned for this Saturday.
- She was accepted to BYU Idaho. She will be studying nursing.

Good of the Order

Councilor Parker noted when he communicated with Donna Lewis, he was not asking her about being an interim, but he would really like to have her help with training for whomever we find to be the next Recorder. Donna indicated to him she would be more than willing to help in any way as long as the mayor was not involved. The mayor noted Lana will be learning a lot of good information in the next couple of months, and things will likely have changed a good deal since Donna left. She is not opposed to Donna helping, but she would like Lana and Donna to get together and make a plan. Lana noted one of the things she has learned in becoming familiar with the office is that there are tremendous amounts of resources available. So, if someone is willing to access those resources and absorb the information, you don't have to just depend on someone who has done the job for years. Donna's knowledge can be combined with all these present resources.

The mayor noted she will not interfere with Donna. One thing she does know from experience is that when someone is gone for any amount of time from a job there is a resistance to change, but she is open to having Donna help.

In conclusion it was determined to wait for the Hiring Committee to meet before making any decisions about Donna helping with training of a new City Recorder.

Public Comment

- Maxine Parker, High Valley Road, questioned why Sherry Riley is leaving. It was reported she resigned and that is all that can be discussed.
- Alexis Cannon noted she is proud of the Council for pulling things back in after things got heated.
- Scott Newman, Executive Director, Union Co. Chamber of Commerce, reported the Chamber Banquet is scheduled for February 23, 2023, and they are looking for nominees for Union County Woman of the Year, Man of the Year, Educator of the Year and Business of the Year.
- The council thanked Sherry Riley and wished her all the best for her future endeavors.

Suggestions for Future Workshops & Meeting Agendas

Upcoming Meetings

February 23, 2023, Hiring Committee.
 March 14, 2023, TSP Committee.

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


 Lana Shira, Interim City Recorder