

**City Of Cove
Council Meeting Minutes
March 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 Jason Stone, Eric Stone, Jordan Hackwith, Shawn Parker, Youth Councilor Ashtyn Larson.

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

City Staff Present: City Recorder Lana Shira, Billing Clerk Kerri McCowan.

Virtual City Staff Present: Public Works Director Dave Johnson.

Council Members not Present: Councilor Alan Cadinha

City Staff not Present: All city staff were present.

Public Present: Dave Coleman, Maxine Parker, Debra Hansen, Mace Cadwell.

Virtual Public Present: Public was present virtually. See Meeting Diagnostics print out.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Haeger.

Council Roll Call

Roll call performed by Lana Shira, City Recorder. A quorum was determined to be present.

Additions/Changes to the Agenda (See New Business)

- One Time Forgiveness on Water Bill
 - Heather Daggett – 1604 Conklin Lane
 - Laurie Burelle – 1008 Haefer Lane
 - Ascension School – Church Street

Public Comment

No public comment was made at this time.

Consent Agenda and Approval of Bills to be Paid

- Council Minutes February 7, 2023
- Special Meeting, February 28, 2023
- Approval of Bills to Be Paid

Lana reported the SAIF/Workman's Comp bill of \$584.74 and postage reimbursement to the mayor for \$14.78 needs to be added to the bills to be paid.

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

Correspondence

- Cove Community Association – Thank You for 2022 contribution of \$1,000
Lana summarized the thank-you letter from the Cove Community Association.
- Cove-Union-Powder (CUP) Medical Association – looking for volunteer members
Lana summarized the letter from the Cove-Union-Powder Medical Association. Councilor Jason Stone recommended adding the request to the city website.

Old Business

- Ziplly Franchise Renewal Draft
Lana provided the background information of the Ziplly Franchise draft noting two copies have been provided – one is from the City of Union and was drafted by City of Union's attorney and Ziplly's attorney. The other agreement is one Dave Johnson drafted from the franchise agreement we had with Oregon Telephone Company. Discussion ensued and it was determined to adopt the Union agreement for the City of Cove.

Motion: Councilor Jason Stone moved to adopt the City of Union's Ziplly Franchise Agreement as the City of Cove's Ziplly Franchise Agreement. Councilor Hackwith seconded. Councilor Parker abstained. Motion passed by majority vote.

- Alder Street Vacation – Next steps
A verbal review was provided of the 1955 Cove Council proceedings and what the current recommendations are from Dave Johnson for the Alder Street vacation. Discussion ensued and it was ultimately determined that the Council should consider approval of the vacating of Alder Street to Bryan Street only, and not based on the 1955 request of Alder Street to Stevenson Street. Further discussion was held as to whether the city should initiate the vacation, or if the current landowners need to submit a request. Lana will call Union County to make that determination.
- Eagle Office Concepts – 2023-24 copier contract – Approval
The Eagle Office Concepts 2023-24 copier contract was reviewed. It was noted the current copier does everything we need it to do. It was recommended to sign the agreement.

Motion: Councilor Jason Stone moved to keep the current copier and sign the Eagle Office Concepts 2023-24 copier contract. Council President McCowan seconded. Motion approved by unanimous vote.

- Dave Johnson Update Item
 - EPA Grants Status
He noted the EPA Grant was talked about at the last regular meeting, and it was determined it was not applicable to the City of Cove.
 - CIS Risk Management Grant Status
He reported the CIS Risk Management Grant is for \$241.11 for security cameras and requires the mayor's signature as well as council approval.

Motion: Council President McCowan moved to approve the CIS Risk Management Grant for security cameras. Councilor Parker seconded. Motion approved by unanimous.

New Business

- Insurance Quote for Cove Clean-Up Day – Approval
The quote for Cove Clean-Up Day was reviewed, and discussion ensued. It was noted the months of April and May are busy for the office, specifically regarding the budget. It was also noted there was some discussion about the Cove Community Association holding the event this year. It was concluded that Mayor Haeger will contact CCA to see if they would like to take over

clean-up day for this year. Another suggestion was to perhaps hold it in the fall, depending on what the CCA agrees to. Regarding the insurance quote, the decision was made to request another quote to up the premium after it is determined how clean-up day will be managed.

- One Time Forgiveness on Water Bill

- Heather Daggett – 1604 Conklin Ln

- Heather Daggett's account was discussed, and it was reported that she had been billed for triple water usage from June 2022 to January 2023. The amount she was overcharged during that time was noted to be \$389.76. The amount she currently owes on her final bill was noted to be \$388.20. It was determined to forgive the total amount of her final bill to correct the overcharge.

- Motion: Councilor Jason Stone moved to forgive Heather Daggett's final bill amount of \$388.20. Councilor Jordan Hackwith seconded. Motion approved by unanimous vote.

- Laurie Burelle – 1008 Haefer Lane

- Laurie Burelle's request for forgiveness was reviewed and it was noted she is asking for forgiveness of \$5.12 from her January bill and \$11.00 from her February water bill for a total of \$16.12. Councilors Jason Stone and Eric Stone were inclined to forgive the entire amount of the request, but it was discussed that it has been past procedure to only forgive half of the customer's overage amount. Therefore, it was determined to forgive \$8.06 of the overage on Laurie Burelle's January and February water bill.

- Motion: Councilor President McCowan moved to approve forgiving \$8.06 on Laurie Burelle's January and February water bills. Councilor Parker seconded. Councilors Jason Stone and Eric Stone abstained. Motion approved by majority vote.

- Further discussion ensued and it was determined that since this is a one-time forgiveness, and the forgiveness amount is relatively small, Lana will call Laurie Burelle to see if she wants the forgiveness on the January and February bills, or if she would like to hold off in the event she may need to request it for a larger overage in the future.

- Ascension School – Church Street

- The Ascension School request for one-time forgiveness on their February bill was discussed. It was agreed to forgive half of \$301.50 which is \$100.75.

- Motion: Councilor Parker moved to approved forgiving \$100.75 of the Ascension School's February water bill. Council President McCowan seconded. Motion approved by unanimous vote.

Budget

- Budget Officer's Calendar of Goals

- Lana noted she will start preparing the Proposed Budget by March 16.

- Council President McCowan asked if the budget training she attended on February 21st was beneficial. She reported she received good information on how the budget process works for state entities in general, but she will be attending on-line trainings this month that will be more specific to small city budgets.

- Budget Committee Meeting (tentative date May 9)

- She noted she is shooting for the first week in May to hold the first Budget Committee Meeting. It was reported Kerri has already called the Budget Committee members to confirm their availability for a May 9, 2023, meeting.

- Budget Hearing (tentative date June 6)

- Informational Only.

City Council Working Committee Report

- **Transportation System Plan (TSP)**
Councilor Jason Stone reported the next meeting will be March 14th. They are fine tuning the subdivision process and addressing the public street with private maintenance concept.

- **Municipal Court**
Council President McCowan noted the Municipal Court Committee has not yet met. He will try to schedule a meeting at the end of March or first of April.

- **Hiring Committee: Job Description Review and Approval**
The draft Recorder/Treasurer Job Description was reviewed. Discussion ensued and the following changes were agreed upon:
 - Add "Preferred" to Job Qualifications and Requirements heading.
 - Remove numbers 1 thru 9 from the Responsible to Supervise section.
 - In Job Qualifications and Requirement, section 5) b, change to read Financial Software Experience with QuickBooks "preferred."

Motion: At 8:30 pm Council President McCowan moved to extend the meeting by 30 minutes. Councilor Eric Stone seconded. Motion approved by unanimous vote.

Motion: Councilor Jason Stone moved to approve the Recorder/Treasurer Job Description as amended. Councilor Eric Stone seconded. Motion approved by unanimous vote.

The next Hiring Committee meeting will be scheduled for March 16th at 7pm.

City Recorder Report

Lana Shira provided a verbal report during the discussion of the budget.

Public Works Director Report

Dave Johnson provided a verbal report:

- He noted the Ford Ranger pickup's engine is inoperable and to have it fixed will cost approximately \$5,000. A new motor will cost approximately \$6,000 to \$7,000. It has 200,000 plus miles on it, and in his opinion, it is not worth fixing. He is recommending getting rid of it.

Motion: Council President McCowan moved to approve getting rid of the Ford Ranger pickup in the most profitable way for the city. Councilor Eric Stone seconded. Motion approved by unanimous vote.

Mayor's Report

Mayor Haeger provided a verbal report:

- She suggested putting feelers out for city planning help. She wants to discuss this at the next regular meeting under New Business.
- She participated in an EOALive event, where she discussed the City Recorder job opening and the TSP Committee.

Youth Councilor Report

Youth Councilor Ashtyn Larson provided a verbal report:

- Baseball, softball, and track have started.
- The FFA Chapter will go to state March 16th.
- The High School Carnival will be held March 11th from 6-8:30 pm.
- The Theater Club is working on their performance of the musical "Percy Jackson."
- Spring Break is scheduled for the end of March.

Good of the Order

No Good of the Order was presented.

Public Comment

No public comment was made at this time.

Suggestions for Future Workshops & Meeting Agendas

No suggestions for Future Workshops were made at this time.

City Planning Help will be added to the agenda for the regular council meeting in April under New Business.

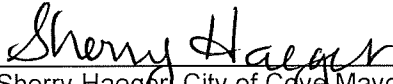
Upcoming Meetings

TSP March 14, 2023, at 7:00 pm.


Hiring Committee March 16, 2023, at 7:00 pm.

Adjournment

Mayor Sherry Haeger adjourned the meeting at 8:42 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Lana Shira, City Recorder