

**City Of Cove
Council Meeting Minutes
April 4, 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 Alan Cadinha, Shawn Parker, Youth Councilor Ashtyn Larson.

Virtual Council Members Present: Councilor Eric Stone.

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

Virtual City Staff Present: There were no city staff present virtually.

Council Members not Present: Councilor Jason Stone.

City Staff not Present: All city staff were present.

Public Present: Becky Turner, Cheryl Locken, Maxine Parker.

Virtual Public Present: Public members were 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

No additions or changes to the agenda were made at this time.

Public Comment

No public comment was made at this time.

Consent Agenda and Approval of Bills to be Paid

- Council Minutes March 7, 2023
 - Approval of Bills to Be Paid
- The Pay Thru Date was questioned on some of the entries on the bills to be paid. Lana noted it was a typing error in the Excel Spreadsheet and she will correct it. Councilor Parker requested an amendment to the minutes regarding the one-time forgiveness request of the Ascension School. The minutes incorrectly document that it was agreed to forgive half of \$301.50 which is \$100.75. The minutes should be amended to document the amount of the overage was actually \$201.50 which half of is \$100.75.

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

Correspondence

- Lynn Brown Airbnb – Does a proprietor need a conditional use permit
The question as to whether or not a proprietor within the City needs a conditional use permit for an Airbnb was discussed and it was noted that since the City of Cove does not have regulations in place regarding Airbnb's, it would default to whatever Union County's regulations are. Further discussion ensued and it was noted research needs to be done on what the County says about lodging tax and rules. The mayor asked Dave Johnson to contact the County to see what their rules and lodging tax requirements are. It was concluded that because the City of Cove does not have any regulations in place at this time and is currently not interested in implementing a lodging tax, Mr. Brown should be referred to Union County.

Old Business

- Ziplly Franchise Renewal
Lana reported the Ziplly Franchise renewal agreement was sent to Ziplly for review. They reviewed it and returned it with no significant changes, only grammatical corrections. She noted she felt like this should be a resolution as opposed to an ordinance. The difference between an ordinance and a resolution was discussed.

Motion: Council President McCowan moved to approve a resolution granting a non-exclusive telecommunications franchise to Ziplly Fiber Northwest as presented. Councilor Cadinha seconded.

Councilor Parker noted he did not like the verbiage in Section 7, Transfer of Franchise, that states "Any transfer of Franchisee's assets to another carrier which is approved by the Oregon Public Utilities Commission will receive automatic approval by the City." Discussion ensued, and it was noted to keep service from being interrupted that verbiage needs to be included.

Councilor Parker opposed the motion. Motion approved by majority vote.

The previous motion was discussed, and it was determined there needed to be an additional motion to approve the agreement as a resolution as opposed to an ordinance.

Motion: Council President McCowan moved to approve using a resolution instead of ordinance. Councilor Cadinha seconded. Councilor Parker abstained. Motion approved by majority vote.

Motion: Council President McCowan moved to approve using Resolution 2023-1, a resolution granting a non-exclusive telecommunications franchise agreement to Ziplly Fiber Northwest, LLC. Councilor Cadinha seconded. Councilor Parker opposed. Motion approved by majority vote.

- Alder Street Vacation – Request submitted to City by Owners
The Alder Street Vacation was discussed. It was noted by Lana that the first step in initiating the process was to ask the current residents to submit a new petition/agreement to vacate Alder Street from Orchard Street to Bryan Street. That petition was submitted and included in this meeting packet. She then noted the next step is for the Council to accept the petition. Then a decision needs to be made as to who will pay for the costs associated with filing the petition. Discussion ensued and it was determined the City would pay the costs of the Alder Street vacation process up to \$150. The remainder will be paid by the petitioner.

Motion: Council President McCowan moved to approve the City of Cove to pay administrative costs up to \$150 towards the vacation of Alder from Orchard to Bryan. Councilor Parker seconded. Motion approved by unanimous vote.

Motion: Councilor Cadinha moved to accept the petition for the Alder Street vacation as presented. Councilor Parker seconded. Motion approved by unanimous vote.

Lana reported the hearing of the Alder Street vacation will be held on May 2, 2023.

- Cove Clean-Up Day – Date for this Fall
Mayor Haeger noted she left three messages with the CCA letting them know the City would be holding Clean Up Day later on in the year, but they have not responded to her yet. Lana reported she did check with the City's insurance regarding the \$25,000 for accidental death not being enough. She emailed our agent, and her answer was the highest AD&D limits Berkley can offer for volunteer exposures is \$25,000. That is a typical amount throughout the A&H Industry. The agent also said we still want to bind the quote even if the dates are moved out. It was discussed that CCA will likely be having a Clean Up day this spring, associated with Earth Day, but not in coordination with the City, and likely not anything similar to the way the City does it. Discussion returned to the insurance quote, and it was determined to wait on insurance until we determine if we will have a Clean-Up Day in the fall. Lana reported she received a phone call and another person came into the office asking if there was going to be a clean-up day this spring. Their main concerns were being able to get rid of yard debris in the City burn pile. Dave made a suggestion noting since the City does have a burn pile at one of the ponds, maybe we can offer to let people bring their debris one or two weekends this spring, perhaps a half a day on a Saturday. It was agreed that was a great suggestion and it will be discussed at the next regular meeting.

New Business

- Vacuum Cleaner for City Hall
It was reported the current office vacuum does not work; therefore, a new one needs to be purchased. Discussion regarding the cost of a new vacuum ensued and it was determined to approve the purchase of a new vacuum not to exceed \$200.

Motion: Councilor Cadinha moved to approve the purchase of a new vacuum for the cost of up to \$200. Councilor Eric Stone seconded. Motion approved by unanimous vote.
- City Planning Resources
Mayor Haeger reported she received interest from Anderson Perry to help the City with planning resources. They have an employee on staff who works with planning and charges an hourly rate of \$140/hour in 15-minute increments. She further outlined the billing structure, noting we can structure the agreement however we want. Dave questioned if this person was a certified planner, and it was determined they were not. He noted he has worked with certified planners in other cities and will come up with some names for the Mayor to contact. The Mayor also remarked that, other than Anderson Perry, Doug Wiggins, who works for the City of Union, also offered to help us on a limited basis.

City Council Working Committee Report

- Transportation System Plan (TSP)
No report was provided.
- Municipal Court
Council President McCowan noted he needs legal advice on the next steps to finalize the Municipal Court. It was agreed he should contact LOC for next steps.
- Hiring Committee: Employee Handbook, City Clerk Job Description, and Interview Panel Questions
Mayor Haeger provided a verbal report:
 - The next Hiring Committee will be held Thursday, April 6th.
 - She discussed the current employee handbook noting it is very outdated. However, CIS has a template that can be used and at their next meeting, the Hiring Committee will be going over that template to tailor it to the City of Cove.
 - Vacation time accrual was discussed, and it was noted it needs to be revised. She further noted the Committee will be looking at the salary range. She has contacted LOC for that information but hasn't heard back from them.
 - The Committee will be looking at the Billing Clerk job description as well.

- After the Hiring Committee has made all the revisions to the aforementioned documents, and their choice of candidates has been made, she would like to schedule an Executive Session to review the finalists and make a decision.
- She would like to revise the Interview Panel Questions.

A lengthy discussion ensued regarding the timing of events leading up to hiring another Recorder.

Motion: At 8:28 pm Council President McCowan moved to extend the meeting.

The discussion continued without any decisions being made and it was determined to move on to the next agenda item.

City Recorder Report

Lana provided a verbal report:

- January and February bank balances are done. She noted it was not easy.
- There are several alarming anomalies in the budget that she is researching.
- She reported she does not want to use the Verizon cell phone the City provides for the City Recorder. Discussion ensued and it was agreed to discontinue its use.
- Applications for next year's Youth Councilor need to be sent out this month.
- Councilors must submit their SEI by April 14, 2023.

Public Works Director Report

Dave provided a verbal report:

- The backup generator is hooked up to the well. Training will be held tomorrow.
- Sewer inspections on most of the sewer mains are done.
- He went to an Operator's training last month and received some good information.

Mayor's Report

Mayor Haeger provided her report during the Hiring Committee and City Planning Resources discussion.

Youth Councilor Report

Youth Councilor Ashtyn Larson provided a verbal report:

- Cove FFA went to the State Convention. The FFA Banquet will be held April 29th.
- The ASB is reviewing their constitution in preparation for next year.
- All spring sports are under way. She and some of her classmates are trying to change the reader board every Monday to update the sports schedules.
- May Day and Play Day are coming up.
- Prom will be held April 15th. Cove combines with Union for their Proms.

Good of the Order

Councilor Cadinha discussed the proposed Cove School Bond. It was noted it will be a very large expense to the taxpayers.

Public Comment

No public comment was made at this time.

Suggestions for Future Workshops & Meeting Agendas

- No suggestions for Future Workshops were made.
- Add Scheduling a Spring Public Burn Day to the agenda for the May Regular Council Meeting.


Upcoming Meetings

Hiring Committee April 6, 2023

TSP Committee April 18, 2023

Adjournment

Mayor Sherry Haeger adjourned the meeting at 8:53 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Lana Shira, City Recorder