

**City Of Cove
Council Meeting Minutes
May 2, 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 Jordan Hackwith, Shawn Parker, Jason Stone, Eric Stone, Youth Councilor Ashtyn Larson.

Virtual Council Members Present: There were no council members present virtually.

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 Alan Cadinha.

City Staff not Present: All city staff were present.

Public Present: Executive Director, Union County Chamber of Commerce, Scott Newman, Dave Coleman, Union County Commissioner, Donna Beverage, Maxine Parker, Becky Turner, David Turner, Cheryl Locken, Dan Landa.

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

- Scholarship Presentation Youth Councilor Ashtyn Larson (See New Business)
- Purchase of Jetter from City of Union for \$500 (See New Business)

Public Comment

No public comment was made at this time.

Consent Agenda and Approval of Bills to be Paid (Discussed after New Business)

- Council Minutes April 4, 2023
- Approval of Bills to Be Paid
The approval of bills to be paid was discussed, noting some of the items listed are unfamiliar to the council as they are agenda items to be discussed under New Business. Therefore, it was determined to discuss New Business before approving the Consent Agenda and Bills to be Paid.

After discussion of New Business, it was agreed to approve the Consent Agenda and Bills to be Paid.

Motion: Council President Matt McCowan moved to approve the Consent Agenda and Bills to be Paid as discussed and proposed. Councilor Eric Stone seconded. Councilor Jason Stone abstained. Motion approved by majority vote.

Correspondence

- Lynn Brown – Airbnb Ongoing Questions
Mr. Brown's concerns were summarized as presented in his email correspondence. Discussion ensued and it was noted that Airbnb's and other short-term, temporary housing platforms are different and don't have the same requirements such as needing a conditional use permit for long-term usage, semi-permanent housing while building a home. Commissioner Donna Beverage weighed in noting all the other small towns in the County have an ordinance for short-term housing, so the City of Cove might want to consider looking into developing an ordinance. It was agreed to refer this matter to the TSP Committee, and they will consult with the City of Union regarding their ordinance. It was determined Lana will relay to Mr. Brown that in the City of Cove, these types of businesses are categorized as short-term rentals and the city does not currently have an ordinance for short-term rentals; however, we will be looking into developing an ordinance. For the time being they fall under the purview of Union County and what the county allows.

Old Business

- Spring Public Burn Day
It was discussed and agreed that May 20, 2023, and June 3, 2023, will be scheduled for the public to bring their brush and acceptable, burnable items to the burn pile established at the City Lagoon. This information will be released to the public via the usual methods of advertising.

New Business

- Scholarship Presentation Youth Councilor Ashtyn Larson (*This agenda item was discussed second in the order of New Business*)
It was noted that Youth Councilor Ashtyn Larson has done a phenomenal job while on the City Council.

Motion: Council President McCowan moved to award Ashtyn Larson, City of Cove 2022-2023 Youth Counselor Scholarship in the amount of \$1000, payable to the College or Technical School of her choice. Councilor Hackwith seconded. Motion approved by unanimous vote.
- Purchase of Jetter from City of Union for \$500 (*This agenda item was discussed first*)
Dave reported the city is in need of a jetter as they have been encountering clogs in the sewer mains. The City of Union offered the use of one of their jettors, and then proposed the City of Cove purchase it for \$500. It needs some repairs, some of which have already been made. Discussion ensued and it was determined to approve the purchase of the jetter from the City of Union for \$500.

Motion: Councilor Parker moved to approve the purchase of the jetter from the City of Union for \$500. Councilor Jason Stone seconded. Motion approved by unanimous vote.
- Becky's Garden Donation Request (*This agenda item was discussed third with the remainder of the agenda items discussed in order*)
Lana reported Becky Droke is asking for a \$150 donation; however, she is interested in adding some metal flags to the garden but didn't have access to online shopping. Lana proposed the city purchase the flags for up to \$150, including shipping and handling as well as donating \$150 to Becky to use towards the garden.

Motion: Councilor Jason Stone moved to approve committing \$300 towards the community garden donation to include the flag purchase. Councilor Eric Stone seconded. Motion approved by unanimous vote.
- Commissioner Donna Beverage Request for Fourth of July Celebration
Donna Beverage noted she is present not as a commissioner, but as a member of the City of Union Chamber. They are coordinating with the Union County Chamber to gather funding for the Fourth of July Fireworks, and she is requesting a donation from the City of Cove for \$250 to be

used towards the purchase of Union County Fireworks. Discussion ensued and it was unanimously agreed to support the Union County Fireworks Show.

Motion: Councilor Parker moved to approve contributing \$250 to the City of Union Chamber Fireworks. Councilor Jason Stone seconded. Motion approved by unanimous.

- One Time Forgiveness Allowance – Sandra Christensen
Sandra Christensen's forgiveness request was reviewed, and discussion ensued. It was agreed to forgive half of the overage amount of \$420.73.

Motion: Council President McCowan moved to forgive \$210.37 of the overage for Sandra Christensen, 411 Mill Creek Road, Cove, OR. Councilor Jason Stone seconded. Motion approved by unanimous vote.

- Avista Presentation Packet (*Discussion stopped at 7:30 pm to conduct the hearing. Discussion resumed at 7:42 pm*)
The Avista packet was presented for information only, and verbally reviewed. It was noted in every city in Union County, from last year to this year, there was a rise in customers not being able to pay their bills on time.

- Application for Purchasing Surplus Property
Dave explained that he discovered the state has a surplus property site for selling surplus property to municipalities. If there is any surplus property available that the city would be interested in purchasing, there must be an agreement in place. He is requesting the mayor sign the agreement for any future property purchase needs.

Motion: Council President McCowan moved to complete the application to purchase surplus property. Councilor Parker seconded. Motion approved by unanimous vote.

HEARING 7:30 p.m. Alder Street Vacation

- Declare Actual Potential Conflict of Interest
There was no actual potential conflict of interest, exparte contact or personal bids.
- Mayor Opens Public Hearing
Mayor Haeger opened the hearing at 7:30 pm.
- Hearing Disclosure Statement (ORS 197.763)
Mayor Haeger read the hearing disclosure statement.
- Staff Report
City Recorder Lana Shira read the staff report.
- Written Testimony Introduced
Handwritten testimony from Kathy Musick was introduced. She was in support of the vacation.
- Applicant's Testimony
Becky Turner reported the reason for the request, noting the street was supposed to be vacated back in 1955 so her parents could obtain a VA loan on the property. It was approved at that time by the council but was never recorded with the county.
- Proponent's Testimony
There was no proponent's testimony.
- Opponent's Testimony
There was no opponent's testimony.

- Neutral Testimony
There was no neutral testimony.
- Applicant's Rebuttal
There was no applicant's rebuttal.
- Consider Hearing Continuance
No continuance was needed.
- Close Hearing
Mayor Haeger closed the hearing at 7:38 pm.
- Council Deliberation & Final Vote on Petition
Motion: Councilor Jason Stone moved that the City of Cove grant the Petition to Vacate a Portion of Alder Street submitted by Cheryl Locken and Rebecca Turner and by ordinance vacate the portion of Alder Street from Orchard Street to Bryan Street, and record said ordinance with the Union County Clerk, Union County Assessor, and the County Surveyor. Councilor Parker seconded. Motion approved by unanimous vote.

Mayor Haeger read Ordinance 2023-01, An Ordinance Vacating a Portion of Alder Street Between Orchard Street and Bryan Street, by title and in full.

Motion: Councilor Jason Stone moved to approve the ordinance. Councilor Hackwith seconded. Motion approved by unanimous vote.

City Council Working Committee Report

- Transportation System Plan (TSP)
Councilor Jason Stone provided a verbal report:
 - The committee is reviewing subdivision ordinances and continuing to work on the public/private streets idea at their next meeting.
- Municipal Court
Council President McCowan provided a verbal report:
 - He noted he has not been able to make any progress at this time.
- Hiring Committee
Mayor Sherry Haeger provided a verbal report:
 - She noted she requested clarification from CIS and LOC regarding the length of time an interim can fill the position. The answer they provided was that an interim can fill the position for as long as needed.
 - There are no laws governing posting jobs or job requirements nor any regulations regarding the city's USDA loans. We will not be in violation of anything.
 - The Employee Manual was discussed. Sick leave and bereavement leave need to be further defined and clarified, as well as vacation leave. The new Oregon guidelines were also discussed, and it was noted further investigation will be made so the city is in compliance.
 - Councilor Eric Stone questioned the background check verbiage, and it was noted it needs to be removed from the Employee Manual. He also suggested a zero-tolerance policy for drugs.
 - Posting of the job was discussed. Council President McCowan proposed offering the job to Lana. He noted she is doing a great job. It was discussed if that is what is decided then the question becomes whether the interview is done in a Public Meeting or in Executive Session. Councilor Parker noted he is not in favor of skipping any processes. All other

councilors present were in favor of offering Lana the position. The mayor noted she will find out if the decision must be unanimous and what equal opportunity must be applied.

City Recorder Report

Lana provided a verbal report:

- She attended a free QuickBooks Course through Workforce. The course helped her to create a Balance Sheet by Class, which the city's auditors have been requesting for some time now.
- She noted the Alder Street Hearing was a lot of work and took some time.
- She is working on the ARPA expenditure report but is experiencing some technical difficulties that she is working through with their technical support.
- The March bank statement is balanced.
- Budget anomalies are slowly being found and corrected. She stressed the budget will now be her focus.
- She requested and was approved to take off May 11, 2023.

Public Works Director Report

Dave provided a verbal report:

- The City Hall remodel is supposed to start by Thursday of this week. They had to wait on permitting.
- Hydro production is finally where it's supposed to be.
- The hydro plant has been producing RECs (Renewable Energy Credits) which are green energy credits that entities can purchase. He has been in communication with a broker to see what the city can sell them for. We can keep sitting on them as we keep accumulating them. We are not losing them. Discussion ensued and it was determined to leave it up to Dave's discretion regarding when to sell the credits as well as who to sell them to, and then making the request to the council.

Mayor's Report

Mayor Haeger did not provide a report.

Youth Councilor Report

Youth Councilor Ashlyn Larson provided a verbal report:

- The FFA banquet was held on April 29th and was well attended. Over \$7000 in scholarships were awarded.
- Play Day is scheduled for May 11, 2023.
- May Day is scheduled for May 4, 2023, at 6:30pm.
- The Senior Class trip and graduation are coming up.
- The baseball team has a winning season and will be going to Districts.
- It is to be determined whether the softball team will be going to Districts.
- The track team will be going to Districts in two weeks.
- ASB elections and class elections will be held in the next couple of weeks.

Good of the Order

Mayor Haeger requested Council President Matt McCowan provide her the information he received from his employment's HR Department regarding the new Oregon Paid Leave Law.

Public Comment

Dan Landa, 1805 Jasper Street, suggested it makes sense to open up the City Recorder job long enough to secure other interested applicants. He offered to contact Dave Alexander to find out what their green energy payout is and give that information to Dave Johnson. He also offered to provide Lana with contact information for grant writing.

Suggestions for Future Workshops & Meeting Agendas


No suggestions for Future Workshops or meeting agendas were made.

Upcoming Meetings

- TSP is scheduled for May 30, 2023.
- Hiring Committee to be determined.
- Budget Committee is scheduled for May 16, 2023.

Adjournment

Mayor Sherry Haeger adjourned the meeting at 8: 24 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Lana Shira, City Recorder