

**City Of Cove
Council Meeting Minutes
June 6, 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, Jordan Hackwith, Shawn Parker, Jason Stone.

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 Eric Stone.

City Staff not Present: All city staff were present.

Public Present: Mace Cadwell, Dave Coleman,

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

May 23, 2023, Budget Committee Meeting Minutes (See Consent Agenda and Approval of Bills to Be Paid)
Cove Drive-In Cherry Fair Donation Request (See New Business)

Public Comment

No public comment was made at this time.

Consent Agenda and Approval of Bills to be Paid

- Council Minutes May 2, 2023
- Budget Committee Minutes May 23, 2023
- Approval of Bills to Be Paid

Council President McCowan asked for and received clarification on what OATI Smart Tag Service is and why there was a late fee. He also pointed out a typographical error on Bills to Be Paid by ACH. Lana will correct the typo.

Motion: Councilor Jason Stone moved to approve the Consent Agenda and Bills to be Paid as amended. Councilor Hackwith seconded. Councilor Parker abstained. Motion approved by majority vote.

Correspondence

There was no correspondence presented at this meeting.

Old Business

- Advertise for City Recorder Position
Mayor Haeger asked the council what date they would like to start advertising for the City Recorder position, and what date to end. She proposed the advertisement for the job be published for 14 days. Discussion ensued as to why we need to advertise for the position at all as Lana is doing a great job; therefore, why wouldn't the job be offered to her. It was noted that Councilor Parker and Councilor Eric Stone preferred to go through the advertising process. Council President McCowan interjected he wanted to be clear that he is remotely related to Lana, and he will recuse himself if a vote is taken to offer her the job. It was discussed that a vote could be taken tonight and then negotiate for salary and benefits later. Also, there are still questions to be answered about the Employee Handbook before it can be finalized. After further discussion affirming Lana is doing a great job, it was decided to take a vote to offer her the position.

Motion: Councilor Jason Stone moved to make an offer for the full-time position to Lana Shira with a start date to be determined. Councilor Cadinha seconded. Council President McCowan abstained. Councilors Hackwith and Parker dissented. Mayor Haeger broke the tie. Motion approved by majority vote.

Mayor Haeger thanked Lana for applying, to which Councilor Parker noted he never saw her application. Mayor Haeger responded he did not need to see the application.

- Review Interview Questions
The proposed interview questions were not discussed in depth since the job was offered to and accepted by Lana.

New Business

- Employee Manual Approval
Mayor Haeger asked for a commitment from Councilor Parker to come to a Hiring Committee meeting next week. Councilor Parker noted he is unable to commit. The mayor appointed Councilor Cadinha to the Hiring Committee in place of Councilor Parker. A meeting is scheduled for June 15th at 7:00 pm.
- Personnel Evaluations
Dave noted annual reviews are due prior to the fiscal year. Last year's reviews were done the first part of July. However, it was discussed that since Lana is a new hire her review will be in six months. Dave also noted it would be beneficial to move the annual reviews to Spring to make the budget process easier. After this year's review, it was agreed to move employee annual reviews to February for the following years. Councilors Cadinha, Hackwith, and Jason Stone agreed to perform Dave's review this year at a date to be determined, but prior to July 1, 2023.

*Discussion of New Business stopped at 7:33 pm to hold the Budget Hearing.

*Discussion of New Business resumed at 7:37 pm.

- Cost of Living Increase
It was discussed that last year the cost-of-living increase was not extended to the Billing Clerk. It was noted the part-time Public Works Worker had quit prior to the increase and the new part-time Public Works Worker had not yet been hired. Lana provided what the calculated increase for the Billing Clerk would be if the cost-of-living increase in pay was retroactively applied.

Motion: Councilor Parker moved to approve the back pay for the Billing Clerk for missing the cost-of-living increase. Councilor Cadinha seconded. Council President McCowan abstained. Motion approved by majority vote.

Lana questioned whether the council wanted the retro pay to be paid immediately or in the next pay period.

Motion: Councilor Jason Stone moved to approve the Billing Clerk's retro pay effective immediately to be paid immediately. Councilor Cadinha seconded. Council President McCowan abstained. Motion approved by majority vote.

Lana provided a hand-out that outlined the cost-of-living increase for this year and discussion ensued noting it was budgeted for a five percent increase.

Motion: Councilor Jason Stone moved to approve a five percent cost of living allowance for all Cove Employees for the next year beginning July 1, 2023. Councilor Parker seconded. Council President McCowan abstained. Motion approved by majority vote.

- Rose Meadow Subdivision Tentative Plan 1-Year Extension Expired
*At 7:46 pm Mayor Haeger recused herself from the Rose Meadow Subdivision discussion due to conflict of interest. Council President McCowan led this portion of the meeting.

Mace Cadwell noted the first thing he is requesting is another one-year extension for the Rose Meadow Subdivision plan. Discussion ensued and he noted he has been dealing with the DEQ for the sewer plans, and they have been non-responsive which has been a major hold-up to moving on with the project. However, he finally received a response and is now making progress.

Motion: Councilor Cadinha moved to approve a one-year extension to Mace Cadwell for the subdivision plan #S40222BC-500 and 3S4022C-601. Councilor Hackwith seconded. Motion approved by unanimous vote.

Mr. Cadwell further noted the next step needed is for the Council to approve signature of the Land Use Compatibility Statement in order to get a permit from DEQ. It was agreed that Council President McCowan will sign the LUCS.

*At 8:02 pm Mayor Haeger resumed leadership of the meeting.

- T-Mobile Microwave Antenna Addition – 809 Rose Ridge Road
The T-Mobile project for modification of design to their original Conditional Use Application granted in September of 2021, was reviewed and discussion ensued. It was noted no other permits need to be granted for them to move forward. Lana will follow up with T-Mobile to let them know of the council's decision, and request they provide timelines for the start and completion of the project.

- Cherry Fair Donation Request
It was agreed to donate \$250 to the Cove Community Association for the Cherry Fair.

Motion: Council President McCowan moved to donate \$250 to the Cherry Fair in the name of the City of Cove. Councilor Cadinha seconded. Motion approved by unanimous vote.

- Cove Drive-In Cherry Fair Donation Request
The Cove Drive-In request for \$300 for the band to perform at Cove Cherry Fair Street Dance was discussed. It was agreed to grant the \$300 donation request.

Motion: Councilor Jason Stone moved to donate \$300 to the Cove Drive-In to help pay for the band for the Cove Cherry Fair. Councilor Hackwith seconded. Councilor Parker and Council President McCowan abstained. Motion approved by majority vote.

BUDGET HEARING 7:30 p.m.

- Call to Order
Mayor Haeger called the Budget Hearing to order at 7:33 pm.

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

- Budget Message
The Budget Message was provided.

- Public Comment
There was no public comment at this hearing.

Motion: Council President McCowan moved to approve Resolution No. 2023-2 Adopting the Budget. Councilor Jason Stone seconded. Councilor Cadinha abstained. Motion approved by majority vote.

Motion: Council President McCowan moved to approve Resolution No. 2023-3, A Resolution Declaring the City's Election to Receive State Revenue. Councilor Jason Stone seconded. Councilor Cadinha abstained. Motion approved by majority vote.

- Adjournment
Mayor Haeger adjourned the hearing at 7:37 pm.

City Council Working Committee Report

- Transportation System Plan (TSP)
Councilor Jason Stone provided a verbal report:
 - The last TSP meeting was cancelled. It has been rescheduled for June 20th at 7:00 pm.

- 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
 - Scheduled for June 15, 2023.

City Recorder Report

Lana provided a verbal report:

- The budget has to be filed with the State. USDA requested quite a bit more information from the 2021-22 budget submitted as well as clarification on the audit submitted for 2021-22.
- The May bank statement is not yet balanced.
- Donna Lewis provided approximately 20 minutes of help with the LB1 form. She did it as a friend and did not accept any payment for her help.

Public Works Director Report

Dave provided a verbal report:

- The remodel is moving along. They should be done with sheet rock and texture this week. Shouldn't be too much longer for HVAC and electrical to be installed. Flooring and painting will be done in-house.

- The wastewater effluent pump seized up. He sent the pump off to be evaluated for a rebuild which will cost around \$2,000. A new pump will cost over \$6,000.
- They will start flushing hydrants next month.
- The fire hydrant by the Seventh Day Adventist Church is scheduled to be replaced. That will take coordination with ODOT.

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

- Hydro production was great for May.
- The jetter trailer is working, and sewer maintenance continues.

Mayor's Report

Mayor Haeger provided a verbal report.

- She went to Cove High School graduation. They announced Youth Councilor Ashtyn Larsen's scholarship award from the City.
- She is trying to make amends with the School District.

Good of the Order

No Good of the Order was presented.

Public Comment

Mace Cadwell noted as a citizen outside looking in, he feels the city is very blessed to have Lana step in and fix some of the current and upcoming issues.

Suggestions for Future Workshops & Meeting Agendas

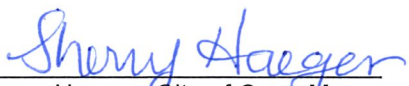
No suggestions for Future Workshops or meeting agendas were made.

Upcoming Meetings

TSP Committee Meeting June 20, 2023.
 Hiring Committee Meeting June 15, 2023.
 Next Regular Council Meeting will be July 11, 2023.

Adjournment

Mayor Haeger adjourned the meeting at 8:41 p.m.


 Sherry Haeger, City of Cove Mayor


 Kerri McCowan, Billing Clerk


 Lana Shira, City Recorder