

**City Of Cove  
Council Meeting Minutes  
September 5, 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: Councilors Alan Cadinha, Jordan Hackwith, Shawn Parker, Eric 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: Council President Matt McCowan, Councilor Jason Stone.

City Staff not Present: All city staff were present.

Public Present: Mace Cadwell, Dave Coleman, Maxine Parker, Mindy Davis, Connected Professional Associates, LLC.

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**

- Draft Employee Handbook  
Mayor Haeger explained the Handbook will not be discussed at this time. It is being presented to the council to review and be ready to discuss at next month's meeting.
- Burn Ban Discussion (See New Business)

**Public Comment**

No public comment was made at this time.

**Consent Agenda**

- Council Minutes August 1, 2023
- Approval of Bills to Be Paid

There was much discussion surrounding approval of minutes and Mayor Haeger noted she intends to get clarification from LOC regarding the Council's responsibility for approving minutes at a meeting they did not attend.

Motion: Councilor Alan Cadinha moved to approve the Consent Agenda as presented. Councilor Eric Stone seconded. Councilors Parker and Hackwith abstained. Motion carried.

### **Correspondence**

- **Carrie Hargrove Dog Complaint**  
The dog complaint brought forward by Carrie Hargrove was reviewed and discussion ensued. Mayor Haeger noted she requested the metrics from the County Animal Control. She did not have a copy of the report, so she provided a summary which indicated in the city of Cove, there were ten complaints that had to do with dogs and included barking, loose dogs, and dog bites. Law enforcement responded to the dog bite complaints and took a report, and none required a hospital stay. Mayor Haeger noted she performed her due diligence in getting the information Ms. Hargrove requested regarding dogs. Discussion ensued and it was determined there was not enough information in the statistics received to acknowledge a larger problem with dogs than in previous years. It was further discussed that Union County is responsible for dog issues in Cove, and we follow the County ordinance. It was additionally noted that Ms. Hargrove was referred to the County in her initial complaint, and Mayor Haeger followed up with her as well. No further action by the city needs to be taken.
- **Oregon Audits Division Reminder of Council's Fiduciary Responsibility**  
The letter from the Oregon Audits Division was presented for informational purposes only.

### **Old Business**

- **Community Appreciation Program**  
A Community Appreciation Program was discussed, and it was noted that right now there is no one willing to do the work. This topic will be tabled.
- **Local Government Investment Pool (LGIP)**  
Lana reported the Local Government Investment Pool will allow us to have two accounts with the reserve money in one and the remainder of the savings in another account. She will send the paperwork next week.

### **New Business**

- **Burn Ban Discussion (Addition to the Agenda)**  
Councilor Cadinha noted there is an issue with residents not knowing when there is a burn ban. He wanted to know if there is some way for us to advertise when there is a burn ban. Adding a note to the water bill for next year was discussed, as it's too late this year. Consideration was also given to placing a notice at the public kiosk located at Dollar's Corner.
- **Audit Presentation**  
Mindy Davis, CPA, Connected Professional Accountants, LLC, provided an overview of the Draft Annual Financial Report and touched on the benefits and requirements of the audit. She noted the documents included are a Governance Letter, Adjusting Journal

Entries that also included a Passed Audit Adjustment, Communication of Material Weakness and Significant Deficiency, and provided a verbal overview of each document. In her verbal review of the Annual Financial Report, she noted on page 33, Independent Auditors' Report on Compliance and Internal Control Required by Oregon State Regulations, #2 should be struck and replaced with a lack of statewide advertisement for the overlay project because the bid for that project came in over \$100,000. The Audit was presented as favorable.

- **Brush Hog Mower**  
Dave reported the current mower is irreparable. It would cost more than it's worth to fix it. A new mower needs to be purchased, and he reviewed the bids that were presented which were inserted as page 7B of the meeting packet. Discussion ensued. It was determined to table this item until the next meeting since there was another bid that has not been received and reviewed.
- **Credit/Debit Card Payment Capability with CUSI (UMS)**  
Tabled.

### **City Council Working Committee Report**

- **Transportation System Plan (TSP)**  
Councilor Jason Stone was not present; therefore, a report was not available. The committee is scheduled to meet October 10, 2023, at 7:00 p.m.
- **Municipal Court**  
Mayor Haeger reported she has not had time to work on the Municipal Court.

### **City Recorder Report**

Lana provided a verbal report:

- Petty cash is now available.
- She completed her Notary Public on-line training. She will now send the check that was approved tonight in bills to paid in order to receive her certificate.
- She reminded council to ask for volunteers for next year's Budget Committee. She would also like to put a note on the customer bills asking for volunteers.
- She is registered for a free, in person 3-hour class in La Grande that CIS is putting on about the new Oregon Leave Laws. The State Revenue Department is also putting on two on-line seminars that she may attend.
- She attended the LOC Fundamentals training in Echo. She provided an overview of the material covered. She noted she learned from the training that we should adopt a social media policy at some point. She felt this was very beneficial training.

### **Public Works Director Report**

Dave provided a verbal report:

- They are still working on the remodel.
- The hydrant replacement will hopefully take place within the next two weeks. They will need help from the City of La Grande for the hot tap.
- Steve Witty has approached the city with a vacuum unit for cleaning out the top of valve nuts and storm drains in exchange for another \$700 credit to his rental sewer/water account. Discussion ensued noting it seemed like a good buy.

Motion: Councilor Parker moved to purchase the vacuum unit for a \$700 credit to Steve Witty's rental water bill. Councilor Cadinha seconded. Motion carried.

### **Mayor's Report**

Mayor Haeger provided a verbal report:

- She found the report she was referencing during the Carrie Hargrove Dog Complaint discussion. The report showed four dog bites were reported in the City of Cove for 2022. The report also detailed whether the sheriff responded.
- She reported she usually spends \$100 of her own money for candy for the Trunk or Treat for Halloween and the Cherry Fair parade. However, she doesn't want to do that anymore and asked the council to consider at the October meeting donating money for the purchase of candy.

### **Good of the Order**

No good of the order was presented at this time.

### **Public Comment**

Maxine Parker asked if an end date could be set for the TSP and Municipal Court resolutions. Discussion ensued and it was noted it is not unreasonable to set an end date.

Motion: At 8:33 pm Councilor Cadinha moved to extend the meeting by ten minutes. Councilor Hackwith seconded. Motion carried.

After further discussion Mrs. Parker requested to attend future TSP Committee meetings. Mayor Haeger asked Mrs. Parker if she would like to be a member and Mrs. Parker responded in the affirmative. Mayor Haeger noted she will contact Councilor Jason Stone about adding Mrs. Parker to the TSP Committee.

Mace Cadwell noted the TSP Committee is very important because there are many other things that can't happen because they are tied to that plan. He suggested not now, but maybe next year, he would be willing to help with city planning issues.

### **Suggestions for Future Workshops & Meeting Agendas**

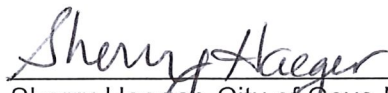
No suggestions for Future Workshops or meeting agendas were made.

### **Upcoming Meetings**

TSP October 10, 2023.

### **Adjournment**

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

  
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Sherry Haeger, City of Cove Mayor

  
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Kerri McCowan, Billing Clerk

  
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Lana Shira, City Recorder