

**City Of Cove
Council Meeting Minutes
October 3, 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, Jason Stone.

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 Jordan Hackwith

City Staff not Present: All city staff were present.

Public Present: Maxine Parker, Mace Cadwell.

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

- Minutes from the consent agenda last meeting.
- John Cavin In-kind Agreement and Hold Harmless Agreement (See New Business)

Public Comment

No public comment was made at this time.

Consent Agenda

- Council Minutes September 5, 2023
- Approval of Bills to Be Paid

The meeting minutes vote from the August meeting was discussed, and Mayor Haeger noted she received direction from LOC that the vote on the minutes did not carry since four councilors were present, but two councilors abstained, while two councilors approved. She also noted that LOC clarified that a councilor may vote on the approval of

minutes without having been at the meeting; It's up to the individual councilor. A re-vote on the August minutes was called for.

Motion: Council President McCowan moved to approve the August meeting minutes as presented in their entirety. Councilor Jason Stone seconded. Councilor Parker abstained. Motion carried.

Additional discussion was held from the September meeting minutes with Council President McCowan reviewing the request for Maxine Parker to be a member of the TSP Committee. He pointed out that she does not live within the city limits and cannot be a member of the committee. It was discussed that she can be present at the meeting, and provide input, but she cannot have a decision in any vote.

Motion: Councilor Jason Stone moved to approve the Consent Agenda as presented. Council President McCowan seconded. Motion carried.

Correspondence

- Burn Ban
Notification was received that the Union County burn ban ended September 30, 2023.
- Swanson Insurance Group
Lana reported she received a letter from Swanson Insurance Group informing her that Brittany Beamer is resigning her position there. Josh Burns and Anna Wedding will be taking her place.

Old Business

- Employee Handbook (*This agenda item was discussed last. Discussion began at 8:02 pm*)
The draft Employee Handbook was reviewed as well as Pam Bowles, HR Consultant, from LOC's comments on the draft. Paid time off, holidays, vacation time and sick time were reviewed, as well as some confusing language throughout the draft document, and lengthy discussion ensued. It was decided there were too many questions, and too many suggestions for revision to be reviewed at tonight's meeting. A special meeting will be scheduled for October 12, 2023, at 7pm, to go over all the questions and suggested revisions.
- Tractor Mower Budget/Bids (*This agenda item was discussed first, with the following agenda items discussed in order*)
Dave provided a verbal review of the current bids for a new tractor mower. He noted the 96" wide mower would be his preference as it would be more efficient. It was discussed that this purchase is in the budget.

Motion: Councilor Jason Stone moved to approve the purchase of the Land Pride 96" mower from Farm Equipment Headquarters. Councilor Cadinha seconded. Motion carried.
- Purchase of Wachs Vacuum – Method of Payment
Payment for the vacuum was discussed. Lana noted she learned from the auditor that it is messy to purchase something and give the seller water/sewer in lieu of payment. There's nothing wrong with doing it that way, but it's not the cleanest. She reported Mr.

Witty preferred receiving a check for \$700, so she cut him a check for \$700 and Council President McCowan signed it.

- Candy Donation for Trunk or Treat & Cherry Fair
It was discussed that there is money in the budget to buy candy for the Trunk or Treat this year. The mayor will purchase the candy and submit a receipt for reimbursement. The amount to be spent will be up to \$100.

Motion: Councilor Cadinha moved to approve the donation of \$100 for candy for the Trunk or Treat. Councilor Parker seconded. Motion carried.

New Business

- Review Schedules
Tabled.
- John Cavin In-kind Agreement and Hold Harmless Agreement
The Oregon Wireless, Inc. In-kind Agreement and Hold Harmless agreements were discussed, and it was suggested to send them to LOC for review prior to approval by council. It was stressed that we do not want to hold up Mr. Cavin's timeframe so, if need be, a special meeting can be scheduled to vote on the agreements. Lana agreed to send the agreements to LOC and touch base with Mr. Cavin to see what his timeframe is.

City Council Working Committee Report

- Transportation System Plan (TSP)
 - Goal Setting/End Date
Councilor Jason Stone reported there is a meeting scheduled for October 10, 2023, at 7pm.
- Municipal Court
 - Goal Setting/End Date
Mayor Haeger did not provide a report.

City Recorder Report

Lana provided a verbal report:

- She provided a verbal review of the quarterly Profit and Loss report. If any council would like a copy, she will be happy to get it to them.
- The city has been approved for participation in the Local Government Investment Pool. She is waiting for an account number and instructions on how to make deposits.
- QuickBooks Desktop will no longer be supported after March 2024. She will investigate our options and follow-up in the next couple of meetings with her findings.
- She met with Aflac representatives who wanted to know if the City Council would be interested in offering city employees access to coverage if there is no cost to the city. Discussion ensued and it was decided to invite a representative to the next meeting.
- Her Notary stamp has been ordered from Copy Club. As soon as it arrives, she will be able to notarize documents.
- She provided a review of a tentative plan for a lot line adjustment from Dan Landa. She noted Mr. Landa asked her to sign the plan so the surveyor knows the city is aware of the tentative plan. She noted she did sign it as an acknowledgement of a tentative plan, with no intention of approving it. Discussion ensued and it was noted there needs to be a hearing before anything can be approved. It was agreed she will call and write a letter to

the surveyor, Kyle Tucker, making sure that he is aware that her signature on the plan is in no way an approval, and if they wish to move forward, an application for a variance needs to be submitted, and then a hearing scheduled.

Public Works Director Report

Dave provided a verbal report:

- They will probably be relocating the hydrant at the corner of Church St. and Highway 237 next week.
- They installed two new water meter connections across Antles Ln.
- He worked with Safe Routes to School to install the new cross walk across French St., at the school and the Baptist Church, at no cost to the city.
- He is working on cost estimates for a new screen at the Hydro diversion. He is working with Eagle Carriage to develop the plan for a better built screen.
- They built a skid for the valve exerciser in order to load it in the back of the truck. They plan to build one for the vacuum unit as well.
- He reported on the slide up at the diversion a few years ago. They have been monitoring the French Drain which was put in place on the uphill side of the road as a fix to try and capture the water, so it wasn't coming down the trench cut where the pipeline was installed. It seems to be working, but he thinks there should be a better way to get more of the water to bypass over that. He is working with the contractor who put the pipeline in to see what their thoughts are for a solution.

Mayor's Report

Mayor Haeger noted she will yield her time to the Employee Handbook discussion.

Good of the Order

No good of the order was presented at this time.

Public Comment

No public comment was made at this time.

Suggestions for Future Workshops & Meeting Agendas

No suggestions for Future Workshops or meeting agendas were made.


Upcoming Meetings

TSP, October 10, 2023, at 7pm

Special Meeting, October 12, 2023, at 7pm

Adjournment

Mayor Haeger adjourned the meeting at 8:28 p.m.



Sherry Haeger, City of Cove Mayor



Kerri McCowan, Billing Clerk



Lana Shira, City Recorder