

CITY OF COVE
REGULAR COUNCIL MEETING
February 6, 2024, at 7:00 p.m.
AT 504 ALDER STREET
COVE, OR 97824

- **Call to Order**
- **Pledge of Allegiance**
- **Council Roll Call**
- **Additions/Changes to the Agenda**
- **Public Comment** - 3 minutes per person; Must Sign the Speakers Roster
 - Community members may address issues observed on the agenda and may ask council for additions for consideration to be added to the current agenda.
- **Consent Agenda**
 - January 2, 2024, Council Minutes
 - Approval of Bills to Be Paid
- **Correspondence**
 - Thank You Card from Cove Community Association
- **Old Business**
 - Draft Hearing Fee Schedule
 - Potential Donations to the Cove Fire Department and Cities that Support the City of Cove
- **New Business**
 - WastePro Rate Increase
 - Clarification on Interpretation of Part-time Worker Benefits
 - Update Ordinance 2-2017, An Ordinance Amending Billing and Payments of Water and Sewer Accounts, Section 11 of Ordinance No. 1, Series 1981, and Eliminating Ordinance 1997-3
 - POW Flag and US Flag at City Hall
- **City Council Working Committee Report**
 - Transportation System Plan (TSP) – Councilor Jason Stone
 - Present Draft Plan
- **City Recorder Report**
- **Public Works Director Report**
- **Mayor's Report**
- **Good of the Order**
- **Public Comment** – 3 minutes per person; Must Sign the Speakers Roster
 - This is the place allowed for the public to comment on anything they wish to have addressed by council or discuss their feelings towards any matter before the council which is not already scheduled for discussion on the meeting agenda.
- **Suggestions for Future Workshops & Meeting Agendas**
- **Upcoming Meetings**
- **Adjournment**

To submit public comment in writing, please send an e-mail to cityadmin@cityofcove.org at least four (4) calendar days prior to the meeting. Alternatively, you can join the meeting virtually from your computer, tablet, or smartphone. See link below:

<https://meet.goto.com/CityofCove>

You can also dial in using your phone:

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 566-891-733

**City Of Cove
Council Meeting Minutes
January 2, 2024**

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.

Council Members Present: Councilors Jordan Hackwith, Jason Stone, Alan Cadinha, Shawn Parker.

Council Members Present Remotely: Council President Matt McCowan, Councilor Eric Stone.

City Staff Present: Public Works Director Dave Johnson, City Recorder Lana Shira.

City Staff Present Remotely: There were no city staff present remotely.

Council Members not Present: All Council Members were present.

City Staff not Present: Billing Clerk Kerr McCowan.

Public Present: Dave Coleman, Alexis Cannon, Maxine Parker.

Public Present Remotely: Public members were present remotely. 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

There were no additions nor changes to the agenda.

Public Comment

No public comment was made at this time.

Consent Agenda

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

Motion: Councilor Jason Stone moved to approve the Consent Agenda as presented. Councilor Cadinha seconded. Councilor Parker abstained. Motion carried.

Correspondence

- LOC Addiction and Community Livability Crisis Action Plan
Lana provided a verbal review of the LOC Addiction and Community Livability Crisis Action Plan. No other action was necessary.

Old Business

- TextMyGov
Lana reported she talked to the Recorder at Island City about the TextMyGov program. She told Lana some good things about the company were that they were easy to work with and their support was great. She did say not as many people subscribed to it as she would have hoped for, especially the older people. Older people don't want to participate and refused when asked to do so. The main participating demographic is 30 years old and younger. She also said it is helpful and time saving anytime they have to make mass phone calls, but she hesitated about whether it is worth the cost. Discussion ensued and the consensus was that Cove is not a large enough community for the program to be cost efficient.
- Speed Limit Radar Sign
Dave noted he contacted ODOT and asked them what it would take on our end to install a speed limit radar sign. They informed him they would have to draft an agreement that would indicate the city would be responsible for the sign, maintenance of it and duration. We are considering installing it on one of ODOT's existing speed limit posts so we wouldn't have to purchase a new post. He also reported ODOT does not know of a source that is cheaper to purchase the sign than the one he presented at the last meeting. He has ordered one sign but is unsure when it will be delivered. He also reported there are certain parameters required by ODOT specifying what the sign can and cannot be programmed to do, such as no flashing lights. It was reiterated it will be situated at the north end of town facing traffic coming in from La Grande. If it makes an impact, we can consider purchasing another sign. A question arose about vandalism, and it was noted we will need to add the sign to our insurance policy, and it was also determined Dave will research camera options to attach to it as well.
- Customer Bill Pay Options
Lana noted we have had more customers asking about credit/debit card bill pay options. She noted she and Kerri had researched different options but determined the card reader through CUSI would be the best option. Offering this payment method will also increase customer satisfaction. Discussion ensued and it was agreed to approve the purchase of the credit card terminal through CUSI.

Motion: Councilor Jason Stone moved to approve the card reader device through CUSI to receive payments to the city. Councilor Hackwith seconded. Motion carried.

New Business

- Fee Schedule for Hearings
Lana reported she requested fee schedules from Island City, Elgin, North Powder, and Imbler. She noted they are all different, so she is requesting the council provide a map of how to move forward. It was discussed that it falls within the purview of the City Recorder to determine what the costs will be for each hearing. However, it was also noted that the council would like to see a comparison of the fees from the aforementioned cities. Lana agreed to develop a presentation that lays out the other four

city's fees as well as draft fees for the City of Cove based on what it would take to cover our costs and present the information at the next regular meeting.

- Flag Funding Request from La Grande Firefighters Local 924
The flag funding request from La Grande Firefighters Local 924 was reviewed and discussion ensued. It was questioned where the flags are displayed and determined they are displayed in the downtown corridor in La Grande. Questions arose about donations to our local fire department, noting we should donate locally first. It was also noted Becky Droke takes care of the flags for the war memorial, and they are in need of replacement. Councilor Jason Stone suggested Dave contact Becky and let her know the city is willing to donate towards the purchase of those flags. He also noted he is in favor of donating to the La Grande Firefighters Local 924.

Motion: Councilor Cadinha moved for the city to donate \$25 a year to La Grande Fire Department for their flags. Councilor Jason Stone seconded. Before the vote it was questioned whether the donation was just for this year or ongoing. Discussion ensued and Councilor Cadinha expressed that he did not say ongoing, but that was what he intended. It was requested that he clarify his motion.

Motion: Councilor Cadinha moved to approve \$25 a year ongoing for the La Grande Fire Department on their flags. Councilor Jason Stone seconded. Council President McCowan interjected and asked what ongoing contribution we make to our own fire department. It was noted that was what had just been discussed and the action that came out of that discussion was that Dave was going to talk to Becky Droke because she is the person who takes care of the flags. It was clarified that she only takes care of the flags for the war memorial. Council President McCowan again noted he would like to take care of our own fire department's needs before focusing on other cities and pointed out that Island City, Imbler, North Powder, and Union are the back-up cities for Cove. La Grande does not respond to fires within Cove's boundaries. Considering that discussion, the question then arose whether to take the motion off the table or to leave it on the table. After further discussion it was determined to revise the motion again.

Motion: Councilor Cadinha moved to donate \$25 for one year, this year, for the La Grande Fire Department on their flags. Councilor Parker seconded. Council President McCowan and Councilor Eric Stone opposed. Motion carried.

Mayor Haeger noted to Council President McCowan's concerns, it would be good to figure out if we want to donate to those cities that support the City of Cove. She asked that it be added to the agenda for next month's meeting. Further discussion ensued and Mayor Haeger agreed to talk to Scott Loree, the City of Cove's Fire Chief, about the city's willingness to donate to the fire department.

City Council Working Committee Report

- Transportation System Plan (TSP)
Councilor Jason Stone reported at the last meeting they reviewed three more chapters and will be reviewing the final four at their next meeting. They should have a draft for review at the next regular council meeting. The next TSP meeting is scheduled for January 11, 2024.

City Recorder Report

Lana provided a verbal report:

- She provided a report on last month's income and the sources. It details the income deposits into the Community Bank account as well as the LGIP and the December bank statement from Community Bank. She also presented a Profit and Loss vs. Actual which is a quarterly report through December.
- She has some volunteers and some more names for people to contact for the Budget Committee. She is floating ideas for an introductory meeting/open house where she would provide hors d'oeuvres and refreshments for the members and explain what their role is in the budget process. For the budget meeting Mayor Haeger volunteered to provide a crock pot dinner to the Budget Committee members.
- She is working on a Procedure Manual.
- She is brushing up on the Election process since there will be elections in 2024.

Public Works Director Report

Dave provided a verbal report:

- He provided a verbal overview of the 2023 Hydro Production report. He noted it was a rough year for production. He reported there is someone interested in purchasing the plant, but he does not know if it would be possible with the current contract. It was requested that he investigate the possibility.
- They have been working on digging up manhole covers and found all the manhole covers that run across the Ascension property. They have run into some problems on the last stretch going into the lagoons. It's been upsized from 8-inch pipe to 10-inch, so it's collected quite a bit of debris. Cleaning out this debris will need to be done annually, going forward. He has purchased risers to raise the covers by Common Lane and across the Ascension School property.
- He requested to add to the next agenda questions that he and Lana have about the new Employee Handbook.

Mayor's Report

Mayor Haeger provided a verbal report:

- She participated in the Annual Tree Lighting Event.
- Next Monday, January 8th at 6 pm, the Cove Community Association is having a free dinner at Founder's Hall to "meet your neighbor."

Good of the Order

Dave reported there will be no more shooting at the Cove Sportsman's Club. The Ascension School terminated their contract and the Sportsman's Club has 45 days from December 31, 2023, to vacate the property.

Public Comment

Maxine Parker, High Valley Road, wanted to know if there were any alternative sites for the Cove Sportsman's Club. It was noted no alternative sites have been identified or discussed. She also questioned if the current owner of the pool would sell. It was reported that the current owner is not interested in selling at this time.

Suggestions for Future Workshops & Meeting Agendas

Agenda topics include:

- Draft Hearing Fee Schedule

- Potential Donations to the Cove Fire Department and Cities that Support the City of Cove
- Draft Transportation System Plan
- Clarification on Interpretation of Part-time Worker Benefits

Upcoming Meetings

TSP Committee Meeting, January 11, 2024.

Adjournment

Mayor Haeger adjourned the meeting at 8:08 p.m.

Sherry Haeger, City of Cove Mayor

Kerri McCowan, Billing Clerk

Lana Shira, City Recorder

DRAFT

ASCENSION CHAPEL

This Episcopal Chapel located in Cove, Oregon is over 100 years old. Its builder, the Reverend Dr. Reuban Nevius, a pioneer missionary, laid the cornerstone in 1874.

Contributed by
CATHERINE WOODMAN
La Grande, Oregon

Mrs. Woodman, an Episcopal minister's wife, graduated from Eastern Oregon College in 1970 with a BA in Education. Painting was always a major interest with her. She was a member of the Watercolor Society of Oregon and the Union County Art Guild.



Catherine Woodman

City of Cove ~

Thank you to all for helping make the Holiday Tree Lighting and Caroling a truly memorable occasion for our wonderful Cove Community. Much appreciation for your financial donation and efforts for the safety and fun for all of our citizens. We look forward to collaborating next year!
Melissa Owen and Cove Community Association

City Service Fees Comparison

Building Set Back

Approval

	Business/Rental	Approval Resident	Conditional Use	Variance
COVE	\$ 30.00	\$ 30.00	\$ 75.00	\$ 75.00
North Powder	\$ 75.00	\$ 50.00	\$300 + filig fee	\$ 300.00
Island City	\$ 500.00	\$ 200.00	\$ 1,000.00	\$ 1,000.00
Elgin	\$ 75.00	\$ 75.00	\$ 375.00	\$ 375.00
Imbler	N/C	N/C	\$ 35.00	\$ 35.00
Union County	\$ 75.00	\$ 150.00	\$ 300.00	\$ 300.00
Suggestion for Cove	\$ 125.00	\$ 75.00	\$ 150.00	\$ 300.00

Lot Line Adjustment

	RE-Zoning	Partition 3 or less	Partition 4+
COVE	\$ 75.00	\$ 75.00	\$ 75.00
North Powder	\$ N/C	\$ 300.00	\$ 300.00
Island City	\$ 500.00	\$ 1,000.00	\$ 500.00
Elgin	\$ 50.00	\$ 425.00	\$ 1,000.00
Imbler	\$ 35.00	\$ 35.00	\$ 35.00
Union County	\$ 300.00	\$ 600.00	\$ 300.00
Suggestion for Cove	\$ 75.00	\$ 300.00	\$ 1,000.00

Annexation

	Fence Permit	RV Permit	Home Business
COVE	\$ 75.00	\$75 conditional use yrly	-
North Powder	\$ 600.00	N/C	N/C
Island City	\$1,000 + \$200/ac	-	-
Elgin	\$1,000 - \$3,000	\$ 55.00	\$ 375.00
Imbler	\$ 35.00	N/C	N/C
Union County	\$ 600.00	-	-
Suggestion for Cove	\$ 1,000.00	\$ -	\$ -

Newspaper Notice	\$	145.00
Recorder per hr	\$	30.00
Pub. Works per hr	\$	38.00



January 23, 2024

City of Cove
504 Alder St
Cove, OR 97824

To Whom It May Concern:

We are basically a transportation company, our major cost centers consist of the three components: fuel, labor, and equipment. There are a few other factors that have put upward pressure on costs.

Fuel was down 7% on a year over year basis. Fuel was approximately \$450,000 for the year.

Labor was up 15%. We had to increase wages in order to attract qualified applicants in a short supply market.


Equipment – Collection trucks are running upwards of \$460,000. From placing order to delivery is 1 ½ years. Financing has become limited because the interest rates are high.

Recycling to market prices decreased resulting in a \$112,000.00 decrease in revenue this year.

Disposal- Landfill cost are up 5%, not surprising since the contract has a built-in escalator of 5% annually.

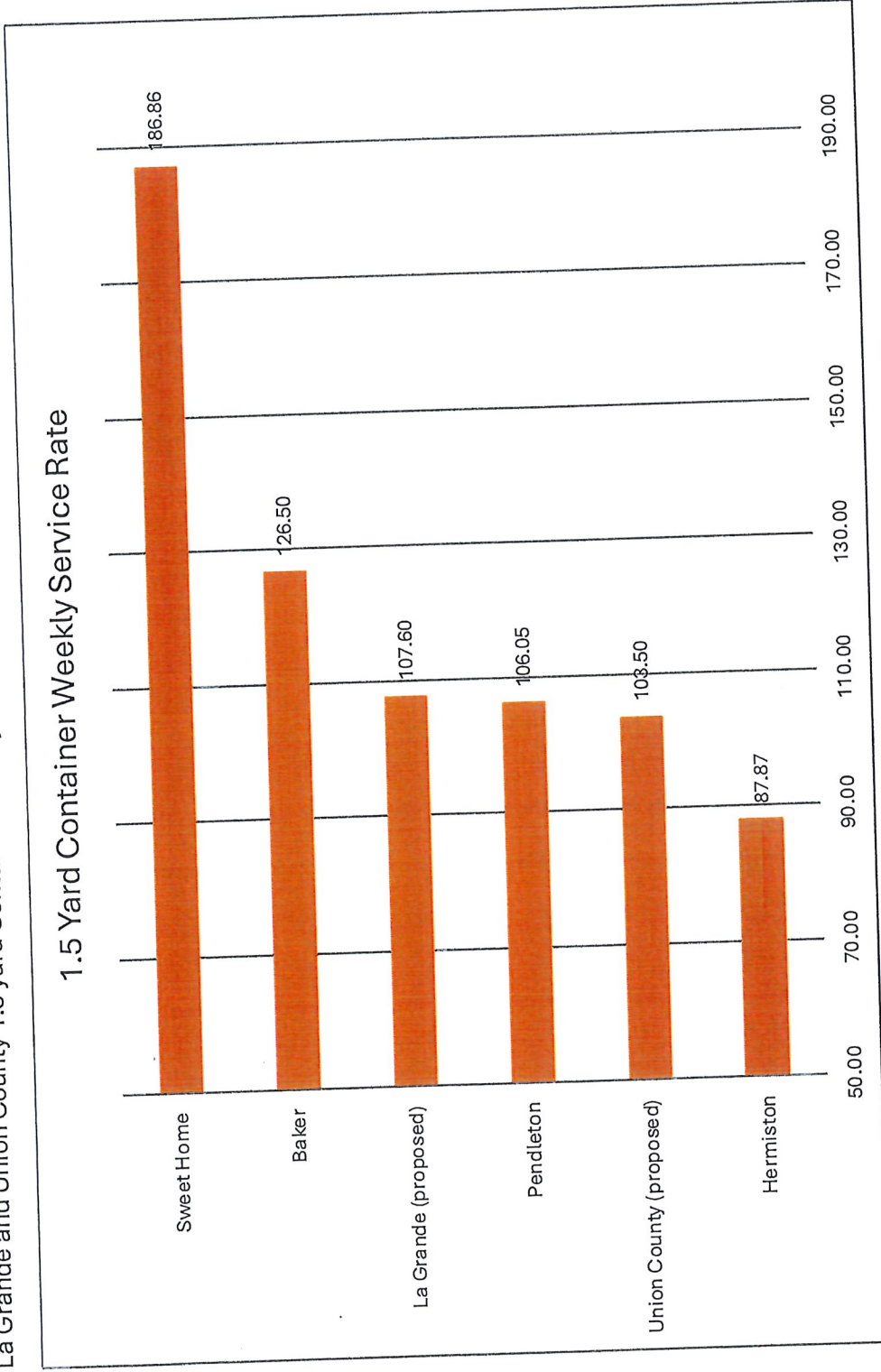
Insurance rates continue to climb. We have seen 20% increase nearly every year since. We had to self-insure the recovery facility since we cannot find a carrier.

We are requesting an annual increase of 3.4% which is in line with the CPI for 2023.



Darin Larvik
Galactic Viceroy for Synergistic Excellence
541-963-5459

La Grande and Union County 1.5 yard Container Weekly Service Rate Comparison 2024



RESOLUTION NO. 2024-_____

WHEREAS, Ordinance 3-2016 provides that the franchisee there under may make reasonable charges for refuse collection services, which charges shall be subject to approval by the City Council, as detailed in Section II of said Ordinance.

NOW THEREFORE, be it resolved by the City Council of the City of Cove that the rates to be charged by Larvik Disposal, dba City Garbage Service, in the operation of such refuse collection service, to be effective March 1st, 2024 shall be as follows:

Section I:

Residential Service: (per month) for a 64 gallon roll cart, curbside service.

- A. 1 roll cart every other week \$ 17.75
- B. 2 roll cart every other week \$ 27.75
- C. Each additional cart \$ 10.00

Commercial Service: (per month)

- A. 1.5 yard every-other-week \$ 65.85
- B. 1.5 yard weekly \$103.50
- C. 3 yard weekly \$ 174.85

Section II:

Additional Charges:

- A. Any pickups beyond the curb and up to 50 feet shall be charged an additional \$5.55 per month.
- B. Fuel surcharges beyond the base rate of \$3.00 per gallon as published in the Oil Price Information Service (OPIS).

RESOLVED this ____ day of _____ 2024.

Mayor, City of Cove

ATTEST:

Update
#6

Ordinance 2-2017

AN ORDINANCE AMENDING BILLING AND PAYMENTS OF WATER AND SEWER ACCOUNTS, SECTION 11 OF ORDINANCE NO. 1, SERIES 1981, AND ELIMINATING ORDINANCE 1997-3

The City of Cove does ordain as follows:

Section 1. Section 11 of Ordinance No. 1, Series 1981 is amended to read as follows:

Billings and Payment.

1. Meter readings. Meters will be read and customers billed on the basis of the meter reading to the nearest ten gallons.
2. Additional reading of meter. If the meter is obstructed and unable to be read and requires rereading the meter, then an additional \$25.00 shall be assessed to the account.

The Water Department will keep an accurate account on its books of all readings of meters and such account so kept shall be offered at all times, places and in all courts as prima facie evidence of the use of water service by the customer.

3. Rendering of bills.
 - (a) Billing period. All meters shall be read and bills rendered therefor monthly, on a calendar year basis.
 - (b) City Recorder can make adjustments to accounts for non-occupancy times which are 14 days or less.
 - (c) Foreclosure properties shall be disconnected and no charges assessed for water and sewer until "Request for Service" is filed.
 - (d) Bills for more than one meter. All meter supplying a customer's premises shall be billed separately, except that where the Water Department has for operating purposes installed two or more meters in place of one, the reading may be combined for billing.
4. Disputed bills. When a customer disputes the correctness of a bill, the customer shall deposit the amount of the disputed bill at the time the

complaint is lodged, to preclude discontinuance of service pending final settlement of the bill or bills. Subsequent bills shall be paid or placed on deposit in a similar manner. Failure of the customer to make such a deposit shall warrant discontinuance of service as provided under subsection (6) of this section.

5. Payment of bills. Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by the due date, account shall be considered delinquent, unless other arrangements have been made with the Water Department in writing that specifies another due date.

6. Delinquent accounts.

a) Delinquent notice. A reminder of account delinquency may be sent, at the discretion of the City Recorder, to each delinquent account on or about ten (10) days after the account becomes delinquent.

b) Turn-off notices. ^{delin} ^{Penalty} On or about fifteen (15) days after an account becomes delinquent, a turn-off notice may be sent to the customer. Said notice shall state a date on which water will be turned off if delinquent account is not paid in full prior thereto, a \$10.00 delinquent notice fee maybe assessed.

c) Service turn-off. On the turn-off date, the meter reader or other agent of the City of Cove shall deliver a written notice to the customer stating that the water service is being turned off until ^(all delinquent) amounts have been paid. The meter reader or other agent of the City shall immediately thereafter turn off the service. A delivery to the premises served by the meter shall be considered a delivery to the customer.

d) Service charge. In all instances where water has been turned off because of delinquent accounts, a \$50.00 service charge shall be made for the restoration of services.

e) A \$25.00 NSF fee shall be charged on all returned checks.

7. Installment payments of delinquent accounts. In cases of extreme hardship, the City Recorder shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment plan for the payment of the overdue amount, installment period not to exceed the period of time the account was delinquent.

Statement
for following
month

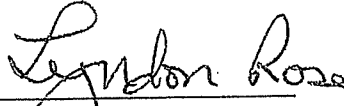
Consider for
next update
↓
Account Balance

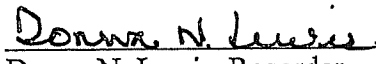
Billig Notice

8. Request of Service forms required for service of Water and/or Sewer to a connection. For continuance of service it is required to provide the City with a current phone number and mailing address or e-mail. If at any time that is not provided to the City, the City can disconnect services until such time as information is provided.
9. When a request for shut off because of a temporary vacation of property, a \$50.00 service charge shall be charged at the time of shut off. Fee will also cover the turn on when services are requested to be established.
10. From this time forward a deposit equal to one month's basic water and sewer rate will be charged to anyone requesting service that is not the owner of the property.

Effective Date This Ordinance shall take effect beginning February 20, 2018 and shall apply to all properties within the City and all properties outside the City which are water or sewer users on the system.

Dated this 2nd day of January, 2018.


Lyndon Rose, Mayor


Donna N. Lewis, Recorder