

CITY OF COVE
REGULAR COUNCIL MEETING
January 7, 2025, at 7:00 p.m.
504 ALDER STREET
COVE, OR 97824

- Call to Order
- Pledge of Allegiance
- Council Roll Call
- Oath of Office
- Council President Vote
- Special Presentation to Outgoing Councilors
- Additions/Changes to the Agenda
- Public Comment for Items on the Agenda- 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
 - December 3, 2024, Council Minutes
 - Approval of Bills to Be Paid
- Correspondence
- Old Business
 - Cove Kids Safe Path to Schools Project
 - Signature Requirement vs. Fee for Council/Mayoral Candidates
 - Municipal Court Follow-up
 - Burn Ban Ordinance Follow-up
 - New GIS Agreement
 - Revisit Sound Absorbing Boards to Reduce Echo in City Hall
 - Community Beautification Recognition Program
 - Schedule TSP Work Session
- New Business
 - Q&A Opportunity for New Council Members with Current Council Members
 - Proposed Policy for Step Increases and Employee Evaluations
- City Council Working Committee Report
- City Recorder Report
- Public Works Director Report
- Mayor's Report
- Youth Councilor Report
- Good of the Order
- Public Comment for Items Not on the Agenda– 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
December 3, 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: Council President Matt McCowan, Councilors Jordan Hackwith, Jason Stone, Alan Cadinha and Shawn Parker.

Council Members Present Remotely: No council members were present remotely.

City Staff Present: City Recorder Lana Shira, Public Works Director Dave Johnson and Billing Clerk Kerri McCowan.

City Staff Present Remotely: No city staff were present remotely.

Council Members not Present: Councilor Eric Stone and Youth Councilor Emma Carson.

City Staff not Present: All City Staff were present.

Public Present: Jason Hagey, Caitlin Harrold, Union County Chamber of Commerce, Alexis Cannon, Jim Bars, Dennis Nostrant and 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 was performed by Lana Shira, City Recorder. A quorum was determined to be present.

Additions/Changes to the Agenda

- Resolution 2024-8, Modifications to the 2024-2025 Budget (See New Business)
- Cove Kids Safe Path to Schools Project (Jim Bars Power Point Presentation-See Old Business)
- 2024 Election Abstract (See New Business)

Public Comment

No public comment was made at this time.

Consent Agenda

- Council Minutes November 5, 2024
- Approval of Bills to Be Paid

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

Correspondence

There was no correspondence presented at this meeting.

Old Business

- **Municipal Court Follow-up**
Lana reported in January, when the new council members are on board, we will discuss whether or not the council wants to invite the current lawyer who runs the Union Municipal Court and the City of Union Code Enforcement Officer to one of our council meetings to discuss joining Union's Municipal Court. She noted the City of Union is willing to share the fees and felt that for around \$50 per month we can join them, depending upon what legal counsel says. This will be discussed further next month.
- **Anderson Perry New GIS Agreement**
Dave provided a verbal report of the email he sent to the council that included a draft intergovernmental agreement with Harney County to assist us with managing our GIS. He reported there are quite a few other counties in Oregon that use them and/or want to use them for GIS support. He noted it sounds promising depending on what legal counsel has to say and is much better monetarily for us. He will continue to pursue this avenue for our GIS management.
- **Cove Kids Safe Path to School Project (Jim Bars Power Point Presentation)**
Jim Bars was present and provided a Power Point presentation to outline his plan for a walking path. He provided a verbal review as well. At the end of the presentation the mayor noted that there are some things that still need to be done, and we are not yet prepared to say yes, this is a project the city will take on. She also noted we need to wait and see what the new council members' opinions of the project will be. It was noted it is a noble project; however, the council wants letters from those businesses/individuals who have committed to help outlining what it is they are going to commit to or donate. Discussion ensued and it was noted that the push back from the city is coming from the stance that the city cannot assume the risk of physical or property damage during the project and beyond. It was reinforced to Mr. Bars that he needs to get commitment from the volunteers in writing as well as waivers and letters of support. The mayor agreed to email Mr. Bars a list of the things that we need to make it a city project.

New Business

- **Approved Wage for Temporary Employee, Doug Kruse**
Lana reported the need for an approved wage for our temporary employee evolved because of the audit finding that the temporary employee did not have an approval of his wage in his employee file. She noted council needs to decide if they want to increase his wage or leave it the same. She further reported the only wage on file was from two years ago which was \$15.65/hr. She suggested we raise his wage to \$17/hr.

Motion: Councilor Jason Stone moved to increase the hourly wage of the city's fill-in, part-time, Public Works employee, Doug Kruse, to \$17.00 per hour as of December 4th, 2024. Councilor Cadinha seconded. Motion carried.

- **Profit and Loss Budget vs. Actual**
Lana provided a verbal review of the Profit and Loss vs. Actual. No concerns were noted.
- **Resolution 2024-8, Modifications to the 2024-2025 Budget**
Lana explained that Resolution 2024-8 is needed because the budget will be short as outlined in the resolution. She provided an explanation of the shortfalls.

Motion: Councilor Jason Stone moved to adopt resolution 2024-8, Modifications to the 2024-2025 Budget. Councilor Hackwith seconded. Council President McCowan and Councilor Parker abstained. Motion carried.

- 2024 Election Abstract
Council President McCowan took control of the meeting at 7:52 pm.

The 2024 election results were reviewed with no questions arising regarding results.

Motion: Councilor Hackwith moved to accept the 2024 General Election official final results as indicated by the Abstract Report provided by the Union County Clerk. Councilor Jason Stone seconded. Motion carried.

At 7:54 Mayor Haeger resumed control of the meeting.

City Council Working Committee Report

There was no TSP Committee report because the work session has yet to be scheduled.

City Recorder Report

Lana provided a verbal report:

- She explained her computer is in need of an upgrade. Philip O'Reilly, who provides IT assistance to the city, provided an estimate for the upgrade which she verbally reviewed. She reported there are enough funds in the budget to purchase the new computer and pay for installation. Council unanimously agreed to approve the upgrade.

Public Works Director Report

Dave provided a verbal report:

- We received a \$250,000 SCA grant. That will go towards paving Geni and Susie and the overlay of First and Water Streets. He should be receiving an agreement from ODOT in the next month or so.
- They are working on fabricating the speed limit sign trailer.
- They finished cleaning all the storm drains on the highway.
- There were a couple of trees that fell in town during the last windstorm, and they've been assisting in removal.

Mayor's Report

Mayor Haeger provided a verbal report:

She plans to participate in the children's book reading at the library for the Christmas tree lighting.

Youth Councilor Report

Youth Councilor Carson was not present to provide a report.

Good of the Order

There was no good of the order presented at this time.

Public Comment

Jason Hagey, Cove, OR, expressed concerns about the walking path. He noted Oregon was sued for inadequate sidewalks, which he feels brings up concerns about the current proposed path. This will be further discussed at the next meeting.

Suggestions for Future Workshops & Meeting Agendas

There were no suggestions for future workshops or meeting agendas.

Upcoming Meetings

Regular Council meeting scheduled for January 7, 2025.

Mayor Haeger thanked Councilors Jason Stone, Alan Cadinha and Jordan Hackwith for their service on the council.

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

FW: Cove Kids Safe Path to School Project

From City Recorder <cityadmin@cityofcove.org>
Date Wed 12/4/2024 9:22 AM
To Council & Employees <CouncilEmployees@cityofcove.org>

Good Morning,

Jim Barrs asked me to forward this note to the Mayor and Councilors.

Lana Shira

City Recorder

PO Box 8

Cove, Oregon 97824

Phone: (541)568-4566

Hours: Monday through Thursday 8:30 am to 12:30 pm.

CONFIDENTIALITY NOTICE: This email is a public record of the City Cove, Oregon, and is subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This transmission, including any attachments, is intended only for the use of the individual(s) named as recipients. It may contain information that is privileged, confidential and/or protected from disclosure under applicable law including, but not limited to, the attorney client privilege and/or work product doctrine. If you are not the intended recipient of the transmission, please notify the sender immediately by telephone. Do not deliver, distribute or copy this transmission, disclose its contents, or take any action in reliance on the information it contains.

From: Jim B. <jamesbars33@gmail.com>
Sent: Wednesday, December 04, 2024 9:03 AM
To: City Recorder <cityadmin@cityofcove.org>
Subject: Cove Kids Safe Path to School Project

To the City of Cove Mayor and Council:

Thank you for your time and consideration concerning the Cove Kids Safe Path to School Project. You have been most kind in listening to my desires for the safety of Cove's citizens, especially the children.

However, I have been called to other work and will no longer be pursuing my requests to you.

Kyle Tucker of Baggett-Griffith & Blackman has marked the property line survey pins along Jasper Street, identifying the public right of way. Please let the people know they can walk on that land, out of traffic.

I will notify those who have offered to provide materials for the project that I will no longer be involved.

I love you for your dedication to our beautiful City and admire your willingness to serve.

I pray nothing but the best for you and yours.

May God bless you abundantly.

Warm Regards,

Jim Bars

Dave noted the Ascension School has requested to lease city equipment to mow the field that is of concern. It was noted that the city would certainly be willing to help the Ascension School abate the weeds in their field that is of concern.

It was also determined the fire concern will be put on the April or May calendar of every year to notify citizens.

Public comment from Mr. Dan Locken echoed the same concerns that Fire Chief Loree expressed.

Consent Agenda

- Council Minutes June 4, 2024
- Approval of Bills to Be Paid

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

Correspondence

- Recently a citizen came into City Hall with a request to see if WastePro could provide recycle services to Cove. Discussion ensued, and it was thought WastePro does not offer recycle services in Cove. Additionally, we have the recycle center. No further action will be taken on this matter.

Old Business

- Flagpole Follow-up
Dave is working on quotes with the information given to him by Council President McCowan. Mayor Haeger interjected and reported the school district contacted her and noted they would like to help. She suggested when we raise the flagpole we make it a Cove city event. It was agreed that was a good idea. Councilor Gadinha also stressed the flagpole needs to be vandal proof.
- Youth Councilor Applications
Two Youth Councilor applications have been presented: one from Emma Carson and one from Hailey Davis. The applications were reviewed, and discussion ensued. Each councilor gave feedback with Councilor Hackwith voting for Emma Carson, Councilor Gadinha voted for Emma Carson, Council President McCowan voted for Emma Carson. Councilor Parker liked both Emma Carson and Hailey Davis.

Motion: Council President McCowan moved to present the Cove Volunteer Youth Councilor position to Emma Carson. Councilor Parker seconded. Motion carried.

- Community Beautification Recognition Program
Discussion ensued and Lana suggested if we implement the program, she thinks the winner should get a discount on their water bill. It was determined that we need to form a committee to hammer out the details of the program. Citizens of Cove will be asked to participate. Lana will chair the committee.
- Cove Clean-Up Day Recap
The expenses and income from Cove Clean-Up Day were reviewed with no concerns noted.