

**City Of Cove  
Council Meeting Minutes  
January 7, 2025**

**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 Shawn Parker, Eric Stone, Boss Parker, Jason Hagey, Alexis Cannon, and Youth Councilor Emma Carson.

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: All council members were present.

City Staff not Present: All City Staff were present.

Public Present: Mace Cadwell, Vickie Hagey, Jack Hagey, Maxine Parker and Amber 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.

**Special Presentation**

Lana presented Jason Stone with a plaque of appreciation for his service on the Cove City Council. It was noted the same plaques will be given at a later date to Jordan Hackwith and Alan Cadinha since they were not present at this meeting.

**Oath of Office**

- Recorder Swears in Mayor  
City Recorder Lana Shira swore in Mayor Sherry Haeger.
  
- Mayor Haeger Swears in New Council Members  
Mayor Haeger swore in the new Council Members Boss Parker, Jason Hagey, and Alexis Cannon.

**Council Roll Call**

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

**Council President Vote**

Council President Matt McCowan was nominated by Councilor Eric Stone and Councilor Jason Hagey was nominated by Councilor Shawn Parker to be the next Council President. Councilor Hagey declined the nomination. Council President McCowan accepted the nomination. Council President Matt McCowan's nomination was approved by unanimous vote.

## **Additions/Changes to the Agenda**

Changes to the agenda included moving the Special Presentation and Oath of Office after the Pledge of Allegiance.

Mayor Haeger explained to the new council members what the mayors role is on the council and how she likes to run the council meetings.

## **Public Comment**

No public comment was made at this time.

## **Consent Agenda**

- Council Minutes December 3, 2024
- Approval of Bills to Be Paid

Lana reviewed with the new council members how and when they will typically receive the meeting packet and bills to be paid.

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

## **Correspondence**

There was no correspondence presented at this meeting.

## **Old Business**

- Cove Kids Safe Path to Schools Project  
The printed email from Jim Bars was read by the mayor, which indicated he is stepping away from the Cove Kids Safe Path to Schools project. After discussion it was indicated the city will not be moving forward with this project.
- Signature Requirement vs. Fee for Council/Mayoral Candidates  
Lana revisited what the city charter documents about how to run an election. She also noted she spoke with Lisa Feik, County Recorder, who informed her Cove is the only city in Union County that requires the collection of 20 signatures. Discussion ensued and it was the consensus of the council that the signature requirement will remain in place.
- Municipal Court Follow-up  
Lana noted in August the City of Union agreed to allow Cove to piggyback onto their municipal court agreement that they have with Baum Smith, and for us to utilize their ordinance officer. Discussion ensued and it was determined to move forward by having Lana contact Baum Smith and gather more information on costs and logistics.
- Burn Ban Ordinance Follow-up  
Lana provided a review of a proposed city burn ban ordinance. She noted she hopes to have a draft of the ordinance available to review at the February meeting. Discussion ensued regarding enforcement, and it was noted it should be enforced by the fire department. It was ultimately determined we would draft our ordinance to indicate we follow Union County's ordinance.
- New GIS Agreement  
Dave reported he is still working with Harney County to draft a GIS agreement.

- Revisit Sound Absorbing Boards to Reduce Echo in City Hall  
The mayor reported that Kathie and Dan Brinton are still interested in providing quilts for sound absorption. She agreed to follow up with them to see when they might be able to provide the quilts.
- Community Beautification Recognition Program  
Lana again proposed tailoring a program around providing Cove citizens who keep their landscape fresh and green during the summer a discount on their water bill. The mayor appointed Councilor Cannon to chair the committee for a proposed community beautification recognition program and asked that she work with Lana to research the logistics of such a program.
- Schedule TSP Work Session  
It was determined the TSP Work Session will be scheduled for January 30<sup>th</sup> at 6:30 pm

### **New Business**

- Q&A Opportunity for New Council Members with Current Council Members  
Lana noted she provided the new council members with a copy of the Charter and Rules of Council and urged them to read the documents and become familiar with the contents. Councilor Shawn Parker urged them to have Dave give a tour of the hydro plant and lagoons. Dave indicated his willingness to schedule tours with each of them.

Lana explained what is and isn't public record and why they should use their city email as opposed to texting on their personal cell phones. The new councilors were also informed the city has laptops available for them and Dave reported there are free Elected Essentials trainings available in person and online.

Lana provided a verbal review and explanation of the financial reports that are presented at council meetings. She indicated the beginning balance in December was \$810,947.73. The ending balance was \$753,904. Income was \$51,497. Expenses were \$108,547.

- Proposed Policy for Step Increases and Employee Evaluations  
Lana reported step increases and how often to give them is not currently documented in a policy. It was discussed Employee Evaluations are outlined in the Employee Handbook, but we need a policy for step increases and what the percent will be. The federal scale could be used, but Lana will also call other small municipalities in Oregon to see what model they use.

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

There was no TSP Committee report because the work session has not yet happened.

### **City Recorder Report**

Lana provided a verbal report:

- Her new computer has been installed. There were some issues initially, but it seems to be working well now.
- She provided a verbal review of the Profit and Loss vs. Actual.

### **Public Works Director Report**

Dave provided a verbal report:

- They are working on a storm drain project on Alder Street.
- The speed trailer is up and working.

- There are two vehicles in the shop getting worked on: the dump truck and the Public Works worker's truck.
- Will start fabrication for the new hydro inlet.
- Working on bids for updating the controls on the water/sewer system.
- Requesting quotes for a flatbed trailer that is in the budget.
- There has been flooding by the high school football field and they cleared some brush there. There have been other complaints about brush along ditch lines that need cleaned up.
- He questioned if the council wants to consider purchasing a snowplow for the backhoe or the city truck. Discussion ensued and it was determined it would be reasonable to have snow removal capabilities in certain circumstances, but it will need to be manageable for the staff we have. Purchasing a sander was also discussed. He and Lana both confirmed the funds are in the budget to purchase the equipment.

Motion: At 8:27 pm Council President McCowan moved to extend the meeting 30 minutes. Councilor Stone seconded. Motion carried.

It was agreed to move forward with purchasing the plow and draft an ordinance that outlines the circumstances that would warrant snow removal by the city.

### **Mayor's Report**

Mayor Haeger provided a verbal report:

- She read books to the kids at the Christmas Tree Lighting Ceremony.

### **Youth Councilor Report**

Youth Councilor Carson provided a verbal report:

- The ASB is working on scheduling a Donkey Basketball Tournament.
- The Humanities class is working on an environmental and psychology research project.

### **Good of the Order**

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

### **Public Comment**

Jack Hagey commented on snow plowing noting he has volunteered for several years. He discussed that his equipment is not big enough to plow a lot of the streets which bogs him down because he is trying to plow streets and keep driveways clean. He noted that if you're going to plow you have to juggle if you're going to plow the streets or keep driveways clear.

Mace Cadwell also commented indicating he could coordinate with Jack or Dave in heavy snow circumstances and operate his grader to keep driveways clear.

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

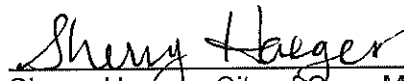
TSP scheduled for January 30<sup>th</sup> at 6:30 pm.

### **Upcoming Meetings**

Regular Council meeting scheduled for February 4, 2025.

### **Adjournment**

Mayor Haeger adjourned the meeting at 8:38 p.m.

  
Sherry Haeger, City of Cove Mayor

  
Kerri McCowan, Billing Clerk

  
Lana Shira, City Recorder