

**CITY OF COVE**  
**REGULAR COUNCIL MEETING**  
April 1, 2025, at 7:00 p.m.  
504 ALDER STREET  
COVE, OR 97824

- **Call to Order**
- **Pledge of Allegiance**
- **Council Roll Call**
- **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**
  - March 4, 2025, Council Minutes
  - Approval of Bills to Be Paid
- **Correspondence**
- **Old Business**
  - Community Beautification Program
- **PUBLIC HEARING 7:30 p.m. T-Mobile Cell Tower Add-Ons**
  - Open Hearing
  - Staff Report
  - Applicant's Testimony
  - Proponent's Testimony
  - Opponent's Testimony
  - Applicant's Rebuttal
  - Close Hearing
  - Council Deliberation & Final Decision
- **New Business**
- **City Council Working Committee Report**
  - TSP – Land Use Chapters 6 and 7
- **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](mailto:cityadmin@cityofcove.org) at least four (4) calendar days prior to the meeting. To join the meeting virtually from your computer, tablet, or smartphone see the 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  
March 4, 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 Boss Parker, Jason Hagey, Alexis Cannon, Shawn Parker, and Youth Councilor Emma Carson.

Council Members Present Remotely: Councilor Eric Stone.

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

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

Council Members not Present: All council members were present.

City Staff not Present: All city staff were present.

Public Present: Maxine Parker, Dave Coleman, Dave Hagey, and Dennis Nostrant.

Public Present Remotely: There was public present remotely. See City of Cove Meeting Info printout.

**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**

- Request for Donation to Support Cove School's Easter Egg Hunt (See New Business)

**Public Comment**

No public comment was made at this time.

**Consent Agenda**

- Council Minutes February 4, 2025
- Approval of Bills to Be Paid

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

**Correspondence**

The mayor reported she met a gentleman at the Post Office who wanted painting to be done on French, Water and Hill streets and wanted posts added to the corner so if people do go off the road they run into the posts.

## Old Business

- **Municipal Court**  
Lana informed the council there is no new news on the Municipal Court. It will eventually tie into the burn ban ordinance.
- **Burn Ban Ordinance**  
Lana reported she talked to the fire assistant chief Darren Hansen and Deb Hansen, and they told her they don't have any formal process for how they respond to calls, but they do respond to any 911 call in Cove along with the Sheriff's Department, whether it be an emergency or an illegal burn. She further explained that the Fire Department puts the fire out, and it is up to the Sheriff's Department whether the person is cited. After that discussion Deb Hansen suggested Lana talk to Nick Vora, Union County Emergency Response Coordinator, who in turn suggested we adopt the Union County Burn Ban ordinance. Discussion ensued and it was felt we should continue to follow the Union County Ordinance.
- **Step Increase Policy**  
Lana reached out to the Oregon Municipal Recorder's Association about what other cities our size do to determine step increases. She reported that most do what we do and just decide at budget time what to do with COLA and step increases. She noted what she needs to know is where the council wants her to start. Discussion ensued and it was determined to keep the process we have in place, which is evaluations annually and raises on a case-by-case basis.
- **Community Beautification Program**  
Lana reported the committee hasn't met yet, but she has researched programs in different cities. Basically, she noted the committee needs to get council support and determine how much money to spend, then recruit volunteers for the committee. Also develop goals and strategies and present to council for approval. Discussion ensued regarding whether the award should be monetary or recognition by certificate or other means, and who should be on the committee as well as whether it should be implemented as an ongoing program or whether it should be tried as a pilot program.  
  
Motion: Councilor Shawn Parker moved to support a pilot program for beautification recognition. Council President McCowan seconded. Motion carried.
- **Quilts for Sound Absorption in City Hall**  
Mayor Haeger noted we should pursue purchasing sound absorbing boards to reduce the echo in City Hall. She has not received a response from the Brintons to hang the quilts, she feels like they just have no time. It was agreed to buy sound boards that fit within our budget.

## New Business

- **Request for Donation to Support Cove School's Easter Egg Hunt**  
Youth Councilor Emma Carson reported the Cove FFA Chapter is working with the CCA to bring a community easter egg hunt back. She noted they will need to advertise since it's been a while since the community has had an easter egg hunt. She noted the FFA would like financial support from the city to help with advertising.

Motion: Councilor Cannon moved to donate \$250 to Cove FFA to advertise for the easter egg hunt. Councilor Hagey seconded. Motion carried.

- **Appointment of Budget Officer**  
It was discussed we need to nominate a Budget Officer for this year. Council President McCowan wanted it noted that any citizen of Cove can be the Budget Officer, not just the City Recorder. However, it has been standard practice for the City Recorder to be the City of Cove's Budget Officer.

Councilor Shawn Parker nominated City Recorder Lana Shira as the 2025-26 budget officer. Lana accepted the nomination.

Motion: Councilor Boss Parker moved Lana Shira to be appointed as the 2025-26 Budget Officer for the City of Cove. Council President McCowan seconded. Motion carried.

- **SCA 50 Percent Advance Payment Option**  
Discussion ensued and it was agreed that we should take advantage of the 50 percent advance payment option for the SCA grant.

Council President McCowan took over the meeting to oversee the motion.

Motion: Councilor Boss Parker moved to approve the advance payment option of 50 percent for the SCA grant. Councilor Hagey seconded. Motion carried.

Mayor Haeger resumed control of the meeting after the motion.

- **Snow and Ice Removal Plan**  
Dave provided a verbal review of what other entities in the area do for snow removal, as well as what our current removal plan outlines. He proposed adjusting the snow fall from 18 inches to 6 inches and 4 inches of slush. Discussion ensued and it was agreed that those adjustments were appropriate, but ultimately it should be up to Dave's discretion. It was determined to add verbiage to the current snow removal plan that it is up to the discretion of the Public Works Director when to plow.

- **Water Loan and Sewer Loan Balances**  
The water and sewer loan balances were presented as informational only.

- **La Grande Firefighters Local 924 Flag Fund**  
The request for \$25 for the La Grande Fire Fighters Local 924 Flag Fund was discussed.

Motion: Councilor Shawn Parker moved to donate \$25 to La Grande Local 924 flag fund. Council President McCowan seconded. Motion carried.

- **Letter of Support for South County Healthcare District's Dental Clinic**  
The sample letter of support for the South County Healthcare District's Dental Clinic was reviewed. Lana reported the City of Cove has sent similar support letters in the past. The council agreed to send the support letter.

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

- **TSP – Land Use**  
It was discussed that another work session needs to be scheduled to review the TSP – Land Use chapters since the last meeting most of the council members were sick. Discussion ensued and it was determined we will schedule a date after next month and

in the meantime, review chapters 6 and 7 and go over any questions at the April council meeting. It was also suggested we consider hiring a consultant to help.

### **City Recorder Report**

Lana provided a verbal report:

- She provided information on two resources for doing mandatory ethics training.
- Statement of Economic Interest window is upcoming March 15<sup>th</sup> through April 15<sup>th</sup>.
- During the budget process we should think about having a fire prevention fund.
- T-Mobile submitted an application to add on to the cell tower located on Rose Ridge. There will be a public hearing scheduled for that in April.
- Cove Clean Up Day will be scheduled for May 17<sup>th</sup>.
- Community Bank will be transitioning to Spokane Teacher's Credit Union (STCU) in April. She has been in touch with those involved with the transition. She will be sure to provide council with information on interest rates.

Motion: At 8:29 pm Council President McCowan moved to extend the meeting by 30 minutes. Councilor Shawn Parker seconded. Motion carried.

### **Public Works Director Report**

Dave provided a verbal report:

- He provided a verbal overview of the Hydro production report.
- The snowplow is ready to go.
- Geni and Suzie streets are undergoing preparations for paving.
- The water line up High Valley will become an issue eventually. We need to upgrade the water line and will need to eventually consider adding sewer lines to those residences. The 2 ½ inch line that is currently there will not suffice. It will be \$8 to \$10k for Anderson Perry to provide a preliminary design report.
- Employee reviews need to be scheduled for the City Recorder and Public Works Director. Councilors Stone, Hagey and Boss Parker will perform the reviews.

### **Mayor's Report**

Mayor Haeger provided a verbal report:

- CCA asked her to be the MC for the Cherry Fair.

### **Youth Councilor Report**

Emma provided a verbal report:

- Planning for the Spring Carnival on March 15<sup>th</sup>.
- Booster Club is pushing scholarships to students.

### **Good of the Order**

- Councilor Hagey and Dave participated in Donkey Basketball.
- We need to advertise city events on the school reader board.

### **Public Comment**

Maxine Parker would like the city to consider relieving Jason Stone of his TSP duties and give them to Dave since he is always here and has the expertise.

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

No suggestions for future workshops or meeting agendas were made at this meeting.

### **Upcoming Meetings**

Regular Council meeting scheduled for April 1, 2025.

**Adjournment**

Mayor Haeger adjourned the meeting at 8:45 p.m.

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Sherry Haeger, Mayor

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Kerri McCowan, Billing Clerk

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Lana Shira, City Recorder

DRAFT

**CITY OF COVE  
ZONING, PARTITION, SUBDIVISION & TSP  
APPLICATION FORM**

**TYPE OF APPLICATION  
(Check one of the following)**

- Conditional Use
- Variance \_\_\_\_\_
- Plan, Zoning or Sub. Ord. Amendment \_\_\_\_\_
- Minor Partition \_\_\_\_\_
- Major Partition \_\_\_\_\_
- Subdivision \_\_\_\_\_
- Site Plan Review \_\_\_\_\_
- Other \_\_\_\_\_

**A. APPLICANT & PROPERTY**

(1) The landowner(s), US Cellular, and/or  
 (2) agent, T-Mobile c/o TAEC represented by Max Kvern, of (3) real  
 property described as Twp. 3, Range 40E EWM, Section 21 Tax  
 Lot(s) 600 (see County Tax Notice or Assessor Map) situated in the  
 City of Cove is requesting the above identified application.

**B. ORDINANCE PROVISIONS**

The subject property is presently within the Low density residential zone,  
 (see Zoning Ordinance) which has the following development standards where  
 applicable: (1) Minimum lot area 1 acre, (2) minimum lot width & depth  
100', (3) setbacks front 20', side 10 rear 15 (4) Other  
 \_\_\_\_\_

**C. PROPOSAL**

The applicant proposes the following in accordance with the provisions of the City of  
 Cove Zoning Ordinance and/or City of Cove Partition and Subdivision Ordinance:

T-Mobile proposes to modify an existing wireless facility. This proposal entails the installation of new  
 microwave antenna equipment on the tower. Please refer to the plans for the full scope of work.

See Exhibit A

**D. REASONS FOR APPLICATION**

Applicant's reasons supporting the request:

The applicant alleges that the following facts are true and meet the applicable  
 requirements for the request from the City of Cove Zoning Ordinance and/or City of  
 Cove Partition and Subdivision Ordinance:

T-Mobile is looking to improve coverage to the area for their customers who may need cellular service  
 for emergency and personal needs. The additional equipment is not considered a substantial change  
T-Mobile is looking to improve coverage to the area for their customers who may need cellular service  
 due to this project's ground equipment being inside a current leased area by US Cellular and the  
 tower equipment being on a existing tower. There is no height increase and less than four cabinets.

E. **TENTATIVE PLAN**

1. Attached is a vicinity map and scaled plot plan identifying the location of the proposed use and/or boundaries of the proposed partition or subdivision marked "Exhibit A"; and
2. Statements of explanatory information addressing the proposal marked "Exhibit B".

F. **FEE**

Attached is a check in the amount of \$ 150, for the fee prescribed by Ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
Signature(s) of all landowners

\_\_\_\_\_  
Date

8410 W Bryn Mawr Ave


\_\_\_\_\_  
Mailing Address

Chicago, IL 60631

\_\_\_\_\_  
City, State & Zip Code

352-573-7297

\_\_\_\_\_  
Telephone Number

  
\_\_\_\_\_  
Signature of Agent

2/26/25

\_\_\_\_\_  
Date

9725 3rd Ave NE, Suite 410

\_\_\_\_\_  
Mailing Address

Seattle, WA 98115

\_\_\_\_\_  
City, State & Zip Code

206-434-7019

\_\_\_\_\_  
Telephone Number



Project Narrative (Exhibit A)

T-Mobile SP02649C

T-Mobile is proposing the addition of new wireless equipment to an existing monopole wireless facility. The proposed work will expand and improve T-Mobile's existing network in the area and shall provide critical wireless infrastructure for E911 as well as general coverage for existing customers.

Below a list detailing the proposed equipment that will be installed:

- (6) new antennas on the tower
- (6) new radio units on the tower
- (1) new microwave antenna on the tower
- (2) new microwave radio units on the tower
- (2) new microwave fiber cables
- (2) new microwave power cables
- (2) new hybrid cables
- (1) new platform on the tower, which the antennas shall be affixed to
- (1) new 10'x16' concrete pad within the existing ground area
- (2) new equipment cabinets, which shall be placed on the concrete pad
- (1) new 10'x12' ice canopy, which shall be installed in the existing ground area
- (1) new 50KW diesel generator, which shall power the cell site in the event of a power outage

The construction drawings that have been submitted alongside this letter provide a full in-depth breakdown of all the equipment.