

**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 15th through April 15th.
- 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 17th.
- 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 15th.
- 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

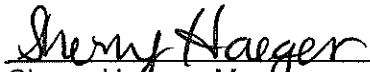
No suggestions for future workshops or meeting agendas were made at this meeting.


Upcoming Meetings

Regular Council meeting scheduled for April 1, 2025.

Adjournment

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


Sherry Haeger, Mayor


Kerri McCowan, Billing Clerk


Lana Shira, City Recorder