

**CITY OF COVE
REGULAR COUNCIL MEETING
June 3, 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**
 - May 6, 2025, Council Minutes
 - May 22, 2025, Budget Committee Minutes
 - Approval of Bills to Be Paid
- **Correspondence**
- **Old Business**
 - Shut-Off Day Postponement Considerations
 - Property Tax Increase Associated with the Update of Union County Evacuation Maps
 - Clean Up Day Follow Up
- **New Business**
 - Award the Lower Reservoir Coating Project
 - Purchase of a Trailer
 - Youth Councilor Clarifications
 - Cherry Fair Donation Request
- **Budget Hearing 7:30 pm**
- **City Council Working Committee Report**
 - TSP – Land Use
- **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, or questions about accommodations for persons with disabilities please send an e-mail to 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
May 6, 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 Alexis Cannon, Eric Stone, Jason Hagey, Shawn Parker, Boss Parker and Youth Councilor Emma Carson.

Council Members Present Remotely: There were no councilors present remotely.

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 councilors were present.

City Staff not Present: All city staff were present.

Public Present: Dennis Nostrant and Maxine Parker.

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

- Union County Evacuation Maps (See Correspondence)
- Request for Donation to Thunder at the Peak (See New Business)
- Request for Letter of Support from Windwave for Oregon BEAD Program (See New Business)
- Anderson Perry Agreement for High Valley Road Utilities Evaluation (See New Business)
- Unsafe Parking Concerns from Cove Post Office (Added at the meeting. See Correspondence)

Public Comment

No public comment was made at this time.

Consent Agenda

- Council Minutes April 1, 2025
- Approval of Bills to Be Paid

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

Correspondence

- Avista 2025 Annual Update
Presented as information only. No action needed.
- Union County Evacuation Maps
Presented as information only. No action needed. However, it was questioned if property taxes increased in association with the update of the evacuation zones. Lana agreed to find out.
- Unsafe Parking Concerns from Cove Post Office
Lana reported she received an email from the Cove Postmaster about safer parking in front of the Post Office. She noted she spoke to Dave, and they collaborated on a response. She verbally reviewed the Post Master's email and the response that was provided, noting the Postmaster was informed from curb to curb it is a state highway and as such ODOT would have jurisdiction over any new signage or other safety measures. She suggested a kind verbal reminder, or a notice posted inside the Post Office could be measures taken by postal personnel to create awareness of these unsafe parking issues.

Old Business

- Confirmation of Budget Committee Meeting
Lana reported she contacted the citizen Budget Committee members regarding the preferred dates for the meeting. She noted May 22nd is the date that works best for most of the citizen Budget Committee members as well as the city council members. May 22, 2025, was confirmed as the Budget Committee meeting date.
- Union County Commissioners Matching Funds for Clean Up Day
Lana spoke to the Union County Commissioners, and they approved matching half of the funds up to \$2,000.
- Step Increases for Current Employees
Lana reviewed the step increases and cost-of-living adjustments for city employees. She noted she needs to know if the council wants to approve the COLA and/or step increases, and she needs to know if she should build the increases into the budget every year. It was agreed to budget for both step and COLA increases; however, it will be decided on a case-by-case basis if the raises are granted. It was also made clear that just because the raises have been added to the budget and an employee asks for a raise it does not mean they will be given a raise.

New Business

- Shut-Off Day Postponement Considerations
It was discussed that there are days on water shut off day where it is below zero in the winter, or extremely hot and dry in the summer where administration has made the determination to not shut water off and give those customers a grace period to avoid frozen pipes and/or hazardous conditions. The question is whether this decision can be made by administration, or does the council need to approve it. Discussion ensued and it was determined to review the ordinance to see how/if it is addressed and discuss any suggested changes at the next meeting.

- Request for Donation to Thunder at the Peak
The donation request for Thunder at the Peak was reviewed. It was noted the city donated \$250 last year, and \$250 is in this year's budget.

Motion: Councilor Shawn Parker moved to sponsor as a Bronze Sponsor the \$250 donation to Thunder at the Peak. Councilor Stone seconded. Motion carried.

- Request for Letter of Support from Windwave for Oregon BEAD Program
Lana provided an overview of the request from Windwave for a letter of support for the Oregon BEAD Program. She presented a draft support letter for the council to review. Discussion ensued and it was felt it could be seen as showing favoritism for Windwave over the other companies that provide fiber optic in Cove. It was ultimately determined not to send the letter of support.

Motion: Council President McCowan moved to hold off sending the letter of support to Windwave for the Oregon BEAD Program. Councilor Shawn Parker seconded. Motion carried.

- Anderson Perry Agreement for High Valley Road Utilities Evaluation
Dave provided an overview of the Anderson Perry Agreement for High Valley Road Utilities Evaluation.

Motion: Council President McCowan moved to approve the Anderson Perry Agreement for High Valley Road Utilities Evaluation. Councilor Stone seconded. Motion carried.

City Council Working Committee Report

- TSP – Land Use
Dave reported he is still working on the TSP – Land Use document. He hopes to have it delivered before the June meeting.

City Recorder Report

Lana provided a verbal report:

- Cove Clean Up Day is scheduled for May 17th. Garbage and Metal bins are reserved. There are some volunteers scheduled, but we are a little shorthanded. Councilors Jason Hagey, Boss Parker and Alexis Cannon reported they will be available to volunteer at the event.
- She attended Public Meeting Law training.
- The City Audit is scheduled for July 28th. They will follow the same agreed procedures they did last year and will prepare the financial report that goes to the Secretary of State.
- She provided an update on the chicken nuisance complaint. She reported she contacted the Sheriff's office and they indicated they will not enforce any city ordinance, and we have a nuisance ordinance in place that addresses chickens. After further discussion, it was requested to ask Sheriff Bowen to attend a council meeting to explain the county's stance.

Public Works Director Report

Dave provided a verbal report:

- He has been busy with the Geni/Suzie rebuild.
- Hydro is finally at max production as of last week.
- The lower water tank recoating is out to bid. Bids will open May 27th, and he will determine who is awarded the bid pending budget funding.

Mayor's Report

Mayor Haeger provided a verbal report:

- She attended Ethics training but still needs to attend the Public Meeting Law training.

Youth Councilor Report

Emma provided a verbal report:

- The May Day program was held May 1, 2025, and it went well.
- There have been two incidents involving students in the last two weeks which prompted a student body assembly to emphasize school safety. First Responders and a Sheriff's Deputy also responded to the incidents.
- ASB elections are coming up this month.
- Seniors graduate on May 24th.

Good of the Order

No good of the order was presented at this meeting.

Public Comment

Dennis Nostrant asked for clarification on where he could find information on the evacuation zone maps. He also reported he has spent almost 50 years as a contractor dealing with engineering firms and stated he felt Anderson Perry is a top-notch firm.

Suggestions for Future Workshops & Meeting Agendas

No suggestions for future workshops or meeting agendas.

Upcoming Meetings

- Cove Clean Up Day scheduled for May 17, 2025
- Budget Meeting scheduled for May 22, 2025.
- Regular Council meeting scheduled for June 3, 2025.

Adjournment

Mayor Haeger adjourned the meeting at 8:17 p.m.

Sherry Haeger, Mayor

Kerri McCowan, Billing Clerk

Lana Shira, City Recorder

CITY OF COVE
Budget Committee Meeting
Thursday, May 22, 2025
7:00 pm at 504 Alder Street

Call to Order

Mayor Sherry Haeger called the City of Cove Budget Committee Meeting to order at 7:00 pm.

Council Members Present: Council President Matt McCowan, Councilors Jason Hagey, Alexis Cannon.

Budget Committee Members Present: Dave Coleman, Drex Shira, Mykiah Lay, Alan Cadinha.

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

Council Members Not Present: Councilors Eric Stone, Boss Parker, Shawn Parker.

Budget Committee Members Not Present: Amy Jayne, Sandy Stephenson, Linda Wright. Amy Jayne and Sandy Stephenson were withdrawn from the Budget Committee.

Public Present: Connor Lay.

Pledge of Allegiance

Mayor Haeger led the Pledge of Allegiance.

Committee Roll Call

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

Appoint Budget Committee Chairperson

Alan Cadinha was appointed the Budget Committee Chairperson.

Motion: Council President McCowan moved to elect Alan Cadinha as Budget Committee Chairperson. Councilor Jason Hagey seconded. Motion carried.

Budget Message

Budget Committee Chairperson Cadinha turned the meeting over to Lana Shira, Budget Officer, and she provided an explanation of the Budget Document and a verbal review of the Budget Message. She also explained how the Profit and Loss Budget vs. Actual is used in conjunction with the budget in her day-to-day operations and an explanation of the State Shared Revenue Report.

Budget Inspection and Deliberation

Lana provided a verbal review of the proposed budget funds and then each fund was discussed line by line.

General Fund:

A verbal review of the General Fund was provided.

After the fund was discussed line by line it was determined that office equipment would be increased to \$1000, and Capital Outlay would be increased to \$35,000 for the planned purchase of a half ton pickup.

State Revenue Sharing Fund:

A verbal review of the of the State Revenue Sharing Fund was discussed.

She noted that the money from this fund is spent on liability insurance.

Street Fund:

A verbal review of the Street Fund was provided.

After the fund was discussed line by line no changes were made.

Water Fund:

A verbal review of the Water Fund was provided.

The Water Fund was discussed, line by line. No changes were recommended.

Sewer Fund:

The Sewer Fund was reviewed verbally.

After the fund was discussed line by line no changes were made.

Stormwater:

The Stormwater Fund was reviewed verbally.

After the fund was discussed line by line no changes were made.

ARPA:

The ARPA Fund was discussed. Lana noted it is all zeros because all the money has been spent. However, it must stay in our budget for three years. There were no questions.

Hydro:

The Hydro Fund was verbally reviewed.

After the fund was discussed line by line it was determined to change Repairs and Maintenance to \$50,000 and Major Repair and Maintenance to \$250,000. There will be zero contingency and slightly less in cash on hand.

Cove Clean-Up Day:

The Cove Clean-Up Day was verbally reviewed.

The fund was discussed line by line with no changes made.

Fund-by-Fund Public Comment

There was no fund-by-fund public comment.

Motion to Approve the 2025-26 Budget and Property Tax Rate

Motion: Budget Committee Chairperson Alan Cadinha moved that the City of Cove Budget Committee approve the proposed budget with all affirmed changes to the 2025-26 fiscal year including the property tax rate of 0.4007 per \$1,000 of assessed value. Budget Committee Member Dave Coleman seconded. Motion carried.

Motion to Receive State Revenue Sharing

Motion: Budget Committee Chairperson Alan Cadinha moved that the 2025-26 State Revenue monies be received by the City of Cove and allocated to the General Account toward Property and Liability insurance. Budget Committee Member Mykiah Lay seconded. Motion carried.

Set Budget Hearing – June

The Budget Hearing was scheduled for June 3, 2025, at 7:30 pm.

Adjournment

Budget Committee Chairperson Alan Cadinha adjourned the meeting at 8:33 pm.

Mayor, Sherry Haeger

City Recorder, Lana Shira

Billing Clerk, Kerri McCowan

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.

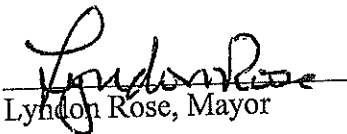
- a) Delinquent notice. A reminder of account delinquency may be sent, at the discretion of the City Recorder, to each delinquent account on or about ten (10) days after the account becomes delinquent.
- b) Turn-off notices. On or about fifteen (15) days after an account becomes delinquent, a turn-off 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.

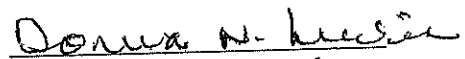
7. Installment payments of delinquent accounts. In cases of extreme hardship, the City Recorder shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment plan for the payment of the overdue amount, installment period not to exceed the period of time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

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, 2017 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, 2017.


Lyndon Rose, Mayor


Donna N. Lewis, Recorder

Old Business followup.

City Recorder

From: Nick Vora <nvora@union-county.org>
Sent: Wednesday, May 07, 2025 11:44 AM
To: City Recorder
Subject: RE: Union County Evacuation Maps

Lana,

Thanks for referring this question to me. The answer is no. The software that we use to manage the zones when they are operational was funded by the Oregon Department of Human Services with their internal budget in FY24 and provided at no cost to all county emergency management agencies in Oregon. I, as salaried county staff, have created and manage the zones as part of my normal responsibilities.

The zones are not static and will be adjusted as needed with time. The intent that it is a "tool in the toolbox" for local emergency responders to rapidly communicate evacuations with each other during life-threatening events when they do not have time to create and communicate a zone for a specific incident. When the pace of an incident allows, we often modify the zones to make them smaller and incident-specific.

Thanks,

Nick Vora
Emergency Manager
Union County
1106 K Ave.
La Grande, OR 97850
541-963-1009
unioncountyor.gov

From: City Recorder <cityadmin@cityofcove.org>
Sent: Wednesday, May 7, 2025 11:31 AM
To: Nick Vora <nvora@union-county.org>
Subject: RE: Union County Evacuation Maps

Hello Nick,

Your email of April 30 which included the link to access the map of the Union County Evacuation Zones was shared at last night's Cove City Council meeting; and the question was asked, "was there a property tax increase associated with the creation of this Zoning map?".

Would you mind giving an answer to that question that I will share with the City Council?

Thank you,

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.



COVE Cherry Fair




Dear Friends of Cherry Fair!

The Cove Community is preparing to welcome 1500+ people to the fairgrounds! We'll begin the celebration with a parade and continue at the Ascension School grounds with over 50 vendors, live entertainment, a pancake breakfast, Fun Run, Quilt Show, games all day, and delicious local food and drink!

Save the Date for the 25th Annual Cherry Fair! August 16, 2025 @ Ascension School in Cove.

Our local businesses and community donors fuel the fair! **Would you consider joining our financial support team?** Check out the suggested levels and perks below.

We'll see you at the fair!

Your Cherry Fair Committee

Questions? Contact Amy
amy@coveascensionschool.com; 541.568.4514 x1

You can sponsor directly on our website @
www.covecherryfair.com
or mail to: Cove Community Association
P.O. Box 31 Cove, OR 97824

Sponsor Perks	\$50	\$100	\$250	\$500
Acknowledgement on Sponsor Posters & Cherry Fair @ covecherryfair.com				
Shoutout on Facebook & Instagram				
Sponsor Poster for Your Storefront (Delivered!)				
Link to website on covecherryfair.com				
Acknowledgement on Pre-Fair Community Mailer				
A Big Thank You from the Main Stage				
Name & Logo on Cherry Fair Day-Of Banners and Posters				
Complimentary Display Space @ the Cherry Fair Booth				