

**CITY OF COVE
REGULAR COUNCIL MEETING
August 5, 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**
 - July 1, 2025, Council Minutes
 - Approval of Bills to Be Paid
- **Correspondence**
- **Old Business**
 - Island City Justice Court Follow-Up
 - Student Councilor Applications and Draft Scholarship Procedure
 - Update on Cove Beautification Proposal
- **New Business**
 - 2025-2027 Grant Young Memorial Planning Assistance Grant
- **City Council Working Committee Report**
 - TSP – Land Use Questions (15 minutes for discussion)
- **City Recorder Report**
- **Public Works Director Report**
- **Mayor's 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
Regular Council Meeting
August 5, 2025
Additions to the Agenda

New Business

- Cost of Living Wage Increase (See New Business)

**City Of Cove
Council Meeting Minutes
July 1, 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: Councilors, Shawn Parker, Eric Stone, Alexis Cannon, and Jason Hagey.

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

City Staff Present: City Recorder, Lana Shira, Public Works Director, Dave Johnson.

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

Council Members not Present: Council President, Matt McCowan, Councilor, Boss Parker.

City Staff not Present: Billing Clerk, Kerri McCowan.

Public Present: Union County Sheriff, Cody Bowen, Cove Fire Department Representative, Deb Hansen, Cove Community Association President, Heidi VanSchoonhoven, Anderson Perry Representative, Brandon Mahon, and Union County Commissioner, Jake Seavert.

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

- Award Bids for Geni/Susie Overlay (See Old Business)
- Follow Up on Lower Reservoir Coating Bids (See Old Business)
- Cove Fire Department Request for Donation Towards City Flags (See New Business)

Public Comment

No public comment was made at this time.

Consent Agenda

- June 3, 2025, Council Minutes
- Approval of Bills to Be Paid

Motion: Councilor Cannon moved to approve the Consent Agenda as presented.
Councilor Stone seconded. Motion carried.

Correspondence

No correspondence was presented at this meeting.

Old Business

- Ordinance Enforcement

Lana reported that Sheriff Cody Bowen was invited to this meeting to discuss and clarify the role the sheriff's department plays in enforcing county ordinances within Cove and explain why city ordinances aren't enforceable by the sheriff's department and to discuss ways for Cove to develop ordinance enforcement through a circuit court. Mayor Haeger explained to Sheriff Bowen the kinds of complaints that have been received within the city limits and Sheriff Bowen provided an explanation of what the sheriff's department can and cannot enforce. He noted when a city ordinance is established it becomes the voice of that municipality and trumps any county ordinance in place, with the exception being any ORS in place. He explained that within the city limits of Cove the sheriff's department can enforce ORS', which at this time is dog bites. Whenever there's a city ordinance in place there is no way for the sheriff's department to enforce it. They don't have the resources or the time. However, he noted what they will do is if there is an ordinance officer or a city administrator that needs to deliver a citation and there is concern of a possible hostile situation they will provide assistance. He further reiterated the only way for the sheriff's office to enforce an ordinance, such as dogs running at large or barking, is to remove the city ordinance. It was asked and answered that complaints can be made anonymously; however, it makes follow-up more difficult.

Complaints about burning illegally, household trash, or outside of the specified timeframe were another topic discussed. It was noted Cove does not have an ordinance regulating burning. Sheriff Bowen noted usually La Grande Rural Fire Department handles these complaints, unless there's a criminal element to them.

Discussion returned to enforcing city ordinances and it was noted that there are other options for enforcement such as Justice Court in Island City, and Sheriff Bowen provided an explanation of how that court works. He indicated Cove would have to develop an agreement with Island City if we wanted to utilize their court.

It was concluded that Lana would research the possibility of joining Island City's Justice Court for the City of Cove's ordinance enforcement.

- Clean Up Day Follow Up

Lana provided a verbal review of the Clean Up Day expenses and income. No concerns were noted.

- Student Councilor Scholarship Procedure

Lana explained that applications went out to each incoming Junior and Senior at Cove High School via their school email address right after the June council meeting. They were given an application deadline of July 31st. She noted this will allow the council to decide on the applicants at the August meeting and they can start attending meetings beginning in September. She reported she has not received any applications at this point. It was noted at the last meeting that the mayor agreed to draft a procedure for review at this meeting; however, the mayor noted she did not have time. She will have a draft for review at the next meeting.

- Beautification Initiative for the City of Cove

The Beautification Initiative was discussed and the process of developing a committee was reviewed. The mayor noted once Councilor Cannon was elected chair of the

Beautification Committee, she has full control of developing the parameters of the initiative. Councilor Cannon provided an explanation of her ideas and the areas she was unsure of. The Beautification Proposal was reviewed, and discussion ensued. There was a suggestion made to work with the CCA for help in advertising and judging, and it was also concluded that Councilor Cannon would work with Lana to determine finances and funding options for the pilot program.

- Award Bids for Geni/Susie Overlay

Dave provided an update on the contract for the Geni/Susie overlay project noting we solicited three contractors, and received two bids: one from Roger's Asphalt and one from Hampton Paving with the low bid of \$63,910 coming from Hampton Paving.

Motion: Councilor Shawn Parker moved to accept the Hampton Paving bid of \$63,910. Councilor Hagey seconded. Motion carried.

- Follow Up on Lower Reservoir Coating Bids

Anderson Perry Representative, Brandon Mahon, was present to provide an update on the bids for the lower reservoir coating project. He provided a handout containing information on the bidding process, requirements, and process to proceed with award, and provided a verbal review. He noted through their Responsibility Determination process they determined the low bidder (Cascade Industrial Services) did not meet the requirements in the specifications for a responsible bidder. Anderson Perry then consulted with the city's legal counsel and Mr. Mahon reviewed their response which indicated their opinion was to reject the low bid and move forward with Notice of Intent to Award to the next lowest bidder (Columbia Industrial Coatings). The Notice of Intent to Award gives all bidders a seven-day period to protest. If a protest is filed, which he reported they have had conversations with the number three bidder (Purcell P&C LLC dba Purcell Painting & Coatings) who indicated they may file a protest, (which is another reason they asked for the city's legal counsel to be involved.) If they do protest, that triggers an additional review of the Responsibility Determination, after which Anderson Perry issues a finding which is final. At that point they could move onto legal action, but for such a small project he feels that will be unlikely.

Discussion ensued regarding the Responsibility Determination and protest process noting it is fairly straightforward. If a protest is made, they have to give merit to their protest, and it is Anderson Perry's responsibility to review the Responsibility Determination and issue a decision which, again, is final.

Motion: Councilor Hagey moved to award Columbia Industrial Coating, LLC, for the lower tank recoating project and for the mayor to sign the Notice of Intent, Notice of Award and to sign the Agreement. Councilor Stone seconded. Motion carried.

New Business

- Donation Requests

- Amber Parker

Amber Parker from the Cove Drive In addressed the council and requested a donation to help pay for the band that plays the night of the Cherry Fair. She requested \$300 for this year but asked that the council consider \$400 next year because she was informed this year that the band would cost \$800. Lana consulted the budget and noted \$300 was budgeted for this year.

Councilor Shawn Parker recused himself from the discussion.

Motion: Councilor Cannon moved to donate \$300 to the Post Cherry Fair Party. Councilor Stone seconded. Motion carried.

- Cove Cherry Fair
CCA President, Heidi VanSchoonhoven, requested a \$2,000 donation for the Cove Cherry Fair. She provided a breakdown of the items paid for with the donation from last year. Lana consulted the budget and noted \$1,500 was budgeted for this year.

Motion: Councilor Hagey moved to donate \$1,500 to the Cove Cherry Fair. Councilor Cannon seconded. Motion carried.

- Cove Fire Department Request for Donation Towards City Flags
Cove Fire Department Representative, Deb Hanson, referred to an email received from the mayor a few months ago asking if there was anything the fire department needed money for to help cover costs. She reported that the fire department has purchased 15 new flags that cost \$1,450, and they are requesting a donation to help pay for them.

Prior to consideration of the donation request she addressed the fire season and ways to prevent accidental fires, as well as the things the fire department has done to make the public aware of the current fire dangers.

Lana consulted the budget and noted the city could donate anywhere between \$200 to \$500 towards the flags.

Motion: Councilor Stone moved to donate \$500 to the Fire Department for the flags. Councilor Parker seconded. Motion carried.

- Union County Chamber of Commerce Membership
Lana reported the city pays \$100/year to the Union County Chamber of Commerce for Nonprofit Membership Dues, but she is not aware of when or why we started and what the benefit is. The mayor explained that the Chamber of Commerce's purpose is to support businesses in Union County, and since the city is not a business, she is not sure why we would be a member. Discussion ensued and it was determined that we would not continue to pay the Nonprofit Membership dues.
- CPA Letter of Understanding for Audit
Lana provided a verbal explanation of the CPA Letter of Understanding for the Audit (Oregon Minimum Standards for Agreed-Upon Procedures) and a breakdown of the fees. Discussion ensued and it was agreed to sign the contract with CPA for the city audit.

Motion: Councilor Cannon moved to approve the signing of the contract with CPA for the audit. Councilor Parker seconded. Motion carried.

City Recorder Report

Lana provided a verbal report:

- She's been gathering information and doing research on what it would entail to annex property into Cove city limits. She provided a report of the information she has gathered thus far.

Public Works Director Report

City of Cove Council Meeting Minutes July 1, 2025

Public Works Director Report

Dave provided a verbal report:

- They've been busy flushing water hydrants and spraying and mowing trying to keep the grass down.
- Hydro production is about a month ahead of where we usually are. We've met our goal for June, but with as dry as it's been July isn't looking too promising.
- Next week ODOT will be starting their chip seal project beginning in Union and going through Cove. County Commissioner, Jake Seavert, reported they received information that the chip seal project was cancelled due to legislation not passing. Dave agreed to check with ODOT about the chip seal project.
- Anderson Perry is still working on the High Valley evaluation of water/sewer lines.

Mayor's Report

Mayor Haeger provided a verbal report:

- We have another month to review the TSP-Land Use document. She urged council members to email her with any questions prior to the September meeting. At the August meeting there will be 15 minutes allotted to allow for questions/discussion.

Good of the Order

No good of the order was presented at this meeting.

Public Comment

No public comment was made at this time.

Suggestions for Future Workshops & Meeting Agendas

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

Upcoming Meetings

No upcoming meetings were discussed.

Adjournment

Mayor Haeger adjourned the meeting at 8:31 p.m.

Sherry Haeger, Mayor

Kerri McCowan, Billing Clerk

Lana Shira, City Recorder

City of Cove

Procedure for Selection of an appointed High School City Council Member

Purpose:

To provide a Cove School District high school junior or senior the opportunity to learn about the operations of a small rural city government and to encourage civic engagement through participation in the City Council. To act as a liaison between the City of Cove and Cove School District.

Eligibility:

- Open to students who will be entering their junior or senior year at Cove High School for the upcoming school year.
-

Application Process:

1. Notice:

- During the last week of April each year, the City Recorder will send notice and application instructions to all eligible students by email. The Cove School District will provide the email address of each student.

2. Application Requirements:

- Students must submit a completed application form no later than May 31st.
- The application will include a short essay explaining the students' interest in local government, leadership experience, community/civil service and how they hope to benefit from this experience.

3. Initial Review:

- The City Recorder will review and summarize the applications for the City Council to decide the top 2 finalists without revealing the name of the applicants. If there are less than 3 applicants, this step can be skipped.

4. Final Selection:

- The two finalists will be presented to the City Council at the regular June meeting.

- The City Council will make the final selection and extend an offer to the chosen candidate.

Term & Responsibilities:

- The selected student will serve as Student City Council Member for one school year.
- The term will begin at the regular City Council meeting in September and end after the regular City Council meeting in June.
- The students must attend at least eight (8) City Council meetings during the term. These meetings can be regular council meetings or special meetings as appropriate for the subject matter and the student's schedule.
- The student is encouraged to observe, participate where appropriate, and learn about the City's operations, community issues, and decision-making processes. They will serve as a direct line of communication about matters regarding Cove High School events and activities.

Recognition & Scholarship:

- Upon successful completion of the term, and meeting the attendance requirement, the student will receive a scholarship for \$1,500.
- This scholarship is to be used at the student's discretion for education, training, or other activities that support the student's future goals and personal development.

Adoption & Amendments:

This procedure may be amended at the discretion of the City Council.

Contact:

For questions about this opportunity, students and parents may contact the City Recorder's Office at the Cove City Hall, 504 Alder Street. (541) 568-4566

Sample Letter to Students & Parents

[City Letterhead]

Date: April X, 20XX

Dear Student and Parent/Guardian,

The City of Cove is pleased to announce an opportunity for a local high school junior or senior to serve as an appointed Student City Council Member for the upcoming school year.

This role allows one student to learn firsthand how a small rural city operates, attend City Council meetings, and gain valuable insight into local leadership and civic engagement. The selected students will be required to attend at least eight (8) City Council meetings during their term.

Upon successful completion of the term, the student will receive a \$1,500 scholarship to be used for education, training, or other activities that support their future goals and personal development.

How to Apply:

Applications must be submitted by [Deadline, e.g., May 31, 20XX].

Enclosed you will find the application form and instructions. Please complete the application and return it to the City Recorder's Office at:

504 Alder Street

<https://cityofcove.org>

(541) 568-4566

If you have any questions about this opportunity, please do not hesitate to reach out.

We look forward to encouraging the next generation of leaders here in Cove!

Sincerely,

[Mayor's Name]

Mayor, City of Cove

[Contact Information]

Short Public Announcement (Website, Social Media, Newspaper)

NOW ACCEPTING APPLICATIONS — Student City Council Member

The City of Cove invites high school juniors and seniors to apply to serve as our Student City Council Member for the upcoming school year.

This is a unique chance for a student to learn about local government, attend at least eight council meetings, gain leadership experience and communication skills.

Upon successful completion, the student will receive a \$1,500 scholarship to use for education, training, or other activities that support their future goals.

Applications open May 1 and are due by [Deadline].

For details and an application form, please contact the City Recorder's Office at (541) 568-4566 or visit <https://cityofcove.org>.

City of Cove Beautification Program – Pilot for 1 year

Mission Statement:

It is our mission to inspire community pride, enhance the appearance and charm of our town, and to recognize residents and business owners who strive to create and keep their property beautiful. This program was created to raise civic responsibility, foster community engagement, and encourage citizens to keep the City of Cove vibrant and attractive to both residents and visitors.

Program Structure and Implementation:

1. Volunteer Selection Committee made up of three appointed citizens of Cove. This group will help identify residents who meet the property beautification goals, by nominating them anonymously with a brief written explanation of the reasons. (example: a check list of pre-determined qualifying beautification improvements and maintenance)
2. Volunteer Awarding Committee made up of three members of City Council. This group will choose the candidates to be awarded using a pre-determined point system.

Introduction to the Community:

Mailers sent to all households within the city limits

Post on the City Website and FB page

Flyers on community boards, Post Office, Main St. Kiosk, Library, local businesses.

Frequency of Awards:

Two times per year, Spring and Fall

Award:

A certificate of recognition from the City presented at a Council Meeting,
and a \$50 certificate toward the city water bill,
and a \$50 gift certificate to a local business; examples: Mill Creek Nursery, Cove FFA spring plant sale, Almosta Farm, Nella Mae's Farm, Cove Steak House, Cove Drive-In, or Hands of Healing.

Funding Source:

Citizens of Cove fill the metal recycle bin, which in turn creates roughly \$1200/yr income. The estimated costs include: 1 mailer and 2 flyers per year paper and postage \$300, and 2 \$50 gift certificates, and 2 \$50 discounts on water bill, Total \$500 per year.



Oregon

Tina Kotek, Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

www.oregon.gov/LCD



DATE: July 21, 2025

TO: Eligible Oregon cities and counties

FROM: Angela Williamson, Procurement Coordinator

SUBJECT: 2025-2027 Grant Young Memorial Planning Assistance Grants

Community partners:

The Department of Land Conservation and Development (DLCD) is pleased to offer Planning Assistance grants to help Oregon communities implement successful planning programs. Cities with a population under 2,500 are eligible to receive a \$2,000 grant. Coastal counties and counties with a population under 15,000 are eligible to receive a \$5,000 grant.

The funds are easy to secure (just sign and mail the attached agreement) and easy to account for (just complete and send the one-page summary of expenditures – the Closeout Report – as soon as possible after the funds have been used). **This offer is good through August 31, 2025.** If you have not responded by then, DLCD may withdraw this offer.

Please review the attached agreement. If you would like to accept the offer, provide the agreement information and printed name of authorized representative requested on page 7 of the agreement and have that authorized representative sign or digitally sign the agreement in the appropriate location.

Then do one of the following:

Option (1)

E-mail the completed, signed page 7 as an attachment in PDF format with the subject line: *jurisdiction name, grant no., Grant Young Memorial Planning Assistance Grant acceptance to* DLCD.GFGrant@dlcd.oregon.gov.

Option (2)

Mail the original completed, signed page 7 to:

Grants Administrative Specialist
DLCD
635 Capitol Street NE, Suite 150
Salem, OR 97301

A signature under either option (1) or (2) above indicates acceptance of the terms and conditions in the grant agreement. Once DLCD receives the signed page of the agreement, we will return a counter signed copy and a check in the amount described above.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



**2025-2027 GRANT YOUNG MEMORIAL
PLANNING ASSISTANCE GRANT**

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: July 21, 2025	Grant No. GY-27-029
Grantee City of Cove 504 Alder St PO Box 8 Cove, Oregon 97824	DLCD Grant Manager Grants Administrative Specialist 503-373-0050 DLCD.GFGrant@dlcd.oregon.gov
GRANT AMOUNT: \$2,000	CLOSING DATE: April 30, 2027

This grant is named in honor of Grant Young, DLCD's Eastern Oregon regional representative who passed away in 2017. Mr. Young was a strong advocate for smaller jurisdictions in the Eastern Oregon region and a proponent for creative use of these grants. He helped find productive uses of the grants by pooling or leveraging the funds or simply suggesting uses for the dollars in ways to advance the objectives of the jurisdiction. Mr. Young put a considerable amount of effort into helping small cities and counties in his region address local needs.

INSTRUCTIONS – READ CAREFULLY

In order to receive this grant, Grantee must sign this Agreement and scan it and e-mail it to DLCD at DLCD.GFGrant@dlcd.oregon.gov by **August 31, 2025**. Alternatively, the signed Agreement may be mailed to:

Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol St. NE, Suite 150
Salem, OR 97301

If the Agreement is not signed and returned without modification by Grantee by the due date, DLCD may withdraw the grant offer. Upon receipt of the signed Agreement, the DLCD Grant Program Manager will countersign the Agreement and return an electronic file containing the executed Agreement to Grantee with a payment voucher for the grant amount as listed in the Grant Amount box above, to the address provided above.

8. **Acceptable use of grant funds.** Grant funds may be used by Grantee to accomplish and carry out one or more of the following:
- a. Paying the salary of an employee or the fee of a contractor for day-to-day administration of the Grantee's planning program, including but not limited to: answering planning and zoning questions; providing planning and zoning information; carrying out administrative actions such as zone changes, permits, land divisions, and similar ministerial and quasi-judicial actions; updating application forms; and enforcing local zoning regulations.
 - b. Preparing for meetings such as planning commission, city council, and board of commissioners for planning and zoning related matters. Examples include postage, copying, paper, notices, and other documents.
 - c. Creating, updating, amending, or codifying all or a part of a comprehensive plan, land use regulations, or other planning studies or reports.
 - d. Collecting data and conducting inventories and studies related to comprehensive plan elements, land use regulations, development codes, zoning ordinances.
 - e. Updating and reprinting maps, inventory data, and plan documents.
 - f. Developing and implementing a public facility financing plan.
 - g. Supporting citizen involvement programs and activities.
 - h. Developing and conducting public workshops on planning and zoning.
 - i. Developing, amending, or implementing intergovernmental coordination programs or agreements.
 - j. Developing and implementing a dispute resolution program.
 - k. Training in land use planning for local elected and appointed officials, staff, and citizens on land use planning.
 - l. Purchasing maps, aerial photos, GIS products, or mapping software.
 - m. Other planning activities or products pre-approved by DLCD.
9. **Excluded uses of grant funds:** The grant funds may not be used for office equipment or other types of hardware such as desks, tables, chairs, cabinets, appliances, computers, printers, photo copiers, digital equipment, vehicles, outdoor supplies, beautification projects, and other business supplies. Grant funds may not be used by the grantee for legal or administrative costs associated with defending the grantee or other grantees from decisions made by the Land Conservation Development Commission or DLCD. Grant funds may not be used for legal or administrative costs associated with Measure 37 or Measure 49 costs incurred by Grantee.
10. **Subsequent funding.** Eligibility for subsequent funding is contingent upon timely receipt of the Closeout Report by DLCD.
11. **Unexpended Funds.** Grantee will return all unexpended grant funds to DLCD with submission of the Closeout Report.
12. **Payment.** All grant funds will be disbursed upon execution of this Agreement.
13. **DLCD Funds.** DLCD certifies that at the time this grant is written sufficient funds are available and authorized.

17. **Termination:**

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
- d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

18. **Failure to Comply:** If a party fails to comply with any of the requirements or conditions of this Agreement, the other may, without incurring liability, refuse to perform further pursuant to this Agreement. DLCD shall make no further reimbursement to Grantee and Grantee shall

Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.

26. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
27. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
28. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.

Department of Land Conservation and Development *Attachment A*
2025-27 Grant Young Memorial Planning Assistance Grant Closeout Report

Grantee City of Cove	Grant No. Assigned by DLCD GY-27-029	Grant Funds – Already Dispersed \$2,000.00*	Final Report
Funding / Grant Period From: Agreement Execution	Funding / Grant Period To: 4/30/2027	Summary of Activities and Products Provide a brief description of activities performed and/or products worked on using funds from this grant in the space provided below. Expenditure detail not needed for this section. In many cases a sentence or two is all that is required but we welcome as much information as you can provide.	
Transactions	Do not write in this space		
DLCD Grant Funding Expenditures	Provide amounts in spaces below		
1.Salaries and Benefits			
2.Supplies and Services			
3.Agreements (including consultants – provide name and contact information)			
4.Other (provide detailed list and explanation)			
5. DLCD Total (add lines 1, 2, 3, 4)			
Local Contributions – not required	Provide amounts in spaces below		
6 Salaries and Benefits			
7.Supplies and Services			
8.Agreements			
9.Other			
10. Local Total (if any)			
11. Certification: I certify to the best of my knowledge and belief that this report is correct, complete, and that all expenditure are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for SIX (6) YEARS after the Final Products and Payment are received.			
12. * If the total grant expenditures are less than the grant funds already dispersed, enter the difference here and send a reimbursement check for that amount to: DLCD, ATTN: Fiscal. \$ _____			
13. Typed or Printed Name and Title (required)		14. Mailing Address: Include City, State and Zip Code (required)	
15. Authorized Certifying Official Signature (required)		16. Date (required)	
PLEASE DO NOT WRITE BELOW THIS LINE			
DLCD CERTIFICATION (for DLCD use only) I certify, as a representative of the Department of Land Conservation and Development, that the grantee: ____ has met the terms and conditions of the grant and that all funds have been expended. ____ has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and reimbursement from the grantee in the amount of \$ _____ is due.			
Signature of DLCD Grant Manager		Date Signed	
Signature of DLCD Program Manager		Date Signed	
BATCH #/DATE _____ OBJ. CODE _____	VOUCHER#/DATE _____ VENDOR NO. _____	PCA _____ AMOUNT _____	

- Reporting of Local Contributions (boxes 6–10) is not required. DLCD asks for the information to receive accurate information regarding the cost of activities and/or products worked on in compliance with this grant. This category includes both in-kind and cash contributions.
- **Certification (box 11): Please read and understand the certification statement.** If you have questions, please contact the Grants Administrative Specialist at 503-373-0050 or DLCD.GFGrant@dlcd.oregon.gov.
- **Returning funds (box 12):** When returning general grant funds that were awarded to the jurisdiction because expenditures were less than the grant funds award to the jurisdiction, please indicate the number of dollars being returned.

Boxes 13–16 are for documenting responsibility for the information being submitted and requesting payment. Please use dark blue or black ink so the information shows when copied or scanned.

13. Print Name and Title legibly.

14. Print the mailing address where payment should be sent.

15. Signature of Authorized Certifying Official: by signing this box this person takes responsibility of the information and accuracy of the information.

16. “Date” is the date the closeout form was signed. It must be sent by the closeout date.

- The “Summary of Activities and Products” box, located on the top right side of form, must be completed. Please provide a brief description of activities performed and/or products worked on in compliance of this grant. Use additional sheets as needed. The Planning Assistance Grant Awards Conditions describes in detail the projects and activities allowed. (If you have questions, please contact the Grants Administrative Specialist at 503-373-0050 or DLCD.GFGrant@dlcd.oregon.gov).

The grant funds dispersed to you must be used after the date on which all parties have signed the agreement and not after the closing date of this agreement.

It is important that you retain documentation of expenditures in a grant file maintained in your jurisdiction for six (6) years from the closeout date.

Two ways to submit the Closeout Report:

1. E-mail a PDF file of the signed closeout form attachment and cover memo to DLCD.GFGrant@dlcd.oregon.gov.
2. Send the hard copy of the signed closeout form and cover memo via US Mail to:

Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540

REQUEST: 2025 COLA – retro as of July 31,2025

Budgeted at 2.5% based on:

- Federal 2025 COLA 2.5%
- State of Oregon – still in negotiation 2.3-6.55%
- Oregon Minimum wage increase mandate as of July 1, 2025 - \$13.70 to \$14.05 (\$.35) is 2.5%

History:

2005 2.7%	2010 2%	2015 1.02%	2020 2%
2006 4.1%	2011 1.01%	2016 1.01%	2021 3%
2007 0	2012 1.02%	2017 1.02%	2022 5%
2008 2.3%	2013 1.02%	2018 1.02%	2023 0
2009 3.8%	2014 0	2019 1.02%	2024 5%

2.5% Increase per City position:

PUBLIC WORKS DIRECTOR: \$180 PER MONTH

PART-TIME UTILITY WORKER: \$.64/HOUR – APROX. \$56 PER MONTH

CITY RECORDER: \$116 PER MONTH

BILLING CLERK: \$.63/ – APPROX. \$43 PER MONTH