

**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

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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

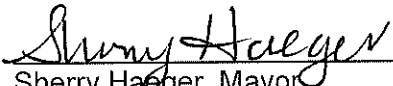
No suggestions for future workshops or meeting agendas were made at this meeting.

Upcoming Meetings

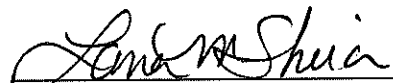
No upcoming meetings were discussed.

Adjournment

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


Sherry Haeger, Mayor


Kerri McCowan, Billing Clerk


Lana Shira, City Recorder