

**City Of Cove  
Council Meeting Minutes  
August 4, 2026**

**Call to Order**

Council President, Matt McCowan, 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, Cheryl Hargrove, Eric Stone and Shawn Parker.

Council Members Present Remotely: No council members were present remotely.

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

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

Council Members not Present: Mayor, Sherry Haeger, Councilor, Boss Parker.

City Staff Not Present: Billing Clerk, Kerri McCowan.

Public Present: CCA President, Heidi VanSchoonhoven, Executive Director, Ascension School, Amy Jayne, Dan and Cheryl Locken, Dennis Nostrant, Suzanne Anderson.

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 Council President, Matt McCowan.

**Council Roll Call**

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

**Additions/Changes to the Agenda**

- Connected Professional Accountants, LLC, Contract for Oregon Minimum Standards for Agreed-Upon Procedures (See New Business)

**Public Comment**

There was no public comment made at this time.

**Consent Agenda**

- July 7, 2026, Council Minutes
- Approval of Bills to Be Paid  
Lana reported just before this meeting she received a bill for \$17,298 from OTEC for the installation of the transformer and it needs to be added to the total bills to be paid.

Motion: Councilor Stone moved to approve the Consent Agenda with adjustments for the OTEC invoice. Councilor Hargrove seconded. Motion carried.

- **Correspondence**

- Email from CCA President, Heidi VanSchoonhoven regarding TRT funding and donation from the city.

Lana read the email she received from CCA President, Heidi VanSchoonhoven, outlining the amount of funding the city donated from TRT funds the city received from the county. In the email she stressed she appreciated the funding but noted in the past they have received \$1,200 directly from county TRT funds. She noted with only the \$750 TRT donation and no contribution from the city the CCA is left with a budget shortfall.

Heidi VanSchoonhoven addressed the council noting she spoke with both the Chamber of Commerce and the county and provided an explanation of what she learned in speaking with them about how the TRT funds were disbursed this year. She concluded by asking the city to donate \$1,500.

Council President McCowan noted that this request was not on the agenda and the agenda is quite full for this meeting. He requested that she present her request in an email to Lana to be added to next month's regular council agenda.

- **Old Business**

- Ascension School Parking Variance  
Executive Director, Ascension School, Amy Jayne, recapped the Ascension School Parking Variance and what was requested of them from the city regarding additional parking spaces. She revisited the revised plan the Ascension School submitted requesting a site plan for a total of 36 parking spaces instead of 51. Discussion ensued and it was determined to make an amendment to the original requirement of 51 parking spaces to 36 spaces.

Motion: Councilor Cannon moved to accept the variance for the Ascension School Swimming Pool to 36 parking spaces. Councilor Stone seconded. Motion carried.

- **Public Hearing 7:30 p.m. Conditional Use: T-Mobile Antenna Change Out**

- Open Hearing

The Council President opened the hearing at 7:30 pm. He requested conflict of interest, exparte, etc. to be declared. Council President McCowan, Councilors, Shawn Parker, Cheryl Hargrove, Alexis Cannon and Eric Stone, turned in a signed declaration form. There were no conflicts declared. The disclosure statement was made available to the public.

- Staff Report

Lana provided a verbal review of the Staff Report for the Conditional Use Application: T-Mobile Antenna Change Out.

- Applicant's Testimony

There was no applicant's testimony.

Lana reported she did not receive any proponent's or opponent's testimony, neither verbal nor written.

- Proponent's Testimony

There was no proponent's testimony.

- Opponent's Testimony

There was no opponent's testimony.

- **Applicant's Rebuttal**  
There was no applicant's rebuttal.
- **Close Hearing**  
The Council President closed the hearing at 7:39 pm.
- **Council Deliberation & Final Decision**  
Discussion ensued regarding the radio frequency report that was provided, noting the city can require a report from T-Mobile. Councilor Stone provided input on the report, and it was concluded that T-Mobile would be asked to provide a report on an annual basis.

Motion: Councilor Stone moved to approve the Conditional Use Permit for T-Mobile for work at the cell tower and requesting the radio frequency report. Councilor Shawn Parker seconded. Motion carried.

The Conditional Use: T-Mobile Antenna Change Out was unanimously approved.

#### **Public Hearing 8:00 p.m. Minor Partition and Variance: Dan and Cheryl Locken**

- **Open Hearing**  
The Council President opened the hearing at 8:00 pm. He requested conflict of interest, exparte, etc. to be declared. Council President McCown, Councilors, Shawn Parker, Cheryl Hargrove, Alexis Cannon and Eric Stone turned in a signed declaration form. There were no conflicts declared. The disclosure statement was made available to the public.
- **Staff Report**  
Lana provided a verbal review of the Staff Report for the Minor Partition and Variance: Dan and Cheryl Locken.
- **Applicant's Testimony**  
Dan Locken provided testimony regarding their reason for the requests and plans for the property. He addressed flood concerns and outlined the history of flooding in that area and his plans for addressing any potential issues.
- **Proponent's Testimony**  
There was no proponent's testimony.
- **Opponent's Testimony**  
Lana reported she received two letters and read each letter. The first letter she read was from Suzanne Anderson, 1502 Orchard Street, Cove, OR. The letter detailed concerns for flooding after the recent demolition of a ditch that provided drainage for spring runoff, as well as the lack of culverts next to the proposed properties that would address flooding concerns, referring to City Ordinance 11990.

The second letter Lana read was from James Holland, 1407 Orchard Street, Cove, OR. His letter also detailed concerns about flooding and access to the three parcels.

- **Applicant's Rebuttal**

Mr. Locken noted that access to the parcels will be determined by whomever buys each lot, and Dave noted culverts will need to be placed when the property is sold and access placement is determined, which will also need to be permitted by the city. Further discussion was held regarding runoff and flooding and Dave noted there is good grade on the west side of Bryan Street and routed to the south into an existing ditch.

Discussion returned to access and water/sewer hookups, and it was reported that the lots that abut city right of way meet the minimum requirement of 20 feet of street frontage for a buildable lot. Dave also noted he has had conversations with the Lockens about extending the sewer line off Orchard in terms of the cost estimates and labor involved. He stressed it will not be an issue. There has also been discussion between Dave and the Lockens regarding timelines and what is needed for access and water and sewer lines to all the proposed lots.

- **Close Hearing**

The hearing was closed at 8:30 pm to move on to the first reading of Ordinance 1-2026. Council deliberation and a final decision will be made after the reading of the ordinance.

- **Council Deliberation & Final Decision (Deliberation and Final Decision resumed at 8:45 pm)**

Clarity was sought on concerns over flooding, and Dave noted there are culverts and ditches in place that will make rerouting the water relatively easy.

Motion: Councilor Stone moved to approve the partition of tax lot 2601 and approve the variance for parcel 1. Councilor Cannon seconded. Motion carried.

The Minor Partition and Variance: Dan and Cheryl Locken were unanimously approved.

- **8:30 p.m. First Reading of Ordinance 1-2026, An Ordinance Granting OTEC the Right to Distribute Electrical Energy to the City of Cove**

The first reading of Ordinance 1-2026 was held at 8:30 pm.

First reading of Ordinance 1-2026: Councilor Stone read Ordinance 1-2026 in its entirety.

Council President McCowan noted from the City Charter, chapter VII, Section 30, paragraph 2, "An ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read in full and then by title."

Second reading of Ordinance 1-2026: Councilor Stone read Ordinance 1-2026 by title only.

Motion: Councilor Cannon moved to accept Ordinance 1-2026. Councilor Hargrove seconded. Motion carried.

Ordinance 1-2026, An Ordinance Granting OTEC the Right to Distribute Electrical Energy to the City of Cove was unanimously approved.

The Reading of Ordinance 1-2026, An Ordinance Granting OTEC the Right to Distribute Electrical Energy to the City of Cove was closed at 8:45 pm.

Motion: At 8:45 pm, Councilor Shawn Parker moved to extend the meeting by 15 minutes. Councilor Stone seconded. Motion carried.

- **New Business**

- Connected Professional Accountants, LLC, Contract for Oregon Minimum Standards for Agreed-Upon Procedures  
Lana reported that the Connected Professional Accountants, LLC, Contract for Oregon Minimum Standards for Agreed-Upon Procedures is the same contract we have signed in previous years. She outlined the fees they are charging this year, noting they are close to what they charged last year.

Motion: Councilor Stone moved to approve the contract from Connected Professional Accountants, LLC, for Oregon Minimum Standards for Agreed-Upon Procedures. Councilor Shawn Parker seconded. Motion carried.

**City Council Working Committee Report**

- TSP – Land Use Development Code  
There was no TSP – Land Use Development Code report provided. We are waiting for the updates to the model which should be available in September or October.
- Cove Beautification Pilot Project  
Councilor Cannon reviewed the advertisement presented in the packet for the Cove Winter City Beautification project and discussion ensued regarding nominations and who would vote as well as the award. It was determined that the award will be a \$100 discount on the winner's water bill. Lana and Councilor Cannon will discuss the nominating and voting process at a later date.

Motion: Councilor Shawn Parker moved to approve awarding \$100 off the Cove Winter City Beautification winner's water bill. Councilor Stone seconded. Motion carried.

**City Recorder Report**

Lana provided a verbal report:

- She reported that she had an excellent time on her Alaskan Cruise and she has been very busy since she's been back.

**Public Works Director Report**

Dave provided a verbal report:

- We awarded the bid to Hampton for the paving project. They are planning to pave possibly next week, if not the following.
- They've been busy installing the sewer main on Second Street.
- They've been working on the lagoon. It was intentionally dried so they could drive the backhoe in and fix a structure that needed repairs.
- He contacted ODOT and they will be striping Haefer, French, Hill and Second.
- He's still working on costs for a snowplow.
- He and Jason Jayne went to a water valve training that will end up saving the city money in the long run.

**Mayor's Report**

Mayor Haeger was not present to provide a report. Council President McCowan provided an update on his health status noting his treatment has been effective thus far and he feels great.

## **Student Councilor Report – None Until September 1, 2026, Council Meeting**

### **Good of the Order**

There was no Good of the Order presented at this meeting.

### **Public Comment**

Suzanne Anderson questioned what next steps were for the variance and minor partition and it was clarified that both were approved at this meeting. The council will make a final decision once the final plot is presented to them.

### **Suggestions for Future Work Sessions & Meeting Agendas**

There were no suggestions for future work sessions or meeting agenda items.

### **Upcoming Meetings**

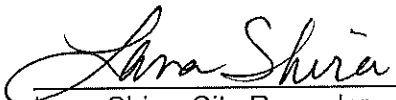
Regular council meeting scheduled for September 8, 2026.

### **Adjournment**

Council President McCowan adjourned the meeting at 8:56 p.m.

  
Matt McCowan, Council President

  
Kerri McCowan, Billing Clerk

  
Lana Shira, City Recorder