

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, September 19, 2019  
6:00 p.m.

### I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Announcements by Presiding Officer

- 1. This meeting is being digitally recorded.
- 2. The next regularly scheduled meeting of the Planning Commission will be September 26, 2019, at 6:30 p.m. in the Council Chamber.
- 3. The next meeting of the City Council will be October 3, 2019, at 6:00 p.m. in the Council Chamber.
- 4. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have a city-wide impact and not be personal issues.

### II. Consent Calendar

- A. Regular Meeting Minutes of September 5, 2019 (pg. 3-6)

### III. Written Communication

None.

### IV. Staff Reports

- A. Bills Paid Report, August 28, 2019 – September 10, 2019; \$144,736.40 (pg. 7)
- B. City Administrator
- C. Jackson County Deputy
- D. Fire Chief Greg Winfrey

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

**V. New Business**

- A. Discussion Item – Emergency Management Commission (pg. 8-10)
- B. Parks and Recreation Commission recommendation – pending

**VI. Public Comment on Non-Agenda Items**

**VII. Council Comments on Non-Agenda Items**

- A. Mayor Richardson – Rogue Valley Council of Governments
- B. Councilor Mitchell – Rogue Valley Area Commission on Transportation
- C. Councilor McGregor – Southern Oregon Regional Economic Development Inc
- D. Councilor Hohenstein – Planning Commission
- E. Councilor Tarvin – Parks Commission

**VIII. Adjournment**

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, September 5, 2019

**CALL TO ORDER**

Mayor Richardson called the Regular City Council Meeting to order at 6:00 p.m. in the City Council Chamber.

Council Present: Mayor Richardson, Councilor Mitchell, Councilor McGregor, Councilor Hohenstein; Councilor Tarvin arrived at 6:38 p.m.

Staff Present: Thomas J. Corrigan, City Administrator; Bonnie Pickett, Administrative Assistant

**ANNOUNCEMENTS**

The Mayor led the audience in the Pledge of Allegiance and made the announcements on the agenda.

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

Regular Meeting Minutes of August 15, 2019

Motion to Accept the Minutes of the Regular Council Meeting August 15, 2019

Motion: Councilor Hohenstein                      Second: Councilor McGregor

All Ayes. Motion carried 4-0

**WRITTEN COMMUNICATION**

None.

**STAFF REPORTS**

Motion to Accept the Bills Paid Report for July 13, 2019, to July 31, 2019

Motion: Councilor Mitchell                      Second: Councilor McGregor

All Ayes. Motion carried 4-0

Motion to Accept the Bills Paid Report for August 1, 2019, to August 27, 2019

Motion: Councilor Hohenstein                      Second: Councilor Mitchell

All Ayes. Motion carried 4-0

**OLD BUSINESS**

**A. Second Reading Ordinance 293 – Accessory Dwelling Units**

Mayor Richardson read the ordinance by title only.

Motion to Adopt Ordinance 293 An Ordinance of The City of Shady Cove, Oregon Amending the Definition of Accessory Dwelling Units in The Shady Cove Code of Ordinances

Motion: Councilor Mitchell                      Second: Councilor McGregor

All Ayes. Motion carried 4-0

## NEW BUSINESS

### A. Proclamation – Home Inventory Week

Discussion ensued.

### B. Resolution 19-11 – Establishing Fees and Charges

Discussion ensued.

Motion to Approve Resolution 19-11 – A Resolution of the City Council of the City of Shady Cove, Oregon Establishing Fees and Charges with Amendments

Motion: Councilor Hohenstein

Second: Councilor McGregor

All Ayes. Motion carried 4-0

### C. Resolution 19-12 – Oregon Drainage Law

Motion to Approve Resolution 19-12 – A Resolution of the City Council of the City of Shady Cove, Oregon Adopting Oregon Drainage Law

Motion: Councilor Mitchell

Second: Councilor McGregor

All Ayes. Motion carried 4-0

### D. Parks and Recreation Bridge Flag recommendation

Kathy Nuckles, Parks and Recreation Commission Chair answered questions for the Council.

Discussion ensued.

Motion to Accept the Recommendation of the Parks and Recreation Commission for the Purchase of Bridge Flags in the Amount of \$1,400.00

Motion: Councilor McGregor

Second: Councilor Mitchell

All Ayes. Motion carried 4-0

### City Administrator

- Work on Cleveland Street is continuing, asked the contractor to speak with the school directly regarding the work on Cleveland.
- Work going up to the detention pond was more extensive than expected.
- The City has received a request for a water line extension along Rogue River Dr.
- The City has a number of encroachment permits in various stages of the process.
- Work is continuing on the plans for the ADA ramp in Aunt Caroline's park
- Working on insurance updates for the Upper Rogue Regional Park and County Law Enforcement.
- Working on standards for encroachment permits.

- The residents of White Oak want to meet about roads will need to meet with the Planning Commission.
- The City is trying to facilitate the process of getting 104 Cedar listed by the County Code Department before assistance can start on the cleanup of the property.
- Aunt Caroline's park work turned out great. They will be back in October to complete the planting and the education piece of the work.

The City Administrator answered questions regarding the hemp processing application.

#### **PUBLIC COMMENTS**

Bob Bellah submitted a letter from the Attorney for the Upper Rogue Community Center in reference to questions raised by the Department of Justice.

Terry Weyers questioned the Council on why the notice he requested be placed in the Insider newsletter or placed on the City-owned radion station was censored.

#### **COUNCIL COMMENTS**

Mayor Richardson noted there hasn't been any meeting of the Rogue Valley Council of Governments since June. She reminded everyone music in the park is this Saturday from 3:00 to 6:00 p.m., there will also be the anniversary celebration of Shady Cove. Mayor Richardson mentioned the open forum which will be held at the Upper Rogue Community Center on September 10<sup>th</sup> from 6:00 to 8:00 p.m. regarding the community and the school. She thanked everyone for coming to the meeting.

Councilor Mitchell noted that the coming Tuesday there is going to be a meeting of the Rogue Valley Area Commission on Transportation that he and Councilor McGregor will be attending. He mentioned a house 135 Heather Lane that is in a constant state of repair that is affecting the sale of the house that is across the street.

Councilor McGregor noted that he has two issues that he is working on for the City of Shady Cove, firstly getting a Fire Marshall to inspect new or remodeled businesses and secondly property address signs for people floating the river would know where they are on the river.

Councilor Hohenstein gave a brief update of the Planning Commission meeting. He commented on the outcome of the vote of the Upper Rogue Community Center and that the City dodged a bullet and hopes that we will get it right. The community now has the opportunity to begin the process of healing and determine what is best for all of the individuals involved in the Upper Rogue Community Center.

Councilor Tarvin noted that she was sad to see that the information that was requested to be put in the Insider newsletter or the radio station. She noted that at times like this everyone should be working together. Councilor Tarvin requested an Executive Session in light of things that had happened that day.

#### **ADJOURNMENT**

There being no further business before the Council, the Mayor adjourned the regular meeting at 7:10 p.m.

Approved:

Attest:

\_\_\_\_\_  
Lena Richardson  
Mayor

\_\_\_\_\_  
Thomas J. Corrigan  
City Administrator

**Council Vote:**

Mayor Richardson  
Councilor Mitchell  
Councilor McGregor  
Councilor Tarvin  
Councilor Hohenstein

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DRAFT

Check Issue Date	Check	Payee	Description	Amount
09/10/2019	44359	Avista Corporation	Natural Gas 4941620000	19.80
09/10/2019	44360	Banner Bank	Office Supplies - Computer Software Subscription	14.99
09/10/2019	44360	Banner Bank	Flags	650.00
09/10/2019	44360	Banner Bank	Flags	780.00
09/10/2019	44360	Banner Bank	Wildfire App - Emergency Services City Website	.99
09/10/2019	44360	Banner Bank	Office Supplies - Computer Software Subscription	83.96
09/10/2019	44361	Banner Bank	Volunteer Lunch	46.80
09/10/2019	44361	Banner Bank	Watershed Council - Indian Creek Riparian	19.99
09/10/2019	44361	Banner Bank	Watershed Council - Indian Creek Riparian	164.43
09/10/2019	44361	Banner Bank	Volunteer Lunch	35.00
09/10/2019	44361	Banner Bank	Vehicle Maintenance	2.00
09/10/2019	44361	Banner Bank	Vehicle Maintenance	53.99
09/10/2019	44361	Banner Bank	Watershed Council - Indian Creek Riparian	89.50
09/10/2019	44361	Banner Bank	Block Ice	3.00
09/10/2019	44361	Banner Bank	Block Ice	3.00
09/10/2019	44361	Banner Bank	Block Ice	2.19
09/10/2019	44362	David Christian	Radio Programming, 6 hrs.	90.00
09/10/2019	44363	GDMI Enterprises, Inc.	Vehicle Maintenance	14.98
09/10/2019	44364	Jackson County Roads	Asphalt Work/Maintenance	49,500.00
09/10/2019	44364	Jackson County Roads	Asphalt Work/Maintenance	15,215.63
09/10/2019	44364	Jackson County Roads	Earthbind - Dust Abatement	7,790.85
09/10/2019	44365	KAS & Associates, Inc.	Private Project Review - Pass Through	60.00
09/10/2019	44365	KAS & Associates, Inc.	Schoolhouse Lane SCA	1,740.00
09/10/2019	44365	KAS & Associates, Inc.	Miscellaneous Engineering	1,092.08
09/10/2019	44365	KAS & Associates, Inc.	Cleveland Street Storm Drain Impr	1,781.92
09/10/2019	44365	KAS & Associates, Inc.	Hwy 62. & Indian Creek Rd.	3,760.00
09/10/2019	44365	KAS & Associates, Inc.	Erickson Avenue	195.00
09/10/2019	44366	Monkey Business Landscape & Ma	Aunt Caroline's Park - Irrigation Repairs	2,053.00
09/10/2019	44367	Pacific Power	Aunt Caroline's Park 32847641-005	38.91
09/10/2019	44367	Pacific Power	street Lights 32847641-002	765.82
09/10/2019	44367	Pacific Power	City Hall 32847641-007	351.89
09/10/2019	44367	Pacific Power	Nork Lane 32847641-009	43.17
09/10/2019	44368	Pair-A-Dice Contracting, LLC	Storm Drainage Improvements - Cleveland & Detention Pond	53,648.88
09/10/2019	44369	Perfection Cleaning	Cleaning Services	375.00
09/10/2019	44370	Pitney Bowes Global Financial	Lease Charges 0017091979	144.93
09/10/2019	44371	RVCOG	Planning	3,371.10
09/10/2019	44371	RVCOG	Floodplain	311.29
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Vehicle Maintenance	24.99
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	11.01
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	2.79
09/10/2019	44372	Shady Cove Hardware, LLC	Park - Maintenance & Upkeep	3.59
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Vehicle Maintenance	4.99
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Small Equipment / Tools	26.99
09/10/2019	44372	Shady Cove Hardware, LLC	Watershed Council - Indian Creek Equipment Rental	70.76
09/10/2019	44372	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	3.22
09/10/2019	44372	Shady Cove Hardware, LLC	City Hall - Facilities	9.98
09/10/2019	44373	Southern Oregon Sanitation	City Hall 088054	40.22
09/10/2019	44373	Southern Oregon Sanitation	Nork lane 088070	40.22
09/10/2019	44373	Southern Oregon Sanitation	aunt Caroline's Park 088094	58.50
09/10/2019	44374	TouchPoint Networks, LLC	Computer Services	31.00
09/10/2019	44375	WECO - Carson	Public works gasoline/diesel 1-01737	94.05
Grand Totals:				144,736.40

## **EMERGENCY MANAGEMENT COMMISSION**

### **Article I. General**

#### **Emergency Management Commission created.**

There is hereby created a commission to be known as the Shady Cove Emergency Management Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing procedures, facilities, and chain of command for all emergencies facing the City, including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies.

#### **General duties and responsibilities.**

The Emergency Management Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the development of procedures, facilities, and chain of command for all emergencies facing the City including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies and to make such other recommendations to assist the Council in developing an emergency plan before such emergencies exist. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

- A. Perform periodic reviews of the City's Emergency Management Master Plan.
- B. Compile data to assist City policymaking in the planning of all emergency situations in the City of Shady Cove.
- C. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Shady Cove as they pertain to Emergency Management.
- D. Make recommendations to the City Council for modifications or additions to existing ordinances, policies, and practices relative to emergency planning in the City of Shady Cove.
- E. Work in conjunction with other City Commissions, boards, or committees to help ensure coordination of various elements of the Emergency Management master plan. Conduct public meetings and make recommendations to the City Council on Emergency Management and procedures during emergencies.
- G. Make recommendations for capital improvements and operations relating to the City of Shady Cove's Emergency Management and related equipment and facilities.
- H. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's Emergency Management Plan.



I. Foster public awareness and involvement in all aspects of the City of Shady Cove's Emergency Management and related facilities.

**Membership – Compensation.**

The Emergency Management Commission shall consist of five members to be appointed by the City Council. Further ad-hoc members may be appointed due to their official expertise. The ad-hoc will not be voting members. Commission members shall receive no compensation.

**Terms of office – Vacancy.**

Terms of office shall be for a period of two years and shall expire on June 30th of the second year. Any vacancy shall be filled by the Council, for the unexpired portion of the term.

**Officers.**

The Emergency Management Commission shall, at its first meeting of each calendar year, elect from its appointed members a chair, vice-chair, and secretary.

**Duties of chair and vice-chair.**

The Chair shall preside at all meetings, set the agenda, recommend the creation of subcommittees, and appoint members to such subcommittees as are authorized. The vice-chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or vice-chair shall preserve the decorum at the Emergency Management Commission meetings.

**Minutes.**

The secretary shall keep an accurate record of all Emergency Management Commission proceedings, including written notes of all motions. A copy of the approved minutes shall be a public record and available for public inspection. Staff may be called upon to compile such minutes.

**Quorum – Meetings – Rules and procedures – Number of meetings.**

Three Commissioners shall constitute a quorum. The Emergency Management Commission shall adopt rules and procedures consistent with City ordinances and this chapter. The Commission meetings shall include at least one regularly scheduled meeting per month unless canceled at the direction of the Chair due to lack of Commission business or other good reason. Meetings may be run informally in accordance with the latest edition of Robert's Rules of Order or in accordance with the Emergency Management Commission bylaws.

**Removal from Commission.**

If a member of the Emergency Management Commission should, without a valid reason, miss three regular Commission meetings within the same calendar year, that member shall be subject to removal from the Commission. In addition, a Commissioner may be removed for misconduct, with consent of the City Council, following a public hearing. This process may be initiated by the City Council or by a recommendation from the Emergency Management Commission.

**Commissioners.**

Five Commissioners shall be appointed each for a two-year term