

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chambers
22451 Highway 62, Shady Cove, Oregon
Thursday, December 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 January 7, 2020, at 6:00 PM in the Council Chambers.
- 3. The next meeting of the City Council will be January 2, 2020, at 6:00 PM in the Council Chambers.
- 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. Depending on number of comments and time constraints, Council may limit the amount of time to 3 minutes per speaker.

II. Consent Calendar

- A. Regular Meeting Minutes of December 5, 2019

III. Presentations

- A. Presentation of Annual Audit

IV. Written Communication

None.

V. Staff Reports

- A. Bills Paid Report, 11/27/19 – 12/05/19 - \$26,682.73
- B. City Administrator
- C. Jackson County Deputy
- D. Fire Chief Winfrey

VI. Old Business

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).

A. City Goals 2020-2021

B. Photography Contest

VII. New Business

VIII. Public Comment on Non-Agenda Items

IX. Council Comments on Non-Agenda Items

A. Mayor Richardson – RVCOG

B. Councilor Mitchell – RVACT & Parks and Recreation Commission

C. Councilor McGregor – SOREDI

D. Councilor Hohenstein – Planning Commission

E. Councilor Tarvin

X. Adjournment

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

CALL TO ORDER

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

Council Present: Mayor Richardson, Councilor Mitchell, Councilor Tarvin, and Councilor Hohenstein. Councilor McGregor was absent.

Staff Present: Thomas J. Corrigan, City Administrator

ANNOUNCEMENTS

The Mayor led the audience in the Pledge of Allegiance.

PUBLIC COMMENT

None.

CONSENT CALENDAR

Regular Meeting Minutes of November 21, 2019

Motion to Accept the Minutes of the Regular Council Meeting November 21, 2019, with Corrections

Motion: Councilor Hohenstein

Second: Councilor Mitchell

Councilor Tarvin questioned which packet of minutes Commissioner Robert's letter will be in. After some discussion it was decided just to insert it into whatever packet it should be in. Councilor Hohenstein asked what this conversation did to advance the goals of the City of Shady Cove.

All Ayes. Motion carried 4-0 with friendly amendment.

Audit will be tabled until next agenda.

WRITTEN COMMUNICATION

None

STAFF REPORTS

Motion to Accept the Bills Paid Report for 11/13/19 to 11/26/19

Motion: Councilor Mitchell Second: Councilor Hohenstein

Motion carried 3-1 (Nay - Councilor Tarvin)

City Administrator

- Final payment on Cleveland St, Approx \$10K fine for late completion
- RVSS complaints, system working well
- RVSS work – Rogue Air and Kelly Ct
- Rogue River Dr work ongoing
- Christmas Eve and Day City Hall will be closed per Teamsters agreement
- Best Practices – Online training schedule – checking Councilor's training

- SCA Award \$78,647, but Train may have ADA issues. Hall and Cora possible replacements
- Volunteer Appreciation Dinner, Saturday, 12/14, Sheriff attending
- Tree Lighting – Friday night
- Coloring Contest
- DLCD Tech Asst Grant awarded – Housing and Land Availability Analysis, \$14,100

No Deputy was present for the meeting.

OLD BUSINESS

A. City Goals – 2020-2021

Discussion ensued.

The Council will now prioritize these goals and send to the City Administrator by December 10.

B. Photography Contest

Different commercial work was discussed. A local artist showed a piece of work. Judges will be appointed, including someone with professional experience.

NEW BUSINESS

A. Renewal of Shop lease – Celtic Circle

Discussion ensued. Costs were reviewed. Councilor Mitchell noted that it is a good rate for a commercial building. Existing maintenance issues were discussed.

Motion to Approve the Shop Lease w Celtic Circle LLC for a period of three years.

Motion: Councilor Hohenstein
All Ayes. Motion carried 4-0

Second: Councilor Tarvin

PUBLIC COMMENT

None

COUNCIL COMMENTS

Mayor Richardson spoke to Councilor's availability and expectations for Council retreat, probably having it during the day with a moderator, working with Michael from RVCOG. Reviewed tree lighting, coloring contest, appreciation dinner, and deadlines for Councilors.

Councilor Mitchell raised a point in regard to new job descriptions. He spoke to the Market's singage. He talked about a complaint in regard to riparian ordinance violations. He gave an update on Parks and Recreation Commission mtg, including Councilor Hohenstein's recommendation for a wood worker's festival. He noted that Commissioner Bonnie Malepsy wrote a letter to the County concerning the County Park. Next RVACT mtg in January.

Councilor Hohenstein complimented City Administrator on Housing and Land Availability Grant from DLCD. He commented on a potential meeting with Brian Barr and Chuck Huntington about actions needed for work on river. The Councilor met with a citizen and will float the Rogue looking at any threats to the river. He attended the Rogue Forest Restoration meeting.

Councilor Tarvin discussed people who have requested the packet in the past. The City Administrator said that we stopped sending them out to just everyone when we started getting people complain about still getting it and they had moved away. The City will send the link to anyone that requests it.

The Mayor questioned the number of people who had applied for the Emergency Management Commission. Discussion also continued about the photography contest costs for mounting and printing.

ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the regular meeting at 6:53 PM.

Approved:

Attest:

Lena Richardson
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Richardson _____

Councilor Mitchell _____

Councilor McGregor _____

Councilor Tarvin _____

Councilor Hohenstein _____

I am very pleased to offer the City of Shady Cove a Technical Assistance grant award for 2019-2021. Your application was selected from among 48 proposals submitted to the Department of Land Conservation and Development for this biennium. Your proposal aligns well with the priorities established in the Land Conservation and Development Commission's Grants Allocation Plan and other approval criteria. The department is prepared to fund the Housing Needs Analysis project for \$14,100.

Please work with your DLCD regional representative to complete a scope of work and grant contract. Once a grant contract is signed by both parties, reimbursable work on the project may begin.

Oregon's current budget provides funding to support the Technical Assistance grant program. Please note, however, in the event of a significant change in state revenue we may be required to limit a portion of the grant award.

If you have any questions about the award, please contact Josh LeBombard, your DLCD regional representative, at (541) 414-7932 or josh.lebombard@state.or.us, or me at (503) 934-0034 or gordon.howard@state.or.us.

Thanks for your interest, and compliments on your successful application. We look forward to working with you on the project.

Check Issue Date	Check	Payee	Description	Amount
12/05/2019	44500	GDMI Enterprises, Inc.	Vehicle Maintenance	60.62
12/05/2019	44501	Personnel Source, Inc.	Temporary Laborer-Office Support	840.00
12/05/2019	44501	Personnel Source, Inc.	Temporary Laborer-Office Support	504.00
12/05/2019	44555	Celtic Circle, LLC	Shop Rental	800.00
12/05/2019	44556	Charles & Cynthia Lakin	Utility Billing Refund	19.50
12/05/2019	44557	City of Shady Cove - Utilities	#1539.01 2501 Indian Creek Rd.	44.00
12/05/2019	44557	City of Shady Cove - Utilities	#1538.01 22451 Hwy. 62	46.00
12/05/2019	44557	City of Shady Cove - Utilities	#2300.01 1008 Celtic Circle/City Shop	46.00
12/05/2019	44558	David Christian	Radio Programming, 5 hrs.	75.00
12/05/2019	44558	David Christian	Radio Programming, Promotion & Tourism	45.00
12/05/2019	44559	iDesign	Revision/Redsign of Riverhouse Logo	400.00
12/05/2019	44560	Jackson County Health & Human Services	Dead Animal Pick Up - 47992	60.42
12/05/2019	44561	KAS & Associates, Inc.	Private Project Review - Pass Through	163.34
12/05/2019	44561	KAS & Associates, Inc.	Schoolhouse Lane SCA	600.00
12/05/2019	44561	KAS & Associates, Inc.	Cleveland Street Storm Drain Impr	2,011.72
12/05/2019	44561	KAS & Associates, Inc.	Hwy 62. & Indian Creek Rd.	1,035.00
12/05/2019	44562	Pacific Power	Aunt Caroline's Park 32847641-005	97.48
12/05/2019	44562	Pacific Power	City Hall 32847641-007	229.58
12/05/2019	44562	Pacific Power	Nork Lane 32847641-009	306.12
12/05/2019	44562	Pacific Power	street Lights 32847641-002	763.05
12/05/2019	44563	Pair-A-Dice Contracting, LLC	Storm Drainage Improvements - Cleveland & Detention Pond	13,000.02
12/05/2019	44564	Perfection Cleaning	Cleaning Services	375.00
12/05/2019	44565	Randy Stringer	Utility Billing Refund	.02
12/05/2019	44566	Richard W Brewster CPA PC	3rd Quarter Payroll Services	500.00
12/05/2019	44566	Richard W Brewster CPA PC	OPRS Set-Up Fee	25.00
12/05/2019	44567	RVCOG	Planning	4,150.28
12/05/2019	44567	RVCOG	Floodplain	266.82
12/05/2019	44568	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	16.58
12/05/2019	44568	Shady Cove Hardware, LLC	City Hall - Facilities	9.98
12/05/2019	44568	Shady Cove Hardware, LLC	Park - Maintenance & Upkeep	22.26
12/05/2019	44569	Southern Oregon Sanitation	City Hall 088054	40.22
12/05/2019	44569	Southern Oregon Sanitation	Nork lane 088070	40.22
12/05/2019	44569	Southern Oregon Sanitation	aunt Caroline's Park 088094	58.50
12/05/2019	44570	TouchPoint Networks, LLC	Computer Services	31.00
Grand Totals:				26,682.73

City of Shady Cove
2020/21 Goals

No.	Goal	Council Ranking						Ranking
		Richardson	Mitchell	McGregor	Tarvin	Hank	Votes	
1	Pass & adopt revised City Charter	1	3	1		1	4	1
2	Address quality/quantity of SC housing stock and establish policies to protect value - In Process	10		12		8	3	10
3	Appoint Emergency Management Commission and complete/adopt Emergency Management Plan	2		2		2	3	2
4	Comprehensively address and implement a street improvement/maintenance plan	4	5	5	4	10	5	4
5	Develop CERT Program	3	4	4		7	4	3
6	Comprehensively address the Rogue River via an inventory of assets, threats and potential	Not measurable		5		5		
7	Discuss function of City Council via daylong retreat	Organized for January 2020						
8	Restructure revenue resources to eliminate public safety fees	5	1	8		11	4	8
9	Staff to get bids to move raised platform for Council seating	11	2	11			3	10
10	Allocate \$50,000 for nuisance abatement fund to secure substandard structures from being occupied	Is this feasible?		10		9	2	9.5
11	Allocate funds to install 2 solar-powered speed limit signs. - budget item	7		13	2		3	7.33
12	Complete a feasibility study for solar-powered pedestrian street lights on west side of Hwy 62				1			
13	Purchase and adopt the most current International Building Codes for local enforcement	12	10	9		3	4	8.5
14	Organize all paper forms of City documents that are currently stored at URCC and complete digitization	6	6	6			3	6
15	Create Park Memorial Ordinance-where, how & under what conditions permanent personal effects can be placed in a park.	Parks Commission						
16	Develop a comprehensive community calendar which will aid in both planning & execute city events and communicating to the public	8	7	7	3	4	5	5.8
17	Relocate, repurpose or remove small memorial in Aunt Caroline's Park	Parks Commission						
18	Obtain an electronic sign jointly purchased by City, Library and URCC	9	8	3	5		4	6.25
19	Complete branding of the City	Parks Commission				6		