

**Agenda**  
Shady Cove Regular City Council Meeting  
Thursday, October 1, 2020  
6 PM

This meeting will be held telephonically  
in light of reoccurring health conditions.

Attendees will call  
1-844-855-4444  
Access Code 789926#

**I. Call to Order**

- A. Roll Call
- B. Announcements by Presiding Officer
  - 1. This meeting is being digitally recorded.
  - 2. The next regularly scheduled meeting of the City Council will be October 15 at 6 PM, possibly held telephonically.
  - 3. The next regularly scheduled meeting of the Planning Commission is October 8 at 6 PM, possibly held telephonically.
  - 4. The next meeting of the Parks and Rec Commission is on October 6 at 6 PM, possibly held telephonically.
  - 5. The next meeting of the Emergency Management Commission has yet to be determined.
  - 6. 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.
  - 7. These meeting dates are subject to change by the circumstances related to COVID-19.

**II. Public Hearing**

None

**III. Public Comment on Agenda Items**

**IV. Consent Agenda**

- A. Continuation of Declaration of Emergency
- B. Bills Paid Report 9/2/20-9/24/20, \$23,944.93
- C. Minutes of September 3, 2020
- D. Minutes of September 17, 2020

E. Minutes of August 31, 2020

**V. Items Removed from Consent Agenda**

**VI. Staff Reports**

- A. City Administrator
- B. Jackson County Deputy (CSO)
- C. Fire Chief Winfrey, FD4

**VII. New Business**

- A. New Covid Grant – CARES ACT through SOREDI

**VIII. Old Business**

- A. Abeyance of RV/Trailer Enforcement, Application for Hardship Extension.
- B. Award of Remaining Grants from Covid Relief Funds

**IX. Written Communication**

None

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

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

- A. Mayor Richardson – RVCOG
- B. Councilor Mitchell - RVACT & Parks Commission
- C. Councilor McGregor - SOREDI
- D. Councilor Hohenstein - Planning Commission
- E. Councilor Tarvin

**XII. Adjournment**

**ADMINISTRATIVE ORDER**  
**October 1, 2020**  
**By the Mayor of the City of Shady Cove**

**Declaring a State of Emergency**

The Mayor of the City of Shady Cove finds that:

- a. On March 8, 2020 Governor Kate Brown declared a State of Emergency due to the COVID-19 (Executive Order No. 20-03). Governor Brown also issued guidelines regarding group gatherings and social distancing to alleviate possible impacts of COVID-19 (Executive Order No. 20-5). On March 13, 2020 President Donald Trump declared a National Emergency concerning COVID-19.
- b. COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible.
- c. The unknown duration of the COVID-19 may have a significant financial impact on the community.
- d. The primary focus at the City is to keep the community safe while maintaining the health of our workforce so the City can continue to provide crucial City services, and to alleviate impacts to residents and business owners within the City of Shady Cove.
- e. Pursuant to ORS 401.309(1), the governing body of a City may declare, by ordinance or resolution, that a state of emergency exists within the City.
- f. Pursuant to the City of Shady Cove Emergency Operations Plan adopted by the City Council of Shady Cove in May of 2012, section 3.2.1.1, confirms that power of the Mayor.
- g. Pursuant to the first Declaration of Emergency, and as the Governor has not changed the State's Declaration of Emergency as of yet.

Now, therefore, based on the above findings, the Mayor of the City of Shady Cove declares an emergency and an extension of the current Declaration.

1. This Declaration of Emergency is effective immediately and shall remain in effect until October 15, 2020 but may be extended in two-week increments.
2. To protect the health and safety of City employees, I have and will direct the City Administrator to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other policies that will be in effect for the duration of the emergency.

3. To protect the health and safety of City employees, I have and will direct the City Administrator, at his discretion, to determine whether closing certain City facilities and cancelling public meetings may be necessary.
4. The City will take all necessary steps authorized by law to coordinate the response and recover of this emergency, including but not limited to, requesting assistance from the State of Oregon and Jackson County.
5. To protect the health and safety of City employees, elected officials and the public, and reduce the number public meetings, the City Council shall consider the ratification of the Declaration of a State of Emergency at its next Council meeting on October 1, rather than via a separate emergency meeting.

Lena Richardson, Mayor  
City of Shady Cove, Oregon

Ratified by City Council action on October 1, 2020

Thomas J. Corrigan, City Administrator  
City of Shady Cove, Oregon

Check Issue Date	Check	Payee	Description	Amount
09/17/2020	44947	AT&T Mobility	Mobile Phone #2872860888814	163.86
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	49.71
09/17/2020	44948	Banner Bank	Finance Charges	32.68
09/17/2020	44948	Banner Bank	Computer Software Subscription	14.99
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	73.66
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	221.02
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	20.98
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	31.97
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	69.50
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	310.96
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	658.00
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	104.94
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	35.99
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	59.98
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	73.74
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	8.79
09/17/2020	44948	Banner Bank	Monthly Subscription	12.99
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	639.98
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	839.99
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	201.00
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	69.98
09/17/2020	44948	Banner Bank	Promotional - Wild Fire App	.99
09/17/2020	44948	Banner Bank	Virus Protection	2.99
09/17/2020	44948	Banner Bank	Emergency Mgmt Supplies	31.48
09/17/2020	44948	Banner Bank	Computer Software Subscription	72.97
09/17/2020	44948	Banner Bank	Radio Station	10.90
09/17/2020	44949	Banner Bank	Finance Charges	2.50
09/17/2020	44949	Banner Bank	Small Equipment / Tools	238.99
09/17/2020	44949	Banner Bank	City Hall - Facilities	7.98
09/17/2020	44949	Banner Bank	Streets - Maintenance Supplies	7.96
09/17/2020	44949	Banner Bank	Streets - Vehicle Maintenance	35.00
09/17/2020	44949	Banner Bank	Postage - Code Enforcement	6.95
09/17/2020	44950	Bow Wow Waste Products	3 - 1000 Single Pull Bags	163.32
09/17/2020	44951	Cantel of Medford, Inc.	SCA Grant - Schoolhouse Lane	202.00
09/17/2020	44952	Celtic Circle, LLC	Shop Rental	800.00
09/17/2020	44953	CIS Trust	Life Insurance	42.63
09/17/2020	44953	CIS Trust	Long Term Disability	63.74
09/17/2020	44954	City of Shady Cove - Utilities	#1538.01 22451 Hwy. 62	46.00
09/17/2020	44954	City of Shady Cove - Utilities	#2300.01 1008 Celtic Circle/City Shop	46.00
09/17/2020	44954	City of Shady Cove - Utilities	#1539.01 2501 Indian Creek Rd.	44.00
09/17/2020	44955	Crystal Fresh	Bottled Water C82225	49.50
09/17/2020	44956	David Christian	Radio Programming, 6 hrs.	90.00
09/17/2020	44956	David Christian	Radio Programming, 6 hrs.	90.00
09/17/2020	44957	DiJulio Displays, Inc.	Flags - Banners	1,261.87
09/17/2020	44958	Heather Cove Florist and Gifts	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44959	Holly Mason	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44960	Hunter Communications	Phone Services & Internet Charges 698	595.08
09/17/2020	44961	KDP Certified Public Accountants LLP	Professional Service - 2020 Financial Statement Audit (Planni	3,000.00
09/17/2020	44962	Laura Goebel	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44963	League of Oregon Cities	Training - Staff	85.00
09/17/2020	44963	League of Oregon Cities	Training - Councilor(s)	25.00
09/17/2020	44963	League of Oregon Cities	Training - Councilor(s)	85.00
09/17/2020	44964	Mail Tribune	26 Week Subscription Acct #22469	129.74
09/17/2020	44965	Pitney Bowes Global Financial	Lease Charges 0017091979	144.93
09/17/2020	44966	Project A, Inc.	Development and Hosting	200.00
09/17/2020	44967	River Tan, LLC	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44968	Sarah Beard	09/2020 COVID Relief Fund Grant	1,000.00

Check Issue Date	Check	Payee	Description	Amount
09/17/2020	44969	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	13.18
09/17/2020	44969	Shady Cove Hardware, LLC	SDC - Park Improvements	39.94
09/17/2020	44969	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	12.38
09/17/2020	44969	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	11.99
09/17/2020	44969	Shady Cove Hardware, LLC	City Hall - Facilities	9.98
09/17/2020	44969	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	25.01
09/17/2020	44969	Shady Cove Hardware, LLC	Park - Maintenance & Upkeep	24.98
09/17/2020	44969	Shady Cove Hardware, LLC	City Hall - Facilities	16.18
09/17/2020	44969	Shady Cove Hardware, LLC	City Hall - Facilities	16.99
09/17/2020	44969	Shady Cove Hardware, LLC	City Hall - Facilities	7.59
09/17/2020	44969	Shady Cove Hardware, LLC	Streets - Maintenance Supplies	39.98
09/17/2020	44969	Shady Cove Hardware, LLC	City Hall - Facilities	15.98
09/17/2020	44969	Shady Cove Hardware, LLC	Emergency Management Supplies	3.55
09/17/2020	44969	Shady Cove Hardware, LLC	Park - Maintenance & Upkeep	9.99
09/17/2020	44969	Shady Cove Hardware, LLC	Shop - Maintenance Supplies	42.99
09/17/2020	44970	Shady Cove Towing & Recovery	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44971	SORED	Membership Dues	1,125.00
09/17/2020	44972	Speer Hoyt, LLC	Attorney- Labor	63.00
09/17/2020	44973	Superior Stamp & Sign Co	Name Plates	124.00
09/17/2020	44974	The Fishin Hole Fly Shop & Rafting	09/2020 COVID Relief Fund Grant	1,000.00
09/17/2020	44975	Upper Rogue Independent	Government Public Notice - Planning Commission Public Hea	260.00
09/24/2020	44976	Bron & Debra Henry Trust	Utility Billing Refund	93.17
09/24/2020	44977	DAS - Shared Financial Services -	ORCPP Procurement Membership 0000KS1583 000	548.87
09/24/2020	44978	David Christian	Radio Programming, 6 hrs.	90.00
09/24/2020	44979	Joseph Barbato	Utility Billing Refund	65.00
09/24/2020	44980	Michael Moynihan	Utility Billing Refund	13.02
09/24/2020	44981	Michele Strodhoff	Utility Billing Refund	65.00
09/24/2020	44982	Postmaster	Sewer Billing	345.14
09/24/2020	44983	RVCOG	Planning	1,610.71
09/24/2020	44983	RVCOG	Floodplain	93.41
09/24/2020	44983	RVCOG	Computers & Support	718.28
09/24/2020	44984	Spencer R. McMahan Jr.	Expense Reimbursement - Emergency Management Supplies	13.99
09/24/2020	44984	Spencer R. McMahan Jr.	Expense Reimbursement - Parks Materials & Supplies	31.98
09/24/2020	44984	Spencer R. McMahan Jr.	Expense Reimbursement - Streets Maintenance Supplies	33.48
09/24/2020	44985	Tom Sanderson	Utility Billing Refund	8.68
09/24/2020	44986	WECO - Carson	Public works gasoline/diesel 1-01737	74.26
Grand Totals:				23,944.93

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, September 3, 2020  
Meeting was held telephonically

**CALL TO ORDER**

Mayor Richardson called the Regular City Council Meeting to order at 6 PM.

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

Staff Present: Thomas J. Corrigan, City Administrator

**ANNOUNCEMENTS**

The Mayor made the announcements on the agenda.

**PUBLIC HEARING**

None

**PUBLIC COMMENT**

No comments

**CONSENT AGENDA**

Motion to Accept Items A and B of the Consent Agenda, Minutes of 8/20 and the Continuation of Declaration of Emergency.

Motion: Councilor McGregor  
Councilor Tarvin voted Nay

Second: Councilor Hohenstein  
Motion Carried 4-1

Motion to Appoint Mayor Richardson as Liaison to Emergency Management Commission.

Motion: Councilor Mitchell  
All Ayes

Second: Councilor Hohenstein  
Motion Carried 5-0

**ITEMS REMOVED FROM CONSENT AGENDA**

None

**STAFF REPORTS**

Deputy Bilden from Jackson County Sheriff's Office gave an update.  
Councilor McGregor thanked the deputies for their good work.

Chief Greg Winfrey from Fire District 4 gave an update.  
The Chief discussed the Local Option Tax renewal for 5 years at .99/\$1000.

City Administrator

- Audit prep at 95%, starting from afar.
- Received notice OHA still supporting water feasibility study.

- 18 new cases of Covid-19 in County
- \$75,000 received for Schoolhouse Lane project
- CIS training still available, good time to do it.
- Hunter Home working on substation box near City Hall.
- Ballot box being discussed in Shady Cove
- Sent out CDBG updates. Applications can now be taken
- Business Oregon applications received also. Both available online and at City Hall.
- Council will award the Business Oregon matching funds.
- Labor Day Holiday on Monday.
- Councilor Mitchell questioned ability on sanctioning a Councilor.
- Mayor and Councilors commented on ballot box.

### **NEW BUSINESS**

- A. Motion to have City Administrator obtain information regarding ballot box in Shady Cove.  
Motion: Councilor Hohenstein                      Second: Councilor Mitchell  
All Ayes    Motion Carried 5-0

### **OLD BUSINESS**

- A. Motion to Award Covid Relief Fund \$1000 Grants to the following Local Businesses who have not yet received CARES ACT funding:  
Shady Cove Towing, Rivertan, Vintage Rose Salon, Goebel's Country Store, Fishin' Hole, Heather Cove, and Beard's Country Clips.  
Motion: Councilor Hohenstein                      Second: Councilor McGregor  
All Ayes
- B. Motion to Reserve Award of Covid Relief Fund \$1000 Grants to the Local Businesses that have not yet applied or can show that they have not received conflicting grants:  
Motion: Councilor Hohenstein                      Second: Councilor Tarvin  
All Ayes

Discussion from Councilors regarding different grants, loans, and assistance available.

### **WRITTEN COMMUNICATIONS**

Request from Black Alliance and Social Empowerment for funds.

### **PUBLIC COMMENT**

No one in Question and Answer Mode

### **COUNCIL COMMENTS**

Mayor Richardson – RVCOG met 8/16 and made amendments to their budget and approved a new budget and also awarded a contract for Food and Friends. Michael Cavallaro announced retirement in February. Shady Cove has not complied any greater for Census at 50.4% response rate. Possibly getting table to assist citizens at Market or Post Office for self-reporting.

Councilor Mitchell – He will not be available for RVACT meeting on 9/8. Parks and Rec Commission meeting discussed the Music in the Park cancellations. Also discussed handrail work and Memorial policy. Branding will be discussed in an upcoming meeting. On August 21 he received notice regarding posting from Councilor Tarvin on Facebook Councilor Mitchell referred to previous Judgement of Dismissal of a Crime of Theft in first degree. She was able to resolve issue with employer and paid restitution. He is also concerned with her posts on Facebook.

Councilor McGregor noted rescheduled SOREDI meeting. Have received 108% of budgeted income. May be absent from 10/1 meeting.

Councilor Hohenstein noted Healthy Forest, Healthy Communities organization. Asked for support as there are 600,000 acres of forest under State control. Would like face to face meetings when possible. Would assist with ballot box operation if needed. Handrail issue far too long and far too costly at this point.

Councilor Tarvin echoed Councilor Hohenstein's comments on handrails. Questioned Ipads purchased for Councilors. Questioned why Councilor Mitchell keeps going after her. Will seek advice from attorney with public comment.

### ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the regular Meeting at 6:55 PM.

Approved:

Attest:

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

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

**Council Vote:**

Mayor Richardson	_____
Councilor Mitchell	_____
Councilor McGregor	_____
Councilor Tarvin	_____
Councilor Hohenstein	_____

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, September 17, 2020  
Meeting was held telephonically

**CALL TO ORDER**

Mayor Richardson called the Regular City Council Meeting to order at 6 PM.

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

Staff Present: Thomas J. Corrigan, City Administrator

**ANNOUNCEMENTS**

The Mayor made the announcements on the agenda. Parks Commission meeting updated to October 6.

**PUBLIC HEARING**

None

**PUBLIC TRAINING**

City Attorney Mark Bartholomew worked with Council in regard to several issues. Presentation attached. Council asked questions of City Attorney.

**PUBLIC COMMENT**

Tamara Stoebe commented requested Council consider not enforcing trailer ordinance or emergency extension due to wildfires.

**CONSENT AGENDA**

Motion to Accept Item A, the Continuation of Declaration of Emergency.

Motion: Councilor Hohenstein

Second: Councilor McGregor

All Ayes

Motion Carried 5-0

**ITEMS REMOVED FROM CONSENT AGENDA**

Motion to Accept Items B, Bills Paid Report for \$154,435.09 from 8/6-9/1.

Motion: Councilor McGregor

Second: Councilor Mitchell

Councilor Tarvin voted Nay. Councilor Hohenstein abstained citing not receiving information

Motion Carried 3-1

Item C Tabled until next meeting

**STAFF REPORTS**

Deputy Bilden from Jackson County Sheriff's Office gave an update, mostly regarding wildfire evacuations and looting suspects.

Councilor Hohenstein thanked the deputies and corresponding agencies for their good work.

Chief Greg Winfrey from Fire District 4 commented on the wildfires. No property loss within the City limits of Shady Cove. Other fire agencies should be released soon. Discussed Conflagration needs and no support. Councilors thanked the Chief and the responders. The Mayor commented on Fire District 4's Local Option Tax renewal for 5 years at .99/\$1000.

#### City Administrator

- Good working with Jackson County Law Enforcement.
- Also thanked the Chief for the communications and the way the responders left Aunt Caroline's Park after setting up emergency camps there.
- Pacific Power dropped off KN-95 masks that can be used for smoke.
- Thanked Christina Kruger, Pacific Power rep assisting citizens with the masks
- Southern Oregon Sanitation working Friday and Saturday to catch up.
- Air National Guard protecting Indian Creek Road
- Trail Christian Fellowship Church is the staging area to get to Indian Creek area.
- Gloves and masks now available from State for businesses. Check website.
- Paint Drop-Off 10/10. Appointments needed. Check website for details
- Leaf Drop-Off starting November 2. Check website for details.
- Many different new additions to website including Emergency Fire Response section
- FEMA funding for wildfires.
- Festival on Rogue correction. Watershed Council Celebration is digital.
- SOREDI rep here 11-2, September 29 for business assistance with grants.
- Numerous bad emails going around during emergencies. DO NOT Open attachments.
- Ballot Box information from Chris Walker from Jackson County Clerk's Office.
- Lengthy discussion giving history and security for official and "unofficial" ballot boxes.

### NEW BUSINESS

- A. Motion to Suspend Enforcement of Section 90.02 and Ordinance 296 for 90 days, as citizens have 30 days for trailers and then an additional 60 days of no enforcement. In that 90 days they will have to apply for any extensions.

Motion: Councilor Tarvin

Second: Councilor Mitchell

Mayor Richardson and Councilor McGregor voted Nay.

Motion Carried 3-2

### OLD BUSINESS

- A. Motion to Award Covid Relief Fund \$1000 Grant to Only Love Wellness Center.

Motion: Councilor Tarvin

Second: Councilor Hohenstein

All Ayes

Update on previous awards.

### WRITTEN COMMUNICATIONS

None

### **PUBLIC COMMENT**

Sue Pemberton thanked the Mayor and City Administrator for their updates during the fires. She also asked that the Council acknowledge Seth Goebel's contribution to the responders.

### **COUNCIL COMMENTS**

Mayor Richardson – Difficult times with this wildfire event. Last year responders could use URCC as emergency center. Reviewed fire updates online. Emergency Management Commission had planned a second meeting but the City was evacuated. Shady Cove has not complied any greater for Census at 51% response rate. State is at 68.5%. Central Point response rate is at 77%. Eagle Point at 72%. Possibly getting table to assist citizens at Market or Post Office this weekend for self-reporting. City government cannot help them. September 22 and 23 homeless count. Lawsuit to change dates of Census to October. Thanked the first responders and asked citizens to sign up for Emergency Alerts from Jackson County. Coronavirus still out there also.

Councilor Mitchell – No RVACT meeting or Parks and Rec since last meeting. Thanked firefighters and Law Enforcement for protecting the City.

Councilor McGregor said our website played an important role in receiving information during wildfire. Thanked Fire Chief and FD4 and Law Enforcement for their response. Also thanked Mayor and City Administrator for communication efforts during the evacuation. FD4 levy on this election. Spoke on concern for passing this levy at the same rate now. Sheriff gave good comments on rumors during evacuation and "untrustworthy" posts such as some on social media.

Councilor Hohenstein thanked Mayor and City Administrator on updates during wildfires. Echoed Sue Pemberton's comments on assisting people impacted during these times. Kudos to Seth Goebel also for his generosity. Talked about using Kelly Madding as information source on loan to County. Important to fill out Census information. Encourage people to visit Healthy Forest, Healthy Communities site. Encourage Councilors to send comments on temporary modification on enforcement of trailer Ordinance.

Councilor Tarvin thanked everyone for calling in to meeting. Discussed home owner's insurance coverage for wildfire losses. Thanked responders and citizens who looked after and protected neighborhoods. Thanked the Goebel's for being angels to our community for giving out 1000 meals. She stated we live in the best community.

### **ADJOURNMENT**

There being no further business before the Council, the Mayor adjourned the regular Meeting at 7:51 PM.

Approved:

Attest:

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Lena Richardson  
Mayor

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Thomas J. Corrigan  
City Administrator

**Council Vote:**

Mayor Richardson

Councilor Mitchell

Councilor McGregor

Councilor Tarvin

Councilor Hohenstein

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City of Shady Cove  
**City Council Special Meeting Minutes**  
Thursday, August 31, 2020  
Council was in attendance at City Hall  
Public attendance was held telephonically

**CALL TO ORDER**

Mayor Richardson called the Regular City Council Meeting to order at 9:30 AM, after Executive Session.

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

Staff Present: Thomas J. Corrigan, City Administrator

**PUBLIC COMMENT**

Mary Stirling asked why a 4-year contract was discussed.  
Sandra Barber said an increased contract was an outstanding idea to keep continuity in the City.

**NEW BUSINESS**

Mayor Richardson read changes to existing City Administrator's contract. Council reviewed each page of document.

Motion to Approve Resolution 20-09, Approving Employment Contract with Thomas Corrigan for a 4-year period from August 31, 2020 until August 31, 2024, as amended.

Motion: Councilor Mitchell

Second: Councilor Hohenstein

All voted Aye.

Motion carried 5-0

**ADJOURNMENT**

There being no further business before the Council, the Mayor adjourned the regular Meeting at 9:58 AM.

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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City Administrator

**Thomas J. Corrigan**

## ***CITY ADMINISTRATOR'S REPORT***

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**MEETING DATE:** 10/01/20

We have a new grant that was awarded to us out of CARES ACT funding, administered through SOREDI. Mayor and Council need to decide what it should be used for.

The following are some of the suggestions from SOREDI:

Soap and disinfection stands in public areas such as parks and greenways

City infrastructure needs

Façade improvements

Public bathroom improvements

Grants to local businesses

Support of local economy

Businesses still have an abundance of grants to apply for this month. Jackson County has received another \$250,000 for businesses and these are being administered through SOREDI. We have a SOREDI rep here on 9/29 to assist businesses.

Staff will be required to do reports updating on the disposition of funds. The amount is \$7800. Drawdowns will be processed on a quarterly basis as needed. The first drawdown period where the City would be reimbursed is the fourth quarter of 2020. Our budget will show these funds under grant funding as a pass through. The funds can be split into multiple categories.

**Potential Motions:** I move to use the \$7800 CARES ACT Supplemental Planner Grant through SOREDI for the purpose of \_\_\_\_\_.

**City of Shady Cove**  
**Temporary Use Permit/Hardship Appeal**  
Referencing City Code 154.335 and 90.02

Applicant \_\_\_\_\_

Property Address for Trailer/RV: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Permit Expires: \_\_\_\_\_

Original Address of Home/Trailer/RV \_\_\_\_\_

Reason for request \_\_\_\_ Loss during wildfire \_\_\_\_ Other Loss \_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Coverage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please comment of future use or electricity, disposition of grey water, contact with neighboring

property owners, number of occupants of RV/Trailer

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This application for temporary use of a RV or Travel Trailer as a temporary residence while remodeling an existing dwelling or construction of a new dwelling or due to loss of home due to wildfire. This is subject to the following conditions and is only permitted with those standards set forth in Municipal Code

1. Only one RV or travel trailer may be permitted on the subject property.
2. The RV or travel trailer can only be occupied by the displaced person/family temporary use permit shall only be considered if the property owner has agreed in writing.
3. The permit is effective for \_\_\_\_ days, with possibility of one \_\_\_\_ day extension
4. The Temporary use permit shall be limited to a maximum period of \_\_\_\_ days.

5. The RV must be removed or properly stored and disconnected from water and sewer systems no more than 7 days after the expiration of the Temporary Use Permit.
6. Connection to water, electric, and/or sewer systems shall constitute prima facie evidence of occupancy of the RV or travel trailer
7. Permit is site specific and non-transferable.

I hereby certify that the contents of this application are correct and do assume responsibility for all applicable laws, ordinances, and codes and agree to comply with the conditions of this permit. I further understand that this permit does not negate any building inspection or other compliance issues.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date Approved by City Council: \_\_\_\_\_

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**TO BE COMPLETED BY PLANNING:**

**Recreation Vehicle or Travel Trailer must be within the required setbacks.**

Front yard 20ft: \_\_\_\_\_ Side yard 5ft: \_\_\_\_\_ Side yard 5ft: \_\_\_\_\_ Back yard 10ft: \_\_\_\_\_

City Inspection Date: \_\_\_\_\_ Completed BY: \_\_\_\_\_

Approval date: \_\_\_\_\_

Extension Date: \_\_\_\_\_

Expiration: \_\_\_\_\_

Expiration: \_\_\_\_\_

Planner Sign Off \_\_\_\_\_

Date: \_\_\_\_\_

**Comments:**

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