

**Agenda**  
Shady Cove Regular City Council Meeting  
Thursday, November 19, 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 December 3 at 6 PM, possibly held telephonically.
  - 3. The next regularly scheduled meeting of the Planning Commission is December 10 at 6 PM, possibly held telephonically.
  - 4. The next meeting of the Parks and Rec Commission is on December 1 at 6 PM, possibly held telephonically.
  - 5. The next meeting of the Emergency Management Commission is on December 15 at 11 Am, possible held telephonically or at URCC.
  - 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 10/29/20-11/11/20, \$11,355.61
- C. Minutes of November 5, 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. Small Cities Grant – Cleveland St - sidewalks around school

**VIII. Old Business**

- A. Ordinance #296 – Possible changes to Ordinance

**IX. Written Communication**

**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**  
**November 19, 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. Governor Brown also extended the Executive Order until January 21, 2021 on October 27, 2020.
- 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 December 3, 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 November 19, 2020 rather than via a separate emergency meeting.

Lena Richardson, Mayor  
City of Shady Cove, Oregon

Ratified by City Council action on November 19, 2020

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

Report Criteria:

Report type: Summary

GL Period	Invoice Date	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/30/2020	10/30/2020	45015	TTTT	Postmaster	10-2000	341.43
10/20	10/30/2020	10/30/2020	45016	TTTT	Shawn Allen Santer	10-2000	1,000.00
11/20	10/30/2020	11/05/2020	45017	TTTT	City of Shady Cove - Utilities	10-2000	136.00
11/20	09/29/2020	11/05/2020	45018	TTTT	Crystal Fresh	10-2000	42.00
11/20	11/05/2020	11/05/2020	45019	TTTT	J & J Tree Service, LLC	10-2000	1,050.00
11/20	10/25/2020	11/05/2020	45020	TTTT	KAS & Associates, Inc.	08-2000	780.00
11/20	10/27/2020	11/05/2020	45021	TTTT	Oregon Department of Forestry Unit 12	10-2000	13.47
11/20	10/31/2020	11/05/2020	45022	TTTT	OTET	10-2000	4,582.62
11/20	10/23/2020	11/05/2020	45023	TTTT	Pacific Power	01-2000	1,042.30
11/20	10/31/2020	11/05/2020	45024	TTTT	Perfection Cleaning	10-2000	375.00
11/20	10/27/2020	11/05/2020	45025	TTTT	RVCOG	10-2000	1,296.82
11/20	10/31/2020	11/05/2020	45026	TTTT	Shady Cove Hardware, LLC	10-2000	66.35
11/20	11/01/2020	11/05/2020	45027	TTTT	SOS Alarm	10-2000	271.20
11/20	10/25/2020	11/05/2020	45028	TTTT	Southern Oregon Sanitation	10-2000	197.44
11/20	09/25/2020	11/05/2020	45029	TTTT	Teamster Local 223	10-2000	102.00
11/20	10/24/2020	11/05/2020	45030	TTTT	Thomas J. Corrigan	10-2000	27.98
11/20	11/01/2020	11/05/2020	45031	TTTT	TouchPoint Networks, LLC	10-2000	31.00
Grand Totals:							11,355.61

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, November 5, 2020  
Meeting was held telephonically

**I. CALL TO ORDER**

Mayor Richardson called the Regular City Council Meeting to order at 6:00 PM

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

Staff Present: Thomas J. Corrigan, City Administrator

**I.B. ANNOUNCEMENTS**

The Mayor made the announcements on the agenda.

**II. PUBLIC HEARING**

None

**III. PUBLIC COMMENT ON AGENDA ITEMS**

None

**IV. CONSENT AGENDA**

Motion to Accept Item A and B, the Continuation of Declaration of Emergency, Bills Paid Report 9/26/20-10/28/20 for \$32,719.85.

Motion: Councilor Hohenstein  
Councilor Tarvin voted Nay

Second: Councilor Mitchell  
Motion Carried 4-1

**V. ITEMS REMOVED FROM CONSENT AGENDA**

Motion to Accept Item IV. C, Minutes of October 15, 2020 with discussion changes. Discussion changes: Change RVCOG date to October 13, 2020 and in same sentence remove "by". In motion of vacation, change "vacation" to "vacate a portion".

Motion: Councilor Hohenstein  
All Ayes

Second: Councilor McGregor  
Motion Carried 5-1

**VI. STAFF REPORTS**

**A. City Administrator**

- Working on training new staff and conducting an ergonomic study for each. Also working on CIS training online.
- The leaf program is underway. Had a lot of participation the first day, had to dump the bin after the first 40 minutes and several times after that day. Arrangements have been made to have someone dump the bin over the weekend.

- Mr. Hammons, who had land split, decided not to split the land per Planning.
  - The new handrail at the park was temporarily put in for engineering review/approval, then removed for final stages of fabrication and when complete will be installed for Jackson County final inspection.
  - Tree limbers were able to come in to do some work. They will remove the two trees in the park next week.
  - Grants given to local businesses totaled a little over \$60,000. Average received by each business was \$2,500.
  - Had a PPE teleconference yesterday administered by the State through Business Oregon. We conducted 13 business surveys for our area. Jackson County Expo had extra supplies, (masks, gloves, gowns, sanitizer, etc.), we took those supplies and started giving them free to local businesses. In two to three weeks we will receive another large supply for distribution. Nonprofits are eligible.
  - Small City Allotment (SCA) – we upgraded small dirt/gravel roads and Schoolhouse Lane. We can still do Train Lane and were also notified that we could be eligible for an additional \$100,000. We will add the potential project to the next meeting which would have to do with access to the school.
  - Quarterly budget report is being prepared and hopefully it will be ready for next regular meeting.
  - Audit is pending. Auditor said we will have an extension due to the changeover in staffing. They will advise when it is time.
- B. Deputy Heise from Jackson County Sheriff's Office commented that the City is quiet. CSO's working on cleaning up abandoned vehicle issues and focusing on traffic enforcement.
- C. Chief Greg Winfrey from Fire District 4 commented that the City is also quiet from his perspective. Thanked the community for supporting them by passing their measure, enables the department to maintain current staffing.

## VII. NEW BUSINESS

None

## VIII. OLD BUSINESS

- A. Motion to Adopt Ordinance #297 – AN ORDINANCE PROVIDING FOR THE VACATION OF A PORTION OF THE EXISTING TURN AROUND AT THE TERMINUS OF BROPHY WAY AND ACCEPTING NEW PUBLIC RIGHT OF WAY IN THE FORM OF A HAMMERHEAD TURNAROUND NEAR THE TERMINUS OF BROPHY WAY.

Discussion ensued to review ordinance reading requirements. This is the second reading for consideration of the change, following the Public Hearing.

Motion: Councilor Hohenstein

Second: Councilor McGregor

All Ayes

Motion Carried 5-0

## **IX. WRITTEN COMMUNICATION**

None

## **X. PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **XI. COUNCIL COMMENTS**

Mayor Richardson – Attended RVCOG meeting on October 28<sup>th</sup> with a presentation from the University of Oregon regarding Alert Wildfire program. Funds were approved for the shake alert program to be completed by 2023. The program can use the same telemetry as the Shake Alert. The Department of Interior and the BLM are creating a list of priority sites for fire detection cameras. RVCOG will be coordinating the list for this area and requested local input. Shady Cove responded to RVCOG with recommended camera sites. Attended the October 29<sup>th</sup> Emergency Management Commission, they are in the process of prioritizing next steps in improving emergency response and preparedness. Reminder to be cautious with the recent increase in COVID cases in Jackson County and Shady Cove.

Councilor Mitchell – The next RVACT will be November 10<sup>th</sup> at 9 a.m. The Park and Recreation meeting was October 20<sup>th</sup>. Marta with Business Oregon provided a presentation about methods of branding. It was very informative and was noted that with no Chamber of Commerce, perhaps consider contacting local businesses once a year. There will be further discussion a next meeting on how to achieve this contact.

Councilor McGregor – SOREDI is meeting on November 10<sup>th</sup> and will have Jackson County Housing as a guest to review the reconstruction process from the recent wildfires. No meeting is currently scheduled in December. Thank you to those working so hard to get grant money to local businesses.

Councilor Hohenstein – Welcome to new staff Stayce, (Finance) and Michele, (Administrative). Congratulations to Chief Winfrey on his measure passing. Chase Bank anticipates being open in late November. Thank you to those working so hard to get grant money to local businesses.

Councilor Tarvin – Thank you to Councilor Hohenstein for talking to and getting updates on Chase Bank. Congratulations to new members coming on to the Council, Tim Evertt and Kathy Nuckles. Would like to encourage them to attend the LOC Elected Officials workshop that is being held December 2<sup>nd</sup>, contact Tom Corrigan with assistance registering. Thank you to Chief Winfrey for your hard work and congratulations on your measure passing.



**XII. ADJOURNMENT**

There being no further business before the Council, the Mayor adjourned the regular Meeting at 6:39 PM.

Approved:

Attest:

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

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

**Council Vote:**

Mayor Richardson \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_  
Councilor McGregor \_\_\_\_\_  
Councilor Tarvin \_\_\_\_\_  
Councilor Hohenstein \_\_\_\_\_



# *Shady Cove School*

*P.O. Box 138  
37 Schoolhouse Lane  
Shady Cove, OR 97539  
Phone 541.878.1400  
Fax 541.830.6226*

11/13/20

To: Whom it may concern,

My name is Amy Isackson and I am the Principal of Shady Cove School. I am writing this letter in support of adding sidewalks to Cleveland Street. We are a Kindergarten through 8th grade school with many students who walk to and from school on a daily basis. I often see students having to walk in the street which is not safe. Sidewalks provide a safer path for our students to walk along. They aid road safety by minimizing interaction between pedestrians and motorized traffic. I also believe this may motivate more an students walking to and from school if there were sidewalks. Thank you for your consideration with working toward providing a safer route to school.

Sincerely,  
Amy Isackson  
Shady Cove School, Principal  
[isacksona@eaglepepnt.k12.or.us](mailto:isacksona@eaglepepnt.k12.or.us)  
541-830-6206

***Shady Cove School is a caring place where  
all learners develop the confidence  
to realize their full academic and social potential.***



**Engineer's Preliminary Estimate**  
**SCA CLEVELAND ST IMPROVEMENTS, HWY 62 TO SLOAN'S WAY**

	<u>DIVISION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL AMOUNT</u>
	<b>00210 MOBILIZATION</b>				
1.	Mobilization	1	LS	\$ 3,000.00	\$ 3,000.00
	<b>00225 WORK ZONE TRAFFIC CONTROL</b>				
2.	Temporary Work Zone Traffic Control, Complete	1	LS	\$ 1,500.00	\$ 1,500.00
	<b>00445 SANITARY, STORM, CULVERT, SIPHON, AND IRRIGATION PIPE</b>				
3.	12" HDPE with Class B Backfill	100	LF	\$ 70.00	\$ 7,000.00
	<b>00470 MANHOLES, CATCH BASINS, AND INLETS</b>				
4.	Concrete Inlets, Type G-2	6	EA	\$ 1,500.00	\$ 9,000.00
	<b>00480 DRAINAGE CURBS</b>				
5.	Drainage Curbs, Standard Curb and Gutter with 18" Gutter	1517	LF	\$ 18.00	\$ 27,306.00
	<b>00490 WORK ON EXISTING SEWERS AND STRUCTURES</b>				
6.	Adjusting Boxes	2	EA	\$ 200.00	\$ 400.00
7.	New Monument Boxes	2	EA	\$ 300.00	\$ 600.00
8.	Connect 12" HDPE Storm Drain to Existing SDCI	2	EA	\$ 700.00	\$ 1,400.00
9.	Minor Adjustment of Manholes	2	EA	\$ 500.00	\$ 1,000.00
	<b>00744 ASPHALT CONCRETE PAVEMENT</b>				
10.	Level 2, 1/2" ACP Mixture	150	T	\$ 100.00	\$ 15,000.00
	<b>00759 MICELLANEOUS PORTLAND CEMENT CONCRETE STRUCTURES</b>				
11.	Concrete Walks (4" Thick, Unreinforced)	3799	SF	\$ 10.00	\$ 37,990.00
12.	Concrete Driveways (6" Thick, Unreinforced)	2136	SF	\$ 10.00	\$ 21,360.00
	Sidewalk Ramp and Detectable Warning Surface	5	EA	\$ 300.00	\$ 1,500.00

**TOTAL: \$ 127,056.00**

**15% Engr & Admin + Contingency 19,058.40**

**Project Total Estimate 146,114.40**

## ORDINANCE NO. 296

### AN ORDINANCE REGULATING GENERAL TRAFFIC, VEHICLE PARKING, AND VEHICLE STORAGE IN THE CITY OF SHADY COVE, OREGON; PROVIDING PENALTIES AND REPEALING ORDINANCE NOS. 70 and 93.

The people of the City of Shady Cove ordain as follows:

#### § 296.01 SPEED LIMITS

After approval by the State Transportation Commission, where the approval is required by motor vehicle laws of the state, and for the best use of the streets, in the public interest, the City Council may designate by resolution speed limits on various streets, or portions thereof, within the City limits.

#### § 296.02 STATE CRIMINAL CODE ADOPTED.

The provisions of ORS Ch. 161 relating to defenses, burdens of proof, general principles of criminal liability, parties to a crime or offense and general principles of justification and responsibility apply to offenses defined and made punishable by this chapter.

§ 296.03 DEFINITIONS. As used in this ordinance, the following words, except where the context clearly indicates otherwise, mean:

Abandoned vehicle means a vehicle that appears to be inoperable and has any characteristics that include but are not limited to expired license plate, missing rear vehicle license plate, flat tire(s), broken windshield, extensive body damage or rust, wrecked or partially dismantled and has been left on any public way for a period in excess of 72 hours without authorization by statute or local ordinance.

Alley means any public right-of-way for the secondary access of a property not intended for general traffic use.

Commercial vehicle means any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire or a vehicle marked and directly used in association with a licensed business or a truck or tractor/trailer that is 10,000 pounds or more gross weight, and/or 20 feet or more in length, and/or eight feet or more in width.

Electric vehicle means a vehicle which is powered by an electric motor drawing current from rechargeable storage batteries, fuel cells, or other portable sources of electrical current, and which may include a nonelectrical source of power designed to charge batteries and components thereof. Electric vehicle may include a battery electric vehicle, a plug-in hybrid vehicle, a neighborhood electric vehicle, and a medium-speed electric vehicle.

Inoperable vehicle means a vehicle which has been left out of an enclosed structure on private property for more than 30 days; has a broken or missing window, windshield, wheels or tires; lacks an engine or has an inoperable engine; or lacks a transmission or has an inoperable transmission.

2. Where a time limitation or parking restriction is marked by traffic markers, yellow or orange strips, or otherwise, so as to be plainly discernible.
3. On the roadway side of any vehicle stopped or parked on the edge or curb of a street.
4. On a sidewalk, planting strip, or bike lane.
5. Within 20 feet of an intersection or crosswalk.
6. Where official signs or barricades are placed prohibiting parking.
7. Upon a bridge or other elevated structure.
8. In the area between roadways of a divided highway.
9. Within a fire zone, a fire exit, or within 15 feet of a fire hydrant, or 30 feet of a fire station driveway entrance.
10. Within 5 feet of a public or private driveway.
11. Where stopping or parking a vehicle would obstruct traffic or adequate view of an intersection.
12. Where stopping or parking a vehicle cannot be done without compromising safety.

(C) A person commits the offense of unlawful parking in a space reserved for persons with disabilities if the person parks a vehicle in any parking space that is on private or public property and that is marked or signed to provide parking for persons with disabilities and the vehicle does not conspicuously display a disabled person parking permit described in ORS 811.602 or 811.606 or a disabled parking permit issued by another jurisdiction.

(D) No person shall park, store, abandon, or display for sale a vehicle of any kind on a public right-of-way in excess of 72 hours.

(E) No person shall park on any street or public right-of-way:

- ~~1. Any vehicle displaying commercial, noncommercial, or political signs with the exception of and limited to company-owned vehicles displaying company identification attached to the vehicle.~~
2. A vehicle for selling merchandise except when authorized by the City of Shady Cove.
3. Trailers of any kind disconnected from a motor vehicle unless they are securely blocked to prevent movement.
4. Campers or canopies of any kind not on a vehicle.
5. Boats not on a trailer designed for transporting boats.
6. More than 4 vehicles at each residential lot.
7. Any abandoned or inoperable vehicle.

(F) Exceptions from prohibitions of parking on public streets or rights-of-way are:

1. When applicable, school buses and worker transport buses may stop on a roadway to load or unload children or workers, providing flashing school bus safety lights are operating.
2. When applicable, vehicles may stop, stand, or park momentarily to pick up or discharge a passenger.

5. Any area used for parking or storing vehicles or equipment shall be graveled or paved with concrete or asphalt.
- ~~6. Site plan approval is obtained for any area, in excess of the residential driveway, to be used for parking vehicles or equipment.~~
- ~~7. Site plan approval is obtained for any orientation of the vehicles or equipment other than perpendicular to the street that abuts the front lot line.~~
8. No portion of any vehicle or equipment is located on that part of a corner lot within a front or side yard in a manner that will obstruct clear view of the intersection.

(C) Authorized emergency vehicles or tow trucks, as determined by the Oregon Vehicle Code, Chapter 801, may be parked in a side yard if:

1. The operator or owner of the tow truck possesses a towing permit that has been approved by the City.
2. An overweight vehicle permit has been obtained from the City for vehicles which exceed a maximum gross weight of three tons.
3. The operator or owner of the vehicle possesses a valid contract with the Oregon State Police Department, Jackson County Sheriff Department, or an insurance company to provide emergency service on a 24-hour basis.
4. No location outside of the side yard is available for parking.
5. The vehicle is substantially screened from public view.

(D) Exceptions from prohibitions of parking and storage of vehicles on private property are:

1. Antique vehicles as defined in Oregon Vehicle Code Chapter 801.125 and registered as required by Oregon Vehicle Code Chapter 805.010.
2. Vehicles of special interest as defined in Oregon Vehicle Code Chapter 801.605 and registered as required by Oregon Vehicle Code Chapter 805.020.
3. Vehicles or portions of vehicles used as part of a landscape plan approved by the City.

#### § 296.06 AGREEMENT WITH STATE OF OREGON AND JACKSON COUNTY.

(A) City Council by its enactment hereby authorizes and endorses the State of Oregon to make such mutually agreeable traffic regulations upon Highway 62 as may be agreed to by the City and the State. Oregon Vehicle Code Chapter 811 defines, establishes and limits parking on State and federal land within Shady Cove.

(B) City Council by its enactment hereby authorizes and endorses Jackson County to make such mutually agreeable traffic regulations upon county-owned roadways and easements as may be agreed to by the City and the County. Jackson County Codified Ordinances Chapter 440 defines, establishes and limits parking on County facilities within Shady Cove.

#### § 296.07 VIOLATION

(B) Severability. Invalidation of a section or part of a section of this ordinance shall not affect the validity of the remaining sections or parts of sections.

#### § 296.11 REPEAL

(A) Shady Cove, OR Code of Ordinances Chapter 70: General Traffic and Parking Regulations, is repealed.

(B) Shady Cove, OR Code of Ordinances Chapter 93: Abandoned Vehicles, enacted is repealed.

#### § 296.12 EFFECTIVE DATE

City Charter of Shady Cove, Jackson County, Oregon:

Section 34: A non-emergency ordinance takes effect on the thirtieth day after its adoption or on a later date the ordinance prescribes. An ordinance adopted to meet an emergency may take effect as soon as adopted.