

Agenda
Shady Cove Regular City Council Meeting
Thursday, December 17, 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 held on January 7 at 6 PM, location pending, possibly held telephonically.
 - 3. The next regularly scheduled meeting of the Planning Commission is January 14 at 6 PM, possibly held telephonically.
 - 4. The next meeting of the Parks and Rec Commission is on February 2 at 6 PM, possibly held telephonically.
 - 5. The next meeting of the Emergency Management Commission has yet to be decided.
 - 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 11/25/20-12/10/20, \$ 52,048.91
- C. Minutes of December 3, 2020

Shady Cove City Council Regular Meeting

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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

VIII. Old Business

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
December 17, 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 January 7, 2021 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 December 17, 2020 rather than via a separate emergency meeting.

Lena Richardson, Mayor
City of Shady Cove, Oregon

Ratified by City Council action on December 17, 2020

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

Check Issue Date	Check	Payee	Description	Amount
12/8/2020	45053	Avista Corporation	Natural Gas 10/20-11/18	130.60
12/8/2020	45054	Banner Bank	Mac's Diner gift card-photographer	50.00
12/8/2020	45054	Banner Bank	Fishin Hole gift card-photographer	50.00
12/8/2020	45054	Banner Bank	Street sign posts	189.78
12/8/2020	45054	Banner Bank	Hand soap City Hall	5.88
12/8/2020	45054	Banner Bank	Postal charges Nov sewer billings	240.00
12/8/2020	45054	Banner Bank	Rackspace email 11.09.20	27.00
12/8/2020	45054	Banner Bank	Rackspace email 11.09.20	67.50
12/8/2020	45054	Banner Bank	Rackspace email 11.09.20 planning	13.50
12/8/2020	45054	Banner Bank	Rackspace email 11.09.20 public works	13.50
12/8/2020	45054	Banner Bank	Rackspace email 11.09.20 finance	13.50
12/8/2020	45054	Banner Bank	Freeconferencecall 11.26.20	4.80
12/8/2020	45054	Banner Bank	Apple.com 11.01.20	2.99
12/8/2020	45054	Banner Bank	Amazon co2 detector	29.68
12/8/2020	45054	Banner Bank	Holiday decor	108.98
12/8/2020	45054	Banner Bank	Shoutcheap 11.2020 radio program	10.90
12/8/2020	45054	Banner Bank	Apple.com 11.08.2020	0.99
12/8/2020	45054	Banner Bank	Staples emgy mgt binders	55.92
12/8/2020	45054	Banner Bank	Pronto Print emergency mgt materials	192.06
12/8/2020	45054	Banner Bank	Amazon office suuplies	12.99
12/8/2020	45054	Banner Bank	Staples file folder lables	30.68
12/8/2020	45054	Banner Bank	Adobe Acropro 11.20	14.99
12/8/2020	45054	Banner Bank	Walmart paper towels City Hall	9.98
12/8/2020	45054	Banner Bank	Costco membership	60.00
12/8/2020	45054	Banner Bank	Freeconferencecall 11.26.20	107.19
12/8/2020	45054	Banner Bank	Office Depot office supplies	49.00
12/8/2020	45054	Banner Bank	Walmart Lysol Spray	19.68
12/8/2020	45054	Banner Bank	Staples return binders	(4.80)
12/8/2020	45055	Cantel of Medford, Inc.	Edgewood pk, Alpine ave, earplugs	212.50
12/8/2020	45056	Celtic Circle, LLC	December rent Celtic Circle	930.00
12/8/2020	45057	City of Shady Cove - Utilities	1539.01 2501 Indian Creek Rd 11.2020	88.00
12/8/2020	45057	City of Shady Cove - Utilities	#2300.01 1008 Celtic Circle/City Shop 11.2020	92.00
12/8/2020	45057	City of Shady Cove - Utilities	#1538.01 22451 Hwy. 62 11.2020	92.00
12/8/2020	45058	David Christian	Radio Program 11/23-11/27	90.00
12/8/2020	45058	David Christian	Radio Program 11/30-12/04	90.00
12/8/2020	45059	Jackson County Sheriff	Law Enforcement Oct 2020	43,429.92
12/8/2020	45059	Jackson County Sheriff	CSO .48 FTE	3,533.92
12/8/2020	45060	KAS & Associates, Inc.	Preliminary engineering	120.00
12/8/2020	45061	Void	Printer jammed	-
12/8/2020	45062	Void	Printer jammed	-
12/8/2020	45063	Void	Printer jammed	-
12/8/2020	45064	Void	Printer jammed	-
12/8/2020	45065	Void	Printer jammed	-
12/8/2020	45066	Void	Printer jammed	-
12/8/2020	45067	Pacific Power	Aunt Caroline's Park 10/21-11/20	33.95
12/8/2020	45068	Perfection Cleaning	City Hall office cleaning Nov 2020	300.00
12/8/2020	45069	Pitney Bowes Global Financial	Mail meter charges 9/30-12/29	144.93
12/8/2020	45070	RVCOG	Annual membership dues	477.00
12/8/2020	45071	Shady Cove Hardware, LLC	Sprayer Covid	8.57
12/8/2020	45071	Shady Cove Hardware, LLC	Blower fuel mix	27.00
12/8/2020	45071	Shady Cove Hardware, LLC	Bungee cords	27.50
12/8/2020	45071	Shady Cove Hardware, LLC	disposable gloves	26.99
12/8/2020	45071	Shady Cove Hardware, LLC	wood filler sticks	23.17
12/8/2020	45072	Southern Oregon Sanitation	22451 Hwy62 11.30.20	40.22
12/8/2020	45072	Southern Oregon Sanitation	490 Nork Ln 11.30.20	40.22
12/8/2020	45073	Teamster Local 223	Nov union dues	606.00
12/8/2020	45074	WECO - Carson	Public works gasoline/diesel 11/19-11/23	107.73

Grand Total

52,048.91

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, December 3, 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

Bob Bellah – 165 Jane Drive – Committee to review Ordinance 296 was formed by volunteers and was publicized. Thank you to Mayor and Council for considering the Committee's recommendations for changes.

Heather Johnson – Hudspeth – Questions regarding the budget for the ramp at Aunt Caroline's park and the status of the project. Also, what were the funds allocated to the memorial in the park. Mayor Richardson advised that these questions will be addressed during the budget review portion of the agenda.

IV. CONSENT AGENDA

Motion to accept item A, B, and C the Continuation of Declaration of Emergency, Bills Paid Report 11/12/20-11/24/20 for \$99,627.58 and Council meeting minutes of November 19, 2020.

Motion: Councilor Hohenstein
Councilor Tarvin no vote

Second: Councilor Mitchell
Motion Carried 4-1

Mayor Richardson reviewed Q1 financials and advised some adjustments will be needed due Q1 2020 having some items that should be in Q4 2019. For example, \$47,303 that will be taken out of the general fund and reclassified to prior fiscal year Q4. Mayor reviewed each category for reclassification. A specific list of adjustments will be made available from the City Administrator.

Motion to accept Item D Q1 2020 financials, as amended by audit.

Motion: Councilor Hohenstein
All Ayes

Second: Councilor McGregor
Motion Carried 5-0

City Administrator, Tom Corrigan Comment on Aunt Caroline's Park ADA Ramp/Rails – Contractor had issues with first railing subcontractor. Jackson County had to review railing because of ADA regulations and the ramp being near County Road, Indian Creek, and issues were found with the railing due to the slope of the location this required additional fabrication. First fabricator and contractor are in dispute. A new fabricator has been brought in. There are delays, but contractor is being assessed liquidated damages.

Parks Commission Chair, Kathy Nuckles, Comment on Aunt Caroline's Park Memorial – Memorials have been in the park for years, prior to current administration. City has a current resolution that no additional memorials can be added. For the memorials that had been there for many years, the resolution was move them all into one location to be able to clean up the park and at the same time, maintain respect for the memorials.

V. ITEMS REMOVED FROM CONSENT AGENDA

None

VI. STAFF REPORTS

A. City Administrator

- Jackson County in extreme risk mode; posted new Governor's executive order online.
- Another \$2.4 million grant through Jackson County is available. Notice posted online. No paperwork, it is all done online. We can assist businesses to apply but cannot do it for them. Can receive even if other funds have been received.
- Businesses received the larger order of PPE. We have been contacting businesses. Delivered to 13 businesses, 7 came in and pick-up supplies. Some are closed and may need some later, we will have it available.
- Working on completing survey for water infrastructure needs.
- URCC will begin charging for use of Community Center.
- Talked to Chase Bank representative, no definitive word on when Chase bank will open.
- Moving ahead with Cleveland Street sidewalk project. Confirmed that we will receive \$100,00 minimum. Will need to bring back to Council when engineering documents are ready.
- Last grant from Business Oregon that was applied for in a matter of 22 minutes, says it has dispersed 3 million to Southern Oregon, but that includes Jackson, Josephine, Douglas, Klamath, Lake Counties. Only know of one business that said they may receive the grant by December 15th.

- B. Deputy Heise from Jackson County Sheriff's Office commented that most deputies focused on traffic enforcement, generally quiet.
- C. Chief Greg Winfrey from Fire District 4 not in attendance.

VII. NEW BUSINESS

- A. City Holiday Activities – the usual activities have been halted due to COVID-19 restrictions. Discussion ensued regarding options for volunteer appreciation and a way for children to see Santa.

Motion to allocate up to \$500 for children's holiday activities.

Motion: Councilor Hohenstein
All Ayes

Second: Councilor McGregor
Motion Carried 5-0

Motion to provide letter of appreciation and \$25 gift certificate to volunteers to thank them for their service to City.

Motion: Councilor Mitchell
All Ayes

Second: Councilor McGregor
Motion Carried 5-0

VIII. OLD BUSINESS

- A. Motion to Approve Second reading of Ordinance No. 296 Regulating General Traffic, Vehicle Parking and Vehicle Storage in the City of Shady Cove, Oregon; Providing Penalties and Repealing Ordinance Nos. 70 and 93.
Motion: Councilor Mitchell
Councilor Tarvin voted Nay

Second: Councilor McGregor
Motion Carried 4-1

IX. WRITTEN COMMUNICATION

None

X. PUBLIC COMMENT ON NON-AGENDA ITEMS

Heather Johnson – Hudspeth – In response to Kathy Nuckles explanation of what the Parks Committee did with memorials; believes that the solution makes the memorials look like a cemetery. Did not hear a budget number on wheelchair ramp or if it is overbudget with delay. Concerned about Council's understanding of the how citizens are being

affected by COVID in relation to how the budget is managed and what will be available in the future.

Kathy Nuckles – Parks and Recreation Chair – Sorry that Ms. Johnson feels the park memorials look like a cemetery. To help clarify, the Committee chose to put them in one place because prior to that, they were everywhere making the whole park look like a cemetery. Also, no additional memorials will be allowed so it will not grow.

XI. COUNCIL COMMENTS

Mayor Richardson – RVCOG meeting December 2nd via zoom, no quorum, but discussion. Public roll out in March for Shake Alert program. Wildfire Alert program looking for Jackson or Josephine County to participate, recommend Emergency Mgmt. Commission discuss at their next meeting. Emergency Mgmt. Commission met on December 1st, they are in process of reviewing and updating current emergency plan. Commission would like new Council to attend their December 15th meeting via zoom so that new Council can be presented with the Commissions goals and receive input. Oregon Health Authority has updated Shady Cove confirmed cases to 25.

Councilor Mitchell – RVACT will not meet again until January. Parks Commission had their meeting this week. Paul will be relocating to Colorado and they will need a new Chair. They opted to table their agenda items until new Council can review these items and provide direction. The next meeting will be February 2nd.

Councilor McGregor – Thank you to Bob Bellah for providing explanation of Ordinance 296. Attend Emergency Mgmt. meeting via zoom on the 15th. Nothing new from SOREDI at this time.

Councilor Hohenstein – Selected by Senator Merkley to serve on the State Advisory Committee for the Service Academy. If anyone knows someone interested in a military career and/or wants to attend an academy, please let Councilor Hohenstein know. No update on Chase Bank. Went to Aunt Caroline's park, saw the memorial section, and thought it was attractive and nicely put together.

Councilor Tarvin – Attended Elected Officials Essential Workshop this week. Encourage Council participation. Has attended multiple times and found that there is always something new to learn from these workshops. Hoping that citizens participate in Christmas decoration to brighten the holidays. Looking forward to the new Council transition being smooth as they have in the past.

XII. ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the regular Meeting at 7:03 PM.

Approved:

Attest:

Lena Richardson
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Richardson
Councilor Mitchell
Councilor McGregor
Councilor Tarvin
Councilor Hohenstein

DRAFT