

Agenda
Shady Cove Regular City Council Meeting
Thursday, December 1, 2022
6 PM

<https://us02web.zoom.us/j/85954629599?pwd=U0ZxWVlORzFDbFJ3Mkcrb2NNWVM0UT09>

Meeting ID: 859 5462 9599

Passcode: 929889

+12532158782,,85954629599#,,,,*929889# US (Tacoma)

+13462487799,,85954629599#,,,,*929889# US (Houston)

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 City Council will be held on December 15 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is December 8 at 6 PM, both in Council Chambers and via Zoom.
4. The next meeting of the Parks and Rec Commission is not scheduled at this time.
5. The next meeting of the Emergency Management Commission is not scheduled at this time.
6. The next meeting of the Events Committee is December 2 at 11:45 AM at the Shady Cove Library.
7. 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.
8. These meeting dates and times are subject to change.

II. Public Comment on Agenda Items

III. Consent Agenda

- A. Minutes of 11/03/22
- B. Bills Paid 10/28/22 – 11/22/22 \$118,697.98

IV. Items Removed from Consent Agenda

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. Staff Reports

- A. Jackson County Deputy
- B. Fire Chief Winfrey, FD4
- C. Commission/Committee Reports
- D. City Administrator

VI. New Business

- A. Possible Action from Executive Session - Purchase of Property

VII. Old Business

- A. City Calendar

VIII. Written Communication

IX. Public Comment on Non-Agenda Items

X. Council Comments on Non-Agenda Items

- A. Mayor Tarvin
- B. Councilor Evertt
- C. Councilor Murders
- D. Councilor Taylor
- E. Councilor Winfrey

Adjournment

City of Shady Cove
City Council Regular Meeting
Thursday, November 3, 2022, 6:00 PM
Meeting was held at City Hall and on Zoom

I. CALL TO ORDER

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

Council Present: Mayor Tarvin, Councilor Evertt, Councilor Murders, Councilor Taylor, and Councilor Winfrey

Staff Present: Thomas J. Corrigan, City Administrator

The Pledge of Allegiance was recited.

I.C. ANNOUNCEMENTS

The Mayor made the announcements on the agenda.

II. PUBLIC COMMENT ON AGENDA ITEMS

None

III. CONSENT AGENDA

Items in Consent Agenda

- A. Minutes of September 15, 2022
- B. Minutes of September 28, 2022
- C. Minutes of October 20, 2022 (with date change).
- D. Bills Paid Report 09/22/22 – 10/27/22 \$111,948.43

Motion to Approve Consent Agenda:

Motion: Councilor Evertt Second: Councilor Winfrey
Motion Carried: 5-0

IV. ITEMS REMOVED FROM CONSENT AGENDA

V. STAFF REPORTS

- A. Deputy Amaya – Introduced himself and gave a brief history of his service. Stolen gun report given. Other reports: Motorcycle racing. Allude, catalytic converter thefts ongoing. Met with school personnel. Community policing a priority.
- B. City Administrator read a report from Hank Hohenstein, Chair of the Planning Commission. (Attached).
- C. City Administrator Tom Corrigan – Catalytic converter theft report as well as increased surveillance at City Hall. Repairs being made on van. Discussed Jackson County Park options and showed displays. Discussed Planning permit and outstanding complaints. Dead trees and limbs are being addressed. Submitted invoice from SCA grant, Cleveland St. Reviewing parking for 71Five Youth Center to coincide with future bike

lanes. Time change this weekend. Finished report on TMDL for DEQ and submitted to State for review. Leaf trailer use is heavy. Reminder that next week is the 247th anniversary of the Marine Corp. Planning Tech updates will be sent to Council regularly. SDC and fee emails need to be addressed. First quarter Budget to Actual was handed out and some insight as to when certain bills hit. A box of pears was given to the Council by the Church of Latter Day Saints. Questions were asked about financial software, audit, accounting and compliance with committee's handling of money. RVCOG is assisting with finances. KDP invoice the City for \$1000 to update new auditor Isler. A Point of Order was brought up as to requests of financial review prior to meeting. Councilor Taylor will submit an individual request for notes of County Park deliberations.

VI. NEW BUSINESS

A City Calendar – Councilor Evertt gave an update on a Community Calendar. Minuteman Press (\$1643, but \$90/hr to add content) and Pronto Print (\$2152) gave estimates. Discussion ensued regarding calendar content. Direction to City Administrator to solicit pictures

B. OLCC Permit – Shady Cove Smoke and Grocery – Discussion ensued regarding the OLCC Permit request and other retail establishments selling similar items. Jon Ball commented on Planning Commission's idea of working with businesses. Mayor Tarvin reminded Council they are tasked with deciding on the OLCC Permit.

Motion to Approve OLCC Permit for Shady Cove Smoke and Grocery Store

Motion: Councilor Evertt

Second: Councilor Murders

Motion Carried: 5-0

C. Psilocybin Ordinance – Still pending based on vote on Tuesday. No Action

VII. OLD BUSINESS

None

VIII. WRITTEN COMMENT

Heather Jurow submitted letter, attached.

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr Jelly Roll business commented on the fees associated with obtaining a business license. Planning Commission will review with recommendation to Council. Jon Ball reiterated comments on ease of obtaining new businesses.

Julie Barnes commented on building permit checklist for new owners.

X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

Councilor Winfrey – Commented on Budget to Actual, good meeting tonight. Pasta dinner tomorrow night at FD4. Thx for all who supported Pancake Breakfast. Good luck to everyone on elections.

Councilor Evertt – Thanks to all who put on Trunk or Treat. Sheriff’s Office had a retirement event for Gordon Crisp who served Shady Cove for 25 years of service.

Councilor Taylor – Pancake Breakfast was great. Issue with Elected Official’s training, requesting Council’s permission. Mayor Tarvin read the LOC rules for attending training, which will be waiting until after the election to post who will attend. Councilor Taylor can register himself without the City. He also recommended Hank Hohenstein to be a City Planner. There would be a conflict with him being on Planning as well as an employee. Contract with RVCOG isn’t up until June 2023. Then it will need to be put out to bid. New employee position would need to be approved by Teamsters. Also commented on the County Park.

Councilor Murders – Thanks for all the Trick or Trunk businesses. Appreciation for the Sheriff’s Office as the patrols are better than ever. Veteran’s Day is coming, thanks to all who serve.

Mayor Tarvin – Thank you to everyone attending. Halloween events were so great. Thanks to all who participated. Oregon Mayor’s Association wants to address homelessness with all 241 incorporated cities. They are proposing the State assist with funding to all the cities in the amount of \$123,575,800. During meet the candidates, people were notified of the meetings. One declined, the other received budget binder from Staff, but was unable to attend due to health concerns. OMA also requested fentanyl action to Legislature be a harsh penalty. RVCOG says Alert Wildfire camera system still being worked. Our application is number 11 out of 70. Housing Authority putting up 98 units in Valley for homeless.

IX. ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the meeting at 8:00 PM.

Approved:

Attest:

Shari Tarvin
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Tarvin _____
Councilor Evertt _____

Councilor Murders _____
Councilor Taylor _____
Councilor Winfrey _____

Madame Mayor and Members of the Council

I will be unable to attend the Council's meeting this evening. Susan and I will be attending the meeting dealing with SB-762 in Medford, scheduled for 7:00 to 9:00 PM.

My comments from the 10/27/22 Planning Commission Workshop follow:
We discussed at length the goals for our city as written by each member. The result was a page of notes. The notes have been prioritized, typed, formatted and sent to each member of the commission for review and final comment.

We will review, comment and make any changes to that document, as needed, at our 11/10/22 meeting. The DRAFT will be finalized and forwarded to the Council. Please remember that this is only a DRAFT to aid the Council in drafting their goals.

We have taken a unique method of formatting this list and the method itself is a recommendation to the Council.

We have looked at the calendar for the remainder of the year and have cancelled the meeting scheduled for Thursday 11/24/22 (Thanksgiving evening). We will closely evaluate the meeting scheduled for Thursday 12/22/22, but depending on work load we are inclined to cancel that one as well. However, should the Council deem an item as urgent we will adjust.

Thank You!

Respectfully Submitted,



Hank Hohenstein
Chair, Shady Cove Planning Commission
11/03/22

Cc:
Thomas Corrigan
Debby Jermain

Heather Jurow –

This is to the Mayor, City Council, City Administrator and Planning Commission:

I am a Shady Cove resident and have heard of our struggles with water, broadband infrastructure, and fire safety issues.

I have heard of 3 rural community support grants and loans of which our community could take advantage. The USDA has 750 million to be divided into 24 states which is part of a high speed broadband connectivity project for rural communities. This is part of the Infrastructure law recently passed.

The Water Resources Development Act of 2022 (WRDA 2022) also provides funding for water infrastructure projects.

THE EPA announced in June 2022 that there is \$6.5 billion available to support \$13 billion in water infrastructure projects. (Water Finance and Innovation Act or WIFIA and the State Infrastructure Financing Authority or SWIFIA.)

I am wondering if there is a point person for the City of Shady Cove who can research these and other types of grants? If there is not available staff, perhaps we can enroll a volunteer with grant experience? Some of these grants are time-limited. It makes sense for us to research them and apply i for all those we qualify for before they run out .

What can we do to be proactive ?

2022-2023
As at 09/30/2022
Budget to Actual Report

**RESOURCES
GENERAL FUND 10**

City of Shady Cove

RESOURCE DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
Current Cash on Hand	450000	523,000	
Beginning Balance (Audit)			
Beginning Balance (Budget)			
Previously levied taxes estimated to be recv'd.	1,000		0%
Interest	12,000	6,721	56%
OTHER RESOURCES			
State Subventions	112,000	24,751	22%
Franchise Fees	290,000	77,079	27%
City Fees (Business License & OLCC License)	30,000	16,905	56%
City Fees (TOT, Raft)	62,000	23,623	38%
City Fees (Planning & Building)	20,000	6,055	30%
Administrative Allocation	125,000	125,000	100%
Municipal Court	6,000		0%
Miscellaneous Income	500	1,615	323%
Public Safety Fee	360,000	135,888	38%
Floodplain Permit Fee	2,500	450	18%
Radio Underwriting	2,500	-	0%
DLCD Grant	15,000		
Special Payment RVSS	1,075,000	207,480	19%
Payment from RVSS for US Bank Loan	125,000		0%
American Rescue Program	697,000	347,499	50%
Library District Expense Reimbursement	1,500		0%
Flag Program	1,500		0%
RVSS Reimbursement to City for Billing Services	50,000	50,000	100%
Total resources, except taxes to be levied	3,438,500		0%
Taxes received (Nov)	160,400	2 544	2%
TOTAL RESOURCES	3,598,900	1,018,889	28%

2022-2023
As at 09/30/2022
Budget to Actual Report

DETAILED REQUIREMENTS

GENERAL FUND 10

City of Shady Cove

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
REQUIREMENTS			
Law Enforcement Contract (JCSO)	505,000	43,427	9%
Law Enforcement - Community Resource Officer	46,000	3,534	8%
PUBLIC SAFETY REQUIREMENTS	551,000	46,961	9%
TOTAL PUBLIC SAFETY REQUIREMENTS	551,000	46,961	9%

2022-2023
As at 09/30/2022
Budget to Actual Report

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

CAPITAL PURCHASE RESERVE FUND 06

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Current Cash on Hand	150,000		
Transfer In from other funds	150,000		
Beginning Balance (Audit)			
Beginning Balance (Budget)			
TOTAL RESOURCES	300,000	-	0%
TOTAL RESOURCES			
REQUIREMENTS			
TRANSFERS			
CAPITAL OUTLAY			
Future Development	300,000	-	0%
UNAPPROPRIATED ENDING FUND BALANCE			
TOTAL REQUIREMENTS	300,000		0%

2022-2023
As at 09/30/2022
Budget to Actual Report

RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
TRANSPORTATION ACCOUNT

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance (Audit)			
Beginning Balance (Budget)	100,000		0%
Interest	2,000		0%
New Development	45,000	15,000	33%
SCA Grant - Cleveland Street (Have invoiced)	100,000		0%
SCA Grant - New	100,000		0%
TOTAL RESOURCES	347,000	15,000	4%
REQUIREMENTS			
CAPITAL OUTLAY			
Street Improvements	15,000	419	3%
SCA Grant - Cleveland Street (Have invoiced)	100,000	105,802	106%
SCA Grant - New	100,000		0%
TOTAL CAPITAL OUTLAY	215,000	106,221	49%
Contingency	50,000		0%
Unappropriated Ending Fund Balance	82,000		0%
TOTAL REQUIREMENTS	347,000	106,221	31%

2022-2023
As at 09/30/2022
Budget to Actual Report

RESERVE FUND
RESOURCES AND REQUIREMENTS
SYSTEM DEVELOPMENT CHARGE - 08
PARKS ACCOUNT

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
RESOURCES			
Beginning Balance (Audit)			
Beginning Balance (Budget)	6,000		
Interest	-		
New Development	9,000	3,000	33%
TOTAL RESOURCES	15,000	3,000	20%
REQUIREMENTS			
Contingency	15,000		0%
TOTAL REQUIREMENTS	15,000	-	0%
Unappropriated Ending Fund Balance			
TOTAL REQUIREMENTS	15,000	-	0%

2022-2023
As at 09/30/2022
Budget to Actual Report

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
STREETS 01**

City of Shady Cove

DESCRIPTION RESOURCES AND REQUIREMENTS	Annual Budget	Actual Year-To-Date	% of Annual Budget
REQUIREMENTS			
CAPITAL OUTLAY			
Sidewalks		-	
TOTAL CAPITAL OUTLAY	-		#DIV/0!
OPERATING CONTINGENCY			#DIV/0!
UNAPPROPRIATED ENDING FUND BALANCE	24,799		
TOTAL REQUIREMENTS	24,799	-	0%

2022-2023
As at 09/30/2022
Budget to Actual Report

DETAILED REQUIREMENTS

SEWER 02

City of Shady Cove

REQUIREMENTS DESCRIPTION	Annual Budget	Actual Year-To-Date	% of Annual Budget
MATERIALS & SERVICES			
RVSS Sewer Fees	-		
TOTAL MATERIALS & SERVICES	-	-	

Report Criteria:
 Summary report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
13	Avista Corporation	49120000	Natural Gas 09/20/2022-10	10/21/2022	22.08	.00	22.08	1000000	11/03/2022
Total 13:					22.08	.00	22.08		
24	Canon Financial Services, I	29354605	Contract charge 10/01/202	10/12/2022	203.82	.00	203.82	50582	11/02/2022
		29517495	Contract 11/01/2022-11/30/	11/12/2022	203.82	.00	203.82	50611	11/22/2022
Total 24:					407.64	.00	407.64		
25	Canon Solutions America, I	6002202983	Copier Maintenance	10/25/2022	40.14	.00	40.14	1000001	11/03/2022
Total 25:					40.14	.00	40.14		
37	Costco	00011188465	Membership Renewal	11/15/2021	120.00	.00	120.00	Multiple	Multiple
Total 37:					120.00	.00	120.00		
39	Crystal Fresh	687104	City Hall bottled water	09/30/2022	80.00	.00	80.00	1000014	11/09/2022
Total 39:					80.00	.00	80.00		
43	Christian, David	11192022	10/03/2022-11/18/2022	11/21/2022	630.00	.00	630.00	50612	11/22/2022
Total 43:					630.00	.00	630.00		
83	KAS & Associates, Inc.	21403	Services During Constructi	10/25/2022	60.00	.00	60.00	1000003	11/03/2022
Total 83:					60.00	.00	60.00		
84	Kosmatka Donnelly & Co.	1057638	Invoice from 07/31/2022	10/07/2022	1,068.36	.00	1,068.36	1000005	11/03/2022
Total 84:					1,068.36	.00	1,068.36		
88	League of Oregon Cities	105-72022	LOC Annual Conference 1	10/20/2022	.00	.00	.00	50616	11/22/2022
Total 88:					.00	.00	.00		
99	ODOR	L186144284	Withholding Reconciliation/	11/07/2022	601.08	.00	601.08	50617	11/22/2022
Total 99:					601.08	.00	601.08		
114	Pacific Power	32847641-00	Street Lights	07/25/2013	1,427.10	.00	1,427.10	Multiple	Multiple
		32847641-00	City Hall 06/23/22-07/26/22	07/27/2022	568.15	.00	568.15	Multiple	Multiple
		32847641-00	Nork Lane	07/25/2013	101.61	.00	101.61	Multiple	Multiple
Total 114:					2,096.86	.00	2,096.86		
119	Perfection Cleaning	065412	City Hall office cleaning 10/	11/01/2022	400.00	.00	400.00	1000008	11/03/2022
Total 119:					400.00	.00	400.00		
135	RVCOG	23-3600	R Nolan and J Schireman-	11/17/2022	2,134.18	.00	2,134.18	50618	11/22/2022

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 135:					2,134.18	.00	2,134.18		
139	Shady Cove Hardware, LL	387911	Misc maintainance supplies	10/31/2022	124.13	.00	124.13	1000010	11/03/2022
Total 139:					124.13	.00	124.13		
149	SOS Alarm	7843714	City Hall/Shop 11/1/2022-1/	11/01/2022	132.26	.00	132.26	1000011	11/03/2022
Total 149:					132.26	.00	132.26		
155	State Forester	23234	Fire Protection Program 07	10/27/2022	7.35	.00	7.35	1000012	11/03/2022
Total 155:					7.35	.00	7.35		
158	Superior Stamp & Sign Co	001434	Name Plates	11/16/2022	90.75	.00	90.75	1000022	11/16/2022
Total 158:					90.75	.00	90.75		
221	Hunter Communications	252931	Phone/Internet 10/01/2022-	11/01/2022	1,195.83	.00	1,195.83	50583	11/02/2022
		266698	Phone/Internet 12/01/22-12	12/01/2022	607.06	.00	607.06	50614	11/22/2022
Total 221:					1,802.89	.00	1,802.89		
236	Shari Tarvin	102022	LOC Conference	10/20/2022	227.48	.00	227.48	1000019	11/09/2022
Total 236:					227.48	.00	227.48		
257	AT&T Mobility	2872860888	Cell phones October 2022	10/05/2022	366.46	.00	366.46	50581	11/02/2022
		2872860888	Cell phones November 202	11/05/2022	268.15	.00	268.15	50610	11/22/2022
Total 257:					634.61	.00	634.61		
258	WECO - Carson	231737	Gas/Diesel 09/30/2021	09/30/2021	320.96	.00	320.96	Multiple	Multiple
		CP-0020893	Gas/Diesel 09/015-09/30/2	09/30/2022	764.83	.00	764.83	50584	11/02/2022
		CP-0021305	Gas/Diesel 10/2022	10/31/2022	290.07	.00	290.07	1000018	11/09/2022
		CP-0021432	Gas/Diesel 11/2022	11/16/2022	347.95	.00	347.95	50620	11/22/2022
Total 258:					1,723.81	.00	1,723.81		
260	Philadelphia Insurance Co	2005126158	Liability Ins 11/1/22-11/01/2	11/03/2022	1,403.00	.00	1,403.00	1000020	11/16/2022
Total 260:					1,403.00	.00	1,403.00		
262	US Bank St. Paul	2119252	Account 220239000 Orego	11/04/2022	95,146.76	.00	95,146.76	1000017	11/09/2022
Total 262:					95,146.76	.00	95,146.76		
264	Upper Rogue Independent	1826	Government Public Notice	06/29/2022	630.00	.00	315.00	Multiple	Multiple
Total 264:					630.00	.00	315.00		
268	Project A, Inc.	22-1646	Word Press Development a	11/15/2022	200.00	.00	200.00	1000021	11/16/2022
Total 268:					200.00	.00	200.00		
286	City of Shady Cove - Utilitie	OCTOBER/N	1008 Celtic Cir	10/31/2022	281.50	.00	281.50	1000013	11/09/2022

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 286:					281.50	.00	281.50		
289	Rogue Shred, LLC	3195698	65 gallon scheduled shred	09/30/2022	41.10	.00	41.10	1000009	11/03/2022
Total 289:					41.10	.00	41.10		
430032	JP Morgan Chase	AUGUST 202	Amazon Prime	08/01/2022	.00	.00	.00	50615	11/22/2022
Total 430032:					.00	.00	.00		
430057	KNBE, LLC	13	November Rent - Celtic Cir	10/21/2022	865.00	.00	865.00	1000004	11/03/2022
Total 430057:					865.00	.00	865.00		
430074	Isler CPA	233210	Progress billing for financia	09/30/2022	8,000.00	.00	8,000.00	1000002	11/03/2022
Total 430074:					8,000.00	.00	8,000.00		
430083	Evertt, Tim	10202022	LOC Conference Bend OR	10/20/2022	42.00	.00	42.00	1000015	11/09/2022
Total 430083:					42.00	.00	42.00		
Grand Totals:					119,012.98	.00	118,697.98		

Report Criteria:
 Summary report type printed