

Agenda
Shady Cove Regular City Council Meeting
Thursday, February 2, 2023
6 PM

<https://us02web.zoom.us/j/87905974514?pwd=LOIBNDhpSVVUbCtBYkpINFVsZC9zZz09>

Meeting ID: 879 0597 4514

Passcode: 078404

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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 February 16, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is February 9 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 not scheduled at this time.
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 (pgs.3-9)

- A. Minutes of 01/19/23
- B. Bills Paid 01/11/23 - 01/25/23 - \$14,050.36

IV. Items Removed from Consent Agenda

V. Staff Reports

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

VI. Old Business

- A. 2023-2024 City Goals (pg.10-11)
- B. Commission/Committee Terms (pgs.12-39)

VII. New Business

- A. Hardship Appeal – 72 Maple Dr. (pgs.40-41)
- B. Events Committee Calendar (pgs.42-54)
- C. Planning Commission Tasks
- D. Appointment to Planning Commission (pgs.55-56)
- E. Appointment to City Council (pgs.57-58)
- F. Appointments for Liaisons (pgs.59-60)

VIII. Written Communication

IX. Public Comment on Non-Agenda Items

X. Council Comments on Non-Agenda Items

- A. Mayor Ball
- B. Councilor Nuckles
- C. Councilor Winfrey
- D. Councilor Hubbard

Adjournment

City of Shady Cove
City Council Regular Meeting
Thursday, January 19, 2023, 6:00 PM
Meeting was held at City Hall and on Zoom

I. CALL TO ORDER

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

The Pledge of Allegiance was recited.

I.C. ANNOUNCEMENTS

Roll Call

Council Present: Mayor Ball, Councilor Hubbard, Councilor Nuckles, Councilor Winfrey

Staff Present: Thomas J. Corrigan, City Administrator

The Mayor made the announcements on the agenda.

II. PUBLIC COMMENT ON AGENDA ITEMS

Bob Collier – The Outdoor Alert System, in June of 2021, the Emergency Management Commission did ok the Alert System to be brought in front of Council. The map shows two different locations where the Alert System would go. The cameras are too expensive. Possibly use Covid funds to purchase the Alert Systems.

III. CONSENT AGENDA

Items in Consent Agenda

- A. Minutes of 1/5/23
- B. Bills Paid Report 1/1/23-1/10/23, \$7,888.19

Motion to Accept Consent Agenda and Bills Paid

Motion: Councilor Nuckles Second: Councilor Hubbard

Motion Carried: 4-0

IV. ITEMS REMOVED FROM CONSENT AGENDA

None

V. STAFF REPORTS

- A. Hank Hohenstein Chair-Planning Commission - Had a meeting last week and worked on project with Jason Asbill from Southern Oregon Wilderness Adventures; having some challenges with parking, signing, crossing Hwy 62, which requires involvement with ODOT. No action taken, suggest a conference with Mr. Corrigan and Mr. Shireman to combine this all into one application.
- B. City Administrator Tom Corrigan – More info on America Rescue Funding. Update on 71Five Youth Center, still waiting on surveyor. Met with the new Pacific Power rep. Franchise Fee Agreement coming up. Meeting with Hunter and requested estimates for

the Park, the Shop, and a citizen Wifi downtown, hoping they will all be brought to the next meeting. Discussion about Festival on the Rogue and Jackson County reserving every Saturday in the months of May and June. Avista is doing work on some roads. The 1099's are going out this week, the W2's are also going out. Feasibility Study, received the last bill, was submitted and should be getting that twenty thousand dollars back. Meeting with Jackson County Emergency Ops for fuels mitigation and are working on grants that have deadlines this month. DEQ was glad to see we give out Oregon Drainage Law. Need some information on the Needs Assessment for Plastic Pollution and Recycling Modernization Act, Funding available to upgrade and need Council's input.

VI. NEW BUSINESS

- A. 2023-24 City Goals - Great first workshop where some previous goals were discussed and went over whether they were completed or not. Brought up a new list and discussed. The first goal needs to be the American Rescue Funds (Covid funds). Second is Emergency Management. Third goal is clarifying some of the things in Charter. There are some more short-term and long-term goals that will be put on a list and Mayor will send out.
- B. Schedule Public Forum-American Rescue Funds (Covid Funds) – First Public Forum to discuss American Rescue Funds will be Wednesday February 8, 2023, 7:00PM at URCC

Motion to Schedule First Public Forum Wednesday February 8, 2023, 7:00 PM at URCC

Motion: Mayor Ball
Motion Carried: 4-0

Second: Councilor Hubbard

- C. Jeremy Smith - Events Committee – Have four people and need to recruit for more. Waiting on the Calendar to be approved so can start planning events. Mayor handed out some guidelines for the Events Committee. All events need to be brought to the Council and approved.
- D. Workshop with Oregon Business Organizations – First meeting is on Tuesday, February 24, 10:00 AM at URCC

Motion for Second Workshop on January 24, 2023, 10:00 AM at URCC

Motion: Mayor Ball
Motion Carried: 4-0

Second: Councilor Winfrey

Motion to Extend Meeting to 8:30 PM

Motion: Councilor Nuckles
Motion Carried: 4-0

Second: Councilor Winfrey

- E. Grant Request to State for Water – Received Feasibility Study with step one finding funding source. Had opportunity to talk to State Rep Emily McIntire who would like to help Shady Cove. Would like to direct Staff to submit the first application in for the Capital Funding Request Project Management with the State.

Motion for Staff to Submit Grant Request to State for Shady Cove Water

Motion: Councilor Nuckles Second: Councilor Winfrey
Motion Carried: 4-0

- F. Parking Lot Fee: No Fees for rental and use for parking in front of City Hall.

Motion to Withdraw Fee for Rental and Usage of Parking Lot

Motion: Mayor Ball Second: Councilor Nuckles
Motion Carried: 4-0

- G. Commission/Committee Terms – Needs to be discussed and updated and put on agenda for the next meeting.

VII. OLD BUSINESS

- A. Community Calendar – Paper calendar will not be put out this year.

Motion to Not Do a Paper Calendar for This Year

Motion: Mayor Ball Second: Councilor Hubbard
Motion Carried: 4-0

- B. Rules of Government – Need to be tabled until have a fifth Councilor.

VIII. WRITTEN COMMUNICATION

There are two different written communications that were previously presented to Council.

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Pemberton – Concerned about law enforcement dropping off homeless people in the Shady Cove.

Tom Corrigan - City Administrator – Talked with Sheriff Sickler and he will look into the complaint about homeless people being dropped off in Shady Cove and why it is happening. If anyone does witness this happening, please call dispatch ASAP.

Sandra Barber - She has been wanting data on Hiland water situation so can communicate it with concerned citizens so she called Hiland and did her own research.

Motion to Extend Meeting 15 Minutes to 8:45

Motion: Councilor Nuckles Second: Councilor Winfrey
Motion Carries: 4-0

Mary Pulcini – Representative of Concerned Citizens – Thanked everyone for volunteering their services and time as Council members. Has questions about quorum and what it means and what the rules are when being a volunteer on any committee or on the Council.

Hank Hohenstein Chair-Planning Commission-The energy in the City with the election of this Council is very large as well as the work that's facing you and there will be a lot of ideas coming up from the community and just wants to voice that Council listen to them.

Jay Taylor – Wants clarification on LLC training for private citizens.

Donna Hutchings – Trying to develop a Local Business Association for the businesses that do not want to be a part of Chamber of Commerce and want to be their own local business association.

Motion to Extend Meeting 10 Minutes to 8:45

Motion: Councilor Winfrey Second: Councilor Nuckles
Motion Carries: 4-0

**X. COUNCIL COMMENTS ON
NON-AGENDA ITEMS**

Councilor Hubbard- Thanked everyone for coming and happy to see the turnout.

Councilor Nuckles-Thanked all for coming.

Councilor Winfrey- Discussed the Facebook page for City of Shady Cove but said she cannot comment on it.

Mayor Ball-Thank everyone for coming.

IX. ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the meeting at 8:54 PM.

Approved:

Attest:

Jon Ball
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Ball _____
Councilor Nuckles _____
Councilor Winfrey _____
Councilor Hubbard _____

Report Criteria:
 Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
13	Avista Corporation	4941620000	Natural Gas 11/18/2022-12	1	12/22/2022	308.00	.00	308.00	50065	01/05/2023
Total 13:						308.00	.00	308.00		
19	BMI Radio	46046131	Music License Fee 01/01/2	1	01/02/2023	390.00	.00	390.00	50691	01/18/2023
Total 19:						390.00	.00	390.00		
24	Canon Financial Services, I	29838727	Contract 1/01/2023-1/31/20	1	01/12/2023	203.82	.00	203.82	50692	01/18/2023
Total 24:						203.82	.00	203.82		
25	Canon Solutions America, I	6002825704	Copier Maintenance	1	12/25/2022	50.88	.00	50.88	50066	01/05/2023
Total 25:						50.88	.00	50.88		
39	Crystal Fresh	689553	City Hall bottled water	1	11/30/2022	71.50	.00	71.50	50682	01/10/2023
Total 39:						71.50	.00	71.50		
43	Christian, David	01022023	Radio 01/02/202-01/06/202	1	01/02/2023	90.00	.00	90.00	50680	01/10/2023
		010923	Radio 01/09/202-01/13/202	1	01/13/2023	90.00	.00	90.00	50693	01/18/2023
		12192022	Radio 12/19/2022-12/23/20	1	12/22/2022	90.00	.00	90.00	50067	01/05/2023
		12192022	Radio 12/26/2022-12/30/20	2	12/22/2022	90.00	.00	90.00	50067	01/05/2023
Total 43:						360.00	.00	360.00		
47	Desert Pump	121243	4 hour flow test, real estate	1	12/20/2022	430.00	.00	430.00	50070	01/05/2023
Total 47:						430.00	.00	430.00		
83	KAS & Associates, Inc.	21519	Private Project review, mis	1	12/25/2022	75.00	.00	75.00	50683	01/10/2023
		21519	Private Project review	2	12/25/2022	35.00	.00	35.00	50683	01/10/2023
Total 83:						110.00	.00	110.00		
114	Pacific Power	32847641-00	Street lights 12/2022	1	12/28/2022	647.64	.00	647.64	50073	01/05/2023
		32847641-00	City Hall 12/2022	2	12/28/2022	222.11	.00	222.11	50073	01/05/2023
Total 114:						869.75	.00	869.75		
151	Southern Oregon Sanitatio	1223202288	490 Nork Lane 12/2022	1	12/23/2022	40.22	.00	40.22	50076	01/05/2023
		1223202288	2501 Indian Cr Rd Decemb	2	12/23/2022	58.50	.00	58.50	50076	01/05/2023
		1223202288	22451 Hwy 62 December 2	3	12/23/2022	40.22	.00	40.22	50076	01/05/2023
Total 151:						138.94	.00	138.94		
160	Teamster Local 223	01092023	Dues for Jan 2023	1	01/06/2023	102.00	.00	102.00	50684	01/10/2023
Total 160:						102.00	.00	102.00		
168	URCC	0009	Rental of Office Space 1/1/	1	01/04/2023	840.00	.00	840.00	50685	01/10/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 168:						840.00	.00	840.00		
255	TouchPoint Networks, LLC	INV-6518	WatchGuard T40 Firebox	1	01/01/2023	107.00	.00	107.00	50077	01/05/2023
Total 255:						107.00	.00	107.00		
257	AT&T Mobility	2872860888	Cell phones December 202	1	01/05/2023	265.37	.00	265.37	50686	01/18/2023
Total 257:						265.37	.00	265.37		
258	WECO - Carson	CP-0021839	Gas/Diesel 12/2022	1	12/31/2022	235.33	.00	235.33	50690	01/18/2023
Total 258:						235.33	.00	235.33		
264	Upper Rogue Independent	1991	Plan comm. setback & auto	1	12/29/2022	335.00	.00	335.00	50679	01/05/2023
Total 264:						335.00	.00	335.00		
286	City of Shady Cove - Utilitie	12302022	2501 Indian Creek Rd 12/3	1	12/30/2022	46.25	.00	46.25	50068	01/05/2023
		12302022	22451 Hwy 62 12/31/2022	2	12/30/2022	47.25	.00	47.25	50068	01/05/2023
		12302022	1008 Celtic Cir 12/31/2022	3	12/30/2022	47.25	.00	47.25	50068	01/05/2023
Total 286:						140.75	.00	140.75		
430020	Confident Staffing, Inc.	48995	Lybarger, P - Seasonal wor	1	09/04/2022	404.41	.00	404.41	50681	01/10/2023
		49236	S. Bandfield work week 12/	1	12/25/2022	869.84	.00	869.84	50069	01/05/2023
		49265	S. Bandfield work week 1/8	1	01/08/2023	869.84	.00	869.84	50687	01/18/2023
		49283	S. Bandfield work week 1/1	1	01/15/2023	1,087.30	.00	1,087.30	50694	01/18/2023
Total 430020:						3,231.39	.00	3,231.39		
430070	RH2 Engineering	89142	Waterline Extension Feasib	1	01/16/2023	5,633.15	.00	5,633.15	50689	01/18/2023
Total 430070:						5,633.15	.00	5,633.15		
430087	Murders, Tanda	01022023	LOC Annual Conference B	1	12/29/2022	227.48	.00	227.48	50072	01/05/2023
Total 430087:						227.48	.00	227.48		
Grand Totals:						14,050.36	.00	14,050.36		

Report Criteria:
 Detail report type printed

Shady Cove Goals: 2023, 2024 and Long Term

In Process Goals (no need to rank; these are being worked):

Status	Priority	Assign To:	Goal
In Process	N/A		Improve public communication: Newsletter, public forums, improved website, FB information page
In Process	N/A		Fix City URCC relationship
Done	N/A		Repeal City Hall parking lot usage fee
In Process	N/A		Fill EM Commission
In Process	N/A		Fill Parks & Rec Commission
In Process	N/A		Improve Zoom equipment
In Process	N/A		Relocate (to Workshop) and organize all paper forms of city documents and complete digitization.

2023 Goals:

Status	Priority	Assign To:	Goal
In Process	1		Finish Audits 2021 and 2022
	2		Determine usage for COVID19 funds: Grant writer/admin should be considered as part of this.
	4	Emer. Mgt.	Outdoor alert system (restart work previously performed)
	5		Partnerships: Establish liasons to key organizations/cities with regular reporting to Council
	6		Business forum: How can we help you?
In Process	3		WIFI: AC Park, Workshop, and City Hot Spot. This will enable security at AC Park & Shop, plus allow AC Park auto restroom locks.
	7	Parks & Rec	Community Calendar
	8		Water: Define multi-phase city water strategy approach
	11		Sidewalks south of bridge: Define any add-ons and communicate with ODOT
	10	Parks & Rec	City Festival: Chuck Huntington will assist
	9	Parks & Rec	Establish City Branding & Tourism Strategy
	12	Emer. Mgt.	Reader Board Project (Coordinate with Fire Dept on possible collaboration)
	13	Emer Mgt	EM Education to public
	14	Planning	Strategic Plan update

2024 Goals:

Status	Priority	Assign To:	Goal
			Water: Implement City Hall, Library, URCC & School water connection;
			Incremental Charter Revision (just address the blatant holes)
			Restructure Revenue Resources to eliminate Public Safety Fees. Need more info on this: How do mobile home and trailer parks currently handle fees? How are these properties taxed (property tax)?
		Planning	Finish and Implement a Street Improvement/Maintenance Plan (financials required)
		Emer. Mgt.	CERT Program
		Parks & Rec	Welcome sign improvements
		Emer. Mgt.	Citizen Committee for fuel reduction services: trailer haul services, dump sites.

Long Term Goals:

Status	Priority	Assign To:	Goal
			Water: Hydrants & Neighborhood hookups
		Planning	Update Comp Plan
		Parks & Rec	Banner across Hwy 62
		Parks & Rec	BLM land opportunities



City Administrator

Thomas J. Corrigan

CITY ADMINISTRATOR'S REPORT

MEETING DATE: 11/15/18

A handwritten signature in dark ink, followed by the date "11/18/18" written vertically.

At last meeting Council discussed different committees and commissions with Staff.

Staff believes that these committees/commissions need established guidelines and procedures as well as formation. The guidelines can also be very informative to the members of said commissions and committees.

Enclosed are draft formation, procedures, and appointment processes as well as more specific information for a Parks Commission and a resolution for adoption of that commission if approved.

Other committees can be done in the same manner if Council so orders.

CITY OF SHADY COVE

Commission and Committee Appointment Policy

Upon being made aware of an opening on a City of Shady Cove commission, committee, or advisory body, Staff will cause a seat vacancy notice to be placed on the City of Shady Cove website.

A notice will also be posted at City Hall and if possible the local paper.

The initial opening will have a minimum time of two weeks. If enough applicants are not found, the time may be extended as necessary. Time may be fluctuated in the case of an emergency.

Staff will send the completed applications to the commission/committee chair. Applicant will be interviewed by the commission/committee. The Chair will make a recommendation to appoint at a Council meeting. It will also include the length of term of the office. Re-appointments will follow the same procedure lacking interviews.

For appointments to a new Commission/committee, applications will go directly to the City Council for interview.

• **Committees and commissions procedures, composition and reporting.**

The following procedures apply to all committees and commissions:

(A)

Robert's Rules of Order Revised shall be used as a guide in the conduct of Committee and Commission meetings. These rules of order may be relaxed at the discretion of the presiding officer to simplify and clarify matters before the body. Robert's Rules of Order Revised for small boards applies to any group with fewer than 12 members.

(B)

All committees shall keep minutes and/or shall record the proceedings of their meetings. A report shall be presented to the City Council during the committee report section of the Council agenda by the appointed Council Liaison. The committee chair or their designate shall be responsible for providing a written record to the City Recorder within one week of the meeting. The record should contain the following, at a minimum:

(1)

Date, time, location and name of group meeting;

(2)

The name of those present;

(3)

Any motions made and seconded;

(4)

Results of votes (who made the motion and the vote total);

(5)

Issues that need to be forwarded to the City Council;

(6)

The date, time and location of the next meeting;

(7)

The substance of any discussion on any matter; and

(8)

Relating to public records, a reference to any document discussed at the meeting.

(C)

Unless otherwise indicated in the appropriate Code section, the following applies to all committees and commissions:

(1)

The members of a committee or commission shall not at any time receive compensation for their service.

(2)

The term of office for a committee member shall be for two or four years. Terms shall begin in January and end in December unless otherwise required to fill a vacancy.

(3)
The Council Liaison (if any), shall serve for a one-year term as appointed by the Mayor each January. The Council Liaison will be a non-voting member.

(4)
Should any member resign or be removed from office as provided in this chapter, a replacement member shall be appointed by the Mayor, to fill the unexpired term of the replaced or resigned member.

(5)
A quorum for the conduct of business shall consist of a simple majority of the voting members, unless otherwise indicated.

(6)
The Committee shall select from among its members a Chairperson, Vice-Chairperson and a Secretary who shall serve at the pleasure of the Committee. The Council Liaison shall not hold any office of this committee or commission.

(7)
A committee or commission that has been inactive for a period of time may need to reappoint members upon their reactivation. At such time, the terms may be staggered at the discretion of the Mayor to ensure that not all members' terms expire at the same time.

(8)
The City Administrator may recommend to the Mayor the reactivation of a committee or commission.

§ 30.01 PLANNING COMMISSION.

(A) This section may be referred to as the "Shady Cove Planning Commission Ordinance".

(B) (1) The Mayor shall appoint, with Council approval, a five-member Planning Commission. Positions will be identified by numbers one through five.

(2) Terms will be for four years. Terms will expire on June 30 of even numbered years for even numbered positions and odd numbered years for odd numbered positions.

(3) Appointments to fill vacancies due to normal term expiration will be made effective July 1 of the respective year. Appointments may be made as vacancies occur in the event of resignations during the course of a term.

(4) Planning Commissioners must maintain their primary residence within the city limits and be a registered voter.

(Ord. 168, passed 12-17-1998; Ord. 244, passed 8-16-2007)

PARKS COMMISSION

Article I. General

Parks Commission created.

There is hereby created a commission to be known as the Shady Cove Park Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing City parks, recreation programs and cultural programs and facilities.

General duties and responsibilities.

The Parks Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the acquisition and development of public parks, greenways, open spaces, recreational programs and cultural facilities, and to make such other recommendations to assist the Council in developing and preserving aesthetic, recreational and cultural values that serve the public interest. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

- A. Perform periodic reviews of the City's Parks Master Plan.
- B. Compile data to assist City policy making in the preservation and beautification of parks, recreational areas, and aesthetic areas in the City of Shady Cove.
- C. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Shady Cove as they pertain to parks and recreation.
- D. Make recommendations to the City Council for modifications or additions to existing ordinances, policies and practices that help promote and make available recreational opportunities in the City of Shady Cove.
- E. Work in conjunction with other City Commissions, boards, or committees to help ensure coordination of various elements of the parks master plan, recreation programs and cultural programs.
- F. Conduct public meetings and make recommendations to the City Council on parks and recreation issues and ordinances.
- G. Make recommendations for capital improvements and operations relating to the City of Shady Cove's parks and recreation and its facilities.
- H. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's parks and recreation.

I. Foster public awareness and involvement in all aspects of the City of Shady Cove's parks and recreation and its facilities.

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Membership – Compensation.

The Parks Commission shall consist of five members to be appointed by the City Council. Commission members shall receive no compensation.

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Terms of office – Vacancy.

Terms of office shall be for a period of two years and shall expire on December 31st of the second year. Any vacancy shall be filled by the Council, for the unexpired portion of the term.

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Officers.

The Parks Commission shall, at its first meeting of each calendar year, elect from its appointed members a chair, vice-chair and secretary.

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Duties of chair and vice-chair.

The Chair shall preside at all meetings, set the agenda, recommend the creation of subcommittees, and appoint members to such subcommittees as are authorized. The vice-chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or vice-chair shall preserve the decorum at the parks and recreation meetings.

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Minutes.

The secretary shall keep an accurate record of all Parks Commission proceedings, including written minutes of all meetings. A copy of the approved minutes, signed by the Chair of each Parks Commission meeting, shall be delivered to city hall for filing and said minutes shall be a public record and available for public inspection.

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Quorum – Meetings – Rules and procedures – Number of meetings.

Three Commissioners shall constitute a quorum. The Parks Commission shall adopt rules and procedures consistent with City ordinances and this chapter. The Commission meetings shall include at least one regularly scheduled meeting per month, unless canceled at the direction of the Chair due to lack of Commission business or other good reason. Meetings may be run informally in accordance with the latest edition of Robert's Rules of Order or in accordance with the Parks Commission bylaws.

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Removal from Commission.

If a member of the Parks Commission should, without valid reason, miss three regular Commission meetings within the same calendar year, that member shall be subject to removal from the Commission. In addition, a Commissioner may be removed for misconduct, with

consent of the City Council, following a public hearing. This process may be initiated by the City Council or by a recommendation from the Parks Commission.

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Commissioners.

Five Commissioners shall be appointed each for a two-year term

Article II. Bylaws for City of Shady Cove Parks Commission
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Mission.

The City of Shady Cove Parks Commission is an appointed citizen body, committed to the care and development of city parks, recreations program, and cultural programs and related facilities. The Commission assists and advises the City of Shady Cove through recommendations to the City Council.

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Organization.

The Commission consists of five members appointed by the City Council. Members serve two-year terms, which may be repeated indefinitely. The three officers of the Commission are chair, vice-chair, and secretary.

A. *Commissioners.* Five Commissioners shall be appointed by position number running from one to seven, each for a two-year term. Terms will overlap so three Commissioners' terms expire on December 31st of the second calendar year after appointment.

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Election and duties of chair, vice-chair and secretary.

A. The Commission, at its first regular meeting in January of each year, shall elect a chair, vice-chair, and secretary.

B. After consultation with the Commission regarding availability, the Commission shall appoint representative(s) to subcommittees as the need arises.

C. *Chair – Duties.* The Chair shall preside at all meetings of the Commission, providing general direction for the meetings and assuring proper order of the Commission and public in all proceedings. Such duties shall include:

1. Announcing the business on the meeting agenda in the order in which it is to be acted on;
2. Receiving and submitting all motions presented by the members of the Commission;
3. Putting to a vote all questions which are properly moved, or those that arise in the course of proceedings, and to announce the result thereof;

4. Informing the Commission when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;
5. Maintaining order at the meetings of the Commission;
6. Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;
7. Receiving documents or other physical evidence as part of the record;
8. Recognizing speakers and members of the Commission prior to receiving comments and presentations of physical evidence; i.e., plans and pictures;
9. The Chair may rule out of order any testimony or comment that is irrelevant, personal, or not pertinent to the matter being heard.

D. *Duties of the Vice-Chair.* During the absence of the Chair the vice-chair will have and perform all the duties and functions of the Chair.

E. *Temporary Chair.* In the event of the absence or disability of both the Chair and vice-chair, the secretary calls the meeting to order, calls the roll, and the Commission shall elect a temporary chair to serve until the Chair or vice-chair so absent or disabled shall return. In such event, the temporary chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

F. *Commissioners – Duties.* The duties of the other Commissioners include: contributing ideas; keeping on subject; being aware of personal agendas and acknowledge if appropriate; aiding and contributing to all of the Chair's responsibilities.

G. *Secretary – Duties.* The Secretary shall have the following duties:

1. Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, call the roll and record for the record all members in attendance, read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting; and receive and bring to the attention of the Commission messages and other communications from other sources;
2. Keep the minutes of the proceedings of the Commission and record the same;
3. Perform such other duties as may be required by these rules.

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Conduct of Commission members.

A. Preparation. Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit or have familiarity with a site under discussion they shall disclose any relevant observations.

B. Attendance. Every member of the Commission shall attend the meetings of the Commission unless duly excused with advance notice or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Chair as soon as possible. The secretary shall call the same to the attention of the Chair.

C. Addressing Members. Commission members shall address other members as "Commissioner" and their last names. This is for the benefit of the record and the public, who may not know the various Commissioners by their first names.

Meetings.

A. Place. Meetings of the Commission shall be held at City Hall, or in such other place in the City of Shady Cove as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within the City of Shady Cove for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

B. Regular Meetings.

1. Regular meetings of the Commission shall be held every _____
2. At _____ (AM/PM), the Parks Commission will consider finishing the item presently being considered, and no additional items will be heard after that time unless a motion is made by a member of the Commission and approved by a majority of those present requesting to continue the agenda. All items remaining to be heard will be forwarded to the next agenda for consideration.

C. Special Meetings – Call. A special meeting may be called at any time by the Chair or by a majority vote of the Commission at any regular meeting of the Commission. Notice shall be given to each Commission member of the time and purpose of every special meeting of the Commission, delivered in accordance with City policy.

D. Meetings – Matters Considered. Any matter pertaining to the affairs of the City of Shady Cove parks may be considered and acted upon at any regular meeting of the Commission without prior notice thereof, unless other notice is required under statute or other noticing policies of the Commission. At special meetings, a matter not included within the notice may not be considered or acted upon.

E. Quorum.

1. Three members of the Commission shall constitute a quorum.

2. Except as otherwise specifically provided in these bylaws, a majority vote of the Commission members voting shall be required and shall be sufficient to transact any business before the Commission.

3. If all members of the Parks Commission abstain or are disqualified, all members present after stating their reasons for abstention or disqualification shall by doing so be requalified and proceed to resolve the issues.

4. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

F. *Study Sessions.* Study sessions may be held as part of a regular Commission meeting or called in the same manner as a special meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such study session, but may give directions to staff regarding the presentation of options for future consideration.

G. *Oregon Public Meetings Law.* All meetings of the Parks Commission shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.

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Order and decorum.

A. *Order of Consideration of Items.* The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:

1. Chair introduces item;
2. Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest;
3. Any opponents and/or proponents may comment;
4. Parks Commission members may question staff, proponents or opponents on all the above. Questioning of witnesses shall be brief and to the point. Questions shall be submitted through the Chair, or asked by a Commission member recognized by the Chair.
5. Closing of the public hearing, if applicable;
6. Staff may provide new recommendations based on testimony;
7. The Commission discusses the item. During discussion members may further question any party appearing for or against the proposal as necessary, but generally, questions should be asked while the public hearing is open.

8. Motion is made and seconded; the Chair states the question; the Parks Commission may discuss the item further before voting.

B. *Public Hearings.* The Chair of the Parks Commission shall have authority to:

1. Regulate the course and decorum of the meeting.
2. Dispose of procedural requests and similar matters.
3. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation, questions, and rebuttal testimony.
4. Question any person appearing, and allow other members to question any such person.
5. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so; provided, that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.
6. Take such other action as authorized by the Parks Commission to appropriately conduct the hearing.

Any member of the Parks Commission present at the hearing may challenge a ruling of the Chair. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.

C. *Guidelines for Persons Speaking Before the Commission.* Persons making presentations or providing comments to the Parks Commission shall address the Commission from the podium or microphone, or from the audience only when recognized and waived from the requirement by the Chair, shall address all comments to the Parks Commission, and may not directly question other persons in the audience or at the podium.

If possible, persons presenting materials as evidence for an agenda item at a meeting shall submit a copy by email, fax or hard copy to the City for forwarding to the Parks Commission not less than one week before the meeting.

1. *Conduct.* Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who:

- a. Is disorderly, abusive, or disruptive.
- b. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing.
- c. Testifies without first receiving recognition from the Chair and stating his or her full name and residence.

d. Presents irrelevant, immaterial, or repetitious evidence.

2. *Time Restrictions.* Persons speaking before the Commission shall be limited to five minutes for non-agenda items, and 10 minutes for agenda items, and may be invited to continue for an additional period of five minutes by the Chair.

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Procedure – Order of business and motions.

A. Order of Business.

1. Roll call.
2. Brief announcements by staff.
3. Approval of minutes of prior meetings.
4. Public comments on non-agenda items.
5. Public hearings.
6. Discussion items.
7. Report(s) of any active subcommittee.
8. Propositions and remarks from the Commission.
9. Assignment of representatives to the City Council.
10. Adjournment.

B. Making of Motions. Upon review of the full public record on a request and due deliberation among the members of the Parks Commission, any Commissioner may move or second a motion. A second shall be required for each motion. Other members of the Commission may support the motion by adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

C. Withdrawing a Motion. When a motion has been made but not yet stated by the Chair, whether or not it has been seconded, it can be withdrawn or modified by the mover. The member simply says, "Chair, I withdraw the motion."

If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may withdraw it.

If a motion is modified before being stated by the Chair, the second may withdraw his/her second.

After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

D. Amendments. All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment be offered, the question shall be first upon the amendment.

E. Friendly Amendments. A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean-up items or an issue discussed but inadvertently neglected by the maker of the motion.

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Procedure – Debate.

A. Commissioner Input. Members shall be recognized by the Chair for input or questions in rotation, making effort to give all Commissioners equal input. Second testimony by a Commissioner shall wait until all Commissioners have had an opportunity to speak.

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Procedure – Voting.

A. Voting. Voting shall be done by voice vote. Voting results on all motions, excepting minutes, shall be forwarded as recommendations to the City Council.

B. Minutes Approval. The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission, the Chair shall declare the minutes approved either as presented or as amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

C. Changing Vote Before Decision Announced. When a vote is taken on roll call on any question, any member may change his/her vote before the Chair has announced the decision of the question.

D. Voting or Changing Vote After Decision Announced. On any such vote no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair unless the member has the permission of the Parks Commission by general consent or motion if a member objects.

E. Late Voting. A member entering the chamber after the question is put, and before it is decided, may have the question stated, record his/her vote and be counted.

F. Tie Votes. If a motion regarding any matter before the Commission receives an equal number of affirmative and negative votes the motion fails. The Commission shall continue to

make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.

G. *Explaining Vote.* After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

H. *No Vote Unless Present.* No member of the Commission shall vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whomsoever.

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Documents of the Commission.

A. Any and all materials submitted to the Parks Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record." The staff report submitted to the Parks Commission as part of the agenda is automatically part of the public record.

B. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions of record shall constitute the documents of the Parks Commission and shall be indexed as public records.

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Amendment.

Adopted bylaws may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

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Maintaining of bylaws – Copies to be furnished.

The secretary shall maintain a copy of these bylaws, and all subsequent amendments thereto, and shall furnish an up-to-date copy to each member of the Commission in a form convenient for reference.

City of Shady Cove

Resolution 18-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON, ESTABLISHING APPOINTMENTS, PROCEDURES, COMPOSITION AND
REPORTING FOR A PARKS COMMISSION**

Whereas, the City Council of the City of Shady Cove desires to create a procedures for appointment to Committees and Commissions; and

Whereas, the City Council believes the formation of a Parks Commission will ensure the continued improvements and successes of the City Parks.

Now, therefore, be it resolved by the City Council of the City of Shady Cove, Oregon, the formation of a Parks Commission following outlined procedures.

Adopted by the City Council of the City of Shady Cove this 15th day of November 2018.

Approved:

Attest:

Tom Sanderson
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Sanderson

Councilor Mitchell

Councilor McGregor

Councilor Tarvin

EMERGENCY MANAGEMENT COMMISSION

Article I. General

Emergency Management Commission created.

There is hereby created a commission to be known as the Shady Cove Emergency Management Commission. Its primary purpose shall be to assist and advise the City of Shady Cove in planning and developing procedures, facilities, and chain of command for all emergencies facing the City, including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies.

General duties and responsibilities.

The Emergency Management Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the development of procedures, facilities, and chain of command for all emergencies facing the City including coordination with Jackson County Emergency Services, Fire District 4 and other responding agencies and to make such other recommendations to assist the Council in developing an emergency plan before such emergencies exist. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

- A. Perform periodic reviews of the City's Emergency Management Master Plan.
- B. Compile data to assist City policy making in the planning of all emergency situations in the City of Shady Cove.
- C. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Shady Cove as they pertain to Emergency Management.
- D. Make recommendations to the City Council for modifications or additions to existing ordinances, policies and practices relative to emergency planning in the City of Shady Cove.
- E. Work in conjunction with other City Commissions, boards, or committees to help ensure coordination of various elements of the Emergency Management master plan. Conduct public meetings and make recommendations to the City Council on Emergency Management and procedures during emergencies.
- G. Make recommendations for capital improvements and operations relating to the City of Shady Cove's Emergency Management and related equipment and facilities.
- H. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's Emergency Management Plan.

I. Foster public awareness and involvement in all aspects of the City of Shady Cove's Emergency Management and related facilities.

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Membership – Compensation.

The Emergency Management Commission shall consist of five members to be appointed by the City Council. Further ad-hoc members may be appointed due to their official expertise. The ad-hoc will not be voting members. Commission members shall receive no compensation.

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Terms of office – Vacancy.

Terms of office shall be for a period of two years and shall expire on June 30th of the second year. Any vacancy shall be filled by the Council, for the unexpired portion of the term.

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Officers.

The Emergency Management Commission shall, at its first meeting of each calendar year, elect from its appointed members a chair, vice-chair and secretary.

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Duties of chair and vice-chair.

The Chair shall preside at all meetings, set the agenda, recommend the creation of subcommittees, and appoint members to such subcommittees as are authorized. The vice-chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or vice-chair shall preserve the decorum at the Emergency Management Commission meetings.

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Minutes.

The secretary shall keep an accurate record of all Emergency Management Commission proceedings, including written notes of all motions. A copy of the approved minutes, shall be a public record and available for public inspection. Staff may be called upon to compile such minutes.

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Quorum – Meetings – Rules and procedures – Number of meetings.

Three Commissioners shall constitute a quorum. The Emergency Management Commission shall adopt rules and procedures consistent with City ordinances and this chapter. The Commission meetings shall include at least one regularly scheduled meeting per month, unless canceled at the direction of the Chair due to lack of Commission business or other good reason. Meetings may be run informally in accordance with the latest edition of Robert's Rules of Order or in accordance with the Emergency Management Commission bylaws.

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Removal from Commission.

If a member of the Emergency Management Commission should, without valid reason, miss three regular Commission meetings within the same calendar year, that member shall be subject to removal from the Commission. In addition, a Commissioner may be removed for

misconduct, with consent of the City Council, following a public hearing. This process may be initiated by the City Council or by a recommendation from the Emergency Management Commission.

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Commissioners.

Five Commissioners shall be appointed each for a two-year term

Article II. Bylaws for City of Shady Cove Emergency Management Commission

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Mission.

The City of Shady Cove Emergency Management Commission is an appointed citizen body, committed to the care and development of City Emergency Management, recreations program, and cultural programs and related facilities. The Commission assists and advises the City of Shady Cove through recommendations to the City Council.

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Organization.

The Commission consists of five members appointed by the City Council. Members serve two-year terms, which may be repeated indefinitely. The three officers of the Commission are chair, vice-chair, and secretary.

A. *Commissioners.* Five Commissioners shall be appointed by position number running from one to seven, each for a two-year term. Terms will overlap so three Commissioners' terms expire on December 31st of the second calendar year after appointment.

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Election and duties of chair, vice-chair and secretary.

A. The Commission, at its first regular meeting in January of each year, shall elect a chair, vice-chair, and secretary.

B. After consultation with the Commission regarding availability, the Commission shall appoint representative(s) to subcommittees as the need arises.

C. *Chair – Duties.* The Chair shall preside at all meetings of the Commission, providing general direction for the meetings and assuring proper order of the Commission and public in all proceedings. Such duties shall include:

1. Announcing the business on the meeting agenda in the order in which it is to be acted on;
2. Receiving and submitting all motions presented by the members of the Commission;

3. Putting to a vote all questions which are properly moved, or those that arise in the course of proceedings, and to announce the result thereof;
4. Informing the Commission when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;
5. Maintaining order at the meetings of the Commission;
6. Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;
7. Receiving documents or other physical evidence as part of the record;
8. Recognizing speakers and members of the Commission prior to receiving comments and presentations of physical evidence; i.e., plans and pictures;
9. The Chair may rule out of order any testimony or comment that is irrelevant, personal, or not pertinent to the matter being heard.

D. *Duties of the Vice-Chair.* During the absence of the Chair the vice-chair will have and perform all the duties and functions of the Chair.

E. *Temporary Chair.* In the event of the absence or disability of both the Chair and vice-chair, the secretary calls the meeting to order, calls the roll, and the Commission shall elect a temporary chair to serve until the Chair or vice-chair so absent or disabled shall return. In such event, the temporary chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

F. *Commissioners – Duties.* The duties of the other Commissioners include: contributing ideas; keeping on subject; being aware of personal agendas and acknowledge if appropriate; aiding and contributing to all of the Chair's responsibilities.

G. *Secretary – Duties.* The Secretary shall have the following duties:

1. Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, call the roll and record for the record all members in attendance, read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting; and receive and bring to the attention of the Commission messages and other communications from other sources;
2. Keep the minutes of the proceedings of the Commission and record the same;
3. Perform such other duties as may be required by these rules.

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Conduct of Commission members.

A. *Preparation.* Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit or have familiarity with a site under discussion they shall disclose any relevant observations.

B. *Attendance.* Every member of the Commission shall attend the meetings of the Commission unless duly excused with advance notice or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Chair as soon as possible. The secretary shall call the same to the attention of the Chair.

C. *Addressing Members.* Commission members shall address other members as “Commissioner” and their last names. This is for the benefit of the record and the public, who may not know the various Commissioners by their first names.

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Meetings.

A. *Place.* Meetings of the Commission shall be held at City Hall, or in such other place in the City of Shady Cove as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within the City of Shady Cove for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

B. *Regular Meetings.*

1. Regular meetings of the Commission shall be held every _____

2. At _____ (AM/PM), the Emergency Management Commission will consider finishing the item presently being considered, and no additional items will be heard after that time unless a motion is made by a member of the Commission and approved by a majority of those present requesting to continue the agenda. All items remaining to be heard will be forwarded to the next agenda for consideration.

C. *Special Meetings – Call.* A special meeting may be called at any time by the Chair or by a majority vote of the Commission at any regular meeting of the Commission. Notice shall be given to each Commission member of the time and purpose of every special meeting of the Commission, delivered in accordance with City policy.

D. *Meetings – Matters Considered.* Any matter pertaining to the affairs of the City of Shady Cove Emergency Management may be considered and acted upon at any regular meeting of the Commission without prior notice thereof, unless other notice is required under statute or other noticing policies of the Commission. At special meetings, a matter not included within the notice may not be considered or acted upon.

E. *Quorum.*

1. Three members of the Commission shall constitute a quorum.

2. Except as otherwise specifically provided in these bylaws, a majority vote of the Commission members voting shall be required and shall be sufficient to transact any business before the Commission.

3. If all members of the Emergency Management Commission abstain or are disqualified, all members present after stating their reasons for abstention or disqualification shall by doing so be requalified and proceed to resolve the issues.

4. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

F. *Study Sessions.* Study sessions may be held as part of a regular Commission meeting or called in the same manner as a special meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such study session, but may give directions to staff regarding the presentation of options for future consideration.

G. *Oregon Public Meetings Law.* All meetings of the Emergency Management Commission shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.

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Order and decorum.

A. *Order of Consideration of Items.* The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:

1. Chair introduces item;

2. Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest;

3. Any opponents and/or proponents may comment;

4. Emergency Management Commission members may question staff, proponents or opponents on all the above. Questioning of witnesses shall be brief and to the point. Questions shall be submitted through the Chair, or asked by a Commission member recognized by the Chair.

5. Closing of the public hearing, if applicable;

6. Staff may provide new recommendations based on testimony;

7. The Commission discusses the item. During discussion members may further question any party appearing for or against the proposal as necessary, but generally, questions should be asked while the public hearing is open.

8. Motion is made and seconded; the Chair states the question; the Emergency Management Commission may discuss the item further before voting.

B. *Public Hearings.* The Chair of the Emergency Management Commission shall have authority to:

1. Regulate the course and decorum of the meeting.
2. Dispose of procedural requests and similar matters.
3. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation, questions, and rebuttal testimony.
4. Question any person appearing, and allow other members to question any such person.
5. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so; provided, that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.
6. Take such other action as authorized by the Emergency Management Commission to appropriately conduct the hearing.

Any member of the Emergency Management Commission present at the hearing may challenge a ruling of the Chair. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.

C. *Guidelines for Persons Speaking Before the Commission.* Persons making presentations or providing comments to the Emergency Management Commission shall address the Commission from the podium or microphone, or from the audience only when recognized and waived from the requirement by the Chair, shall address all comments to the Emergency Management Commission, and may not directly question other persons in the audience or at the podium.

If possible, persons presenting materials as evidence for an agenda item at a meeting shall submit a copy by email, fax or hard copy to the City for forwarding to the Emergency Management Commission not less than one week before the meeting.

1. *Conduct.* Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who:

- a. Is disorderly, abusive, or disruptive.
- b. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing.

c. Testifies without first receiving recognition from the Chair and stating his or her full name and residence.

d. Presents irrelevant, immaterial, or repetitious evidence.

2. *Time Restrictions.* Persons speaking before the Commission shall be limited to five minutes for non-agenda items, and 10 minutes for agenda items, and may be invited to continue for an additional period of five minutes by the Chair.

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Procedure – Order of business and motions.

A. Order of Business.

1. Roll call.
2. Brief announcements by staff.
3. Approval of minutes of prior meetings.
4. Public comments on non-agenda items.
5. Public hearings.
6. Discussion items.
7. Report(s) of any active subcommittee.
8. Propositions and remarks from the Commission.
9. Assignment of representatives to the City Council.
10. Adjournment.

B. Making of Motions. Upon review of the full public record on a request and due deliberation among the members of the Emergency Management Commission, any Commissioner may move or second a motion. A second shall be required for each motion. Other members of the Commission may support the motion by adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

C. Withdrawing a Motion. When a motion has been made but not yet stated by the Chair, whether or not it has been seconded, it can be withdrawn or modified by the mover. The member simply says, "Chair, I withdraw the motion."

If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may withdraw it.

If a motion is modified before being stated by the Chair, the second may withdraw his/her second.

After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

D. *Amendments.* All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment be offered, the question shall be first upon the amendment.

E. *Friendly Amendments.* A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean-up items or an issue discussed but inadvertently neglected by the maker of the motion.

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Procedure – Debate.

A. *Commissioner Input.* Members shall be recognized by the Chair for input or questions in rotation, making effort to give all Commissioners equal input. Second testimony by a Commissioner shall wait until all Commissioners have had an opportunity to speak.

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Procedure – Voting.

A. *Voting.* Voting shall be done by voice vote. Voting results on all motions, excepting minutes, shall be forwarded as recommendations to the City Council.

B. *Minutes Approval.* The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission, the Chair shall declare the minutes approved either as presented or as amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

C. *Changing Vote Before Decision Announced.* When a vote is taken on roll call on any question, any member may change his/her vote before the Chair has announced the decision of the question.

D. *Voting or Changing Vote After Decision Announced.* On any such vote no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair unless the member has the permission of the Emergency Management Commission by general consent or motion if a member objects.

E. *Late Voting.* A member entering the chamber after the question is put, and before it is decided, may have the question stated, record his/her vote and be counted.

F. *Tie Votes.* If a motion regarding any matter before the Commission receives an equal number of affirmative and negative votes the motion fails. The Commission shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.

G. *Explaining Vote.* After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

H. *No Vote Unless Present.* No member of the Commission shall vote on any question unless the member is present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whomsoever.

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Documents of the Commission.

A. Any and all materials submitted to the Emergency Management Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record." The staff report submitted to the Emergency Management Commission as part of the agenda is automatically part of the public record.

B. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions of record shall constitute the documents of the Emergency Management Commission and shall be indexed as public records.

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Amendment.

Adopted bylaws may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

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Maintaining of bylaws – Copies to be furnished.

The secretary shall maintain a copy of these bylaws, and all subsequent amendments thereto, and shall furnish an up-to-date copy to each member of the Commission in a form convenient for reference.

Upper Rogue Events Committee

There is hereby created a committee to be known as the Upper Rogue Events Committee. Its primary purpose shall be to promote and provide community focused events in the City of Shady Cove for the enjoyment for all in the Upper Rogue Regional area.

General Duties and General Responsibilities:

The Upper Rogue Events Committee is an appointed citizen body with the primary responsibility of promoting and providing recommendations to the Mayor and City Council of the City of Shady Cove on community focused events for the Upper Rogue Region and surrounding areas that can bring community involvement for all ages and cultures.

- Create an annual event plan/calendar
- Execute a comprehensive event plan which includes the desired outcomes and theme of the events
- Identifying budgetary requirements of each event and present to the City Council for approval prior to any event coordination
- Determine how to solicit/raise funds as needed for events
- Events need to foster an environment that support community involvement and participation for all ages and culture diversity
- Create events that attract local, regional and destination travelers
- Participate during the event
- Event evaluation and follow up

Membership – Compensation:

The Upper Rogue Events Committee shall consist of no fewer than three (3) members and no more than seven (7) members. Committee members shall receive no compensation.

Members: Any residence of the Upper Rogue which includes; Shady Cove, Trail, Butte Falls, Eagle Point, Sam's Valley and Prospect, that is at least 18 years of age or older, or business owners with a City of Shady Cove business license in good standing, shall be eligible.

Term of Office – Vacancy:

Terms of Office shall be for a period of two (2) years and shall expire on January 31st of the second year. Terms shall be staggered to ensure that no more than two (2) seats are vacant in any one year except when appointment is necessary to fill an open position and that position will be filled for the remainder of that term. Appointments/vacancies shall be appointed by the City Council. The Upper

Rogue Events Committee shall appoint a Chair, Vice-Chair and Secretary from their appointed members.

Duties of Chair, Vice-Chair and Secretary:

The Chair (or Vice-Chair) shall preside at meetings, preserve the decorum and provide updates as necessary to the City Council.

The duties of the Secretary shall be to keep accurate written records of all Upper Rogue Events Committee meetings/gatherings. Ensure that all records are delivered to City Hall, in a timely manner, for filing and minutes shall be a public record and available for public inspection.

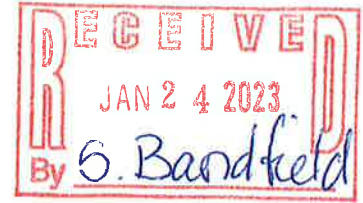
Meetings:

The Upper Rogue Events Committee shall hold a regular meeting at least once every quarter. Other meetings may be held as needed. Date, time and place of meetings will be at the discretion of the committee members. All meetings of the Upper Rogue Events Committee shall be noticed in conformance with the requirements of Oregon's Public Meetings Law. The committee shall allow for public participation and public input during regular meetings.

Removal of Members:

Any removal of an Upper Rogue Events Committee member will be presented to the City Council for consideration/removal. Removal of a member may be considered only when reasonable cause is presented. Reasonable cause may include but not limited to; failure to attend three (3) consecutive regular meetings; inappropriate conduct during an event that does not represent the City or the Upper Rogue Region in a positive/respectful manner; etc. This process may be initiated by the City Council, a member of the Upper Rogue Events Committee or a member of the general public.

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



Applicant Stephen and Carol McCollum
Property Address for Trailer/RV: 72 Maple Drive
Mailing Address (if different than property address): _____
City/State/Zip: Shady Cove Oregon 97539
Phone #: 541-621-2698 Email: cmccollum54.com@gmail.com
Date Permit Expires: _____

Original Address of Home/Trailer/RV 72 Maple Drive, Shady Cove OR 97539
Reason for request Loss during wildfire Other Loss
Comments: We just found out that our roof has been severely leaking and has molded our whole crawl space. Service Master has come & inspected and said we need to find a place to reside until the mold is taken care of. 60-90 days
Insurance Carrier: Protectors Coverage: Safe Co

Please comment of future use or electricity, disposition of grey water, contact with neighboring property owners, number of occupants of RV/Trailer

We would be using our electricity and taking the RV to a dump station for grey and black water.

Please comment on what steps have been taken to obtain permanent housing?

We will not need permanent housing

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: Carol McCallen

Date: 1-22-23

Property Owner Signature Carol McCallen

Date: 1-22-23

Date Approved by City Council: _____



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:

December
 S M T W T F S
 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31

January 2023

January
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 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 <i>Event Center Community Room</i>	14
15	16	17	18	19	20	21
22	23 Martin Luther King Jr. Day	24	25	26	27 <i>Events Committee Meetings now</i>	28
29	30	31				

January
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 22 23 24 25 26 27 28
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February 2023

March
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 19 20 21 22 23 24 25
 26 27 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	Valentine's Day	22	23	24	25 <i>Ice Polar Plunge</i>
26	President's Day	28				Polar Plunge

February
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March 2023

April
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Daylight Saving Time Starts					St. Patrick's Day	
19	20	21	22	23	24	Run for Fun
26	27	28	29	30	31	25

March
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April 2023

May
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 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Moose Lodge Dance
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Easter Sunday 16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May
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 21 22 23 24 25 26 27
 28 29 30 31

June 2023

July
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 2 3 4 5 6 7 8
 9 10 11 12 13 14 15
 16 17 18 19 20 21 22
 23 24 25 26 27 28 29
 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Father's Day	Juneteenth					Music in the Park
25	26	27	28	29	30	

June
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 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30

July 2023

August
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 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	Independence Day	11	12	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					Music in the Park

August 2023

July
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September
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 24 25 26 27 28 29 30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		Salmon Fest/Music in the Park

August
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September 2023

October
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 8 9 10 11 12 13 14
 15 16 17 18 19 20^O 21
 22 23 24 25 26 27 28
 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	Labor Day					Movie in the Park
10	11	12	13	14	15	16
					22	23
17	18	19	20	21		
						Music in the Park
24	25	26	27	28	29	30

September
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 24 25 26 27 28 29 30

October 2023

November
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 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Scavenger Hunt
8	9 Columbus Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28 Pumpkin Float
29	30	31 Halloween				

Octob
 S M T W T F S
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November 2023

November
 S M T W T F S
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 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11 Giving Thanks Day Potluck
Daylight Saving Time Ends						Veteran's Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day	24	25
26	27	28	29	30		

November
 S M T W T F S
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30

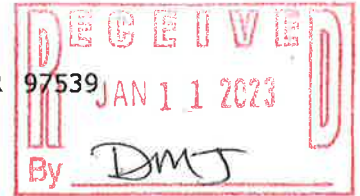
January
 S M T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 City Hall Tree Lighting	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26	27	28	29	30
31 New Year's Eve						



CITY OF SHADY COVE
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539
 Phone: 541.878.2225 • Fax: 541.878.2226



APPLICATION FOR COMMISSION OR COMMITTEE

PLEASE PRINT

DATE: 10 January 2023 POSITION APPLIED FOR: PLANNING Commission

APPLICANT INFORMATION

Name: John Edwards
 Physical Address: 372 Country Court
 City: SHADY COVE State: OREGON Zip: 97539
 Mailing Address: SAME AS ABOVE
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Email Address: jmedwards372@gmail.com

Current Occupation: RETIRED - EL DORADO COUNTY IN CALIFORNIA DEPARTMENT OF TRANSPORTATION SUPERINTENDENT OF HIGHWAY MAINTENANCE & OPERATIONS
 (If retired or unemployed, state your general or past profession.)
 How long have you lived in Shady Cove? 1 year
 How long have you lived in Jackson County? 1 year
 Are you available to attend both daytime and evening meetings when necessary? YES
 Are you an employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity?
 Yes No

If yes, please describe:

QUALIFICATIONS

I believe that I am qualified for and should be considered for the above position(s) for the following reasons (continue on next sheet if necessary):

I worked for over 30 years for the EL DORADO COUNTY DEPARTMENT OF TRANSPORTATION. OUR COUNTY ROAD SYSTEM CONSISTED OF OVER 11083 CENTERLINE MILES OF PAVED ROADWAYS AND 76 BRIDGES. I RETIRED FROM THE POSITION OF HIGHWAY SUPERINTENDENT OF THE MAINTENANCE AND OPERATIONS DIVISION. IN THIS MANAGEMENT CLASSIFICATION I WAS RESPONSIBLE FOR PLANNING, ORGANIZING, REVIEWING AND EVALUATING DAY TO DAY ACTIVITIES OF STAFF ENGAGED IN A VARIETY OF PUBLIC WORKS ROAD, BRIDGE AND FACILITY PROJECTS THROUGHOUT THE COUNTY.

Qualifications continued (if necessary):

My responsibilities also included developing and implementing policies and procedures, budget administration, staff and contractor management, technical and administrative support. I assisted in development of goals and work standards for the division. I inspected facilities and work in progress and completed projects for compliance with development policies, standard of quality and all applicable local, state and federal laws.

Please use this space to summarize why you are applying for this position:

TO ASSIST THE CITY WITH MANAGING GROWTH AND LAND USE POLICIES, COMPLIANCE WITH THE COMPREHENSIVE PLAN, ZONING AND ORDINANCES. REVIEW AND ADVISE CITY COUNSEL ON PUBLIC AND PRIVATE ACTIVITIES CONCERNING SOCIAL AND ECONOMIC DEVELOPMENT. REVIEW DEVELOPMENT APPLICATIONS AND LAND USE REPORTS.

Please use this space to add any additional information you would like to share:

I believe the City needs to promote responsible economic growth to sustain the quality of life the residents deserve. Smart planned growth can complement the small town values, historic character and scenic beauty and support a prosperous economy.

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publically review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant

Date

10 January 2023

How to Submit:

By email: TCorrigan@shadycove.org

In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM

By mail: P.O. Box 1210, Shady Cove, OR 97539

By fax: 541.878.2226

Questions?

Call City Hall at 541.878.2225 or send an email to the email as listed above.

CITY OFFICE USE ONLY

DATE RECEIVED

1-11-2023

INITIALS

DMJ

The City of Shady Cove is an Equal Opportunity Provider.



CITY OF SHADY COVE
 22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539
 Phone: 541.878.2225 • Fax: 541.878.2226

APPLICATION FOR COMMISSION OR COMMITTEE

PLEASE PRINT

DATE: JAN. 19, 2023 POSITION APPLIED FOR: CITY COUNCIL

APPLICANT INFORMATION

Name: STEVE MITCHELL

Physical Address: 22062 Hwy 62

City: SHADY COVE State: OR Zip: 97539

Mailing Address: P.O. Box 761

City: SHADY COVE State: OR Zip: 97539

Home Phone: _____ Cell Phone: _____

Email Address: ELSOBRANTEVALLEY@YAHOO.COM

Current Occupation: RETIRED; GOVERNMENT OFFICIAL, DIVISION & DEPARTMENT MANAGER
(If retired or unemployed, state your general or past profession.)

How long have you lived in Shady Cove? 22 yrs

How long have you lived in Jackson County? 22 yrs

Are you available to attend both daytime and evening meetings when necessary? YES

Are you an employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity?
 Yes No

If yes, please describe:

QUALIFICATIONS

I believe that I am qualified for and should be considered for the above position(s) for the following reasons
(continue on next sheet if necessary):

APPOINTED TO CITY COUNCIL JAN. 2015 THRU DEC 2016.
ELECTED TO CITY COUNCIL JAN. 2017 TO DEC 2020. SERVED AS
PRESIDENT OF COUNCIL JAN. 2017 TO DEC 2020. SERVED ON
PLANNING COMMISSION July 2014 THRU DEC 2014. CURRENTLY
A VOLUNTEER FOR THE JACKSON COUNTY FIRE DISTRICT 4 SUPPORT
GROUP AND ATTEND CONCERN CITIZENS MEETINGS TO HEAR
THE ISSUES AND CONCERNS RAISED AT THESE MEETINGS.

Qualifications continued (if necessary):

ALTHOUGH I HAVEN'T ATTENDED A COUNCIL MEETING IN THE PAST TWO YEARS I DO READ THE COUNCIL AGENDA, MEETING MINUTES ONLINE, AND READ THE UPPER ROGUE INDEPENDENT TO KEEP INFORMED. I'VE ALSO DISCUSSED WITH SOME OF THE PAST AND PRESENT COUNCIL MEMBERS ABOUT LOCAL ISSUES FACING THE CITY

Please use this space to summarize why you are applying for this position:

I ENJOY EDUCATING THE PUBLIC ON HOW GOVERNMENT WORKS AND ENCOURAGE THEM TO BE INVOLVED IN THEIR COMMUNITY AND ATTEND CITY COUNCIL MEETINGS TO LEARN ABOUT THEIR LOCAL ISSUES FACING THE CITY

Please use this space to add any additional information you would like to share:

I HAVE OVER 30 YEARS OF EXPERIENCE WORKING IN GOVERNMENT AND THE PRIVATE SECTOR CONTRACTING WITH LOCAL JURISDICTIONS. I ALSO SERVED ON THE PLANNING COMMISSION AND COUNCIL FOR FOUR YEARS PRIOR TO MOVING HERE.

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publically review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature of applicant

Date

JAN. 19, 2023

How to Submit:

- By email: TCorrigan@shadycove.org
- In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM
- By mail: P.O. Box 1210, Shady Cove, OR 97539
- By fax: 541.878.2226

Questions?

Call City Hall at 541.878.2225 or send an email to the email as listed above.

1/19/2023
DATE RECEIVED

CITY OFFICE USE ONLY

INITIALS

The City of Shady Cove is an Equal Opportunity Provider.

The Mayor will appoint a Council Liaison to boards, committees, commissions whether within the City or another local agency.

The Liaison's role is not to direct the board in its activities or work.

The Liaison serves as a two-way communication channel between Council and the board, committee, or commission.

Liaisons shall be appointed at the first meeting of each calendar year, or as soon thereafter as practicable, and shall serve until the first meeting of the next calendar year; provided, however, that Liaisons may be removed or reassigned at any time by the mayor upon approval of the council. In addition, a Council Liaison can only be a sitting Council member and upon expiration of any Council member's term, or upon resignation, removal, or death, the Liaison's seat shall be immediately declared vacant, and a sitting Council member appointed as a replacement.

Unless otherwise specified, a majority of the members of a commission or committee shall constitute a quorum. The Liaison shall not be considered a member of a commission or committee.



**City Council Agenda Item Summary
City of Shady Cove, Oregon**

Meeting Date: February 2, 2023

Issue/Agenda Title: Councilor Liaison assignments

Issue Before the Council: The Council will discuss and assign members of the Council to be liaisons to various commission and committees. The Council may choose to assign alternates as needed.

Proposed Motion:

I MOVE TO APPOINT _____ AS LIAISON FOR ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG).

I MOVE TO APPOINT _____ AS LIAISON FOR ROGUE VALLEY AREA COMMISSION ON TRANSPORTATION (RVACT).

I MOVE TO APPOINT _____ AS LIAISON FOR SOUTHERN OREGON REGIONAL ECONOMIC DEVELOPMENT (SORED).

I MOVE TO APPOINT _____ AS LIAISON FOR PLANNING COMMISSION.

I MOVE TO APPOINT _____ AS LIAISON FOR PARKS COMMISSION.

I MOVE TO APPOINT _____ AS LIAISON FOR EMERGENCY MANAGEMENT COMMISSION.

I MOVE TO APPOINT _____ AS LIAISON FOR EVENTS COMMITTEE.