

**Agenda**  
Shady Cove Regular City Council Meeting  
Thursday, May 4, 2023  
6 PM

<https://us02web.zoom.us/j/85300907949?pwd=VUF1QkRoSXBiWjRkRngvN2MrOTJlQT09>

Meeting ID: 853 0090 7949

Passcode: 803166

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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 May 18, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting and Public Hearing of the Planning Commission is May 11 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. These meeting dates and times are subject to change
7. Anyone wishing to address the City Council concerning items of interest may do so. The person addressing the Council must complete a Public Comment Card and submit it to the City Administrator prior to the meeting. All remarks will be addressed to the whole City Council and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Administrator, at TCorrigan@shadycove.org, no later than 4:00 PM the day of the meeting. The Council reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

**II. Public Comment on Agenda Items**

**III. Consent Agenda (pgs.3-9)**

- A. Minutes of 04/20/23
- B. Bills Paid 04/12/23 - 04/25/23 - \$8,608.59

**IV. Items Removed from Consent Agenda**

**V. Staff Reports**

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

**VI. Old Business**

- A. Radio Station Upgrades

**VII. New Business**

- A. VRBO Issues
- B. Hiland Correspondence

**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
- E. Councilor Mitchell

**Adjournment**

City of Shady Cove  
**City Council Regular Meeting**  
Thursday, April 20, 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 Winfrey, Councilor Nuckles, Councilor Hubbard, Councilor Mitchell

Staff Present: Thomas J. Corrigan, City Administrator

The Mayor made the announcements on the agenda.

**II. PUBLIC COMMENT ON AGENDA ITEM**

**III. CONSENT AGENDA**

A. Minutes of 04/06/23

B. Bills Paid Report 03/31/23-04/12/23, \$10,466.29

**Motion to Accept Consent Agenda as Amended**

Motion: Councilor Nuckles

Second: Councilor Winfrey

Motion Carried: 5-0

**IV. ITEMS REMOVED FROM CONSENT AGENDA**

None

**V. STAFF REPORTS**

Fire Chief Winfrey, FD4 – They had 91 calls for service. Two fires, one in Prospect and one in Sam's Valley. Budget is in process. They will be going from a part time Fire Chief to a full time Fire Chief and it will be fully funded for a forty hour

week and the new chief will be starting on June 5, 2023. They did purchase a chipper but does not know when they will get it. Still waiting on staffing grant.

#### Commission/Committee Reports:

Parks and Rec – Commissioner Pulcini stated Commissioner Smith will be commenting on her behalf.

Commissioner Smith- They do have a lot of events coming up and would like to get some volunteers signed up to help move along the events. At the last workshop there was a lot of input regarding the City Motto. They narrowed it down to nine ideas and would like to have ten, so they are wanting to send out a message to the community for ideas on the tenth one and they can reply by sending an email to City Administrator. Fliers with all of the information and how to reply, were sent to the school for students to take home.

Planning – Commissioner Sterling- The last meeting was a Type Three Land Use Public Hearing that dealt with a Vacation Rental By Owner on Steelhead Place that had a lot of public interest and comments. The application was ultimately denied. It is public record and information is here at the City Hall.

Mayor Ball – There are some very important issues on VRBO's here in the City and would like to direct Planning to head straight into them with codes. Need to discuss possibilities of getting it on the November Ballot. He would like planning to give Council some direction so needs to be added to the agenda for meeting in first part of May to discuss.

#### **Motion to Direct Planning to Move Forward on Initial Codes on VRBO's and Tightening Them Up. Also Possible to Put On November Ballot**

Motion: Mayor Ball

Second: Councilor Mitchell

Motion Carried: 5-0

City Administrator- Tom Corrigan- Hiland repaired leaking pipe at the big bridge. Newsletter is out. Hunter has been working hard trying to get the business hookups going and then to Hunter home, that will expand to a lot of areas. Cyanotoxins, which comes from Cyanobacteria, which comes from algae blooms, is a new thing that we will have to track for TMDL. The Total Maximum Daily Load is what we can put into the river. The meeting with Pacific Power was interesting as we listened to three Engineers talk about many interesting topics. A new virus is out on computers called Zero Day Exploit. Everyone needs to update their search engines. Hunter at the shop should be done soon. The limb trailer is out again. Still working on some of the roads. Received clarification from Steve Lambert at the County on Sawyer Rd and we will need to take care of the first three hundred feet and have received one estimate so far.

## **VI. OLD BUSINESS**

A. Reader Board Update – Councilor Mitchell- No updates

City Administrator- Tom Corrigan- Talked with Pacific Power. At this time we are trying to get them, Hunter and everyone else on the same page.

- B. PRT Recommendations – Mayor Ball- Parks and Rec made some motions, voted on them and presented them to Council.

-Fourth of July Chamber of Commerce Event in Eagle Point and we have asked them to make Shady Cove a part of it and get our name out there. They are proposing a Shady Cove Float.

Commissioner Pulcini- We are trying to be creative and put a booth together for the kids and make it exciting in introducing Shady Cove to the Community.

-Festival on the Rogue June 4 at the Upper Rogue Regional Park.

-Flag Raising Ceremony on Memorial Day, May 29 at the City Hall, with a pancake breakfast at the Upper Rogue Community Center.

**Motion for First 3 Items, Chamber of Commerce Event, Festival on the Rogue and Flag Raising Ceremony, all to be a Total of \$2,000**

Motion: Councilor Hubbard

Second: Councilor Winfrey

Motion Carried: 5-0

-City Beautification- Mayor Ball- It was discussed to use some of the American Rescue Funds to assist businesses recoup what was lost during Covid.

Flower Baskets that are fully maintained by Four Seasons Nursery from May 1 through November 1. We have to do this for at least the next couple years to get the Community on the same path to make the City more appealing.

**Motion to Accept the Flower Basket Recommendation from 4 Seasons Nursery for \$12,000 for 30 Baskets at \$400 each**

Motion: Councilor Nuckles

Second: Councilor Hubbard

Motion Carried: 5-0

-US Flag Program- Casket Flags are installed in lit areas. Bridge is a possibility. Can consider along the sidewalks. Start with thirteen flags and add more at a later date if desired.

**Motion to Approve Casket Flags for \$2500 for 13 Flags**

Motion: Mayor Ball

Second: Councilor Mitchell

Motion Carried: 5-0

-Welcome Signs- Mayor Ball- There are three different designs to choose from.

Commissioner Pulcini- They are looking for help from Council to help make a choice of the design and the location of where to put the signs.

Mayor Ball- He asked Parks and Rec to keep working on the project because they are moving in the right direction and knows it will take some time.

**VII. NEW BUSINESS**

- A. Digital Calendar – Mayor Ball- Have some options from Staff.

**Motion to Purchase the Digital Calendar Capability for Website for \$89 a Year**

Motion: Councilor Nuckles

Second: Councilor Winfrey

Motion Carried: 5-0

B. Radio Station Upgrades –City Administrator Tom Corrigan- We had to reapply for our FCC license. They said it will need to be updated to be in compliance.

Looking into doing an upgrade to expand our broadcast frequency.

Mayor Ball- Council directs Staff to look into using the Emergency Funds to upgrade for broadcast frequency and range.

C. City Facebook Page – Mayor Ball- Feels this is something that is needed to get announcements and any information we would like the community to see.

**Motion to have a Push Only City Facebook Page**

Motion: Councilor Nuckles

Second: Councilor Winfrey

Motion Carried: 5-0

**VIII. WRITTEN COMMUNICATION**

One turned in with questions and should be directed to ODOT.

Mayor Ball- He will respond for the Council.

**Make a Motion to Extend the Meeting to 8:15PM**

Motion: Councilor Nuckles

Second: Councilor Mitchell

Motion Carried: 5-0

**IX. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Sandra Barber- Wanted to thank Mayor, Council and Commissioners for all of the time in the Workshops and everything else you do for the City.

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

- A. Councilor Hubbard- Thanked everyone on the Commissions for all of the time and hard work they have been doing. He is glad to be back.
- B. Councilor Winfrey- Thanked everyone for coming. Thanked Commissions for all the hard work they have been doing. Thanked Sandra for her comments. Told Commissioner Stirling she appreciates all that he does and is learning a lot from him.
- C. Councilor Nuckles- Being a Liaison for Parks and Rec she knows they are doing so much and would like to really push on getting them volunteers very soon.
- D. Councilor Mitchell- Thanked everyone for coming.
- E. Mayor Ball- There is a Budget Meeting coming up in first part of May. Please keep checking your emails. He will be up in Roseburg because he will get two minutes up in front of the State Ways and Means Commission on their road trip

pitching for the City of Shady Cove for a Capital Funding Request that we have made from the state.

### IX. ADJOURNMENT

There being no further business before the Council, the Mayor adjourned the meeting at 8:12 PM.

Approved:

Attest:

\_\_\_\_\_  
Jon Ball  
Mayor

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

**Council Vote:**

Mayor Ball \_\_\_\_\_  
Councilor Nuckles \_\_\_\_\_  
Councilor Winfrey \_\_\_\_\_  
Councilor Hubbard \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_

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
24	Canon Financial Services, I	30335723	Contract 4/01/2023-4/30/20	1	04/11/2023	203.82	.00	203.82	50803	04/19/2023
Total 24:						203.82	.00	203.82		
43	Christian, David	04032023	Radio 04/03/2023-04/07/20	1	04/19/2023	90.00	.00	90.00	50804	04/19/2023
Total 43:						90.00	.00	90.00		
61	Hornecker Cowling, LLP	128240	General Advice File #3207	1	04/18/2023	247.50	.00	247.50	50805	04/19/2023
Total 61:						247.50	.00	247.50		
114	Pacific Power	3284764100	Aunt Carolines Park	1	04/03/2023	178.99	.00	178.99	50810	04/19/2023
Total 114:						178.99	.00	178.99		
158	Superior Stamp & Sign Co	231394	Bench plates	1	04/12/2023	39.65	.00	39.65	50812	04/19/2023
Total 158:						39.65	.00	39.65		
168	URCC	0007-3	Rental of Comm. Center B	1	04/12/2023	15.00	.00	15.00	50813	04/19/2023
Total 168:						15.00	.00	15.00		
189	Jackson County - Animal C	107746	Deer removal 124 Orchard	1	12/13/2022	57.46	.00	57.46	50806	04/19/2023
Total 189:						57.46	.00	57.46		
257	AT&T Mobility	2872860888	Cell phones April 2023	1	04/05/2023	277.56	.00	277.56	0	04/19/2023
Total 257:						277.56	.00	277.56		
268	Project A, Inc.	23-424	Extra Pass through softwar	1	04/01/2023	79.00	.00	79.00	50811	04/19/2023
		23-501	Web Custom Development	1	04/15/2023	247.50	.00	247.50	50811	04/19/2023
Total 268:						326.50	.00	326.50		
310	Local Government Law Gr	65689	Matter 12-1588-007	1	02/28/2023	1,732.50	.00	1,732.50	50809	04/19/2023
		65689	Matter 12-1588-007	2	02/28/2023	1,980.00	.00	1,980.00	50809	04/19/2023
Total 310:						3,712.50	.00	3,712.50		
430032	JP Morgan Chase	05062023	Apple.com bill	1	04/12/2023	.99	.00	.99	50807	04/19/2023
		05062023	Napa	2	04/12/2023	359.98	.00	359.98	50807	04/19/2023
		05062023	Chevron propane	3	04/12/2023	12.56	.00	12.56	50807	04/19/2023
		05062023	apple.com bill	4	04/12/2023	2.99	.00	2.99	50807	04/19/2023
		05062023	Costco office supplies	5	04/12/2023	231.49	.00	231.49	50807	04/19/2023
		05062023	Pennzoil oil change	6	04/12/2023	75.99	.00	75.99	50807	04/19/2023
		05062023	Amazon Prime payment	7	04/12/2023	14.99	.00	14.99	50807	04/19/2023
		05062023	Adobe monthly bill	8	04/12/2023	19.99	.00	19.99	50807	04/19/2023
		05062023	Apple bill	9	04/12/2023	.99	.00	.99	50807	04/19/2023
		05062023	Hayneedle	10	04/12/2023	478.42	.00	478.42	50807	04/19/2023
		05062023	Amazon	11	04/12/2023	92.25	.00	92.25	50807	04/19/2023
		05062023	Amazon	12	04/12/2023	51.82	.00	51.82	50807	04/19/2023



Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		05062023	Hayneedle	13	04/12/2023	1,425.60	.00	1,425.60	50807	04/19/2023
		05062023	Google magicJack	14	04/12/2023	4.23	.00	4.23	50807	04/19/2023
		05062023	Blink camera monthly bill	15	04/12/2023	10.00	.00	10.00	50807	04/19/2023
		05062023	Costco batteries	16	04/12/2023	60.97	.00	60.97	50807	04/19/2023
		05062023	apple bill	17	04/12/2023	3.98	.00	3.98	50807	04/19/2023
		05062023	BVD been verified	18	04/12/2023	22.86	.00	22.86	50807	04/19/2023
		05062023	Rackspace email and apps	19	04/12/2023	292.92	.00	292.92	50807	04/19/2023
		05062023	Vistaprint business cards	20	04/12/2023	31.09	.00	31.09	50807	04/19/2023
		05062023	Amazon broadcast spread	21	04/12/2023	205.51	.00	205.51	50807	04/19/2023
		05062023	B Matrix	22	04/12/2023	59.99	.00	59.99	50807	04/19/2023
Total 430032:						3,459.61	.00	3,459.61		
Grand Totals:						8,608.59	.00	8,608.59		

Report Criteria:  
 Detail report type printed