

**Agenda**  
Shady Cove Regular City Council Meeting  
Thursday, September 21, 2023  
6 PM

<https://us02web.zoom.us/j/81805273491?pwd=a3NQL0JlL05zZHR2SG9YYzRWWGh4dz09>

Meeting ID: 818 0527 3491

Passcode: 841211

One tap mobile

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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 October 5, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is September 28 at 6 PM, both in Council Chambers and via Zoom.
4. The next regularly scheduled meeting of the City Administrator Selection Committee is September 27 at 5:30 PM at the Shady Cove Library
5. The next regular meeting of the Parks, Recreation, and Tourism Commission is scheduled for 28, 2023 at 5:30 PM at the Library.
6. The next meeting of the Emergency Management Commission is not scheduled at this time.
7. These meeting dates and times are subject to change
8. 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 09/07/23

- B. Bills Paid 08/31/23 - 09/14/23 - \$41,629.29

**IV. Items Removed from Consent Agenda**

**V. Staff Reports**

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

**VI. Old Business**

- A. Visual Calendar Update
- B. Short Term Rental Ordinance

**VII. New Business**

- A. Selection Committee Recommendations
- B. PRT Recommendations
- C. Support for City Resolution to Oppose Measure 110
- D. OLCC renewals for City Businesses (pg.10)

**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, September 7, 2023, 6:00 PM  
Meeting was held at City Hall and on Zoom

**I. CALL TO ORDER**

Mayor Ball 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: Councilor Nuckles, Councilor Winfrey, Councilor Hubbard, and Councilor Mitchell.

Staff Present: Thomas J. Corrigan, City Administrator

Mayor Ball made the announcements on the agenda.

**II. PUBLIC COMMENT ON AGENDA ITEMS**

None

**III. CONSENT AGENDA**

- A. Minutes of 08/17/23
- B. Bills Paid Report 08/10/23-08/30/23- \$10,151.21

**Motion to Accept Consent Agenda as Amended by Councilor Mitchell**

Motion: Councilor Nuckles                      Second: Councilor Mitchell

Motion Carried: 5-0

**IV. ITEMS REMOVED FROM CONSENT AGENDA**

None

**V. STAFF REPORTS**

- A. Jackson County Deputy- Deputy McLennan- For the month of August there were 211 calls for service. Domestic and warrants were up quite a bit. They have been really watching for DUIs coming down from the lake. School is starting soon so please be cautious and slow down because they will be starting speed enforcement again. The case on Cleveland that has been ongoing for few weeks now regarding some concerning behavior from an individual that lives up there and hanging out around the school and at a neighbor's home, has been arrested for trespassing and stocking.

**B. Commission/Committee Reports:**

Parks, Recreation, and Tourism-Commissioner Pulcini- Update on September 24<sup>th</sup>, the 51<sup>st</sup> Birthday Party. Moving along fine and getting organized. Working on a banner that they can use over and over with just a date and working on approval for a place to hang the banner. Also needing to get a volunteer list going for help on the events. The Harvest Festival Scarecrow Stroll is going very well with help from Commissioner Edwards and Commissioner Hatch. Flag Raising Ceremony will be on November 9<sup>th</sup> and Tree Lighting Event will be December 1<sup>st</sup> or 2<sup>nd</sup>.

Mayor Ball- Regarding the banner, Parks, Recreation, and Tourism needs to work with planning because of ordinances in the City for signs.

Councilor Nuckles- On the Logo, not sure about some of the ideas and will need to be worked through.

Mayor Ball- The discussion about the logo needs to be put on a future agenda.

Planning- Commissioner Stirling- Next Planning meeting and Public Hearing is September 14<sup>th</sup> regarding a Site Design Review.

- C. City Administrator- Tom Corrigan- Rogue Re-imagined and Natural Hazard Mitigation Plans are going to be done sooner than planned. We put in ODOT's Small City Allotment, did an amendment so now we are close to maxing out on the request of \$240,000. CIS grant we were given 24 hours to put in for it and they ran out of money in the first 5 hours, but we received our \$300 request. Got an estimate from Dell for a new server and it is \$7,382. Coming up is the Land and Water Conservation Fund for recreation areas and we have until November to apply. A tree service was doing work for the school had loaded tree limbs in their truck that fell out and broke the garbage can and the new bench out front. A report was put in with the company to see if the broken items will be fixed. The library has a new outdoor locker outside front entrance to pick up books when library is closed. The City received a letter from Better Business Bureau because a home owner does not think they have to pay sewer for a rental when there is nobody living in it. Check was signed to Pacific Power for the meter and now just waiting for the final inspection. Our contract planner from RVCOG is now the only contract planner at RVCOG. Still having some neighbors and issues with Riparian issues and now one is to DEQ because the property developer did not have a 1200C permit. Still working with DEQ and RVCOG on the TMDL Permit.

## **VI. OLD BUSINESS**

- A. Visual Calendar Update – Councilor Hubbard – Pictures have been submitted, will go through them and present them to Council at the next meeting.
- B. Short Term Rental Ordinance:  
Tom Corrigan- Still waiting for Attorney.
- C. Fencing Ordinance:  
Tom Corrigan- The recommendations from Planning Commission have been listed

and if Council agrees with them, he will take them to DLCD.  
Mayor Ball- Couple small changes will be made and then Staff can send it to LCD.

## VII. NEW BUSINESS

### A. Selection Committee Recommendations:

Lena Richardson- Gave an update on how other small Cities are doing the recruiting for a new Administrator and information on the research she did on agencies that did the entire process of recruiting. She also has a draft of the job description.

Mayor Ball- Council is in agreement that Selection Committee should give the recommendation and they will confirm it at the next meeting or they can schedule a special meeting before next Council meeting if need.

### B. Emergency Management Commission Appointments:

Mayor Ball- He asked that each applicant introduce themselves.

-Jen Gilmore- She could not be at meeting.

Mayor Ball-Reading her application, she looks very qualified for the Committee.

-Scott Robertson- Introduced himself and read his qualifications from his application and talked a little more about himself and how he could help the City of Shady Cove.

-Jay Taylor- Introduced himself and talked some about how important this committee is for the City and how his qualifications can help with the committee.

-Randi Brock- Sent an email to Tom letting him know she could not make it to the meeting.

Mayor Ball- Reading her application, it looks like she would lend a different perspective to the committee.

-Sandra Barber- Introduced herself. Said she is not trained or qualified but is willing to do some training to be as helpful as can be.

### **Motion to Appoint Jen Gilmore, Scott Robertson, Randi Brock, Jay Taylor and Sandra Barber to the Emergency Management Commission**

Motion: Councilor Nuckles

Second: Councilor Hubbard

Motion Carried: 5-0

Mayor Ball- A lot of work went into the binders for the Emergency Management Commission, so please take advantage of it and do some reading on the background of the Commission. Now need to get a date, time and place for the first meeting.

## VIII. WRITTEN COMMUNICATION

None

## IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

Jay Taylor- Started up the concerned citizen's meetings again and had a good turnout for the first meeting. They are so happy with the current Council and how they are making good progress on committees and commissions. Also wants to commend Parks, Recreation, and Tourism and the great job they are doing with all that they are doing. He feels communication is very important and was very happy to see the Newsletter again. Thanked everyone for their time.

## X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

- A. Councilor Winfrey- She is very excited to see that we now have full committees and commissions. There is an open house at the Shady Cove Fire Department on Saturday, September 9<sup>th</sup> from 10-2, and it is going to be different from any open house they have ever had with 5 different agencies coming, the trailer set up to run families through, Smokey the Bear will be there and many more activities with education on many things.
- B. Councilor Hubbard- Thanked everyone for coming. He is very excited to see the full commissions and looking forward to working with them.
- C. Councilor Mitchell- Thanked everyone for coming. Had questions to Tom regarding Covid funding and stated if we still have funds coming to us, we need to think about how to use it before the deadline.
- D. Councilor Nuckles- She attended an RVCOG meeting and she enjoys being a Liaison for them because she learns a lot about what is going on in the Valley. There were two things that came out. First there was a Clean Stream Presentation that was about preservation of the streams and part of it was Salmon preservation, which needs to be looked at when hear back from the Governor regarding the Jet Boats and why we do not want them coming up river. So she would like to volunteer, and reach out to some of the organizations to get some more information for possibly a second letter if needed.
  - Mayor Ball- Told her please do reach out to the organizations.
  - Continue Councilor Nuckles-Second, the office of Representative Christine Goodwin was on the call stating she wants to hear from all the jurisdictions in her area and she works closely with Emily McIntire and she invited people to contact her and we need to take her up on that.
- E. Mayor Ball- Thanked everyone for coming and thanked those that stepped up and filled the Emergency Management. He met with Sheriff Sickler last week and it was a great meeting. Learned a lot from him and about how our Sheriff's work here and he really admires our Deputies and have some things we need to work on with him. He met with Jessica Laberge from the Governor's office. She used to be a river guide on the Lower Rogue and she was surprised there were even Jet Boats up here. She talks to the Governor weekly and will keep Mayor Ball updated and he now knows the letters are getting there so we will continue to move forward with it.

Still looking into getting Access to come to Shady Cove and doing a Work Shop at URCC so we can learn where else they can help citizens out here in the City besides the food bank.

**ADJOURNMENT**

There being no further business before the Council, Mayor Ball adjourned the meeting at 7:50 PM.

Approved:

Attest:

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

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

**Council Vote:**

Mayor Ball

Councilor Nuckles

Councilor Winfrey

Councilor Hubbard

Councilor Mitchell

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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 08/2023	1	08/23/2023	21.51	.00	21.51	50940	09/11/2023
Total 13:						21.51	.00	21.51		
25	Canon Solutions America, I	6005310586	Copier	1	08/25/2023	70.59	.00	70.59	50941	09/11/2023
Total 25:						70.59	.00	70.59		
26	Cantel of Medford, Inc.	31166	2-24x24 no turnaround dea	1	09/07/2023	246.00	.00	246.00	50942	09/11/2023
Total 26:						246.00	.00	246.00		
43	Christian, David	08282023	Radio 08/28/2023-09/01/20	1	09/03/2023	90.00	.00	90.00	50943	09/11/2023
		09042023	Radio 09/04/2023-09/08/20	1	09/07/2023	120.00	.00	120.00	50943	09/11/2023
		09042023	Radio 08/21/2023-08/25/20	2	09/07/2023	105.00	.00	105.00	50943	09/11/2023
Total 43:						315.00	.00	315.00		
61	Homecker Cowling, LLP	131312	General Advice File #3207	1	08/15/2023	1,102.50	.00	1,102.50	50946	09/11/2023
Total 61:						1,102.50	.00	1,102.50		
83	KAS & Associates, Inc.	21889	North side Cleveland street	1	08/25/2023	570.00	.00	570.00	50947	09/11/2023
		21889	Private Project review, S, P	2	08/25/2023	907.75	.00	907.75	50947	09/11/2023
Total 83:						1,477.75	.00	1,477.75		
99	ODOR	L069435459	Payroll taxes 2022-2023	1	08/25/2023	23,152.09	.00	23,152.09	50948	09/11/2023
Total 99:						23,152.09	.00	23,152.09		
114	Pacific Power	32847641-00	Street lights	1	08/25/2023	679.77	.00	679.77	50949	09/11/2023
		32847641-00	City Hall	2	08/25/2023	417.63	.00	417.63	50949	09/11/2023
		32847641-00	Nork Lane	3	08/25/2023	107.10	.00	107.10	50949	09/11/2023
		32847641-00	Aunt Carolines Park	4	08/25/2023	75.34	.00	75.34	50949	09/11/2023
		7051778	Service for new sign	1	09/01/2023	3,195.00	.00	3,195.00	50939	09/06/2023
Total 114:						4,474.84	.00	4,474.84		
119	Perfection Cleaning	292122	City Hall office cleaning 08/	1	08/31/2023	360.00	.00	360.00	50950	09/11/2023
Total 119:						360.00	.00	360.00		
126	Postmaster	09112023	Replenish Indicia Account f	1	09/11/2023	2,000.00	.00	2,000.00	50951	09/11/2023
Total 126:						2,000.00	.00	2,000.00		
134	Rogue Valley Sewer Servic	0012461	Storm drain work on Angler	1	08/29/2023	2,811.04	.00	2,811.04	50953	09/11/2023
Total 134:						2,811.04	.00	2,811.04		
139	Shady Cove Hardware, LL	416292	paint, lumber, building mat	1	08/31/2023	63.97	.00	63.97	50955	09/11/2023
		416292	flush lever, City Hall	2	08/31/2023	8.99	.00	8.99	50955	09/11/2023
		416292	nails, screws, nuts, bolts, d	3	08/31/2023	56.80	.00	56.80	50955	09/11/2023



Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		416292	nozzle gun, duct tape, nails	4	08/31/2023	32.97	.00	32.97	50955	09/11/2023
Total 139:						162.73	.00	162.73		
151	Southern Oregon Sanitatio	0825202388	22451 Hwy 62	1	08/25/2023	45.93	.00	45.93	50956	09/11/2023
		0825202388	1008 Celtic Circle	2	08/25/2023	45.93	.00	45.93	50956	09/11/2023
		0825202388	2501 Indian Cr Rd	3	08/25/2023	66.80	.00	66.80	50956	09/11/2023
Total 151:						158.66	.00	158.66		
160	Teamster Local 223	092023	Monthly dues	1	09/01/2023	248.00	.00	248.00	50957	09/11/2023
Total 160:						248.00	.00	248.00		
168	URCC	0007 8-2023	Rental of Comm. Center B	1	08/30/2023	20.00	.00	20.00	50960	09/11/2023
		0007 83123	Rental of Comm. Center B	1	09/06/2023	10.00	.00	10.00	50960	09/11/2023
Total 168:						30.00	.00	30.00		
255	TouchPoint Networks, LLC	INV-7285	WatchGuard T40 Firebox	1	09/01/2023	116.06	.00	116.06	50958	09/11/2023
Total 255:						116.06	.00	116.06		
264	Upper Rogue Independent	2387	Government Public Notice-	1	08/30/2023	180.00	.00	180.00	50959	09/11/2023
Total 264:						180.00	.00	180.00		
286	City of Shady Cove - Utilitie	08312023	22451 Hwy 62	1	08/31/2023	47.25	.00	47.25	50944	09/11/2023
		08312023	2501 Indian Creek Rd	2	08/31/2023	46.25	.00	46.25	50944	09/11/2023
		08312023	1008 Celtic Circle	3	08/31/2023	47.25	.00	47.25	50944	09/11/2023
Total 286:						140.75	.00	140.75		
289	Rogue Shred, LLC	3324860	65 gal shred toter 8/2023	1	08/31/2023	44.60	.00	44.60	50952	09/11/2023
Total 289:						44.60	.00	44.60		
430018	SAIF Corporation	1001306116	Policy period 07/01/2023 to	1	09/01/2023	698.32	.00	698.32	50954	09/11/2023
Total 430018:						698.32	.00	698.32		
430020	Confident Staffing, Inc.	49706	M. Smith accounting-bookk	1	08/20/2023	832.56	.00	832.56	50945	09/11/2023
		49706	P. Lybarger seasonal work	2	08/20/2023	494.76	.00	494.76	50945	09/11/2023
		49719	M. Smith accounting-bookk	1	08/27/2023	798.90	.00	798.90	50945	09/11/2023
		49719	P. Lybarger seasonal work	2	08/27/2023	494.43	.00	494.43	50945	09/11/2023
		49719	M. Smith accounting-bookk	3	08/27/2023	704.68	.00	704.68	50945	09/11/2023
		49719	P. Lybarger seasonal work	4	08/27/2023	493.52	.00	493.52	50945	09/11/2023
Total 430020:						3,818.85	.00	3,818.85		
Grand Totals:						41,629.29	.00	41,629.29		

License No./ Premises No.	Tradenname/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 339069 Prem. 58366	<b>62 BURGERS AND BREW</b> JANICE P. GRIMES L - LIMITED ON-PREMISES SALES	21171 HWY 62 SHADY COVE, OR 97539 541-301-1734	PO BOX 214 TRAIL, OR 97541
Lic. 338041 Prem. 55315	<b>DOLLAR GENERAL STORE #16352</b> DG RETAIL LLC O - OFF-PREMISES SALES	22281 HWY 62 SHADY COVE, OR 97539 615-855-4000	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 339060 Prem. 51899	<b>LUCKY'S II</b> JANICE P. GRIMES F-COM - FULL ON-PREMISES SALES	22225 HWY 62 SHADY COVE, OR 97541 541-301-1734	PO BOX 214 TRAIL, OR 97541
Lic. 337867 Prem. 50368	<b>MAC'S DINER</b> MAC'S DINER LLC F-COM - FULL ON-PREMISES SALES	21900 HWY 62 SHADY COVE, OR 97539 541-878-7303	PO BOX 861 SHADY COVE, OR 97539
Lic. 337842 Prem. 28544	<b>MIGUEL'S GUADALAJARA</b> MIGUEL'S GUADALAJARA INC F-COM - FULL ON-PREMISES SALES	21679 HWY 62 SHADY COVE, OR 97539 541-878-9435	PO BOX 698 SHADY COVE, OR 97539
Lic. 337862 Prem. 27459	<b>MOOSE LODGE #2480 UPPER ROGUE</b> MOOSE LODGE #2480 UPPER ROGUE F-CLU - FULL ON-PREMISES SALES	61 ALDER ST SHADY COVE, OR 97539 541-878-2706	PO BOX 1580 SHADY COVE, OR 97539
Lic. 337511 Prem. 44999	<b>PIZZA AT THE COVE</b> SADIE M. HODGES L - LIMITED ON-PREMISES SALES	22251 HWY 62 SHADY COVE, OR 97539 541-301-6438	8865 ELK CRK RD TRAIL, OR 97541
Lic. 338116 Prem. 58557	<b>RAPID PLEASURE RAFT RENTAL</b> RAPID PLEASURE RAFTING LLC O - OFF-PREMISES SALES	125 CHAPPARAL DR SHADY COVE, OR 97539 541-878-2500	7474 CROWFOOT RD TRAIL, OR 97541
Lic. 338644 Prem. 44004	<b>SHADY COVE 76</b> WOODBURY ENERGY COMPANY INC O - OFF-PREMISES SALES	21882 HWY 62 SHADY COVE, OR 97539 541-773-7311	3125 NW 35TH AVE PORTLAND, OR 97210
Lic. 337122 Prem. 24325	<b>SHADY COVE CHEVRON</b> COLVIN OIL I LLC O - OFF-PREMISES SALES	21222 HWY 62 SHADY COVE, OR 97539 541-878-8555	2520 FOOTHILL BLVD GRANTS PASS, OR 97526
Lic. 338243 Prem. 5684	<b>SHADY COVE MARKET</b> SHADY COVE MARKET INC O - OFF-PREMISES SALES	22111 HWY 62 SHADY COVE, OR 97539 541-878-2121	PO BOX 137 SHADY COVE, OR 97539
<del>Lic. 338392</del> <del>Prem. 18220</del>	<del><b>SHADY COVE STATION &amp; COUNTRY S</b></del> <del>SAC ENTERPRISES LLC</del> <del>O - OFF-PREMISES SALES</del>	21825 HWY 62 SHADY COVE, OR 97539 541-226-6435	6341 DONALDSON RD GRANTS PASS, OR 97526
Lic. 339084 Prem. 58134	<b>STOP N GO 6</b> JOHMAN & DP INC O - OFF-PREMISES SALES	21226 HWY 62 STE A & B SHADY COVE, OR 97539 707-703-2144	940 N MOUNTAIN AVE CENTRAL POINT, OR 97502
Lic. 337563 Prem. 23183	<b>THE PICNIC BASKET DELICATESSEN</b> FRANCES JERMAIN O - OFF-PREMISES SALES	21873 HWY 62 SHADY COVE, OR 97539 541-878-4003	PO BOX 1314 SHADY COVE, OR 97539

Shady Cove Smoke &  
Grocery Store  
O-OFF-Premises Sales  
Jiwan Singh

21907 Hwy 62

21907 Hwy. 62