

Agenda
Shady Cove Regular City Council Meeting
Thursday, November 16, 2023
6 PM

<https://us02web.zoom.us/j/87302759101?pwd=UWc3ZlN3VXp3d3lvRVFGY1JaV3lJQT09>

Meeting ID: 873 0275 9101

Passcode: 567356

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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 December 7, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is December 14 at 6 PM, both in Council Chambers and via Zoom.
4. The next regular meeting of the Parks, Recreation, and Tourism Commission has not been set at this time.
5. The next meeting of the Emergency Management Commission is December 4 at 6 PM at City Hall and Zoom.
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.3-10)

- A. Minutes of 11/02/23
- B. Bills Paid 10/26/23 - 11/08/23 - \$11,055.84

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. Planning Commission Recommendations
- B. Realignment of PRT Mission (pgs.11-25)
- C. Calendar Distribution
- E. Reader Board Bids
- F. City Logo

VII. New Business

None

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, November 2, 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

Andrew Kovach- Superintendent for Eagle Point School District- Gave a presentation on the school bond and explained some about the school taxes and bonds that show on your property tax statement and how the money is dispersed.

III. CONSENT AGENDA

- A. Minutes of 10/19/23
- B. Bills Paid Report 10/12/23-10/25/23- \$13,692.95

Motion to Accept Consent Agenda

Motion: Councilor Mitchell Second: Councilor Nuckles

Motion Carried: 5-0

IV. ITEMS REMOVED FROM CONSENT AGENDA

None

V. STAFF REPORTS

- A. Jackson County Deputy: Deputy Amaya- October was the busiest they have had. 275 calls for service. 74 traffic stops. 9 domestics, 4 motor vehicle collisions and 6 trespasses. ODOT fixed the school blinking lights. There is a new swing shift Deputy for Shady Cove and his name is Chris Wasner. Regarding the jake brakes, there are 2 main trucking companies out of White City the he made contact with and went to

meet with one of the mechanics so they could show him the difference in the legal and illegal ones so he will know what to look for when he pulls a truck over.

B. Commissions/Committee Reports:

Planning- Commissioner Stirling- On October 26, they had a Public Hearing that was started and ended up having technical difficulties so had to adjourn the meeting with a continuous until November 9.

-Mayor Ball- Tom Corrigan is working on more secure firewall so the same issue will not happen again.

C. Parks, Recreation, and Tourism- Liaison Councilor Nuckles- At the last meeting they discussed the flag raising, the tree lighting event and what they want to see in 2024. She has 3 take aways she would like Council to consider and those were given to Mayor Ball. She thinks there should be a workshop with Council and PRT so they can lay out what their expectations are for 2024 with discussion including the 3 take-away items.

-Mayor Ball- Wants to address a few of the things now. There have been couple of resignations from Parks, Recreation, and Tourism. In one letter, it was stated, to Council, that in the future it is communicated what the volunteer position is in our commissions. We need to set up a special meeting or a workshop with Parks, Recreation, and Tourism, as it is now, and re-visit it with just going to Recreation and Tourism. He has looked into other communities and almost all of them do not have a Parks and Recreation Commission. He is asking staff to set up a special meeting for Council and Parks, Recreation, and Tourism.

D. City Administrator- Tom Corrigan- We have been receiving emails from someone in Eagle Point complaining about a burn in Eagle Point and he decided to take it out on Shady Cove City Council so he was removed from the Web Master list. Be careful when using your email whether you are receiving or sending out. The Oregon Supreme Court reversed a decision on Recreational Immunity so we ordered a few more signs that say, Unimproved Trail, Use At Your Own Risk. Still working on storm sewers. We have to do our total maximum daily limit report. We sent in the Resolution on Measure 110, looking to repeal it and we did receive a reply back from Commissioner Roberts and the Governor's office. Rogue Valley Sewer Service has their treatment facility on our land and they want to do upgrades so we had to do a report to the archeology service and inventory coordinator and get permission from all the tribal entities before anything else could be done. We have a meeting coming up with Rowan for the local network street inventory grant that we received. The bridge by Indian Creek Rd was hit and ODOT was notified. He handed out a copy of first

quarter budget to actual. We have a deferred improvement agreement that is old and will need to look into the details because the house is for sale and the title company contacted us asking what we were going to do with it. There have been a lot of City residents coming in regarding their neighbors putting up fences and if have a permit. Don't forget to set your clocks back November 5.

VI. OLD BUSINESS

A. Parks, Recreation, and Tourism Recommendations:

-Liaison Commissioner Nuckles- For the holiday celebration, there was a budget set between \$1200-\$1500 and it was never really discussed, but was assured it would be less and she has gone back and now they are asking for a budget of \$1,000 which will include \$350 for multi-use holiday bridge decorations, gift card for Santa, music by David Christian, hot cocoa, candy canes, small craft for the kids and \$150 contingency for additional things if needed. Also, they are asking for \$500 to purchase a large 10X20 commercial tent for any events that need it for weather conditions. The City Administrator asked if we had more than one bid as we could probably find one at a lower price.

Motion to Fund \$500 for a 10X20 Commercial Tent and \$1000 for Holiday Celebration

Motion: Councilor Mitchell

Second: Councilor Winfrey

Motion Carried: 5-0

B. Rogue Reimagined Plan Acceptance:

Motion to Accept the Rogue Reimagined Unveiling our Community Charts of Path Forward for Regional Disaster Recovery Adaptation and Resilience Summary Dated October 23, 2023

Motion: Councilor Nuckles

Second: Councilor Hubbard

Motion Carried: 5-0

C. Reader Board update:

-Tom Corrigan- Gave everyone a packet with all the information.

-Mayor Ball- No decision on it now but will need to make final changes and get it on agenda for next meeting on November 16.

D. City Sign:

-Councilor Nuckles- At last meeting we discussed that easiest fast forward with ODOT at the new site would be to keep the sign under 150 square feet. She asked

Commissioner Smith if he would start looking into different styles and he just started the process so has no updates now.

VII. NEW BUSINESS

- A. Accept Notice of Retirement from City Administrator:
-Mayor Ball- As many know, Tom Corrigan is retiring. He handed in a letter and Mayor read the letter that Tom turned in stating his retirement. Councilor Mitchell praised the City Administrator's work.

Motion to Accept Letter of Resignation

Motion: Councilor Mitchell Second: Councilor Nuckles
Motion Carried: 5-0

- B. School Bond – Property Tax Increases:
-Mayor Ball- This is a discussion for Council only.
-Councilor Mitchell- He read the school bond, and in a community, he feels a school is one of the biggest strengths you can have plus helps your property value.
-Councilor Hubbard- He understands the need for a new school but he is torn with the timing of it and the write up of it.
-Councilor Winfrey- She remembers when the last bond passed and she felt like nothing was benefitting Shady Cove and she had 5 kids in school. Now she knows the kids need a new school.
-Councilor Nuckles- When there is a bond on the ballot, she looks at it very logically and she looks at the terms, looks at the return on investment and seeing if it is really benefitting Shady Cove. She feels the timing is not good and the bond is failing Shady Cove. She quoted numerous ways the school is not achieving the results for the children.
-Mayor Ball- He asked that the School Bond be put on the Agenda for discussion. It shows the diversity of just our Council and the different viewpoints, which he feels is good for our City. He looked at it completely different and looked at it from a financial stand point for the City. He wrote a letter in the Upper Rogue Independent as a resident and not as the Mayor.

VIII. WRITTEN COMMUNICATION

-Bob Hutchinson- He has a list of properties that were discussed at last meeting that were found that the City owns throughout the community. He stated in the letter that he listened to the minutes of last meeting and it appears that the property was given to the city but it seems like we were being asked to consider incurring the cost of the survey with an eye toward selling the parcel at bid.

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

-Sandra Barber- As a citizen, she tries to attend almost all of the commission meetings. The people she has got to meet is the best part. She had questions about Parks, Recreation, and Tourism and the mission statement. She found that there is a master plan so she started asking questions to some staff and would like Mayor and Council to consider having a discussion at the next workshop about commissions and committees.

X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

- A. Councilor Mitchell- Thanked everyone for coming. Monday, November 13th at 5:30, at the Jackson County Park Auditorium there will be three different maps for the boat launch for anyone that wants to have an input.
- B. Councilor Winfrey- The Fire Department Support Group meeting is changed to Monday, November 6. Thanked everyone for coming and looking forward to the next event which is the Flag Raising on November 11th.
- C. Councilor Nuckles- The Flag Raising in on Saturday, November 11 at 9 AM with a free continental breakfast and hopes to see everyone there. Please if you can make it to the meeting for the boat ramp, please do.
- D. Councilor Hubbard- Thanked everyone for coming and also Commissioner Roberts for attending. He did attend the gathering they had at the boat ramp and they had some larger drawings to look at. He showed everyone the new calendars that he picked up.
- E. Mayor Ball- He has many discussions about the boat ramp and he feels it will be a great improvement. He would encourage anyone that is attending the meeting on November 13, to voice their concerns. Thanked Andy and Commissioner Roberts for coming to meeting and everyone else that attended.

ADJOURNMENT

There being no further business before the Council, Mayor Ball adjourned the meeting at 7:44 PM

Approved:

Attest:

Mayor Ball

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
13	Avista Corporation	4941620000	Natural Gas 10/2023	1	10/23/2023	34.13	.00	34.13	51008	11/07/2023
Total 13:						34.13	.00	34.13		
25	Canon Solutions America, I	6005939418	Copier	1	10/25/2023	57.59	.00	57.59	51009	11/07/2023
Total 25:						57.59	.00	57.59		
26	Cantel of Medford, Inc.	31624	2 12x18 Unimproved trail u	1	11/03/2023	98.00	.00	98.00	51010	11/07/2023
Total 26:						98.00	.00	98.00		
43	Christian, David	10262023	Radio 10/23/2023-10/27/20	1	10/26/2023	90.00	.00	90.00	51011	11/07/2023
		1122023	Radio 10/30/2023-11/03/20	1	11/02/2023	90.00	.00	90.00	51011	11/07/2023
Total 43:						180.00	.00	180.00		
49	Eagle Point Hardware	920196	Reader Board	1	10/31/2023	300.00	.00	300.00	51013	11/07/2023
		920196	nails, scres, nuts, bolts	2	10/31/2023	3.04	.00	3.04	51013	11/07/2023
		920196	brake cleaner, engine spra	3	10/31/2023	34.36	.00	34.36	51013	11/07/2023
		920196	Stihl 2 cycle oil	4	10/31/2023	15.99	.00	15.99	51013	11/07/2023
Total 49:						353.39	.00	353.39		
83	KAS & Associates, Inc.	21997	Professional Surveying ser	1	10/25/2023	1,140.00	.00	1,140.00	51014	11/07/2023
Total 83:						1,140.00	.00	1,140.00		
114	Pacific Power	3284764100	Aunt Carolines Park	1	10/24/2023	28.77	.00	28.77	51015	11/07/2023
		3284764100	City Hall 12/2022	2	10/24/2023	17.00	.00	17.00	51015	11/07/2023
		3284764100	Nork Lane	1	10/25/2023	128.45	.00	128.45	51015	11/07/2023
		3284764100	Street lights	2	10/25/2023	679.77	.00	679.77	51015	11/07/2023
		3284764100	City Hall	3	10/25/2023	224.06	.00	224.06	51015	11/07/2023
Total 114:						1,078.05	.00	1,078.05		
119	Perfection Cleaning	292130	City Hall office cleaning 10/	1	10/28/2023	360.00	.00	360.00	51016	11/07/2023
Total 119:						360.00	.00	360.00		
122	Pitney Bowes Purchase Po	1023941207	Red ink cartridge	1	10/15/2023	91.29	.00	91.29	51017	11/07/2023
Total 122:						91.29	.00	91.29		
149	SOS Alarm	7895637	City Hall Contracted servic	1	11/01/2023	167.85	.00	167.85	51020	11/07/2023
		7895637	Celtic Circle contracted Ser	2	11/01/2023	133.35	.00	133.35	51020	11/07/2023
Total 149:						301.20	.00	301.20		
151	Southern Oregon Sanitatio	1025202388	2501 Indian Cr Rd	1	10/25/2023	66.80	.00	66.80	51021	11/07/2023
		1025202388	1008 Celtic Circle	2	10/25/2023	45.93	.00	45.93	51021	11/07/2023
		1025202388	22451 Hwy 62	3	10/25/2023	45.93	.00	45.93	51021	11/07/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 151:						158.66	.00	158.66		
155	State Forester	24233	Billing for fire protection for	1	10/27/2023	13.11	.00	13.11	51022	11/07/2023
Total 155:						13.11	.00	13.11		
160	Teamster Local 223	112023	Monthly dues	1	10/25/2023	248.00	.00	248.00	51023	11/07/2023
Total 160:						248.00	.00	248.00		
176	Winters Electric, LLC	20144	Installation meter main for	1	10/31/2023	4,771.49	.00	4,771.49	51027	11/07/2023
Total 176:						4,771.49	.00	4,771.49		
231	Pronto Print	169098	100 2024 calendars	1	10/11/2023	1,430.75	.00	1,430.75	51018	11/07/2023
Total 231:						1,430.75	.00	1,430.75		
255	TouchPoint Networks, LLC	INV-7434	WatchGuard T40 Firebox	1	11/01/2023	116.06	.00	116.06	51024	11/07/2023
Total 255:						116.06	.00	116.06		
258	WECO - Carson	CP-0024869	Gas/Diesel 10/2023	1	10/31/2023	247.71	.00	247.71	51026	11/07/2023
Total 258:						247.71	.00	247.71		
264	Upper Rogue Independent	2463	Government Public Notice-	1	10/25/2023	90.00	.00	90.00	51025	11/07/2023
Total 264:						90.00	.00	90.00		
286	City of Shady Cove - Utilitie	10312023	2501 Indian Creek Rd	1	10/31/2023	46.25	.00	46.25	51012	11/07/2023
		10312023	1008 Celtic Cir	2	10/31/2023	47.25	.00	47.25	51012	11/07/2023
		10312023	22451 Hwy 62	3	10/31/2023	47.25	.00	47.25	51012	11/07/2023
Total 286:						140.75	.00	140.75		
430097	Pulcini, Mary	10272023	Fall Bridge Decorations	1	10/27/2023	145.66	.00	145.66	51019	11/07/2023
Total 430097:						145.66	.00	145.66		
Grand Totals:						11,055.84	.00	11,055.84		

Report Criteria:
 Detail report type printed

CITY OF SHADY COVE

Commission, Committee and Volunteer Group Bylaws

1. All commissions/committees of the City of Shady Cove shall be governed by these bylaws, unless otherwise specified by State law or municipal code.
2. Amendment. Adopted bylaws may be amended at any regular meeting of the City Council by a majority vote of the entire Council.
3. Throughout this document, the following definitions apply:
 - a. Council: The Mayor and all Councilors of the City of Shady Cove.
 - b. Commission: A group responsible to carry out a broader mission statement defined by Council.
 - c. Committee: A group entrusted to fulfill a specific task specified by Council.
 - d. Volunteer Group: Informal group working with the City of Shady Cove to meet the needs of the City's goals and work plan. Volunteer groups have no recommendation authority to the City Council, have no decision-making authority, and do not meet in regular formal settings.
4. Mission statements for each commission/committee as well as bylaw exceptions/additions specific to that commission/committee are contained in Addendums to this document.

Volunteer Group Policy

1. Volunteer groups may be established on a temporary or long-term basis depending on the need and availability of work to be performed and/or staff to provide supervision/support.
2. Volunteer groups have no recommendation authority to the City Council, have no decision-making authority, and do not meet in regular formal settings.
3. Council shall create/dissolve volunteer groups.
4. Council shall define the composition, responsibilities and rules of conduct for each volunteer group.
5. Council shall assign each volunteer group to a specific commission or committee, or to Council itself.
6. The assigned commission/committee/Council shall have oversight responsibilities for its volunteer groups.

7. Volunteer Group members shall be appointed by the commission/committee/Council to which the volunteer group is assigned.
8. City Council can remove a member of a volunteer group.
9. Volunteer Group members must complete and submit the required volunteer form(s) and be approved by the City Administrator before being appointed to the volunteer group.

Commission and Committee Appointment Policy

1. Appointment. Upon being made aware of an opening on a City of Shady Cove commission or committee, the Mayor will, at his/her discretion, direct Staff to post a seat vacancy notice on the City of Shady Cove website.
 - a. A notice will also be posted at City Hall and if possible, the local paper.
 - b. 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.
 - c. 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 City Council meeting. The recommendation will also include the length of term of the office. Re-appointments will follow the same procedure lacking interviews.
 - d. All applicants shall appear before Council prior to appointment in order to introduce themselves and provide Council an opportunity to ask questions.
 - e. For appointments to a new commission/committee and to those lacking a quorum, applications will go directly to the City Council for interview and appointment.
2. Removal. At the discretion of the City Council, any member of a commission/committee can be removed.

Commissions and Committees Composition, Reporting and General Procedures

A. Composition

The following applies to all Commissions and Committees:

1. The members of a commission or committee shall not at any time receive compensation for their service.
2. The commission/committee will be comprised of five members, appointed by position number running from one to five.
3. The term of office for a commission/committee member shall be for two years. Terms shall begin in January and end in December unless otherwise required to fill a vacancy or establish seat position staggering. There are no term limits.
4. Commission/Committee terms shall be staggered such that odd numbered seat positions will expire at the end of an odd numbered year, and even numbered seat positions will expire at the end of an even numbered year.
5. Commission/Committee members shall be Shady Cove residents within City limits and/or be the owner of a business with a physical address within City limits.
6. Ad-hoc members may be appointed due to their official expertise and may reside outside City limits. The ad- hoc will not be voting members and shall receive no compensation.
7. 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 and will not participate in commission/committee discussions or influence a potential commission/committee vote in any way.
8. A quorum for the conduct of business shall consist of a simple majority of the voting commission/committee members, unless otherwise indicated. If a quorum is not present, the commission/committee meeting will be cancelled or adjourned as appropriate.
9. At its first regular meeting, and every year thereafter in January, the commission/committee shall select from among its members a Chairperson, Vice-Chairperson and a Secretary who shall serve at the pleasure of the commission/committee. The Council Liaison shall not hold any office of this commission or committee.
10. The City Administrator may recommend to the Mayor the reactivation of a commission or committee.

B. Reporting

The following reporting procedures apply to all Commissions and Committees:

1. All commissions/committees shall keep minutes and/or shall record the proceedings of their meetings. A report shall be presented to the City Council during the commission/committee report section of the Council agenda by the commission/committee Chair, or if not present, the Council Liaison. The commission/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:

Date, time, location and name of group meeting;

The name of those present;

Any motions made and seconded;

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

Issues that need to be forwarded to the City Council;

The date, time and location of the next meeting;

The substance of any discussion on any matter; and

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

C. Procedures - General

The following general procedures apply to all Commissions and Committees:

1. Oregon Public Meetings Law. All commission/committee meetings shall be noticed in conformance with the requirements of Oregon's Public Meetings Law.
2. Robert's Rules of Order Revised shall be used as a guide in the conduct of commission and committee 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.
3. A majority vote of the commission/committee members voting shall be required and shall be sufficient to transact any business before the commission/committee.
4. If all members of the commission/committee 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.

Commissions and Committees Conduct Procedures

A. Duties

1. Chair – Duties. The Chair shall preside at all meetings of the commission/committee, providing general direction for the meetings and assuring proper order of the commission/committee and public in all proceedings. Such duties shall include:
 - a. Announcing the business on the meeting agenda in the order in which it is to be acted on;
 - b. Receiving and submitting all motions presented by the members of the commission/committee;
 - c. 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;
 - d. Informing the commission/committee when necessary, or when called to, on any point of order or practice. The Chair may call upon staff for advice on such matters;
 - e. Maintaining order at the commission/committee meetings;
 - f. Moving the agenda along, holding down redundancy, referencing handouts and procedures graciously during meetings;
 - g. Receiving documents or other physical evidence as part of the record;
 - h. Recognizing speakers and members of the commission/committee prior to receiving comments and presentations of physical evidence; i.e., plans and pictures;
 - i. The Chair may rule out of order any testimony or comment that is irrelevant, personal, or not pertinent to the matter being heard.
2. 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.
3. 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/committee 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/committee.
4. Commissioners and Committee Members– Duties. The duties of the other Commissioners and Committee Members 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.

5. Secretary – Duties. The Secretary shall have the following duties:
 - a. Give notice of all commission/committee meetings as hereinafter provided; attend every meeting of the commission/committee, 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/committee messages and other communications from other sources;
 - b. Keep the minutes of the proceedings of the commission/committee and record the same;
 - c. Perform such other duties as may be required by these rules.
6. Volunteer Group Representative. For each assigned volunteer group, a commission/committee member shall be assigned as a representative to that group. This representative shall oversee the volunteer group and report the group's status at regular commission/committee meetings.

B. Conduct of Commission/Committee members

1. Preparation. Members of the commission/committee shall take such time as necessary to prepare themselves for hearings and meetings. If members visit or have familiarity with a issue under discussion, they shall disclose any relevant observations.
2. Attendance. Every member of the commission/committee shall attend the meetings of the commission/committee 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.
3. Addressing Members. Commission and Committee members shall address other members as "Commissioner" or "Committee Member" respectively, followed by their last name. This is for the benefit of the record and the public, who may not know the various commission/committee members by their first names.

C. Meetings

1. Place. Meetings of the commission/committee shall be held at City Hall, or in such other place in the City of Shady Cove as the commission/committee may designate. A meeting having been convened at the place designated, may be adjourned by the commission/committee 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.
2. Regular Meetings. The commission/committee shall meet at least once per month.
3. Special Meetings – Call. A special meeting may be called at any time by the Chair or by a majority vote of the commission/committee at any regular meeting of the commission/committee. Notice

shall be given to each member of the time and purpose of every special meeting of the commission/committee, delivered in accordance with City policy.

4. Meetings – Matters Considered. Any matter pertaining to the affairs of the commission/committee may be considered and acted upon at any regular meeting of the commission/committee without prior notice thereof, unless other notice is required under statute or other noticing policies of the commission/committee. At special meetings, a matter not included within the notice may not be considered or acted upon.
5. Study/Work Sessions. Study sessions may be held as part of a regular commission/committee meeting or called in the same manner as a special meeting in order for the commission/committee to discuss matters at greater length or to obtain additional background information. The commission/committee shall take no vote during such study/work session, but may give directions to staff regarding the presentation of options for future consideration.

D. Order and Decorum

1. Order of Consideration of Items. The following procedure will normally be observed in a public hearing or other matter before the commission/committee; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:
 - a. Chair introduces item;
 - b. Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest;
 - c. Any opponents and/or proponents may comment;
 - d. Commission/Committee 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/committee member recognized by the Chair.
 - e. Closing of the public hearing, if applicable;
 - f. Staff may provide new recommendations based on testimony;
 - g. The commission/committee 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.
 - h. Motion is made and seconded; the Chair states the question; the commission/committee may discuss the item further before voting.

2. Public Hearings. The Chair of the commission/committee shall have authority to:
 - a. Regulate the course and decorum of the meeting.
 - b. Dispose of procedural requests and similar matters.
 - c. Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentation, questions, and rebuttal testimony.
 - d. Question any person appearing, and allow other members to question any such person.
 - e. 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.
 - f. Take such other action as authorized by the commission/committee to appropriately conduct the hearing.

Any member of the commission/committee 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.

3. Guidelines for Persons Speaking Before the Commission/Committee. Persons making presentations or providing comments to the commission/committee shall address the commission/committee 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 commission/committee, 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 commission/committee not less than one week before the meeting.

- a. Conduct. Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who:
 - i. Is disorderly, abusive, or disruptive;
 - ii. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
 - iii. Testifies without first receiving recognition from the Chair and stating his or her full name and residence;
 - iv. Presents irrelevant, immaterial, or repetitious evidence.

- b. Time Restrictions. Unless otherwise relaxed by the Chair, persons speaking before the commission/committee shall be limited to three minutes for individuals, and 5 minutes for an individual representing a group.

E. Order of Business and Motions

1. Order of Business.

- a. Roll call.
- b. Brief announcements by staff.
- c. Approval of minutes of prior meetings.
- d. Public comments on non-agenda items.
- e. Public hearings.
- f. Updates from assigned volunteer group(s).
- g. Discussion items.
- h. Propositions and remarks from the commission/committee.
- i. Assignment of representatives to the City Council.
- j. Adjournment.

2. Making of Motions. Upon review of the full public record on a request and due deliberation among the members of the commission/committee, any commission/committee member may move or second a motion. A second shall be required for each motion. Other members of the commission/committee 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.

3. 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/committee. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

4. 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.
5. Friendly Amendments. A commission/committee member 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.

F. Procedures – Debate

1. Commissioner and Committee Member Input. Commission/Committee members shall be recognized by the Chair for input or questions in rotation, making effort to give all commission/committee members equal input. Second testimony by a member shall wait until all members have had an opportunity to speak.

G. Voting

1. Voting. Voting shall be done by voice vote. Voting results on all motions, excepting minutes, shall be forwarded as recommendations to the City Council.
2. Minutes Approval. The Chair shall ask the commission/committee if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the commission/committee, the Chair shall declare the minutes approved either as presented or as amended. If the commission/committee has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.
3. 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.
4. 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 commission/committee by general consent or motion if a member objects.
5. 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.

6. Tie Votes. If a motion regarding any matter before the commission/committee receives an equal number of affirmative and negative votes the motion fails. The commission/committee 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/committee would be at a subsequent meeting may be considered.
7. Explaining Vote. After the vote is taken, any member of the commission/committee desiring to explain his/her vote shall be allowed an opportunity to do so.
8. No Vote Unless Present. No member of the commission/committee 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.

H. Documents of the Commission/Committee

1. Any and all materials submitted to the commission/committee 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 commission/committee as part of the agenda is automatically part of the public record.
2. 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 commission/committee and shall be indexed as public records.

I. Maintaining of Bylaws – Copies to be Furnished.

1. The commission/committee 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/committee in a form convenient for reference.

Addendum 1: ~~Parks,~~ Recreation and Tourism Commission

This Addendum contains the Mission Statement, and bylaw exceptions/additions specific to the ~~Parks,~~ Recreation and Tourism Commission.

~~Parks,~~ Recreation and Tourism Commission created.

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

Mission.

The mission of the City of Shady Cove ~~Parks,~~ Recreation and Tourism Commission is to provide high quality, diverse, and accessible programs, services, and events ~~and facilities~~ that enhance the quality of life for all ages, and maximize tourism generating opportunities for the City.

General duties and responsibilities.

The ~~Parks,~~ Recreation and Tourism Commission is an appointed 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 and cultural programs, 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.A.~~ Compile data to assist City policy making in the preservation and beautification of ~~parks, recreational areas,~~ the City's downtown, and other aesthetic areas in the City of Shady Cove.
- ~~C.B.~~ 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 and tourism.
- ~~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.C.~~ Work in conjunction with other City commissions, boards, or committees to help ensure coordination of various elements of ~~the parks master plan, and~~ recreation and cultural programs.
- ~~F.D.~~ Conduct public meetings and make recommendations to the City Council on ~~parks,~~ recreation, cultural programs and tourism issues, ~~and ordinances~~.

~~G.E.~~ Make recommendations for capital improvements and operations relating to the City of Shady Cove's ~~parks,~~ recreation, cultural programs, and tourism.

~~H.F.~~ Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's ~~parks,~~ recreation, cultural programs, and tourism.

~~H.G.~~ Foster public awareness and involvement in all aspects of the City of Shady Cove's ~~parks,~~ recreation, cultural programs, and tourism.

Addendum 2: Emergency Management Commission

This Addendum contains the Mission Statement, and bylaw exceptions/additions specific to the Emergency Management Commission.

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.

Mission.

The mission of the City of Shady Cove Emergency Management Commission is to coordinate, maintain and administer emergency management through education in the areas of Mitigation, Preparedness, Response, Recovery, Detection, Prevention, and Protection. Our goal is to reduce the impact of hazards that may affect our community.

General duties and responsibilities.

The Emergency Management Commission is an appointed 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.
- F. Make recommendations for capital improvements and operations relating to the City of Shady

Cove's Emergency Management and related equipment and facilities.

- G. Review and comment on fund-raising efforts and donations made on behalf of the City of Shady Cove's Emergency Management Plan.
- H. Foster public awareness and involvement in all aspects of the City of Shady Cove's Emergency Management and related facilities.