

Agenda
Shady Cove Regular City Council Meeting
Thursday, February 1, 2024
6 PM

<https://us02web.zoom.us/j/82784217927?pwd=N29wTVpzcUtBT0pDSUpMQ1R1TzNzd09>

Meeting ID: 827 8421 7927

Passcode: 899556

One tap mobile

+16694449171,,82784217927#,,,,*899556# US

+16699006833,,82784217927#,,,,*899556# US (San Jose)

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 15, 2024 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting and Public Hearing of the Planning Commission is February 8 at 6 PM, both in Council Chambers and via Zoom.
4. The next regular meeting of the Recreation and Tourism Commission will be held on February 7 at 5:30 PM at City Hall and Zoom.
5. The next meeting of the Emergency Management Commission has not been set 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 01/18/24
- B. Bills Paid – 01/12/24 - 01/23/24- \$6,377.78

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).

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. City Logo Update
- B. City Goals (pgs.10-11)
- C. City Administrator Update

VII. New Business

- A. Appointment to Planning Commission (pgs.12-13)
- B. Appointment to Recreation and Tourism (pgs14-15)
- C. Newsletter Printing

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, January 18, 2024, 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: Mayor Ball, Councilor Nuckles, Councilor Winfrey, Councilor Hubbard, Councilor Mitchell

Staff Present: Thomas J. Corrigan, City Administrator

Mayor Ball made the announcements on the agenda.

II. PUBLIC COMMENT ON AGENDA ITEM

III. PUBLIC COMMENT ON NON-AGENDA ITEMS

Jelly Sailing - 235 Williams Ln – Has some complaints about the Short-Term Rental across the street from his house.

Brent Smith – Would like it to be considered for Recreation and Tourism, it not just be only people apply that live in the City limits of Shady Cove but out 3-5 miles to get more people involved in it.

Mayor Ball- Will revisit and discuss who can apply for Recreation and Tourism.

Staff Report:

Deputy McLennan – Introduced Deputy Van Bus Kirk, who came over from a different agency and will be riding with him for the next month. They just bid on new schedules and Deputy Wasner will be leaving and adding Deputy Ponder. Working on major cases and hopefully will get to talk about them at next meeting.

City Administrator Update:

Motion that the Candidates that We are Considering are Off the Table and that We Will Take a Pause to Determine how We are Going To Go Forward

Motion: Councilor Nuckles

Second: Councilor Mitchell

Motion Carried: 5-0

Motion to Extend City Administrator Contract

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

IV. CONSENT AGENDA

- A. Minutes of 11/30/23
- B. Minutes of 01/04/24
- C. Bills Paid Report 12/28/23-01/11/24- \$33,680.81

Motion to Accept the Minutes of 11/30/2023 and Minutes of 1/4/2024 with Bills Paid Report 12/28/23-1/11/24

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

V. ITEMS REMOVED FROM CONSENT AGENDA

VI. STAFF REPORTS

A. Commission/Committee Reports:

Emergency Management- Jay Taylor- Have been working hard on the project for the siren system. The Federal Signal is the manufacturer they would like to go with because they meet our needs. It is going to take three sirens to cover the City properly. Need to work on locations of where the three poles will be set for the sirens.

Planning- Commissioner Stirling- Meeting on January 11th was a type three public hearing to accept public testimony for a conditional use permit to use the applicant's property for a Short-Term Rental and the application was approved.

- B. City Administrator- Tom Corrigan- During all the rain and freezing temperatures, we get potholes and we have only Spencer to keep up with them. It also creates storm sewer issues. Every year we do a TMDL (total maximum daily limit) report. We had seven calls on storm sewers and we are working on them as fast as we can. People are tapping into our storm sewers and that is illegal. We have received more calls on complaints of bright lights shining from neighbor. Oregon does not have mandated dark sky law. We will be doing Paint Care again this year but do not have a date yet. Another thing we will be promoting is working with Rogue Valley Disposal and the hazmat drop off. The reader board has played the same piece as Sign Dude is the only one with access to it. There was an issue with the electrical between the two

electricians, that will need to get resolved. We did make our payment last November to US Bank for \$95,000 for the loan for sewer which RVSS pays, then we invoice them. Supreme Court is considering the transient occupancy ordinance in Grants Pass. Ashland has passed their own ordinance.

Another thing that went through the courts and the state has decided is the recreational immunity law and cities will need different signing. We will look for a CIS grant for new signing. We looked at a grant for rural and tribal communities from US Department of Transportation. Still working on the SPIRE grant that will possibly pay for the siren. We are also looking at an AARP grant that would be for parks and for access. Talked to the engineer today about the small city allotment grant and they are still moving ahead. We talked to the Fire Chief in regard to doing a project combining some of the other local communities who have received fuel reduction grants before we start on 62. Had a meeting for the transportation growth management grant and the street survey and DOT has narrowed it down to a state-approved contractor.

VII. OLD BUSINESS

- A. City Logo Update- Councilor Nuckles- The class is proceeding with Professor Sam Hayes-Hicks. On February 26 and 28, they will hear 10 presentations one day and 10 the next day and then pick a winner. After discussing it with Tom and the Mayor, she thinks the group of 6 should consist of 2 Council, 2 Recreation&Tourism, 1 Planning and 1 Emergency Management with a commitment from each one for both days. Those people will pick 3 people from the group of 20 and bring them back to Council to decide. Once the 3 are picked, we could post it on our website so people can vote.
- Mayor Ball- Thinks the group of 6 is a good idea but would like to make it 7 in the group and be able to add 1 from the community.
- Councilor Nuckles- Need to decide so can get details back to the Professor. At next Planning Meeting and Council Meeting, there needs to be someone picked and committed to attend both days and will have it posted on website to see if can get someone from the community interested to commit.
- B. 2nd Reading Ordinance #307, Amending Sections of Ordinances 225 and 259, and 286 Relative to Fences:

Motion for the City of Shady Cove Ordinance #307, an Ordinance of the City Council of the City of Shady Cove Amending the Shady Cove Code of Ordinances Including Ordinances 225, 259, and 286 Fencing Regulations in Residential and General Commercial Districts

Motion: Councilor Nuckles

Second: Councilor Winfrey

Motion Carried: 5-0

VIII. NEW BUSINESS

A. OLCC – Change of Ownership –Chevron

Motion to Accept the Liquor License Application at 21226 Hwy 62 in Shady Cove for the Go With Stop and Go Market

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

IX. WRITTEN COMMUNICATION

X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

- A. Councilor Nuckles- Looking forward to the Workshop on January 22nd to discuss our goals and the Commission goals so hoping everyone from the various Commissions and the public can attend.
- B. Councilor Hubbard- Also looking forward to the Workshop. Thanked everyone for coming. Had some concerns about the fuel shortage we had from weather that impacted I-5. Something to think about what you would do if we had a catastrophic event that caused us to not get any supplies
- C. Councilor Winfrey- Thinking of emergencies, that's where her mind went to, but more along the food lines. She picked up canning and dehydrating as a hobby.. Thanked everyone for coming.
- D. Councilor Mitchell - Thanked everyone for coming. Thanked everyone who attended the Meet-n-Greet to meet the candidates. During the event something happened that went on social media with some false statements and hopefully statements like that are taken off the post. Just wanted to make sure people know it was a false statement. Glad there is a Workshop coming up.
- E. Mayor Ball- Thanked everyone for coming.
Additional public comment:

-Jared Considine- This is election year and there will be a lot of different bond measures coming up and has some concerns about there being any kind of influence. Thanked Tom Corrigan for his service as the City Administrator.

-Christine Sailing- Has some concerns about the Short-Term rental across the street from her property on Williams Ln.

-Mayor Ball- Wants to remind all the volunteers to please not forget about the dinner tomorrow night, January 19th. Thanked all the volunteers for all of their work and time. Thanked Paige for setting up for the meeting the night before. Thanked everyone that was on the selection committee.

ADJOURNMENT

There being no further business before the Council, Mayor Ball adjourned the meeting at 7:20 PM.

Approved:

Attest:

Mayor Ball

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Ball _____
Councilor Nuckles _____
Councilor Winfrey _____
Councilor Mitchell _____
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
19	BMI Radio	51398417	Music License Fee 01/01/2	1	01/02/2024	400.00	.00	400.00	51099	01/18/2024
Total 19:						400.00	.00	400.00		
41	Danny Byrd Trucking	5150A	16.44 Tons 3/4, stock pile	1	01/04/2024	271.26	.00	271.26	51101	01/18/2024
Total 41:						271.26	.00	271.26		
43	Christian, David	01012024	Radio 01/01/2024 -01/05/2	1	01/04/2024	75.00	.00	75.00	51100	01/18/2024
		01012024	Radio 12/25/2023-12/29/20	2	01/04/2024	75.00	.00	75.00	51100	01/18/2024
		01112024	Radio 01/08/2024 -01/12/2	1	01/11/2024	90.00	.00	90.00	51100	01/18/2024
Total 43:						240.00	.00	240.00		
114	Pacific Power	3284764100	Nork Lane	1	01/05/2024	466.45	.00	466.45	51105	01/18/2024
Total 114:						466.45	.00	466.45		
191	Mac's Diner	01152024	Catered Dinner	1	01/18/2024	2,950.00	.00	2,950.00	51104	01/18/2024
Total 191:						2,950.00	.00	2,950.00		
221	Hunter Communications	512961	phone/internet	1	01/08/2024	711.98	.00	711.98	51102	01/18/2024
Total 221:						711.98	.00	711.98		
257	AT&T Mobility	2872860888	Cell phones	1	01/05/2024	271.34	.00	271.34	51098	01/18/2024
Total 257:						271.34	.00	271.34		
258	WECO - Carson	CP-0025725	Gas/Diesel 01/2024	1	01/16/2024	79.76	.00	79.76	51108	01/18/2024
Total 258:						79.76	.00	79.76		
259	Thomas J. Corrigan	11282023	Canopy	1	01/18/2024	475.65	.00	475.65	51107	01/18/2024
Total 259:						475.65	.00	475.65		
268	Project A, Inc.	24-172	Word Press Development a	1	01/15/2024	200.00	.00	200.00	51106	01/18/2024
Total 268:						200.00	.00	200.00		
430102	Winfrey, Paige	01182024	Meet & Greet City Admin in	1	01/18/2024	311.34	.00	311.34	51109	01/18/2024
Total 430102:						311.34	.00	311.34		
430104	GMP Consultants LLC	122947	Best Western room 12/14/2	1	12/15/2023	111.15	.00	.00	51103	01/18/2024
		122947	Delta flight plane tickets De	2	12/15/2023	417.80	.00	.00	51103	01/18/2024
		122947	enterprise car rental 12/12/	3	12/15/2023	322.25	.00	.00	51103	01/18/2024
		122947	Seatac park, Airport parkin	4	12/15/2023	114.02	.00	.00	51103	01/18/2024
Total 430104:						965.22	.00	.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:						7,343.00	.00	6,377.78		

Report Criteria:

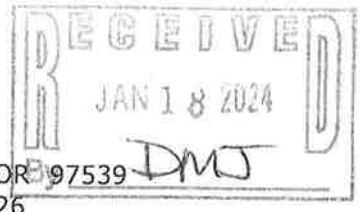
Detail report type printed

2023		
Status	Assigned To	Goal
Done		Improve public communication: Newsletter, public forums, improved website, FB information page
Done		Fix City URCC relationship
Done		Repeal City Hall parking lot usage fee
Done		Fill EM Commission
Done		Fill Parks & Rec Commission
Done		Improve Zoom equipment
In Process		Relocate (to Workshop) and organize all paper forms of city documents and complete digitization.
In Process		Finish Audits 2021 and 2022
In Process		Determine usage for COVID19 funds: Grant writer/admin should be considered as part of this.
In Process	EMC	Outdoor alert system (restart work previously performed)
Done		Partnerships: Establish liaisons to key organizations/cities with regular reporting to Council
Move to 2024		Business forum: How can we help you?
Done		WiFi: AC Park, Workshop, and City Hot Spot. This will enable security at AC Park & Shop, plus allow AC Park auto restroom locks. Note: City Hot Spot is cost prohibitive at this time.
Done		Community Calendar
In Process		Water: Define multi-phase city water strategy approach
Dependent on ODOT Move to 2024		Sidewalks south of bridge: Define any add-ons and communicate with ODOT
Done		City Festivals: Chuck Huntington will assist
In Process	RT	Establish City Branding & Tourism Strategy
In Process		Reader Board Project (Coordinate with Fire Dept on possible collaboration)
Move to 2024		Emergency Management Education to public
N/A		Strategic Plan update

2024		
Status	Assigned To	Goal
		Water: Implement City Hall, Library, URCC & School water connection
		Incremental Charter Revision (just address the blatant holes such as definition of "next available election")
		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)?
Contract to External Contractor		Finish and Implement a Street Improvement/Maintenance Plan
In Process	RT	Welcome sign improvements
		Citizen Committee for fuel reduction services: trailer haul services, dump sites.
		Business forum: How can we help you?
Dependent on ODOT		Sidewalks south of bridge: Define any add-ons and communicate with ODOT
		Emergency Management education to public
Isn't this done?		Community Calendar
		Improve community communication; Electronic Board, Newsletter production
		Public Safety Contract: Review & Revise
		Solar street lamps along Hwy 62
		Council read EM Plan and take ICS training courses
		Storm drain engineering study plan (incl. maintenance & TMDL)
		Budget workshop
		Town Hall before June 30
		Fire Resiliency: Quantify risks (neighborhoods, aged)
		Funding to continue Flower Basket program
		City Festival
		Picture calendar with paid advertising
		City Hall security: Protect staff
		City Administrator hire



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: 1-18-24 POSITION APPLIED FOR: Planning Commission

APPLICANT INFORMATION

Name: Bob Collier

Physical Address: 339 Rene Dr

City: Shady Cove

State: OR

Zip: 97539

Mailing Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email Address: bc7484@yahoo.com

Current Occupation: Retired
(If retired or unemployed, state your general or past profession.)

How long have you lived in Shady Cove? 6 years

How long have you lived in Jackson County? 6 years

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):

25 years as International Brotherhood of Electrical workers electrician working on a variety of projects (10 years in supervision)
- Worked with City & County inspectors as well as planning & permitting

Qualifications continued (if necessary):

- Planned, acquired permits & worked with planning departments to build 2 residences - one was in Shady Cove & required knowledge of riparian ordinances & working with the planner

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

• After serving on the Emergency Management Commission & LRCC board, I found I enjoy serving the community.

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

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

Bob Corrigan

Date

1-18-24

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

1/18/24

INITIALS

dj

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: 1/23/24 POSITION APPLIED FOR: Recreation and Tourism

APPLICANT INFORMATION		
Name: Paulette Kovac		
Physical Address: 140 Castaline Pl.		
City: Shady Cove	State: Oregon	Zip: 97539
Mailing Address: PO Box 1342		
City: Shady Cove	State: Oregon	Zip: 97539
Home Phone:	Cell Phone:	
Email Address: pkovac9999@aol.com		
Current Occupation: <i>(If retired or unemployed, state your general or past profession.)</i>		retired AT&T Customer service manager
How long have you lived in Shady Cove? since 2004		
How long have you lived in Jackson County? since 2004		
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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 <i>(continue on next sheet if necessary):</i>		
<u>I have volunteered on some of the past projects already. And have attended a few meetings</u> <u>as well as zoomed a few others. I have a vested interest in the growth and success of Shady Cove</u> <u>and it's citizens. I hope to help promote good will & unification in this community.</u>		

Qualifications continued (if necessary).

Empty lined area for qualifications.

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

I enjoy volunteering and this is an area that appeals most to me.

Empty lined area for summarizing why applying.

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

Empty lined area for additional information.

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

Ornette Dow

Date

1/23/2024

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CITY OFFICE USE ONLY

DATE RECEIVED

INITIALS

Table for City Office Use Only with columns for Date Received and Initials.

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