

Agenda
Shady Cove Regular City Council Meeting
Thursday, April 18, 2024
6 PM

<https://us02web.zoom.us/j/81983458645?pwd=RFZzWmlMRzl3c0wxdEZZSVBaMXZqQT09>

Meeting ID: 819 8345 8645
Passcode: 240551

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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 2, 2024 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is April 25 at 6 PM, both in Council Chambers and via Zoom.
4. The next regular meeting of the Recreation and Tourism Commission will be held ___ at the Library.
5. The next meeting of the Emergency Management Commission will be held ___ at 6 PM at the Library.
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 the matter.

II. Public Comment on Agenda Items

III. Jackson County Presentation Relative to Animal Control District

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. Consent Agenda (pgs.4-10)

- A. Minutes of 04/06/24
- B. Bills Paid – 03/15/24 - 04/11/24 - \$162,131.80

V. Items Removed from Consent Agenda

VI. Staff Reports

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

VII. Old Business

- A. Resolution # 24-03, a Resolution of the City Council of the City of Shady Cove, Oregon, Proclaiming April, 2024 as Child Abuse Prevention Month (pgs.11-13)
- B. City Administrator Update
- C. Sheriff's Contract Next Steps
- D. Audit Update

VIII. New Business

- A. Resolution #24-04, A Resolution of the Mayor and City Council of the City of Shady Cove Approving a Jackson County Order to Initiate Formation of a Jackson County Animal Control Service District and Consenting to the Inclusion of City Territory within the Boundaries of the District (pgs.14-23)
- B. Appointment to Budget Committee – D. Hutchings (pgs.24-25)

IX. Written Communication

X. Public Comment on Non-Agenda Items

XI. Council Comments on Non-Agenda Items

- A. Mayor Ball

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- B. Councilor Nuckles
- C. Councilor Winfrey
- D. Councilor Hubbard
- E. Councilor Mitchell

Adjournment

City of Shady Cove
City Council Regular Meeting
Thursday, April 4, 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

Randy Nielsen- Interested in property next to his on Castaline

III. CONSENT AGENDA

- A. Minutes of 03/21/24
- B. Bills Paid – 03/15/24 – 04/04/24 - Pending

Motion to Accept Consent Agenda Minutes Only

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

IV. ITEMS REMOVED FROM CONSENT AGENDA

V. STAFF REPORTS

- A. Jackson County Deputy- Deputy McLennan was in a class for drug recognition experts. Deputy Amaya gave his report to the City Administrator.
-Tom Corrigan- The month of March there was 206 calls. 44 traffic, 3 domestic calls, 16 suspicious incidents and 4 motor vehicle crashes
- B. Commission/Committee Reports:
Planning- Commissioner Stirling- They had a meeting on 3/28/24. Reviewed temporary vendor and it was voted approved 5-0. They also talked about bees,

livestock, chickens and everything else and submitted their recommendation to Mayor Ball. After discussing, instead of creating a new Ordinance, they decided to patch up the old Ordinance with very few revisions and has been completed and handed to the Mayor. Their last discussion was about parking and there will be no easy answer so it will take more discussion before they have something handed over to the Mayor.

-Emergency Management- Jay Taylor- Their last meeting was on 3/11/24. They are at a standstill on the siren. Trying to get some bids from local contractors.

-Recreation and Tourism- Commissioner Pulcini- April is the month for community volunteering and would like to see many more people sign up. May 27th is the Veterans pancake breakfast. Flowers on the bridge will be on May 1st. They will be doing work in the park soon and will need volunteers. The July 27th event has had a change and there will not be a fishing tournament but there will be a lot of other fun things for the event.

- C. City Administrator- Tom Corrigan- Still working on the street network grant plan. Still have the TMDL meeting that is very important in the spring. CSO is working diligently on two different properties with one having five RV's and mobile homes connected and hidden behind fences. To post a community event, you will have to log in and create a password. We have a server meeting on May 5th. Access sent a letter stating their funding will end on March 31st. The legislative funding, bill 15-30, he tried to call and get some more updates on it and no word back yet. Fuel Reduction along Hwy 62, we are still trying to get the 3rd bid. We are finding a lot of contractors without business licenses. Cleveland Street project, is being worked.. Still waiting for ODOT to tell us who was awarded the bid for their fuel reduction along Hwy 62. Still do not know about the jake brake signs.

VI. OLD BUSINESS

- A. Emergency Siren Update- Mayor Ball- At the last meeting it was discussed that Staff was going to get together packets so can start the process of getting bids out properly. The County is still six months out on their plans so he is thinking we will not get the siren up before fire season starts in June, so wants to open it for discussion with Council to find if we want to get the packets done and go ahead and get the bids or put the brakes on it and slow down and see how it works into the County emergency plan before we move forward.
- Councilor Mitchell- Thinks we should move forward and have the bid packages ready and have the final three locations picked out for the sirens.
- Councilor Hubbard- Feels we should move forward because any changes that will need to be made should be simple.
- Councilor Nuckles- She had a meeting with the Mayor and City Administrator to

discuss her concerns because she feels we are moving forward too fast. She is not sure the system is even good for Shady Cove and still has many more concerns and questions before we move forward.

-Mayor Ball- Feels the most important thing is that the system has to fit in with the County. He thinks it needs to be slowed down and have Council and Planning Commissioners do the NIMS 700 training and then schedule a workshop and discuss the system again to get some more questions answered.

- B. Temporary Vendor Ordinance- Mayor Ball- Hours were extended through March 31st and they are now asking for it to be extended out to June 30th.

Motion to Hold an Abeyance the Enforcement of the Limited Hours Noted in Ordinance 201 for Temporary Vendors Such as Food Trucks and Allow Operation from 6 AM to 10 PM Subject to All Other Business Licensing Requirements Until Such Time as a Full Ordinance Can be Adopted

Motion: Councilor Nuckles

Second: Councilor Winfrey

Motion Carried: 5-0

VII. NEW BUSINESS

- A. Surplus City Property- Mayor Ball- We have a few in the packet that need to be discussed. We need to direct staff to find the procedure and follow it and just make sure the City is protected.
- B. Volunteer Group Appointments- Mayor Ball- Had quite a few applications added and will have each one introduce themselves.
- Sherry Lomelino- She has lived in Shady Cove for two and a half years and wants be a part of the community and do whatever she can to be of service.
- Erin McBride- He has lived in Shady Cove for two and a half years. He has been involved in many volunteer groups and is very interested in helping with the events in Shady Cove.
- Deborah Nielsen- They moved up here from California and love it here. She is very interested in getting more involved and volunteering in the City.
- Randy Nielsen- Moved up here from California and is interested in getting involved and volunteering in the City.

Motion to Accept the 4 Applications for the City of Shady Cove Volunteer Group Specifically for Events. Sherry Lomelino, Erin McBride, Deborah Nielsen, Randy Nielsen

Motion: Councilor Winfrey

Second Motion: Councilor Mitchell

Motion Carried: 5-0

VIII. WRITTEN COMMUNICATION

Hunter- Will be applying for a grant under American Rescue Funding.

-Mayor Ball- Staff looking for direction or do we want to add this to an Agenda item and discuss.

-City Administrator- Tom Corrigan- We just need a letter wrote up to support Hunter.

-Mayor Ball- Consensus of Council was to direct the City Administrator to write a letter of support for the grant.

Lynn & Jody Stacy- Gold Hill- They sent in a comment stating concerns about Jet Boats coming further up the river and wanted to let City of Shady Cove know what they go through where they live when the Jet Boats go by on the river at the property where they live.

-Mayor Ball- He was approached by Elliott Feenstra from Oregon's Kitchen Table and they are handling the 4 agencies coming together to try and come to an agreement on Jet Boats, motor usage, noise, etc. They would like to have an open house here in Shady Cove. Council agreed it would be a good idea for the open house. Mayor will contact Elliott Feenstra and set a date.

Laura Ahern- Applegate Valley-She sent in a comment with information regarding Jackson County wanting Shady Cove citizens to impose a perpetual service district tax and 15 million dollar debt to build and run a new animal shelter. She has many positive suggestions to make and looks forward to the opportunity to provide more details when the matter is on your agenda.

Lena Richardson- Shady Cove-She sent in a comment regarding an article she read in the Rogue Valley Times titled Seeking New Shelter. It introduced the plan by Jackson County Commissioners to create a special district and new taxes to fund the construction of a new animal shelter and offices, a project that will cost close to 15 million dollars.

-Mayor Ball- This will be an agenda item on April 18th and the County has asked to come and present it.

Miss McGregor- Shady Cove- She sent in a comment. The first part of it is from Kyle Strain, a lead horticulturist that wrote some information about the Monarch butterfly.

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

Sandra Barber- Has questions about Covid funds, the American Rescue Funds.

Hank Hohenstein- Gave Council good information about Native plants.

X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

A. Councilor Nuckles- She stated we almost have a logo. The terms have been agreed to and we are just waiting for the final signature and the checks to go out. Thanked everyone for staying for the long meeting.

-Mayor Ball- We need to put together a logo policy for the City.

- B. Councilor Hubbard- Thanked everyone for coming and for the 4 volunteers that were accepted. Looking forward to the next meeting because there is going to be so much to talk about.
- C. Councilor Winfrey- Thanked everyone for coming. It is nice to meet new people. Thanked Hank for doing his amazing things. Fire Department support group is having their Italian dinner on April 13, that will support the children's Christmas Party. Plant sale coming up in June.
- D. Councilor Mithcell- Thanked everyone for coming. On Tuesday, April 9th, Council will be having a workshop to talk about the public safety fees.
- E. Mayor Ball- Would like to please have everyone that can, join Council at the workshop. We have some tough decisions to make as a City and we need to do them together. Thanked everyone for attending.

ADJOURNMENT

There being no further business before the Council, Mayor Ball adjourned the meeting at 7:55 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
4	Acme Fire & Safety Equip	46397	Annual Service	1	03/26/2024	409.50	.00	409.50	51174	04/02/2024
Total 4:						409.50	.00	409.50		
13	Avista Corporation	4941620000	Natural Gas 03/2024	1	03/25/2024	153.43	.00	153.43	51176	04/02/2024
Total 13:						153.43	.00	153.43		
25	Canon Solutions America, I	6007497014	Copier	1	03/25/2024	58.72	.00	58.72	51177	04/02/2024
Total 25:						58.72	.00	58.72		
43	Christian, David	03072024	Radio 03/04/2024 -03/08/2	1	03/07/2024	90.00	.00	90.00	51178	04/02/2024
		03072024	Radio 03/11/2024 -03/14/2	2	03/07/2024	90.00	.00	90.00	51178	04/02/2024
		03232024	Radio 03/18/2024 -03/22/2	1	03/23/2024	120.00	.00	120.00	51178	04/02/2024
		32024	Radio 03/25/2024 -03/29/2	1	03/28/2024	90.00	.00	90.00	51178	04/02/2024
Total 43:						390.00	.00	390.00		
74	Jackson County Sheriff	SCJUL-SEP	Quarterly billing for Law En	1	03/26/2024	153,947.75	.00	153,947.75	51182	04/02/2024
Total 74:						153,947.75	.00	153,947.75		
83	KAS & Associates, Inc.	22176	miscellaneous engineering	1	03/25/2024	127.50	.00	127.50	51183	04/02/2024
Total 83:						127.50	.00	127.50		
92	Mass Marketing	105574	Website - AD in EP, SC an	1	02/29/2024	290.00	.00	290.00	51184	04/02/2024
Total 92:						290.00	.00	290.00		
114	Pacific Power	3284764100	Aunt Carolines Park	1	03/26/2024	108.19	.00	108.19	51185	04/02/2024
		32847641-00	Nork Lane	1	03/05/2024	356.76	.00	356.76	51185	04/02/2024
Total 114:						464.95	.00	464.95		
119	Perfection Cleaning	924104	City Hall office cleaning 03/	1	03/31/2024	450.00	.00	450.00	51186	04/02/2024
Total 119:						450.00	.00	450.00		
151	Southern Oregon Sanitatio	0325202488	2501 Indian Cr Rd	1	03/25/2024	66.80	.00	66.80	51188	04/02/2024
		0325202488	1008 Celtic Circle	2	03/25/2024	45.93	.00	45.93	51188	04/02/2024
		0325202488	22451 Hwy 62	3	03/25/2024	45.93	.00	45.93	51188	04/02/2024
Total 151:						158.66	.00	158.66		
160	Teamster Local 223	42024	Monthly dues	1	04/01/2024	248.00	.00	248.00	51189	04/02/2024
Total 160:						248.00	.00	248.00		
168	URCC	0007 3-2024	Rental of Main Hall 3/12/20	1	03/13/2024	30.00	.00	30.00	51191	04/02/2024
		0007 3-27-24	Rental of Comm. Center B	1	03/27/2024	20.00	.00	20.00	51191	04/02/2024

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 168:						50.00	.00	50.00		
221	Hunter Communications	554118	phone/internet	1	03/07/2024	704.58	.00	704.58	51180	04/02/2024
Total 221:						704.58	.00	704.58		
255	TouchPoint Networks, LLC	INV-7868	WatchGuard T40 Firebox	1	04/01/2024	116.06	.00	116.06	51190	04/02/2024
Total 255:						116.06	.00	116.06		
257	AT&T Mobility	2872860888	Cell phones	1	03/05/2024	270.47	.00	270.47	51175	04/02/2024
Total 257:						270.47	.00	270.47		
258	WECO - Carson	CP-0026255	Gas/Diesel 03/2024	1	03/18/2024	174.92	.00	174.92	51192	04/02/2024
		CP-0026358	Gas/Diesel 03/2024	1	03/31/2024	202.26	.00	202.26	51192	04/02/2024
Total 258:						377.18	.00	377.18		
268	Project A, Inc.	24-402	Word Press Development a	1	03/15/2024	200.00	.00	200.00	51187	04/02/2024
		24-449	Extra Pass through softwar	1	04/01/2024	168.00	.00	168.00	51187	04/02/2024
Total 268:						368.00	.00	368.00		
274	Jackson County - Commun	5668	Ditch cleanup,weed eat,he	1	03/07/2024	604.17	.00	604.17	51181	04/02/2024
		5668	Ditch cleanup,weed eat,he	2	03/07/2024	302.08	.00	302.08	51181	04/02/2024
Total 274:						906.25	.00	906.25		
286	City of Shady Cove - Utilitie	032024	22451 Hwy 62	1	03/31/2024	47.25	.00	47.25	51179	04/02/2024
		032024	2501 Indian Creek Rd	2	03/31/2024	46.25	.00	46.25	51179	04/02/2024
		032024	1008 Celtic Cir	3	03/31/2024	47.25	.00	47.25	51179	04/02/2024
Total 286:						140.75	.00	140.75		
430111	Jackson, Julia	042024	City Of Shady Cove Logo	1	04/03/2024	500.00	.00	500.00	51194	04/05/2024
Total 430111:						500.00	.00	500.00		
430112	Hayes-Hicks, Sam	042024	City Of Shady Cove Logo	1	04/03/2024	2,000.00	.00	2,000.00	51193	04/05/2024
Total 430112:						2,000.00	.00	2,000.00		
Grand Totals:						162,131.80	.00	162,131.80		

Report Criteria:
 Detail report type printed

City of Shady Cove

Resolution No. 24-03

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SHADY COVE PROCLAIMING APRIL 2024 AS CHILD ABUSE PREVENTION MONTH

WHEREAS, child abuse and neglect is a serious public health and safety problem that impacts all of our community, and finding solutions requires input and action from everyone; and

WHEREAS, according to the most recently Oregon Department of Human Services Child Welfare Data Book, there were 87,529 reports of child abuse and neglect in Oregon in 2022; and

WHEREAS, child abuse and neglect have long-term, physical, psychological, emotional and social effects that have lasting consequences for survivors of abuse into adulthood; and

WHEREAS, we must all recognize the signs of child maltreatment and take appropriate steps to safeguard children by reporting concerns and connecting families with the help they may need; and

WHEREAS, effective child abuse prevention and intervention efforts succeed because of coordinated partnerships between government, child welfare, health, schools, law enforcement and community organizations; and

WHEREAS, the resources of adoptive parents, child protective workers, faith leaders, community mentors, medicine, mental health, teachers, and law enforcement officials, all have a role in protecting and supporting children who have been tragically abused or neglected;

Now, Therefore, Be It Resolved that the Mayor and City Council of the City of Shady Cove call upon our community to support the effort to prevent child abuse, protect children, and strengthen families; and

Proclaim the month of April 2024 as Child Abuse Prevention Month.

Adopted by the City Council of the City of Shady Cove this 18th day of April, 2024.

Approved:

Attest:

Jon Ball
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Ball

Councilor Nuckles

Councilor Winfrey

Councilor Hubbard

Councilor Mitchell



Pinwheels for
PREVENTION

**Prevent Child Abuse
America**

*We stand for healthy
child development.*

www.preventchildabuse.org

April is National #ChildAbusePreventionMonth. There are actions we can take at all levels to address the root causes of maltreatment and provide meaningful support. Visit the campaign page to learn more.

<https://www.childwelfare.gov/preventionmonth/>

City of Shady Cove

Resolution No. 24-04

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SHADY COVE APPROVING A JACKSON COUNTY ORDER TO INITIATE FORMATION OF A JACKSON COUNTY ANIMAL CONTROL SERVICE DISTRICT AND CONSENTING TO THE INCLUSION OF CITY TERRITORY WITHIN THE BOUNDARIES OF THE DISTRICT

WHEREAS, the Jackson County, Oregon, Board of Commissioners intends to form a county service district for animal control services under the authority of Oregon Revised Statute (ORS) 451.010(1)(q). The name of the proposed district is the Jackson County Animal Control Service District (hereinafter “District”). The proposed District would have authority to construct, maintain, and operate an animal control service facility, specifically a new Animal Shelter for the housing and care of dogs and other animals including cats; and

WHEREAS, the Jackson County Board of Commissioners may initiate the formation of the District by adopting an order under authority of ORS 198.835. The Board proposes to include all county territory within the boundaries of the proposed District; and

WHEREAS, Jackson County voters will be asked to establish a permanent property tax rate limit of \$0.1500 per \$1,000 of assessed value for the District as authorized by ORS 451.547; and

WHEREAS, the territory of the City may only be included within the boundaries of the District if the City Council adopts a resolution approving the proposed Jackson County Order Initiating Formation of a Jackson County Animal Control Service District. The proposed Order is attached hereto; and

WHEREAS, the City Council believes that an animal control service district for the construction, operation, and maintenance of an animal control service facility, specifically a new Animal Shelter for the housing and care of animals including dogs and other animals including cats in Jackson County is in the best interests of the citizens of the City; and

Now, Therefore, Be It Resolved that the Mayor and City Council of the City of Shady Cove, hereby consents to the inclusion of all the territory of the City within the boundaries of the proposed Jackson County Animal Control Service District, and approves the Jackson County Board of Commissioners’ proposed Order Initiating the Formation of a Jackson County Animal Control Service District in substantially the form attached hereto.

Adopted by the City Council of the City of Shady Cove this 18th day of April, 2024.

Approved:

Attest:

Jon Ball
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

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

Jackson County Animal Control Service District

Economic Feasibility Statement

Oregon Revised Statutes (ORS) Chapters 198 and 451 provide the framework for the creation of new districts. Per ORS 198.749, one of the requirements for a new district is the completion of an Economic Feasibility Statement before the circulation of a petition for formation of a district. The Statement shall form the basis for the proposed permanent rate limit for property taxes. Oregon statute requires the Economic Feasibility Statement to contain certain minimum analytic requirements. The Economic Feasibility Statement is to assure the proposed district has an appropriate financial and economic foundation and the basis for the proposed permanent property tax rate limit for the district.

Compliance with the minimum requirements for Economic Feasibility Statement under ORS 198.749 are provided herein as set forth below:

1. A description of the services and functions to be performed or provided by the proposed district.

The proposed district will provide animal control services and facilities, including the construction, maintenance, and operation of a new Animal Shelter for Jackson County and its residents. The proposed new Animal Shelter will provide for housing and care for dogs and other animals, including cats.

2. An analysis of the relationships between those services and functions and other existing or needed government services.

Currently, Jackson County operates an existing Animal Shelter as part of its Animal Services Program. The current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs. In 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added. In 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added. Today, the current Animal Shelter has 86 kennels to house 103 dogs; however, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates. The current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats. Thus, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats. The current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats.

Jackson County operates the only publicly operated Animal Shelter in Jackson County. Animal control for dogs is a function of Jackson County pursuant to Chapter 609 of the Oregon Revised Statutes. As part of the functions of dog control, Jackson County may, at times, be authorized to impound a dog. Impounding a dog requires an animal shelter which meets the needs of the community and the animals in the care of the county at the animal shelter. The current Animal Shelter is insufficient for the needs of the community as it relates to dog control. Further, the current Animal Shelter lacks the resources and capacity to provide care and housing for animals, other than dogs, as part of the County's Animal Services Program.

The revenue Jackson County receives from performing dog control functions is insufficient to properly construct, maintain, and operate animal control services, including an animal shelter, that meets the needs of the County and the community. Jackson County had expenses of \$2,193,218.78 per year, as of fiscal year 2022-2023, for its Animal Services Program. Revenue from performing the animal services control function generates \$636,255 per year, as of fiscal year 2022-2023. Additional revenue is received from

other sources, including the general property tax levied by the County. These existing sources of revenue are insufficient to construct, maintain, and operate an animal shelter which meets the needs of the County and its residents. The revenue from the general property tax levied by the County is needed to support all mandatory and discretionary functions of the County, not otherwise supported by other sources of revenue. The expenditure of the revenue from general property tax is such that no additional funds from the general property tax are available for the animal control services proposed to be provided by the proposed district. The other sources of revenue are outside the control of the County and cannot be relied upon to construct, maintain, and operate the service facilities proposed to be provided by the proposed district on an ongoing basis.

3. A proposed first year line item operating budget and a projected third year line item operating budget for the new district that demonstrates its economic feasibility.

A first-year line item operating budget and a projected third year line item operating budget for the new district are attached as Exhibit 1 to this Economic Feasibility Study, and sets forth a 11-year projection of revenue and expense for operations of the proposed district, exceeding the statutory requirements for a first-year line item operating budget and a projected third year line item operating budget. The additional projections are provided because the nature of the proposed district is such that significant capital expenditures are contemplated to occur. These capital outlays will affect economic feasibility of the district going forward and it is prudent to complete those projections beyond the major capital expenditure to demonstrate economic feasibility of the district going forward.



7/13 BLOCKING DIAGRAM
Jackson County Animal Shelter - Revised Design
 SW Corner Grumman Drive and Kingsley Drive, Medford, Oregon 97504
 14.04.2019 12:29



Jackson County
Animal Shelter Pro-Forma With Cats 10 Year Bond

-PRELIMINARY DRAFT-

	Open Q3 2027 YEAR 3 FY27-28	YEAR 4 FY28-29	YEAR 5 FY29-30	YEAR 6 FY30-31	YEAR 7 FY31-32	YEAR 8 FY32-33	YEAR 9 FY33-34	YEAR 10 FY34-35	YEAR 11 FY35-36	TOTAL
SHELTER REVENUES										
Kennel Fees	6,440	26,016	26,276	26,539	26,805	27,074	27,345	27,619	27,896	222,010
Animal Control Citations/Fines	5,409	21,852	22,071	22,292	22,515	22,741	22,969	23,199	23,431	186,479
Dog Licenses	112,721	455,393	459,947	464,547	469,193	473,885	478,624	483,411	488,246	3,885,967
Dog Adoption & Board Fees	15,455	62,436	63,060	63,691	64,328	64,972	65,622	66,279	66,942	532,785
Dog Redemption Fees	10,303	41,624	42,040	42,461	42,886	43,315	43,749	44,187	44,629	355,194
Cat Adoption Fees	10,000	10,100	10,201	10,304	10,408	10,513	10,619	10,726	10,834	93,705
Dog Surrender Fees	644	2,602	2,628	2,655	2,682	2,709	2,737	2,765	2,793	22,215
Rabies Deposits	2,576	10,406	10,510	10,616	10,723	10,831	10,940	11,050	11,161	88,813
Subtotal Facility Fees	163,548	630,479	636,733	643,105	649,540	656,040	662,605	669,236	675,932	5,387,168
Solid Waste	32,540	131,464	132,779	134,107	135,449	136,804	138,173	139,555	140,951	1,121,822
General Fund	196,088	761,893	769,512	1,561,523	1,343,692	1,293,707	1,242,839	1,191,098	1,140,000	5,855,647
TOTAL REVENUE	196,088	761,893	769,512	1,561,523	2,128,681	2,086,551	2,043,617	1,999,889	1,956,933	12,364,637
Personnel										
Current Staffing Level add cats	499,419	1,988,300	2,057,891	2,129,918	2,204,466	2,281,623	2,361,480	2,444,132	2,529,677	18,496,906
Current Enforcement Staff	123,222	481,231	498,075	515,508	533,551	552,226	571,554	591,559	612,264	4,479,190
Add a Vet and CVT	85,644	340,966	352,900	365,252	378,036	391,268	404,963	419,137	433,807	3,171,973
Volunteer Coordinator	22,071	91,374	94,573	97,884	101,310	104,856	108,526	112,325	116,257	849,176
Personnel	730,356	2,901,871	3,003,439	3,108,562	3,217,363	3,329,973	3,446,523	3,567,153	3,692,005	26,997,245
Materials & Services										
Laboratory Services	568	2,295	2,364	2,483	2,608	2,739	2,876	3,020	3,171	22,124
Animal Food & Feeding Supplies	17,034	68,843	70,909	74,455	78,178	82,087	86,192	90,502	95,028	663,228
Animal Kennel Cleaning	2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Animal Medicine	14,195	57,369	59,091	62,046	65,149	68,407	71,828	75,420	79,191	552,696
Other Animal Supplies/Expenses	6,246	25,243	26,001	27,302	28,668	30,102	31,608	33,189	34,849	243,208
Subtotal Animal Expenses	40,882	165,225	170,185	178,697	187,635	197,019	206,873	217,219	228,082	1,591,817
Professional Services	7,098	28,666	29,547	31,025	32,577	34,206	35,917	37,713	39,599	276,368
Employment Expenses	1,420	5,739	5,912	6,208	6,519	6,845	7,188	7,548	7,926	55,305
Laundry Expense	2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Printing	5,678	22,948	23,637	24,819	26,060	27,363	28,732	30,169	31,678	221,084
Postage	8,517	34,422	35,455	37,228	39,090	41,045	43,098	45,253	47,516	331,624
Telecom	2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Credit Card Fees	2,272	9,180	9,456	9,929	10,426	10,948	11,496	12,071	12,675	88,453
Software/Web Licensing	9,369	37,864	39,000	40,950	42,998	45,148	47,406	49,777	52,266	364,778
Motor Pool	2,130	8,607	8,866	9,310	9,776	10,265	10,779	11,318	11,884	82,935
Minor Equipment	568	2,295	2,364	2,483	2,608	2,739	2,876	3,020	3,171	22,124
Other Supplies/Expenses	2,698	10,902	11,230	11,792	12,382	13,002	13,653	14,336	15,053	105,048
Subtotal Operation Expenses	45,428	183,593	189,107	198,566	208,500	218,929	229,883	241,381	253,454	1,768,841
Enforcement Staff Expenses	22,676	95,238	100,000	105,000	110,250	115,763	121,552	127,630	134,012	932,171
Facility Maintenance	26,756	108,132	111,376	116,945	122,793	128,933	135,380	142,149	149,257	1,041,721
Electricity	4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Natural Gas	4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Garbage Service	1,136	4,590	4,728	4,965	5,214	5,475	5,749	6,037	6,339	44,233
Water & Sewer Service	4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Custodial Supplies	2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Landscape Services	1,136	4,590	4,728	4,965	5,214	5,475	5,749	6,037	6,339	44,233
Subtotal Building Expenses	44,644	180,423	185,839	195,134	204,894	215,142	225,903	237,201	249,064	1,738,244
Overhead Expenses	-	556,391	584,211	613,422	644,094	676,299	710,114	745,620	782,901	5,313,052
TOTAL FACILITY EXPENSES	883,986	4,082,741	4,232,781	4,399,381	4,572,736	4,753,125	4,940,848	5,136,204	5,339,518	41,701,978

Jackson County
Animal Shelter Pro-Forms With Cats 10 Year Bond

~PRELIMINARY DRAFT~

	OLD FACILITY/ CONSTRUCTION		OLD FACILITY/ CONSTRUCTION		Open Q3 2027		YEAR 7 FY31-32	YEAR 8 FY32-33	YEAR 9 FY33-34	YEAR 10 FY34-35	YEAR 11 FY35-36	TOTAL
	YEAR 1 FY25-26	YEAR 2 FY26-27	YEAR 3 FY27-28	YEAR 4 FY28-29	YEAR 5 FY29-30	YEAR 6 FY30-31						
Architect	479,080	332,920										812,000
Soft Costs	140,000											140,000
Project Costs			14,000,000									14,000,000
Total Construction Costs	619,080	14,332,920	14,332,920	883,986	4,232,781	4,399,381	4,572,736	4,753,125	4,940,848	5,136,204	5,339,518	53,293,320
SUBTOTAL FACILITY & CONSTRUCTION	619,080	14,332,920	14,332,920	883,986	4,232,781	4,399,381	4,572,736	4,753,125	4,940,848	5,136,204	5,339,518	53,293,320
DEBT SERVICE - 10 YEAR BOND	2,422,452	2,372,070	2,319,648	2,265,108	2,208,366	2,149,332	2,087,916	2,024,016	1,957,530	1,886,362		21,694,800
TOTAL EXPENSES WITH DEBT	3,041,532	16,704,990	3,203,634	6,347,849	6,441,147	6,548,713	6,660,652	6,777,141	6,898,378	7,024,566	5,339,518	74,988,120
NET SHELTER	(3,041,532)	(16,704,990)	(3,007,546)	(5,585,956)	(5,671,635)	(4,987,190)	(4,531,971)	(4,690,590)	(4,854,761)	(5,024,677)	(4,522,635)	(62,623,483)
REVENUE	14,850,000											14,850,000
BOND PROCEEDS (\$15M - \$150K costs)												
LEVY	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	
Taxable Value	26,147,244,578	27,062,398,138	28,009,582,073	28,989,917,446	30,004,564,557	31,054,724,316	32,141,639,667	33,266,597,055	34,430,927,952	35,636,010,430	36,883,270,795	368,883,271
1000's	26,147,245	27,062,398	28,009,582	28,989,917	30,004,565	31,054,724	32,141,640	33,266,597	34,430,928	35,636,010	36,883,271	368,883,271
Tax Rate	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Amount levied	3,922,087	4,059,360	4,201,437	4,348,488	4,500,685	4,658,209	4,821,246	4,989,990	5,164,639	5,345,402	5,532,491	55,324,911
Collection Percentage	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%
Net Collection	3,686,762	3,815,798	3,949,351	4,087,578	4,230,644	4,378,716	4,531,971	4,690,590	4,854,761	5,024,677	5,200,541	48,451,389
CASH FLOW	15,495,230	(12,889,192)	941,805	(1,498,378)	(1,440,991)	(608,474)					677,906	677,906
CUMULATIVE	15,495,230	2,606,038	3,547,843	2,049,465	608,474						677,906	677,906

BEFORE THE BOARD OF COUNTY COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF INITIATING THE) ORDER NO. _____
FORMATION OF A JACKSON COUNTY)
ANIMAL CONTROL SERVICE DISTRICT)

WHEREAS, the current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs; and

WHEREAS, in 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added; and

WHEREAS, in 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added; and

WHEREAS, today, the current Animal Shelter has 86 kennels to house dogs; and

WHEREAS, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates; and

WHEREAS, the current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats; and

WHEREAS, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats; and

WHEREAS, the current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the current Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats; and

WHEREAS, Chapter 451 of the Oregon Revised Statutes (ORS) provides for the establishment of a county service district for animal control services which includes authority for the construction, maintenance, and operation of installations, works, or services provided for the purpose of animal control services; and

WHEREAS, without the establishment of a county service district for animal control services, Jackson County will not be able to construct, maintain, and operate a new animal control facility (New Animal

ORDER INITIATING THE FORMATION OF A JACKSON COUNTY ANIMAL CONTROL SERVICE DISTRICT - Page 1 of 3

Shelter) which adequately meets the needs of the County and the community to house and care for dogs and other animals, including cats; and

WHEREAS, ORS 451.435 provides that all county service districts shall be initiated, conducted, and completed as provided by ORS 198.705 to 198.955; and

WHEREAS, ORS 198.835 authorizes the county board of commissioners to initiate the formation of a district by an order and sets forth the requirements of that order including setting the date, time, and place of a public hearing on the proposal to form the district; and

WHEREAS, ORS 198.840 requires that notice of the public hearing on the proposal be given in the manner set forth in ORS 198.800, except that the notice shall state that the County Board has entered an Order declaring its intention to initiate the formation of a county service district.

Now, therefore,

The Board of County Commissioners of Jackson County ORDERS:

1. The Board intends to initiate formation of a county service district for animal control services in Jackson County as authorized pursuant to ORS 451.010(1)(q) and ORS Chapter 451, which is the principal Act governing the formation of such a district, for the purpose of constructing, operating, and maintaining animal control services, including animal control service facilities for the housing and care of dogs and other animals, including cats, in Jackson County.
2. The name of the proposed district is the Jackson County Animal Control Service District (District).
3. The boundaries of the District shall include all territory within Jackson County as described in ORS 201.150, including the territories of the incorporated cities within Jackson County.
4. As required by ORS 198.835(3), certified copies of City Council Resolutions of each city approving this Initiation Order and formation of the District are attached.
5. The Jackson County Board of Commissioners will serve as the governing body of the District as required pursuant to ORS 451.485.
6. The District will have all of the general powers granted by ORS Chapter 451 (the principal Act) necessary and convenient for providing animal control services as permitted by ORS 451.010(1)(q).
7. Specifically, as part of the general powers granted by the principal Act, the District will be authorized to construct, maintain, and operate animal control service facilities, including a New Animal Shelter for the housing and care of animals including dogs and other animals, and including cats, pursuant to ORS 451.420. The proposed conceptual design for the new Animal Shelter is attached hereto as Exhibit A, at a current estimated cost of \$14,954,000.
8. Further, as part of the general powers granted by the principle Act, the District will be authorized to finance the construction, operation, and maintenance of the animal control service facilities, including a New Animal Shelter, pursuant to any of the methods authorized pursuant to ORS 451.490 including use of funds from a fund established under ORS 280.055 or 451.540 to be repaid by the District without interest; assessments against the property in the District with or without issuance of bonds authorized under ORS 223.205, 223.210 to 223.295 and 223.770; service or user charges in the District; connection charges;

ORDER INITIATING THE FORMATION OF A JACKSON COUNTY ANIMAL CONTROL SERVICE DISTRICT - Page 2 of 3

District ad valorem taxes; sale of bonds; and funds obtained under ORS 280.040, 280.050, 280.060, 280.070, 280.080 and 280.090.

9. Jackson County voters will be asked to establish a permanent property tax rate limit of \$.1500 per \$1,000 of assessed value for the District as authorized by ORS 451.547. The proposed economic feasibility statement forming the basis for the proposed permanent property tax rate limit is attached hereto as Exhibit B. The District will have authority to levy and collect general property taxes up to the approved rate limit.

10. Pursuant to ORS 198.800 and 198.835, a public hearing on the formation of the Jackson County Animal Control Service District shall be held at the Board's regular meeting on _____, 2024, beginning at 9:30 a.m., in the Auditorium of the Jackson County Courthouse, 10 South Oakdale, Medford, and by audio/videoconference. All interested persons may appear and be heard. During this hearing, the Board will hear testimony and receive written comment on the proposed formation of this District, including information about the services to be provided by the District, the economic feasibility of the District, and the permanent tax rate limit. At the conclusion of the hearing, the Board shall determine, in accordance with criteria described in ORS 198.805, whether Jackson County could be benefited by the formation of the county service district and whether the County should continue with the formation process.

11. Notice of the hearing shall be provided to interested persons in accordance with ORS 198.800.

DATED this __ day of _____, 2024, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS

Rick Dyer, Chair

Dave Dotterer, Commissioner

Colleen Roberts, Commissioner



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 SHADY COVE VOLUNTEER GROUP

PLEASE PRINT

DATE: 4/9/24

APPLICANT INFORMATION		
Name: Donna Hutchings		
Physical Address: 6783 Rogue River Drive		
City: Shady Cove	State: OR	Zip: 97539
Mailing Address: Same		
City:	State:	Zip:
Home Phone: N/A		Cell Phone: 209-840-9219
Email Address: DHutchings@VintnerCFO.com		
Current Occupation: Accountant <i>(If retired or unemployed, state your general or past profession.)</i>		
How long have you lived in Shady Cove? (Optional) 2 yrs		
How long have you lived in Jackson County? (Optional) 2 yrs		
Days/Times of Best Availability: Evenings		
Are you a current or past 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:		
AREAS OF INTEREST/EXPERTISE		
Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills. I am interested in volunteering on the budget committee. I have been a financial professional for over three decades. I have an MBA in Business Administration. I currently work in the Accounting Department of the Western Oregon Region of Boise Cascade, a publicly traded company, as a Sr. Accountant. I have financial responsibility for two mills and I am an integral part of the preparation of a \$640MM region annual budget. The majority of my career has been as Controller for publicly-traded, privately-held, and not-for-profit businesses. I have worked for companies as large as \$1B and as small as \$5MM in revenue. I am (along with my husband) a business owner, currently managing two small businesses - one of which has been in business for over a decade.		
I believe my skills and experience as a financial professional would be of benefit to this year's budget committee.		

Interest/expertise continued (if necessary):

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:
Only budget committee for now, thank you

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 publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant

Donna Hutchings

Date

4/9/24

How to Submit:

Email: TCorrigan@shadycove.org
In Person 22451 Hwy 62
By Mail PO Box 1210 Shady Cove, OR 97539

Questions?

Call City Hall at 541-878-2225 or send an email to the email as listed above.

CITY OFFICE USE ONLY

DATE RECEIVED

INITIALS

The City of Shady Cove is an Equal Opportunity Provider.