

Agenda

Shady Cove Regular City Council Meeting

Thursday, December 18, 2025, 6:00 p.m.

22451 Highway 62, Shady Cove, Oregon

Join Zoom Meeting

<https://zoom.us/j/96946017932?pwd=iUFutazeSCL63buf8MBxI2kLU0Kh48.1>

Meeting ID: 969 4601 7932

Passcode: 241394

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are open to the public and interested citizens are invited to attend. The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Stacey Bandfield at (541) 878-2225. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the Planning Department at jcurry@shadycove.org. 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) 10/23/2025

Call to Order

- I. **Pledge of Allegiance**
- II. **Roll Call**
- III. **Announcements**
 - a. This Meeting is Being Digitally Recorded
 - b. Next Regular Council Meeting-January 15th, 2025, @ 6:00 p.m.
 - c. Next Planning Commission Meeting-January 8th, 2025 @ 6:00 p.m.
 - d. These meeting dates and times are subject to change.

Consent Agenda

- IV. **Paid Invoice Report**

11/20/2025- 12/11/2025

V. Public Comments on Non-Agenda Items.

To speak on a non-agenda item, a citizen must submit his/her name and address on the comment card prior to the beginning of the meeting. When recognized to speak, he/she must stand, then provide name and address and the issue must have a city-wide impact and not be a personal issue. Council discussion or debate is unlikely because the necessary ordinance, resolution or background information will not have been prepared. Testimony is limited to three minutes.

VII. Action Items

Public comments on agenda items are permitted when agenda items are being considered and prior to council vote, as invited by Mayor or presiding officer. Testimony is limited to three minutes. Citizens are also encouraged to submit a written communication prior to the scheduled meeting and are encouraged to complete comment card.

- a. Appointment for Planning Commission (Samuel Clark)
- b. Swearing in of new Planning Commissioner (Mayor)
- c. Public Safety Letter Draft– 299

VIII. Staff Reports

- a. Jackson County Sheriff's Department Report
- b. Fire District Report
- c. City Administrator Protem Report

VIII. Council Comments

IX. Adjournment

Invoice Number	Invoice Date	Check Issue Date	Name	Description	Invoice Amount	Check Amount
4941620000	11/20/2025	12/03/2025	Avista Corporation	Natural Gas	154.67	154.67
INV-9404	12/01/2025	12/03/2025	TouchPoint Networks, LLC	WatchGuard T40 Firebox	136.95	136.95
CP-0033545	11/30/2025	12/10/2025	WECO - Carson	Gas/Diesel	223.84	223.84
2008764194	12/01/2025	12/10/2025	Philadelphia Insurance Companie	Late Fee	25.00	25.00
1001983416	12/01/2025	12/10/2025	SAIF Corporation	Policy 100034166	413.92	413.92
115676	12/01/2025	12/02/2025	Minuteman Press	1024 single sided statement postcards with mail merge billing	173.97	173.97
Grand Totals:					<u>1,128.35</u>	<u>1,128.35</u>



CITY OF SHADY COVE
 22451 Highway 62 ♦ P.O. Box 1210 ♦ Shady Cove, OR 97539
 Phone: 541.878.2225 ♦ Fax: 541.878.2226

received
 11/19/25

APPLICATION FOR COMMISSION OR COMMITTEE

PLEASE PRINT

DATE: 11/19/2025 POSITION APPLIED FOR: Planning Commission

APPLICANT INFORMATION		
Name: Samuel Clark		
Physical Address: 306 Whitetail Ln		
City: Shady Cove	State: OR	Zip: 97539
Mailing Address: Same		
City:	State:	Zip:
Home Phone:	Cell Phone: 714-788-9348	
Email Address: sclark97539@gmail.com		
Current Occupation: Retired - Former IT Consultant <small>(If retired or unemployed, state your general or past profession.)</small>		
How long have you lived in Shady Cove? 3 years		
How long have you lived in Jackson County? 3 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? <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 (continue on next sheet if necessary):		
I served 6 years on the Costa Mesa Planning Commission, 2 as Vice Chair.		
I worked many years, when younger, in construction. I served as Foreman for a General Contractor.		
Accounting Software Consultant at Databolic 15yrs		
Senior Partner (VP) at 2000Soft, Accounting Consulting, 15 years,		
Controller at 2 Companies,		
President/member of multiple Non-Profit Boards		

Qualifications continued (if necessary):

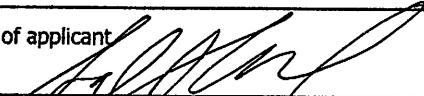
Please use this space to summarize why you are applying for this position:

I have lived in the community for several years now and would like to return to community service in this capacity. My prior experience in planning would allow me to get up to speed quickly.

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

I love Shady Cove. I would like to see it continue to be the lovely rural community that it has always been. It needs some TLC to revive our downtown area. I'd like to help with that process.

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 	Date 11/19/2025
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How to Submit:

By email: DJermain@shadycove.org

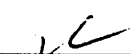
In person: City of Shady Cove, City Hall, 22451 Highway 62. Monday through Friday, 8:00 AM to 5:00 PM

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 11/19/25	INITIALS 

DRAFT

To: Shady Cove Property Owners

December, 2025

From: Shady Cove Mayor and City Councilors

Subject: Application of City Ordinance 299 regarding Public Safety Fees

Shady Cove City Council adopted Ordinance 299 and its predecessors, Ord:242 & 264, establishing a Public Safety Fee (PSF). This was necessary because the cost of police services was rising faster than city revenues and property taxes alone could not continue paying for the basic level of service contracted with the Jackson County Sheriff. Police services are an essential responsibility of city government and the City Council decided to adopt a Public Safety Fee on all properties inside the City limits benefiting from the contract services provided by the Sheriff.

The costs of police service and the revenues from the PSF are monitored and reviewed every year as part of the City's annual budget process. For the fiscal year of 2025/26 beginning on July 1 the City Council again conducted a review. The conclusion was that the PSF is not keeping up with the rising costs of Sheriff services. The City Council made a couple of tough choices including elimination of a \$3.00 per month Code Enforcement fee which eliminated code enforcement services by the Sheriff and saving property owners that monthly fee, while also having to increase the basic police services fee to \$29.00 per month. These changes were made by passing associated fee Resolutions effective July 1. The general result was a net increase of \$8.00 per month for police services and eliminating code enforcement.

Implementing the fee changes was an incentive to review our monthly billing practices to be certain that we comply with the basic provisions Ordinance 299. Some property owners inquired about the validity of charges and the City Council asked city staff to review the language and definitions in Ordinance 299 to verify compliance. There were many corrections made as a result, including now charging each mobile home in a mobile home park, but there were some remaining questions about how Motels and Recreational Vehicle Parks are to be charged.

So, after some additional review of Ordinance 299 by a subcommittee of the City Council there was better clarity, resulting in directions to staff, at its' meeting of November 20, to implement the Public Safety Fee accordingly.

Specifically, with the end of December billing cycle coming up there will charges reflecting the City Council direction, as follows:

- For residential units, considering the definitions of residence and dwelling unit, a fee of \$29.00. It is important here to note that a residential unit is defined as having all facilities for living, **including a built-in kitchen**. Guest rooms or similar temporary stay quarters without built-in kitchens are not charged.
- For Motels, each room and manager unit occupied for 30 or more days in a calendar month will be charged the \$29.00 PSF per month. For rooms occupied for 29 days or less in a calendar month will not be charged PSF, noting that each of those rooms will instead be paying Transient Lodging Taxes to the City each month.
- For Recreational Vehicle Parks each space occupied for 30 or more days in a calendar month will be charged \$29.00 PSF per month. For spaces occupied for 29 days or less in a calendar month will not be charged a PSF, noting that each of those spaces will instead be paying Transient Lodging Taxes to the City each month.

We hope this memorandum will help to clarify previous confusion and correct affected accounts. Thank you for your patience as we completed our review.

We also recognize that there may be some accounts where the application of the PSF is still in question. When the City finds new information needing attention there will be further adjustments made.

Also please note Ordinance 299 includes an Appeal process whereby any property owner is invited to submit an appeal to be considered at the staff and City Council levels as appropriate. A visit or call to City Hall will help you with that process which has a \$50.00 filing fee, refundable to you if you prevail in the appeal process.

City Hall is available for clarification if needed. Our thanks to you for understanding that police services are essential to Shady Cove and deserve our commitment to funding it at least on a basic level.

Sincerely,

Shady Cove Mayor and City Councilors

By: Lena Richardson, Mayor _____

Approved by the Shady Cove City Council at its meeting of: _____