



City of Shady Cove

City Council Regular Meeting Minutes

Thursday, February 5, 2026

CALL TO ORDER

Mayor Richardson called the regular City Council Meeting to order at 6:00 pm in the City Council Chamber.

Roll Call was taken. Council Present were Mayor Richardson, Councilor Nuckles, Councilor Mitchell, Councilor Winfrey, Councilor Vanier. Quorum was established.

Staff Present: Jeannie Curry, Planning Technician. City Administrator Protem was scheduled to be absent.

ANNOUNCEMENTS

The Mayor led the Council and audience in the Pledge of Allegiance and made announcements on the agenda.

CONSENT AGENDA

Council reviewed the minutes of January 15, 2026

Council reviewed the paid invoice report dated 01-14-2026-01-29-2026.

Council reviewed the invoices for bills to be paid dated 01-29-2026.

Corrections on a few minor typing errors were noted.

Motion to accept the minutes of January 15, 2026, as amended, the bills paid report dated 01-14-2026 through 01-29-2026 and the pending bills to be paid report dated 01-29-2026.

There was no discussion offered.

Motion: Councilor Mitchell

Second: Councilor Nuckles

Motion carried 5-0.

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PUBLIC COMMENTS ON NON-AGENDA ITEMS

Natalie Swendener offered comment.

STAFF REPORTS

Jackson County Sheriff Deputy DeKruger gave an activity report on city issues.

Fire Department District 4 representatives were absent.

City Administrator Protem report:

The Mayor read the City Administrators report.

RV Park Public Safety Fee billing discrepancy resolved.

Awaiting DLCD agreement between RVCOG and DLCD/HAPO to be finalized.

City lighting upgrades are completed at the city maintenance shop and city hall upgrades are in process.

The 335 Yew Wood Drive is pending sale. Jeannine Curry confirmed during the meeting that the property had been sold.

Preparations will be underway to enter into negotiations with The Teamsters Local 223 Union for a new collective bargaining agreement.

The city is working to hire a finance/budget person from RVCOG to assist in audit preparations for FY 2024, 2025 and 2026

UNFINISHED BUSINESS

Audit correction action plan. Council reviewed the 2023 Audit Corrective Action Plan.

Councilor Nuckles made a motion to accept and submit the 2023 audit corrective action plan to the Oregon Secretary of States office dated February 5, 2026. Councilor Vanier second the motion. Discussion consisted of the Mayor notifying council of the need for all

council to sign the corrective action plan before adjournment. The motion was approved with a 5-0 vote.

Franchise Agreements vs Rights-of-Way Licenses/Ordinances

The Mayor described the need for an additional workshop following the workshop on February 2, 2026, to continue edits and reviews of draft ROW licenses / ordinances.

Sunstone Land Use Agreement. Councilor Nuckles gave a history of the pending land use agreement and past experiences with Hiland/Sunstone negotiations for city water.

Councilor Nuckles made a motion to not sign the land use agreement at this time unless Sunstone agrees to revise the agreement per city requests or agrees to move forward with negotiations with the city. Councilor Mitchell second. Motion passed 5-0.

NEW BUSINESS

Appointment of Liaisons

Councilor Mitchell volunteered to continue as the planning commission liaison. Councilor Nuckles volunteered to be the RVCOG liaison

Councilor Vanier volunteered to be the Eagle Point Chamber of Commerce liaison.

Mayor Richardson appointed all liaisons as per the city charter.

City Administrator Recruitment / Ad-Hoc Committee Appointments

Councilor Mitchell made a motion to begin the process to begin recruitment for a City Administrator for the City of Shady Cove.

Councilor Vanier second the motion. Motion was approved 5-0.

Discussion ensued concerning an Inter-Governmental Agreement with the Rogue Valley Council of Governments regarding City Administrator.

Councilor Mitchell made a motion to accept the IGA with RVCOG and added that the preliminary contact would be Mayor Richardson, and the billing contact would be City Administrator Protem John Edwards. Councilor Vanier second the motion.

The mayor proposed recommendation for an ad-hoc recruitment committee consisting of the Mayor, Councilor Nuckles and City Administrator Protem John Edwards as members.

Councilor Mitchell made a motion to accept Mayor Richardson, Councilor Nuckles and City Administrator Protem John Edwards for the recruitment committee for City Administrator. Councilor Vanier second the motion. Motion was accepted with a 5-0 vote.

Written Communication

There was no written communication.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments were taken from Natalie Swendener, Sandra Barber, Hank Hoenstein and Shari Tarvin.

COUNCIL COMMENTS

Councilor Vanier – Spoke that the glad to see the city moving forward on the city administrator recruitment and the city water work.

Councilor Winfrey – Did not have comments.

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Councilor Mitchell – Thanked everyone for coming and gave an update on the final inspection for the monument sign.

Councilor Nuckles – Requested any information (history) from the community well water systems that anyone might have so she can include it in the file for the city water system.

Mayor Richardson – The Mayor had no comment.

ADJOURNMENT

There being no further business before the council, Mayor Richardson adjourned the meeting at 7:12 PM.

MINUTES APPROVED:

ATTEST:

Lena Richardson
Mayor
Protem

John Edwards
City Administrator

Council Vote:

- Mayor Richardson __Y__
- Councilor Nuckles __Y__
- Councilor Mitchell __Y__
- Councilor Vanier __Y__
- Councilor Winfrey __Y__