

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, September 7, 2017  
6:00 p.m.

### 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 meeting of the City Council will be September 21st at 6:00 p.m. in the Council Chamber
- 3. The next regularly scheduled meeting of the Planning Commission will be September 28th at 6:30 p.m. in the Council Chamber.
- 4. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have city-wide impact and not be personal issues.

### II. Presentation

None

### III. Consent Calendar

- A. Regular Meeting Minutes of August 17th, 2017 (pg. 3-4)

### IV. Written Communications

None

### V. Staff Reports

- A. Bills Paid Report, August 18, 2017 – August 30, 2017; \$84,218.81 (pg. 5)
- B. City Administrator
- C. Deputy McGrath
- D. Fire Chief Rod Edwards

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).

**VI. Old Business**

- A. Discussion - Council Goals (pg. 6-8)

**VII. New Business**

- A. Request to Approve the Use of a Recreational Vehicle as Temporary Living Quarters (pg. 9-11)
- B. Appoint President of the Council
- C. Resolution 17-14 – Approving Signatories at Banner Bank and Local Government Investment Pool (pg. 12)

**VIII. Public Comment on Non-Agenda Items**

**IX. Council Comments on Non-Agenda Items**

**X. Adjournment**

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, August 17, 2017

**CALL TO ORDER**

Mayor Sanderson called the Regular City Council Meeting to order at 6:00 p.m. in the City Council Chamber.

Council Present: Mayor Sanderson, Councilor Burgess, Councilor Mitchell, Councilor Kristich and Councilor McGregor

Staff Present: Aaron Prunty, City Administrator; Bonnie Pickett, Administrative Assistant

**ANNOUNCEMENTS**

The mayor led the audience in the Pledge of Allegiance and made the announcements on the agenda. The mayor stated City Hall will be closed September 4, 2017 for Labor Day. The mayor also noted Music in the Park will be Saturday August 19, 2017 from 6:00 to 8:00 p.m. playing 60's music.

**PRESENTATION**

Silas Olson, General Manager of Hiland Water gave a brief update on the progress of expanding the water system in Shady Cove.

**CONSENT CALENDAR**

Regular Meeting Minutes of August 3, 2017

Motion to Approve the Consent Calendar

Motion: Councilor Kristich                      Second: Councilor McGregor

All ayes. Motion carried 5-0

**STAFF REPORTS**

The city administrator answered questions on the bills paid report.

Deputy McGrath reported on issues in Shady Cove. He also briefly discussed a report on the response times of the Sheriff's Department over the past 4 years.

Chief Rod Edwards gave a monthly report on Fire District 4 activity.

**OLD BUSINESS**

**A. Discussion – Council Goals**

The council discussed goals. As they did not get through all of the goals, they chose to continue the discussion at the next council meeting.

Motion to postpone the discussion of Council Goals to the next meeting

Motion: Councilor McGregor                      Second: Councilor Kristich

All ayes. Motion carried 5-0

Motion to Extend the Council Meeting to 7:45 p.m.

Motion: Councilor Mitchell                      Second: Councilor Burgess  
All ayes. Motion carried 5-0

**PUBLIC COMMENTS**

Kate Seus, owner of Shady Kates Boutique, read a statement about the Tie Days Event. She appealed to the council the city administrator's decision not to provide advertising funds for the Tie Days event.

A request to Hiland Water was made to have a meeting with the community of residents from Deer Park.

Motion to Approve Extending the Council Meeting until 8:00 p.m.

Motion: Councilor Mitchell                      Second: Councilor Burgess  
All ayes. Motion carried 5-0

Motion to Reimburse up to \$800.00 for promotion of Shady Kate's Tie Days Event, Providing Receipts

Motion: Councilor Kristich                      Second: Councilor Mitchell  
All ayes. Motion carried 5-0

**COUNCIL COMMENTS**

Councilor Mitchell suggested that a traffic study should be done during the summer months for a more accurate conclusion.

Councilor Burgess noted that this will be his last council meeting because he is moving out of Shady Cove. He noted that he hopes the citizens continue to support the council with their future endeavors.

Mayor Sanderson and Council presented Councilor Burgess with a plaque for his service to the city.

**ADJOURNMENT**

There being no further business before the council, the Mayor adjourned the regular meeting at 8:08 p.m.

Approved:

Attest:

\_\_\_\_\_  
Tom Sanderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**

Mayor Sanderson                      \_\_\_\_\_  
Councilor Mitchell                      \_\_\_\_\_  
Councilor Kristich                      \_\_\_\_\_  
Councilor McGregor                      \_\_\_\_\_

| Date          | Check | Payee                                 | Description                           | Amount    |
|---------------|-------|---------------------------------------|---------------------------------------|-----------|
| 08/25/2017    | 43254 | Postmaster                            | Sewer Billing                         | 332.00    |
| 08/30/2017    | 43255 | ASCAP                                 | license Fee 41405                     | 282.00    |
| 08/30/2017    | 43256 | Avista Corporation                    | Natural Gas 4941620000                | 17.34     |
| 08/30/2017    | 43257 | Canon Financial Services, Inc.        | Copier Lease & Copies 612930          | 348.56    |
| 08/30/2017    | 43258 | Celtic Circle, LLC                    | Shop Rental                           | 800.00    |
| 08/30/2017    | 43259 | CIS Trust                             | Life Insurance                        | 57.06     |
| 08/30/2017    | 43260 | Crystal Fresh                         | Bottled Water                         | 66.00     |
| 08/30/2017    | 43261 | David Christian                       | radio Programming, 4 hrs.             | 60.00     |
| 08/30/2017    | 43262 | Hunter Communications                 | Phone Services & Internet Charges 698 | 531.38    |
| 08/30/2017    | 43263 | IPMA - International Public HR Assoc. | Dues                                  | 149.00    |
| 08/30/2017    | 43264 | Jackson County Sheriff                | Law Enforcement Services- Monthly     | 73,333.34 |
| 08/30/2017    | 43265 | Jessie Bridgham                       | Professional Services                 | 585.00    |
| 08/30/2017    | 43266 | KAS & Associates, Inc.                | Erickson & Cleveland Storm Drainage   | 4,051.66  |
| 08/30/2017    | 43267 | KPOV High Desert Community Radio      | Membership                            | 50.00     |
| 08/30/2017    | 43268 | Mail Tribune                          | Annual Subscription Acct #5007947     | 223.60    |
| 08/30/2017    | 43269 | Mary Gunderlock                       | Website - Monthly Update              | 240.00    |
| 08/30/2017    | 43270 | Pacific Power                         | City Hall 32847641-007                | 1,253.36  |
| 08/30/2017    | 43271 | Patricia Stoddard                     | Utility Billing Refund                | .03       |
| 08/30/2017    | 43272 | Perfection Cleaning                   | Cleaning Services                     | 280.00    |
| 08/30/2017    | 43273 | Postmaster                            | Box Rent - 1 year                     | 116.00    |
| 08/30/2017    | 43274 | Richard Joseph Nelson                 | Promotion & Tourism                   | 500.00    |
| 08/30/2017    | 43275 | Richard W Brewster CPA PC             | 2nd Quarter Payroll Services          | 315.00    |
| 08/30/2017    | 43276 | Robert Gilardoni                      | Utility Billing Refund                | 2.01      |
| 08/30/2017    | 43277 | Shelly M. Dent                        | Expense Reimbursement                 | 20.00     |
| 08/30/2017    | 43278 | Southern Oregon Sanitation            | aunt Caroline's Park 088094           | 130.47    |
| 08/30/2017    | 43279 | Superior Stamp & Sign Co              | Plaque                                | 75.00     |
| 08/30/2017    | 43280 | T.J. and the Spurts Country Band      | Promotion - Tourism                   | 400.00    |
| Grand Totals: |       |                                       |                                       | 84,218.81 |

*City of Shady Cove*  
*Council Goals*

1. *Encourage store front improvements through the assistance of a grant program*
2. *Work with businesses to improve tourism and parking*
3. *Continue to make Aunt Caroline's Park family friendly as well as Continue Music in the Park*
4. *All city streets improved to at least a level that includes two layers of chip seal and one layer of fog seal*
5. *Continue to provide formal training to maintain long term qualified employees*
6. *Budget and spend prudently to maintain a financially sound government*
7. *Find ways to bring new business to town while working with SOREDI to help businesses with a business plan*
8. *Work with the Planning Commission to improve store fronts*
9. *Continue to encourage citizens to attend council meetings*
10. *Assist (as appropriate) with the expansion of Hiland Water to get water to residents and businesses*

11. *Accept cash payments for services*
12. *Participate in early alert earthquake system*
13. *Set up schedule for businesses to give a presentation to the council on their business*
14. *Provide adequate commercial parking to encourage city shopping and restaurant usage*
15. *Construct and operate RV Park that is city owned and operated by public works*
16. *Construct a water park feature within the current city park for kids to play*
17. *Form a task force of individuals that have the greatest financial investments in the business corridor to make the businesses more successful*
18. *Pedestrian lighting to light up the sidewalks along the downtown area*
19. *Traffic calming features in the downtown area on Hwy 62*
20. *Reduce the speed in the downtown area of Shady Cove*
21. *Develop a strategy to be proactive instead of reactive to city issues (i.e. a code enforcement officer)*
22. *Improve the safety in the community*

23. *Promote announcements on the city owned radio station*





**City Council Agenda Item Summary  
City of Shady Cove, Oregon**

Meeting Date: September 7, 2017

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Request to Approve the Use of a Recreational Vehicle as Temporary Living Quarters

Attachments: Letter from William Leffler .

Issue Before the Council: Shall the City Council allow the occupancy of a recreational vehicle at 220 Holly St. as temporary living quarters.

Key Facts and Information Summary: Per Ordinance 154.335(B), No person having ownership or other responsibility for the property in the city shall occupy or allow the occupancy of any recreational vehicle upon the premises as permanent living quarters, unless approved for the use by the city.

Other Alternatives Considered: the council may choose not to allow the occupancy, or may choose to limit the duration.

Proposed Motion: **"I MOVE TO APPROVE THE REQUEST TO ALLOW WILLIAM LEFFLERS MOTHER TO OCCUPY A RECREATIONAL VEHICLE AS LIVING QUARTERS AT 220 HOLLY ST FOR \_\_\_\_\_."**

**Bonnie Pickett**

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**From:** [REDACTED]  
**Sent:** Thursday, August 24, 2017 12:56 PM  
**To:** admin@shadycove.net  
**Cc:** billeffler91  
**Subject:** FW: City Council

**From:** billeffler91 . [mailto:[REDACTED]]  
**Sent:** Thursday, August 24, 2017 10:33 AM  
**To:** Misty Leffler [REDACTED]  
**Subject:** City Council

To whom it may concern,

I am writing this to ask the city council's permission to allow my mother to stay in her travel trailer on my property until she is able to find and place here in a local park or a place with my sister. My mother's doctor has recommend her to stay close to family so we can keep a eye on her.

She has COPD and is required to sleep with oxygen. She also has balance issues which causes her to fall. There have been a few times where she has fallen and ended up in the hospital and once required surgery.

Up until recently, she had a home in Jacksonville that she lost through a divorce because my step dad stopped making the payments and it was foreclosed upon. Her income from SSI couldn't cover the bills on the house let, alone the house payment. At that location, my sister and her 2 children lived there to help our mother. My sister Michelle at the time was a caregiver and is now a C.N.A. My mother now suffers sever Depression from going through this divorce. She is still waiting to receive her court ordered support payments that where ordered in January. She has a court date coming up in September regarding this.

My sister and mother do have applications in for rentals and are on the top of a list for one here in Shady Cove, but it's currently under renovations. I have contacted local parks, but they have informed me that are no spaces available and some of these parks have a wait list with some people waiting over 2 years. My mother doesn't want to live in a trailer, but until she can find a place, its the trailer or my couch which is what will happen if you don't allow her to stay in the trailer. My house is a small two bedroom house, only 950 sq. feet, and we have two children of our own.

Please don't make a 57 year old lady sleep on a couch, when there is a perfectly good trailer in the driveway where she can at least have privacy and he own space.

Thank you,  
William Leffler

[REDACTED]  
41-941-8781

Print

Shady Cove, OR Code of Ordinances

**§ 154.335 RECREATIONAL VEHICLES.**

The following regulations pertain to recreational vehicles parked outside of recreational vehicle parks, mobile home parks or other areas that are specifically designed for the vehicles.

(A) No person shall occupy a recreational vehicle for sleeping or living purposes on a public street or right-of-way for any length of time within the city.

(B) No person having ownership or other responsibility for property in the city shall occupy or allow the occupancy of any recreational vehicle upon the premises as permanent living quarters, unless approved for the use by the city.

(C) A recreational vehicle may be parked on private property and used for sleeping and cooking purposed by guests of the residents of the premises for a period not to exceed 16 consecutive days or 20 days with any quarter (three-month period) of the year; provided, the vehicle has self-contained sewage facilities or the vehicle's occupants are utilizing the facilities in their host's residence.

(D) Any unoccupied recreational vehicle shall not be stored on any roadway or with any public right-of-way.

(E) A recreational vehicle shall not occupy a space within an approved mobile home park unless that space has been specifically approved by the city for short-term recreational vehicle use.

(Ord. 225, passed 10-20-1994, § 26.6)

City of Shady Cove

Resolution 17- 14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
APPROVING SIGNATORIES AT BANNER BANK AND LOCAL GOVERNMENT  
INVESTMENT POOL**

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Shady Cove, Oregon hereby approves the change in signatories on Banner Bank and Local Government Investment Pool Accounts:

1. Revokes any previous signatories on said account.
2. New signatories are Mayor Tom Sanderson, President of the Council \_\_\_\_\_, City Administrator Aaron Prunty and Accounting Technician Shelly Dent.
3. Authorized to transfer funds between Banner Bank and to LGIP are City Administrator Aaron Prunty and Accounting Technician Shelly Dent.
4. Two signatures from Item #2 (one council person and one staff person) are required to execute a check on the above named bank accounts.

Effective Date: This Resolution will be effective September 7, 2017.

The adoption of this resolution does hereby repeal Resolution 17-01.

**Adopted** by the City Council of the City of Shady Cove this 7th day of September, 2017.

Approved:

Attest:

\_\_\_\_\_  
Tom Sanderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**

Mayor Sanderson \_\_\_\_\_

Councilor Mitchell \_\_\_\_\_

Councilor Kristich \_\_\_\_\_

Councilor McGregor \_\_\_\_\_