

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, January 4, 2018  
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 regularly scheduled meeting of the Planning Commission will be January 11th at 6:30 p.m. in the Council Chamber.
3. The next meeting of the City Council will be January 18th at 6:00 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. Consent Calendar

- A. Regular Meeting Minutes of December 21st, 2017 (pg. 3-4)

### III. Written Communications

None

### IV. Staff Reports

- A. Bills Paid Report, December 22, 2017 – December 28, 2017; \$96,697.84 (pg. 5)
- B. City Administrator
- C. Deputy McGrath
- D. Fire Chief Rod Edwards

**V. New Business**

A. Discussion – Repealing the Ban on the Sale of Recreational Marijuana (pg.6)

B. OLCC License – Community Center (pg.7-10)

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

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

**VIII. Adjournment**

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, December 21, 2017

**CALL TO ORDER**

Mayor Sanderson called the Regular City Council Meeting to order at 6:03 p.m. in the City Council Chamber.

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

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.

**CONSENT CALENDAR**

Regular Meeting Minutes of December 7, 2017

Motion to Approve the Consent Calendar

Motion: Councilor Mitchell            Second: Councilor Tarvin

All ayes. Motion carried 5-0

**STAFF REPORTS**

The city administrator answered questions on the bills paid report. The city administrator advised the council that the city has received one application for the open planning commission position. The council decided to leave the application period open until the Council meeting on January 4th. Prior to the meeting, Deputy McGrath informed the city administrator, that the Deputies were able to arrest a person of interest in the burglaries in Shady Cove.

Fire Chief Rod Edwards advised that he will be retiring at the end of January. The Chief noted the new Fire Chief will be Greg Winfrey. He also gave a brief summary of Fire District #4 Strategic Planning/Goals and Strategies for 2018-2021. The Chief also briefly discussed the November stats for Fire District #4.

**NEW BUSINESS**

**A. Discussion – Generator Estimates**

The city administrator explained the need for an emergency back-up power source.

The council discussed the answers to their questions about the generator.

Motion to Authorize the City Administrator to Purchase and Install a Generator from NOR-PAC Power Systems

Motion: Councilor Kristich            Second: Councilor Tarvin

All Ayes. Motion carried 5-0

**B. Discussion – Establishing a Game Camera Grant Program**

The council discussed at length the possibility of a Game Camera Grant Program for local businesses. They directed staff to send a letter out to businesses along Hwy 62, inquiring if there would be interest in the camera program.

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

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

**PUBLIC COMMENTS**

None.

**COUNCIL COMMENTS**

Councilor Kristich noted that she and Councilor Mitchell attended the League of Oregon Cities small jurisdictions meeting where they discussed a nuisance property ordinance as well as requested the city host the meeting in June. She thanked everyone for coming and giving feed back to the council.

Councilor Mitchell mentioned that the TE Project is behind schedule and is continuing to back up traffic with up to 20 minute wait times. Councilor Mitchell also passed out an agenda bill for further explanation of resolutions and ordinances.

Councilor Tarvin noted that the traffic back up is an issue on Rogue River Dr. She also stated that she stopped for a pedestrian and the flagger made her continue instead of waiting for the pedestrian. Councilor Tarvin wished everyone a Merry Christmas.

Mayor Sanderson noted that Commissioner Colleen Roberts called him earlier, asking that he pass along Merry Christmas to the council and citizens.

**ADJOURNMENT**

There being no further business before the council, the Mayor adjourned the regular meeting at 7:43 p.m.

Approved:

Attest:

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

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

**Council Vote:**

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

Date	Check	Payee	Description	Amount
12/28/2017	43432	Avista Corporation	Natural Gas 4941620000	212.82
12/28/2017	43433	Canon Financial Services, Inc.	Copier Lease & Copies 612930	344.74
12/28/2017	43434	Cantel of Medford, Inc.	Street Materials	301.00
12/28/2017	43435	Celtic Circle, LLC	Utility Billing Refund	.06
12/28/2017	43436	Celtic Circle, LLC	Shop Rental	800.00
12/28/2017	43437	CIS Trust	Life Insurance	164.98
12/28/2017	43438	Crystal Fresh	Bottled Water C82225	40.00
12/28/2017	43439	David Christian	Radio Programming, 5 hrs.	157.50
12/28/2017	43440	ELAN	Recognition & Awards	2,814.02
12/28/2017	43441	Hiland Water	Water System Improvement	86,000.00
12/28/2017	43442	Hunter Communications	Phone Services & Internet Charges 698	539.19
12/28/2017	43443	IPMA-HR Oregon Chapter	Membership Dues	35.00
12/28/2017	43444	Jessie Bridgham	Professional Services	495.00
12/28/2017	43445	Johman Inc./Village Square	Planning Department Refund	275.00
12/28/2017	43446	KAS & Associates, Inc.	Private Project Review	365.86
12/28/2017	43447	Mary Gunderlock	Website - Monthly Update	330.00
12/28/2017	43448	Medford Fuel	Public works gasoline/diesel 1-007737	173.49
12/28/2017	43449	OCCMA	Membership Dues	162.33
12/28/2017	43450	OMA	OMA Dues	103.00
12/28/2017	43451	RVCOG	Floodplain Maps	3,145.93
12/28/2017	43452	Shady Cove Napa	Equipment Maintenance	87.45
12/28/2017	43453	Southern Oregon Sanitation	aunt Caroline's Park 088094	130.47
12/28/2017	43454	Upper Rogue Independent	Subscription Renewal	20.00
Grand Totals:				96,697.84



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

Meeting Date: January 4, 2018

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Repeal the ban on the sale of recreational marijuana within the City limits of Shady Cove.

Attachments: None

Issue Before the Council: Should the council repeal the ban of the sale of recreational marijuana.

History: Ordinance 277, Passed by the City Council on 06/02/16 Declared a Ban on Recreational Marijuana Producers, Recreational Marijuana Processors, Recreational Marijuana wholesalers and or Recreational Marijuana Retailers.

In November 2016, the City Council placed the decision with the voters, would the citizens prohibit the sale of recreational marijuana in the City limits of Shady Cove. When the vote was complete, the Prohibition on the Sale of Recreational Marijuana was passed by 2 votes.

Other Alternatives Considered: The Council can decide to keep the current prohibition on the sale of recreational marijuana with the city limits of Shady Cove.

Fiscal Impact: No fiscal impact at this time.

Goals/Policies: Repealing the ban on the sale of recreational marijuana does not fall under the current goals set by the City Council

Staff Recommendation: None at this time, discussion item.



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

Meeting Date: January 4, 2018

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Upper Rogue Community Center OLCC License

Attachments: Upper Rogue Community Center OLCC application

Issue Before the Council: The Upper Rouge Community Center will be hosting a wine tasting event to raise money for the community center. To be able to sell tickets for the event, the Upper Rogue Community Center will need to obtain a temporary OLCC license for the special event.

The council will review the OLCC application attached and make a favorable or unfavorable decision to proceed with the processing of the OLCC application.

Other Alternatives Considered: The council may decide to ask questions of the applicant to help with the council's decision to accept or deny the application.

Fiscal Impact: Temporary/Special Event Liquor License fee of \$15.00.

Goals/Polices: None of the current goals will impact the OLCC license.

Staff Recommendation: Staff recommends the approval of the OLCC license.

Proposed Motion: **I MOVE TO RECOMMEND GRANTING APPROVAL OF THE UPPER ROGUE COMMUNITY CENTERS OLCC LICENSE.**



# TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

### TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of **seven** license days per application form.

**1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.**

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

- No
- Yes. Please list the organization's Oregon Registry Number (not EIN): 0314983-6

2. Applicant Name: Upper Rogue Community Center

3. Email: urcc216@gmail.com

4. Fax: 541-878-2702

5. Contact Person: Colleen Lambert

6. Contact Phone: 541-878-2702

7. Event Name: Mystery Wine Night

8. Date(s) of event (no more than seven days):  
02/10/18

9. Start/end hours of alcohol service: 6:00  am  pm to 9:00  am  pm

10. Address of Special Event:  
22465 Hwy 62

City  
Shady Cove,

Zip  
97539

11. Is the event outdoors?  Yes  No

11a. If the event is only indoors, in what area(s) of the building is the event located?

Community Center Main Hall

11b. If any part of the event is outdoors, **submit a drawing** showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:

Community Events such as: weekly lunches, yoga, aerobics, hosting weddings, memorails, private parties, etc.

13. Will minors be allowed at the event?  Yes  No

14. If yes, will minors and alcohol be allowed together in the same area?  Yes  No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 50 - 75



**PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA**

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

Everyone will be carded at the door and we will have monitors so no one over indulges. and rides will be available.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

Everone will be carded at the door, no minors will be addmitted.

18. Describe your plan to manage alcohol consumption by adults:

this is a tasting and everone will get 5 tastes, there will be monitors that will watch for over indulgence.

**ALCOHOL MANAGERS**

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

Colleen Lambert, Sandra Krueger, Janet Swearson, Terry Weyers, Nancy Mayer, Carly Lambert, Ed Mayer, Alan Styles, Steve Lambert, Ian Lambert

**LIQUOR LIABILITY INSURANCE**

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: State Farm

21. Policy #: 97-B1-K431-9

22. Expiration Date: May 2018

**MARIJUANA**

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event?  Yes  No

**FOOD REQUIREMENTS**

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink?  Yes  No

24a. If yes, list at least three different substantial food items that will be provided:

1. | 2. | 3.

24b. If no, list at least two different substantial food items that will be provided:

1. Meat kabobs | 2. Cheese, Cracker & Fruit plates

**GOVERNMENT RECOMMENDATION**

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

Shady Cove, OR

**SIGNATURE**

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Name (please print):

*COLLEEN LAMBERT*27. Signature: *Colleen Lambert*28. Date: *12/21/17***CITY OR COUNTY USE ONLY**

The city/county named in #25 above recommends:

 Grant   
 Acknowledge   
 Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature:

Date:

**FORM TO OLCC**

This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

**OLCC USE ONLY**

Fee Paid:

Date:

Receipt #:

License is:  Approved  Denied

OLCC Signature:

Date: