



City Council Regular Meeting Minutes

Thursday, April 16, 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, and Councilor Vanier. Quorum was established.

Staff Present: City Administrator Protem John Edwards, Jeannie Curry, Planning Technician.

ANNOUNCEMENTS

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

The Mayor added an agenda item under new business; 9b: Signature Authority for Water Grant, Resolution 26-03

CONSENT AGENDA

Council reviewed the minutes of April 16, 2026

Council reviewed the Bills Paid Report dated 04/26/ 2026

Council reviewed the Pending Bills to be paid report dated 03/31/2026-04/09/2026

Council reviewed the FY 2026 Budget to Actual

Motion to accept the minutes of 04/02/2026, pending bills to be paid report dated 04/26/2026 in the amount of \$284.00, and the review of the Bills paid report dated 03/31/2026-04/09/2026 in the amount of \$14,212.23, and the FY Budget to Actual Report.

Motion: Councilor Mitchell
Nuckles

Second: Councilor

There was no discussion offered. The Motion carried 5-0.

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PUBLIC COMMENTS ON AGENDA ITEMS

Natalie Swendener provided comments.

STAFF REPORTS

Jackson County Sheriff Deputy De Krueger was not present to provide a report.

Fire District 4 Chief Crume was not present to provide a report.

City Administrator Protem Report:

City Finance: The city finance work is continuing. Balancing the general ledger, accounts payable and receivable balances, and reconciling changes made by several individuals.

City Administrator Recruitment: We participated in the second round of City Administrator interviews with three finalists on Tuesday April 14th. Council will be bringing forward their recommendation from the executive session for action tonight.

Fire Season Emergency Management: The city has scheduled a pre-fire season community open house for Tuesday, May 12th from 5:00pm – 7:00pm at the Upper Rogue Community center. Jackson County emergency management, sheriff and Fire District 4 will be there to provide information and answer questions for residents and community members.

Budget Committee: The budget committee held a workshop on April 13th at the library, and they reviewed the fiscal year 2026 budget, year-to-date actuals including the general fund, street fund, RVSS sewer fund, public safety fund, system development charges fund, transient lodging tax funds and the water project fund. A budget committee meeting will be scheduled soon to work on fund structure for 26/27 and work on year-to-year comparisons.

City Hall Repairs: Repairs were made to two storefront doors and a window.

Public Works: Storm drain maintenance continues, maintenance on city vehicles and equipment are being done, a small leak repair was made to the pump house at Aunt Carolines Park, and a lock was installed on the backhoe due to attempts to steal fuel. All city owned fire extinguishers in buildings and vehicles have been inspected and serviced.

Reminders:

The city is providing weed trimmers to residents at no cost. See the office for availability.

The city website is a good place for residents to get updates of what is happening with their city government.

Zoom Participation:

The city is asking people who want to participate in council meetings via zoom to pre-register at city hall. We are not taking group names only individuals who can be identified.

UNFINISHED BUSINESS

A. Sunstone Land Use Information Application Discussion and Adoption.

Councilor Knuckles explained the process of acceptance of the receipt of the application from Sunstone. The city's supplemental findings are with the application and will be available to all parties during the land use approval process. Discussion regarding approval that the application should go forward and ensued.

Motion to accept the Land Use Information Form submitted by Sunstone to the city of Shady Cove that was stamped received on March 30, 2026, by the city.

Motion: Councilor Nuckles

Second: Councilor Vanier

There was no discussion offered. The Motion carried 5-0.

B. Business Oregon City Drinking Water Grant Contract Amendment 02

Councilor Nuckles provided an overview of the Water Grant Contract Amendment 02 and noted that an update on the budget to eliminate the admin fund and reallocate that money to other funds. Authorized signers for drawdowns were updated. An internal audit was started on the water grant. All invoices and general ledger for everything that has been charged to the water fund that was fed into the drawdown requests are being investigated. Expenses were misrepresented and not consistent with the general ledger. Work to remedy this misuse of funds are ongoing.

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Business Oregon City Drinking Water Grant Contract Amendment 02 Continued:

RH2 contract and task order are in place so RH2 is resuming their work. The Army Corps is finishing the city's package, and it should be sent for division approval on April 24, 2026, then headquarter approval then to the state.

Amendment 2 is bringing it up to what RH2 is working on. Working with Business Oregon to put the amendment together so the project description is exactly what the city is doing. The initial design and doing a raw water intake structure and a water pump station is being started. With councils' approval then the city can be billing against the contract again.

Brief discussions were given regarding the intake source locations, and more oversight as the project moves forward once the feasibility and design options are in then there will be better oversight regarding drawdowns. It is possible that council can approve drawdowns in the future.

Motion to accept to accept Amendment 02 Project number C2024465

Motion: Councilor Mitchell
Nuckles

Second: Councilor

There was no discussion offered.

The Motion carried 5-0.

C. City Administrator Recruitment Update

Final interviews for City Administrator were performed by council, the city Protem and the city's HR recruiter. A candidate was selected and council considered the approval to make an offer of employment to candidate #1.

Motion to appoint and employ candidate number 1 as Shady Cove City Administrator commencing on or about May 18, 2026, conditioned on a satisfactory background investigation and a successful negotiation of an employment agreement containing terms and conditions acceptable to the City Council.

Motion: Mayor Richardson

Second: Councilor Vanier

There was no discussion offered. The Motion carried 5-0.

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NEW BUSINESS

- A. OLCC License; Slightly Tilted Kinda Shady (Pizza Restaurant)
21850 HWY 62, New license application.
Council considered approval to accept the OLCC license application.

Motion to approve acceptance of the OLCC license application received March 31, 2026, from Kendra Merck for Slightly Tilted Kinda Shady Pizza located at 21850 HWY 62, Shady Cove. This is for on-site sales at an established business in Shady Cove.

Motion: Councilor Nuckles

Second: Councilor Winfrey

No discussion was offered. The motion was 5-0.

- B. Signature Authority for Water Grant. Resolution 26-03

Motion to approve Resolution 26-03 to approve and authorize an update in signatories concerning delegated authorized individuals to request cash payments on Oregon Business Development Department awards. The individuals are Mayor Richardson, Council President Steve Mitchell, and City Administrator Pro Tem John Edwards.

Motion: Councilor Mitchell

Second: Councilor Vanier

No other questions or comments were given. The motion passed 5-0.

WRITTEN COMMUNICATIONS:

There was no written communication.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments on non-agenda items were offered.

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COUNCIL COMMENTS:

Councilor Vanier – Commented on being excited about the new City Administrator interviews.

Councilor Winfrey – Commented on the “Push in” event participating in a ceremony to welcome a new fire engine to Fire Station 4. She mentioned that there is a city-wide yard sale coming up on June 6th that is being promoted by citizens.

Councilor Mitchell – Thanked everyone for coming. He mentioned the 49th annual rod and custom car show at Rogue X.

Councilor Nuckles – Commented on the fact that her previous comments at the last council meeting has generated negative allegations and conspiracy theories. She said that anyone following the previous meetings can see for themselves the good solid work that is being performed for the city. She went on to mention the various work that has been accomplished including the City Administrator recruitment, the first budget workshop that was outstanding, the progress with the water grant, the water permit and improved relationships with the city’s partners are being restored. After a year-long standoff with Hiland Water an agreement has been reached on the land use application that will allow Hiland to acquire additional water to add new customers to their current infrastructure. And a planned town hall meeting to discuss the upcoming fire season including evacuation procedures, rules and responsibilities and available support.

Mayor Richardson – Commented on when she was appointed, she mentioned the crucial goals Council would be working toward. Bringing the city in compliance with state-mandated audits, timely complete and accurate financial statements, define a multi-phase city water strategy approach and develop a long-term relationship strategy with Sunstone Water, create a street improvement maintenance plan, design a new park, and update and enforce ordinances. Time constraints and unexpected events have limited the focus to audits, financial statements, the water plan and then recruitment of a city administrator and completion of the 2027 budget. The remaining goals will receive the attention they deserve going forward. She spoke of budget and financial work being accomplished by the city and our contract accountant.

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ADJOURNMENT

There being no further business before the council, Mayor Richardson adjourned the meeting at 6:52 PM.

MINUTES APPROVED:

ATTEST:

Lena Richardson
Edwards

Mayor
Administrator Protem

John

City

Council Vote:

Mayor Richardson _____
Councilor Nuckles _____
Councilor Winfrey _____
Councilor Mitchell _____
Councilor Vanier _____