

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, January 2, 2014  
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 Planning Commission meeting will be held on January 9 at 6:30 p.m. in the City Council Chamber.
- 3. The next meeting of the City Council will be on January 16 at 6:00 p.m. in the City Council Chamber.

### II. Public Comment

The public may comment on agenda items as they come up for discussion, but before deliberation by the Council.

### III. Presentation

None

### IV. Consent Calendar

- A. Accounts Payable, \$5,112.66 (pg. 3)
- B. Regular Meeting Minutes of December 19, 2013 (pg. 4-7)

### V. Written Communications

None

### VI. Staff Reports

- City Administrator
- A. 2012-2013 Audit – January 6, 2014
- B. Status of Financial Reports for Current Fiscal Year

## **VII. Unfinished Business**

- A. Fiber Optics in City Hall
- B. Revised City Hall Business Hours

## **VIII. New Business**

- A. Administrative Policy 14-01 – Application for and Appointments to Standing Committees (pg. 8-9)

## **IX. Public Comment on Non-Agenda Items**

Public must state name and address and standing to discuss issue. Issues must have city-wide impact and not be personal issues.

## **X. Council Comments**

## **XI. Executive Session**

- A. Pursuant to ORS 192.660(2)(a) – To Consider the Employment of a Public Officer, Employee, Staff Member or Individual Agent

## **XII. Adjournment**

**City of Shady Cove  
Unpaid Bills Report  
December 17, 2013 to December 30, 2013**

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Canon Solutions	\$48.72	Copies
Cantel	\$62.00	Stop Sign
Celtic Circle	\$700.00	Shop Rental
CenturyLink LD	\$58.85	Long Distance Charges
CenturyLink Svc.	\$698.05	Phone Services
Christian, David	\$180.00	Radio Programming
Crystal Fresh	\$31.50	Bottled Water
InstaPrint	\$95.00	Envelopes
Jackson County Health & Human Services	\$63.82	Dead Animal Pick Up
Medford Fuel	\$33.82	Public Works Gasoline/Diesel
O'Brien, Shaun & Samantha	\$61.06	Sewer/PSF Refund of Overpayment
OAMR	\$50.00	OAMR Membership
Pacific Power	\$25.33	Utilities
Perfection Cleaning	\$280.00	Cleaning Services
Pitney Bowes Global Financial Services	\$154.47	Postage Machine
Pitney Bowes Purchase Power	\$48.24	Finance Charges & Late Fee
RiverTech	\$400.00	Website - Monthly Update
Postmaster	\$293.65	December Utility Billing
RVCOG	\$1,511.65	Planning & Floodplain Management
SESAC	\$143.00	Radio License Fee
SOS	\$98.50	Sanitation
Stewards	\$75.00	Monthly Fee
 Total:	 \$5,112.66	

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, December 19, 2013

**CALL TO ORDER**

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

Council Present: Mayor Anderson, Councilor Hughes, Councilor Hayes and Councilor Ulrich. Councilor Sanderson absent.

Staff Present: Aaron Prunty, City Administrator Pro Tem and Debby Jermain, Planning Secretary

**ANNOUNCEMENTS**

The Mayor led the audience in the flag salute and made the announcements on the agenda.

**PUBLIC COMMENT**

The public may comment on agenda items as they come up for discussion, but before deliberation by the Council.

**PRESENTATION**

**Mike Koch, Regional President, AmericanWest Bank – Shady Cove Water Works**  
Mike Koch of AmericanWest Bank on behalf of Shady Cove Water Works gave an update on the progress of providing water from their private system to the Shady Cove Mobile Home Park. He envisions possible future plans to include water to the school, businesses and for fire suppression.

**CONSENT CALENDAR**

Accounts Payable: \$151,950.58 (revised)  
Regular Meeting Minutes of November 21, 2013

Motion to Approve the Consent Calendar.

Motion: Councilor Hughes      Second: Councilor Ulrich

All ayes      Motion carried 4-0 (Councilor Hayes abstained from RiverTech)

**STAFF REPORTS**

**City Administrator**

The City Administrator Pro Tem provided a year-end report of finances for fiscal year 2012-2013. The 2013 - Present financial statement was not ready to provide to the Council, as there were some issues related to PERS that were unresolved. Auditors are scheduled for January 6, 2014.

There are two vacancies on the budget committee to be discussed under new business

**UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **A. Discussion of City Administrator Recruitment**

Council discussed a proposed timeline presented by the Mayor for the process to select candidates for interview, interviewing, and selection. He noted that Councilor evaluations of applicants would be complete within a week and recommended an executive session at next council meeting to discuss candidate ranking.

### **B. Discussion and Action on Proposed Storm Drainage Below Chevney Way, Above Terrace Place and North of Cleveland Street**

Council discussed approving a contract with the City Engineer to design and coordinate construction of improved drainage below Chevney Way, above Terrace Place and North from Cleveland Street. [The lower end of the original system was altered by home development and cannot accommodate typical rainfall events without flooding. Drainage installed in 2001 is inadequate to prevent water and mud damage to the downhill properties.

### **C. Discussion and Action on Proposed Storm Drainage West of the End of Chevney Way**

The Council also discussed a remedy for the annual flooding at the end of Chevney Way and resultant ditch overflow. The mayor, staff, and City Engineer had previously visited both sites. The City Engineer provided an estimated cost of construction of both Chevney Way storm drainage and Whispering Pines Terrace storm drainage to take care of storm water problem today.

Councilor Hughes lives in the area and declared a potential conflict of interest.

#### Motion to Approve Contracts with KAS & Associates Project No. S13-001 and Project No, S13-002 not to exceed \$25,000.

Motion: Councilor Hayes                      Second: Councilor Ulrich  
All ayes. Motion carried 4-0

### **D. Policy on Business Listings on the City's Website**

Council discussed a policy in which a business may be invited to provide information for posting to the City's website under the following conditions: the business must have a current City of Shady Cove business license; or be a member in good standing of the Shady Cove-Upper Rogue Chamber Visitors and Convention Bureau, Inc.

#### Motion to Approve Administrative Policy 13-01 – A Policy on Business Listing on City Website.

Motion: Councilor Hayes                      Second: Councilor Hughes  
All ayes. Motion carried 4-0

### **E. Policy Regarding Handling of Cash Payments**

Staff put together a process for handling cash which meets the auditor's requirements.

#### Motion to approve Administrative Policy 13-02 – A Policy on Cash Handling

Motion: Councilor Hughes            Second: Councilor Hayes  
All ayes. Motion carried 4-0

**F. Mayor's Resignation from Budget Committee as a Member at Large**

The Council accepted Mayor Anderson's resignation, as a citizen at large, from the City's Budget Committee as he will be on the Budget Committee as mayor.

**G. Solicitation of Budget Committee Applications**

Leslie Keene, as a citizen at large, resigned from the Budget Committee resulting in two vacancies. Applications to fill vacancies on the Budget Committee will be accepted through the end of January, 2014. Staff will notice the vacancies on the website, include notice in the monthly newsletter, and publish in the Upper Rogue Independent. Council discussed the current process regarding the two Budget Committee members whose terms are due to expire and have expressed desire to be reappointed for another three year term. Staff was directed to determine if there are state requirements to fill the vacancies and discuss at next council meeting.

**H. "Project" Memos from Previous City Administrator**

The Council considered several of the activities and projects the former City Administrator was working on. The Council reviewed four of these projects and determined:

**1. Fiber Optics in City Hall**

Hunter Communications is willing to put fiber optics in City Hall which would include Internet and phone service. Council directed staff to determine: what is the net savings to the City or are there any additional costs; would the contract cover all the maintenance; is the year old quote a valid cost; and then bring back information to next council meeting.

**2. Credit Card Fees**

The proposal was to require citizens, who make payments through credit cards, to pay their utility bill online and pay all associated credit card costs. Council agreed not to pursue this project.

**3. Sewer Billing**

The proposal was to adopt quarterly billing, allowing citizens to pay monthly, to save staff time and postage. Council agreed not to pursue this project.

**4. Franchise Fees**

Oregon State Statute gives the City authority to charge the Sewer Fund a Franchise Fee which would go into the General Fund. Council determined that the current Administrative Allocation from the Sewer Fund to the General Fund is more than sufficient and agreed not to pursue this proposal.

**I. Revised City Hall Business Days and Hours**

Council discussion to revise City Hall hours of operation allowing staff one day of uninterrupted time during the work week. Suggestions included City Hall be closed to

the public on Fridays; closed to the public on Mondays; leave the current operating hours and days as they are for the next 6 months; or departments to remain open 40 hours per week. It was agreed to continue this discussion at the next council meeting as Unfinished Business when all councilors are present.

**COUNCIL COMMENTS**

Councilor Ulrich updated Council on citizen concerns from the last council meeting, regarding the Community Service Officer and deputies patrolling. He stated there is an ongoing discussion of the expectations from the public and the expectations from the Sheriff's department.

**ADJOURNMENT**

There being no further business before the council, the Mayor adjourned the regular meeting at 7:25 p.m.

Approved:

Attest:

\_\_\_\_\_  
Tom Anderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator Pro Tem

**Council Vote:**

Mayor Anderson \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Councilor Hayes \_\_\_\_\_  
Councilor Hughes \_\_\_\_\_  
Councilor Sanderson \_\_\_\_\_



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

Meeting Date: January 2, 2014

Prepared By: Aaron Prunty, City Administrator Pro Tem

Agenda Title: Administrative Policy 14-01 – Application for and Appointments to Standing Committees

Attachment List: Administrative Policy 14-01 – Application for and Appointments to Standing Committees

Issue Before the Council: Shall the City establish a policy for the application and appointment process for standing committees?

Key Facts and Information Summary: There has been ambiguity regarding the application process for current committee members when their terms expire. This policy would create a consistent policy.

Other Alternatives Considered: Council could consider not requiring current committee members to fill out a new application for re-appointment to the same committee if they wish to be reappointed when their current term expires.

Fiscal Notes: N/A

Goals/Policies: N/A

Staff Recommendation: The City recommends staff approve the administrative policy as written.

Proposed Motion in Favor:

**“I MOVE TO APPROVE ADMINISTRATIVE POLICY 14-01 – APPLICATION FOR AND APPOINTMENTS TO STANDING COMMITTEES”**



Mayor  
Tom Anderson

Councilors  
Gary Hughes  
Leith Hayes  
Jim Ulrich  
Tom Sanderson

## ADMINISTRATIVE POLICIES & PROCEDURES CITY OF SHADY COVE

### POLICY NO. 14-01

### APPLICATION AND APPOINTMENTS TO STANDING COMMITTEES

Applications will be required for all appointments to standing committees; however, current committee members seeking reappointment to the same committee may submit an abbreviated application.

Standing committees are the Budget Committee and Planning Commission.

Applications for all committees will be made available at City Hall, as well as on the City of Shady Cove website, for a period of not less than two weeks prior to the date of appointment.

Adopted by the City Council of the City of Shady Cove this 2nd day of January, 2014.

Approved:

Attest:

\_\_\_\_\_  
Tom Anderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator Pro Tem

**Council Vote:**

Mayor Anderson \_\_\_\_\_  
Councilor Hayes \_\_\_\_\_  
Councilor Hughes \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Councilor Sanderson \_\_\_\_\_