

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, January 16, 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 23 at 6:30 p.m. in the City Council Chamber.
- 3. The next meeting of the City Council will be on February 6 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, \$205,087.59 (pg. 3)
- B. Regular Meeting Minutes of January 2, 2014 (pg. 4-6)

V. Written Communications

None

VI. Staff Reports

VII. Unfinished Business

- A. Policy 14-2 – City Hall Hours Open to the Public, approved 1/2/2014 (pg. 7)

VIII. New Business

- A. Capital Improvement Plan Discussion (pg. 8-11)
- B. Appointments to Ad-Hoc Committees Discussion

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. Adjournment

**City of Shady Cove
Unpaid Bills Report
January 1, 2014 to January 13, 2014**

| <u>Payee</u> | <u>Amount</u> | <u>Description</u> |
|--------------------------------|----------------------|--|
| American Lumber | \$16.95 | Street Materials |
| ASCAP | \$272.00 | Radio Station Annual License |
| Avista | \$211.16 | Utilities |
| Bow Wow Waste | \$88.00 | Park Materials |
| Canon Financial Services, Inc. | \$270.97 | Copier Lease |
| Caselle, Inc. | \$585.00 | Software Maintenance & Support |
| Christian, David | \$180.00 | Radio Programming |
| CIS Trust | \$92.33 | Insurance |
| Eagle Point Hardware | \$8.58 | Park Materials |
| Hubbard's | \$36.11 | Park Materials |
| KAS | \$980.08 | Engineering / Private Project Review |
| Medford Fuel | \$90.26 | Public Works Gasoline/Diesel |
| OTET | \$3,484.32 | COBRA - Danise Brakeman |
| Pacific Power | \$1,207.95 | Utilities |
| RiverTech | \$180.00 | Website - Monthly Update |
| RVSS | \$50.00 | Permit Inspection |
| RVSS | \$72,900.00 | 3rd Quarter FY14 Operations & Maintenance Fees |
| RVSS | \$125,000.00 | Capital Improvements FY14 |
| Shady Cove Hardware | \$5.99 | Roads |
| Speer Hoyt, LLC | \$16.00 | Attorney - General/Franchises/Public Works |
| | | |
| Total: | \$205,087.59 | |

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, January 2, 2014

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, Councilor Ulrich and Councilor Sanderson

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.

CONSENT CALENDAR

Accounts Payable: \$7,804.70 (revised)
Regular Meeting Minutes of December 19, 2013

Motion to Approve the Consent Calendar.

Motion: Councilor Hughes Second: Councilor Sanderson

All ayes. Motion carried 5-0 (Councilor Hayes abstained from RiverTech)

WRITTEN COMMUNICATIONS

The Mayor read a letter from Mike Malepsy of a recent experience he had with the Interim City Administrator, Aaron Prunty, adding his support to Mr. Prunty as the next City Administrator.

STAFF REPORTS

City Administrator

City Administrator advised Council the audit is scheduled for January 6th and staff is moving forward on providing current fiscal financial reports.

Council discussed reviewing our System Development Charges methodology.

UNFINISHED BUSINESS

A. Fiber Optics in City Hall

Staff inquiries to Hunter Communications were unanswered as their contact person was unavailable. The Mayor noted that the City does have a franchise agreement with Hunter Communications.

B. Revised City Hall Business Hours

Council discussion to revise City Hall hours of operations allowing staff one day of uninterrupted time during the work week. Suggestions included City Hall be open to the public 40 hours per week; closed to the public half days on Wednesdays; closed to the public all day on Wednesdays until replacement of Finance and City Administrator positions are filled and staff are cross trained.

Motion to close City Hall all day on Wednesdays to the public only until staff is up to par.

Motion: Councilor Hughes Second: Councilor Ulrich
3 ayes. 2 nays (Councilors Hayes and Ulrich) Motion carried 3-2

NEW BUSINESS

A. Administrative Policy 14-01 – Application for 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.

Motion to approve Administrative Policy 14-01 – Application for and Appointments to Standing Committees.

Motion: Councilor Hughes Second: Councilor Ulrich
All ayes. Motion carried 5-0

COUNCIL COMMENTS

Council requested and received an update on the vandalism at Aunt Caroline’s Park. Staff to provide Council with more details when court system has determined process of how the City will be reimbursed.

Councilor Hughes was pleased with the condition of Aunt Caroline’s Park but expressed a concern with a new memorial placed. Council directed staff to contact the owner of the memorial and advise them of the City’s park rules; and to have owner remove the memorial.

EXECUTIVE SESSION

The Mayor recessed the regular meeting at 6:45 p.m. to Executive Session pursuant to ORS 192.660(2)(a) To Consider the Employment of a Public Officer, Employee, Staff Member or Individual Agent.

The Mayor reconvened the regular meeting at 8:45 pm. No decisions were made.

ADJOURNMENT

The Mayor adjourned the regular meeting at 8:45 pm.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator Pro Tem

Council Vote:

Mayor Anderson _____
Councilor Ulrich _____
Councilor Hayes _____
Councilor Hughes _____
Councilor Sanderson _____



Mayor
Tom Anderson

Councilors
Gary Hughes
Leith Hayes
Jim Ulrich
Tom Sanderson

ADMINISTRATIVE POLICIES & PROCEDURES CITY OF SHADY COVE

POLICY NO. 14-02

CITY HALL BUSINESS HOURS

City Hall will be open to the public during the following days and times:

Monday, Tuesday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

Thursday, Friday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

City Hall will be closed to the public on Wednesday; however, employees will maintain their normal work schedule on this day.

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

Approved:

A handwritten signature in cursive script, appearing to read "Tom Anderson", written over a horizontal line.

Tom Anderson
Mayor

Attest:

A handwritten signature in cursive script, appearing to read "Aaron Prunty", written over a horizontal line.

Aaron Prunty
City Administrator Pro Tem

Attachment to Resolution No. 09-16
June 4, 2009; Effective Date: July 1, 2009

City of Shady Cove

SDC Study

Project List: Transportation

Table 4

| Project Description (1) | Extra Capacity (2) | Project Cost (3) | SDC Eligible Cost |
|--|--------------------|----------------------------|----------------------------|
| Rogue River Drive & Hwy 62 Intersection Project | 44% | \$ 60,000 | \$ 26,535 |
| Rogue River Dr. - Hwy 62 to Sawyer Rd. Project | 44% | \$ 1,874,343 | \$ 828,913 |
| Rogue River Dr. - Sawyer Rd. to Walnut Ln. | 44% | \$ 830,815 | \$ 367,421 |
| Rogue River Dr. - Walnut Ln. to Bond Rd. | 44% | \$ 889,715 | \$ 393,469 |
| Hwy 62 Bike/Pedestrian Project | 44% | \$ 194,400 | \$ 85,972 |
| Erickson Ave. & Cleveland St. Project | 44% | \$ 601,200 | \$ 265,876 |
| ROW Survey (Entire Street System) | 44% | \$ 43,200 | \$ 19,105 |
| Engineering & Design Street System | 44% | \$ 504,000 | \$ 222,890 |
| Schoolhouse Ln. Upgrade Project | 44% | \$ 418,320 | \$ 184,999 |
| Hudspeth Ln. Upgrade Project | 44% | \$ 328,320 | \$ 145,197 |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| Total | | <u>\$ 5,744,313</u> | \$ 2,540,377 |
| plus: SDC Credits Outstanding | | | \$ 17,000 |
| less: Current Improvement Fee Fund Balance | | | <u>\$ 98,557</u> |
| Total Future Capital Projects for SDC Calculation | | | <u>\$ 2,458,820</u> |

NOTES:

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- (1) Source: City Staff
 - (2) Based on population growth to build-out
 - (3) Staff Estimates - Cost Calculated From Most Recent Project

Attachment to Resolution No. 09-16
June 4, 2009; Effective Date: July 1, 2009

City of Shady Cove
SDC Study
Project List: Stormwater

Table 4

| Project Description (1) | Extra Capacity (3) | Project Cost (2) | SDC Eligible Cost |
|--|-----------------------|----------------------------|----------------------------|
| Rogue River Dr. - Hwy 62 to Sawyer Rd. Project | 44% | \$ 1,249,562 | \$ 552,609 |
| Rogue River Dr. - Sawyer Rd. to Walnut Ln. | 44% | \$ 553,877 | \$ 244,948 |
| Rogue River Dr. - Walnut Ln. to Bond Rd. | 44% | \$ 593,143 | \$ 262,313 |
| Hwy 62 Bike/Pedestrian Project | 44% | \$ 129,600 | \$ 57,315 |
| Erickson Ave. & Cleveland St. Project | 44% | \$ 400,800 | \$ 177,251 |
| ROW Survey (Entire Street System) | 44% | \$ 28,800 | \$ 12,737 |
| Engineering & Design Street System | 44% | \$ 336,000 | \$ 148,593 |
| Schoolhouse Ln. Upgrade Project | 44% | \$ 278,880 | \$ 123,332 |
| Hudspeth Ln. Upgrade Project | 44% | \$ 218,880 | \$ 96,798 |
| Stormwater Retention Basin - District #9 Prop. | 44% | \$ 200,000 | \$ 88,448 |
| Mallory Lane Storm Drain Project | 44% | \$ 100,000 | \$ 44,224 |
| Total | | <u>\$ 4,089,542</u> | <u>\$ 1,808,567</u> |
| plus: SDC Credits Outstanding | | | <u>\$ 3,000</u> |
| less: Current Improvement Fee Fund Balance | | | <u>\$ 49,961</u> |
| Total Future Capital Projects for SDC Calculation | | | <u>\$ 1,761,606</u> |

NOTES:

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- (1) Source: City Staff
 - (2) Staff estimates - Costs Calculated From Most Recent Project
 - (3) Based on EDU growth to build-out.

Attachment to Resolution No. 09-16
June 4, 2009; Effective Date: July 1, 2009

City of Shady Cove
SDC Study
Project List: Wastewater

Table 4

| Project Description (1) | Project Cost (1) | Growth Portion | SDC Eligible Cost |
|--|---------------------|-------------------|--------------------------|
| Biosolids Process Upgrade | \$ 400,000 | 24% | \$ 94,915 |
| Process Upgrade for Nutrient Removal | \$ 150,000 | 24% | \$ 35,593 |
| Water Reuse Plan & Construction | \$ 100,000 | 24% | \$ 23,729 |
| Aeration Blower Upgrade | \$ 200,000 | 24% | \$ 47,458 |
| New Aerobic Digester | \$ 400,000 | 24% | \$ 94,915 |
| I&I Study and Manhole Rehab | \$ 100,000 | 24% | \$ 23,729 |
| New Disinfection Process | <u>\$ 100,000</u> | 24% | <u>\$ 23,729</u> |
| Total | \$ 1,450,000 | | \$ 320,339 |
| less: Acquired grants | \$ - | 24% | \$ - |
| less: Improvement Fee Fund Balance (2) | | | <u>\$ 34,622</u> |
| Total | | | <u>\$ 285,717</u> |

NOTES:

(1) Source: City Staff.

(2) Per CPA Recap of SDC Fund Balances April 2009.

