Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, February 6, 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 February 13 at 6:30 p.m. in the City Council Chamber.
3. The next meeting of the City Council will be on February 20 at 6:00 p.m. in the City Council Chamber.
4. City Hall will be closed Monday, February 17, 2014 in observance of President's Day

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, $52,917.26 (pg. 3)
B. Regular Meeting Minutes of January 16, 2014 (pg. 4-5)

V. Written Communications

None

VI. Staff Reports

City Administrator – Audit Update

VII. Unfinished Business

A. Capital Improvement Plan (pg. 6-10)

VIII. New Business

A. City Administrator Recruitment
B. Appointments to Budget Committee (pg. 11)
C. System Development Charges

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

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).

City of Shady Cove
Unpaid Bills Report
January 14, 2014 to February 6, 2014

Payee	Amount	Description
Avista	$199.94	Utilities
Canon Solutions	$102.69	Copies
Celtic Circle	$700.00	Shop Rental
CenturyLink	$694.08	Phone Services
CenturyLink LD	$47.52	Long Distance Charges
Christian, David	$180.00	Radio Programming
CIS Trust	$1,252.87	Insurance & W/Comp Audit
Downing, Dennis	$1.92	Refund - Overpayment from sale of home
Jackson County Sheriff	$35,407.00	Law Enforcement Services December 2013
KAS	$5,286.25	Engineering / Private Project Review
Medford Fuel	$38.09	Public Works Gasoline/Diesel
OCCMA	$50.00	2014 Membership Fee
ODOT	$4,691.02	TE Project Storm/Transportation
OMA	$93.00	OMA Membership Dues
Pacific Power	$1,372.60	Utilities
Pitney Power	$2.87	Finance Charge
RVCOG	$2,592.91	Planning & Floodplain Mgmt.
SOS	$98.50	Sanitation
Steward's Porta Potties	$75.00	Monthly Fee
URI	$31.00	Neighborhood Watch Display Ad
Total:	$52,917.26	

City of Shady Cove

City Council Regular Meeting Minutes

Thursday, January 16, 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: $207,246.09 (Revised)
Regular Meeting Minutes of January 2, 2014

Motion to Approve the Consent Calendar.
Motion: Councilor Ulrich Second: Councilor Sanderson
All ayes. Motion carried 5-0 (Councilor Hayes abstained from RiverTech)

STAFF REPORTS

Deputy Sheriff, Thomas Hohl, was in attendance and introduced by the Mayor. He was well received by a packed council chamber, provided an overview of his background and said he was prepared to respond to any and all safety concerns expressed by the citizens of Shady Cove.

City Administrator

Staff continues to work on financial information; staff is very close to being able to provide financial reports to Council that they are used to seeing; and auditors are scheduled to be at City Hall on January 21.

UNFINISHED BUSINESS

A. Policy 14-02 - City Hall Hours Open to the Public, approved 1/2/2014

Council approved, by motion, that City Hall will be closed to the public on Wednesdays at the January 2nd council meeting and directed the City Administrator to prepare a policy. Council reviewed and agreed to Administrative Policy 14-02. Mayor noted this was an interim policy until a regular full time City Administrator is in place and staff brought up to 3 Administrative Assistants.

NEW BUSINESS

A. Capital Improvement Plan Discussion

A copy of the City's Capital Improvement Plan (CIP) adopted in June 2009 was included in the agenda. Council to line out what they think inappropriate and add what is appropriate to discuss in detail at next meeting.

B. Appointments to Ad-Hoc Committees Discussion

Council concurred that appointments to Ad-Hoc committees would not require applications be brought forward to council.

PUBLIC COMMENT

Richard Gyro, President of the Shady Cove-Upper Rogue Chamber, stated he was pleased to see all business licensed members to be added to City's website and the goal of the Chamber is to make the business community better by working closely with the City making it more successful than in the past.

Jinny Pardee, Windermere Trails End Real Estate, noted appreciation to newly appointed Mayor Tom Anderson, Councilor Tom Sanderson, and City Administrator Pro Tem Aaron Prunty.

Geri Worley thanked City Administrator Aaron Prunty for his efforts in getting Highway 62 cleaned

COUNCIL COMMENTS

Councilors noted appreciation to staff for their hard work and thanks to the public for attending.

ADJOURNMENT

There being no further business before the council, the Mayor adjourned the regular meeting at 6:22 pm.

Approved:

_____
Tom Anderson
Mayor

Attest:

_____
Aaron Prunty
City Administrator Pro Tem

Council Vote:

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

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		$ 5,744,313	$ 2,540,377
plus: SDC Credits Outstanding			$ 17,000
less: Current Improvement Fee Fund Balance			$ 98,557
Total Future Capital Projects for SDC Calculation			$ 2,458,820

NOTES:

(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		$ 4,089,542	$ 1,808,567
plus: SDC Credits Outstanding			$ 3,000
less: Current Improvement Fee Fund Balance			$ 49,961
Total Future Capital Projects for SDC Calculation			$ 1,761,606

NOTES:

(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	$ 100,000	24%	$ 23,729
Total	$ 1,450,000		$ 320,339
less: Acquired grants	$ -	24%	$ -
less: Improvement Fee Fund Balance (2)			$ 34,622
Total			$ 285,717

NOTES:

(1) Source: City Staff.

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

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

City of Shady Cove

SDC Study

Project List: Parks

Table 4

Project Description (1)	Extra Capacity (2)	Project Cost	SDC Eligible Cost
Park Land Development (Note 3)	44%	$ 800,000	$ 353,794
Land Purchase	44%	$ 600,000	$ 265,345
Aunt Caroline's Park Development (Note 4)	44%	$ 600,000	$ 265,345
			$ -
			$ -
			$ -
			$ -
		-	$ -
Total		$ 2,000,000	$ 884,484
less: Current Improvement Fee Fund Balance			$ 111,577
Total Future Capital Projects for SDC Calculation			$ 772,907

NOTES:

(1)	Source: City Staff
(2)	Allocation criteria is based on projected growth rate.
(3)	Includes Landscaping City Hall and Development of 3 Pocket Parks
(4)	Source: Engineer's estimate 3/09 with an inflation factor

City of Shady Cove
Sewer Capital Project Schedule

		Actual	Actual	Projected	Projected	Projected	Projected	
Project	**Description**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	
J168	Treatment Plant Handrails	$8,393	$0	$0	$0	$0	$0	x
J169	Rogue Air Drive Sewer Ext.	$13,919	$0	$0	$52,126	$0	$0	
J170	PS Alarm Install	$9,095	$0	$0	$0	$0	$0	x
J171	Train Lane Sewer Ext.	$6,976	$99,570	$0	$0	$0	$0	x
J172	VFD PS #1	$0	$286	$76,606	$0	$0	$0	
J173	PS#2 Backup Generator and Site Improvements	$14,211	$49	$47,545	$0	$0	$0	
J174	Interceptor Manholes Rehab	$0	$0	$0	$31,827	$0	$0	
J175	Abandon PS #5	$0	$0	$0	$53,355	$0	$0	
J176	PS# 6 Upgrade	$0	$0	$0	$0	$87,418	$0	
J177	PS#3 Valve Vault Install	$0	$0	$0	$0	$16,391	$0	
J178	PS#4 Rehab and Inflow Pipe Reroute	$0	$0	$0	$0	$0	$95,668	
J179	Bisulfite dosing/analyzer, Temp logger	$0	$0	$0	$0	$0	$0	x
J184	SCADA System Improvements	$16,340	$23,171	$0	$0	$0	$0	x
J185	Solid Handling Improvements	$0	$0	$0	$0	$0	$19,696	
J186	Treatment Plant SD Improvements	$0	$0	$0	$0	$21,855	$0	
J196	Treatment Plant Blowers		$9,177	$0	$0	$0	$0	x
J197	James Place		$2,460	$0	$0	$0	$0	x
	FY Total	***$68,934***	***$134,713***	***$124,151***	***$137,308***	***$125,664***	***$115,365***	
	Capital Project Budget	**$ 122,500**	**$ 122,500**	**$ 122,500**	**$ 122,500**	**$ 122,500**	**$ 122,500**	
	Ending Capital Balance	**$ 53,566**	**$ 41,353**	**$ 39,702**	**$ 24,894**	**$ 21,730**	**$ 28,865**	

Mayor
Tom Anderson

Councilors
Gary Hughes
Leith Hayes
Jim Ulrich
Tom Sanderson

BUDGET COMMITTEE MEMBERS

Lena Richardson, term thru 01/31/15

Mary Gunderlock, expired 12/31/13

Joan Reitz, expired 12/31/13

Open, 01/31/15

Open, 01/31/15

All positions are considered three-year terms

Tom Anderson, Mayor

Gary Hughes, Councilor

Leith Hayes, Councilor

Jim Ulrich, Councilor

Tom Sanderson, Councilor