

Agenda

Shady Cove City Council Study Session

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, March 5, 2015
5:30 p.m.

I. Call to Order

A. Roll Call

II. Subject of Study Session

A. John Ghilarducci, FCS Group – SDC Methodology

III. Adjournment

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, March 5, 2015
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 City Council will hold a town hall meeting for Council goal setting on Wednesday, March 11 at 6:00 p.m. at the Upper Rogue Community Center.
 - 3. The next Planning Commission meeting is scheduled for March 12 at 6:30 in the City Council Chamber.
 - 4. The City Council will have a study session at 5:30 p.m. on March 19 in the City Council Chamber and the next regular meeting of the City Council will be on March 19 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

Oregon Department of Transportation – Hwy 62 Project Update

IV. Consent Calendar

- A. Accounts Payable, \$3,387.87 (pg. 3)
- B. Regular Meeting Minutes of February 19, 2015 (pg. 4-5)

V. Written Communications

None

VI. Staff Reports

None

VII. Unfinished Business

None

VIII. Public Hearing

None

IX. New Business

A. Budget Calendar (pg. 6-7)

B. Planning Commission and Budget Committee Appointments

C. Review Draft Zoning Ordinance Amendment – Commercial Zone – Medical Marijuana Facilities

X. 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.

XI. Council Comments

XII. Adjournment

**City of Shady Cove
Unpaid Bills Report
February 20, 2015 to February 27, 2015**

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Aaron Prunty	\$527.19	Per Diem - CIS Annual Conference
Celtic Circle	\$700.00	Shop Rent
David Christian	\$90.00	Radio Station
KAS & Associates, Inc.	\$435.32	Quail Run/Aunt Carolines/Penny Lane
Pacific Power	\$29.89	Utilities
Mitchell Reagles	\$717.00	Per Diem - APWA Spring Conference
Shelly Dent	\$465.68	Per Diem - OMFOA Spring Conference
Staples	\$45.89	Office Supplies
Stewards	\$75.00	Porta Potty
URI	\$301.90	Advertising
Total:	<u>\$3,387.87</u>	

Total Amount of Unpaid Bills: \$3,387.87

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, February 19, 2015

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 Ulrich, Councilor Burgess and Councilor Mitchell. Councilor Sanderson absent.

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

ANNOUNCEMENTS

The mayor led the audience in the Pledge of Allegiance, and read the announcements listed 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

Michael Cavallaro, Executive Director, Rogue Valley Council of Governments made his annual presentation to the Council. He covered the Rogue Valley Council of Governments program and financial update for 2015.

CONSENT CALENDAR

Revised Accounts Payable, \$9,113.57
Regular Meeting Minutes of February 5, 2015

Motion to Approve the Consent Calendar.

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

STAFF REPORT

The City Administrator provided council with a monthly budget report for January 2015. The City Administrator advised the Park project will be two weeks behind schedule.

NEW BUSINESS

A. Medical Marijuana Facilities

Motion to direct staff to prepare a draft of the Medical Marijuana Ordinance.

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

B. Laundromat Fees

Discussion regarding memo to Council from David Bowman from 62 Market asking them to consider a reduction in the monthly sewer fee per washing machine.

Mayor Anderson advised previous adjustments to the sewer were for seasonal businesses. Mayor and Council agreed to direct staff to contact the owner of the laundromat, advising adjustments to the sewer add on charges could be considered, if the balance is current by June 30, 2015.

C. Training – APWA Spring Conference – Mitchell Reagles

D. Training – OMFOA Spring Conference – Shelly Dent

Mayor Anderson combined the trainings under items C and D with the consensus of the Council. The Mayor stated that the trainings have been budgeted and can be handled by the City Administrator.

EXECUTIVE SESSION

The Mayor recessed the regular meeting at 6:50 p.m. to Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Mayor reconvened the regular meeting at 7:05 p.m. No decisions were made.

ADJOURNMENT

The mayor adjourned the regular meeting at 7:05 p.m.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Anderson _____
Councilor Ulrich _____
Councilor Sanderson _____
Councilor Burgess _____
Councilor Mitchell _____



Budget Calendar Fiscal Year 2015-2016

Mayor
Tom Anderson

Councilors
Jim Ulrich
Tom Sanderson
John Burgess
Steve Mitchell

- March 19 Approve the Budget Calendar.
- April 2 Preparation of proposed budget complete.
- April 2 Submit for April 7 publication in the Upper Rogue Independent: Public Hearing on Use of State Revenue Sharing Funds and Notice of Budget Committee Meetings on April 15 and, if necessary, April 22 (between 5 and 30 days prior to hearing); Post Notice on website (as required in lieu of second publication ORS 294.401(5)).
- April 8 Proposed Budget will be distributed to Budget Committee. Copies of budget will be made available to public and media.
- April 15 Public Hearing on the use of State Revenue Sharing Funds and first Budget Committee Meeting (9:00 a.m.). The Budget Committee recommends to the City Council a budget for FY 2015-2016 and approval of an amount or rate of total property taxes to be certified.
- April 22 Budget Committee to meet again if necessary.
- May 5 Budget Officer prepares a Supplemental Budget, if necessary, to adjust account totals in each Fund.
- May 15 City Council to consider Supplemental Budget, if necessary.
- May 19 Mail Planned Public Improvement Summary to BOLI (30 days before budget adoption) and include all public improvements for upcoming year.
- May 21 Submit for May 26 publication in the Upper Rogue Independent a Financial Summary by fund types and Notice of Budget Hearing on use of State Revenue Sharing funds and the adoption of FY 2015/2016 budget to be held June 5 (between 5 and 30 days prior to hearing).

- June 4** **Public Hearing before Council on Supplemental Budget if necessary, use of State Revenue Sharing Funds, and proposed Budget for FY 2014/2015. Council to pass resolution electing to receive State Revenue Sharing Funds during regular meeting.**

- June 18** **City Council approves a resolution adopting a Budget for FY 2014-2015 and a separate resolution approving property taxes to be levied.**

- By July 15** **Submit tax certification documents to County (due by 7/15). Send Resolution adopting budget to Department of Revenue. Distribute copies of adopted budget for FY 2015-2016: Council, staff, auditor, USDA, OECDD, Washington Federal, RVCOG and website.**

- By July 31** **Submit a copy of the resolution electing to receive State Revenue Sharing Funds to the State Department of Administrative Services.**

- By Sept 30** **Submit complete budget to County Clerk.**

- By Dec 31** **Submit annual audit to Washington Federal.**