

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, March 17, 2016  
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 meeting of the Planning Commission will be March 24 at 6:30 p.m. in the Council Chamber.
3. The next regular meeting of the City Council will be April 7 at 6:00 p.m. in the Council Chamber.

### **II. Public Hearing**

None

### **III. Public Comment**

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

### **IV. Presentation**

None

### **V. Consent Calendar**

- A. Regular Meeting Minutes of March 3, 2016 (pg. 3-4)

### **VI. Written Communications**

None

### **VII. Staff Reports**

- A. Jackson County Deputy Sheriff Report
- B. Bills Paid Report, March 4, 2016 – March 11, 2016, \$2993.07 (pg. 5)

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).

C. Budget Worksheet

**VIII. Unfinished Business**

None

**IX. New Business**

A. Wastewater Treatment Plant Proposals (pg. 6)

B. Budget Committee Appointments (pg. 7-11)

**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  
**City Council Regular Meeting Minutes**  
Thursday, March 3, 2016

**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; Bonnie Pickett, Administrative Assistant

**ANNOUNCEMENTS**

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

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

Regular Meeting Minutes of February 18, 2016

Motion to Approve the Consent Calendar

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

**STAFF REPORTS**

Deputy McGrath gave a brief overview of the police activity in Shady Cove.

The City Administrator advised the Council that the City Planner is working on a code amendment to add agricultural uses in the general commercial zone in Shady Cove. That will go before the Planning Commission as well as the City Council over the next couple of months. He also asked if the council will want to place recreational marijuana issues of prohibition or taxation on the November ballot. Consensus of the Council is that they will want to have the issue of whether to prohibit recreational marijuana on the ballot, but will discuss the issue of taxation at a future meeting.

**NEW BUSINESS**

There was no new business.

**COUNCIL COMMENTS**

Councilor Mitchell suggested that the City do something to attract tourists from China that are coming to visit Crater Lake.

Councilor Burgess would like to encourage Dollar General to do some landscaping around the detention pond in front of the store to make it look less distracting.

Councilor Ulrich mentioned the Fire Department has free smoke detectors available to the public.

**ADJOURNMENT**

There being no further business before the council, the Mayor adjourned the regular meeting at 6:41 p.m.

Approved:

Attest:

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

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**

Mayor Anderson \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Councilor Sanderson \_\_\_\_\_  
Councilor Burgess \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_

Date	Check	Payee	Description	Amount
03/11/2016	42451	Banner Bank	Vehicle Maintenance	26.80
03/11/2016	42452	Caselle, Inc.	Software Maintenance and Support	585.00
03/11/2016	42453	Celtic Circle	Shop Rental	700.00
03/11/2016	42454	Fiserv Solutions, Inc.	Utility Bills	911.53
03/11/2016	42455	Mary Gunderlock	Website - Monthly Update	270.00
03/11/2016	42456	Perfection Cleaning	Cleaning Services	280.00
03/11/2016	42457	Prunty, Aaron	Expense Reimbursement	142.23
03/11/2016	42458	Rogue Valley Sewer Services	Permit Inspections	50.00
03/11/2016	42459	Shelly M. Dent	Expense Reimbursement	27.51
Grand Totals:				<u>2,993.07</u>



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

Meeting Date: March 17, 2016

Prepared By: Aaron Prunty, City Administrator

Issue/Agenda Title: Wastewater Treatment Plant Proposals

Attachments: Engineering Proposals Provided By:  
(previously provided to the City Council)

The Dyer Partnership Engineers & Planners, Inc.  
Civil West Engineering Services, Inc.

Issue Before the Council: The City requested proposals for an assessment of the Shady Cove Wastewater Treatment Plant. Four firms expressed interest, met with the city administrator, and completed an on-site visit of the plant. Two engineering firms responded and provided proposals, which the council has been provided for review.

Shall the City of Shady Cove authorize the City Administrator to enter into a professional services contract to complete an assessment of the Shady Cove Wastewater Treatment Plant?

Other Alternatives Considered: Council could choose not pursue an assessment or could reject all proposals and/or change the scope of the RFP and solicit another RFP/RFQ.

Fiscal Impact: The Dyer Partnership Engineers & Planners, Inc. - \$29,500  
Civil West Engineering Services, Inc. - \$20,918

Staff Recommendation: Staff recommends Council authorize the City Administrator to enter in professional services contract with Civil West Engineering Services, Inc.

Proposed Motion:

**I MOVE TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH (NAME OF ENGINEERING FIRM) TO COMPLETE AN ASSESSMENT OF THE SHADY COVE WASTEWATER TREATMENT PLANT.**



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

Meeting Date: March 17, 2016

Prepared By: Aaron Prunty, City Administrator

Issue/Agenda Title: Budget Committee Appointments

Attachments: (2) Budget Committee Applications

Issue Before the Council: Oregon local budget law requires a number of at-large members equal to the number of council members who serve on the Budget Committee. The City of Shady Cove Budget Committee consists of five at-large members in addition to the five city councilors. With the resignation of Gary Endicott, we now have two open positions, one expiring 01/31/2017 and the other 01/31/2018.

We have received two applications.

The question before the Council is whether to appoint Budget Committee members based on the current applications received?

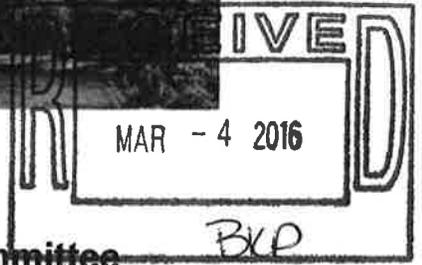
Other Alternatives Considered: Council could choose not to appoint the current applicants and continue to leave the application period open until there is a larger pool.

Staff Recommendation: Staff recommends Council appoint Ed Mayer and Dick McGregor to the Budget Committee.

Proposed Motion:

**I MOVE TO APPOINT (INSERT NAME) TO SERVE ON THE CITY OF SHADY COVE BUDGET COMMITTEE, TERM EXPIRING 01/31/2017.**

**I MOVE TO APPOINT (INSERT NAME) TO SERVE ON THE CITY OF SHADY COVE BUDGET COMMITTEE, TERM EXPIRING 01/31/2018.**



**Application for Appointment to City Budget Committee**

Please type or print answers to the following questions and submit to Shady Cove City Hall, or email [info@shadycove.net](mailto:info@shadycove.net). If you have any questions, please feel free to contact the City at 541-878-2225 or 878-3025. **Attach additional sheets if necessary.**

Name DICK Mc GREGOR

Requesting to serve on: BUDGET COMMITTEE

Address (Physical) [REDACTED]  
(Mailing, if different from above) \_\_\_\_\_

Occupation: RETIRED

Phone: [REDACTED]

Home: [REDACTED]

Work: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: [REDACTED]

**1. Education Background**

What schools have you attended?

HALP HOLLOW HILLS H.S. - LONG ISLAND N.Y.  
NORWICH UNIVERSITY - VERMONT

What degrees do you hold?

DID NOT COMPLETE 4 YRS OF COLLEGE - ENTERED USMC

What additional training or education have you had that would apply to this position?

21 YRS W/ 3MCO SALES MGT.  
26 YRS. OWN + OPERATED MCGREGOR CONST.

**2. Related Experience**

What prior work experience have you had that would help you if you were appointed to this position?

OPERATED AN AVERAGE SIZE CONST. Co. w/ APPROX  
8-10 EMPLOYEES

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why?

ALWAYS OPEN TO IMPROVING MY LEVEL OF KNOWLEDGE

**3. Interests**

Why are you applying for this position?

TO UNDERSTAND & CONTRIBUTE TO THE CITY'S GROWTH  
& DEVELOPMENT.

**4. Availability**

Are you available to attend meetings during the day?

YES

**5. Additional Information**

How long have you lived in Shady Cove? 9 Yrs

Please use the space below to summarize any additional qualifications you have for this position.

I HAVE THE ABILITY TO ASSESS & PRESENT DATA  
RELATIVE TO EXPENDITURES VS. "NEEDS & WANTS" APPLICABLE  
TO BUSINESS GROWTH & EXPANSIONS.

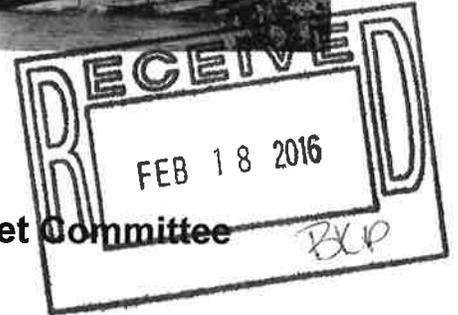
I authorize the City of Shady Cove to publicly review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Signature 

Date March 5, 2016



Closing Date: February 29, 2016



### Application for Appointment to City Budget Committee

Please type or print answers to the following questions and submit to Shady Cove City Hall, or email [info@shadycove.net](mailto:info@shadycove.net). If you have any questions, please feel free to contact the City at 541-878-2225 or 878-3025. **Attach additional sheets if necessary.**

Name ED MAYER

Requesting to serve on: BUDGET COMMITTEE

Address (Physical) [REDACTED]  
(Mailing, if different from above) [REDACTED]

Occupation: RETIRED

Phone: [REDACTED]  
Home: [REDACTED]  
Work: \_\_\_\_\_  
Fax: \_\_\_\_\_

Email: [REDACTED]

#### 1. Education Background

What schools have you attended?

MEDFORD SCHOOLS, OR STATE UNIV., S. OR. STATE (NOW SOU)  
FBI NATIONAL ACADEMY

What degrees do you hold?

B.S. CRIMINOLOGY

What additional training or education have you had that would apply to this position?

EXECUTIVE LAW ENFORCEMENT TRAINING IN BUDGET  
PREPARATION, ADMINISTRATION, AND MANAGEMENT.  
ZERO BASE AND LINE ITEM BUDGETING.

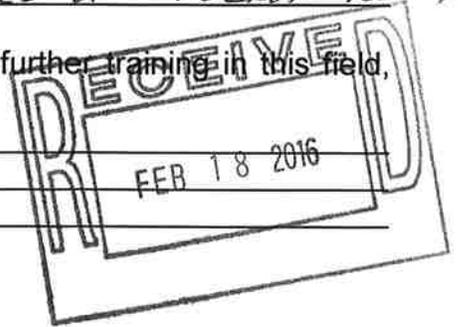
**2. Related Experience**

What prior work experience have you had that would help you if you were appointed to this position?

PREPARED AND ADMINISTERED JACKSON CO. SHERIFF (\$20 MILLION)  
BUDGET, EXECUTIVE DIRECTOR OF COURT APPOINTED SPECIAL  
ADVOCATES (ORSA), BUDGET COMMITTEES OF SEVERAL NON-PROFIT

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why?

NO - BUT WILLING TO ATTEND



**3. Interests**

Why are you applying for this position?

INTERESTED IN SHADY COVE CITY GOV.

**4. Availability**

Are you available to attend meetings during the day?

YES

**5. Additional Information**

How long have you lived in Shady Cove? 9 YEARS

Please use the space below to summarize any additional qualifications you have for this position.

PRIOR S.C. PLANNING COMMISSION, L.E. OVERSIGHT  
COMMITTEE, S.C. CONTRACT EMERGENCY MANAGER.

I authorize the City of Shady Cove to publicly review and discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position.

Eol Mayer  
Signature

2-18-16  
Date