

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, June 19, 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 Planning Commission meeting will be held on June 26 at 6:30 p.m. in the City Council Chamber.
- 3. The July 3rd meeting of the City Council is cancelled. The next meeting will be on July 17 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, \$14,844.13 (pg. 4)
- B. Regular Meeting Minutes of June 5, 2014 (pg. 5-7)

### V. Written Communications

None

### VI. Staff Reports

City Administrator

## **VII. Unfinished Business**

Budget Summary

## **VIII. Public Hearing**

A. Public Hearing to Consider a Variance at 460 Park Drive

Open Public Hearing.

A Public Hearing to accept public testimony and consider approval for a Variance to provide relief from floodplain elevation standards. The applicant completed structural alterations that conformed to an elevation provided by a surveyor that was later found to be in error. The Variance would allow those alterations to remain without additional revisions. Parcel located at 460 Park Drive, Shady Cove, Oregon. Assessor's Map and Tax Lot: 34-1W-16DD, 1400. Zoning is R1-40, (Low Density Residential). Applicant/Owner: Schefers Family Trust. File Number: VAR 14-01.

1. Read Public Hearing Opening Statement.
2. If you would like to speak before the Council, please sign the sheet on the table.
3. Jurisdiction Question.
4. Conflict of Interest.
5. Ex Parté Contact.
6. Site Visit.
7. Staff Comments. (Converse)
8. Applicants' Testimony/Proponents' Testimony/Council Questions
9. Opponents' Testimony/Council Questions.
10. Rebuttal
11. Final Staff Comments.
12. Close/Continue Hearing.
13. Deliberations/Discussion/Decision

## **IX. New Business**

- A. Resolution 14-14 – Adopting the Fiscal Year 2014-2015 Budget, Making Appropriations and Imposing and Categorizing Taxes (pg. 8-9)
- B. Resolution 14-15 – Approving Budget Committee Recommendations to the City Council (pg. 10-11)
- C. Resolution 14-16 – Entering into an Intergovernmental Agreement with Jackson County for Road Maintenance (pg. 12)

D. Review Major Short-Term Objectives Established October 10, 2013 and Progress to Date (pg. 13)

E. Identify Major Objectives for Balance of the Calendar Year (pg.14)

**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  
June 6, 2014 to June 16, 2014**

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
AmericanWest Bank Cardmember Services	\$1,454.34	Training / Business Cards
Canon Financial Soutions	\$270.97	Copier Lease
Christian, David	\$180.00	Radio Programming/ Equipment
NSA Surety	\$455.00	OR P.E. Position Schedule (1)
Fiserv Document	\$556.57	Business License Forms
Jackson County Roads	\$2,012.47	Install Culvert/Storm Drains
LGPI	\$586.00	Membership Dues
ODOT	\$3,403.23	TE Project Storm/Transportation
Perfection Cleaning	\$350.00	Cleaning Service
Pitney Purchase Power	\$154.47	Postage Machine Lease
Postmaster	\$682.18	Sign Ordinance Mailing
Rivertech	\$135.00	Monthly Website Update
RVCOG	\$3,202.84	Planning & Floodplain Mgmt.
SORED I	\$300.00	Membership Dues
Southern Oregon Media Group	\$1,047.06	Public Notices
Speer Hoyt, LLC	\$54.00	General Services
<b>Total:</b>	<b>\$14,844.13</b>	



**2. Gasoline Tax to be Used for Street Maintenance**

There were no comments. Mayor Anderson closed the public hearing at 6:06 p.m.

**NEW BUSINESS**

**A. Resolution 14-10 – Declaring the City of Shady Cove’s Election to Receive State Revenue**

There being no comments, Mayor Anderson called for a motion. There was no deliberation.

Motion to approve Resolution 14-10.

Motion: Councilor Ulrich                      Second: Councilor Hughes  
Motion carried 5-0

**B. Resolution 14-11 – Certifying that the City of Shady Cove Provides Four or More Municipal Services Enumerated in ORS 221.710(1)**

There being no comments, Mayor Anderson called for a motion. There was no deliberation.

Motion to approve Resolution 14-11.

Motion: Councilor Hayes                      Second: Councilor Sanderson  
Motion carried 5-0

**C. Resolution 14-12 – Authorizing a City of Shady cove Contract for Public Works Construction with Copeland Construction, LLC for Storm Drainage Improvements, Whispering Pines Terrace and Chevney Way**

Councilor Sanderson asked the City Administrator if he had read the bids and could explain the difference in amount of bids. The city administrator explained contractors were invited to the site prior to bidding, with only one contractor seeing the site prior. Mayor Anderson explained the job will not be complete in this fiscal year and it was therefore budgeted in the next fiscal year.

Motion approving Resolution 14-12.

Motion: Councilor Hughes                      Second: Councilor Ulrich  
Motion carried 5-0

**D. Resolution 14-13 – Authorizing a City of Shady Cove Personal/Professional Services Contract with FCS Group for SDC Methodology for Storm Water, Wastewater, Transportation and Parks**

Councilor Hughes asked if the amount of the contract would come out of SDC funds. Mayor Anderson confirmed it is.

Motion approving Resolution 14-13.

Motion: Councilor Ulrich                      Second: Councilor Sanderson  
Motion carried 5-0

**E. OLCC LICENSE FOR MAC’S DINER**

Mayor Anderson asked the business owner if she would like to address the council. She advised they will have two businesses, Mac's Diner and Mac's Munchies and need an OLCC for the new location of Mac's Diner.

Motion to approve OLCC application for Mac's Diner.

Motion: Councilor Ulrich                      Second: Councilor Sanderson  
Motion carried 5-0

**F. Discussion Regarding a Letter from the Planning Commission Chair**

Mayor Anderson asked for consensus on whether there should be a joint Council-Planning Commission meeting. Consensus was not to have a joint meeting, but provide input relative to the Comprehensive Plan. Planning Commission Chair, Paula Trudeau, explained the importance of having input prior to the process moving to far, for the sake of efficiency.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Upper-Rogue Chamber President Richard Gyuro advised the Council that there have been a significant number of last minute entries for the Salmon Fever Fishing Derby.

**COUNCIL COMMENTS**

Councilor Hughes commented on the recent Jackson County Library District election results, that the voters of Shady Cove did not support the ballot measure, but are now included in the library district. Councilor Ulrich also commented on the County election results relative to the voters of Shady Cove

**ADJOURNMENT**

The Mayor adjourned the regular meeting at 6:30 pm.

Approved:

Attest:

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

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

**Council Vote:**

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

City of Shady Cove

Resolution 14-14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
ADOPTING THE FISCAL YEAR 2014-2015 BUDGET, MAKING APPROPRIATIONS  
AND IMPOSING AND CATEGORIZING TAXES**

**Adopting the Budget**

BE IT RESOLVED that the City Council of the City of Shady Cove hereby adopts the budget for fiscal year 2014-2015 in the total of **\$ 4,093,500** now on file at City Hall, 22451 Highway 62, Shady Cove, Oregon.

**Making Appropriations**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated:

Fund	Description	Appropriation	Total Appropriation	(Unappropriated) Reserved for Future
General Fund	Personal Services	293,100		
	Materials & Services	703,100		
	Capital Outlay	44,700		
	Contingency	39,100		
	<b>Total Fund Appropriation</b>		1,080,000	
Street Fund	Materials & Services	153,400		
	Capital Outlay	51,600		
	Contingency	10,000		
	<b>Total Fund Appropriation</b>		215,000	
Sewer Operations 02	Materials & Services	398,300		
	Capital Outlay	36,200		
	Debt Service	229,034		
	Transfers	419,500		
	Contingency	74,066		
	Reserved for Future	50,000		
	<b>Total Fund Appropriation</b>		1,157,100	50,000
Sewer Bonded Debt 03	Debt Service		74,700	12,200
Sewer Operations 04	Debt Reserve for Future			162,600
Sewer Operations Replacement 05	Unappropriated Ending Fund Balance			519,600
System Development Charge 08	Transportation	218,300	179,000	39,300
	Storm Water	168,600	50,700	117,900
	Wastewater	222,600	164,300	58,300
	Parks	212,800	15,500	197,300

	<b>Total Fund Appropriation</b>		409,500	412,800
<b>Grand Total</b>			<b>2936300</b>	<b>1157200</b>

**Imposing the Tax**

BE IT RESOLVED that the City Council of the City of Shady Cove hereby imposes the taxes provided for in the adopted budget at the rate of **\$0.5474 per \$1,000** of assessed value for operations and in the amount of **\$74,000 for bonds**; and that these taxes are hereby imposed and categorized for tax year 2013-2014 upon the assessed value of all taxable properties within the City of Shady Cove as follows:

**Categorizing the Tax**

General Government	Limitation	Excluded From Limitation
General Fund	\$0.5474 / \$1,000	
Local Option Tax	\$0.00	
Sewer Bonded Debt		\$74,000

**GASB 54**

In order to comply with GASB 54 requirements to classify funds into five categories: non-spendable, restricted, committed, assigned, and unassigned, the City Council of the City of Shady Cove Resolves as follows:

1. The amount of \$1,600 in Streets 01 fund is hereby committed to a future bike path.
2. The City Administrator is designated and given authority to assign funds as needed.

**Effective Date**

This Resolution shall be effective upon its adoption on June 19, 2014.

**Adopted and Appropriated** by the City Council of the City of Shady Cove this 19th day of June, 2014.

Approved:

Attest:

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

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

**Council Vote:**

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

City of Shady Cove

Resolution No. 14-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,  
OREGON APPROVING 2014-2015 BUDGET COMMITTEE RECOMMENDATIONS TO  
THE CITY COUNCIL**

**Whereas**, the Budget Committee has provided recommendations to the City Council for the 2014-2015 budget year; and

**Whereas**, the City Council of the City of Shady Cove has reviewed and considered the recommendations.

**THE CITY COUNCIL RESOLVES AS FOLLOWS:**

The 2014-2015 Budget Committee Recommendations, as attached and labeled "Exhibit A", are hereby adopted.

**Adopted** by the City Council of the City of Shady Cove this 19th day of June, 2014.

Approved:

Attest:

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

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

**Council Vote:**  
Mayor Anderson \_\_\_\_\_  
Councilor Hughes \_\_\_\_\_  
Councilor Hayes \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Councilor Sanderson \_\_\_\_\_

## **EXHIBIT A**

### **2014-2015 Budget Committee Recommendations to the City Council**

1. **GENERAL FUND:** If the General Fund budget stays on track through the first half of this fiscal year, consider suspension of the Streets Administrative Allocation for the balance of the fiscal year. Note: Any or all would help the street improvement program.
2. **STREET FUND:** Commit to the entire proposal from Jackson County Roads, including second page notes. Total cost \$62,200. Current budget is \$51,000.
3. **STREET FUND:** Develop a plan to improve all unimproved city streets in the manner that the County proposes to improve Alder St.
4. **SEWER OPERATIONS FUND:** Transfer to Sewer Operations Replacement Fund 05, from Sewer Operations Fund 02, all money, not otherwise budgeted, in excess of a reasonable contingency and \$50,000 Reserved for Future.

City of Shady Cove

Resolution No. 14-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH JACKSON  
COUNTY TO PROVIDE ROAD MAINTENANCE SERVICES**

**Whereas**, pursuant to ORS 190.010, A unit of local government may enter into a written agreement with any other unit or units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform; and

**Whereas**, the City of Shady Cove and Jackson County find it mutually advantageous and in the best interest of their respective constituencies to enter into an agreement for road maintenance services; and

**Now, therefore be it resolved**, the City Council of the City of Shady Cove hereby authorizes the city administrator to negotiate and enter into an intergovernmental agreement with Jackson County to provide road maintenance services.

**Adopted** this 19th day of June, 2014.

Approved:

Attest:

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

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

**Council Vote:**

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

Prepared October 10, 2013

My major short term objectives as interim Mayor:

1. Resolve the financial tracking snafu
2. Receive a reasonably timely audit. However, I no longer believe it is doable by December 31st.
3. Hire a qualified City Administrator at a salary commensurate with the presently reduced scope of the position
4. Begin to restore public confidence in the City Council
  - A. Reestablish a monthly newsletter to inform the folks of all happenings at City Hall. No secrets or hidden information
  - B. Enact laws that support, not impose restrictions and/or hardships upon, the citizens and businesses
  - C. Review all fees for necessity and cost
5. Eliminate frivolous/unnecessary spending and projects
6. Prepare a budget that reflects reality and necessity as well as preserving cash carry over and reserve funds

Tom Anderson

## Major Short Term City Council Objectives (7/1/14 - 12/31/14)

The following are my thoughts for discussion. I hope some of you have others that you think are significant and doable in the next 6 months.

1. Establish a plan (finance and timetable) to improve all unimproved City Streets. We have about 14 streets (all or part) that are surfaced in a combination of dirt and gravel, which require annual maintenance with no long term gain. Footage totals about 14,000. Implementation will require a revision to the Street Ordinance.
2. Be prepared for a timely audit.
3. Monthly, for discussion, include a financial statement (which coincides with the budget) on an agenda, under Unfinished Business.
4. Establish new System Development Charges based on the February 20, 2014 Capital Improvement Plan.
5. Review the entire Fee Schedule for reasonableness.
6. Final decision on the proposed revisions to the Sign regulation
7. Have a final decision in place regarding Vacation rentals.

Tom Anderson