

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, June 21, 2018  
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 meeting of the Planning Commission will be June 28 at 6:30 p.m. in the Council Chamber.
- 3. The next meeting of the City Council will be July 5 at 6:00 p.m. in the Council Chamber.
- 4. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have city-wide impact and not be personal issues.

### II. Consent Calendar

- A. Regular Meeting Minutes of June 7, 2018 (pg. 3-7)

### III. Written Communications

None

### IV. Staff Reports

- A. Bills Paid Report, June 8, 2018 – June 18, 2018; \$8,721.71 (pg. 8)
- B. City Administrator
- C. Deputy Cicero
- D. Fire Chief Greg Winfrey

### V. New Business

- A. Resolution 18-14 – Establishing a Volunteer Reimbursement Policy (pg. 9-11)

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).

**VI. Public Comment on Non-Agenda Items**

**VII. Council Comments on Non-Agenda Items**

**VIII. Adjournment**

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, June 7, 2018

**CALL TO ORDER**

Mayor Sanderson called the Regular City Council Meeting to order at 6:00 p.m. in the City Council Chamber.

Council Present: Mayor Sanderson, Councilor Mitchell, Councilor Kristich, Councilor Tarvin; Councilor McGregor 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. Due to receipt of the city administrator's letter of resignation after the agenda went out, the mayor added an item under new business to discuss the city administrator recruitment process, Item H. City Administrator Recruitment.

**PUBLIC HEARING**

**A. Public Hearing – State Revenue Sharing – Annual Budget for Fiscal Year 2018-2019**

The Mayor opened the public hearing at 6:02 p.m. and asked if there was any comment on the use of State Revenue Sharing Funds.

There was no public comment.

Mayor Sanderson closed the public hearing at 6:03 p.m.

**CONSENT CALENDAR**

Regular Meeting Minutes of May 17, 2018

Motion to Accept the Minutes with Amendment

Motion: Councilor Kristich                      Second: Councilor Mitchell

All ayes. Motion carried 4-0

A correction to the minutes will include removing the word "not" from Councilor Mitchell's comments.

**STAFF REPORTS**

The city administrator answered questions for the council regarding the bills paid report. He noted that he followed up with Pacific Power for upgrading of the street lighting to LED lights; the cost would run \$450-\$750 per light depending on the wattage of the lights. Regarding pedestrian lighting, Pacific Power will need a street lighting plan to be able to give us a quote on the cost. The council suggested that the planning commission could put together the lighting plan for Pacific Power. The city

administrator asked the council if they wanted to look into increased coverage of cyber security. The council asked for more information on how other cities handle this type of coverage. The city administrator noted that the Mayor and he spoke with John Vial from Jackson County regarding the county park property on Rogue River Dr. He also mentioned the Festival on the Rogue Event on Saturday June 9 from 10 a.m. to 5 p.m. The city administrator advised he sent a letter of resignation to the council on Tuesday due to acceptance of a position in Phoenix, Oregon.

Motion to Accept the Resignation of Aaron Prunty City Administrator

Motion: Mayor Sanderson                      Second: Councilor Kristich

All ayes. Motion carried 4-0

**NEW BUSINESS**

**A. Resolution 18-08 – Adopting the Fiscal Year 2018-2019 Budget**

Motion to Approve Resolution 18-08 – A Resolution of the City Council of the City of Shady Cove, Oregon, Adopting the Fiscal Year 2018-2019 Budget, Making Appropriations and Imposing and Categorizing Taxes

Motion: Councilor Tarvin                      Second: Councilor Mitchell

All ayes. Motion carried 4-0

**B. Resolution 18-09 – Certifying that the City of Shady Cove Provides the Following Four or More Municipal Services**

The city administrator explained the resolution.

Motion to Adopt Resolution 18-09 – A Resolution of the City of Shady Cove, Oregon, Certifying that the City of Shady Cove Provides the Following Four or More Municipal Services Enumerated in ORS 221.760

Motion: Councilor Mitchell                      Second: Councilor Kristich

All ayes. Motion carried 4-0

**C. Resolution 18-10 – Declaring the City of Shady Cove’s Election to Receive State Revenues**

The city administrator answered questions regarding the resolution.

Motion to Adopt Resolution 18-10 – A Resolution of the City Council of the City of Shady Cove, Oregon, Declaring the City of Shady Cove’s Election to Receive State Revenues

Motion: Councilor Kristich                      Second: Councilor Tarvin

All ayes. Motion carried 4-0

**D. Resolution 18-11 – Referral Annexation of Shady Cove Sewer System**

The council asked clarifying questions regarding the laterals of the sewer system.

Motion to Adopt Resolution 18-11 – A Resolution of the City Council of the City of Shady Cove, Oregon, Annexation of Shady Cove Sewer System into Rogue Valley Sewer Services District; Referring Resolution

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

**E. Resolution 18–12– Rogue Air Dedication**

The city administrator explained the resolution for the dedication of Rogue Air Drive to the City of Shady Cove. As well as chip sealing Rogue Air Drive is part of the council's commitment to chip seal all gravel roads in Shady Cove.

Motion to Adopt Resolution 18-12 – A Resolution of the City Council of the City of Shady Cove , Oregon, Accepting the Rogue Air Drive Street Dedication and Authorizing the City Administrator to Execute the Agreement and Deeds

Motion: Councilor Mitchell                      Second: Councilor Tarvin  
All Ayes. Motion carried 4-0

**F. Resolution 18-13 – Radio**

The city administrator discussed the resolution is the city's way to show its support of the low power radio station and Oregon Community Media.

Motion to Adopt Resolution 18-13 – A Resolution of the City of Council of the City of Shady Cove, Oregon, Supporting the Affiliation and Commitment of KSHD 94.3 LPFM with Oregon Community Media

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

**G. Discussion - Water System Franchise Fees**

The council had previously discussed adjusting the franchise fees for water systems in Shady Cove. In 2013 there was an agreement signed that set the franchise fee at 0% for ten years, to allow the private water system to get lines in the ground. Now that they are four years into the agreement, it has become necessary to look into changing the franchise fee. The city administrator would like to look into the water systems in Shady Cove and speak with our attorney to confirm that they can change the fee at this time.

The Mayor asked the deputies to introduce themselves, Sargent Eric Henderson advised he will be Shady Cove's contact for coverage and Deputy Hall introduced himself and advised he has been working the area in the evenings.

The city administrator briefly discussed the meeting he, the Mayor and Councilor McGregor had with Sheriff Sickler regarding concerns the council and citizens have about police coverage the city is receiving.

**H. Discussion – City Administrator recruitment**

The council discussed hiring standards, criteria and policy directives and asked for public comment.

There were two comments from the public supporting the short time frame for recruiting.

The city administrator confirmed the council direction, that the council wanted to close the application period on June 15 and wished to meet the following week in an executive session to consider employment of a public officer or employee.

### **PUBLIC COMMENTS**

There were comments regarding the importance of upgrading of the lighting in Shady Cove. Also a suggestion to move the public comment on non-agenda items to beginning of the agenda. Another concern was about the wood carving business being cited for performing his art at the location.

#### Motion to Extend the Council Meeting to 8:00 p.m.

Motion: Councilor Kristich                      Second: Councilor Mitchell

All ayes. Motion carried 4-0

The council was given 16 letters of support for growing marijuana in the City of Shady Cove.

There was comment regarding the council decision not to bring back a resolution regarding the ban of recreational marijuana. The council explained the public can bring forward an issue to be placed on the ballot.

### **COUNCIL COMMENTS**

Councilor Mitchell gave a brief update on the progress of the security camera program. He advised that cars are not stopping for the flashing light for the cross walk at the base of the bridge. Councilor Mitchell noted that the speed study needs to be done soon after the completion of the Highway 62 project. He also asked if there was a way to promote the businesses in Shady Cove now that the road work is complete to help generate revenue for the local businesses.

Councilor Kristich gave a brief overview of the meetings she attended in May. All of the meetings were very informative, covering important information for cities in the local area. The subjects covered planning, internet in rural areas, adult foster care and the new smart meters. She expressed her disappointment that the council will not be readdressing recreational marijuana sales in Shady Cove. Councilor Kristich thanked everyone for coming.

Mayor Sanderson expressed the benefits of the county park to the city and that the city would like to own the park if possible, as a city park. The mayor mentioned the Festival on the Rogue Event on Saturday June 9. He also mentioned the poker run that will be happening in two weeks and music in the park at Aunt Caroline's Park on June 23, 2018.

**ADJOURNMENT**

There being no further business before the council, the Mayor recessed the regular meeting at 7:58 p.m. in order to hold an executive session. The mayor reopened and adjourned the regular meeting at 8:30 p.m.

Approved:

Attest:

\_\_\_\_\_  
Tom Sanderson  
Mayor

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

**Council Vote:**

Mayor Sanderson \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_  
Councilor Kristich \_\_\_\_\_  
Councilor McGregor \_\_\_\_\_  
Councilor Tarvin \_\_\_\_\_

Date	Check	Payee	Description	Amount
06/18/2018	43688	Bonnie Pickett	Mileage Reimbursement	48.83
06/18/2018	43689	Bow Wow Waste Products	3 - 1000 Single Pull Bags	134.97
06/18/2018	43690	Canon Financial Services, Inc.	Copier Lease & Copies 612930	383.16
06/18/2018	43691	CNA Surety	OR P.E. Position Schedule (1) Acct #61	455.00
06/18/2018	43692	David Christian	Radio Programming, 5 hrs.	75.00
06/18/2018	43693	ELAN	Discretionary	14.98
06/18/2018	43694	Genuine Parts Company, Inc.	Equipment Maintenance	24.00
06/18/2018	43695	Hornecker Cowling, LLP	General - Acct 32076-001	238.00
06/18/2018	43696	Hunter Communications	Phone Services & Internet Charges 698	555.09
06/18/2018	43697	Jackson County Roads	Road Work / Graveling	2,046.00
06/18/2018	43698	Pitney Bowes Global Financial	Lease Charges 0017091979	154.47
06/18/2018	43699	Pitney Bowes, Inc.	Supplies 0015340685	169.98
06/18/2018	43700	SORED!	Membership Dues	1,125.00
06/18/2018	43701	Tehema Tire Service, Inc.	Equipment Maintenance	493.83
06/18/2018	43702	Washington Federal	GO Bond - Interest Payment Acct# 6276	2,803.40
Grand Totals:				<u>8,721.71</u>





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

Meeting Date: June 21, 2018

Prepared By: Aaron Prunty, City Administrator

Issue/Agenda Title: Travel Reimbursement

Attachments: Resolution 18-14

Issue Before the Council: The question of reimbursement for travel expenses, specifically for volunteers and council, has come up and staff would like clarification and direction on a formal policy.

Staff reimbursement is governed by the union contract. Although there is no formal policy for volunteer and council, reimbursement has typically followed the same process. Staff contacted several other cities and there are a couple common ways of handling the issue. Most cities reimburse volunteers consistent with staff reimbursement, although one city had an unwritten "whatever is reasonable" policy. Almost all cities required staff and volunteers to use a city-owned vehicle when available.

The council should consider meal reimbursement amounts and policy relative to use of a personal vehicle, etc.

Other Alternatives Considered: The council may decide to have a separate reimbursement schedule for volunteers.

Fiscal Impact: The fiscal impact is relatively minor. Requiring use of a city-owned vehicle would reduce the mileage reimbursement amount, which can be several hundred dollars. The fiscal impact is directly related to the number of offsite training opportunities the council or other volunteers participate in.

Goals/Policies: N/A.

Staff Recommendation: Staff recommends the approval of the resolution consistent with staff reimbursements.

City of Shady Cove

Resolution No. 18-14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,  
OREGON, ESTABLISHING A VOLUNTEER REIMBURSEMENT POLICY**

**WHEREAS**, the City provides travel reimbursement as part of the employment agreement; and

**WHEREAS**, the city council understands the importance and value of certain volunteer training and conference attendance; and

**WHEREAS**, the city council wishes to establish a formal policy of reimbursement for volunteers; and

**Now therefore be it resolved**, by the City Council of the City of Shady Cove, Oregon, that the following policy and reimbursement schedule, as attached and labeled Exhibit "A", is hereby adopted.

**Adopted** by the City Council of the City of Shady Cove this 21st day of June, 2018.

Approved:

Attest:

\_\_\_\_\_  
Tom Sanderson  
Mayor

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

**Council Vote:**

Mayor Sanderson \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_  
Councilor Kristich \_\_\_\_\_  
Councilor McGregor \_\_\_\_\_  
Councilor Tarvin \_\_\_\_\_

## EXHIBIT A

When a volunteer is authorized to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:

Prior to traveling outside the City, the volunteer shall obtain approval for the trip and mode of travel from the city administrator.

Travel on official business outside the City shall be via city-owned vehicle, unless otherwise authorized by the city administrator. If the volunteer is authorized to use a private vehicle, mileage shall be paid at the current IRS rate, and only those miles directly related to city business shall be reimbursed. Additional incidental mileage shall be the responsibility of the volunteer.

Volunteers will be advanced funds to cover lodging and meal expenses incurred relating to City business only in conjunction with an overnight stay.

The following rates will be considered maximum amounts to be advanced for the travel expenses:

Lodging - the City shall book and pay for the lodging in advance;

Breakfast-\$10.00; Lunch- \$13.00; Dinner- \$21.00. When a volunteer's approved overnight travel involves more than one meal due to the length of the trip, the volunteer may spend the authorized amounts for meals at their discretion as long as the total reimbursement equals no more than the total allowed for the meals. If a meal or meals are included in the cost of the event, the allowable maximum reimbursement for such meal(s) shall be deducted from the total otherwise allowable maximum reimbursement for all meals associated with the overnight travel.