

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, August 7, 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 August 14 at 6:30 p.m. in the City Council Chamber.
  - 3. The next meeting of the City Council will be on August 21 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, \$26,172.47 (pg. 3)
- B. Regular Meeting Minutes of July 17, 2014 (pg. 4-6)

### V. Written Communications

None

### VI. Staff Reports

City Administrator

## **VII. Unfinished Business**

- A. Discussion – Ordinance Imposing a Tax on Marijuana Sales

## **VIII. Public Hearing**

None

## **IX. New Business**

- A. OLCC Special Event Permit – Miguel's (pg. 7)
- B. OLCC Special Event Permit – La Brasseur (pg. 8)
- C. OLCC License Renewals (pg. 9-10)
- D. Letter of Intent

## **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  
July 18, 2014 to August 4, 2014**

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
Avista	\$12.24	Utilities
Caselle, Inc.	\$1,010.00	Software Maintenance & Support/ Conference
Celtic Circle	\$700.00	Shop Rent
Century Link Svc.	\$709.72	Phone Services & Equipment
CenturyLink LD	\$30.69	Long Distance
Christian, David	\$180.00	Radio Programming
Copeland Construction, LLC	\$13,744.92	Storm Drainage Improvements
Crystal Fresh	\$45.00	Bottled Water
Glenda Wilson	\$11.80	Utility Refund
INSTAPRINT	\$134.75	Envelopes
Jackson County Clerk	\$216.00	Recording
JAMPRO	\$731.00	Radio Station Antenna
Jim Hamilton	\$61.06	Utility Refund
KAS & Associates, Inc.	\$740.75	Stormwater Engineering
KDCO Piels, CPA, LLP	\$1,000.00	Audit Services - FY 2014 - Planning & Preliminary
Kelly Clayton FNP	\$35.00	Business License Refund
M & M Productions	\$180.00	Website - Monthly Updates
Medford Fuel	\$151.77	Diesel/Fuel
Mitchell Reagles	\$45.96	Expense Reimbursement
Pacific Power	\$1,224.92	Utilities
PAPE Machinery	\$168.09	Lawn Mower Repair
Perfection Cleaning	\$280.00	Janitorial
Postmaster	\$420.23	Post Office Box Renewal/ Postage
RVCOG	\$3,260.04	Planning/Floodplain
Shady Cove Hardware	\$30.27	Parks
Signs Banners & More	\$144.00	Banner - Music in the Park
SOS Alarm	\$343.05	Alarm System
Southern Oregon Sanitation	\$98.50	Sanitation
Staples Advantage	\$303.71	Office Supplies
Winters Electric, LLC	\$159.00	Park Repair
<b>Total:</b>	<b>\$26,172.47</b>	

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, July 17, 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 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.

**PRESENTATION**

**Roy Palmer, Battalion Chief**

Battalion Chief Roy O. Palmer informed the Council of what is going on at Fire District #4 including what services they provide, working on their facilities, town hall meetings to share their objectives, and they want to be a real player in the new water company by showing their support.

**CONSENT CALENDAR**

Revised Accounts Payable, \$204,029.53  
Regular Meeting Minutes of June 19, 2014  
Special Meeting Minutes of June 25, 2014

Motion to Approve the Consent Calendar.

Motion: Councilor Hughes      Second: Councilor Ulrich  
All ayes. Motion carried 5-0

**STAFF REPORTS**

City Administrator Prunty updated Council on the status of the park restroom project and noted the storm drainage projects above Terrace Place and beyond Chevney Way are complete.

**UNFINISHED BUSINESS**

**A. 2013/2014 Street Fund**

The mayor read his memo to Council explaining a concern with the Street Fund for the last fiscal year. He advised to ensure that the Street Fund ended the fiscal year with a positive balance some expenses normally paid out of the Street Fund were reassigned to the General Fund.

## **B. Review Year-end Financial Tracking**

City Administrator Prunty provided Council with a budget summary for the fiscal year through the end of May. Staff advised Council that a budget summary will be provided the second meeting of every month.

### **NEW BUSINESS**

#### **A. Resolution 14-17 – Approving an Intergovernmental Agreement with Jackson County and the City of Shady Cove Relating to Law Enforcement Services, and Authorizing the Mayor to Sign the Agreement on Behalf of the City of Shady Cove**

Council was provided a copy of changes to the intergovernmental agreement with Jackson County. Mayor Anderson noted no significant changes; it basically addressed language.

Motion to Approve Resolution 14-17 - A Resolution of the City Council of the City of Shady Cove, Oregon Entering into an Intergovernmental Agreement with Jackson County to Provide Law Enforcement Services.

Motion: Councilor Sanderson Second: Councilor Hayes  
All ayes. Motion carried 5-0

#### **B. Resolution 14-18 – Prioritizing and Approving Improvement of Gravel Streets**

Council was provided a list of gravel streets in Shady Cove to improve with a double layer of chip seal and one layer of fog seal. The first 5 gravel streets identified to be improved, in no particular order are: Erickson Avenue, Castaline Place, Kinworthy Drive, Sowell Drive, and Park Drive.

Motion to Approve Resolution 14-18– A Resolution of the City Council of the City of Shady Cove, Oregon Approving Improvement of Gravel Streets with Exhibit A which includes Erickson Avenue, Castaline Place, Kinworthy Drive, Sowell Drive and Park Drive to be Determined by the City Administrator.

Motion: Councilor Ulrich Second: Councilor Hayes  
4 ayes. 1 nay (Councilor Hughes) Motion carried 4-1

### **COUNCIL COMMENTS**

Councilor Ulrich thanked Councilor Hughes for continuing to bring the issue of streets to the City Council.

Councilor Hughes questioned staff regarding landscaping at City Hall.

### **EXECUTIVE SESSION**

The mayor recessed the regular meeting at 7:10 pm to go into Executive Session pursuant to ORS 192.660 (2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

### **ADJOURNMENT**

The mayor noted there would be no further action items and no further business before the council after the Executive Session is adjourned.

Approved:

Attest:

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

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

**Council Vote:**

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



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

Meeting Date: August 7, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: OLCC Temporary Use of an Annual License Application – Miguel’s

Attachment List: N/A

Issue Before the Council: Shall the City Council approve an application for temporary use of an annual license submitted by Miguel Castro for a special event on August 23 and 24.

Key Facts and Information Summary: This will be a limited license for a two-day special event at Shady Kate’s Boutique for the Tie Day’s event, August 23 and 24. The State of Oregon requires an OLCC Application for Temporary Use of an Annual License to come before the city council with a recommendation to grant or deny.

Other Alternatives Considered: The Council could choose to deny the application.

Fiscal Notes: The City receives \$15 in revenue for processing OLCC Special Event applications.

Goals/Policies: N/A

Staff Recommendation: Staff recommends approval of the OLCC application.

Proposed Motion: **“I MOVE TO GRANT (OR DENY) THE OLCC APPLICATION FOR TEMPORARY USE OF AN ANNUAL LICENSE SUBMITTED BY MIGUEL CASTRO FOR AUGUST 23 AND 24.”**



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

Meeting Date: August 7, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: OLCC Special Event Winery Application – LaBrasseur

Attachment List: N/A

Issue Before the Council: Shall the City Council approve a special event winery application submitted by Fred LaBrasseur for a special event on August 23 and 24.

Key Facts and Information Summary: This will be a limited license for a two-day special event at Shady Kate's Boutique for the Tie Day's event, August 23 and 24. The State of Oregon requires an OLCC Special Event License Application to come before the city council with a recommendation to grant or deny.

Other Alternatives Considered: The Council could choose to deny the application.

Fiscal Notes: The City receives \$15 in revenue for processing OLCC Special Event applications.

Goals/Policies: N/A

Staff Recommendation: Staff recommends approval of the OLCC application.

Proposed Motion: **"I MOVE TO GRANT (OR DENY) THE OLCC SPECIAL EVENT WINERY LICENSE APPLICATION SUBMITTED BY FRED LABRASSEUR FOR AUGUST 23 AND 24."**



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

Meeting Date: August 7, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: OLCC License Renewals

Attachment List: Local Government Notification: Renewing Licenses

Issue Before the Council: Shall the City Council recommend renewal of OLCC licenses.

Key Facts and Information Summary: ORS 471.166 establishes the process for local governments to make recommendations to the OLCC. OLCC is requesting a recommendation from the council, either favorable or unfavorable.

Fiscal Notes: The City receives \$35 in revenue for each license renewal.

Goals/Policies: N/A

Staff Recommendation: That council recommend license renewal for the listed licenses.

Proposed Motion: **"I MOVE TO RECOMMEND RENEWAL OF OLCC LICENSES AS PROVIDED BY OLCC."**

Dist. License #	Tradename	Participant	License	Premises Address
<b>Local Government: SHADY COVE</b>				
4	192232 62 MARKETPLACE	DAVID L BOWMAN INC	O	21171 HWY 62, SHADY COVE, OR
	192346 62 MARKETPLACE	DAVID L BOWMAN INC	L	21171 HWY 62, SHADY COVE, OR
	192843 BEL DI'S ON THE ROGUE FAMILY RESTAURANT	LINDFORS & LINDFORS LLC	F-COM	21900 HWY 62, SHADY COVE, OR
	190666 CALLIES PIZZA	CONNER, CALLIE A	O	21901 HWY 62 SUITE A & B, SHADY COVE, OR
	190668 CALLIES PIZZA	CONNER, CALLIE A	L	21901 HWY 62 SUITE A & B, SHADY COVE, OR
	193507 EAGLE'S NEST SALOON	EAGLES NEST SALOON LLC	O	21907 HWY 62, SHADY COVE, OR
	193508 EAGLE'S NEST SALOON	EAGLE'S NEST SALOON LLC	F-COM	21907 HWY 62, SHADY COVE, OR
	194455 LUCKY'S II	GRIMES, JANICE	O	22225 HWY 62, SHADY COVE, OR
	194456 LUCKY'S II	GRIMES, JANICE P	F-COM	22225 HWY 62, SHADY COVE, OR
	192293 MA'S RESTAURANT	M & Y INC	F-COM	20756 HWY 62, SHADY COVE, OR
	191686 MAC'S DINER	MCELROY, KIMBERLY A MCELROY, ROBIN A	L	21932 HWY 62, SHADY COVE, OR
	192777 MIGUEL'S GUADALAJARA	MIGUEL'S GUADALAJARA INC	F-COM	21679 HWY 62, SHADY COVE, OR
	191797 MOOSE LODGE #2480 UPPER ROGUE	MOOSE LODGE #2480 UPPER ROGUE	F-CLU	61 ALDER ST, SHADY COVE, OR
	192525 PIZZA AT THE COVE	HODGES, SADIE M	L	22251 HWY 62, SHADY COVE, OR
	190929 SHADY COVE CHEVRON	COLVIN OIL COMPANY INC	O	21222 HWY 62, SHADY COVE, OR
	192139 SHADY COVE MARKET	SHADY COVE MARKET INC	O	22111 HWY 62, SHADY COVE, OR
	190242 SHADY COVE STATION & COUNTRY STORE	SAC ENTERPRISES LLC	O	21825 HWY 62, SHADY COVE, OR
	192164 SHY'S CAFE & LOUNGE	SISSON, WILLIAM B	F-COM	21303 HWY 62, SHADY COVE, OR
	192165 SHY'S CAFE & LOUNGE	SISSON, WILLIAM B	O	21303 HWY 62, SHADY COVE, OR
	191399 THE PICNIC BASKET DELICATESSEN	JERMAIN, JACK D JERMAIN, FRANCES	O	21873 HWY 62, SHADY COVE, OR
	191075 UPPER ROGUE 76	BILL TERPENING INC	O	21882 HWY 62, SHADY COVE, OR



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

Meeting Date: August 7, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: Letter of Intent

Attachment List: N/A

Issue Before the Council: Shall the City Council accept or decline the letter of intent reviewed during the executive session on July 31, 2014.

Key Facts and Information Summary: The council met on July 31, 2014 for an executive session related to real property transactions. A letter of intent was presented and reviewed. Although an executive session is not a public meeting, a formal acceptance or declination of that letter should be made.

Other Alternatives Considered: The Council could choose to accept or decline the letter of intent.

Fiscal Notes: N/A

Goals/Policies: N/A

Staff Recommendation: Staff makes no recommendation on this issue.

Proposed Motion: **"I MOVE TO ACCEPT (OR DECLINE) THE LETTER OF INTENT REVIEWED IN EXECUTIVE SESSION ON JULY 31, 2014."**