

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, December 4, 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 regular meeting of the City Council will be on December 18 at 6:00 p.m. in the City Council Chamber.
3. The next Planning Commission meeting is scheduled for December 11 at 6:30 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, \$74,997.51 (pg. 3)
- B. Regular Meeting Minutes of November 6, 2014 (pg. 4-5)

V. Written Communications

None

VI. Staff Reports

Quarterly Budget Summary Report – City Administrator

VII. Unfinished Business

None

VIII. Public Hearing

None

IX. New Business

- A. Declaration of City Council Vacancy (pg. 6)
- B. Discussion of a City Council Application for Appointment (pg. 7-8)
- C. Resolution 14-21 – Accept the 2014 General Election Results (pg. 9-12)
- D. Resolution 14-22 – Accept the 2013-2014 Annual Audit (pg. 13)
- E. Resolution 14-23 – Award Aunt Caroline’s Park Bathroom Contract (pg. 14-18)
- F. Discuss Possible Cancellation of December 18, 2014 Regular Council Meeting
- G. Discuss Reschedule of January 1, 2015 Regular Council Meeting to January 8, 2015 and Reschedule January 15, 2015 Regular Council Meeting to January 22, 2015.
- H. Discuss Elected Officials Workshop

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
November 7, 2014 to December 1, 2014**

<u>Payee</u>	<u>Amount</u>	<u>Description</u>
AmericanWest Cardmember Services	\$172.23	Software
Avista	\$66.53	Natural Gas
Canon Financial Services, Inc.	\$270.97	Copier Lease
Canon Solutions America, Inc.	\$67.74	Copies
Caselle, Inc.	\$585.00	Software Maintenance & Support
Celtic Circle	\$700.00	Shop Rental
CenturyLink Svcs.	\$618.70	Phone Services
CIS	\$39.41	Insurance
Costco	\$55.00	Membership Renewal
David Christian	\$315.00	Radio Programming
M & M Productions	\$330.00	Website - Monthly Update
Medford Fuel	\$34.81	Public Works gasoline/diesel
Perfection Cleaning	\$280.00	Cleaning Service
Pacific Power	\$18.62	Utilities
Pitney Bowes Purchase Power	\$31.87	Finance Charges
Postmaster	\$295.05	Sewer Billing
Richard Brewster CPA PC	\$275.00	Third Quarter Payroll Service 2014
RVCOG	\$904.00	Annual Dues Renewal 2014/2015
Speer Hoyt, LLC	\$522.00	Attorney - General Services
Staples Advantage	\$118.08	Office Supplies
Steward's	\$75.00	Porta Potty
Washington Federal	\$69,222.50	GO Bond Principal/Interest Payment
Total:	\$74,997.51	

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, November 6, 2014

CALL TO ORDER

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

Council Present: Councilor Hughes, Councilor Ulrich and Councilor Sanderson. Mayor Anderson and Councilor Hayes absent.

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

ANNOUNCEMENTS

Council President, Gary Hughes, led the audience in the Pledge of Allegiance and read the announcements listed on the agenda.

CONSENT CALENDAR

Accounts Payable: \$52,017.27 (Revised)
Regular Meeting Minutes of October 16, 2014

Councilors requested and received answers on various expenses.

Motion to Approve the Consent Calendar.

Motion: Councilor Ulrich Second: Councilor Sanderson
All ayes. Motion carried 3-0

WRITTEN COMMUNICATIONS

Councilor Hughes read a letter addressed to the Shady Cove City Council from Councilor Hayes officially resigning from the Council, effective immediately.

Motion to accept Leith Hayes resignation from the Council.

Motion: Councilor Sanderson Second: Councilor Ulrich
All ayes. Motion carried 3-0

STAFF REPORTS

Councilor Hughes commented on the city's commitment and responsibility as Councilors to fulfill their obligation to the Oregon Department of Environmental Quality, specifically related to the Total Maximum Daily Load plan and reporting. The City Administrator gave a brief explanation of the five-year plan and current reporting to Oregon Department of Environmental Quality.

COUNCIL COMMENTS

Councilor Ulrich asked if staff had received answers from ODOT regarding jake brakes and clarification on the city's ability to tax marijuana sales.

Councilor Sanderson has received several negative public comments of the business Resourcefully Recycled.

Councilor Hughes officially said thanks to Councilor Hayes for his 6 years as a member of the Shady Cove City Council and years prior to that as Planning Commissioner.

ADJOURNMENT

Councilor Hughes adjourned the regular meeting at 6:20 pm.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Anderson _____
Councilor Ulrich _____
Councilor Hughes _____
Councilor Sanderson _____



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

Meeting Date: December 4, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: Declaration of Council Vacancy

Attachment List: None

Issue Before the Council: Per Section 20(2)(f) of the City Charter of the City of Shady Cove, the office of a member of the council becomes vacant upon declaration by the council, in the case of incumbent's resignation. As Councilor Leith Hayes' resignation was accepted at the November 6, 2014 regular meeting of the city council, it is appropriate for the council to now declare that position vacant.

Staff Recommendation: Staff recommends the city council declare the position vacant. Once the position is declared vacant, the council can move forward on the process for filling that vacancy.

Proposed Motion in Favor: **"I MOVE TO DECLARE A VACANCY IN THE OFFICE OF THE COUNCIL DUE TO THE RESIGNATION OF LEITH HAYES."**



Application for Appointment City Council

Accepting applications through January 15, 2015

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

Name: _____

Address (physical): _____

Address (mailing): _____

Phone: _____

Cell: _____

Work: _____

Email: _____

Occupation: _____

Educational Background

Please list schools and degrees (if any)

High School: _____

College: _____

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

Additional Information

Describe any experience you have serving as a member of a board, committee, commission, or similar body:

List and describe any involvement in community or civic activities:

Briefly state your interest in serving on the City Council:

Are you a registered voter in the State of Oregon: _____

Have you lived within Shady Cove city limits for at least the last 12 months: _____

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

Signature

Date

City of Shady Cove

Resolution No. 14-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON ACCEPTING THE ABSTRACT OF VOTES FOR THE BALLOTS CAST IN THE STATE OF OREGON GENERAL ELECTION, HELD TUESDAY, NOVEMBER 4, 2014, AND FOR THE CANDIDATES FOR CITY OF SHADY COVE OFFICES; AND DIRECTING THE CITY RECORDER TO ISSUE CERTIFICATES OF ELECTION.

Whereas, a general city election was held on November 4, 2014, during which time legal voters of the City of Shady Cove considered the election of a Mayor and two City Councilors; and

Whereas, pursuant to state law, the Jackson County Clerk prepared an Abstract of Votes cast in the City of Shady Cove election, said certification having been issued on the 21st day of November, 2014, which is attached hereto as "Exhibit A"; and

Whereas, pursuant to Oregon Revised Statutes (ORS) 254.565, a certificate of election should be prepared and delivered to each qualified candidate having the most votes for election to a city office; and

Whereas, as the City Elections Officer, the City Recorder should be directed to prepare and deliver a Certificate of Election to each qualified candidate having the most votes for election.

Now, therefore, be it resolved by the City Council of the City of Shady Cove, OREGON, THAT:

1. The Abstract of Votes is hereby accepted.

TOTAL CERTIFIED

Mayor: Two-year term beginning January 1, 2015, and ending December 31, 2016.

Total Votes

Tom Anderson	760	Elected
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Councilor: Four-year terms beginning January 1, 2015, and ending December 31, 2018.

Total Votes

Tom Sanderson	635	Elected
John Burgess	608	Elected

2. The City Recorder is hereby directed to prepare and deliver a certificate of election to each qualified candidate having the most votes for election to a city office.

Adopted this 4th day of December, 2014.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Anderson	_____
Councilor Hughes	_____
Councilor Ulrich	_____
Councilor Sanderson	_____

RUN DATE:11/20/14 11:12 AM

VOTES PERCENT

Mayor SHADY COVE CITY

Vote for 1

01 = Tom Anderson

02 = WRITE-IN

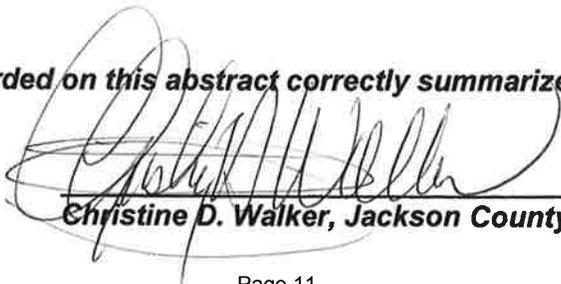
760	93.14
56	6.86

01 02

0026 026

760 56

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Christine D. Walker, Jackson County Clerk

11-21-14
 date

NUMBERED KEY CANVASS

GENERAL ELECTION
NOVEMBER 4, 2014
JACKSON COUNTY, OREGON

REPORT-EL52 PAGE 0049

RUN DATE:11/20/14 11:12 AM

Councilmember SHADY COVE CITY

VOTES PERCENT

VOTES PERCENT

Vote for 2

01 = John Burgess

608 47.17

02 = Tom Sanderson

635 49.26

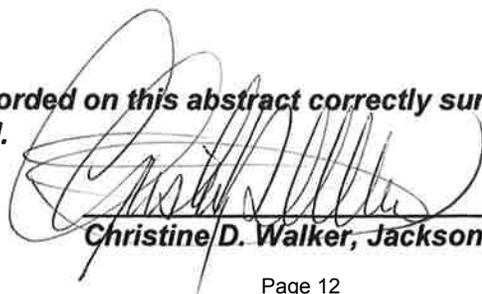
03 = WRITE-IN

46 3.57

01	02	03
608	635	46

0026 026

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Christine D. Walker, Jackson County Clerk

11-21-14
date

City of Shady Cove

Resolution No. 14-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON
ACCEPTING THE ANNUAL AUDIT FOR FISCAL YEAR 2013-2014**

Whereas, the City of Shady Cove receives an annual financial audit; and

Whereas, the audit has been made available for public review.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

The audit for fiscal year 2013-2014 is accepted.

This Resolution shall be effective December 4, 2014.

Adopted this 4th day of December, 2014.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Anderson

Councilor Hughes

Councilor Ulrich

Councilor Sanderson



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

Meeting Date: December 4, 2014

Prepared By: Aaron Prunty, City Administrator

Agenda Title: Resolution 14-23 – A Resolution Authorizing the City Administrator to Execute a City of Shady Cove Contract With Kogap Enterprises, Inc. for the Construction of Aunt Caroline’s Park ADA Restroom

Attachment List: Resolution 14-23
City Engineer’s Recommendation Letter
Bid Schedule/Tabulation

Issue Before the Council: Shall the City Council authorize a contract with Kogap Enterprises, Inc. for construction of Aunt Caroline’s Park ADA restroom.

Key Facts and Information Summary: The City Council approved the application of a grant request through the Oregon Parks and Recreation Department (OPRD). The OPRD has agreed to provide funds, up to a maximum of 80% or \$39,760 (whichever is less).

Approximately one dozen contractors attended a mandatory pre-bid meeting. Of those, four contractors bid on the project, with bids between \$85,554 and \$137,462.

Other Alternatives Considered: The Council may choose not to authorize the contract award, cancel the project, or may decide to re-bid at a later date.

Fiscal Notes: The total OPRD grant amount is \$39,760 and the total construction cost, if awarded to the Kogap Enterprises, Inc. will be \$85,554. The City has budgeted approximately \$35,000 for wastewater improvements at Aunt Caroline’s Park. It is anticipated the City Council will need to complete a supplemental budget to allocate the additional \$11,000 for this construction project.

Goals/Policies: N/A.

Staff Recommendation: Staff recommends approval of this request.

Proposed Motion in Favor: **“I MOVE TO AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE A CITY OF SHADY COVE CONTRACT WITH KOGAP ENTERPRISES, INC. FOR THE CONSTRUCTION OF AUNT CAROLINE’S PARK ADA RESTROOM.”**

City of Shady Cove

Resolution 14-23

A RESOLUTION AUTHORIZING A CITY OF SHADY COVE CONTRACT WITH KOGAP ENTERPRISES, INC FOR THE CONSTRUCTION OF AUNT CAROLINE'S PARK ADA RESTROOM PROJECT

Whereas, Aunt Caroline's Park lacks appropriate and ADA accessible restroom facilities; and

Whereas, the City Council adopted Resolution 13-12 – Approving the Application of an Oregon Parks and Recreation Department Local Government Grant for Restroom Facilities at Aunt Caroline's Park; and

Whereas, the City Engineer advertised a request for bids and four contractors responded: Kogap Enterprises, Inc. in the amount of \$85,554.00; Big J Construction in the amount of \$93,339.00; Vitus Construction, Inc. in the amount of \$107,855.25; HGC, Inc. in the amount of \$137,461.70; and

Whereas, the City Engineer has provided a bid tabulation and recommendation; and

Now, therefore be it resolved, by the City Council of the City of Shady Cove, Oregon:

1. The City Administrator is authorized to execute a City of Shady Cove Contract with Kogap Enterprises, Inc. for the construction of Aunt Caroline's Park ADA restroom in an amount not to exceed \$85,554.00.

Adopted by the City Council of the City of Shady Cove, Oregon this 4th day of December, 2014.

Approved:

Attest:

Tom Anderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Anderson _____

Councilor Hughes _____

Councilor Ulrich _____

Councilor Sanderson _____



CIVIL
•
STRUCTURAL
•
PLANNING

Medford, OR 97501
304 S. Holly Street
Tel: (541) 772-5807
Fax: (541) 618-7389
kas@kasinc.com

Grants Pass, OR 97527
1867 Williams Hwy, Suite 206
Tel: (541) 479-5801
Fax: (541) 244-2651
kas@kasinc.com

December 1, 2014

To: Aaron Prunty
City Administrator
City of Shady Cove, Oregon

Re: Aunt Caroline's Park – ADA Restroom

Project No.: LG13-032 (S12-004)

From: Scott D. Pingle, P.E.
City Engineer

Bids Received:

<u>Bidder</u>	<u>Amount</u>
Kogap Enterprises, Inc.	\$ 85,554.00
Big J Construction, Inc.	\$ 93,339.00
Vitus Construction, Inc.	\$ 107,855.25
HGC, Inc.	\$ 137,461.70

Engineers Estimate \$ 62,500.00

This Contract is based upon Pay Items with a Unit Price and an Estimated Quantity. Section 00140.30 and Section 00195.00 of the General Conditions makes it very clear that the Agency may make Changes in the Work and will only pay for the actual quantities of each Pay Item incorporated into the Work. Please see the attached Bid Tab for cost breakdowns by each contractor.

Kogap Enterprises, Inc. is the low bidder at \$85,554.00. This is 37% higher than the Engineers Estimate, which was the project construction budget based upon the Grant numbers. I have spoken with Kogap Enterprises, Inc. and discussed possible ways of reducing the cost of the project. There are some small savings if the building was relocated closer to the parking lot, but not near enough to cut \$23,000 off the construction cost. Even moving the project later into the spring or summer months would actually raise the cost because that is the busy season for contractors.

If the City can afford to move forward with the project, it is recommended that the Contract be awarded to the low bidder, Kogap Enterprises, Inc.

**CITY OF SHADY COVE
 BID SCHEDULE A**

**AUNT CAROLINES PARK
 PROJECT NO.: S12-004**

DIVISION	QTY	UNIT	BIG J CONSTRUCTION		HGC INC.		KOGAP ENTERPRISES INC.		VITUS CONSTRUCTION INC.	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
00210 MOBILIZATION										
1 Mobilization	1	LS	\$9,000.00	\$9,000.00	\$17,579.00	\$17,579.00	\$16,000.00	\$16,000.00	\$4,280.00	\$4,280.00
00225 WORK ZONE TRAFFIC CONTROL										
2 Temporary Work Zone Traffic Control, Complete	1	LS	\$650.00	\$650.00	\$2,340.00	\$2,340.00	\$500.00	\$500.00	\$3,210.00	\$3,210.00
00280 EROSION AND SEDIMENT CONTROL										
3 Erosion Control	1	LS	\$800.00	\$800.00	\$2,021.00	\$2,021.00	\$1,000.00	\$1,000.00	\$749.00	\$749.00
00310 REMOVAL OF STRUCTURES AND OBSTRUCTIONS										
4 Removal of structured and obstructions, including saw cutting	1	LS	\$700.00	\$700.00	\$3,691.00	\$3,691.00	\$800.00	\$800.00	\$1,979.50	\$1,979.50
00445 SANTARY, STORM, CULVERT, SIPHON AND IRRIGATION PIPE										
5 8" PVC Gravity Sewer with Class "B" backfill	20	LF	\$43.00	\$860.00	\$112.35	\$2,247.00	\$100.00	\$2,000.00	\$311.92	\$6,238.40
6 4" ABS or PVC Gravity Sewer with Class "A" backfill	9	LF	\$85.00	\$765.00	\$141.00	\$1,269.00	\$35.00	\$315.00	\$23.81	\$214.29
7 2" Class 200 PVC Pressure Sewer Pipe with Class "A" backfill, including bends and joint restraints	403	LF	\$13.00	\$5,239.00	\$40.50	\$16,321.50	\$8.00	\$3,224.00	\$24.18	\$9,744.54
8 2" Class 200 PVC Pressure Sewer Pipe with Class "B" backfill, including bends and joint restraints	55	LF	\$33.00	\$1,815.00	\$26.80	\$1,474.00	\$40.00	\$2,200.00	\$20.97	\$1,153.35
9 2" dr 7.3 Poly Pipe in Phenolic Insulation with 0.024" thick aluminum rolled jacketing and urethane shield, including couplings to 2" class 200 PVC pressure pipe	43	LF	\$37.00	\$1,591.00	\$247.60	\$10,646.80	\$60.00	\$2,580.00	\$74.90	\$3,220.70
10 SCH 40 PVC Electrical conduit with Class "A" backfill	83	LF	\$20.00	\$1,660.00	\$52.90	\$4,390.70	\$15.00	\$1,245.00	\$20.54	\$1,704.82
11 SCH 40 PVC Electrical conduit with Class "B" backfill	13	LF	\$45.00	\$585.00	\$86.85	\$1,129.05	\$33.00	\$429.00	\$20.54	\$267.02
00470 MANHOLES, CATCH BASINS AND INLETS										
12 8" Sanitary Sewer cleanout, complete and in-place	1	EA	\$750.00	\$750.00	\$440.00	\$440.00	\$425.00	\$425.00	\$321.00	\$321.00
13 4" Sanitary Sewer cleanout, complete and in-place	1	EA	\$750.00	\$750.00	\$312.60	\$312.60	\$200.00	\$200.00	\$80.25	\$80.25
14 1500 Gallon Septic Tank with Effluent pump, including all controls, connections and items shown on RVSS Detail 11-3 on Sheet C4	1	LS	\$7,000.00	\$7,000.00	\$9,729.00	\$9,729.00	\$8,000.00	\$8,000.00	\$8,087.06	\$8,087.06

00490 WORK ON EXISTING SEWERS AND STRUCTURES									
15	8" Gravity Sewer connection to existing manhole								
	1 EA	\$850.00	\$850.00	\$1,137.00	\$1,137.00	\$1,300.00	\$1,300.00	\$2,033.00	\$2,033.00
00500 BRIDGES									
16	Steel Pipe Hangers and attachment to existing concrete Bridge, including pipe strap, complete and in place								
	1 LS	\$6,000.00	\$6,000.00	\$1,278.00	\$1,278.00	\$2,000.00	\$2,000.00	\$5,811.74	\$5,811.74
00748 ASPHALT CONCRETE PAVEMENT REPAIR									
17	Asphalt concrete pavement repair including 2" thick level 2, 1/2" dense, MHMAC mixture and 4" thick Minimum compacted 1"-0 crushed rock base								
	42 SY	\$95.00	\$3,990.00	\$57.20	\$2,402.40	\$50.00	\$2,100.00	\$52.16	\$2,190.72
01140 POTABLE WATER PIPE									
18	1" SCH 40 PVC Water Pipe with Class "A" backfill								
	60 LF	\$25.00	\$1,500.00	\$42.75	\$2,565.00	\$5.00	\$300.00	\$89.57	\$5,374.20
19	1" SCH 40 PVC Water Pipe with Class "B" backfill								
	19 LF	\$40.00	\$760.00	\$64.55	\$1,226.45	\$16.00	\$304.00	\$89.57	\$1,701.83
20	1" SCH 40 PVC Water Pipe and SCH 40 PVC Electrical conduit in common trench with Class "A" backfill								
	82 LF	\$10.00	\$820.00	\$35.10	\$2,878.20	\$26.00	\$2,132.00	\$89.57	\$7,344.74
01170 POTABLE WATER SERVICE CONNECTIONS, 2" AND SMALLER									
21	Water Service connection to existing Well System, complete and in-place, including 1" check valve, 1" ball valve and valve boxes								
	1 LS	\$800.00	\$800.00	\$1,918.00	\$1,918.00	\$1,000.00	\$1,000.00	\$1,926.00	\$1,926.00
02500 STRUCTURES									
22	Precast concrete flush Toilet Building, complete and in-place, including electrical service connection and all Amenities and Appurtenances and permits								
	1 LS	\$46,454.00	\$46,454.00	\$50,466.00	\$50,466.00	\$37,500.00	\$37,500.00	\$40,223.09	\$40,223.09
TOTAL			\$93,339.00	\$137,461.70		\$85,554.00		\$107,855.25	