

# City of Shady Cove **INSIDER**



*City of Shady Cove*  
*"and a river runs through it!"*

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## FINANCIAL INFORMATION

Turns out, the chore to install financial information, with resultant reports, into the new financial tracking program (Caselle), took longer and was far more work than any of us realized. Aaron and Shelly did yeoman work and as of mid month we now have reports!

The audit for fiscal year 2012-2013 was also received. It was a few weeks late due to a delay in City delivery of required data. The process was considerably more complex than previous years, resulting in far more hours expended and increased cost. About \$15,000 of the cost was forgiven by the auditing firm. Numerous recommendations were made, which will be reviewed and discussed by the Council and staff and implemented as appropriate or practical.

In mid March, Shelly will attend a week long training class given by the Caselle folks. They too are forgiving the City the \$5,250 cost of the training.

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## CITY COUNCIL MEETING: FEBRUARY 6, 2014

Richard Gyuro, President of the Upper Rogue Chamber, Visitors and Convention Bureau, Inc. made a brief presentation of the "Chamber's" positive efforts to help create a more vibrant and active community with reasons for visitors to stop and do business in Shady Cove. He also announced their plan to sponsor a "Salmon Fever on the Rogue" event on June 7th. More to follow as the plan develops.

An executive session was held on January 2nd, and convened under the authority of ORS 192.660(2)(a): To consider the Employment of a Public Officer, Employee, Staff Member or Individual Agent. The entire Council was present as well as Gary Endicott who had been invited, as a citizen at large, to participate in the evaluation and ranking process of the 15 applicants for the position. The evaluation and ranking was done by each person prior to the executive session.

Considerable discussion took place concerning all the applicants. Many were considered to be no match for the position. A few were considered either over qualified by scope of previous position(s) and or likely to be merely passing through looking for a better assignment or highly unlikely to fit into the designated salary range. An additional consideration was the financial burden to provide travel to Shady Cove, room and board then followed by an unlikely match.

Even more discussion took place concerning Aaron's suitability. Verbally, all rated him high. The general consensus was that he has held the position and performed better than satisfactory (in particular, preparing the audit package and building the new financial reporting program); lives in and is raising a family in the immediate area (likely to remain for a reasonably long term); he can fit nicely into the City's salary range; and has established positive relations with employees and is very well received by the general public. Equally important, he is familiar with City policies and

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## **CITY COUNCIL MEETING: FEBRUARY 6, 2014** *continued*

procedures as well as some working knowledge of state statutes.

Unfortunately, before the Council could take action, in open session, to formally offer the position to Aaron, he withdrew his application. He did express his willingness to remain as City Administrator Pro Tem until another candidate is in place.

On February 6th, following a discussion of options, the Council agreed to stop the current process to select a City Administrator. Aaron will remain City Administrator Pro Tem. The current City Administrator position is not the same as that established in 1998. As such, the City will contract with LGPI (Local Government Personnel Institute) to evaluate the position, clarify the duties and recommend a salary range. Once that is complete, the Council will again announce an opening for the position with accurate description and realistic City conditions under which the person would work.

The Council also approved a motion to authorize Aaron to hire a part time Administrative Assistant to partially fill the position vacated by the resignation of Gretchen Meloth last Spring.

Joan Reitz and Mary Gunderlock were reappointed to the Budget Committee. Karen McMahon was appointed to fill one of the two vacancies. All appointments are for three years. Lena Richardson continues as a member. One vacancy remains to be filled.

The Capital Improvement Plan was discussed at length. Ultimately we reached agreement on projects to be reflected in the plan. As mentioned in an earlier publication, this plan is the basis for System Development Charge (SDC) calculations. The Council agreed that the lists would be pared to reflect only which is reasonable to expect, rather than inflate the lists with wishes resulting in higher charges.

The lists will be forwarded to the City Engineer for the application of broad gauge costs, then returned to the Council for adoption.

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## **CITY COUNCIL MEETING: FEBRUARY 20, 2014**

The meeting commenced with two very informative presentations. Sheriff Mike Winters spoke about the Department in general, service to Shady Cove in particular and their new Emergency Management Command Center. He gave an open invitation to all to tour the facility.

David Christian, the manager of the City's radio station, explained the need to change frequencies, projected improvements that will aid in covering a larger territory and his effort to enlist more underwriters. For \$50.00, underwriters will have an advertisement for their business aired at least twice each day for 3 months.

Aaron reported on a number of subjects including the State requirement that all public jurisdictions accommodate medical marijuana dispensaries (read State mandate as of this writing). The Council will take up the matter at the March 6th council meeting. The entire council was polled. They are unanimous in their desire to NOT accommodate such facilities in Shady Cove, but recognize they are not permitted to make that decision, but may be able to set conditions which may be restrictive.

Gary Endicott was appointed to fill the remaining vacancy on the City's Budget Committee.

Resolution 14-01 was approved, adopting a new Capital Improvement Plan (CIP). By motion, Aaron was authorized to issue a Request for Proposal (RFP) for the recalculation of the City's SDC's based on that CIP.

By motion the City's proposed Budget Calendar was approved. The main item of public interest is the scheduled Budget Meeting. It will be held on April 16th, at 9:00 AM in the City Council Chambers.

Also by motion, the Council agreed to approve ODOT's proposal to move the completion of the Hwy. 62 improvement out to 2016.

Resolution 14-02 was approved to revise and clarify priority of revenue (from sludge haulers who use the City's Wastewater Treatment Plant) distribution and set forth semi-annual reporting of that revenue.

The Mayor and Councilor Jim Ulrich were appointed to represent the City in negotiations with the Union for a new contract.

By motion, Aaron was authorized to sell one of the two Ford Explorers that are parked in front of City Hall.