

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, March 2, 2017
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 meeting of the Planning Commission will be March 9 at 6:30 p.m. in the Council Chamber.
- 3. The next meeting of the City Council will be March 16 at 6:00 p.m. in the 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

Jackson County Sheriff's Office – Jackson County Jail presentation by Captain Penland

IV. Consent Calendar

- A. Regular Meeting Minutes of February 2, 2017 (pg. 3-5)

V. Written Communications

None

VI. Staff Reports

- A. Bills Paid Report, February 3, 2017 – February 21, 2017; \$83,782.72 (pg. 6)
- B. City Administrator
- C. Deputy McGrath

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).

D. Chief Edwards

VII. New Business

A. Appoint Budget Committee Members (pg. 7)

B. Appoint Planning Commission Members (pg. 8)

C. Discussion Item - Council Rules of Government (pg. 9-13)

D. Amending Language Related to Inspection of Sewer (pg. 14-15)

VIII. 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.

IX. Council Comments on Non-Agenda Items

X. Adjournment

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, February 2, 2017

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 Burgess, Councilor Mitchell, and Councilor Kristich

Staff Present: Aaron Prunty, City Administrator; Bonnie Pickett, Administrative Assistant and Shelly Dent, Administrative Assistant

ANNOUNCEMENTS

The mayor led the audience in the Pledge of Allegiance and made the announcements on the agenda.

PRESENTATION

None.

CONSENT CALENDAR

Regular Meeting Minutes of January 5, 2017

Motion to Approve the Consent Calendar

Motion: Councilor Burgess Second: Councilor Mitchell

All ayes. Motion carried 4-0

STAFF REPORTS

The city administrator answered questions on the bills paid report. He also noted that the city has switched from CenturyLink to Hunter Communications for our phone and internet services.

The city administrator advised that the city will be advertising for Planning Commission and Budget Committee positions in the upcoming month.

Deputy McGrath gave an update on the changes in the Sheriff's office. He advised that there will be no change to the coverage in Shady Cove.

Deputy McGrath briefly gave an update on an increase in burglaries that have been occurring in the businesses in Shady Cove. He advised that the department was able to get the speeding reader board up in Shady Cove to help slow drivers down. He also discussed crime statistics from the 2015 – 2016.

NEW BUSINESS

A. Discussion of a City Council Application for Appointment

Each applicant had an opportunity to give a personal history for the council. The council asked clarifying questions before making the decision on which applicant to appoint. Dick McGregor was appointed councilor and immediately took a seat at the dais.

Motion to Appoint Dick McGregor as City Councilor, Term Expiring 12/31/18

Motion: Councilor Mitchell Second: Councilor Kristich

All ayes. Motion carried 4-0

B. Resolution 17-02 – Asserting the City’s Ownership of Cable Property and Material and Techcore Poles within Right-Of-Way

The city administrator explained the process of asserting ownership over the property in the city right-of-way.

The council discussed financial concerns with asserting ownership of the cable property.

Motion to Approve Resolution 17-02 - Asserting the City’s Ownership of Cable Property and Material and Techcore Poles within Right-of-Way

Motion: Councilor Mitchell Second: Councilor McGregor

All ayes. Motion carried 5-0

C. Discussion – February 16, 2017 Council Meeting

The council was in agreement to cancel the meeting due to the majority of the council members being in training on February 16, 2017.

Motion to Cancel the February 16, 2017 Council Meeting

Motion: Councilor Mitchell Second: Councilor McGregor

All ayes. Motion carried 5-0

PUBLIC COMMENTS

A citizen of Shady Cove while traveling outside of the area had a chance to speak with a couple that was considering Shady Cove as a city to retire in, however, decided not to settle here due to the lack of open businesses in Shady Cove.

There was a question regarding how the city is dealing with possible future flooding concerns.

The council also received comments on how about District 4 Fire Department and that the City of Shady Cove is lucky to have such a great group of people, District 4 Fire Department is full of very kind, caring, and helpful people.

A local marijuana dispensary owner noted that he is putting two initiatives on the ballot in regard to recreational marijuana. He requested the council consider creating an ordinance that would allow the processing, producing, and selling of recreational marijuana.

Another Shady Cove citizen thanked the Sheriff's department for the use of the speed trailer. He welcomed the new council member to the council. He noted that Rogue Valley Area Commission on Transportation wants to know if the current council will continue to be present for their meetings. He also stated that any decision the council makes regarding recreational marijuana, shouldn't be about the money.

COUNCIL COMMENTS

Councilor Mitchell advised he will not be available for the March 2, 2017 council meeting. He also asked how often the sides of the roads are cleaned to remove the excess rock that has been left behind. He recommended the council bring forward a resolution to add cost recovery to the city's fee schedule.

Councilor Burgess noted that he was pleased to see the number of applicants received for the open council position.

Councilor Kristich appreciated the applicants putting themselves out there in regards to the open council position.

Councilor McGregor appreciated the competition for the council seat. He also noted he would like to follow up on the Facebook issue that could possibly tie citizens with the council.

Mayor Sanderson advised there are openings on the planning commission.

ADJOURNMENT

There being no further business before the council, the Mayor adjourned the regular meeting at 7:30 p.m.

Approved:

Attest:

Tom Sanderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Sanderson _____
Councilor Burgess _____
Councilor Mitchell _____
Councilor Kristich _____
Councilor McGregor _____

Date	Check	Payee	Description	Amount
02/10/2017	42982	Banner Bank	Emerg. Mgmt Services Expense	233.48
02/10/2017	42983	Cantel of Medford, Inc.	Sign	333.00
02/10/2017	42984	Caselle, Inc.	Software Maintenance and Support	585.00
02/10/2017	42985	Celtic Circle, LLC	Shop Rental	700.00
02/10/2017	42986	David Christian	Radio Programming, 5 hrs.	75.00
02/10/2017	42987	DEQ	SRF Loan Fees	2,624.00
02/10/2017	42988	DEQ	SRF Loan Principal	35,085.00
02/10/2017	42989	Freel Ranch Quarry, LLC	3/4" Minus Crushed Rock	266.73
02/10/2017	42990	James Plumlee	Utility Billing Refund	1.96
02/10/2017	42991	Jermain, Debby	Per Diem	26.00
02/10/2017	42992	Medford Fuel	Public works gasoline/diesel	202.24
02/10/2017	42993	Prunty, Aaron	Per Diem	55.00
02/10/2017	42994	RVCOG	Floodplain Maps	2,343.02
02/10/2017	42995	Shady Cove Hardware, LLC	Park	81.16
02/10/2017	42996	Shelly M. Dent	Mileage Reimbursement	681.14
02/10/2017	42997	SOS Alarm	Celtic Circle - (Shop)	238.20
02/10/2017	42998	Superior Stamp & Sign Co	Name Plates	17.00
02/21/2017	42999	American Legal Publishing Corp.	Internet Renewal	495.00
02/21/2017	43000	Cameron Flury	Utility Billing Refund	2.18
02/21/2017	43001	Canon Financial Services, Inc.	Copier Lease & Copies 612930	306.45
02/21/2017	43002	CIS Trust	Life Insurance	59.00
02/21/2017	43003	Crystal Fresh	Bottled Water	40.00
02/21/2017	43004	David Christian	Radio Programming, 6 hrs.	165.00
02/21/2017	43005	ELAN	Office Supplies	2,006.92
02/21/2017	43006	Fastenal Company	Equipment Maintenance	17.88
02/21/2017	43007	Hornecker Cowling, LLP	General	805.56
02/21/2017	43008	Jackson County Sheriff	Law Enforcement Services- Monthly	35,710.92
02/21/2017	43009	Lynn Atkeson	Utility Billing Refund	.02
02/21/2017	43010	Medford Fuel	Public works gasoline/diesel	139.34
02/21/2017	43011	Postmaster	Sewer Billing	313.82
02/21/2017	43012	RVCOG	Computer Software, Upgrades & Assista	172.70
Grand Totals:				83,782.72



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

Meeting Date: March 02, 2017

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Appoint Budget Committee Members

Issue Before the Council: The Council will appoint Budget Committee Members to fill the vacant seats for terms ending 1/31/2018 and 1/31/2020.

Proposed Motion:

I MOVE TO APPOINT _____ AS BUDGET COMMITTEE MEMBER, TERM EXPIRING 1/31/2018.

I MOVE TO APPOINT _____ AS BUDGET COMMITTEE MEMBER, TERM EXPIRING 1/31/2020.

I MOVE TO APPOINT _____ AS BUDGET COMMITTEE MEMBER, TERM EXPIRING 1/31/2020.

I MOVE TO APPOINT _____ AS BUDGET COMMITTEE MEMBER, TERM EXPIRING 1/31/2020.



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

Meeting Date: March 02, 2017

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Appoint Planning Commission Members

Issue Before the Council: The Council will appoint Planning Commission Members to fill the vacant positions for terms ending 06/30/17 and 06/30/20.

Proposed Motion:

I MOVE TO APPOINT _____ AS PLANNING COMMISSIONER POSITION NUMBER 2, TERM EXPIRING 06/30/2020.

I MOVE TO APPOINT _____ AS PLANNING COMMISSIONER POSITION NUMBER 3, TERM EXPIRING 06/30/2017.

I MOVE TO APPOINT _____ AS PLANNING COMMISSIONER POSITION NUMBER 4 TERM EXPIRING 06/30/2020.



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

Meeting Date: March 2, 2017

Prepared By: Bonnie Pickett

Issue/Agenda Title: Discussion – Revising Rules of Government

Attachments: Resolution 15-24 Exhibit A

Issue Before the Council: Shall the Council Revise Rules of Government.

Staff Recommendation: Staff recommends Council Review and make proposed revisions to the City Council Rules of Government..

Proposed Motion:

NONE. This is a discussion item only, to provide direction to staff for a resolution at a subsequent meeting.

EXHIBIT "A"

Attachment to City of Shady Cove Resolution 15-24
Adopted July 16, 2015

City Council Rules of Government

Meeting Procedure

The presiding officer shall conduct all meetings in accordance with basic principles of parliamentary procedure in order to facilitate transaction of business and to promote cooperation and harmony.

Ordinance and Resolution Procedure

The City Charter, Chapter VIII, Section 33, identifies conditions under which an Ordinance may be read by title only.

Quorum

The Mayor or in his/her absence, the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Administrator shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

Temporary Chairman

In event of the absence of the Mayor and Council President, the City Administrator shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

Agenda

The Mayor, or designated representative, will provide the City Administrator a list of items to be covered in Unfinished and New Business not later than 3:00 p.m. on Friday the week prior to a

scheduled Council meeting. The City Administrator will prepare an agenda not later than 3:00 p.m. on the Monday prior to the scheduled Council meeting. Agendas will be posted and mailed not later than 3:00 p.m. on the same day.

Complete Council packages will be available not later than 3:00 p.m. on the Tuesday prior to a scheduled meeting.

During announcements, the presiding officer may add items to, or delete items from, the agenda. Verbal explanations will be provided for additions and deletions.

Order of Business

City Council meeting agendas will reflect the following items and order:

Call to Order

Roll Call
Pledge of allegiance
Announcements
This meeting is being digitally recorded.
Next City Council meeting
Next Planning Commission meeting
Any other scheduled public meeting(s)

Recess for Public Hearing if Scheduled*

Public Comment

Public may comment on agenda items as they come up for discussion but before deliberation by the Council.

Consent Calendar

Minutes from previous meeting(s)

Written Communications

Staff Reports

1. Paid Invoice Report
2. Monthly Financial Report

Unfinished Business

New Business

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.

Council Comments

Recess for Executive Session if Scheduled*

Adjournment

Voting

Only one question at a time will be considered at any given time. Every motion will be discussed fully and freely. Each council member has the right to know at all times what the pending question is and to have it restated before a vote is taken. The presiding officer will request a random roll call vote on all motions.

Tie Vote. In case of a tie in votes of any motion, the motion is not approved. A new motion would then be in order.

Decorum

Council members shall be recognized by the presiding officer before speaking.
Council members shall address any remarks to the council rather than to the audience unless given permission by the presiding officer

Upon recognition and with permission of the presiding officer, a person in the audience may address the Council, not the audience.

Conflict of Interest

Each Councilor will be requested to vote, when present, at a regular or special meeting of the Council except when that Councilor has a conflict of interest (actual or potential), as defined by ORS 244.020(1) and 244.020(12). If a conflict of interest exists, the councilor will so declare and identify the cause of the conflict. A Councilor may participate in discussion of the issue for which a potential conflict exists; or, if an actual conflict exists then discussion as well as a vote is prohibited, all in accordance with ORS 244.120.

Rules Revision

Rules may be added, deleted, or revised at any meeting of the Shady Cove City Council.

Meetings of the City Council

Regular City Council meetings will be held on the first and third Thursday of each month. Meetings will begin at 6:00 p.m. and end no later than 8:30 p.m. unless by a majority vote of the Council.

Public hearings may be scheduled for the regular Council meeting or at any time on any other day.

Special City Council meetings can be called for any date, at any time, consistent with the City Charter, Chapter IV, Section 13.

Study sessions will be combined with the Council meeting. Order of business will be:

Presentations
Discussion Items
Action Items

* Indicates a change from prior City Council Rules of Government



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

Meeting Date: March 02, 2017

Prepared By: Aaron Prunty, City Administrator

Issue/Agenda Title: Ordinance – Amending Ordinance 157

Issue Before the Council: The City of Shady Cove currently has language related to inspection of industrial users; however, the city does not have an industrial zone and does not classify industrial uses in the city as they relate to the city-owned wastewater system. The language is inconsistent with inspection practices and needs to be changed to allow inspection of private users of the City-owned system.

Proposed Motion:

I MOVE TO ACCEPT THE FIRST READING OF THE ORDINANCE AMENDING ORDINANCE 157, SECTION 13: POWERS AND AUTHORITY OF INSPECTORS.

City of Shady Cove

Ordinance

**AN ORDINANCE OF THE CITY OF SHADY COVE, OREGON AMENDING
ORDINANCE 157, SECTION 13: POWERS AND AUTHORITY OF INSPECTORS**

WHEREAS, the City of Shady Cove desires to ensure that the use of the public wastewater system operated by the City will conform to the best sanitary engineering practices; and,

WHEREAS, the City of Shady Cove wishes to clarify language in Ordinance 157, Section 13: Powers and Authorities of Inspectors, to be consistent with inspection best practices.

THE COUNCIL OF THE CITY OF SHADY COVE ORDAINS AS FOLLOWS:

Ordinance 157, Section 13 and all sub-sections are amended so that the term, "industrial user" shall now read "any user."

PASSED AND APPROVED by the City Council of the City of Shady Cove this _____ day of _____, 2017.

Approved:

Attest:

Tom Sanderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Sanderson _____
Councilor Burgess _____
Councilor Mitchell _____
Councilor Kristich _____
Councilor McGregor _____