

Agenda

Shady Cove City Council and Budget Committee Joint Study Session

Shady Cove City Council Chamber
22451 Highway 62
Shady Cove, Oregon
Thursday, May 5, 2011
1:30 P.M.

I. Call to Order

- A. Roll Call
- B. Announcements by Presiding Officer

II. Public Comment

Public may comment on agenda and non-agenda items at this time. Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. If you represent a group, please identify the group and any members of that group who are present.

III. Subject of Study Session

- A. Southern Oregon Sanitation (Nanci Watkins)
- B. Discuss Budget Goals for FY 2011-2012
- C. Fee Schedules
- D. Proclamation – Cleanup Day a Firewise Event (pg 2)

IV. City Council Comments

V. Future Agenda Items

VI. Public Comment on Agenda Items

Limited to 3 minutes per individual.

VII. Adjournment

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).

City of Shady Cove, Oregon

City Council

Proclamation

The City of Shady Cove, Oregon, in support of property owners working to reduce fuels hazards, dedicates the annual Citywide Cleanup Day as an official Firewise Communities event.

Dated this 5th day of May, 2011

Council Vote:

Mayor Holthusen _____

Councilor Kyle _____

Councilor Hughes _____

Councilor Hayes _____

Councilor Ulrich _____

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, May 5, 2011
6:30 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 Planning Commission meeting will be May 12 at 6:30 p.m. in the City Council Chamber.
 - 3. The next meeting of the City Council will be on May 19, with a Study Session at 1:30 p.m. and Regular meeting at 6:30 p.m. in the City Council Chamber.

II. Public Comment

The public may comment on agenda and non-agenda items at this time. Comment will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. If you represent a group, please identify the group and any members of that group who are present.

III. Community Feedback

IV. Presentation

None

V. Consent Calendar

- A. Accounts Paid \$41,429.86 (pg 5)
- B. Minutes of April 21, 2011 City Council Meeting (pg 6-8)

VI. Written Communications

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)

VII. Council Reports

Business and Tourism/Chamber	Councilor Hayes
RVACT	Councilor Ulrich
RVCOG	Mayor Holthusen, Councilor Kyle
School District 9	Councilor Kyle
Fire District 4	Councilor Hughes
Planning Commission Liaisons	Councilors Hayes and Hughes

VIII. Department Reports

- A. City Administrator Report (pg 9-10)
- B. Public Works Report (pg 11)
- C. Sheriffs Report (pg 12-13)

IX. Unfinished Business

None

X. New Business

- A. Public Hearing on the use of State Revenue Sharing Funds
- B. Resolution Electing to Receive State Revenue Sharing Funds (pg 14-15)
- C. Resolution Certifying Municipal Services (pg 16-18)
- D. Resolution 11-08 Transferring Funds (pg 19-22)
- E. Resolution Encouraging Sustainable Building Practices (pg 23-24)
- F. Letter of Support Request (pg 25-27)
- F. City Administrator's Role with the Planning Commission (pg 28)

XI. Public Comment on Agenda Items

Limited to 3 minutes per individual.

XII. Council Comments

XIII. Adjournment

City of Shady Cove
Bills Paid
From April 19, 2011 through May 2, 2011

Name	
Amped Up Electric	85.00
Big R (Misc. Supplies)	11.66
CenturyLink (Embarq)	1,378.79
CINTAS Corp. (Uniforms)	80.10
John Collins (Shop Rent)	900.00
Crystal Fresh Bottled Water (Fresh Water)	34.50
Ed's Tire Factory	669.80
Gary Endicott (Reimbursement)	29.16
Harris Computer Systems (Software Support; Sewer, Court)	811.58
I Secure	420.00
IDEXX Labs (Lab Supplies)	445.78
Jackson County Sheriff's Contract	32,562.00
Jackson County Treasurer (Fine Assessments)	283.50
Kyle, Bill (Chairs)	60.00
Medford Fuel (gasoline)	345.53
Oce Imagistics (Copier costs)	210.34
Oregon Justice Department (Fine Assessments)	72.00
Office Depot	14.99
Oregon Department of Revenue (Fine Assessments)	509.00
Pitney Bowes (Postage / Rental / Supplies)	400.00
Postmaster	404.89
PremiereWest Bank VISA	415.35
Steve Rich (Attorney)	1,000.00
RiverTech (Computer Repairs & Supplies)	159.99
Superior Stamp & Sign (Nameplates, Plaques, Stamps)	125.90
TOTAL	<u>41,429.86</u>

City of Shady Cove City Council Regular Meeting Minutes

Thursday, April 21, 2011

CALL TO ORDER

The Mayor called the Regular City Council Meeting to order at 6:33 p.m.

ROLL CALL

Present: Mayor Holthusen
Council President Kyle
Councilor Hayes
Councilor Hughes

Absent: Councilor Ulrich

Staff: City Administrator, Danise Brakeman
Public Works Director, George Bostic
Deputy City Recorder, Debby Jermain
Sheriff Liaison, Dave Strand

PRESENTATION

The Mayor presented Abigail Alexander and Anna Evans with Student of the Month certificates. Sergeant Sickler recognized the City's Community Service Officer, Barry Moore.

ANNOUNCEMENTS

The Mayor read the announcements.

PUBLIC COMMENT

None.

COMMUNITY FEEDBACK

None.

CONSENT CALENDAR

Motion to approve the consent Calendar:

Motion: Councilor Hughes Second: Councilor Kyle.

All ayes. Motion passes 4-0 (Councilor Hayes abstained from Rivertech)

WRITTEN COMMUNICATION

None.

COUNCIL REPORTS

Councilor Hayes commented on new business licenses, planting daffodils along Highway 62, tourism, and the waterfall at White Oak Ridge.

The Mayor had nothing to report on RVACT or RVCOG.

Councilor Kyle commented on the Easter Egg Hunt at the school.

Councilor Hughes commented on the upcoming Wildflower Show.

Councilor Hayes discussed Planning Commission activities.

DEPARTMENT REPORTS

Department Reports were included in the agenda packet. Councilor Hughes commented on the contract with the Sheriff's Department.

UNFINISHED BUSINESS

Motion to adopt Ordinance No. 260 by title only "An ordinance of the City of Shady Cove amending Section 154.376, description of permit procedures: 154.377, Type I procedures (ministerial); and 154.378, Type II procedure (administrative) of Chapter 154 – Zoning of the Shady Cove Municipal Code."
Motion: Councilor Hayes. Second: Councilor Kyle
Roll Call: All ayes. Motion passes 4-0.

NEW BUSINESS

A. Appointment of one member to the Public Safety Committee.

Motion to appoint Cheryl Holthusen to the Public Safety Committee pursuant to Shady Cove Ordinance No. 242".

Motion: Councilor Hughes. Second: Councilor Kyle

Roll Call: All ayes. Motion passes 3-0. (Mayor Holthusen abstained)

B. Resolution Establishing Tourism Grant Program.

Motion to pass Resolution No. 11-05 "A Resolution establishing a Tourism Grant Program and Policy Manual".

Motion: Councilor Hayes. Second: Councilor Kyle.

Roll Call: Three ayes, one Nay. (Councilor Hughes) Motion passes 3-1.

C. Auditors Contract.

Motion to approve the letter of engagement submitted by Michael L. Piels, CPA, LLP, in the amount of \$18000 to conduct the annual audit for Fiscal Year 2010-2011 and to authorize the City Administrator to execute the agreement.

Motion: Councilor Kyle. Second: Councilor Hughes.

Roll Call: All ayes. Motion passes 4-0.

D. Jackson County Sheriff's Office Contract.

Motion to approve the Jackson County Sheriff's contract for Fiscal Year 2011-20121 in the amount of \$410,877 and to authorize the Mayor and the City Attorney to execute the contract".

Motion: Councilor Kyle. Second: Councilor Hughes

Roll Call: All ayes. Motion passes 4-0.

E. Water Treatment and Distribution Master Plan Update.

Motion to accept HGE's Water Treatment and Distribution Master Plan Update (draft) and make it a final plan".

Motion: Councilor Hughes. Second: Councilor Hayes.

Roll Call: All ayes. Motion passes 4-0.

PUBLIC COMMENT ON AGENDA ITEMS

John Ward, Rogue Flyfishers, commented on the Water Treatment and Distribution Master Plan Update and riparian area setbacks.

COUNCIL COMMENT

None.

ADJOURNMENT

The Mayor adjourned the Study Session at 7:55 p.m.

Approved:

Attest:

Ronald Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Kyle _____
Councilor Hayes _____
Mayor Holthusen _____
Councilor Ulrich _____
Councilor Hughes _____



MEMO

DATE: May 5, 2011

TO: Mayor and Council

FROM: Danise Brakeman, City Administrator

SUBJECT: City Administrator's Report

The City Administrator written report is provided monthly and attached to the first meeting agenda.

This report covers activities from April 1, 2011 – April 30, 2011

- Apr 1 - Met with OCE' for copier training
- Apr 4 - Met with Jackson County Roads Dept. to discuss street maintenance; Weekly meeting with the Mayor; Met with Joan Sloan of the Scenic Byway.
- Apr 5 - Conference Call with ACNdigital to discuss telephone options; Met with BDS to discuss the possibility of a building program; Met with the Mayor
- Apr 6 - Met with Public Works Director
- Apr 7 - Attended Council Study Session and Regular Meeting
- Apr 8 - Attended RHT Groundbreaking Ceremony; Conducted Staff Meeting with presentation on insurance options.
- Apr 11 - Met with the Mayor and Southern Oregon Sanitation to discuss Clean Up Day
- Apr 12 - Met with Attorneys in litigation case
- Apr 14 - Attended Executive Session; Met with union rep. to discuss on labor negotiations; Attended Planning Commission meeting with presentation by DEQ and ODFW
- Apr 15 - Met with contractors on building City Hall building projects; Met with Chair and Liaison of Park Committee; Met with CIS Risk Manager;
- Apr 18 - Attended Sheriff's Oversight Committee Meeting
- Apr 19 - Attended Executive Session and Special Meeting
- Apr 20 - Conference Call with ACNdigital to discuss telephone options; Met with John Sloan of the Scenic Byway; Met with Sgt. Sickler
- Apr 21 - Met with Public Works Director to discuss position; Attended Council Study Session and Regular Meeting
- Apr 22 - Briefly attended the Park Management Committee meeting
- Apr 25 - Coordinated contractors on projects; Attended Budget Committee Meeting
- Apr 26 - Met with OCE' representatives to discuss problems with new copier
- Apr 27 - Attended Executive Session; Met with Public Works Director on budget issues; Conference call with Fumi Schadt of IFA to close out grant
- Apr 28 - Met with union representative to conduct labor negotiations; Conference call on Discovery Program concerning floodplain; Attended Planning Commission Public Hearing and Regular Meeting

State of the City:

The City Hall has been very busy this month. Staff has experienced an increased work load with the recent formation of two new committees and numerous extra meetings. This month there have been noticed two study sessions, two council meetings, two planning commission meetings, three executive sessions, one special meeting, one budget committee meeting, two public hearings, and four committee meetings, for a total of 17 notices. In the midst of it all we had staff out for training, vacation, and illness.

I solicited informal quotes on three City Hall projects: City Administrator office, Council Chamber, Kitchenette Remodel. Bids were awarded and work has begun. The City Administrator office is completed and work on the Council Chamber has begun. In addition, new outdoor lamp posts have been purchased through a grant with City/County Insurance Services. They are in the process of being installed in front of City Hall.

The budget for Fiscal Year 2011-2012 has gone through the Budget Committee and will be ready to be adopted June 2nd.

We are in the midst of labor negotiations. It is anticipated there will be one or two more meetings. A contract should be ready for Council's approval in June.

Our Public Works Director, George Bostic, has announced his retirement date of May 27th. I have gathered several job description/announcements from other cities under 5,000 to use if needed. In addition, I have obtained information on contracting out for wastewater services, wastewater supervision, and street maintenance. I will compile all information and make a recommendation to the council once complete. The City has 30 days from George's retirement date to get a Treatment Grade III Certified Operator to supervise the plant. Extensions are often given when requested.

We are currently looking through our bills and cutting costs where we can. We have or are in the process of negotiating services for copy machine, telephone, cell phone, and alarm services that would save the City money.



Danise Brakeman
City Administrator



PUBLIC WORKS DEPARTMENT REPORT

Date: April 29, 2011
To: Mayor and Council
From: George Bostic, Public Works Director
cc: Danise Brakeman, City Administrator; File
Subject: Activities and Information

I have received the new discharge permit for the treatment facility and have reviewed the document. The permit is as the permit writer (Paul Kennedy, DEQ) and I discussed throughout the process. There were no surprises. The permitted excess thermal load (temperature) limit does change every month from April through October which will necessitate a change in our reporting spreadsheet and the wastewater data program at the treatment facility. We are required, under the new permit, to test for nutrients during the months of May through October. Most of the testing can be accomplished in-house without purchasing new laboratory test equipment. Past permits allowed for overflows from Manhole C7. Sanitary sewer overflows are no longer permitted and the City is required, by the new permit, to come up with a method for eliminating the potential for overflow from this manhole within two years. All other requirements of the permit have not changed. The new permit has an expiration date of 3/31/2016. The City Administrator has been provided a copy of the permit if anyone wishes to review.

I completed revising the Safety Manual provided by CIS to fit Shady Cove. I am still working on updating our personal protective equipment assessments. The CIS representative will be reviewing the document next month and I provided a copy to the City Administrator. Once the CIS representative has reviewed and approved the document it will be coming to the council for adoption.

I have been working on updating the QA/QC (Quality Assurance/Quality Control) manual for the treatment plant laboratory. The manual is a requirement by permit for self-monitoring laboratories such as ours. Changes need to be made to follow DEQ guidelines.

GB:gb

SHADY COVE, OREGON
JACKSON COUNTY SHERIFF

REPORT FOR COUNCIL MEETING OF 05-05-2011

All calls for service March 31, 2011 thru April 27, 2011 is 115.

Breakdown of cases handled by Deputies

Criminal cases = 20

Domestic issues = 3

Code Enforcement/Ordinance Violations = 6

Suspicious Circumstances = 15

Civil Matters = 6

Public Assists = 21

Other = 9

Items of Interest/Specifics

Disorderly Conduct = 2

Disturbance/Noise = 6

False Alarms = 3

Death Investigation = 1 (Cardiac Arrest)

Assist Other Agencies = 5

DUII = 2

Animal Problem = 8

Mental = 2

Detox = 1

Traffic Crime = 4

Motor Vehicle Crash = 1

Respectfully Submitted, David A. Strand





MEMO

INTER - OFFICE

**Sheriff's Office
Administration**

David Strand
Undersheriff Assistant

787 West 8th Street
Medford, OR 97501
Phone: (541) 774-4999 ext. 8829
Fax: (541) 774-6774
StrandDA@jacksoncounty.org

To: Shady Cove, OR City Council
From: David Strand
Subject: Monthly Deputy Specifics Report
Date: April 28, 2011

Information section of monthly report for Jackson County Sheriff's Deputies assigned to Shady Cove.

Deputy D. Avery: Assisted Deputy Waldon in search for Escape/DUII suspect with K9 Darco, investigated two cases of marijuana possession at Shady Cove Elementary School, handled out of control student at Shady Cove Elementary School twice in two weeks, conducted school zone speed enforcement on various days with multiple citations issued, and placed two juveniles into custody for breaking windows on a house and vehicle.

Deputy S. Waldon: Arrested two individuals for DUII and will obtain a warrant for a third DUII case that continues under investigation, performed traffic enforcement with multiple citations issued, ATV and dirt bike riders on Hudspeth that have generated multiple complaints were caught and cited, and a student that has not been going to school for some time is currently being assisted by D-9 and Deputy Waldon in order to get her back in school.

CSO B. Moore: Worked in support of Daffodil Daze, continues visits to schools and boys and girls club, continues patrol of streets (twice per shift if possible), continues vacation checks, handled Code Enforcement cases, picked up one pit bull that was at large, conducted drug class for Shady Cove School staff with K-9 Officer Richmond of Phoenix P.D., and delivered shut off notices.

JCSO Detectives: Assisted with sudden death investigation that was finally deemed cardiac arrest.



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:

Resolution Electing to Receive State Revenue Sharing Funds

Issue Before the Council:

Shall the City Council pass a resolution that allows them to receive State Revenue Sharing funds?

Key Facts/Information Summary:

Shady Cove's share of liquor tax, cigarette tax, 911 tax and Highway tax is expected to be approximately \$226,000 in fiscal year 2011-2012.

Attachments:

Resolution 11-06

Fiscal Notes:

Revenues of \$74,000 into the General Fund and \$152,000 into the Street Fund

Staff Recommendation:

Staff recommends Council pass the resolution as presented.

Proposed Motion:

"I MOVE TO PASS RESOLUTION NO. 11-06 – A RESOLUTION OF THE CITY OF SHADY COVE, OREGON DECLARING THE CITY OF SHADY COVE'S ELECTION TO RECEIVE STATE REVENUES."

City of Shady Cove

Resolution 11-06

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

Whereas, ORS 221.770(1) states

"A city shall not be included in apportionments or receive distributions under this section for a fiscal year commencing on July 1 unless the city: (a); Elects to receive distributions under this section for the fiscal year by enactment of an ordinance or resolution expressing that election and filing a copy of that ordinance or resolution with the Oregon Department of Administrative Services not later than July 31 of the fiscal year."

The City Council of the City of Shady Cove Resolves as follows:

Pursuant to ORS 221.770(1)(a), the City of Shady Cove hereby elects to receive State Revenues for Fiscal Year 2011-2012.

Effective Date: This Resolution shall be effective on July 1, 2011 for Fiscal Year 2011-2012.

Adopted this 5th of May, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Hayes ___
Councilor Hughes ___
Councilor Kyle ___
Mayor Holthusen ___
Councilor Ulrich ___



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:
Resolution Certifying Municipal Services

Issue Before the Council:
Shall the City Council pass a resolution that certifies the City provides four or more municipal services pursuant to ORS 221.760?

Key Facts/Information Summary:
As a recipient of State Revenue Sharing funds, it is a requirement to provide four or more municipal services pursuant to ORS 221.760. The City provides five services as stated in the resolution and therefore qualifies to receive such funds.

Attachments:
Resolution 11-07

Fiscal Notes:
Revenues of \$74,000 into the General Fund and \$152,000 into the Street Fund

Staff Recommendation:
Staff recommends Council pass the resolution as presented.

Proposed Motion:
"I MOVE TO PASS RESOLUTION NO. 11-07 – 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."

City of Shady Cove

Resolution No. 11-07

A RESOLUTION OF THE CITY COUNCIL 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 (1)

Whereas, ORS 221.760 (1) states:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall disburse such funds in the case of a city located within a county having more than 100,000 inhabitants, according to the most recent federal decennial census, only if the officer reasonably is satisfied that the city meets the requirements set out in subsection (2) of this section, or if the city provides four or more of the following municipal services:

- (a) Police protection.
- (b) Fire protection.
- (c) Street construction, maintenance and lighting.
- (d) Sanitary sewers.
- (e) Storm sewers.
- (f) Planning, zoning and subdivision control.
- (g) One or more utility services.

The City Council of the City of Shady Cove Resolves as follows:

The City of Shady Cove hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- 1) Police protection
- 2) Street construction, maintenance and lighting
- 3) Sanitary sewer
- 4) Storm sewers
- 5) Planning, zoning and subdivision control

Effective Date: This Resolution shall be effective on July 1, 2011 for Fiscal Year 2011-2012.

Adopted this 5th day of May, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Hayes _____
Councilor Hughes _____
Councilor Kyle _____
Mayor Holthusen _____
Councilor Ulrich _____



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:
Resolution 11-08 Transferring Funds

Issue Before the Council:
Shall the City Council pass a resolution that allows the transfer of funds to cover anticipated over expenditures?

Key Facts/Information Summary:
Budgeting is a best guess projection and not an exact science. It is often necessary within the fiscal year to transfer funds to cover anticipated over expenditures. Reasons are stated in the resolution.

Attachments:
Resolution 11-08

Fiscal Notes:
See Attached

Staff Recommendation:
Staff recommends Council pass the resolution as presented.

Proposed Motion:
"I MOVE TO PASS RESOLUTION NO. 11-08 – A RESOLUTION OF THE CITY OF SHADY COVE, OREGON AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE GENERAL FUND, STREETS 01, AND SEWER 02 IN THE 2010-2011 FISCAL YEAR BUDGET."

City of Shady Cove

Resolution No. 11-08

**A RESOLUTION OF THE CITY OF SHADY COVE, OREGON AUTHORIZING
THE TRANSFER OF FUNDS WITHIN THE GENERAL FUND, STREETS 01,
AND SEWER 02 IN THE 2010-2011 FISCAL YEAR BUDGET**

Whereas, ORS 294.450 allows transfers of appropriations of budget resources between funds of the municipal corporation when authorized by an official resolution or ordinance of the governing body.

Whereas, the building projects scheduled for fiscal year 2010-2011 are under the amount of \$5,000, which does not qualify as a capital outlay project and should become part of Operations and Maintenance in the General Fund;

Whereas, over-expenditure in Professional Services in the General Fund is expected due to unanticipated legal fees;

Whereas, over-expenditure in Operations and Maintenance in the General Fund is anticipated due to understated budget projections;

Whereas, the street improvement projects scheduled for fiscal year 2010-2011 are under the amount of \$5,000, which does not qualify as a capital outlay project and should become part of Operations and Maintenance in Streets 01;

Whereas, over-expenditure in Benefits in Streets 01 is anticipated due to understated budget projections;

Whereas, over-expenditure in Utilities in Streets 01 is anticipated due to an increase in utility rates;

Whereas; over-expenditure in Professional Services in Streets 01 is anticipated due to engineering Cleveland Street;

Whereas, over-expenditure in Overtime in Sewer 02 is anticipated due to understated budgeting projections;

Whereas, over-expenditure in Benefits in Sewer 02 is anticipated due to understated budgeting projections;

Now, therefore, be it resolved, the City Council of the City of Shady Cove, Oregon, makes the following transfers:

General Fund:

From Capital Outlay	\$ 10,000
To Operations and Maintenance	10,000
From Contingency	\$ 10,000
To Professional Services	10,000
From Contingency	\$ 10,000
To Operations and Maintenance	10,000

Revised Budgeted Amount – General Fund:

Contingency	\$ 21,756
Capital Outlay	0
Operations and Maintenance	140,000
Professional Services	85,000

Streets 01

From Contingency	\$3,400
To Benefits	3,400
From Contingency	\$ 2,200
To Utilities	2,200
From Contingency	\$9,501
To Professional Services	9,501
From Capital Outlay	\$25,000
To Operations and Maintenance	25,000

Revised Budgeted Amount – Streets 01:

Contingency	\$ 0
Benefits	6,712
Utilities	12,700
Professional Services	10,551
Capital Outlay	0
Operations and Maintenance	60,700

Sewer 02

From Contingency	\$ 5,550
To Overtime	5,550
From Contingency	\$ 6,290
To Benefits	6,290

Revised Budgeted Amount – Sewer 02

Contingency \$ 0
Overtime..... 8,138
Benefits 93,230

Adopted by the City Council of the City of Shady Cove this 5th day of May, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Ulrich _____
Councilor Kyle _____
Councilor Hayes _____
Councilor Hughes _____
Mayor Holthusen _____



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:

Resolution Encouraging Sustainable Building Practices

Issue Before the Council:

Shall the City Council pass a resolution that encourages the community to adopt sustainable building practices?

Key Facts/Information Summary:

RHT has asked the City Council to consider passing this resolution. A similar resolution was passed in 2007.

Attachments:

Resolution 11-09

Fiscal Notes:

None

Staff Recommendation:

Staff recommends if Council approves this policy the resolution be passed as presented.

Proposed Motion:

"I MOVE TO PASS RESOLUTION NO. 11-09 - A RESOLUTION OF THE CITY OF SHADY COVE, OREGON ENCOURAGING THE DEVELOPMENT COMMUNITY IN SHADY COVE TO ADOPT SUSTAINABLE BUILDING PRACTICES AS EXEMPLIFIED BY ENERGY STAR NORTHWEST, THE EARTH ADVANTAGE INSTITUTE, OR THE U.S. GREEN BUILDING COUNCIL."

City of Shady Cove

Resolution No. 11-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON ENCOURAGING THE DEVELOPMENT COMMUNITY IN SHADY COVE TO ADOPT SUSTAINABLE BUILDING PRACTICES AS EXEMPLIFIED BY ENERGY STAR NORTHWEST, THE EARTH ADVANTAGE INSTITUTE, OR THE U.S. GREEN BUILDING COUNCIL.

WHEREAS, the City Council of the City of Shady Cove recognizes the community may experience accelerated growth in residential and commercial structures as the availability of reliable, domestic water improves; and

WHEREAS, as reported by the Energy Star program, effective energy conservation features in new residential and commercial construction is capable of reducing energy consumption by 20 to 30 percent; and

WHEREAS, the Environmental Protection Agency has reported levels of indoor air pollutants may be two to five times higher than outdoor levels; and

WHEREAS, Rogue Disposal & Recycling, Inc. reports solid waste from residential and commercial construction accounts for 40 percent of waste in the regional land fill.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

1. The City Council of the City of Shady Cove encourages builders and developers in the development community in Shady Cove to adopt the building programs enumerated through Energy Start Northwest, the Earth Advantage Institute, or the U.S. Green Building Council. These practices typically exceed, in some or all aspects, code in the areas of energy efficiency, environmental responsibility, indoor air quality, and resource efficiency in materials selection, water use and management, and waste management.
2. The City Council of the City of Shady Cove encourages responsible growth that acknowledges the community's expectation to enhance its livability and quality of life while expanding the local economic base.

Adopted by the City Council of the City of Shady Cove this 5th day of May, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy Recorder

Council Vote:

Councilor Hayes _____
Councilor Ulrich _____

Councilor Hughes _____
Mayor Holthusen _____

Councilor Kyle _____



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:
Letter of Support Request

Issue Before the Council:
Shall the City Council write a letter supporting the efforts of the Shady Cove Property Owner's Association (SCPOA) in securing grant funds to address storm water runoff?

Key Facts/Information Summary:
The Shady Cove Property Owner's Association is seeking funding to address storm water runoff into The Cove and is requesting a letter of support from the City.

Attachments:
Letter of Request

Fiscal Notes:
None

Staff Recommendation:
Staff recommends Council approve the Shady Cove Property Owner's Association request for a letter of support.

Proposed Motion:
"I MOVE TO DIRECT THE CITY ADMINISTRATOR TO WRITE A LETTER TO THE SHADY COVE PROPERTY OWNERS ASSOCIATION IN SUPPORT OF THEIR EFFORTS TO SEEK GRANT FUNDS TO ADDRESS STORM WATER RUNOFF IN THE AREA OF THE COVE AND AUTHORIZE THE MAYOR TO SIGN THE LETTER."

April 15, 2011

Shady Cove Mayor and City Council
Shady Cove Administrator
PO Box 1210
Shady Cove, OR 97539



The Cove, the oldest residential area in Shady Cove, consists of about 13 acres subdivided into various sized lots with approximately 35 owners. The approximately 2,850 feet of roads into the Cove are part of tax lot 3900 which includes the shoreline of the Rogue River from Highway 62 bridge upstream for about 800 feet and uphill to Old Ferry Road. Tax lot 3900 is privately owned and managed by the property owners within that neighborhood.

Board members of the Shady Cove Property Owners Association (SCPOA) are working with the Upper Rogue Watershed Association and the Jackson Soil and Water Conservation District to secure grant funds to address storm water runoff from the Cove into the river. The roads in this neighborhood, built in the 1920s, were not designed or constructed with proper drainage. Following the 1964 flood, Riverside Drive was reconstructed and all roads in the area slope down toward the Rogue River. To further exacerbate the drainage problem, water from properties along and above Old Ferry Road is piped through a culvert under Old Ferry Road into the Cove joining the runoff from the Cove roads to run directly into the river. Runoff water carries suspended solids along with pollutants from yards and roadways; it all goes directly into the river at a point known to provide resting waters for salmonids.

While the property owners would like to improve the existing roads within the Cove neighborhood, most of the property owners are of either low income or of modest means. The majority of the property owners do not even pay the requested \$100 per year dues needed to cover insurance and taxes on tax lot 3900 and minimum road maintenance efforts which consists of neighborhood work parties filling in potholes with shale and crushed gravel.

Currently the Upper Rogue Watershed Association, the Jackson Soil and Water Conservation District and the Cove property owners are gathering documentation and monitoring water quality and control to submit a proposal to the Oregon Watershed Enhancement Board (OWEB). OWEB stated that "the involvement and support of the City of Shady Cove will be critical to the success of the project and ensuring that success into the future with the unknowns regarding the levels of development above the project area." They want to see commitment/support from the city and planning departments to the project and its long-term success. As a Shady Cove Budget Committee member, I certainly know that there are no city funds available for this project; we are requesting a letter of support for and assurance that it fits the long-term planning goals of the City of Shady Cove.

Thank you for your consideration in this matter. If you have questions or need additional information, please contact me:

- by phone at 541 261-5883 or 541 831-7391
- by email at indigo@directv.net
- by mail at PO Box 1205, Shady Cove, OR 97539

Please direct your response to SCPOA, PO Box 968, Shady Cove, OR 97539.

Sincerely,

A handwritten signature in cursive script that reads "Lena Richardson".

Lena Richardson
President, Shady Cove Property Owners Association



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

Meeting Date: May 5, 2011

Prepared By: Danise Brakeman

City Admin. Approval: DB

Issue/Agenda Title:

City Administrator's Role with the Planning Commission

Issue Before the Commission:

What should the City Administrator's role be with the Planning Commission?

Key Facts/Information Summary:

Currently, the City Administrator, Public Works Director and Planning Secretary attend all Planning Commission meetings. The Planner attends public hearings and meetings that require action.

The City Administrator is requesting her role in the Planning Commission be limited to attending meetings only when her input may be required. Examples of that may be public hearings, meetings where action is required, and public outreach meetings.

Fiscal Notes:

None

Staff Recommendation:

Staff recommends Council approve the City Administrator's request. If at any time the arrangement proves to be unsuitable Council can reverse the decision.

Proposed Action/Motion:

"I MOVE TO SUPPORT THE CITY ADMINISTRATOR'S REQUEST TO LIMIT HER ROLE WITH THE PLANNING COMMISSION TO ATTENDING MEETINGS ONLY WHEN HER INPUT MAY BE REQUIRED"