

Agenda

Shady Cove City Council Study Session

Shady Cove City Council Chamber
22451 Highway 62
Shady Cove, Oregon
Thursday, June 16, 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. Discussion on Contracting County Roads (Carl Rhoten) (pg 2-3)
- B. Floodplain Management Report (Lois DeBenedetti) (pg 4)

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).

Jackson Co. Roads 2011

Shady Cove Annual Maintenance Estimate

5/11/2011

Gravel Street Grading

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Annual Cost
15	\$ 275.00	\$ 4,125.00	2	\$ 8,250.00

Street Shouldering

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Material	Annual Cost
10	\$ 505.00	\$ 5,050.00	1	200.00	\$ 5,250.00

Pickup Broom Street Sweeping

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Annual Cost
4	\$ 160.00	\$ 640.00	4	\$ 2,560.00

Crack Sealing

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Material	Annual Cost
10	\$ 332.00	\$ 3,320.00	4	465.00	\$ 13,745.00

Pothole Patching

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Material	Annual Cost
10	\$ 83.00	\$ 830.00	2	500.00	\$ 2,160.00

Rock and Oil Patching

Crew Hours per work Cycle	Crew Cost per Hour	Cost per Work Cycle	Work Cycles per Year	Material	Annual Cost
10	\$ 465.00	\$ 4,650.00	1	3,100.00	\$ 7,750.00

Grind and Inlay patching

# of Tons applied per Year	Cost per Ton Applied	Annual Cost
125	\$ 205.00	\$ 25,625.00

Blade Patching

# of Tons applied per Year	Cost per Ton Applied	Annual Cost

Dust Abatement

300	\$	95.00	\$	28,500.00
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Earth Bind At 2010 effort levels

As per Matt Garris

Garris Environmental

\$	15,397.50
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Annual Maintenance Estimate \$ **109,237.50**



Building Department Services

Building Department Services LLC

P. O. Box 238

Rogue River, Or. 97537

Phone (541) 582-3180

Date: June 12, 2011
To: Danise Brakeman, City Administrator
From: Lois De Benedetti, CFM
Subject: May 16 to June 12, 2011 Floodplain Report
Presented June 16, 2011, City Council Study Session

Reports attached

- *BDS Status of all properties
- *Summary of original 26 from 2002 CAV report

Planning

I continue to work with the City Administrator and staff to improve our policies and procedures for floodplain permits and planning procedures.

Public Outreach

I am currently working on the following projects:

1. customer floodplain checklist
2. floodplain frequently asked questions handout
3. letter to floodplain properties regarding new compliance fee schedule, and our voluntary compliance program
4. article for newspaper

Other

I attended a meeting in Eagle Point for the Upper Rogue Basin Risk- Map program, please see fact sheet attached.

Please feel free to call me with any questions, 541.878.8202

**While every effort was made to protect personally identifying information in accordance with the Privacy Act of 1974, special care should be taken when considering a general release of the data in these reports. These reports are being submitted to the City Administrator and the City may decide what information is released to the public.*

Pat De Benedetti
541.821.3180

Lois De Benedetti
541.890.1008

Dale Bohannon
541.944.3553

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, June 16, 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 June 23 at 6:30 p.m. in the City Council Chamber.
- 3. The next meeting of the City Council will be on July 7, 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

Presentation to RHT (pg7)

V. Consent Calendar

- A. Accounts Paid \$129,366.60 (pg 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

None

IX. Unfinished Business

None

X. New Business

- A. Resolution 11-14 – Extending Worker’s Compensation to Volunteers (pg 9-10)
- B. Resolution 11-15 – Eliminating Limitations for Public Event Signs (pg 11-12)
- C. Resolution 11-16 - Adopting the Fiscal Year 2011-2012 Budget (pg 13-15)
- D. Planning Commission Goals (pg 16-17)

XI. Public Comment on Agenda Items

Limited to 3 minutes per individual.

XII. Council Comments

XIII. Adjournment

**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 at least fifteen 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, the Environmental Protection Agency reports solid waste from residential and commercial construction accounts for thirty to forty percent of waste in the regional land fill; and

WHEREAS, contamination of the Rogue River from storm water run-off will increased as building activities increase.

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 2nd day of June, 2011.

Approved:

Attest:



Ron Holthusen
Mayor



Debby Jermain
Deputy Recorder

Council Vote:

Councilor Hayes Yes
Councilor Ulrich Yes

Councilor Hughes Yes
Mayor Holthusen Yes

Councilor Kyle Absent



City of Shady Cove
Bills Paid
From June 1, 2011 through June 13, 2011

Name	
Aikins, Dave (Radio)	250.00
Airgas (Chemicals)	39.53
Avista (Natural Gas)	69.51
BDS - Building Services, LLC (Floodplain, planning services)	5,362.50
Berkadia (G.O.Bonds, used to be GMACC)	65,099.51
Biomass One (Dumping Fee)	5.00
Bluth, Robert (Judge)	400.00
Danise Brakeman (Office Supplies)	30.00
CINTAS Corp. (Uniforms)	87.10
John Collins (Shop Rent)	900.00
Cooper, Gilbert (Sewer Refund)	58.00
Garrigus, Jeff (Sewer Refund)	385.69
Grange Co-op (Misc. Supplies)	169.97
Harris Computer Systems (Sewer Bill Cards)	378.44
H.G.E., Inc. Architects (Pavlich Travel for meeting)	300.00
Jackson County Sheriff's Contract (April)	32,562.00
Kurt Knutsen, Attorney-at-Law	684.00
League of Oregon Cities (Training)	200.00
Lee, Tony (Kitchen Remodeling)	4,950.00
Marquess & Associates (Engineering; FEMA Assistance)	1,696.00
Medford Fuel (gasoline)	312.38
Neilson Research (Lab Testing)	172.50
OCCMA (Training)	250.00
Oregon Teamsters Employers Trust (Medical Ins.)	9,047.84
Pacific Power (Electric Bill)	4,388.80
Perfection Cleaning (Office Cleaning)	305.00
Steve Rich, Attorney-at Law	255.00
RiverTech (Computer Repairs & Supplies, Web Site)	484.98
Shady Cove Mini Storage (2 Storage Units)	50.00
Southern Oregon Sanitation (Refuse - City Hall, A/C Park, Nork)	143.50
US Cellular (Cell Phones)	322.49
White City Napa (Misc. parts)	6.86
TOTAL	<u>129,366.60</u>



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

Meeting Date: June 16, 2011

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

Issue/Agenda Title:
Resolution 11-14 – Extending Worker’s Compensation Coverage to Volunteers

Issue Before the Council:
Shall the City of Shady Cove extend worker’s compensation insurance to volunteers?

Attachment List:
Resolution 11-14

Key Facts/Information Summary:
It has been the past practice of the City of Shady Cove to extend worker’s compensation coverage to volunteers, which protects both the volunteer and the City.

Fiscal Notes:
This coverage would cost the City approximately \$5 for FY 2011-2012.

Staff Recommendation:
To pass the resolution as prepared

Proposed Action/Motion:
“I MOVE TO APPROVE (OR DENY) RESOLUTION 11-14 – “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON EXTENDING WORKERS’ COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SHADY COVE FOR POLICY YEAR 2011-2012”

City of Shady Cove

Resolution No. 11-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SHADY COVE FOR POLICY YEAR 2011-2012

Whereas, the City of Shady Cove, Oregon wishes to protect volunteers who assist City staff and who serve on boards, commissions, committees, councils and its public officials; and

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

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the following classes of volunteer workers:

- Commissions
- Committees
- Council
- Clerical

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

Adopted this 16th day of June, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

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



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

Meeting Date: June 16, 2011

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

Issue/Agenda Title:
Resolution 11-15 – Eliminating Limitations for Public Event Signs

Issue Before the Council:
Shall the City Council allow an exception to the Code for advertising public events until Section 154.359 of the Shady Cove Municipal Code is amended?

Attachment List:
Resolution 11-15

Key Facts/Information Summary:
The City Council discussed this issue during their June 2, 2011 regular meeting and directed the City Administrator to prepare a resolution to allow signs advertising public events larger than what our Code currently allows with the understanding that our Code will be amended to reflect the changes.

Staff Recommendation:
To pass the resolution as prepared

Proposed Action/Motion:
“I MOVE TO APPROVE (OR DENY) RESOLUTION 11-15 “TO PROVIDE AN EXCEPTION TO SECTION 154.359 OF THE SHADY COVE MUNICIPAL CODE ELIMINATING SIZE LIMITATIONS FOR PUBLIC EVENT SIGNS”.

A Resolution of the City of Shady Cove, Oregon
An Oregon Municipal Corporation

TO PROVIDE AN EXCEPTION TO SECTION)
154.359 OF THE SHADY COVE MUNICIPAL) Resolution No. 11-15
CODE ELIMINATING SIZE LIMITATIONS FOR)
PUBLIC EVENT SIGNS)
_____)

WHEREAS, Section 154.359 of the Shady Cove Municipal Code does not allow signs larger than five square feet to be placed on private or commercial property.

WHEREAS, the City Council feels an exception to the Code is necessary for the purpose of advertising public events

WHEREAS, the Planning Commission will be amending Section 154.359 of the Municipal Code during the 2011-2012 fiscal year.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

Until Section 154.359 of the Shady Cove Municipal Code is amended the City Council is hereby eliminating the size limitations on signs advertising public events.

Signs placed on private property must have permission from the property owner or person in charge of the property.

The City Administrator, City Planner, or the City Council can revoke permission and have the sign removed for any reason. The sign must be removed when asked, however the Event Planner can appeal this decision to the City Council.

All signs advertising public events must be removed within three days from the time the event is over.

This resolution will only be in effect until Section 154.359 of the Municipal Code is amended.

Adopted by the Shady Cove City Council this 16th day of June, 2011.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Ulrich _____
Councilor Hughes _____
Mayor Holthusen _____

Councilor Hayes _____
Councilor Kyle _____



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

Meeting Date: June 16, 2011

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

Issue/Agenda Title:

Resolution 11-16 – Adopting the Fiscal Year 2011-2012 Budget

Issue Before the Council:

Shall the City Council adopt the 2011-1012 fiscal year Budget as prepared?

Attachment List:

Resolution 11-16

Key Facts/Information Summary:

The City of Shady Cove is required to adopt the budget by June 30, 2011.

Fiscal Notes:

As presented in the Resolution

Staff Recommendation:

To pass the resolution as prepared

Proposed Action/Motion:

“I MOVE TO APPROVE (OR DENY) RESOLUTION 11-16, “A RESOLUTION OF THE CITY OF SHADY COVE, OREGON, ADOPTING THE FISCAL YEAR 2011-2012 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING TAXES”.

City of Shady Cove

Resolution No. 11-16

A RESOLUTION OF THE CITY OF SHADY COVE, OREGON, ADOPTING THE FISCAL YEAR 2011-2012 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING TAXES.

Adopting the Budget

BE IT RESOLVED that the City Council of the City of Shady Cove hereby adopts the budget for fiscal year 2011-2012 in the total of **\$ 3,358,014** now on file at City Hall, 22451 Highway 62, Shady Cove, Oregon.

Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2011 and for the purposes shown below are hereby appropriated:

Fund	Description	Appropriation	Total Appropriation	(Unappropriated) Reserved for Future
General Fund	Administration	\$ 644,350		
	Police	\$ 435,150		
	Parks & Recreation	\$ 5,000		
	Total Fund Appropriation		\$1,084,500	
Street Fund	Personal Services	\$39,750		
	Materials & Services	\$ 180,500		
	Capital Outlay	\$ 21,320		
	Debt Service	\$ 0		
	Contingency	\$1,030		
Total Fund Appropriation		\$242,600		
Sewer Operations 02	Personal Services	\$ 41,095		
	Materials & Services	\$ 376,500		
	Capital Outlay	\$ 5,000		
	Debt Service	\$275,880		
	Transfers	\$ 80,000		
	Contingency	\$102,325		
Total Fund Appropriation		\$880,800		
Sewer Bonded Debt 03	Debt Service		\$82,414	
Sewer Operations 04	Debt Reserve for Future			\$ 133,300
Oper. Replacement 05	Equipment Replacement	\$ 122,500		
	Reserve for Future Fund			\$ 74,800
Total Fund Appropriation		\$ 122,500		
Transportation SDC	Capital Outlay		\$143,530	
				\$ 60,970

	Total Fund Appropriation		\$143,530	
Storm Drain SDC	Capital Outlay		\$ 143,530	\$ 47,170
			\$ 143,530	
Wastewater SDC	Capital Outlay		\$ 35,000	\$ 124,000
Parks/ Recreation SDC	Capital Outlay - \$ 31,000		\$ 31,000	\$ 151,900
Grand Total			\$2,765,874	\$ 592,140

Imposing the Tax

BE IT RESOLVED that the City Council of the City of Shady Cove hereby imposes the taxes provided for in the adopted budget at the rate of **\$0.5474 per \$1,000** of assessed value for operations and in the amount of **\$79,414 for bonds**; and that these taxes are hereby imposed and categorized for tax year 2011-2012 upon the assessed value of all taxable properties within the City of Shady Cove as follows:

Categorizing the Tax

General Government	Limitation	Excluded From Limitation
General Fund	\$0.5474 / \$1,000	
Local Option Tax	\$0.00	
Sewer Bonded Debt		\$ 79,414

Effective Date

This Resolution shall be effective upon its adoption on June 16, 2011.

Adopted and Appropriated by the City Council of the City of Shady Cove this 16th day of June, 2011.

Approved:

Attest:

 Ron Holthusen
 Mayor

 Debby Jermain
 Deputy City Recorder

Council Vote:

Councilor Ulrich _____
 Councilor Hughes _____
 Mayor Holthusen _____

Councilor Hayes _____
 Councilor Kyle _____



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: June 16, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title:
Planning Commission Goals

Attachment List:
None

Issue Before the Council:
Shall the City Council approve the goals set by the Planning Commission?

Key Facts and Information Summary:

The Planning Commission had a goal setting during their June 9, 2011 regular meeting. Although there were many goals identified the Commission thought it best to determine the top two goals and work to achieve them during the upcoming fiscal year. The two goals identified were:

- 1) Riparian Corridor (including whether to recommend ordinance adoption or not)
- 2) Code Amendment – Looking at the entire Land Usage section of the Municipal Code and recommending amendments as needed.

Riparian Ordinance:

The Planning Commission will need to determine how they will address the riparian corridor. They will research what is required by law and the effects a riparian ordinance may have on property owners. They will determine whether or not to recommend the Council pass a Riparian Ordinance, which may include a riparian setback.

Timeline:

The Planning Commission has invited Bill Meyers of DEQ to attend the next meeting to explain what the City is required to do by law pertaining to the riparian corridor. They will begin work right away on this issue and should have a clear understanding of what they will be recommending to the Council within six months.

Code Amendment:

Commissioners Mayer and Davis have agreed to go over the land use codes by section and bring their recommendations to the City Administrator. The City Administrator will review and pass to Planner Dick Converse for his review. Once a section has been reviewed and changes made the City Administrator will bring the section to the Planning Commission during a public meeting for their review. The Commission will then approve the section by motion as presented or with changes. Once all of the sections have been approved within a chapter the City Administrator will present it to the City Council for their review. To finalize the changes, the Council will adopt an ordinance. The changes will not take effect until 30 days after the ordinance is adopted. The changes will then be codified and posted on our website as well as in our Code books.

Timeline:

This project will begin in the fall. Ideally, the new Code will take effect at the beginning of fiscal year 2012-2013, however this is a tedious task and may require more time than anticipated.

Other Alternatives Considered:

Council may approve the goals as presented or modify.

Fiscal Notes:

\$10,000 is in the proposed budget for the code amendments. This should cover the cost of the Planner review and codification.

Staff Recommendation:

To approve the goals as presented.

Proposed Motion:

“I MOVE TO APPROVE (OR MODIFY) THE GOALS SET BY THE PLANNING COMMISSION FOR FISCAL YEAR 2011-2012 AS PRESENTED (TO INCLUDE _____)”.