

# **Agenda**

## **Shady Cove City Council Study Session**

Shady Cove City Council Chamber  
22451 Highway 62  
Shady Cove, Oregon  
Thursday, July 7, 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 with ODOT on Traffic Enhancement Project (Jayne Randleman, Project Leader)

### **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).

# **Agenda**

## **Shady Cove Regular City Council Meeting**

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, July 7, 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 Planning Commission Meeting on July 14 is cancelled.
- 3. The next meeting of the City Council will be on July 21, with a Study Session at 1:30 p.m. and Regular meeting at 6:30 p.m. in the City Council Chamber.
- 4. The next scheduled Planning Commission meeting will be July 28 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**

### **V. Consent Calendar**

- A. Accounts Paid \$137,968.34 (pg 4-5)
- B. Minutes of May 5, 2011 City Council Regular 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 9-11)
- B. Sheriffs Report (pg 12)

## **IX. Unfinished Business**

None.

## **X. New Business**

- A. Water Master Plan Task Force Recommendation to the Council (pg 13-19)
- B. Intergovernmental Agreement – RVCOG (Grants) (pg 20)

## **XI. Public Comment on Agenda Items**

Limited to 3 minutes per individual.

## **XII. Council Comments**

## **XIII. Adjournment**

**City of Shady Cove**  
**Bills Paid**  
**From June 14, 2011 through July 1, 2011**

Name	
A-1 Pavement (Sealing & Striping Parking Lot)	2,462.00
Airgas (Chemicals)	2,817.24
Amped Up Electric (Replace ballasts & lights in City Hall)	204.50
APSCO (replaces lost check)	135.88
Avista (Natural Gas)	43.81
Big R (Misc. Supplies)	14.95
Bluth, Robert (Judge)	400.00
Danise Brakeman (Clothing Allowance)	200.00
Brown, Richard (Fine overpayment)	47.00
CenturyLink (Embarq)	1,168.48
CINTAS Corp. (Uniforms)	130.65
Coastwide Laboratories (Janitorial Supplies)	130.38
John Collins (Shop Rent)	900.00
Crystal Fresh Bottled Water (Fresh Water)	54.00
De Lage Landen (Copier)	260.00
EBS Trust (Life Insurance)	24.48
Henault, Martial (Labor Attorney)	2,028.50
HPS (Service Bearings)	304.35
Jackson County Clerk (Filing Fees)	54.00
Jackson County Sheriff's Contract (May & June)	64,964.02
Jackson County Treasurer (Fine Assessments)	514.80
Debby Jermain (Clothing Allowance)	200.00
Kaiser Surveying	250.30
LGPI (Local Government Personnel Institute)	410.00
Marquess & Associates (Cleveland Street Improvements)	3,158.22
Medford Fuel (gasoline)	524.26
Gretchen Meloth (Clothing Allowance)	200.00
Neilson Research (Lab Testing)	345.00
Northwest Trophy (Correction to Plaque)	16.00
OBDD (Payoff Oregon Bus. Development Loan)	45,984.51
Oce Imagistics (Copier costs)	197.15
Oregon Justice Department (Fine Assessments)	134.00
Oregon Department of Revenue (Fine Assessments)	936.00
Pacific Power (Electric Bill)	4,325.20
Pacific Survey Supply (Scale Rulers)	10.50
Pitney Bowes (Quarterly Rental)	165.00
Postmaster (Permit 185.00, Sewer Billing 416.90)	601.90
PremiereWest Bank VISA (Training, Phone, Misc. Materials, Fuel)	1,098.73
Quill Corporation (Office Supplies)	57.73
RCAC (Training)	90.00
Steve Rich, Attorney-at Law	600.00
RiverTech (Computer Repairs & Supplies, Web Site)	30.00
RVCOG (Dick Converse)	110.00
Shady Cove Hardware (Misc. Parts & Repair Materials)	233.17

**City of Shady Cove**  
**Bills Paid**  
From June 14, 2011 through July 1, 2011

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<b>Name</b>	
Southern Oregon Sanitation (Refuse - City Hall, A/C Park, Nork)	143.50
S.O.S. Alarm (Quarterly Monitoring, Less Credit)	331.03
SPAM Festival	1,500.00
Stroop, Paula (Travel, Meals & Lodging)	1,295.20
Upper Rogue Auto Care (DRYCO)	37.00
Upper Rogue Independent (Destination Magazine)	450.00
US Cellular (Cell Phones)	<u>136.90</u>
<b>TOTAL</b>	<b><u><u>137,968.34</u></u></b>

City of Shady Cove

**City Council Regular Meeting Minutes**

Thursday, May 5, 2011

**CALL TO ORDER**

Mayor Holthusen called the Regular City Council Meeting to order at 6:30 p.m. in the City Council Chamber.

**ROLL CALL**

Present: Mayor Holthusen  
Councilor 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

The Mayor led the Council and the audience in the Pledge of Allegiance and read the announcements.

**CONSENT CALENDAR**

The Council requested and received information from staff on various expenses.

Motion to approve the consent Calendar:

Motion: Councilor Hughes Second: Councilor Kyle.

Roll Call: All ayes. Motion passes 4-0 (Councilor Kyle abstained from payment for chairs, Councilor Hayes abstained from Rivertech, Councilor Ulrich absent)

**WRITTEN COMMUNICATION**

The Mayor received an email on the City's System Development Charges and another on road conditions. Councilor Hayes noted a comparison of SDC's in which we are one of the lowest in the valley.

**COUNCIL REPORTS**

Business and Tourism: Councilor Hayes attended the Shady Cove Chamber meeting and noted upcoming activities. The Mayor noted a Volkspport event will be in Shady Cove May 13 with scheduled hikes within the area.

RVACT: None.

RVCOG: The Mayor noted the meeting he attended involved asking cities to support energy assessment.

School District #9: Councilor Kyle commented on upcoming events including the Fashion Show & Tea and scheduled field trips.

Fire District #4: Councilor Hughes noted the Wildflower Show was a success and that Public Safety Day is June 12.

Planning Commission Liaison: Councilor Hughes reported on the Planning Commission Public Hearing for a single family dwelling in the floodplain.

### **DEPARTMENT REPORTS**

Department Reports were included in the agenda packet. City Administrator noted complaints received on street conditions and four wheelers.

### **NEW BUSINESS**

#### **A. Public Hearing on the use of State Revenue Sharing Funds**

Public Hearing opened at 7:07 pm. City Administrator gave overview of funds. No public comment. Close Public Hearing at 7:09 pm.

#### **B. Resolution Electing to Receive State Revenue Sharing Funds**

"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".

Motion: Councilor Kyle. Second: Councilor Hayes.

Roll Call: All ayes. Motion passes 4-0 (Councilor Ulrich absent)

#### **C. Resolution Certifying Municipal Services**

"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."

Motion: Councilor Hayes. Second: Councilor Kyle

Roll Call: All ayes. Motion passes 4-0. (Councilor Ulrich absent)

#### **D. Resolution 11-08 Transferring Funds**

"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".

Motion: Councilor Hughes. Second: Councilor Hayes

Roll Call: All ayes. Motion passes 4-0. (Councilor Ulrich absent)

Item E deleted from the agenda.

**F. Letter of Support Request**

Paula Trudeau explained the lack of drainage at the Cove and a letter of support from the City Council supporting the efforts of the Shady Cove Property Owner's Association in securing grant funds.

"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".

Motion: Councilor Kyle. Second: Councilor Hughes.  
Roll Call: All ayes. Motion passes 4-0. (Councilor Ulrich absent)

**G. City Administrator's Role with the Planning Commission**

City Administrator requests to limit attendance in planning meetings only when her input may be required. Council gives discretion to City Administrator on whether or not to attend Planning Commission meetings. City Administrator to meet with Planning Commission Chair to discuss goals and leadership responsibilities.

**COUNCIL COMMENTS**

City Administrator noted the Public Works Director position is being advertised and the deadline for applications is May 31.

**ADJOURNMENT**

There being no other business before the Council, the Mayor adjourned the meeting at 7:57 p.m.

Approved:

Attest:

\_\_\_\_\_  
Ronald Holthusen  
Mayor

\_\_\_\_\_  
Debby Jermain  
Deputy City Recorder

**Council Vote:**

Councilor Hayes        \_\_\_  
Councilor Hughes      \_\_\_  
Councilor Ulrich       \_\_\_

Mayor Holthusen      \_\_\_  
Councilor Kyle        \_\_\_



**MEMO**

**DATE: July 7, 2011**

**TO: Mayor and Council**

**FROM: Danise Brakeman, City Administrator**

**SUBJECT: City Administrator's Report**

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

**This report covers activities from June 1, 2011 – June 30, 2011**

- June 01 - Met with SOS Alarm on contract issues and scheduled a system upgrade; Met with Carl at RVSS to discuss possible IGA; Attended Emergency Operations Kickoff Meeting in Medford
- June 02 - Attended Council Study Session and Public Hearing/Regular Meeting
- June 03 - Held staff meeting with public works crew
- June 06 - Held staff meeting with office staff; Met with Mayor; Attended training on Initiatives, Referendums and Referrals in Medford
- June 07 - Met with Sewer Operator to discuss current operations and pending changes
- June 08 - Held staff meeting with public works crew
- June 09 - Attended training on Personalities in the Workplace at RVCOG; Attended Planning Commission meeting
- June 10 - Attended open house at Masonic Lodge; Attended open house at URCC
- June 11 - Attended Smart Phone class; Attended Public Safety Day
- June 13 - Held staff meeting with office staff; Met with Mayor; Conducted site visit at 10 Steelhead to determine floodplain compliance; Attended Budget Workshop
- June 14 - Met with SOS Alarm to begin system upgrade
- June 15 - Held staff meeting with public works crew; Conducted safety committee meeting and site visit at treatment plant; Attended URCC Board meeting
- June 16 - Attended Council Study Session and Regular Meeting
- June 17 - Met with a citizen at their request; Met with Fishing Hole manager to discuss raft tax and auditing practices; Met with Risk Manager to discuss safety manual; Held conference call with Jayne Randleman, project manager for the Hwy 62 project.
- July 18 - Attended Tie Days RiverFest
- June 20 - Held staff meeting with office staff; Met with Mayor; Met with Floodplain Manager to discuss floodplain compliance issues.
- June 21 - Held conference call with Downtown Development and Urban Renewal at their request; Met with Director of URCC;

- June 22 - Met with Pat Foley to discuss grant opportunities; Met with Dick Converse to discuss his role in future zone amendments; Met with Carl of RVSS to discuss pending IGA; Attended Small Cities meeting on infrastructure; Attended RVCOG Board meeting; Held staff meeting with public works crew
- June 23 - Held potluck for Deputy Avery's last day; Attended Planning Commission meeting
- June 24 - Attended seminar on Human Resources in Medford
- June 25 - Attended Spam Festival; Met with public works and conducted site visit to follow up on complaint
- June 27 - Held staff meeting and safety committee meeting with office staff; Attended Executive Session and Special Meeting; Met with Mayor
- June 28 - Met with Mayor on Northridge Stipulation
- June 29 - Held staff meeting with public works crew; Met with Captain and Sergeant of Sheriff's Office
- June 30 - Met with insurance agent to discuss renewals and Safety Manual; Met with Councilor Hughes; Met with Carl from Jackson County Roads; Conducted site visit to follow up on complaint

#### **Public Works:**

It has been decided with the pending IGA with RVSS and Jackson County Roads that there is no need to fill the Public Works Director position. All applicants have been notified.

Our extension request was granted by DEQ. This gives the City/RVSS until October 1<sup>st</sup> to have a certified Grade III treatment operator on board. Until then, Mark Reagles of Rogue River continues to act as our Sewer Supervisor.

The City Hall parking lot and approach to the lift station on Hwy 62 have been sealed and re-stripped. An excavator was rented and the public works crew cleaned out all of the open ditches.

I have been working with the County on an IGA for road maintenance. I have been in communication with them for other projects such as tree removal and scheduling dust control.

I am currently working with the public works crew on the purchase and installation of baby swings at Aunt Caroline's Park, the purchase of the safety railing at the treatment plant, landscaping maintenance at City Hall, training, street sign maintenance, and listing equipment for insurance renewals and surplus. The crew checks in with me daily and I continue to hold weekly staff meetings and monthly safety committee meetings with them.

I received two public works complaints, both of which have been followed up on.

#### **Projects:**

The kitchenette remodel has been completed. The alarm system at City Hall has been upgraded.

Flowers and bushes will be planted at City Hall. The Welcome signs need refinishing, but I have not been able to find a group to take on this project. We will be purchasing the safety railing for the treatment plant. RVSS has committed 10

to taking on the responsibility of having the employees install it. We will be purchasing and installing baby swings at Aunt Caroline's Park.

#### **Trainings:**

Debby and I attended training on Initiatives, Referendums, and Referrals in Medford. Gretchen and I attended training on Personalities in the Workplace at RVCOG. I attended a seminar on Human Resources in Medford.

Paula will be attending training on the new utility billing software in Utah. I will be attending the OCCMA Conference in Bend. I have set up online training for James and myself for safety related issues.

#### **Emergency Operations:**

I attended a countywide kickoff meeting in Medford on June 1<sup>st</sup>. We will begin updating Shady Cove's EOP in November. We held a local organizational meeting June 7<sup>th</sup> to determine key players and will meet again in August.

#### **Special Events:**

Public Safety Day had a disappointing turnout. Both Tie Days and the Spam Festival were well attended. Both James and Barry helped with the signs for both events to ensure the safety of the community. In addition, the Sheriff's Office provided excellent coverage for all events.

#### **Complaints:**

This month I received and followed up on three complaints. One was resolved by meeting with the complainant. I enlisted the help of the public works crew on the other two complaints and they are in the process of being resolved.

#### **Upcoming:**

I will be working on updating job descriptions and holding employee performance evaluations during the next two weeks.

A Sheriff's Contact Oversight Committee meeting will be held July 6<sup>th</sup>.

I will be attending the OCCMA Conference from July 12-15 in Bend.

I continue to work with RVSS on an IGA. They prepared a draft contract and our attorney approved it with minor changes. However, I felt a clear understanding of responsibilities needed to be included in the contract. I contacted Coos Bay, who has a similar contract, and obtained a copy of their contract for a sample. I made recommendations to our attorney for his review. I am scheduled to meet with RVSS to discuss the contract on July 6<sup>th</sup>. By the time of the July 7<sup>th</sup> meeting we should have all of the language agreed upon and a draft copy being prepared. I am expecting to have a completed contract for Council to approve July 21<sup>st</sup>. The exchange goal date is August 1, 2011.

I have set up presentations to the Council by SOREDI, RVCOG (TMDL), and The Oregon Main Street Program to be completed this month.

**SHADY COVE OREGON**  
**JACKSON COUNTY SHERIFF**

**REPORT FOR COUNCIL MEETING OF 07-07-2011**

All calls for service May 26, 2011 thru June 29, 2011 is 143.

**Breakdown of cases handled by deputies**

Criminal cases = 22

Domestic issues = 2

Code Enforcement/Ordinance Violations = 4

Suspicious Circumstances = 23

Civil Matters = 8

Public Assists = 20

Other = 8

**Items of Interest/Specifics**

Disorderly Conduct = 3

Disturbance/Noise = 7

False Alarms = 5

Custody/Mental = 1

DUII/BUII = 6

Sex Crime = 2

Assist Other Agencies = 5

Animal Problem = 6

Vandalism = 3

Drug Law Violation = 4

Traffic Crime = 1

Detox = 2

Warrant Arrest = 1

Fugitive Arrest = 2

Sudden Death/Suicide = 2

Traffic/Roads = 6

## **City Council Packet**

**July 7, 2011**

1. Presentation Outline

2. Recommendation

3. Compiled Questions / Comments as revised on 6/6/11

4. Attachment "A"

A. Report from Jen Woody, Hydrogeologist, re water availability

B. Water Quality Study based on Oregon DHS information

5. Attachment "B"

Contact at SOU re economic future of Shady Cove

6. Attachment "C"

Email from Bud Reese re easements, tax lots, etc.

7. Attachment "D"

Presentation by Joe Strahl re Shady Cove Water Works

# **Shady Cove Water Plan Task Force**

## **Presentation Outline**

### **Shady Cove City Council**

**July 7, 2011**

#### **1. So why are we here?**

Shady Cove needs a municipal water system

- A. Largest incorporated city in Oregon without a water system
- B. Water quantity is diminishing
- C. Water quality is questionable in some areas
- D. Fire suppression capability is compromised
- E. Property values are suffering, and not just because of the economy
- F. Some businesses have left Shady Cove or will not expand
- G. Shady Cove borders on stagnation

And why now?

- A. City's responsibility is to provide long-term viability of the community and provide for the health and safety of its citizens.
- B. Shady Cove has increasing well failures and / or low production rates
- C. There is an existing system available for sale
- D. Interest rates are historically low

#### **2. A Water Plan Task Force was appointed by the City Council to evaluate two alternatives regarding a city-wide municipal water system.**

Alternative I is a completely new municipal water system as described in the Water Master Plan prepared by HGE Inc.

Alternative II is to acquire the existing Shady Cove Waterworks and expand and integrate it into a city-wide municipal water system. This alternative is also included in the Water Master Plan prepared by HGE.

### 3. Water Plan Task Force Members

Art Stirling	Daron Prara	David Pritchett
Don Blaser	Elaine Holland	Paul Ancell
Paula Trudeau	Phillip Keith	Joe Riker
Pat Keene		

Well over 200 hours have been invested since 4/11 in the study of the Plan and its alternatives and meeting with those who could provide meaningful input to permit us to render an informed recommendation to the City Council regarding Alternative I and Alternative II.

### 4. City Council Packet

The City Council has received a packet containing:

- A. This "Presentation Outline"
- B. The "Recommendation"
- C. Supporting documentation
  - 1) "Compiled List of Questions"
  - 2) Pertinent attachments

### 5. Background of Existing Shady Cove Water

While Shady Cove has a municipal wastewater system, it does not have a municipal water system. Currently, water is being supplied from approximately 1,000 private wells in the area, some serving private community water systems and commercial accounts, the most serving individual homes. We have the distinction of being the largest city in Oregon without a municipal water system.

**Existing Water Availability** *(by Jen Woody, Hydrogeologist, OR Water Resources Dept.)*  
(See attachment "A")

- A. Our fractured rock aquifer is low-yielding with a finite amount of water available each year that does not have much storage. A conflict between increased users and insufficient well production has become evident.
- B. Water log database includes wells drilled after 1950 through 2010. It is assumed that there are also wells not logged, so the numbers are likely underestimated.

C. Wells included are in sections 9, 10, 15, 16 & 21 which includes areas within Shady Cove.

D. Deepenings by Sections as % of new wells in that Section

29% - 9	15% - 16
17% - 10	16% - 21
19% - 15	

1) Borders between Sections 9 & 10 received most groundwater supply complaints

2) Deepenings do indicate a problem severe enough for landowners to gamble on finding more water at an increased depth.

3) It appears that the north end of town experiences more groundwater supply problems than the south end.

Existing Water Quality (*source: Dept of Health Services*)  
(See attachment "A")

Covers only commercial and private community water systems, 25 (+/- 540 connections), years 2005 through 2010 (6 years)

A. Coliform detects: 44 – action required

B. Lead: 18 detects, all below MCL, no action req'd

C. Copper: 17 detects, all below MCL, no action req'd

D. Nitrates/Nitrites: 17 detects, all below MCL, no action req'd

E. Arsenic: 22 detects, 7 above MCL – action required

F. Misc Chemical Results, 62 detects, all below MCL, no action req'd

Water quantity rather than quality appears to be the main problem for Shady Cove.

6. Methodology used by the Task Force to arrive at an informed recommendation to the City Council:

A. 5 weeks of intense study of the Water Master Plan and compilation of 64 questions / comments requiring clarifications. Questions / comments were categorized to determine the outside resources best to provide additional information.

B. Separate meetings held with both Joe Strahl of Shady Cove Waterworks and with Bill Pavlich of HGE, Inc. Specific questions / comments were given to each ahead of time so they could be prepared for the meetings.

C. Evaluated information received from Jen Woody, hydrogeologist at Oregon Water Resources Dept and from Oregon Dept of Health Services Data On-Line

D. Using their inputs along with our own interpretations of the Plan, reduced the number of questions / comments from 64 to 17 to help us focus on our scope; the recommendation of Alternative I or Alternative II and suggested courses of action for the City Council to consider.

## 7. Recommendation to the Shady Cove City Council

Per the attached

## Recommendation

### Shady Cove City Council

July 7, 2011

The unanimous consensus of the members of the Water Plan Task Force is to recommend Alternative II, the acquisition and expansion of the Shady Cove Waterworks with the following "Positives" and "Considerations":

#### POSITIVES

1. A system already exists which can provide water for 100 EDU's
  - A. Intake pump and raw water line in place
  - B. A 90,000 gpd treatment plant in place
  - C. 0.5 mg reservoir in place
  - D. Some distribution in place, additional required
2. System expandable to 500 EDU's by:
  - A. Building an improved duplex intake pump & building w/ backup generator
  - B. Installing the available Pall filtration system in the available, to be constructed building. (Replace existing 90,000 gpd treatment plant)
  - C. Adding additional storage and distribution lines
  - D. Adding additional pumping stations and reservoirs for higher elevations
3. Opinion of Probable Cost - Direct Construction Cost \$1.4M less than Alt I
4. Permits in place for 100 ac ft of water, value \$120,000
5. A quicker revenue stream could be possible
  - A. Bulk water sales
  - B. Quicker connections to 300 residences in northern Shady Cove
  - C. Metered irrigation water to pre-plumbed area
6. Quicker, concrete results for the citizens..... water out of the pipes
7. May improve funding opportunities if:
  - A. Revenue history can be shown
  - B. The municipal system can be shown to be a "system expansion"
8. City is the only, realistic buyer of the SCWW system

## CONSIDERATIONS

1. At current SCWW asking price, Alt II would cost \$424,000 more than Alt I, but.....
  - A. Negotiation required based on its intrinsic value to the City
  - B. Capitalization rate vs income stream must be evaluated
  - C. Detailed BOM defining exactly what is being offered
2. Pall microfiltration plant purchased in 2006 and in storage
  - A. Includes a disassembled metal building sized for a 2.0 gpd plant
  - B. Start-up and commissioning cost is \$70,000
  - C. Condition of unit and its warrantability unknown
  - D. Removes such a unit from competitive bidding now and in the future
3. Intake plant lot, TL1701, should be purchased
4. Is water permit for 100 ac-ft, worth \$120,000, transferable
5. Future of existing irrigation system
  - A. Permit in place for irrigation water, S-54348
  - B. Confirm that metering is in place
  - C. Does City want to maintain the irrigation system as installed
6. Due Diligence required
  - A. Existing easements
  - B. Construction permits and inspections
  - C. Warrantability of existing overall SCWW system should City purchase it
7. One-Stop Meetings required with lending agencies

How would agencies view such an acquisition?

  - A. Could complicate negotiations
  - B. Could result in improved rates if "expanding" an existing system
  - C. Could multi-phasing be feasible to reduce immediate costs
  - D. Could overall engineering plan be parted-out based upon an overall business plan
  - E. Are the agencies willing to help and guide us in establishing a municipal water system
8. What's the next step?????



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

Meeting Date: July 7, 2011

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

Issue/Agenda Title:  
IGA – RVCOG (grants)

Attachments:  
None

Issue Before the Council:

Shall the City of Shady Cove enter into an Intergovernmental Agreement with the Rogue Valley Council of Governments for the coordination and management of grants?

Key Facts/Findings:

The City was recently awarded a 1.3 million dollar Transportation Enhancement grant. In discussing the project with ODOT they recommended the City search for additional funding to cover parts of the project the TE grant would not cover. The City does not have the staff to write or administer grants and therefore should consider contracting out for those services. This contract would remain in effect until terminated.

The IGA has been reviewed by our City Attorney and there were minor changes made.

Financial Impact:

The City would be charged \$58.00 per hour for grant writing and administration services. These funds would come from Professional Services within the General Fund. This is a flexible schedule so the City can prioritize their options.

Staff Recommendation:

Staff recommends Council approve the IGA

Proposed Action/Motion:

**"I MOVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH THE ROGUE VALLEY COUNCIL OF GOVERNMENTS FOR THE COORDINATION AND ADMINISTRATION OF GRANTS AND AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE THE AGREEMENT."**