

# **Agenda**

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

Shady Cove City Council Chamber  
22451 Highway 62  
Shady Cove, Oregon  
Thursday, August 4, 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. Oregon Main Street Presentation (Sheri Stuart)
- B. Jackson County Recycling Partnership Presentation (Paige Prewett)
- C. Special Event Application – Shady Cove River ArtWalk

### **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, August 4, 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 scheduled Planning Commission meeting will be August 11th in the City Council Chamber.
  - 3. The next meeting of the City Council will be on August 18, 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**

### **V. Consent Calendar**

- A. Accounts Paid \$40,194.69 (pg 4)

### **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
UR Watershed	Councilor Ulrich

## **VIII. Department Reports**

- A. City Administrator Report (pg 5-7)

## **IX. Unfinished Business**

None.

## **X. New Business**

- A. Shady Cove River ArtWalk Request for Funding (pg 8-11)
- B. Greater Shady Cove Boosters Request for Flag Funding (pg 12-13)
- B. Planning Commission Job Description (pg 14)
- C. IGA – Jackson County Roads (pg 15)

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

Limited to 3 minutes per individual.

## **XII. Council Comments**

## **XIII. Adjournment**

**City of Shady Cove**  
**Bills Paid**  
From July 19, 2011 through July 27, 2011

<b>Name</b>	
Aikins, Dave (Radio)	250.00
Airgas (Chemicals)	178.99
American Legal Publishing Corp. (Supplements & Changes)	1,855.72
Amped Up Electric (Replace ballast in City Hall)	65.00
BDS - Building Services, LLC (Floodplain, planning services)	5,281.25
Cascade Columbia Distribution (Chemicals)	1,211.00
CenturyLink (Embarq)	1,204.23
Crystal Fresh Bottled Water (Fresh Water)	61.00
EBS Trust (Life Insurance)	13.68
Heather Cove (Flowers & Gifts)	50.00
Henault, Martial (Labor Attorney)	3,130.00
Jackson County Animal Control	51.20
Jackson County Roads (Grading & Gravel)	2,704.37
League of Oregon Cities (Dues)	2,171.20
Medford Fuel (gasoline)	489.71
Neilson Research (Lab Testing)	172.50
Oce Financial Services (Copier Leases)	470.99
Oce Imagistics (Copier costs)	116.92
OMA (Mayors' Conference)	415.00
Pitney Bowes (Postage)	400.00
Postmaster (Permit \$5 bal.)	5.00
PremiereWest Bank VISA (Misc. Materials, Maintenance)	747.49
RCAC (Training)	30.00
RiverTech (Computer Repairs & Supplies, Web Site)	310.00
Rogue Valley Sewer Service (Payroll Carryover)	18,221.45
RVCOG (Dick Converse)	108.00
SOREDI (Dues)	300.00
Thomas, Charlie (Boot Reimb.)	179.99
<b>TOTAL</b>	<b><u>40,194.69</u></b>



**MEMO**

**DATE: August 4, 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 July 1, 2011 – July 31, 2011**

- July 05 - Met with Mayor
- July 06 - Attended Sheriff's Oversight Committee Meeting
- July 07 - Attended Council Study Session and Regular Meeting
- July 08 - Met with Citizen; Conducted Employee Performance Evaluations
- July 11 - Held Staff Meeting; Conducted Employee Performance Evaluations; Held Employee Recognition Luncheon for Paula's 14-year Anniversary
- July 13 - Attended Oregon City/County Manager's Association Conference in Bend
- July 15
- July 18 - Held Staff Meeting; Met with Mayor and Water Task Force Chair
- July 19 - Met with Citizen; Met with Carl at RVSS
- July 20 - Held Staff Meeting with Public Works; Went Through all Public Works Files in Preparation of Transfer to RVSS
- July 21 - Attended Council Study Session and Regular Meeting
- July 22 - Met with Mayor; Met with Risk Manager
- July 25 - Held Staff Meeting; Met with Mayor; Attended Meeting at Public Works Management
- July 26 - Met with Parks Committee Chair; Met with Bryan Murphy of Kennedy/Jenks; Attended Executive Session and Special Meeting
- July 27 - Attended Infrastructure Finance Workshop in Grants Pass
- July 28 - Toured the Riverhouse; Met with Event Coordinator of River Art Walk; Attended Planning Commission Meeting
- July 29 - Held Employee Recognition Party for John and Charlie's Service to Shady Cove

**Public Works:**

Carl Tappert with Rogue Valley Sewer Services and I have worked hard to develop an Intergovernmental Agreement that would satisfy both parties insurance companies and attorneys. The IGA was adopted on July 26<sup>th</sup>. All employment related issues involved in the transfer of employment of John Thorpe and Charles Thomas have been resolved. The City's obligations as stated in the IGA have been met. We will continue to work with RVSS to ensure the transition goes smoothly. All public works files unrelated to the sewer

system have been brought to City Hall. We have begun informing our vendors of the transfer for future billings. It will take some time and effort the next couple of months to determine, organize, and transfer financial obligations related to the sewer system.

I continue to work with the County on an IGA for road maintenance. There is needed language in the IGA in order to satisfy our insurance company. It is my goal to have a completed IGA ready for adoption on August 11<sup>th</sup>.

Street maintenance this month has included grading and dust control throughout the City, manual street sweeping, and pot hole patching on Brophy Way.

Maintenance scheduled for August (assuming the IGA is adopted) includes Grind Outs and Blade Patches, Rock and Oil Patching, and a street inspection.

The subdivision off of Bond Road has begun and the construction of Glasshouse Lane has begun. I solicited three bids for street inspection. ZCS Engineering out of Grants Pass was awarded the bid to inspect the street. The cost will be charged to the applicant.

I am currently working with James on Aunt Caroline's Park. We will be establishing a maintenance schedule to ensure the park is clean and well maintained at all times. New benches are needed and a more detailed quote is being obtained on the installation of baby swings. It does not look likely we will get the swings purchased and installed for the \$5,000 budgeted.

#### **Projects:**

In anticipation of the IGA with RVSS, I have gone through all of the public works files and separated those that were not related to the sewer system. Those files will be retained at City Hall. In addition, all equipment has been separated and any equipment related to the sewer system has been inventoried and taken to the plant for RVSS to use. The public works shop is being cleaned out and several unusable or broken items have been taken to the dump. The entire second floor of the shop, which the City constructed, has been cleared out in anticipation of the removal of the second floor. This was a condition the landlord imposed if the City ever vacated. It is my goal to surplus the VAC truck, currently housed in the shop, and find a more cost effective storage facility.

I have received one quote to repaint the welcome signs. I am still waiting on another quote.

The safety railing at the treatment plant was purchased. RVSS has committed to the installation.

#### **Trainings:**

I attended the Oregon City/County Managers Association conference. Although I was able to meet some new faces, the conference was focused on the organization of departments and department heads. There was not much to glean for a small city such as ours.

Paula attended training on the new utility billing software. She is managing the conversion well. She is currently running two systems until the new one is up and all the wrinkles are ironed out. We are scheduled to go to bill cards the end of this month.

**Emergency Operations:**

We will be having an Emergency Preparedness meeting Tuesday, August 9<sup>th</sup> at 10:00 a.m.

**Special Events:**

The River Art Walk is scheduled for August 13 & 14 from 10:00 a.m. – 5:00 p.m. beginning at the Edgewater Inn. The Duck Race is scheduled for August 28<sup>th</sup> at 9:00 a.m. at the County Park.

**Complaints:**

This month I received four complaints, all of which have been remedied.

**Upcoming:**

Amanda Punton with the Department of Land Conservation and Development is scheduled to talk to the Planning Commission on August 11<sup>th</sup> on Goal 5 and the Safe Harbor. Lois DeBenedetti is also scheduled to talk to the Planning Commission on the floodplain permit process/riparian enforcement.

The Mayor and I continue to gather information on the building and funding of a future water system.

I will be coordinating a small cities meeting with Rogue River and Jacksonville on August 24<sup>th</sup> prior to the RVCOG Board Meeting.

The Mayor and I, along with the Council, will be working on a newsletter for the residents.

We will be celebrating Gretchen Meloth's anniversary of employment on August 19<sup>th</sup> with a luncheon. Gretchen has been with the City of Shady Cove for 14 years.



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

Meeting Date: August 4, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title: River Art Walk Request for Funding

Attachment List: Letter of Request for Tourism Funds (with attached budget)

Issue Before the Council: Shall the City of Shady Cove help fund the advertising expenses related to the River Art Walk?

Key Facts and Information Summary: The River Art Walk is requesting \$1,000 to help offset the cost of advertising the event.

A Tourism Grant was adopted and became effective July 1, 2011. According to the new grant program, the first grant cycle will not be open until September 2011. Therefore, this request would be outside the scope of the tourism grant program.

Other Alternatives Considered: Council could modify or deny the request.

Fiscal Notes: There is \$3,000 budgeted for special events. It is important to note that all special events, big or small, would qualify for grant funding so there will likely be several requests throughout the year.

Staff Recommendation: Staff recommends Council consider modifying the request to include a lesser amount.

Proposed Motion:

**“I MOVE TO APPROVE (OR DENY) THE FUNDING REQUEST FROM THE RIVER ART WALK IN THE AMOUNT OF \$ \_\_\_\_\_ TO HELP TOWARD ADVERTISING EXPENSES RELATED TO THE EVENT.”**

# Shady Cove River ArtWalk

## LETTER OF REQUEST FOR TOURISM FUNDS

July 8, 2011

City of Shady Cove  
Attn: Danise Brakeman, City Administrator

RE: 7<sup>th</sup> annual Shady Cove RIVER ART WALK  
August 13 & 14, 2011 \* Edgewater Inn & Rogue River RV Park  
Sponsored by: Shady Cove-Upper Rogue Chamber,  
Visitors & Convention Bureau

Please find enclosed, along with Special Event Permit, Map, and an Overview of this year's River ArtWalk venue, the Shady Cove River ArtWalk 2011 General Budget and poster/flyer ...

Last year, the City of Shady Cove generously contributed \$1,000 towards the River ArtWalk advertising and promotion resulting in a weekend attendance of more than 4,000 visitors (down from previous year due to an extreme heat wave). This year, the ArtWalk committee is requesting the City of Shady Cove to consider a contribution of \$1,000, once again, for advertising and promotional needs to balance the River ArtWalk's general budget (see attached).

The River ArtWalk is very conscious of the economy. With this in mind, we elected to not increase our returning 2010 participating artist's fees. We are, however, increasing the fees to those artists that are new to the River ArtWalk by \$5 – this increase will assist the increase costs for print advertising; next year all artists will be charged the same fee for their sections.

It is estimated that this year we may reach our anticipated 4,500-5,000 weekend attendance (weather permitting). Budget production and promotional costs to attract this remarkable attendance (doubles the population of Shady Cove) pencils out less than 14 cents per guest ... the value of the River ArtWalk has been surveyed with positive feedback from local businesses and citizenry. Local business revenue, including lodging, dining, eateries and retail shops are most appreciative to the sponsors and volunteer committee. They look forward to the annual art event and report their weekend revenue increases largely, in some cases more than 33% - with others saying repeat visitors and business being their goal.

(1)

Continued page 2  
River ArtWalk – 2011

The Mission and Goal of the Shady Cove River ArtWalk, founded by the Upper Rogue Regional Tourism Alliance (URRTA), and now sponsored by the Shady Cove-Upper Rogue Chamber, in partnership with the Edgewater Inn and Rogue River RV Park, is specifically geared to the purpose of “building community through the Arts”.

With budget assistance from the City of Shady Cove, together, with numerous volunteers and businesses contributing volunteer hours and support, this unique art venue, along the banks of the scenic Rogue River, in the heart of beautiful Shady Cove, has established itself, in just six short years, as Southern Oregon’s “premier” art event.

Thank you, City of Shady Cove, for your financial consideration in contributing a much needed \$1,000 to financially support this highly recognized, regarded, and attended art venue ....

Sincerely,



Alma Spicer, volunteer Event Coordinator  
7<sup>th</sup> annual Shady Cove River ArtWalk

Tele: 541-878-3626 \* Cell: 541-821-4700

Email: [chamber@shadycoveupperrogue.org](mailto:chamber@shadycoveupperrogue.org)

Website: [www.shadycoveupperrogue.org](http://www.shadycoveupperrogue.org)

Cc: Tami Meerten, President  
Shady Cove-Upper Rogue Chamber  
Visitors & Convention Bureau

7<sup>th</sup> annual  
Shady Cove

RIVER ARTWALK

2011 BUDGET

July 1, 2011

<b>Estimated Income</b>		<b>Income &amp; Expenses</b>
<b>94 Artists (78 spaces)</b>	<b>\$ 4,600.</b>	
Space Fee: \$50 - \$70 & \$75		
Some artists share booth space		
<b>Donations:</b>		
<b>* City of Shady Cove:</b>	<b>\$ 1,000. Grant Request - Tami</b>	
Entrance Donations:	400.	
Trade: (Design Work):	310.	
		<b>Income: 5,310.</b>
		<b>* Grant Request: 1,000.</b>
		<b>Total Income: \$6,310.</b>

**Expense List:**

<b>* Advertising (Print Ads)</b>	<b>\$ 1,380. (Grant &amp; ArtWalk)</b>	
<u>Grant Request would underwrite Non-Profit ads:</u>	MT Tempo: 3 col x 5" \$ 297.00	8/5
	MT Tempo: 2 col x 11 1/2" \$ 455.40	8/12
	Upper Rogue Independent – 1/2 page July Full Circulation \$ 250.00	July
	Total Promotion from Grant & RAW \$ 1,002.40	
<b>* Advertising (Radio PSA + \$500.)</b>	<b>-0- (Radio 30 sec – Paid by RAW)</b>	
• <b>Event Insurance (deposit)</b>	<b>352.</b>	
• <b>Trade (Design Work)</b>	<b>310.</b>	
• <b>Stewards Porta Potties</b>	<b>\$ 210.</b>	
• <b>Signs</b>	<b>300.</b>	
• <b>Graphics</b>	<b>500.</b>	
Flyer/Poster * Print Ads "camera ready"		
Event Program & Site Signs		
• <b>Printing Poster &amp; Event Program</b>	<b>275.</b>	
• <b>Website (Updates)</b>	<b>300.</b>	
• <b>Stamps</b>	<b>44.</b>	
• <b>Office Supplies (Ink) Site Set Up</b>	<b>350.</b>	
• <b>Kids' Art Zone</b>	<b>200.</b>	
• <b>Musicians (2 days)</b>	<b>1,400.</b>	
• <b>2 Tents (10 X 10)</b>	<b>200.</b>	
• <b>Astro Turf (40 yds)</b>	<b>200.</b>	
• <b>Trolley Driver (2 days)</b>	<b>200.</b>	
• <b>Trolley Gas (use of Trolley – no chg)</b>	<b>89.</b>	
		<b>Expenses: \$ 6,310.</b>



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

Meeting Date: August 4, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title: Shady Cove Boosters Request for Funding

Attachment List:

Letter of Request for Flag Funding

Issue Before the Council:

Shall the City of Shady Cove help fund the purchase of the flags placed throughout the City?

Key Facts and Information Summary:

The Shady Cove Boosters is requesting \$1,000 to help offset the cost of flags.

Other Alternatives Considered:

Council could modify or deny the request.

Fiscal Notes:

There is \$9,000 budgeted for Promotion/Tourism/Beautification. Most of these funds are expended for promotion and tourism, with very little spent on beautification.

Staff Recommendation:

Staff feels the flags greatly contribute to the look and community spirit of Shady Cove, which is vital to a healthy community. Because the City's contribution to beautification is minimal and personnel is limited Staff feels this is an opportunity to work cooperatively with the Boosters to achieve the same goal. With the City's finances and the Boosters volunteers this is an excellent example of the City working with others for the good of the community.

Proposed Motion:

**"I MOVE TO APPROVE (OR DENY) THE FUNDING REQUEST FROM THE SHADY COVE BOOSTERS IN THE AMOUNT OF \$ \_\_\_\_\_ FOR THE PURCHASE OF FLAGS."**

City of Shady Cove Oregon  
Mayor Holthusen  
Members of the City Council

*Sulis*  
~~August~~ 29, 2011

The Greater Shady Cove Boosters is requesting financial assistance for the purpose of our ongoing flag program.

We are now in our 8<sup>th</sup> year of the program with seasonal flags changed approximately every two months. We feel this is a signature event for the city and are very proud to have this unique aspect in our city.

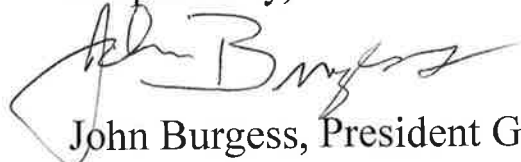
This fiscal year we are seeking an increase to \$1000. This is due to losses of vandalism, theft, and defective flags which were returned. In this last instance we were not able to get full reimbursement due to missing flags and altered bridge flags which could not be returned.

I hope you take this under consideration as we believe it is import to our city.

Also we owe a debt of gratitude to the city works crew for their assistance in placing flags we are not able to reach.

I would be pleased to appear at a study session or council meeting to discuss this further and answer any questions you may have.

Respectfully,



John Burgess, President Greater Shady Cove Boosters



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

Meeting Date: August 4, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title:  
Planning Commission Job Description

Attachment List:  
None

Issue Before the Council:  
Shall the City Council adopt a job description for the Planning Commission?

Key Facts and Information Summary:  
The Planning Commission Chair has expressed her desire for the Council to clearly express the roles and responsibilities of the Planning Commission. With a vacancy pending, it provides an opportunity to develop a job description and include it with a vacancy announcement.

Other Alternatives Considered:  
Modify or deny the adoption of a job description

Fiscal Notes:  
None

Staff Recommendation:  
Staff recommends the Council adopt the job description as presented.

Proposed Motion:  
**"I MOVE TO ADOPT THE SHADY COVE PLANNING COMMISSION JOB DESCRIPTION AS PRESENTED (or with modifications noted) AND ADVERTISE THE PLANNING COMMISSION VACANCY."**



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

Meeting Date: August 4, 2011

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

Issue/Agenda Title:  
IGA – Jackson County Roads

Attachments:  
None

Issue Before the Council:

Shall the City of Shady Cove enter into an Intergovernmental Agreement with the Jackson County Road Department to perform street maintenance and inspections?

Key Facts/Findings:

The City does not have the equipment or the crew to maintain its streets and therefore has to contract out for services. Jackson County Road Dept. is frequently in the area with the equipment needed to perform street maintenance and can perform the maintenance at less cost to the City. The schedule is flexible, allowing the City to prioritize projects.

The IGA has been reviewed and approved by our City Attorney. In addition, our insurance company has suggested language changes, which have been included in the final draft.

Financial Impact:

The City has budgeted \$100,000 for street maintenance. Work would be done as needed and the City Administrator would approve all projects before they begin.

Staff Recommendation:

Staff recommends Council approve the IGA

Proposed Action/Motion:

**“I MOVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH JACKSON COUNTY FOR FLEXIBLE MAINTENANCE SERVICES AND AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE THE AGREEMENT.”**