

# **Agenda**

## **Shady Cove City Council and Water Plan Task Force Joint Study Session**

Shady Cove City Council Chamber  
22451 Highway 62  
Shady Cove, Oregon  
Thursday, September 1, 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. Joint Study Session with Water Plan Task Force to Scope Water Project.

### **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, September 1, 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 September 8 in the City Council Chamber.
  - 3. The next meeting of the City Council will be on September 15, 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 \$90,259.61 (pg 4)
- B. Minutes of June 2, 2011 City Council Regular Meeting (pg 5-9)

### **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 10-12)

## **IX. Unfinished Business**

None.

## **X. New Business**

- A. Resolution 11-18 – Committing to the pursuit of a Municipal Water System (pg 13-14)
- B. Council to authorize the revision of the City Administrator's job description and consider contract changes to be brought to council for future consideration (pg 15)
- C. Planning Application Deadline Extension (pg 16)

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

Limited to 3 minutes per individual.

## **XII. Council Comments**

## **XIII. Adjournment**

**City of Shady Cove**  
**Bills Paid**  
**From August 16, 2011 through August 29, 2011**

<b>Name</b>	
Airgas (Bottle Return)	100.49
BDS - Building Services, LLC (Floodplain, planning services)	4,436.25
Biomass One (Dumping Fee)	5.00
Richard Brewster, CPA (Payroll Tax Reporting)	130.00
Caselle, Inc. (Software)	765.00
CCIS (Ins. Renewals)	13,324.16
CINTAS Corp. (Uniforms)	220.00
CNA Surety (Position Bond)	455.00
Coastwide Laboratories (Janitorial Supplies)	48.72
Crystal Fresh Bottled Water (Fresh Water)	74.50
DEQ Loan Payment	35,085.00
Department of Environmental Quality (Permit)	2,021.00
EBS Trust (Life Insurance)	18.48
Fiserv (Sewer billing Cards)	812.48
Heather Cove (Landscape Plants)	72.00
Henault, Martial (Labor Attorney)	1,760.75
Holthusen, Ron (Reimburseable Exp., Mayors Conf.)	417.38
Jackson County Recycling Partnership Dues	365.86
Jackson County Roads (Signs)	160.00
Jackson County Treasurer (Fine Assessments)	266.40
Kurt Knutsen, Attorney-at-Law	1,566.00
Medford Fuel (gasoline)	121.21
Neilson Research (Lab Testing)	172.50
Oce Financial Services (Copier Lease)	270.97
Oregon Department of Revenue (Fine Assessments)	540.00
Pacific Power (Electric Bill)	800.92
PremiereWest Bank VISA (Misc. Materials, Maintenance)	793.27
RiverTech (Computer Repairs & Supplies, Web Site)	240.30
Rogue Transfer & Recycling	22.30
RVCOG (Dues)	878.00
S.O.S. Alarm (Quarterly Monitoring, upgrade)	1,002.31
USA Bluebook	23,313.36
<b>TOTAL</b>	<b>90,259.61</b>

# City of Shady Cove City Council Regular Meeting Minutes

Thursday, June 2, 2011

## **CALL TO ORDER**

The Mayor called the Regular City Council Meeting to order at 6:31 p.m.

## **ROLL CALL**

Present: Mayor Holthusen, Councilor Ulrich, Councilor Hayes, Councilor Hughes  
Absent: Councilor Kyle

Staff: City Administrator, Danise Brakeman, Deputy City Recorder, Debby Jermain, Sheriff Liaison, Dave Strand

Councilor Kyle led the Council and the audience in the Pledge of Allegiance and read the announcements. Mayor noted the Budget Committee Workshop scheduled for June 9 and three added agenda items.

## **PUBLIC COMMENT**

Inez Lew commented on the proposed sewer rate increase and floodplain fees.

## **CONSENT CALENDAR**

The Council requested and received information from staff on various expenses. Minutes from April 25 correction on vote count.

### Motion to approve the consent Calendar as corrected:

Motion: Councilor Ulrich Second: Councilor Hughes.

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

## **COUNCIL REPORTS**

Councilor Hayes commented on upcoming events and activities for the month of June.

Mayor reported on last RVCOG meeting he attended with discussion on miscellaneous board items and small city infrastructure issues.

Mayor noted there will not be a Student of the Month presentation for June but would resume in the fall and to possibly pursue a student liaison attend council meetings next year.

Councilor Hughes noted upcoming Public Safety Day and attending the RHT Energy Solutions meeting. He also noted the public is invited to attend classes and tours at the energy efficient home on White Oak Way.

### **DEPARTMENT REPORTS**

Department Reports were included in the agenda packet. City Administrator attended an Emergency Preparedness class.

Sheriff liaison Dave Strand noted detectives are working on local cases and commented on Public Safety Day June 11.

Mayor also noted meeting with ODOT the Transportation Enhancement Grant of approximately 1.3 million awarded to the city involving Highway 62 from Rogue River Drive to Cleveland Street.

### **NEW BUSINESS**

#### **A. Public Hearing on Budget for Fiscal Year 2011-2012**

Mayor opened the public hearing at 7:17 p.m.

Ed Mayer noted the budgeting for Emergency Preparedness is on only one facet and asks Council to consider budgeting more.

Bud Rees noted if Public Works Director position is eliminated he suggested the funds should go into planning and inspections.

Public Hearing closed at 7:30 p.m.

#### **B. Kate Crowston – Request for Temporary Sign**

Request for a 4X8 framed, 9 foot tall sign. Council discussed and acknowledges sign code does not address temporary signs and directed City Administrator to prepare amendment to resolution and discuss changing code with the Planning Commission.

“I MOVE TO APPROVE AN EXCEPTION TO SECTIONS 154.352 AND 154.359 OF THE MUNICIPAL CODE TO ALLOW KATE CROWSTON PERMISSION TO ERECT A TEMPORARY 4 X 8 DOUBLE SIDED VINYL BANNER TO ADVERTISE TIE DAYS RIVERFEST AND ALLOW SIGN PLACEMENTS FOR ALL SPECIAL EVENTS.”

Motion: Councilor Hayes. Second: Councilor Ulrich.

Roll Call: All ayes. Motion passes 4-0. (Councilor Kyle Absent)

#### **C. Resolution 11-10 – Establishing Fees and Charges**

City Administrator reported the increases in fees are based on actual cost recovery and future planning.

"I MOVE TO ADOPT RESOLUTION 11-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON ESTABLISHING FEES AND CHARGES."

Motion: Mayor Holthusen. Second: Councilor Hayes.  
Roll Call: All ayes. Motion passes 4-0. (Councilor Kyle Absent)

**D. Resolution 11-11 – Increasing Sewer Rates in FY 2011 and 2012**

City Council and staff discussed needed upgrades to the wastewater treatment plant are likely during the next ten years and the current reserve is insufficient to cover any significant upgrades or equipment replacement.

"I MOVE TO ADOPT RESOLUTION 11-11, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON ESTABLISHING AN INCREASE IN SEWER RATES IN FISCAL YEARS 2011 AND 2012 FOR THE PURPOSE OF INCREASING THE RESERVE FUND – OPERATIONS REPLACEMENT 05"

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

**E. Resolution 11-12 – Establishing Floodplain Application Fees**

Mayor noted this is a modification of floodplain fees and the resolution was created in an effort to recover costs and provide an incentive for voluntary compliance.

"I MOVE TO ADOPT RESOLUTION 11-12, 'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON ESTABLISHING A THREE-YEAR FEE SCHEDULE FOR FLOODPLAIN APPLICATIONS AND IMPLEMENTATING AN ADDITIONAL FEE FOR RANDOMLY SELECTED PROPERTIES FOR THE PURPOSE OF COST RECOVERY AND PROVIDING AN INCENTIVE FOR EARLY VOLUNTARY COMPLIANCE."

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

**F. Resolution 11-13 – Encouraging Sustainable Building Practices**

Councilor Hughes noted this is a resolution that Showcase Homes has requested in support of their efforts in our community.

"I MOVE TO PASS RESOLUTION 11-13 - 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, AND THE U.S. GREEN BUILDING COUNCIL."

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

**G. Request for Amendment to Raft Tax Due Date**

Added agenda item. Request to the City from Edgewater Inn to change the billing due date from the 10<sup>th</sup> to the end of the month.

"I MOVE TO DENY THE REQUEST TO CHANGE THE BILLING DUE DATE."

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

**H. Request for Winter Sewer Fee Reduction**

Added agenda item. Request to the City from Edgewater Inn for a reduction in sewer fees for 20 rooms at the Edgewater Inn and 17 spaces at the Rogue River RV Park for the months of January, February, and March annually.

"I MOVE THE COUNCIL DENY THE REQUEST FOR SEWER REDUCTION FEES AT EDGEWATER."

Motion: Councilor Hughes. Second: Councilor Hayes  
Roll Call: 2 ayes. 2 nays. (Councilor Hayes and Ulrich) (Councilor Kyle Absent)  
Motion doesn't carry.

**I. Consider Accepting Transportation Enhancement Grant**

Added agenda item. Consider accepting the Transportation Enhancement (TE) Grant on Oregon 62 Rogue River Drive to Cleveland Street sidewalk and streetscape.

"I MOVE TO ACCEPT THE TRANSPORTATION ENHANCEMENT GRANT PROJECT SELECTION OF OREGON 62 AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN ON BEHALF OF THE CITY."

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

**PUBLIC COMMENT ON AGENDA ITEMS**

John Ward, on behalf of the Rogue Flyfishers encourages the Planning Commission to go forward with the riparian ordinance.

**COUNCIL COMMENT**

Councilor Hayes suggests bestowing an award for most improved business annually possibly in conjunction with the Chamber and a possible future Study Session agenda item.

Councilor Hughes questioned the status of grading City roads by the County.

City Administrator commended the City Council for having the citizens at heart with the issues of fee increases.

**ADJOURNMENT**

There being no other business before the Council, the Mayor adjourned the meeting at 8:44 p.m.

Approved:

Attest:

\_\_\_\_\_  
Ron Holthusen  
Mayor

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

**Council Vote:**

Councilor Kyle     \_\_\_  
Councilor Hayes    \_\_\_  
Mayor Holthusen    \_\_\_  
Councilor Ulrich    \_\_\_  
Councilor Hughes   \_\_\_



**MEMO**

**DATE: September 1, 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 August 1, 2011 –August 31, 2011**

- Aug 01 - Held Staff Meeting; Met with Mayor and Water Task Force Chair
- Aug 02 - Met with Jeff Griffin and Becky Bryant from IFA on Water System.
- Aug 03 - Attended Chamber meeting to discuss TE Grant
- Aug 04 - Attended Council Study Session and Regular Meeting
- Aug 08 - Held Staff Meeting; Met with Mayor; Held Conference Call with ODOT
- Aug 09 - Attended Open House on TE Project
- Aug 11 - Attended Planning Commission Meeting
- Aug 12 - Met with Katie Schwab on Water Funding; Closed City Hall in the afternoon to clean out and reorganize files, supplies, and equipment
- Aug 15 - Held Staff Meeting; Met with Mayor
- Aug 17 - Held Conference Call with ODOT on TE Project
- Aug 18 - Attended Council Study Session and Regular Meeting
- Aug 19 - Met with City Attorney; Held Recognition Luncheon for Gretchen's 14<sup>th</sup> Anniversary of Employment
- Aug 22 - Met with Mayor
- Aug 23 - Met with Park Committee Chair; Met with Pacific Power
- Aug 24 - Attended Small Cities Meeting at RVCOG
- Aug 25 - Held Conference Call with attorney Martha Pagal on Water; Held Conference Call with Engineer Brian Murphy on Water; Met with Realtor Lisa Coleman on Masonic Lodge sale; Met with citizens to address concerns about Glasshouse Lane; Attended Planning Commission Public Hearing
- Aug 29 - Held Staff Meeting; Met with Mayor
- Aug 30 - Met with ODOT to scope TE Project
- Aug 31 - Attended Mini-One Stop Meeting with Jeff Griffin and various agencies on possible water system

### **Public Works:**

The IGA with Rogue Valley Sewer Services has been going well with no significant problems.

There was no road work conducted by Jackson County Roads during the month of August. There is patching scheduled for early September.

Glasshouse Lane has been constructed, inspected, and approved. There were some variations from the original plan, however they were considered to be minor.

Aunt Caroline's Park continues to be an area where additional focus is needed. The wood on the existing picnic benches have been replaced and will be sealed this week. The concrete has been cleaned. By changing the ground surface of the proposed baby swing area we have been able to reduce the cost. It is quite possible to complete the installation for the \$5,000 budgeted. The baby swing area is still being determined. Benches in the playground area for parents to sit and watch their children are needed, as well as two more picnic benches under the gazebo and a cigarette receptacle. A better water schedule will be determined as the grass is nearly dead throughout the park.

James has worked very hard on cleaning out the shop. All surplus equipment has been donated to various organizations that needed it such as the Shady Cove Middle School, Boys & Girls Club, and Chamber of Commerce.

In January 2011, the City purchased two public works vehicles from Butler Automotive on Vilas St. in Medford. Since then we have had several mechanical problems with both vehicles. I went to the Manager Dave Wong and asked if we could trade both vehicles in for one decent vehicle. He offered us 54% less than what we paid only 8 months earlier. As a result, I have listed one of those vehicles as surplus and will decide what to do with the other one as it needs a new transmission. Currently, we have four Surplus vehicles up for bid which will run until September 9<sup>th</sup>. James and I are working on getting the VAC truck advertised during the month of September.

### **Projects:**

Don Sherwood has volunteered to refinish our Welcome signs. We decided the best time to do this would be after the tourist season in the Fall.

The safety railing at the treatment plant was received however only a portion of what was needed was actually ordered. There will be more needed in order to follow OSHA standards.

Staff has been working hard on cleaning up City Hall and organizing supplies, files, equipment, and personal work space however we have only made a dent in what needs to be done. We will be closing City Hall one afternoon a month until we complete this task.

I am in the process of recruiting volunteers to help with the new quarterly newsletter and the day to day tasks at City Hall. So far we have received a favorable response.

**Special Events:**

The River Art Walk and the Upper Rogue Community Center Duck Race were conducted during the month. The next scheduled events will be the Showcase Homes Ribbon Cutting and Open House September 9-18 and the Fire District #4 Yard Sale on September 17<sup>th</sup>.

Tourism Grant applications will be accepted from Sept. 1 – Oct 14. Awards will be granted during the October 20<sup>th</sup> regular council meeting.

**Complaints:**

This month I received eleven complaints, all of which have either been remedied or are in the process of.

**Upcoming:**

An information sheet on the Floodplain Program went out to all floodplain property owners. This has prompted many phone calls asking for floodplain determinations. In addition, Bill Miller with the Mail Tribune did an article on the program. Lois will be working hard to answer all the calls during the next several weeks.

I will be coordinating an Actual Cost Audit with the Sheriff's Office as per contract.

I hope to visit the cities of Talent, Phoenix, and Jacksonville for the purpose of networking.

I hope to attend the Showcase Home ribbon cutting on Sept. 9<sup>th</sup> and the Small Cities Meeting in Drain on Sept. 16<sup>th</sup>

I will be working on the completion of the annual TMDL report and submitting it to DEQ by the September 30<sup>th</sup> deadline.

I will be working on completing the 2011 NIMSCAST report and submitting it to FEMA by the September 30<sup>th</sup> deadline.



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

Meeting Date: September 1, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title:

Resolution 11-18 - Committing to the pursuit of a Municipal Water System

Attachment List:

Resolution 11-18

Issue Before the Council:

Shall the City Council pass a resolution in support of pursuing a municipal water system?

Key Facts and Information Summary:

The Water Master Plan was recently updated and includes two alternatives. The Water Task Force has researched both alternatives and has made a recommendation to the Council. The Mayor and City Administrator are conducting regular meetings with funding agencies to determine what financial options the City has. They continue to gain information for the purpose of creating a preliminary plan to bring to the community. It is advised to obtain a vote of the full council in support of the project before continuing.

Other Alternatives Considered:

Council could decide not to pass a resolution in support of the project at this time. In so doing, Council would need to decide the next step, if any.

Fiscal Notes:

There would be no financial commitment associated with the adoption of this resolution.

Staff Recommendation:

Staff feels it is vital for the whole Council to be in support of this project if it is going to be successful. The adoption of this resolution would be a formal commitment from the Council to pursue a municipal water system.

Proposed Motion:

**"I MOVE TO ADOPT RESOLUTION NO. 11-18, "A RESOLUTION COMMITTING TO THE PURSUIT OF A MUNICIPAL WATER SYSTEM."**

City of Shady Cove  
Resolution No. 11-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
COMMITTING TO THE PURSUIT OF A MUNICIPAL WATER SYSTEM**

WHEREAS, the City of Shady Cove is the largest city in Oregon without a municipal water system; and

WHEREAS, according to the Oregon Water Resources Department, domestic well water in Shady Cove is being supplied from a fractured aquifer that does not provide much water storage; and

WHEREAS, city residents have experienced a lack of water in various areas resulting in new wells being drilled, drawing down the water supply further, or water being hauled in and stored; and

WHEREAS, increased use has resulted in water shortages occurring earlier each year, according to the Oregon Water Resources Department; and

WHEREAS, poor water quality is a concern to many residents; and

WHEREAS, there is an increasing water demand from Lost Creek Dam by other entities which poses a threat to a future water source for Shady Cove; and

WHEREAS, Shady Cove is a designated Wildfire Hazard Zone yet lacks infrastructure for fire suppression; and

WHEREAS, the City Council recognizes the important contribution the local businesses make to the community. Lack of a safe and dependable water supply threatens the viability of these businesses; and

WHEREAS, the City Council recognizes their obligation to address the health and welfare of the community they are elected to serve; and

WHEREAS, the City Council believes a municipal water system would provide the community with a safe and dependable water supply.

**THE CITY COUNCIL RESOLVES AS FOLLOWS:**

The City Council of the City of Shady Cove, Oregon resolves to move forward authorizing development of a detailed project plan addressing finance, engineering, legal, environmental, and acquisition issues that would offer the most feasible opportunity to bring municipal water to the City of Shady Cove.

**Adopted** by the City Council of the City of Shady Cove this 1st day of September, 2011.

Approved:

Attest:

\_\_\_\_\_  
Ron Holthusen  
Mayor

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

**Council Vote:**

Councilor Hayes \_\_\_\_\_  
Councilor Hughes \_\_\_\_\_  
Councilor Kyle \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Mayor Holthusen \_\_\_\_\_



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

Meeting Date: September 1, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title: Council to authorize the revision of the City Administrator's job description and consider contract changes to be brought to council for future consideration.

Attachment List:

None

Issue Before the Council:

Shall the City Council revise the City Administrator's job description to include public works duties?

Key Facts and Information Summary:

Since the retirement of George Bostic on May 27, 2011, the City Administrator has been the acting Public Works Director.

Other Alternatives Considered:

Council could decide not to update the City Administrator's job description or not to consider any contract revisions at this time.

Fiscal Notes:

Details on any salary changes would be discussed at a future meeting.

Staff Recommendation:

Staff has requested the Council consider contract changes as a result of absorbing the public works duties.

Proposed Motion:

**"I MOVE TO AUTHORIZE THE REVISION OF THE CITY ADMINISTRATOR'S JOB DESCRIPTION, CONSIDER CONTRACT CHANGES, AND SEEK PROFESSIONAL CONSULTATION. ANY CHANGES WOULD COME BEFORE THE COUNCIL FOR A VOTE AT A FUTURE MEETING."**



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

Meeting Date: September 1, 2011

Prepared By: Danise Brakeman, City Administrator

City Adm. Approval: DB

Agenda Title:  
Planning Application Deadline Extension

Attachment List:  
None

Issue Before the Council:  
Shall the City Council extend the deadline to receive Planning Commission applications?

Key Facts and Information Summary:  
As a result of Planning Commissioner Thad Gala's resignation, the vacancy has been advertised and a deadline set for August 29, 2011. Only one application was received and it was determined the applicant did not meet the qualifications set by the Council.

Other Alternatives Considered:  
None

Fiscal Notes:  
None

Staff Recommendation:  
Staff recommends Council extend the deadline until September 9<sup>th</sup> or September 30<sup>th</sup>.

Proposed Motion:  
**"I MOVE TO EXTEND THE DEADLINE TO APPLY FOR THE PLANNING COMMISSION VACANCY TO \_\_\_\_\_."**