

Agenda

Shady Cove City Council Study Session

Shady Cove City Council Chamber
22451 Highway 62
Shady Cove, Oregon
Thursday, December 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. Discussion of December 15 Study Session
- B. City Administrator's Contract

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, December 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 December 8 at 6:30 p.m. in the City Council Chamber.
 - 3. The next meeting of the City Council will be on December 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. Consent Calendar

- A. Accounts Paid \$152,691.41 (pg 4)
- B. Minutes of September 1, 2011 City Council Meetings (pg 5-9)

V. 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)

VI. 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 Assoc	Councilor Ulrich

VII. Department Reports

- A. City Administrator (pg 10-12)

VIII. Unfinished Business

None

IX. New Business

- A. Intergovernmental Agreement - RVCOG for TMDL (pg 13)
- B. Resolution No. 11-19 - Council Rules of Government (pg 14-19)
- C. Adopt Liaison List (pg 20-21)
- D. City Engineer Contract (pg 22)
- E. Councilor Request for Executive Session Audio/Minutes (pg 23)
- F. City Administrator's Contract (pg 24)

X. Council Comments

XI. Adjournment

City of Shady Cove
Bills Paid
From November 14, 2011 through November 28, 2011

Name	
Bank of New York Mellon (Loan)	28,284.84
Berkadia (G.O.Bonds, used to be GMACC)	15,650.95
Richard Brewster, CPA (Payroll Tax Reporting)	130.00
Caselle, Inc. (Software)	765.00
Costco Card Renewal	55.00
EBS Trust (Life Insurance)	18.48
Fiserv (Sewer billing, business license Cards)	908.70
Henault, Martial (Labor Attorney)	90.00
Jackson County Planning (Property Line Adjustment)	1,514.00
Jackson County Sheriff's Contract (September)	34,239.75
Jackson County Treasurer (Fine Assessments)	198.00
Oce Financial Services (Copier Lease)	270.97
Oce Imagistics (Copier costs)	145.05
Oregon Justice Department (Fine Assessments)	53.00
Oregon Department of Revenue (Fine Assessments)	393.00
Pitney Bowes (Postage)	400.00
PremiereWest Bank VISA (Misc. Maintenance, Lodging)	812.95
Quill Corporation (Office Supplies)	284.98
RiverTech (Web Site)	285.00
Rodda Paint	41.15
Rogue Valley Sewer Service (Quarterly Payment)	67,500.00
Simply Hand Made (Candles)	296.00
TOTAL	<u>152,691.41</u>

City of Shady Cove
**CITY COUNCIL AND WATER PLAN TASK FORCE JOINT STUDY SESSION
MINUTES**

Thursday, September 1, 2011

CALL TO ORDER

The Mayor called the City Council and Water Plan Task Force Joint Study Session to order at 1:30 p.m. in the City Council Chamber.

ROLL CALL

Present: Mayor Holthusen, Councilor Kyle, Councilor Ulrich, Councilor Hayes and Councilor Hughes.

Staff: City Administrator, Danise Brakeman, Deputy City Recorder, Debby Jermain.

Water Plan Task Force members present: Paula Trudeau, Art Stirling, Daron Prana, Joe Riker, Elaine Holland and Phillip Keith.

The Mayor read the announcements. He welcomed Engineer Brian Murphy from Kennedy/Jenks.

PUBLIC COMMENT

None.

SUBJECT OF STUDY SESSION

A. Joint Study Session with Water Plan Task Force to Scope Water Project.

The Mayor provided a history of the Water Plan Task Force. The purpose of this session is to determine the next steps the City should take. The four steps have been identified as 1) ascertain whether Shady Cove Waterworks is a viable enough system to incorporate into a city-wide system, 2) have a rate structure analysis, 3) a feasibility study and 4) pre-design. Brian Murphy stated that the City has two options – build a system from scratch or buy SCWW (now for sale at \$1,600,000.00. The City would be buying the intake structure with fish screen, pump station, 1800 feet of pipe to the plant and the 500,000 gallon clear well. The membrane is not for sale. The City needs clarification of what the value of the plant is by an engineer. He then addressed the four issues stated above. The current fish screen does not meet capacity. If it needs to be upsized, the National Marine Fisheries Service could take as much as two years to certify it. Treatment plant currently can provide 90,000 gal a day, full capacity would provide 120,000 gals a day. What the City would need at build-out in 2030 would only meet 5% of capacity. The City will need the clear well to have a capacity of 1.5 mil gallons of storage for fire and maximum daily use. Three reservoirs throughout town will be needed. The Mayor noted there are also third party agreements for irrigation with other property owners which would need legal review. Brian Murphy continued on

with discussion on the rate structure analysis. It could be funded but the lenders would require a vote on how the City would be paying it back. There are firms which specialize in putting together a rate structure analysis for cities. The pre-design report looks at geotechnical issues, how the system would work hydraulically, where everything would be placed and an estimated preliminary cost of the system. The Transportation Enhancement Grant comes into play as ODOT could possibly build the trench for the water pipes along Highway 62 in 2015. That would need to be included in the pre-design. If not, a different route would have to be designed after the highway is remodeled. Directional drilling would eliminate the permit from the National Marine Fisheries Service (water would be drawn from under the river eliminating the need for a fish screen). After the Council makes the decision it will take 3-6 weeks to come up with the questions for the funding agencies. The rate analysis and pre-design would also be done in advance of the November 2012 elections. Having to deal with National Marine Fisheries Service on the fish screen issue could put the entire process very close to the redesign of Highway 62. Brian Murphy answered questions from the Councilors ranging from costs in general grant possibilities for pre-design, requests for proposal for pre-design, design and construction management; applying for water rights; no geotechnical study done by HGE on directional drilling and funding for fire suppression. He also stated that there are far fewer variables with starting a system from scratch than buying SCWW.

CITY COUNCIL COMMENTS

Councilor Ulrich thanked Brian Murphy for his presentation.

FUTURE AGENDA ITEMS

None.

PUBLIC COMMENT ON AGENDA ITEMS

Comments/questions were from Bud Rees, John Ward and Jane Hagan.

ADJOURNMENT

There being no other items before the Council, the Mayor adjourned the Study Session at 3:43 p.m.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

City of Shady Cove

City Council Regular Meeting Minutes

Thursday, September 1, 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 Ulrich, Councilor Hayes and Councilor Hughes.

Staff: City Administrator, Danise Brakeman, Deputy City Recorder, Debby Jermain

Announcements

The Mayor led the Council and the audience in the Pledge of Allegiance and read the announcements. He noted the addition of the Upper Rogue Water Shed to New Business.

Public Comment

Jane Hagan commented on percolating river water and wording on Resolution 11-18. Art Stirling and Joe Riker commented on the need for a water system. Ed Mayer commented on the new emergency notification system.

Community Feedback

The Mayor commented on the further discussion on the water system at the afternoon Study Session.

Consent Calendar

Accounts Paid \$90,259.61

Minutes of June 2, 2011 City Council Regular Meeting

Motion to approve the consent Calendar:

Motion: Councilor Hughes Second: Councilor Ulrich.

All ayes. Motion passes 5-0 (Councilor Hayes abstained on Rivertech)

Written Communication

The Mayor commented on a letter from Ron Kelso regarding his mobile home park and FEMA. He also received a letter from Spanky Cramer and Carolyn Stancliff regarding the Whispering Pines Water Co.

Council Reports

Councilor Hayes noted his displeasure with events at the last Chamber meeting. He also stated he would no longer be reporting on the Planning Commission.

Councilor Ulrich had nothing to report on RVACT.

Mayor Holthusen commented on a recent small cities meeting at RVCOG.

Councilor Kyle noted that school recently started and the 20 mph limit is in effect.

Councilor Ulrich commented on the UR Watershed project to clean the Upper Rogue.

The Mayor commented on ODOT being in Shady Cove prepping for the Transportation Enhancement Grant work. The plan should be ready for the City by June 2012. There will be a website showing the progress of the upgrade.

Department Reports

The City Administrators Department Report was included in the agenda packet. The City Administrator noted that applications for the tourism grant will be accepted until the 2nd meeting in October. She commented on the Safe Routes for Schools mini grant.

Unfinished Business

None.

New Business

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

Motion to adopt Resolution 11-18 committing to the pursuit of a Municipal Water System with changes noted (Lost Creek Lake vs. Dam and adding "as money allows").

Motion: Councilor Ulrich. Second: Councilor Kyle

Roll Call: All ayes. Motion passes 5-0

B. Authorize revision of the City Administrator's job description and consider contract changes to be brought to council for future consideration.

Motion to authorize Councilor Kyle and Councilor Ulrich to consider revision of the City Administrator's job description and contract changes and contract and seek professional consultation with Martial Henault and any changes would come before the Council for a vote at a future meeting.

Motion: Mayor Holthusen. Second: Councilor Kyle.

Roll Call: All ayes. Motion passes 5-0

C. Planning Application Deadline.

Motion to extend the deadline to apply for the Planning Commission vacancy to October 14, 2011.

Motion: Councilor Kyle. Second: Councilor Hughes.

Roll Call: All ayes. Motion passes 5-0.

D. Request for \$200 reimbursement to the Upper Rogue Water Shed for river cleanup.
Motion to reimburse the Upper Rogue Water Shed up to \$200 from the beautification fund for river cleanup.

Motion: Councilor Hayes. Second: Councilor Kyle

Roll Call: 4 Ayes, One Nay. Motion passes 4-1 (Councilor Hughes)

Public Comment on Agenda Items

None.

Council Comment

The Mayor read the letter from Ron Kelso regarding the Paradise Mobile Home community regarding being in the floodplain.

Adjournment

There being no other business before the Council, the Mayor adjourned the meeting at 7:39 p.m.

Approved:

Attest:

Ronald Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

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



MEMO

DATE: December 1, 2011

TO: Mayor and Council

FROM: Danise Brakeman, City Administrator

SUBJECT: City Administrator's Report

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

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

- Nov 01 - Met with Mayor and members of the Water Task Force
- Nov 03 - Attended council study session and regular meeting
- Nov 07 - Held Staff Meeting; Met with Mayor and Council President
- Nov 08 - Attended Court
- Nov 09 - Met with volunteer Don Sherwood to discuss welcome signs; participated in conference call on Emergency Operations Plan; attended Chamber meeting.
- Nov 10 - Attended special meeting to interview engineers; attended executive session; attended planning commission meeting.
- Nov 11 - Veteran's Day holiday
- Nov 14 - Held staff meeting; met with Mayor
- Nov 15 - Met with media; participated in conference call with Mayor and attorney; met with URCC Executive Board
- Nov 17 - Attended council study session and regular meeting
- Nov 18 - Held conference call with future intern Brian Holt
- Nov 21 - Held staff meeting; participated in pre-conference hearing on Shady Cove Water Works PUC WA-81; met with realtor Lisa Coleman; met with Floodplain Manager
- Nov 24-25 Thanksgiving Holiday
- Nov 26 - Received a call from Dispatch regarding a down sign at Erickson & Cleveland. Transported sign to City Hall so it wouldn't get stolen; Inspected Osprey Vista where there is a likely a water leak
- Nov 28 - Held staff meeting; met with Mayor; met with Floodplain Manager; met with board members of the Angler's Cove Water Association
- Nov 30 - Attended Shady Cove Board Meeting; met with volunteer Don Sherwood

Public Works:

Sewer: At the request of the auditor, an amendment to the IGA will need to be drafted and submitted to council. This amendment would allow capital improvement funds to be transferred to RVSS only when a project is submitted rather than sitting unused in a separate fund.

Streets: James has been patching potholes in various areas. He has replaced the Brophy Way sign and installed reflectors at the Brophy Way access. He has replaced the school crossing and stop sign posts that appeared to be hit by a vehicle at Erickson and Cleveland. He has been clearing ditches of leaves to allow proper drainage. James painted a yellow curb on Oak Ridge Drive after we received a complaint of vehicles parking in front of the mailboxes.

Park: James has been working at keeping the leaves picked up at the park. He recently disinfected the play structure as well.

Vehicles: After receiving a poor trade in value from Airport Chevrolet and no call back at all from Lithia, I decided to have the GMC transmission fixed at a cost of about \$2,600. It is currently in the shop being repaired. This vehicle will be James' primary public works vehicle.

I will be listing the Ford F250 in "as is" condition as soon as time allows. With a needed head gasket and ball joints, it is estimated to cost \$6,000 to fix.

The bucket truck is currently acting up and may need repairs as well.

Misc: James recently helped the Boosters change the flags. In addition, he is working on getting the Christmas Lights up on the tree in front of City Hall for the Tree Lighting. He and the Mayor are working on the details of the event.

Planning: We have a pre-application conference on a single family dwelling scheduled for December 5th and will be scheduling another one for the private road off of Brophy Way. Pre-application conferences are a requirement for all Type II applications. The application for a private road is near completion and Notice will be sent out to property owners.

Crew: There continues to be a need for a part-time employee who can help James with various projects. In addition, I could use someone who can take care of some of the administrative tasks. I am considering hiring a part-time administrative assistant with a public works background who can help in both areas. This is a position that is already budgeted.

Projects:

We are still gathering information for the auditor to complete the annual audit.

The wall in the storage area behind the City Administrator office will be torn down next week. This is in order to comply with OSHA regulations.

After complaints of a mildew smell at City Hall, an inspection was conducted and found mold in the ventilation system. In addition, water is being drained into the crawl space at the north side of City Hall, causing a moisture problem. New vents will likely need to be installed as the old ones have broken seals. New concrete will need to be poured around the crawl space grate that would be recessed to prevent drainage.

Volunteer Don Sherwood has completed the south side Welcome to Shady Cove sign. I am currently getting a bid on constructing new housing for the signs.

Special Events:

November events included the Material Girl's Quilt Show, a Thanksgiving Dinner by the URCC, and the Shady Cove Fire Department's Fall Leaf Roundup.

December events include the URCC Christmas Bazaar Dec. 3rd, Deck the Halls Dec. 3-9th; the City's Volunteer Luncheon Dec. 9th; the Fire Department's Children's Christmas Party Dec. 10th; the Christmas Tree Lighting Dec. 10th the URCC Christmas Dinner Dec. 25th.

Complaints:

This month I have received one complaint, which has been resolved. On September 9, 2011, I received a complaint about people parking on Cedar Street, which is very narrow. The complainant asked for areas of Cedar Street to be designated No Parking. A letter and survey was sent to all property owners on Cedar Street asking their opinion on the matter. Only one response was received and was in opposition to limiting parking.

Upcoming:

I plan to attend trainings on December 2nd, 14th, and 16th.

City Hall will be closed for Christmas Eve at 1:00 on December 23rd and for Christmas all day on Monday, December 26th.

I plan to take vacation and will be gone the week of December 26th.



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

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:
Intergovernmental Agreement – RVCOG for TMDL

Attachment List:
None

Issue Before the Council:
Shall the City Council enter into an agreement with the Rogue Valley Council of Governments for TMDL assistance?

Key Facts and Information Summary:
The proposed agreement is from November 15, 2011 to October 1, 2012. The scope of services would include assisting with Year 2 implementation, End of Year 2 Report, and assisting with the beginning of Year 3.

Other Alternatives Considered:
Council could choose not to enter into an agreement with RVCOG for TMDL assistance.

Fiscal Notes:
Payment not to exceed \$3,515.00 in FY.

Staff Recommendation:

Proposed Motion:



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:
Resolution No. 11-19 - Council Rules of Government

Attachment List:
Resolution 11-19 - Council Rules of Government

Issue Before the Council:
Shall the City Council adopt Resolution 11-19, amending the Council Rules of Government?

Key Facts and Information Summary:
The Council Rules of Government should be reviewed by Council at least annually and amended according to preferences. Council has recently reviewed these and feels certain changes are necessary.

Other Alternatives Considered:
Council could make further modifications, adopt the proposed resolution, or decide not to adopt a new resolution at this time.

Fiscal Notes:
None

Staff Recommendation:
Staff recommends Council review the Rules and Liaison List and adopts Resolution 11-19.

Proposed Motion:
"I MOVE TO ADOPT RESOLUTION 11-19, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON, ESTABLISHING RULES OF GOVERNMENT."

City of Shady Cove

Resolution No. 11-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON, ESTABLISHING RULES OF GOVERNMENT**

Whereas, the City Council of the City of Shady Cove desire to conduct city council meetings in accordance with all appropriate rules of order in a professional and organized manner; and

Whereas, the existing Shady Cove Council Rules of Government were last updated by Resolution 10-15 on November 18, 2010; and

Whereas, the City Council now desires to further update the existing Council Rules of Government.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

The Shady Cove City Council Rules of Government, as attached and labeled Exhibit "A", are hereby adopted.

The effective date of this Resolution shall be December 1, 2011.

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

Approved:

Attest:

Ronald Holthusen
Mayor

Debby Jermain
Deputy Recorder

Council Vote:

Councilor Hayes _____

Councilor Hughes _____

Councilor Kyle _____

Councilor Ulrich _____

Mayor Holthusen _____

EXHIBIT "A"

Attachment to City of Shady Cove Resolution 11-19
Adopted December 1, 2011

City Council Rules of Government

Meeting Procedure

The presiding officer shall conduct all meetings in accordance with basic principles of parliamentary procedure in order to facilitate transaction of business and to promote cooperation and harmony.

Ordinance and Resolution Procedure

The City Charter, Chapter VIII, Section 33, identifies conditions under which an Ordinance may be read by title only.

Quorum

The Mayor or in his/her absence, the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Administrator shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

Temporary Chairman

In event of the absence of the Mayor and Council President, the City Administrator shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

Agenda

The Mayor, or designated representative, will provide the City Administrator a list of items to be covered in Unfinished and New Business not later than 3:00 p.m. on Wednesday the week prior to a scheduled Council meeting. The City Administrator will prepare an agenda, consistent with Section 5, not later than 3:00 p.m. on the Monday prior to the scheduled Council meeting. Agendas will be posted and mailed not later than 3:00 p.m. on the same day.

Complete Councilor packages will be available not later than 3:00 p.m. on the Monday prior to a scheduled meeting.

During announcements, the presiding officer may add items to, or delete items from, the agenda. Verbal explanations will be provided for additions and deletions.

Order of Business

City Council meeting agendas will reflect the following items and order:

Call to Order

Roll Call
Pledge of allegiance
Announcements
This meeting is being digitally recorded.
Next City Council meeting
Next Planning Commission meeting
Any other scheduled public meeting(s)

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. Please identify any members present.

Presentation

Consent Calendar

Accounts Payable
Minutes from previous meeting(s)

Written Communications

Council Reports

Mayor Holthusen
Councilor Kyle
Councilor Hughes
Councilor Hayes
Councilor Ulrich

Staff/Student Reports

Unfinished Business

New Business

Public Comment on Agenda Items

Limited to 3 minutes per individual

Council Comments

Executive Session (only if scheduled)

Adjournment

Voting

Only one question at a time will be considered at any given time. Every motion will be discussed fully and freely. Each council member has the right to know at all times what the pending question is and to have it restated before a vote is taken. The presiding officer will request a random roll call vote on all motions.

Tie Vote. In case of a tie in votes of any motion, the motion is not approved. A new motion would then be in order.

Decorum

Council members shall be recognized by the presiding officer before speaking.

Council members shall address any remarks to the council rather than to the audience unless given permission by the presiding officer. Upon recognition and with permission of the presiding officer, a person in the audience may address the Council.

Conflict of Interest

Each Councilor will be requested to vote, when present, at a regular or special meeting of the Council except when that Councilor has a conflict of interest (actual or potential), as defined by ORS 244.020(1) and 244.020(12). If a conflict of interest exists, the councilor will so declare and identify the cause of the conflict. A Councilor may participate in discussion of the issue for which a potential conflict exists; or, if an actual conflict exists then discussion as well as a vote is prohibited, all in accordance with ORS 244.120.

Rules Revision

Rules may be added, deleted, or revised at any meeting of the Shady Cove City Council.

Meetings of the City Council

Regular City Council meetings will be held on the first and third Thursday of each month. Meetings will begin at 6:30 p.m.

Public hearings may be scheduled for the regular 6:30 p.m. Council meeting or at any time on any other day.

Special City Council meetings can be called for any date, at any time, consistent with the City Charter, Chapter IV, Section 13.

On regular Council meeting days, at 1:30 p.m., the Council may hold a Study Session. The Study Session agenda may include discussion of the agenda for that evening's meeting. Every attempt will be made to schedule presentations to the City Council for the Study Session, rather than the regular meeting.



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

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:
Adopt Liaison List

Attachment List:
Liaison List

Issue Before the Council:
Shall the City Council adopt an amended Liaison List?

Key Facts and Information Summary:
The Liaison List should be reviewed by Council at least annually and amended according to preferences. Council has recently reviewed these and feels certain changes are necessary.

Other Alternatives Considered:
Council could make further modifications, adopt as proposed, or not adopt.

Fiscal Notes:
None

Staff Recommendation:
Staff recommends Council review and adopts the proposed Liaison List.

Proposed Motion:
"I MOVE TO ADOPT THE LIAISON LIST AS REVISED NOVEMBER 17, 2011 (or December 1st if further modifications are made)."

SHADY COVE CITY COUNCIL
LIAISON LIST

Adopted December 1, 2011

RVACT

Mayor Holthusen
Councilor Ulrich (alternate)

Youth Representative

Branden Reed
Garrett Logue

RVCOG Board

Mayor Holthusen
Council President Kyle (alternate)

City Administrator Contract

Mayor Holthusen

Planning Commission

Debby Jermain, Planning Secretary

RVSS Oversight Committee

City Administrator
Council (alternate)

Upper Rogue Watershed Council

Councilor Ulrich

JC Roads Oversight Committee

City Administrator
Council (alternate)

Scenic Byway Executive Committee

Councilor Kyle
Councilor Ulrich (alternate)

Sheriff's Oversight Committee

Mayor Holthusen
Councilor Ulrich
Ed Mayer, Citizen

Financial/Audit

Mayor Holthusen
Council President Kyle

Fire Wise Program

Mayor Holthusen

Traffic Safety Advisory Committee

Councilor Ulrich



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:
City Engineer Contract

Attachment List:
None

Issue Before the Council:
Shall the City of Shady Cove enter into a contract with KAS & Associates, Inc. for City Engineer?

Key Facts and Information Summary:
The City chose KAS & Associates, Inc. as their City Engineer during the November 17th regular meeting. It is now time to enter into a contract with them.

Other Alternatives Considered:
The Council may choose to modify the contract or adopt it as proposed.

Fiscal Notes:
City Engineering services is on an as-needed basis. The fee schedule is a part of the contract.

Staff Recommendation:
Staff recommends Council adopt the proposed contract and authorize the City Administrator to sign it.

Proposed Motion:
"I MOVE TO ADOPT THE PROPOSED (OR MODIFIED) CONTRACT WITH KAS & ASSOCIATES, INC."



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title: Councilor Request for Executive Session Audio/Minutes

Attachment List: None

Issue Before the Council: Should Council release to Councilor Hayes certain executive session audios and/or minutes of meetings that took place prior to his taking office?

Key Facts and Information Summary: Councilor Hayes has requested copies of all executive session audio and/or minutes pertaining to Flywater, LLC., which took place prior to his taking office. The City Attorney in this matter advised that current Councilors, who were Councilors at the time the executive sessions took place, can obtain those audios/minutes by request to the City Administrator. Councilors Kyle and Hughes have requested and received the executive session audio of 09-06-07. The attorney further advised a Councilor who was not a Councilor at the time the executive session took place, such as Councilor Hayes, must make a formal request to the Council. Council can officially release those by motion in a public meeting. It should also be noted that a citizen has requested the executive session audio of 09-06-07, which was denied by the City Administrator. The citizen has appealed to the District Attorney. The City Administrator supplied the DA with a copy of the audio. The DA may order the City to release the audio or decide it is protected under the public records act.

Other Alternatives Considered: Council can deny Councilor Hayes' request. Council can also decide it is in the best interest of the City for all Councilors to have copies of the audios/minutes pertaining to Flywater, LLC.

Fiscal Notes: None

Staff Recommendation: Staff recommends that if released, it is clearly understood that all audios/minutes are considered confidential and under no circumstances should be shared with those outside the City Council. If other Councilors request the information, it should be stated in the motion below.

Proposed Motion: **"I MOVE TO APPROVE (or deny) COUNCILOR HAYES' REQUEST (OR OTHER COUNCILORS WHO REQUEST IT DURING THE MEETING) FOR ALL EXECUTIVE SESSION AUDIOS/MINUTES PERTAINING TO FLYWATER, LLC., WITH THE UNDERSTANDING ALL SUCH MATERIAL IS CONSIDERED CONFIDENTIAL AND SHOULD NOT BE SHARED WITH THOSE OUTSIDE THE CITY COUNCIL."**



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: December 1, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title: City Administrator's Contract

Attachment List: None

Issue Before the Council: Shall the City Council enter into a new contract with the current City Administrator?

Key Facts and Information Summary: The current contract with the City Administrator has no expiration date however the job duties have significantly changed since the contract was executed.

On May 23, 2011, the City Administrator received a positive performance evaluation thereby completing her six-month probationary period. At that time, the City Administrator asked Council to consider renegotiating her contract.

The Public Works Director retired on May 27, 2011 and the City Administrator absorbed his duties.

Council decided during their September 1, 2011 regular meeting to authorize the revision of the City Administrator's job description, consider contract changes and seek professional consultation.

The City Administrator has recently celebrated her one-year anniversary (November 15th).

Other Alternatives Considered: Council could choose not to consider any contract revisions at this time.

Fiscal Notes: The salary range of the City Administrator position is \$60,000 - \$80,000. The City Administrator currently makes \$60,000 a year with two weeks paid vacation. There has been no Cost of Living Adjustment given to date.

Staff Recommendation: Staff recommends open discussion of contract details.

Proposed Motion:

"I MOVE TO OFFER THE PROPOSED EMPLOYMENT CONTRACT TO DANISE BRAKEMAN FOR THE POSITION OF CITY ADMINISTRATOR AND EXECUTE THE AGREEMENT IF BOTH PARTIES AGREE."