

# Agenda

## Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber  
22451 Highway 62, Shady Cove, Oregon  
Thursday, December 1, 2016  
6:00 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 meeting of the Planning Commission will be December 8th at 6:30 p.m. in the Council Chamber.
3. The next meeting of the City Council will be December 15th at 6:00 p.m. in the Council Chamber.

### II. Public Comment

The public may comment on agenda items as they come up for discussion, but before deliberation by the Council.

### III. Presentation

None

### IV. Consent Calendar

- A. Regular Meeting Minutes of November 17th, 2016 (pg. 3-4)

### V. Written Communications

None

### VI. Staff Reports

- A. Bills Paid Report, November 15, 2016 – November 21, 2016; \$309.60 (pg. 5)
- B. City Administrator
- C. Deputy McGrath

D. Chief Edwards

**VII. New Business**

- A. Resolution 16-30 – Establishing Capital Improvement Plan for Water Upgrades (pg. 6-11)
- B. Resolution 16-31 – Authorizing the Transfer of Funds Within the Sewer Fund (02) in the 2016-2017 Fiscal Year Budget (pg. 12)

**VIII. Public Comment on Non-Agenda Items**

Public must state name and address and standing to discuss issue. Issues must have city-wide impact and not be personal issues.

**IX. Council Comments on Non-Agenda Items**

**X. Adjournment**

City of Shady Cove  
**City Council Regular Meeting Minutes**  
Thursday, November 17, 2016

**CALL TO ORDER**

Mayor Anderson called the Regular City Council Meeting to order at 6:00 p.m. in the City Council Chamber.

Council Present: Mayor Anderson, Councilor Sanderson, Councilor Burgess, Councilor Mitchell; Councilor Ulrich absent

Staff Present: Aaron Prunty, City Administrator; Bonnie Pickett, Administrative Assistant

**ANNOUNCEMENTS**

The Mayor led the audience in the Pledge of Allegiance and made the announcements on the agenda. City Hall will be closed on November 24 and 25.

**PRESENTATION**

None.

**CONSENT CALENDAR**

Regular Meeting Minutes of November 3, 2016

Motion to Approve the Consent Calendar

Motion: Councilor Burgess      Second: Councilor Mitchell

All ayes. Motion carried 4-0

**STAFF REPORTS**

The city administrator answered questions on the bills paid report for the council. He also advised that Jackson County will be installing sidewalks and a curb in Aunt Caroline's park over the next two weeks. In addition Spencer, the public works employee, will be out for additional Road Scholar training next week. The city administrator noted that OSHA (Occupational Safety and Health Association) spent some time with Spencer and himself last week. OSHA then submitted a report to the city on items that needed to be corrected. He also answered questions regarding the election results.

Deputy McGrath read the press release regarding Sheriff Corey Falls' departure from the Sheriff's department. He also advised that they were able to make an arrest in the Shady Cove storage unit thefts. He noted that he will be arranging a presentation for the council by a representative from the jail after the first of the year.

Chief Rod Edwards went over October's stats for Jackson County Fire District 4. He noted that there were about 100 people in attendance at the joint town hall meeting with Jackson County Fire District 4, Oregon Department of Forestry and Jackson County Emergency Management regarding 2016 fire season. He stated that there was a great discussion regarding the fires along Hwy 227. Chief Edwards also explained what happens when they have more than one call at a time to handle.

**NEW BUSINESS**

**A. Second Reading – Ordinance Amending the Comprehensive Plan**

The City Administrator read the ordinance title only.

Motion to Approve Ordinance Amending the Comprehensive Plan

Motion: Councilor Burgess                      Second: Councilor Mitchell

All ayes. Motion carried 4-0

**PUBLIC COMMENTS**

None.

**COUNCIL COMMENTS**

Councilor Mitchell gave a brief description of how the suspect was caught in the storage unit thefts. He also advised he will not be present for the December 1, 2016 council meeting.

Councilor Sanderson thanked Deputy McGrath and Chief Edwards for their monthly reports.

Councilor Burgess complimented Chief Edwards for a job well done during an emergency call for a neighbor. He also asked if the bathroom at Aunt Caroline's park is closed for the season.

**ADJOURNMENT**

There being no further business before the council, the Mayor adjourned the regular meeting at 6:34 p.m.

Approved:

Attest:

\_\_\_\_\_  
Tom Anderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**

Mayor Anderson                      \_\_\_\_\_  
Councilor Ulrich                      \_\_\_\_\_  
Councilor Sanderson                      \_\_\_\_\_  
Councilor Burgess                      \_\_\_\_\_  
Councilor Mitchell                      \_\_\_\_\_

Date	Check	Payee	Description	Amount
11/21/2016	42850	Postmaster	Sewer Billing	309.60
Grand Totals:				309.60

City of Shady Cove

Resolution 16-30

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
AUTHORIZING THE CITY ADMINISTRATOR TO PAY \$13,000 TOWARD WATER  
SYSTEM IMPROVEMENTS**

**Whereas**, the City Council recognizes a community-wide benefit of additional fire protection; and

**Whereas**, the City Council wishes to finance additional water system capacity for the benefit of the entire community; and

**Whereas**, the City Council has agreed to contribute to Hiland Water for increased capacity lines.

**Now, therefore, be it resolved** by the City Council of the City of Shady Cove, Oregon, the City Administrator is authorized to issue a payment to Hiland Water in the amount of \$13,000 for water system upgrades and improvements.

**Adopted** by the City Council of the City of Shady Cove this 1st day of December, 2016.

Approved:

Attest:

\_\_\_\_\_  
Tom Anderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**  
Mayor Anderson \_\_\_\_\_  
Councilor Ulrich \_\_\_\_\_  
Councilor Sanderson \_\_\_\_\_  
Councilor Burgess \_\_\_\_\_  
Councilor Mitchell \_\_\_\_\_



Phone: 503-554-8333  
 1-855-554-8333 (TF)  
 Mail: P.O. Box 699  
 Newberg, OR 97132  
 Email: [info@hilandwater.com](mailto:info@hilandwater.com)  
 Internet: [www.hilandwater.com](http://www.hilandwater.com)

November 9, 2016

Re: Request for fire protection funds

Attn: Shady Cove City Council,

Here is the breakdown of the difference in estimated construction cost between installing the 12" mainline and a 8" mainline:

<b>12" vs 8" for Shady Oaks Ct</b>	
Total 12" Parts	\$33,774.03
Total 12" Labor	\$26,453.70
<b>Total</b>	<b>\$60,227.73</b>
Total 8" Parts	\$23,550.86
Total 8" Labor	\$22,815.00
<b>Total</b>	<b>\$46,365.86</b>
Difference Parts	\$10,223.18
Difference Labor	\$3,638.70
<b>Total</b>	<b>\$13,861.88</b>

Our estimated costs indicated that on average the 8" main would cost \$43.74/ft (\$22.22/ft in parts and \$21.52/ft in labor) to install. On average we estimated that the 12" mainline portion would cost \$66.10/ft (\$38.71/ft in parts and \$27.39/ft in labor) to install. Some of the major factors that contribute to the cost difference are that you have to dig a bigger ditch (more to dig and haul), it takes more rock to backfill, more to compact, and heavier parts require more equipment to move and install. In addition the larger parts cost more because they take more material to make and therefore cost more. For a comparison we can look at the amount of material it takes to create the pipe. The 8" pipe takes roughly 68.6% of the material that it takes to create the 12" pipe and the total cost of 8" parts (pipe, valves, ductile iron fittings etc.) is about 57.4% of the cost of 12" parts.

As you can see in the above chart, the total difference in the budgeted cost for 8" vs 12" shows more than a \$13,000 difference. This is because I adjusted the original budget after getting parts quotes back from suppliers. Although the cost was a little higher than anticipated we did not feel it would be right to go back and ask for additional funds from the city.

Sincerely,

Zach Olson  
 Hiland Water Corp. / Shady Cove Waterworks  
 Project Manager  
 503-487-7592



Phone: 503-554-8333  
1-855-554-8333 (TF)  
Mail: P.O. Box 699  
Newberg, OR 97132  
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Internet: [www.hilandwater.com](http://www.hilandwater.com)

November 8, 2016

Re: Request for fire protection funds

Attn: Shady Cove City Council,

Actual construction costs were even higher due to some unknown utility conflicts that we had to navigate around and some other variables that came up during construction. We ended up going \$20,357.30 over our total project budget, meaning Hiland has currently subsidized this project in the amount of \$33,357.30. Although Hiland will still be out \$20,357.30 on this project we will not be asking the City to contribute more to this project than the \$13,000 that was originally requested.

Sincerely,

Zach Olson  
Hiland Water Corp. / Shady Cove Waterworks  
Project Manager  
503-487-7592





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November 4, 2016

Re: Request for fire protection funds

Attn: Shady Cove City Council,

Here is the breakdown of the difference in construction between installing the 12" mainline and the 8" mainline.

<b>12" vs 8" for Shady Oaks Ct</b>	
Total 12" Parts	\$33,774.03
Total 12" Labor	\$26,453.70
<b>Total</b>	<b>\$60,227.73</b>
Total 8" Parts	\$23,550.86
Total 8" Labor	\$22,815.00
<b>Total</b>	<b>\$46,365.86</b>
Difference Parts	\$10,223.18
Difference Labor	\$3,638.70
<b>Total</b>	<b>\$13,861.88</b>

As you can see the above shows greater than a \$13,000 difference. This is because I adjusted the original budget after getting parts quotes back from suppliers. Although the cost was a little higher than anticipated we did not feel it would be right to go back and ask for additional funds from the city.

Sincerely,

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October 24, 2016

Re: Request for fire protection funds

Attn: Shady Cove City Council,

Thank you for your continued support as we work together to bring reliable drinking water and fire protection to the residents of Shady Cove. We believe that this informal partnership is proving to be the best way to continue making progress in this area.

When the neighborhood at Shady Oaks Ct. came to us seeking help for their E. Coli water crisis, we worked proactively to extend water service to their neighborhood along with St. Martins Episcopal Church, which had already expressed interest in receiving water service. When pricing the mainline, we realized that anything larger than an 8" mainline would be cost prohibitive for the properties that participated in the project (some properties along Cleveland did not participate). Knowing that it is a priority for the City to ultimately serve Highway 62 properties with adequate fire flow, we were excited to hear that \$200,000 was being allocated to a "revolving loan" for the purpose of ensuring adequate fire flow lines are installed along Hwy 62 as a benefit to the whole city.

In conversations with the City, we understood that \$13,000 would be designated to this project from the revolving loan to install 12" mainline rather than 8" mainline from the corner of Cleveland and Erickson to the corner of Cleveland and Hwy 62. A 12" line had already been extended to the corner of Cleveland and Erickson through another project and extending it to Hwy 62 would provide substantially better fire flow than an 8" water line would, not only to the fire hydrant placed at the corner of Cleveland and Hwy 62, but for future "downstream" hydrants along the highway.

Due to the urgency of the E. Coli situation at Shady Oaks, we proceeded in good faith with installation of the 12" mainline on Cleveland, knowing that if we were to put in a smaller mainline there was almost no likelihood that it would ever be upsized in the future to meet the standards of typical commercial fire flow that would best serve the City.

When fighting the Cleveland Ridge Fire in August, it was reported to us that the fire departments and Oregon Department of Forestry used nearly 40,000 gallons of water from three of the fire hydrants that we have on Celveland Street, all of which are connected to the 12" mainline. According to the reports there were times when two hydrants were being utilized at the same time without affecting domestic service to homeowners or the housing authority complex. The hydrant on the corner of Cleveland and Highway 62 was utilized the most and reportedly has tremendous flow in its prime location.

The \$13,000 contribution from the City of Shady Cove was never formally requested or received by Shady Cove Waterworks. Subsequently, Hiland Water temporarily subsidized this project at a level that is not sustainable for its operations. Please consider this letter as our formal request for that contribution. The concept of the revolving loan will be honored and all funds will be repaid proportionately by each of the three properties indicated in the properties highlighted in red in the attached exhibit as they elect to connect to Shady Cove Waterworks for service in the future.

We understand that fire protection and hydrants are expensive to install, but the ability to suppress fires in the area remains a crucial component to the health and safety of Shady Cove residents. It is our belief that funding fire protection is a well placed use of City resources. Thank you again for your continued support of our efforts in Shady Cove and for your consideration of this request.

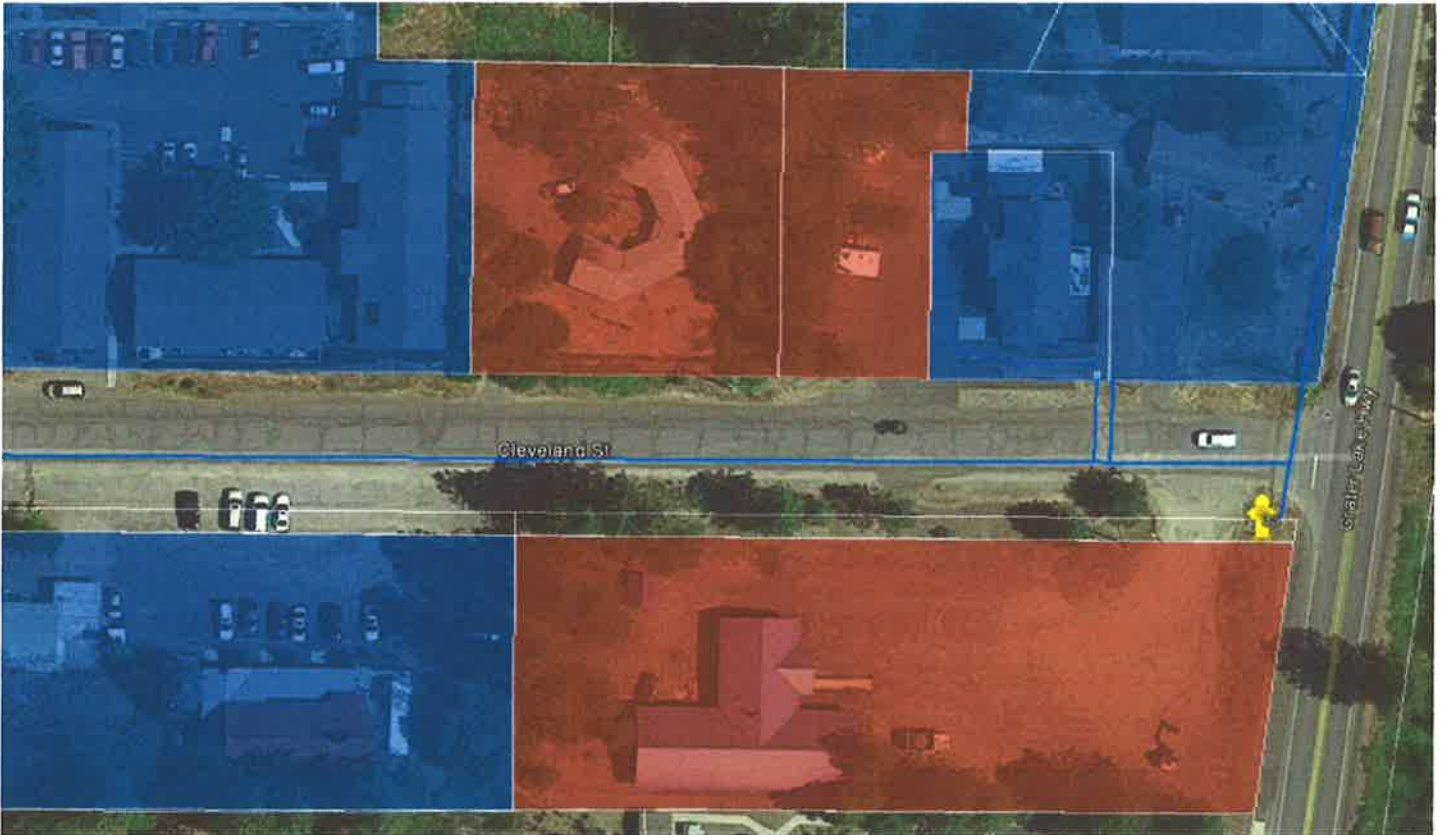
Sincerely,

Zach Olson  
Hiland Water Corp. / Shady Cove Waterworks  
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Exhibit A



<p style="text-align: center;"><b>KEY</b></p> <hr/> <p><b>BLUE - Hiland Customer</b></p> <p><b>RED - Designated Properties</b></p>
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City of Shady Cove

Resolution 16-31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON  
AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE SEWER FUND (02) IN  
THE 2016-217 FISCAL YEAR BUDGET**

**Whereas**, ORS 294.450 allows transfers of appropriations of budget resources between funds of the municipal corporation when authorized by an official resolution or ordinance of the governing body; and

**Whereas**, the City Council has agreed to pay Rogue Valley Sewer Services (RVSS) an additional \$60,000 toward capital outlay; and

**Whereas**, the City Council has agreed to pay up to an additional \$50,000, one-time toward operations and maintenance.

**Now, therefore, be it resolved** by the City Council of the City of Shady Cove, Oregon, makes the following transfers:

**Sewer Fund**

From Contingency .....	\$110,000
To Materials and Services – RVSS Contract.....	\$50,000
To Capital Outlay – RVSS Miscellaneous Improvement.....	\$60,000

Revised Budgeted Amount – Sewer Fund

Contingency.....	\$35,550
Materials and Services .....	\$508,800
Capital Outlay .....	\$120,000

**Adopted** by the City Council of the City of Shady Cove this 1st day of December, 2016.

Approved:

Attest:

\_\_\_\_\_  
Tom Anderson  
Mayor

\_\_\_\_\_  
Aaron Prunty  
City Administrator

**Council Vote:**

Mayor Anderson	_____
Councilor Ulrich	_____
Councilor Sanderson	_____
Councilor Burgess	_____
Councilor Mitchell	_____