



Mayor  
Ron Holthusen

Councilors  
Leith Hayes  
Gary Hughes  
Bill Kyle  
Jim Ulrich

## Notice of Cancelled Council Study Session

**The December 15, 2011  
Shady Cove City Council  
Study Session  
Is cancelled  
The Regular Meeting  
will be at 6:30 p.m.**

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 15, 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 regularly scheduled Planning Commission Meeting on December 22 will be cancelled due to the Christmas holiday.
  - 3. The next meeting of the City Council will be on January 5, with a Study Session at 1:30 p.m. and Regular meeting at 6:30 p.m. in the City Council Chamber.
  - 4. The next Planning Commission Meeting will be held January 12 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. Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. Please identify any members present.

### III. Presentation Feedback

- A. Students of the Month: Vicki Miller and Kyrrah Fossen

### IV. Consent Calendar

- A. Accounts Paid \$10,603.27 (pg 4)
- B. Minutes of August 18, 2011 City Council Regular Meeting (pg 5-6)
- C. Minutes of September 15, 2011 City Council Regular Meeting (pg 7-8)
- D. Minutes of October 6, 2011 City Council Regular Meeting (pg 9-10)

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)

**V. Written Communications**

**VI. Council Reports**

Mayor Holthusen  
Councilor Kyle  
Councilor Hughes  
Councilor Hayes  
Councilor Ulrich

**VII. Staff/Student Reports**

**VIII. Unfinished Business**

**IX. New Business**

- A. Floodplain Manager Report (pg 11-13)
- B. Adopt Budget Calendar (pg 14-16)
- C. Budget Committee Vacancies (pg 17-18)
- D. Shady Cove Welcome Signs (pg 19-20)
- E. City Administrator's Contract (pg 21)

**X. Public Comment on Agenda Items**

Limited to 3 minutes per individual

**XI. Council Comments**

**XII. Adjournment**

**City of Shady Cove**  
**Bills Paid**  
**From November 29, 2011 through December 12, 2011**

<b>Name</b>	
American Lumber	63.00
Avista (Natural Gas)	102.62
Danise Brakeman (Reimbursement - Mileage)	21.93
CenturyLink (Embarq)	712.30
John Collins (Shop Rent)	900.00
Crystal Fresh Bottled Water (Fresh Water)	55.00
Deschutes Electric	150.00
Fire District #4 (Shredding)	133.00
Holthusen, Ron (Reimburseable Exp.)	205.06
Medford Fuel (gasoline)	204.23
Nathan Pery Heating & A/C	90.00
One Call Concepts (Locates)	21.12
Pacific Power (Electric Bill)	1,225.24
Perfection Cleaning (Office Cleaning)	280.00
Postmaster (Sewer Billing)	255.29
Purpose Media	36.00
Steve Rich, Attorney-at Law	600.00
Rogue River Lodge (Volunteer Luncheon)	519.55
RVCOG (Planning Consulting, Flywater, computer exp.)	1,644.15
Sensational Sweets	81.50
Shady Cove Mini Storage (2 Storage Units)	50.00
Sherwood, Don (Sign painting)	196.95
Southern Oregon Sanitation	93.00
Steward's Porta Potties (per month Rental for A/C Park)	75.00
Upper Rogue Auto Care (DRYCO)	2,768.98
US Cellular (Cell Phones)	119.35
<b>TOTAL</b>	<b><u>10,603.27</u></b>

# City of Shady Cove City Council Regular Meeting Minutes

Thursday, August 18, 2011  
6:30 p.m.

## **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.

## **Public Comment**

None.

## **Consent Calendar**

Accounts Paid \$14,745.62

Motion to approve the consent Calendar:

Motion: Councilor Hayes. Second: Councilor Hughes.

All ayes. Motion passes 5-0.

## **Written Communication**

The Mayor commented on a letter regarding the Public Safety Surcharge for vacant properties.

## **Council Reports**

Councilor Hayes noted that Art Walk was very successful. The Mayor had nothing to report on RVACT. Councilor Ulrich commented on working with the Boosters on the river clean-up. The Mayor had nothing to report on RVCOG. Councilor Hughes commented on Fire District #4 cooking at the URCC on August 30, 2011 and the annual yard sale on September 17, 2011. Councilor Hughes also commented on the Planning Commission Study Session regarding a presentation from DLCD on the Riparian Ordinance. The Mayor commented on attending the annual Mayor's Conference

## **Department Reports**

The City Administrator commented on a well driller being cited criminally for water pollution after drilling on Sarma.

**New Business**

A. Boys and Girls Club request for funds.

Motion to approve the request from the Boy's and Girl's Club to support the Keystone Club Program in the amount of \$500.00.

Motion: Councilor Hughes. Second: Councilor Ulrich.

Roll Call: All ayes. Motion passes 5-0

B. Project Update – Water and Transportation. The Mayor commented on meeting with ODOT and conducting a public meeting on the upgrading of Highway 62 through Shady Cove. He and the City Administrator also held a conference call with ODOT discussing parking issues. ODOT will be here on August 30, 2011 to begin scoping the project and they would like the design phase completed by June of 2012. Construction could begin in 2014. The Mayor commented on attending a workshop in Grants Pass regarding funding availability for a water system. Opportunities appear to be more favorable. There will be a meeting on August 31, 2012 to start bringing all the pieces together so that the Council can at a subsequent meeting approve a resolution in favor of a water system.

**Public Comment on Agenda Items**

John Ward commented very favorably on Martha Pagel advising the City on the water issue. Bud Rees commented on Bond Road.

**Council Comment**

Councilor Ulrich thanked Councilor Hughes for watching over the sewer funds.

**Adjournment**

There being no other business before the Council, the Mayor adjourned the meeting at 8:16 p.m.

Approved:

Attest:

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

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

Council Vote:

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

City of Shady Cove  
**City Council Regular Meeting Minutes**

Thursday, September 15, 2011  
6:30 p.m.

**Call to Order**

Council President Kyle called the Regular City Council meeting to order at 6:30 p.m. in the City Council Chamber.

Present:

Council President Kyle  
Councilor Hayes  
Councilor Hughes  
Councilor Ulrich

Absent

Mayor Holthusen

Staff:

City Administrator, Danise Brakeman  
Deputy City Recorder, Debby Jermain

**Announcements**

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

**Public Comment**

None.

**Community Feedback**

The Council President read a letter from Alma Spicer regarding the River Art Walk.

**Consent Calendar**

- A. Accounts Paid \$86,266.69
- B. Minutes of August 4, 2011 Regular City Council Meeting

Motion to approve the consent Calendar:

Motion: Councilor Hughes. Second: Councilor Ulrich.

All ayes. Motion carried 4-0. (Councilor Hayes abstained from Rivertech).

**Written Communication**

None.

**Department Reports**

The Council President noted some deletions and additions to the Department Reports. The City Administrator noted that the Council Rules Resolution will be rewritten to reflect those changes. Councilor Ulrich commented on a recent RVACT meeting. He also commented on the UR Watershed Association River clean-up.

**New Business**

**A. Policy 11-03 Accepting Sewer Payments from multiple units.**

Motion to adopt Policy 11-03, Accepting sewer payments from multiple units.

Motion: Councilor Ulrich. Second Councilor Hayes.

Roll Call: All Ayes. Motion carried 4-0.

**B. Approve Special Event for Fire District No. 4. (Yard Sale)**

No objection from the Council.

**C. Approve liquor license for Two Pines Family Restaurant**

Motion to approve a liquor license for Two Pines Family Restaurant pending a background check.

Motion: Councilor Ulrich. Second Councilor Hughes.

Roll Call: All ayes. Motion carried 4-0.

**D. Support the findings of the City Attorney regarding the language in Section 21 of the City Charter.**

Motion to support the finding of the City Attorney in that the language in Section 21 of the City Charter should be interpreted to mean the next primary or regular election.

Motion: Councilor Hughes. Second: Councilor Hayes.

Roll Call: 3 ayes. Motion carried 3-0. (Councilor Ulrich abstained).

**Public Comment on Agenda Items**

None.

**Council Comment**

None.

**Adjournment**

The Council President adjourned the Regular Meeting at 7:08 p.m.

Approved:

Attest:

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

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

Council Vote:

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

City of Shady Cove  
**City Council Regular Meeting Minutes**

Thursday, October 6, 2011  
6:30 p.m.

**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.

**Public Comment**

John Ward encouraged the Council to request a hearing in the WA 81 case, Shady Cove Waterworks PUC Application and he provided the Council with the Rogue Flyfishers Newsletter.

**Community Feedback**

None.

**Consent Calendar**

Accounts Paid \$26,356.80  
Minutes of June 16, 2011 Regular City Council Meeting

Motion to approve the consent Calendar.

Motion: Councilor Hayes. Second: Councilor Hughes.  
All ayes. Motion carried 5-0.

**Written Communication**

None.

**Council Reports**

Councilor Kyle commented on the school receiving a grant for \$2900 for Safe Routes for Schools. The City Administrator noted that the grant is for community outreach in order to further apply for a larger grant for sidewalks.

**Department Reports**

The City Administrator commented on recent letters to the editors submitted by Jane Hagan. Her Department Report was included in the agenda packet. She commented on the Planning Commission and the Riparian Ordinance.

**New Business**

**A. Shady Cove Waterworks PUC Application.**

Motion to request a hearing in the matter of WA 81 – Shady Cove Waterworks application for exclusive service territory.

Motion: Councilor Ulrich. Second Councilor Hayes.

Roll Call: All Ayes. Motion carried 5-0.

**Public Comment on Agenda Items**

None.

**Council Comment**

The Mayor read a statement regarding the best course of action in the matter of getting water to the City of Shady Cove. Councilor Ulrich thanked John Ward of the Rogue Flyfishers for the River Clean-up.

**Adjournment**

There being no other business before the Council, the Mayor adjourned the meeting at 6:55 p.m.

Approved:

Attest:

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

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

Council Vote:

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



Building Department Services

Building Department Services LLC

P. O. Box 238

Rogue River, Or. 97537

Phone (541) 582-3180

Date: December 15, 2011  
To: Danise Brakeman, City Administrator  
From: Lois De Benedetti, CFM  
Subject: November 17, 2011 to December 15, 2011 Floodplain Report

Report attached

- \*BDS monthly report floodplain compliance and development permits spreadsheet

In an effort to make the spreadsheet more readable, the compliance types are now grouped, and a legend appears at the bottom of page two. The permit issued column may have the year (old compliance) or the date the permit was issued.

This month we completed one (1) compliance case and began four (4) new compliance cases – one (1) is voluntary; one (1) is a violation ( fence without permit); and two (2) are rooms added in the floodplain without permits.

This month the spreadsheet shows the number of completed compliance since January 2011 at twenty one (21), and a grand total of 48 compliant properties.

Floodplain Tax lots update

The number of tax lots within the SFHA is 318, we have identified 59 vacant tax lots, 25 Structures that are out of the SFHA, 75 Structures that may be Pre-Firm, 7 certified out by FEMA, and 48 certified compliant. We have answered hundreds of phone calls and responded in writing to 172 of our citizens. We continue to work on this project to come up with a final number of properties that we need to focus on in our compliance program.

Please feel free to call me with any questions, 541.878.8202

*\*While every effort was made to protect personally identifying information in accordance with the Privacy Act of 1974, special care should be taken when considering a general release of the data in these reports. These reports are being submitted to the City Administrator and the City may decide what information is released to the public.*

Pat De Benedetti  
541.821.3180

Lois De Benedetti  
541.890.1008

Dale Bohannon  
541.944.3553

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10	Compliance			2001/2007	Legal	5/6/2011	2011-008	Compliance	
11	Compliance			2001/2007		Final inspection on 12/12/11		Compliance deadline 10/31/extended b	
12									
13	FCP			1/11/2011		2/28/2011	2011-001	V Compliance	
14	FCP			8/24/2010		3/26/2011	2011-003	V Compliance	
15	FCP			11/3/2010		5/9/2011	2011-006	V Compliance	
16	FCP			2/24/2009		5/6/2011	2011-007	V Compliance	
17	FCP			3/8/2011		11/1/2011	2011-0015	V Compliance	
18	FCP			8/5/2010		11/14/2011	2011-0013	V Compliance	
19	FCP			9/25/2011		11/14/2011	2011-0017	V Compliance	
20	FCP			1/21/2011		11/15/2011	2011-0016	V Compliance	
21	FCP			5/7/2011		11/15/2011	2011-0018	V Compliance	
22	FCP			6/30/2011		in progress		V Compliance	
23	FCP			10/14/2011		in progress		V Compliance	
24	FCP			10/5/2011		in progress		V Compliance	
25	FCP			11/22/2011		in progress		V Compliance	
26	FCP			12/8/2011		in progress		remove non-compliant fence	
27	FCP			11/19/2011		in progress		JC Building violation	
28	FCP			11/20/2011		in progress		JC Building violation	
29									
30	Random			12/14/2010		3/25/2011	2011-004	FP Compliance	
31	Random			12/15/2010		4/25/2011	2011-005	FP Compliance	
32	Random			11/12/2010		12/7/2011	2011-0019	pump house	new elec a
33	Random			9/21/2010		call sched appt 12/16/11		FP Compliance	
34	new violation			10/10/2011		call sched appt 12/16/11		compliance	new wall
35	Random			11/22/2010		ltr sent 12/12/11		FP Compliance	
36									
37	FDP			8/27/2009		3/19/2011	2011-002	Addition	
38	FDP			6/2/2010		3/19/2011	2011-002a	Propane Tank	
39	FDP			11/5/2010		6/2/2011	2011-009	new residence	
40	FDP			6/15/2011		9/15/2011	2011-0011	replace garage	
41	FDP			3/10/2011		9/20/2011	2011-0012	det. Garage	

BDS Monthly Report December 15, 2011 submitted to City Administrator - Confidential Use only

This report is a work product of Building Department Services, LLC and is submitted confidentially to the City of Shady Cove City Administrator. The information contained in this transmittal is legally privileged and confidential. Its use is protected under the privacy act of 1974, 5 USC, Section 552(a). Use of the information provided should be restricted to applicable routine use cited in the systems notice published in 56 FR 26415.

	A	B	C	D	E	F	G	H	I
42	FDP			4/11/2011		10/7/2011	2011-010	replace deck	
43	FDP			11/3/2010		10/25/2011	2011-0014	remodel kitchen old compliance	
44	FDP					11/21/2011	2011-0020	shop/garage/ADU	
45	FDP			10/22/2010		work done need non conv.		addition	non-compliance
46	FDP			6/27/2011		in progress		rebuild/ FP Compliance	non-compliance
47	FDP			7/5/2011		in progress		new residence	
48	FDP			5/31/2011		in progress		new RV shop	
49	FDP			7/18/2011		may withdraw application		landscape	hold for OI
50	FDP			11/14/2011		in progress		rebuild after fire/ compliance	
51	FDP			11/11/2011		in progress		New construction-was vacant	
52	FDP			none		unknown uncooperative		plumbing	uncooperative
53	FDP			7/2/2011		project delayed		deck replacement /delayed till 2012	
54									
55	CAV			2001		settlement - work plan		Compliance	Orig 26
56	CAV			2001		Legal Dept		Compliance	Orig 26
57									
58									
59	comp					communicating			49 Units
60	comp					communicating			34 units
61	comp					researching			22 units
62	comp					in talks			possible 33
63	comp					in progress			tank has no
64	comp					communicating			brought in EC shows insufficient venting
65	comp					Pre-FIRM			insurance concerns
66	comp					communicating			EC 7.13.11 violations
67	comp					old restarting			completed some work
68	comp					in progress			compliance started on 2 unit 34 units
69									
70						4		new floodplain compliance	
71						21		total completed	
72						30		currently in progress	
73	Vacant Tax Lots								
74	Structures out								
75	Pre-Firm					Old			
76	LOMA					Floodplain Development Permit		development	
77	LOMR					Floodplain Compliance Permit		voluntary compliance	
78	Certified compliant					no permit yet			
79	totals					Community Assistance Visit 2001			
80									

below permits not issued yet

total tax lots in SFHA 318

59  
25  
75  
5  
2  
48  
214

Legend  
Compliance  
FDP  
FCP  
comp  
CAV



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

Meeting Date: December 15, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:  
Adopt Budget Calendar

Attachment List:  
Proposed Budget Calendar

Issue Before the Council:  
Shall the City Council adopt the proposed budget calendar for the 2012-2013 FY budget?

Key Facts and Information Summary:  
The proposed calendar is created based on publication, meeting, and adoption requirements set by the State of Oregon

Other Alternatives Considered:  
The Council can choose to modify the calendar

Fiscal Notes:  
None

Staff Recommendation:  
Staff recommends Council adopt the calendar as proposed

Proposed Motion:  
**"I MOVE TO ADOPT THE PROPOSED BUDGET CALENDAR AS PRESENTED (OR AS MODIFIED) FOR THE 2012-2013 FISCAL YEAR BUDGET YEAR CYCLE."**



Mayor  
Ron Holthusen

Councilors  
Jim Ulrich  
Leith Hayes  
Gary Hughes  
Bill Kyle

## Budget Calendar Fiscal Year 2012-2013

- December 15 Council consideration and approval of this Budget Calendar; authorize the advertisement to fill three expiring terms on the Budget Committee.
- January 9 Each Department Head shall provide a projection of all anticipated resources and expenditures for the upcoming fiscal year, and identify all anticipated resources and expenditures for the remainder of the current fiscal year.
- January 23 Budget Committee meets at 6:30 pm to review mid-year budget status and discuss goals/direction for preparing the FY2012/13 budget.
- January 31 Mail audit for prior year to appropriate agencies
- February 2 Council interviews Budget Committee applicants during study session at 1:30 p.m. and appoints three 3-yr. positions, effective immediately during the regular meeting at 6:30 p.m.
- February 6 Budget Officer and Department Heads meet to initiate budget preparation process, review FY2011/12 year-end revenue and expenditure projections and requests for FY2012/13
- March 5 The Proposed Budget Recommended by Budget Officer will be prepared for tentative review by the Mayor and Budget Officer.
- April 2 Proposed Budget will be copied and assembled in binders for each Budget Committee member.
- April 6 Submit for April 10 publication in the Upper Rogue Independent Public Hearing on Use of State Revenue Sharing Funds and Notice of First Budget Committee Meeting on April 16 (between 5 and 30 days prior to hearing); Post Notices on website (as required in lieu of second publication ORS 294.401(5))
- April 11 Proposed Budget will be distributed to Budget Committee and Department Heads. Copies of primary budget pages and Budget Message will be made available to public and media.

- April 16** Public Hearing on the use of State Revenue Sharing Funds and first Budget Committee Meeting (9:00 a.m.) Budget Committee passes a motion recommending to City Council a budget for FY 2012-1013 and approving an amount or rate of total property taxes to be certified.
- April 23** Budget Officer will meet with CPA to review proposed adjustments to current Fiscal Year Budget, as needed and prepare Supplemental Budget for Council consideration no later than second regularly scheduled Council meeting in May.
- May 3** Council to consider Supplemental Budget if necessary
- May 4** Submit for May 8 publication in the Upper Rogue Independent a Financial Summary by fund types and Notice of Budget Hearing on use of State Revenue Sharing funds and the adoption of FY 2012/2013 budget to be held May 17 (between 5 and 30 days prior to hearing);
- May 17** Public Hearing before Council on Supplemental Budget if necessary, use of State Revenue Sharing Funds, and proposed FY 2012/2013 Budget; Council to pass resolution electing to receive State Revenue Sharing Funds during their regular meeting.
- May 21** Mail Planned Public Improvement Summary to BOLI (30 days before budget adoption) and include all public improvements for upcoming year.
- June 21** City Council passes a resolution adopting 2012-2013 FY Budget and levying property taxes.
- June 30** Submit tax certification documents to County (due by 7/15). Send Resolution adopting budget to Department of Revenue.
- By July 25** Distribute copies of adopted budget for FY 12-13 to: Council; staff; auditor; USDA; OECDD; RVCOG; GMACC; Library
- By Sept 30** Submit complete budget to County Clerk



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

Meeting Date: December 15, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:  
Budget Committee Vacancies

Attachment List:  
List of Acting Budget Committee Members and Terms

Issue Before the Council:  
Shall the City Council solicit applications to fill three positions on the Budget Committee?

Key Facts and Information Summary:  
Three terms on the Budget Committee are due to expire in February 2012. Those positions are currently held by Tom Anderson, Lena Richardson and Cassondra Smith.

Other Alternatives Considered:  
None

Fiscal Notes:

Staff Recommendation:

Proposed Motion:  
**“I MOVE TO DIRECT STAFF TO SOLICIT APPLICATIONS TO FILL THE UPCOMING OPENINGS ON THE BUDGET COMMITTEE, SCHEDULE CITY COUNCIL INTERVIEWS DURING THE STUDY SESSION ON FEBRUARY 2, 2012 AND SCHEDULE APPOINTMENT AT THE REGULAR MEETING ON THE SAME DATE, SAID APPOINTMENT TO BE EFFECTIVE IMMEDIATELY.”**



BUDGET COMMITTEE MEMBERS  
FY 2011-12

Tom Anderson, term thru 2/09/12

Lena Richardson, term thru 2/09/12

Cassandra Smith, term thru 2/09/12

Mary Gunderlock, term thru 12/31/13

Joan Reitz, term thru 12/31/13

All positions are considered three-year terms

\*\*\*\*\*

Ron Holthusen, Mayor

Leith Hays, Councilor

Gary Hughes, Councilor

Bill Kyle, Councilor

Jim Ulrich, Councilor



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

Meeting Date: December 15, 2011

Prepared By: Danise Brakeman, City Administrator

Agenda Title:  
Shady Cove Welcome Signs

Attachment List:  
Proposed Structure

Issue Before the Council:  
Shall Council authorize the purchase of new Welcome Sign structures?

Key Facts and Information Summary:  
Volunteer Don Sherwood and Councilman Jim Ulrich have spent many hours refurbishing the south welcome to Shady Cove sign. It is suggested that the housing for the sign be replaced by a more aesthetically pleasing one. The current library sign is being used as a model for the proposed structure.

Other Alternatives Considered:  
Council could decide new structures are not needed;

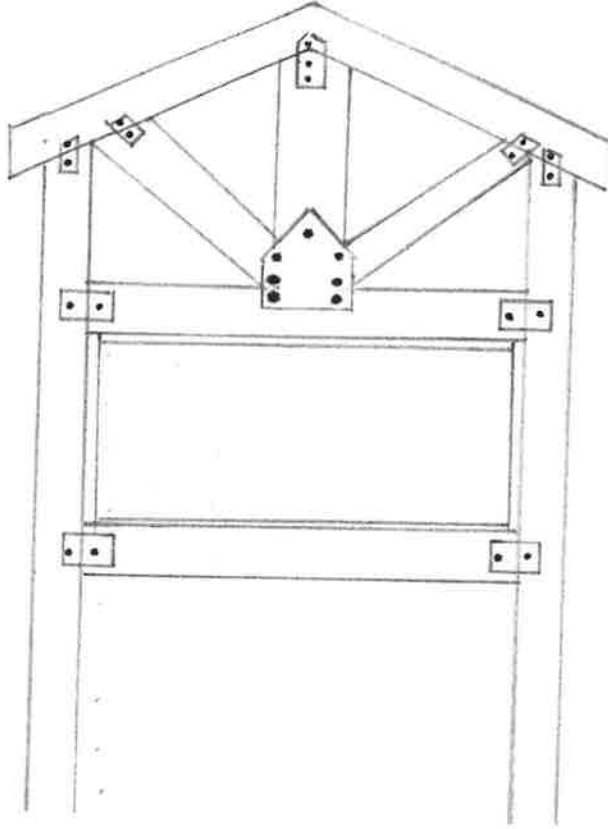
Council could decide this is a decision that should go through the Budget Committee and be budgeted for in FY 2012-2013.

Fiscal Notes: The cost for two new structures is estimated to be approximately \$5,200.00. This would be paid for out of maintenance.

Staff Recommendation: Staff recommends Council authorize the purchase of the new structures immediately so the refurbished sign could be erected before the tourist season begins.

Proposed Motion:  
**"I MOVE TO AUTHORIZE THE CONSTRUCTION AND PURCHASE OF NEW WELCOME SIGN STRUCTURES."**

# CRAFTSMAN STYLE





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

Meeting Date: December 15, 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: Council decided during the December 1, 2011 regular meeting to increase the City Administrator's vacation from two weeks to three weeks, to conduct a performance evaluation, and to discuss compensation at the December 15<sup>th</sup> meeting.

A performance evaluation was conducted on December 5, 2011.

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.

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 AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT IF BOTH PARTIES AGREE."**