

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, December 21, 2017
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 meeting of the City Council will be January 4th at 6:00 p.m. in the Council Chamber.
- 3. The next regularly scheduled meeting of the Planning Commission will be January 11th at 6:30 p.m. in the Council Chamber.
- 4. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have city-wide impact and not be personal issues.

II. Consent Calendar

- A. Regular Meeting Minutes of December 7th, 2017 (pg. 3-5)

III. Written Communications

None

IV. Staff Reports

- A. Bills Paid Report, December 8, 2017 – December 14, 2017; \$145,862.31 (pg. 6)
- B. City Administrator
- C. Deputy McGrath
- D. Fire Chief Rod Edwards

V. New Business

A. Discussion – Generator Estimates (pg.7-12)

B. Discussion – Establishing a Game Camera Grant Program

VI. Public Comment on Non-Agenda Items

VII. Council Comments on Non-Agenda Items

VIII. Adjournment

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, December 7, 2017

CALL TO ORDER

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

Council Present: Mayor Sanderson, Councilor Mitchell, Councilor Kristich, Councilor McGregor, and Councilor Tarvin

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.

PRESENTATION

Stewart Parmele of KDP, CPA provided the council with a review of the audit conducted for fiscal year 2015-2016.

CONSENT CALENDAR

Regular Meeting Minutes of November 16, 2017

Motion to Approve the Consent Calendar

Motion: Councilor McGregor Second: Councilor Mitchell

All ayes. Motion carried 5-0

STAFF REPORTS

The city administrator answered questions on the bills paid report. The city administrator advised that the city will be leaving open the application period for the open planning commission position.

Deputy McGrath gave a brief overview of crime reports in the City of Shady Cove. Deputy Friend discussed situations he has encountered while on shift in Shady Cove.

UNFINISHED BUSINESS

A. Second Reading by Title Only – Ordinance Amending the Comprehensive Plan and Zoning Regulation to Prevent Flood Damage Within the City of Shady Cove, Oregon, Adopting Related FIRM Maps and the “Flood Insurance Study (FIS) for Jackson County and Incorporated Areas” and Amending Chapter 151 of the City of Shady Cove Municipal Code

The city administrator read the ordinance by title only.

Motion to Adopt Shady Cove Comprehensive Plan Natural Resources and Hazards Element and Municipal Code Chapter 151: Floods are Hereby Amended, as Attached. As Directed by the Federal Government, This Ordinance Shall Take Effect on January 19, 2018

Motion: Councilor Mitchell Second: Councilor Kristich
All ayes. Motion carried 5-0

NEW BUSINESS

A. Resolution 17-18 – Authorize the City Administrator to Pay \$86,000 to Hiland Water

The city administrator and council discussed the resolution.

Motion to Approve Resolution 17-18 – Authorizing the City Administrator to Issue a Payment of \$86,000 Toward Water System Improvements

Motion: Councilor Mitchell Second: Councilor McGregor
Ayes. Motion carried 4-1 (Councilor Kristich)

B. Resolution 17-19 – Electing to Participate in the Unused Sick Leave Program for PERS Tier 1/Tier 2 Employees, Retroactive to June 1996

The city administrator answered questions in regards to the resolution.

Motion to Adopt Resolution 17-19 – Electing Participation in the Unused Sick Leave Program For PERS Tier 1/Tier 2 Employees Retroactive to June 1996 at No Cost to the City

Motion: Councilor Tarvin Second: Councilor Kristich
All ayes. Motion carried 5-0

C. Discussion – Generator Estimates

The council discussed the generator estimates, requested additional information before a decision will be made.

PUBLIC COMMENTS

Paula Trudeau reminded the council the children's Christmas Party put on by Fire District #4 and the Volunteer group will be on Saturday 12/09/17 from 1-3 p.m. at the Shady Cove School Gym.

Marlaine Mitchell implored the council to keep the safety of community in the forefront of their minds.

Motion to Extend the Council Meeting Until 8:00 p.m.

Motion: Councilor Kristich Second: Councilor Mitchell
All ayes. Motion carried 5-0

COUNCIL COMMENTS

Councilor Tarvin thanked Geri Worley for making her feel welcomed to the council at the Volunteer Appreciation Dinner.

Councilor Mitchell asked staff to talk with Shawn at ODOT to get more flaggers and to minimize the back up of traffic north of the bridge due to the effect on the businesses.

Councilor Kristich gave a briefing on her attendance of the Rogue Valley Council of Governments (RVCOG) meeting. Being Pearl Harbor day, Councilor Kristich thanked all the vets for their service.

Councilor McGregor asked if there has been any change in the coverage of the deputies that are available during the day. Councilor McGregor suggested the city purchase game cameras for the businesses as a deterrent of criminals through a grant program.

The mayor recessed the council meeting at 7:51 p.m. for the Executive Session

EXECUTIVE SESSION

A. Pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The mayor reconvened the regular council meeting at 8:40 p.m.

ADJOURNMENT

There being no further business before the council, the Mayor adjourned the regular meeting at 8:40 p.m.

Approved:

Attest:

Tom Sanderson
Mayor

Aaron Prunty
City Administrator

Council Vote:

Mayor Sanderson _____
Councilor Mitchell _____
Councilor Kristich _____
Councilor McGregor _____
Councilor Tarvin _____

| Date | Check | Payee | Description | Amount |
|---------------|-------|-------------------------------------|--|------------|
| 12/14/2017 | 43423 | Banner Bank | Building Materials/Maintenance | 88.68 |
| 12/14/2017 | 43424 | David Christian | Radio Programming, 5 1/2 hrs. | 82.50 |
| 12/14/2017 | 43425 | Hornecker Cowling, LLP | General | 34.00 |
| 12/14/2017 | 43426 | Jackson County Sheriff | Law Enforcement Services- Monthly | 73,333.34 |
| 12/14/2017 | 43427 | Oregon Government Ethics Commission | Annual Billing Oregon Government Ethic | 475.12 |
| 12/14/2017 | 43428 | Pitney Bowes Global Financial | Lease Charges 0017091979 | 154.47 |
| 12/14/2017 | 43429 | Washington Federal | GO Bond - Interest Payment | 71,694.20 |
| Grand Totals: | | | | 145,862.31 |



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

Meeting Date: December 21, 2017

Prepared By: Bonnie Pickett, Administrative Assistant

Issue/Agenda Title: Purchasing of a generator

Attachments: Quotes for generator and answered questions.

Issue Before the Council: Purchase of a back-up power source for City Hall.

Staff Recommendation: Staff recommends the Council purchase a generator to ensure the Emergency Operations center will be operational during a crisis.

Proposed Motion:

I MOVE TO AUTHORIZE THE CITY ADMINISTRATOR TO PURCHASE AND HAVE INSTALLED A GENERATOR FROM _____ .

| Questions | NOR-PAC Power Systems | JAC Electric, Inc. | JP Electric, LLC |
|--|--|---|--|
| 1. Does the quote include the removal of the existing unit? | Yes | I will move the old generator out of the way to install the new unit. I will also haul it away for parts. | Yes, JP Electric will remove and dispose of the old equipment related to standby generator, transfer switch, and all material that was used in the original installation. |
| 2. Does the quote include a battery? | Yes | Battery is included. | Yes. Quote includes a new Interstate 52526R 12v battery. These are included with all of our installations. |
| 3. Is there a warranty on all or part of the generator? | A one-year limited warranty cover all systems and components. Two and Five-year extended warranties are also available | It comes with a 5 year warranty from Generac. My work has 1 year warranty. | Yes. Generac has a 5 year warranty on all parts and labor. Manufactures warranty. |
| 4. Estimated time to install the new standby generator system? | 2 days | Installation time 2 days | The removal of the exiting equipment, installing the new generator, anchoring to Concrete pad, installing new conduit raceway, feeder, control wires, fuel connection, installing of new service entrance rated 200 amp transfer switch, all connections to existing main service, and re-routing branch circuits back into the original location (Electrical Panel in Mechanical/Phone room). 8 hours |
| 5. How many electricians will the job require? | 2 Electricians | 2 electricians | 2- qualified journeyman electricians will be involved. |
| 6. Advantages of upgrading the generator? | Power to your facility if an outage occurs | Generac generators have good service and parts available, they sell more small generators than any other manufacture. | The entire electrical panel will be energized and rated for up to but not to exceed 200 amps. Existing transfer switch is rate at 100 amps and can only serve 16 branch circuits. |
| 7. Can the quote date be extended, if necessary? | Yes | The quote be extended unless there is a price increase. | Yes (Within reason) |
| 8. Any disclosures we should know about? | None | Natural gas connection will have to be done by others. Not included in my quote. | A temporary disconnect from the utility company (Pacific Power & Light) would have to be scheduled in which not to interfere with the operations of city hall. The maximum time for the new connection would not exceed 2 hours. |
| 9. Will the staff be trained on how to maintain the unit? | Yes, training will be offered. | I will inform staff on maintained, should take less than 1 hour. | Yes. The training for the maintenance should not be more than 30 minutes, at most. |
| 10. Who will service the unit? | Shady Cove maintenance person | Shady Cove maintenance person | Shady Cove maintenance person |

Estimate

| Date | Estimate # |
|------------|------------|
| 10/30/2017 | 319 |

NOR-PAC Power Systems
 841 Enterprise Drive unit D
 Central Point, OR. 97502
 541-245-4300

| Name / Address |
|---|
| City Of Shady Cove 22451 Highway 62 Shady Cove, Oregon. 97539 |

| Project |
|---------|
| |

| Description | Qty | Rate | Total |
|--|-----|--------------|------------|
| CITY HALL | | | |
| 20RFSCL, RXT, 200 AMP, SE, LOAD SHED KIT, N 3R-DC2 CONTROLLER | 1 | 7,390.00 | 7,390.00 |
| ELECTRICIAN | 1 | 1,950.00 | 1,950.00 |
| START UP | 1 | 340.00 | 340.00 |
| FREIGHT | 1 | 200.00 | 200.00 |
| ***QUOTE GOOD FOR 60 DAYS FROM DATE ABOVE*** | | | |
| | | Total | \$9,880.00 |

PROPOSAL

JAC ELECTRIC, INC

CCB #110106

PO Box 1171

EAGLE POINT, OR. 97524

541-826-3562

FAX 541-826-4731

December 4, 2017

Proposal to The City of Shady Cove, for a new 22/20KW Generac generator.

1. 22 KW generator, 200amp transfer switch, start-up and testing. \$6250.00
2. Connect generator, control circuits and transformer to existing emergency circuits. Permit \$2540.00

\$8790.00

Authorized Signature John Campbell

Note: This proposal may be withdrawn by us if not accepted within 30 days.

All material is guaranteed as specified, all work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra cost will be executed only upon written orders and will become an additional charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire and other necessary insurances. Our workers are fully covered by Workman's compensation insurance.

Acceptance of proposal- the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature _____

Date _____

JP Electric LLC
3364 Winona Rd.
Grants Pass, Oregon 97526
Email: jpelectricllc@hotmail.com
Phone: (541) 659-2996

11/22/2017

TO: **Aaron Prunty (City Administrator)**
City of Shady Cove
22451 Highway 62
Shady Cove, Oregon 97539
Email: cityadmin@shadycove.net
Phone: (541) 878-3757

Scope of Work: Provide electrical permit through the (Authority having jurisdiction), Schedule inspection. Replace exiting Generac 12KW generator and 16 circuit transfer switch with a new Generac 20KW generator with automatic service entrance 200amp rated transfer switch (Nexus Smart Switch).

The branch circuits currently being energized through the 16 circuit transfer switch will be rerouted back to the original location (Electrical panel in utility room).

New service entrance 200amp rated transfer switch will be connected directly to the main service utility feeders from utility meter. The entire facility will be energized through this new transfer switch (Main Service). The new switch is capable of load shedding through factory installed contactors. The original electrical panel will become a sub panel. All work to be done in a workman like manner. Fuel connection to be done by a certified person.

Labor: **\$ 2,600.00**
Based on 2 journeyman electricians, travel time, installation, disposal of old unit.

Material:
1- Electrical permit (Jackson County) **\$ 150.00**
1- Generac 20KW with Automatic transfer switch (Includes shipping and delivery) **\$ 4,500.00**
All material to reroute branch circuit feeders, main 200amp feeders, conduit and Connectors, circuit breakers as needed, new interstate 12v battery. **\$ 300.00**

\$ 7,550.00

Note: Require \$5,000.00 to start. Balance due upon completion of project.
(If this is not possible, entire balance would be due on or before 7 days after Completion of project).

Thank you
Ray Johnson
JP Electric LLC
CCB 162480

16/20/22 kW

Generator

| Model | G007035-0, G007036-0, G007037-0 (16 kW) | G007038-0, G007039-0 (20 kW) | G007042-0, G007043-0 (22 kW) |
|--|--|------------------------------|------------------------------|
| Rated Maximum Continuous Power Capacity (LP) | 16,000 Watts* | 20,000 Watts* | 22,000 Watts* |
| Rated Maximum Continuous Power Capacity (NG) | 16,000 Watts* | 18,000 Watts* | 19,500 Watts* |
| Rated Voltage | 240 | 240 | 240 |
| Rated Maximum Continuous Load Current – 240 Volts (LP/NG) | 66.6/66.6 | 83.3/75 | 91.6/81.3 |
| Total Harmonic Distortion | Less than 5% | Less than 5% | Less than 5% |
| Main Line Circuit Breaker | 70 Amp | 100 Amp | 100 Amp |
| Phase | 1 | 1 | 1 |
| Number of Rotor Poles | 2 | 2 | 2 |
| Rated AC Frequency | 60 Hz | 60 Hz | 60 Hz |
| Power Factor | 1.0 | 1.0 | 1.0 |
| Battery Requirement (not included) | 12 Volts, Group 26R 540 CCA Minimum or Group 35AGM 650 CCA Minimum | | |
| Unit Weight (lb/kg) | 409/186 | 448/203 | 466/211 |
| Dimensions (L x W x H) in/mm | 48 x 25 x 29/1218 x 638 x 732 | | |
| Sound output in dB(A) at 23 ft (7 m) with generator operating at normal load** | 66 | 66 | 67 |
| Sound output in dB(A) at 23 ft (7 m) with generator in Quiet-Test™ low-speed exercise mode** | 58 | 58 | 58 |
| Exercise duration | 5 min | 5 min | 5 min |

Engine

| | GENERAC OHVI V-TWIN | GENERAC OHVI V-TWIN | GENERAC OHVI V-TWIN |
|-------------------------------|--|------------------------------|------------------------|
| Type of Engine | 2 | 2 | 2 |
| Number of Cylinders | 999 cc | 999 cc | 999 cc |
| Displacement | | Aluminum w/ Cast Iron Sleeve | |
| Cylinder Block | Overhead Valve | Overhead Valve | Overhead Valve |
| Valve Arrangement | Solid-state w/ Magneto | Solid-state w/ Magneto | Solid-state w/ Magneto |
| Ignition System | Electronic | Electronic | Electronic |
| Governor System | 9.5:1 | 9.5:1 | 9.5:1 |
| Compression Ratio | 12 Vdc | 12 Vdc | 12 Vdc |
| Starter | Approx. 1.9 qt/1.8 L | Approx. 1.9 qt/1.8 L | Approx. 1.9 qt/1.8 L |
| Oil Capacity Including Filter | 3,600 | 3,600 | 3,600 |
| Operating rpm | | | |
| Fuel Consumption | | | |
| Natural Gas | | | |
| | ft ³ /hr (m ³ /hr) | | |
| | 1/2 Load | 193 (5.47) | 205 (5.8) |
| | Full Load | 312 (8.83) | 308 (8.72) |
| Liquid Propane | | | |
| | ft ³ /hr (gal/hr) [l/hr] | | |
| | 1/2 Load | 69 (1.9) [7.2] | 81 (2.23) [8.45] |
| | Full Load | 116 (3.19) [12.07] | 140 (3.85) [14.57] |
| | | | 78 (2.16) [8.16] |
| | | | 134 (3.68) [13.94] |

Note: Fuel pipe must be sized for full load. Required fuel pressure to generator fuel inlet at all load ranges - 3.5-7" water column (7-13 mm mercury) for natural gas, 10-12" water column (19-22 mm mercury) for LP gas. For Btu content, multiply ft³/hr x 2500 (LP) or ft³/hr x 1000 (NG). For Megajoule content, multiply m³/hr x 93.15 (LP) or m³/hr x 37.26 (NG)

Controls

| | |
|---|---|
| 2-Line Plain Text Multilingual LCD Display | Simple user interface for ease of operation |
| Mode Buttons: Auto | Automatic Start on Utility failure. 7 day exerciser |
| Manual | Start with starter control, unit stays on. If utility fails, transfer to load takes place |
| Oil | Stops unit. Power is removed. Control and charger still operate |
| Ready to Run/Maintenance Messages | Standard |
| Engine Run Hours Indication | Standard |
| Programmable start delay between 2-1500 seconds | Standard (programmable by dealer only) |
| Utility Voltage Loss/Return to Utility Adjustable (Brownout Setting) | From 140-171 V/190-216 V |
| Future Set Capable Exerciser/Exercise Set Error Warning | Standard |
| Run/Alarm/Maintenance Logs | 50 Events Each |
| Engine Start Sequence | Cyclic cranking: 16 sec on, 7 rest (90 sec maximum duration) |
| Starter Lock-out | Starter cannot re-engage until 5 sec after engine has stopped. |
| Smart Battery Charger | Standard |
| Charger Fault/Missing AC Warning | Standard |
| Low Battery/Battery Problem Protection and Battery Condition Indication | Standard |
| Automatic Voltage Regulation with Over and Under Voltage Protection | Standard |
| Under-Frequency/Overload/Stepper Overcurrent Protection | Standard |
| Safety Fused/Fuse Problem Protection | Standard |
| Automatic Low Oil Pressure/High Oil Temperature Shutdown | Standard |
| Overcrank/Overspeed (@ 72 Hz)/rpm Sense Loss Shutdown | Standard |
| High Engine Temperature Shutdown | Standard |
| Internal Fault/Inconnect Wiring Protection | Standard |
| Common External Fault Capability | Standard |
| Field Upgradable Firmware | Standard |

**Sound levels are taken from the front of the generator. Sound levels taken from other sides of the generator may be higher depending on installation parameters. Rating definitions - Standby: Applicable for supplying emergency power for the duration of the utility power outage. No overload capability is available for this rating. (All ratings in accordance with ISO514, ISO3046 and DIN6271). * Maximum voltage and current are subject to and limited by such factors as fuel flow/megajoule content, ambient temperature, altitude, engine power and condition, etc. Maximum power decreases about 3.5 percent for each 1,000 feet (304.8 meters) above sea level and also will decrease about 1 percent for each 6 °C (10 °F) above 16 °C (60 °F)