



**CITY OF JACKSONVILLE  
CITY COUNCIL AGENDA  
OLD CITY HALL, 205 W Main St**

**CITY COUNCIL  
City Council Meeting**

**January 19, 2016  
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (January 5, 2015)**  
**b. BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Collins  
**Jeff Alvis:** South Oregon Waterline/Street
  - b. **Planning Department** - Ian Foster
  - c. **Police Department**  
**Chief Towe:** Year-End Report
  - d. **Fire Department** – Devin Hull
  - e. **Mayor** - Paul Becker
- 5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

  - a. **Approval of Chinese New Year's Packet**
  - b. **Jacksonville Forest Park Operating Plan**
  - c. **Appointment to Public Safety Committee**
- 6) **COUNCIL COMMITTEE REPORTS**
- 7) **ADJOURN**

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-1231. Informational documents for items on this agenda are available for review on the City website [www.jacksonvilleor.us](http://www.jacksonvilleor.us). A recording of the meeting will be available on the website within one week of the meeting.

Action minutes along with electronic recordings of the meeting, which may be reviewed online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

## January 5, 2016 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**  
Present: Councilors Gregg, Wall, Garcia, Jesser, Bennington, Lewis and Mayor Becker.  
Staff Present: Jeff Alvis, Stacey McNichols, Devin Hull and Kimberlyn Collins.
- 2) **a. MINUTES (minutes from December 5, 2015 meeting)**  
Move to: Approve  
Motion by: Councilor Garcia  
Seconded by: Councilor Lewis  
Vote:  
Ayes: Unanimous  
Motion Carries  
  
**b. BILLS LIST (12/22/15)**  
Move to: Approval of Bills List for December 22, 2015  
Motion by: Councilor Lewis  
Seconded by: Councilor Garcia  
Roll Call Vote:  
Ayes: 7  
Nays: 0  
Motion Carries  
Council asked questions. Jeff and Stacey answered.  
  
**b. BILLS LIST (1/5/16)**  
Move to: Approve the Bills List for Jan 5  
Motion by: Councilor Jesser  
Seconded by: Councilor Lewis  
Roll Call Vote:  
Ayes: 7  
Nays: 0  
Motion Carries
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**  
None
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Mayor** - Mayor Becker
  - b. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Collins  
Jeff Alvis: Spoke to the S. Oregon St. Waterline and dam permit.  
Stacey McNichols: Reported on iPad updates, the next Budget meeting on February 4, 2016 and Britt Admission Tax. She also presented 12 months of building utilities. Council asked questions. Jeff and Stacey answered.
  - c. **Planning Department** - Ian Foster
  - d. **Police Department** - Chief Towe

**e. Fire Department**

Chief Hull: Gave brief update on Fire Department.

5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

**a. Elect Council President**

Public Comment: None

Council Discussion: Kimberlyn read ballots and announced Councilor Jesser as President.

**b. Appointment by Mayor of Council Members as Liaisons to Committees and Commissions**

Public Comment: None

Council Discussion: None

Motion to: Confirm Appointment by Mayor of Council Members as Liaisons to Committees and Commissions

Motion by: Councilor Garcia

Seconded by: Councilor Lewis

Vote:

Ayes: Unanimous

Motion Carries

**c. RESOLUTION R2016-001 A Resolution Accepting the Appointments and Terms for the Committees and Commissions as Appointed by the Mayor**

Public Comment: None

Council Discussion: None

Motion to: Approval of Resolution R2016-001

Motion by: Councilor Lewis

Seconded by: Councilor Gregg

Roll Call Vote:

Ayes: 6

Nays: 1 - Bennington

Motion Carries

**d. ORDINANCE O2016-002 An Ordinance Amending Section 3.24 of the Jacksonville Municipal Code Regarding Special Events Permits and Declaring an Emergency**

Public Comment: None

Council Discussion: Council asked questions. Jeff answered.

Motion to: Approval of 1<sup>st</sup> Reading of Ordinance O2016-002 and 2<sup>nd</sup> Reading by Title Only.

Motion by: Councilor Lewis

Seconded by: Councilor Bennington

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

**d. ORDINANCE O2016-002 An Ordinance Amending Section 3.24 of the Jacksonville Municipal Code Regarding Special Events Permits and Declaring an Emergency**

Public Comment: None

Council Discussion: None

Motion to: Approval of 2<sup>nd</sup> reading of Ordinance O2016-002 and for its adoption.

Motion by: Councilor Lewis

Seconded by: Councilor Bennington

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

**e. ORDINANCE O2016-003 An Ordinance Adding Section 3.25 to the Jacksonville Municipal Code Regarding Admission Tax and Declaring an Emergency**

Public Comment: None

Council Discussion: None

Motion to: Approval of 1<sup>st</sup> Reading of Ordinance O2016-003 and 2<sup>nd</sup> Reading by Title Only.

Motion by: Councilor Lewis

Seconded by: Councilor Garcia

Roll Call Vote:

Ayes: 6

Nays: 1 - Bennington

Motion Carries

**e. ORDINANCE O2016-003 An Ordinance Adding Section 3.25 to the Jacksonville Municipal Code Regarding Admission Tax and Declaring an Emergency**

Public Comment: None

Council Discussion: None

Motion to: Approval of 2<sup>nd</sup> reading of Ordinance O2016-003 and for its adoption.

Motion by: Councilor Lewis

Seconded by: Councilor Jesser

Roll Call Vote:

Ayes: 6

Nays: 1 - Bennington

Motion Carries

**. ORDINANCE O2016-001 An Ordinance of the City of Jacksonville Declaring a Ban on Medical Marijuana Processing Sites, Medical Marijuana Dispensaries, Recreational Marijuana Processors, Recreational Marijuana wholesalers, and Recreational Marijuana Retailers; Referring Ordinance; and Declaring an Emergency**

Public Comment: Clara Wendt: 560 G Street, Jacksonville, Or. 97530 – Spoke in support of the Ordinance.

Council Discussion: Council asked questions. Sydnee answered.

Motion to: Approval of 1<sup>st</sup> Reading of Ordinance O2016-001 and 2<sup>nd</sup> Reading by Title Only.

Motion by: Councilor Lewis

Seconded by: Councilor Garcia

Roll Call Vote:

Ayes: 6

Nays: 1 - Bennington

Motion Carries

**. ORDINANCE O2016-001 An Ordinance of the City of Jacksonville Declaring a Ban on Medical Marijuana Processing Sites, Medical Marijuana Dispensaries, Recreational Marijuana Processors, Recreational Marijuana wholesalers, and Recreational Marijuana Retailers; Referring Ordinance; and Declaring an Emergency**

Public Comment: None

Council Discussion: None

Motion to: Approval of 2<sup>nd</sup> reading of Ordinance O2016-001 and for its adoption.

Motion by: Councilor Lewis

Seconded by: Councilor Jesser

Roll Call Vote:

Ayes: 6

Nays: 1 - Bennington

Motion Carries

**g. RESOLUTION R2016-002 A Resolution Approving Referral to the Electors of the City of Jacksonville the Question of Banning Recreational Marijuana Producers, Recreational Marijuana Processors, Recreational Marijuana Wholesalers, and Recreational Marijuana Retailers within the City of Jacksonville**

Public Comment: None

Council Discussion: None

Motion to: Approve Resolution R2016-002

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

**h. RESOLUTION R2016-003 A Resolution Approving Referral to the Electors of the City of Jacksonville the Question of Banning Medical Marijuana Processing Sites and Medical Marijuana Dispensaries within the City of Jacksonville**

Public Comment: None

Council Discussion: None

Motion to: Approve Resolution R2016-003

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

6) **COUNCIL COMMITTEE REPORTS**

- a. **Councilor Bennington:** Gave brief update on code revision and how great the Planning Department is coming along. Council asked questions. Councilor Bennington answered.
- b. **Councilor Lewis:** Updated Council on how pleased Dick Converse is with the staff and the Planning Department.
- c. **Councilor Wall:** No Report
- d. **Councilor Jesser:** Encouraged Council to read the L.O.C. article that starts on page 28. Council asked questions. Jim answered.
- e. **Councilor Gregg:** No Report
- f. **Councilor Garcia:** Gave report for the December 30th Parks meeting.
- g. **Mayor Becker:** Spoke on how much Council accomplished in 2015 and addressed what 2016 holds.

7) **ADJOURN 7:00 pm**

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Paul Becker, Mayor

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Kimberlyn Collins, City Recorder

Date approved: \_\_\_\_\_

**CITY OF JACKSONVILLE  
Bills Against the City - City Council  
JANUARY 19, 2016**

**GENERAL FUND - ADMINISTRATION DEPARTMENT**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
A One Exterminators Inc.	quarterly pest control - Miller House	99.00
C & K Market Inc.	supplies for miller house	7.28
Data Center West	monthly IT services	94.60
David Forrest	IT support / Admin / Dec 2015	95.00
Huycke O'Connor Jarvis LLP	December 2015 attorney services	1,687.50
Jacksonville Lumber Co.	supplies for shop	43.10
Jacksonville Senior Center, Inc.	reimbursement for senior nutrition program	3,000.00
KDP Certified Public Accountants LLP	progress billing 2015 audit	1,500.00
KDP Certified Public Accountants LLP	accounting support	730.00
Medford Builders Exchange A Inc.	plans for public records request	21.60
Oregon Department of Transportation	annual admin fee for access to DMV records	60.00
Staples Advantage	supplies for admin	80.37
		<b>7,418.45</b>

**GENERAL FUND - POLICE DEPARTMENT**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Central Point Cleaners	uniform cleaning for PD	80.55
City of Medford	vehicle repairs - fire dept	520.26
Data Center West	monthly IT services	25.23
Grounded Electrical	replaced flood light at PD	155.00
Lockwoods Automotive	lube & oil - pd vehicle	34.95
Providence Medford Medical Center	CPR cards for PD	25.00
Southern Oregon Printing	business cards for PD	88.00
		<b>928.99</b>

**GENERAL FUND - PLANNING DEPARTMENT**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
C & K Market Inc.	supplies for planning	17.75
Data Center West	monthly IT services	52.56
ECONorthwest	work on buildable lands analysis	2,380.00
Lois De Benedetti	training for planning dept - Dec 2015	440.00
Lois De Benedetti	training for planning dept - Nov 2015	1,340.00
		<b>4,230.31</b>

**FIRE PROTECTION FUND**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
A One Exterminators Inc.	quarterly pest control - fire dept	99.00
Alsco	Janitorial Supplies	50.33
Bi-Mart	light bulbs batteries & supplies for FD	53.27
City of Medford	vehicle repairs - fire dept	1,220.47
City of Medford	fuel for fire dept - Dec 2015	315.42
Data Center West	monthly IT services	25.23
Jacksonville Lumber Co.	supplies for smoke detector program / grant	9.86
KDP Certified Public Accountants LLP	progress billing 2015 audit	1,200.00
Rogue Community College	training for volunteer	170.00
Seawestern	boots for FD employees	1,268.18
Seawestern	boots for FD volunteers	750.00
		<b>5,161.76</b>

**CEMETERY FUND**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Grover Electric and Plumbing Supply Co.	supplies for cemetery	23.43
Jacksonville Lumber Co.	wreaths for cemetery	303.50
Medford Tools & Supply Inc.	safety glasses & supplies for cemetery	87.85
		<b>414.78</b>

Vendor Name	Description	Amount
<b>STREETS FUND</b>		
Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control PW Shop	90.00
AlSCO	Janitorial Supplies	73.29
Bi-Mart	gloves & bit driver screwdriver	8.48
Blackbird Shopping Center	boots for PW employee & supplies for streets	305.74
Blackbird Shopping Center	boots for PW employee	142.49
Cantel of Medford	supplies for street dept	79.50
City of Medford	tires for vehicle - street dept	917.71
City of Medford	signs for PW	303.00
David Forrest	set up for PW computer & cameras at PW Shop	273.75
Grange Co-Op	sand bags and supplies for streets	689.00
Grounded Electrical	replaced burnt outlet @ PW Shop	94.00
Grover Electric and Plumbing Supply Co.	bulbs for streets	92.92
Hilton Fuel & Supply	supplies for street dept	17.00
Hubbard's Home Center	rock salt for sidewalks	165.00
Jacksonville Lumber Co.	paint for streets	5.25
Josh Bong Construction	sidewalk lippage removal - tripping hazard	350.00
KDP Certified Public Accountants LLP	progress billing 2015 audit	1,200.00
Knife River Corporation - Northwest	sand for streets	66.73
Precision Fence Company	new key pad for gate at city shops	250.00
Sierra Safety Company	uniforms for PW employees	250.12
		<b>5,373.98</b>
<b>WATER FUND</b>		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	73.28
Blackbird Shopping Center	boots for PW employee	100.00
Blackbird Shopping Center	boots for PW employee	139.49
Coastal - White City	step ladder for PW	89.99
Data Center West	monthly IT services	12.60
Ferguson Waterworks	supplies for water meters	1,278.10
H.D. Fowler	supplies for water dept	69.44
KDP Certified Public Accountants LLP	progress billing 2015 audit	1,200.00
Neilson Research Corporation	routine water testing	84.00
Pacific Electrical Contractors	telemetry project	226.74
Pacific Electrical Contractors	telemetry project	210.00
Pacific Electrical Contractors	telemetry project	1,591.00
Sierra Safety Company	uniforms for PW employees	250.13
		<b>5,324.77</b>
<b>PARKS FUND</b>		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	146.56
Blue Mountain Rock	3/4 minus for parks dept	60.00
Hubbard's Home Center	supplies for parks dept	56.02
Jacksonville Chamber of Commerce	Dec 2015 Visitors Info Ctr Reimb.	4,161.77
Jacksonville Lumber Co.	supplies for parks dept	2.00
KDP Certified Public Accountants LLP	progress billing 2015 audit	900.00
Salvador Salazar	lawn maintenance city parks & lawns	1,030.00
		<b>6,356.35</b>
<b>SDC FUND</b>		
Vendor Name	Description	Amount
Benchmark Maps LLC	cartography for forest park map	1,000.00
		<b>1,000.00</b>

Vendor Name	Description	Amount
<b>HISTORIC PRESERVATION FUND</b>		
Vendor Name	Description	Amount
Craig P. Taylor	reimbursement for HPF Grant	6,443.45
		<b>6,443.45</b>
<b>CAPITAL PROJECT FUND</b>		
Vendor Name	Description	Amount
Budget Lumber	lumber for courthouse project	40.90
Cut 'N Break Construction Inc.	sawcutting at museum	552.00
Mike Lower	framing bathroom / windows - courthouse project	375.00
Pacific Electrical Contractors	upsized breaker and feeder wire to arts bldg.	1,783.00
Rogue Pacific Lumber Co.	lumber for courthouse project	1,033.56
		<b>3,784.46</b>
	<b>TOTAL:</b>	<b>46,437.30</b>
APPROVED BY:	DATE:	

# Jacksonville City Council Agenda Item Summary



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## Approval of Chinese New Year's Packet

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Date: January 13, 2016  
From: Kimberlyn Collins, City Recorder

City Council Meeting: January 19, 2016  
Agenda Item: 5a.

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### **Synopsis:**

Debra Lee will be in attendance to represent the Chinese New Year's Packet.

The only changes to the Chinese New Year's event is the run route. It was changed so no one had to cross the street. Also, they are requesting to add 3 vendors to the event. They would have to keep ( ~~only~~ ) Street closed between California and . Street for the entire event.

### **Fiscal Impact:**

N/A

### **Recommendations:**

Approve Chinese New Year's Packet

### **Exhibits:**

Exhibit A – Chinese New Year's Packet.

# MEMO

## CITY OF JACKSONVILLE

Date December 17, 2015  
To: City Council  
From: Kimberlyn Collins, Recorder  
Subject: Chinese New Year's

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### **Chinese New Year's Requests:**

Saturday, February 27, 2016 8:00 am - 11:00 am

\_\_\_\_\_Approval of ODOT permit for closure of California St from 5<sup>th</sup> to Oregon along with the adjacent streets for staging and crowd control. Closure 7:30 am – 11:00 am (See map in the packet.)

\_\_\_\_\_Approval for three (3) food carts on H\jXStreet and to continue closure of H\jXStreet until event is completed to allow for food carts. (See map in the packet.)

\_\_\_\_\_Approval for amplification of MC during the parade.

\_\_\_\_\_Temporary signage on sandwich boards request at locations of activities. (Email Enclosed)

Name/Title of Event Year of the Monkey Chinese New Year Celebration

## Medium and Large Event Permit Application on Public Property

*An event is any activity upon public property that will affect the ordinary or permitted use of that property, public streets, rights of way or sidewalks; or will incur extraordinary costs for personnel, materials, and services by the City. A permit is needed if it generates impacts greater than the normal and customary use of City property, parks, streets, rights of way or sidewalks.*

*If an event occurs on private property and anticipates greater than 300 participants the property owner/sponsor must notify the City in writing 14 days in advance. This will be to work with the City to be sure that public safety issues such as traffic, parking and noise are mitigated and that public safety personnel can be notified in case of an emergency. This can be done by letter or email to the Recorder at recorder@jacksonvilleor.us or PO Box 7, Jacksonville OR 97530. Please include date, start and end time, anticipated number of participants and contact information for the event coordinator. No permit is required as long as the entire event occurs on private property.*

### **PERMIT PROCESS**

This Event Permit Application serves a dual purpose. First, it is intended to provide the City of Jacksonville with information needed to evaluate your application as it relates to public health and safety. It is also to help you plan and organize your event. If questions do not apply to your event simply indicate so by writing "not applicable".

The permit application process begins when you submit a completed application along with the base fee to the City of Jacksonville. Acceptance of your application does not constitute final approval of your request. The application will be reviewed in accordance with all applicable chapters of the Jacksonville Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations.

**There are two levels of fees for this packet; \$100 for a packet which requires no City Council approval and \$200 for a packet which requires any City Council approval.**

**Applications shall be submitted no later than 30 days prior to the scheduled event.** In many cases an event request might be reviewed by the Planning Department, Public Safety Departments and the City Council. It is the applicant's responsibility to provide the requested documentation in a timely manner.

**No application will be accepted without the base \$100 fee. The applicant will be notified if Council approval is needed. The additional \$100 fee will due at time of notification. Items needing Council approval have been indicated on this permit application in order to help you plan.**

An increased volume of vehicular or pedestrian traffic, parking issues, trash, noise or refuse is an example of an increased impact as identified in the first paragraph. Events may include, but are not limited to, fairs, art and hobby shows, farmer's markets, educational or cultural events, festivals, and block parties. Demonstrations and other lawful assemblies, including but not limited to private social gatherings that will make no use of City streets, parks or rights-of-way other than for lawful parking do not need an Event Permit.

Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates in order to complete the review process. (Contact: City Recorder, at PO Box 7 or 110 E Main St, Jacksonville OR 97530. Email [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us), Phone 541.899.1231 and Fax 541.899.7882)

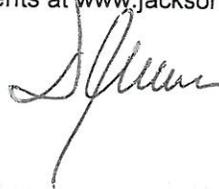
### **INTERNET/SPECIAL EVENTS CALENDAR**

The City provides a calendar of upcoming special events on the internet at [www.jacksonvilleor.us](http://www.jacksonvilleor.us). You may wish to consult this calendar to minimize conflicts with other scheduled events at [www.jacksonvilleor.us](http://www.jacksonvilleor.us).

RECEIVED

DEC 16 2015

CITY OF JACKSONVILLE



City Council

January 19, 2016

Agenda Item 5a.

Exhibit "A"

Name/Title of Event Chinese New Year Celebration

### APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Sponsor Organization authorizing the applicant and/or professional event organizer to apply for this Event Permit on their behalf must be submitted with your permit application and their signature is required on this form if the Chief Officer is not signing this permit application.

NOTE: until a permit is issued by the City, the Event has not been officially approved and is subject to all applicable fees, fines and violations as listed within the Municipal Code of the City of Jacksonville.

### AFFIDAVIT OF APPLICANT

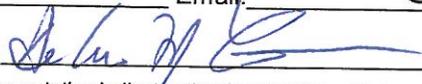
On behalf of the sponsor(s) I certify that the information contained in the permit application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under the Jacksonville Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the Administrator's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I/we agree to abide by these rules, and further certify that I, on behalf of the Sponsor Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event and associated vendors or business participants to the City of Jacksonville.

On behalf of Sponsor Organization: Southern Oregon Chinese Cultural Association

Print Name of Sponsor Representative: Debra F. J. Lee

Sponsor Address: P.O. Box 1586, Medford, OR 97501

Sponsor contact phone: 541 944-5345 Email: debralee@cnpls.net

Sponsor Representative Signature\*\*:  Date: 12/17/15

\*\*my signature as sponsor representative indicates that I am lawfully able to enter into a contract on behalf of this sponsor

On behalf of Co-Sponsor Organization: N/A

Print Name of Co-Sponsor Representative: \_\_\_\_\_

Co-Sponsor Address: \_\_\_\_\_

Co-Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Event Organizer if different than sponsor(s): N/A

Title: \_\_\_\_\_

Event Organizer Address: \_\_\_\_\_

Event Organizer contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title of Event Chinese New Year Celebration

Event Organizer Signature: N/A Date: \_\_\_\_\_

**INSURANCE REQUIREMENTS AND SPONSORSHIP INFORMATION**

No Event Permit will be issued without the required evidence of insurance submitted and approved in a timely manner.

**Insurance Requirements.**

- The **Sponsor(s)** must provide the City with a Certificate of Insurance, with copies of any endorsements, evidencing commercial general liability insurance, in the minimum amount of one million dollars (\$1,000,000) per occurrence
- Name the "City of Jacksonville and it's officers, volunteers, City Council, employees and agents" as additional named insured.
- There must be an "x" or "y" for yes in the additional insured column  
If alcohol is served, Liquor Legal Liability Rider in the same amount is also required. The City reserves the right to increase insurance requirements depending on its assessment of level of risk. It must be indicated with the "x" or "y" also.

Name of Insurance Agency of Sponsor: The Cincinnati Insurance Company

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: P.O. Box 145496

City Cincinnati State OH Zip 45250-5496

Contact Name: R. Joe Hubbard/Terry Friend Phone: 541 773-5358 Fax 541 772-1905 Cell 541 941-5042

Name of Insurance Agency of Co-Sponsor: \_\_\_\_\_

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

**Special Insurance Requirements for Vendors.** The **Sponsor(s)** are responsible for obtaining from each vendor serving food and/or alcohol and/or offering activities (bounce houses, or similar) a Certificate of Insurance, with copies of any endorsements, from each such vendor, for the sponsors benefit. The City of Jacksonville does not require them from vendors.

**All vendors must have a valid business license with the City of Jacksonville.**

Sponsor signature  Co-sponsor signature \_\_\_\_\_

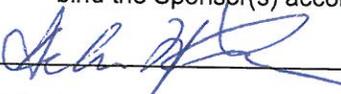
**Hold Harmless.** Only to the extent of the amount of the required insurance, the Sponsor(s) agrees to defend, pay, save and hold harmless the City, its officers, volunteers, City Council, employees, and agents from any and all claims as lawsuits for personal injury or property damage arising from the Event, except any claims arising solely out of the negligent acts of the City, its officers, volunteers, City Council, employees, and agents.

Name/Title of Event Chinese New Year Celebration

Sponsor signature  Co-sponsor signature \_\_\_\_\_

**General.** Until the requested Event Permit is issued, the Event is deemed not approved and Sponsor(s) is subject to applicable fines, fees and charges for unpermitted activities under the Jacksonville Municipal Code.

- Sponsor(s) will be charged for any cleanup of property not left in same or better condition after the Event.
- By execution by its Coordinator, Sponsor(s);
  - warrants the above to be true and correct;
  - this application is subject to rules and regulations of the City, its Administrator or designee thereof;
  - will comply with all other city, county, state and federal laws applicable to the Event conduct and its venue;
  - understands that the issuance of the Event Permit is contingent on Sponsor supplying all documentation and the payment of applicable fees required by the City; and certifies that the Coordinator has been duly authorized to execute this Application and bind the Sponsor(s) accordingly.

Sponsor signature  Co-sponsor signature \_\_\_\_\_

Dated: 12/17/15

Dated: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Protectors Insurance, LLC P.O. Box 4669 Medford OR 97504		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 541-773-5358 E-MAIL: terryf@protectorsins.com ADDRESS: terryf@protectorsins.com		FAX (A/C, No): 541-772-1906	
<b>INSURED</b> Southern Oregon Chinese Cultural Association PO Box 1586 Medford OR 97501		<b>SOUTH63</b>		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: The Cincinnati Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
				<b>NAIC #</b> 10677	

**COVERAGES**      **CERTIFICATE NUMBER: 651529472**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ETN 0302382	1/14/2016	1/14/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
The City of Jacksonville, and its officers, employees and agents shall be Named as Additional Insured with Respects to General Liability for 2015 Chinese New Year held on 2/27 /16 at Jacksonville OR 97530

**CERTIFICATE HOLDER**  
City of Jacksonville  
PO Box 7  
Jacksonville OR 97530

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  
  
AUTHORIZED REPRESENTATIVE  
*R. J. [Signature]*

Name/Title of Event Chinese New Year Celebration

### SUMMARY OF EVENT DESCRIPTION

**Description of your event, including a timeline:**

The Chinese New Year Celebration is an annual event that is a favorite in Southern Oregon. The celebration begins at 8:00 am with a 5 K family fun run stage at Bigham Knoll, then the traditional Chinese Ne Year Parade at 10:00 am with route on California Street, various Chinese cultural presentations, demonstrations, performances and lectures located at venues throughout the City. See attached schedule

Will there be an admission charge?  Yes  No

What, if anything, does the admission charge entitle the participant to? ie; wine tasting glass, participation in wine walk, admission to musical activity.

5K fun run: There is a \$20 readmission fee with t-shirt or \$25 fee on day of run

Chinese Cooking Demonstration: Held at Bella Union, \$5 admission fee

Featured Performance Magic Jade: Held at Bigham Knoll, \$5 admission fee

**Location (be specific, park name and location, street name, etc.) If this is a parade, procession, march etc you will need to attach a map with the route identified clearly with start and finish locations. Remember street closures require additional documentation and City Council approval. Fifth St north of California and California west of Fifth St is a state highway and subject to additional regulations defined by ODOT.**

Closing of streets are required For Parade and Vendors. The 5 K fun run

will be directed by plastic makers or taped and volunteers. The parade will assemble on Main between

S. 4th and S. Oregon St., then proceed to S. Oregon and California St and continue on California to N. 5th st .

**Event Category (Check all that apply)**

- Art/Antique Show
- Cultural
- Festival/Celebration
- Athletic/Recreation
- Dance
- Live Animals
- Block Party
- Educational
- Museum Special Attraction
- Carnival
- Exhibits/Misc.
- Parade/Procession/March
- Circus
- Fair
- Sidewalk event
- Concert/Perform
- Farmer/Outdoor Market
- Other (be specific)  
5K run staged at Bigham Knoll

Participants Estimated Total 3,500 attendees Per Day \_\_\_\_\_

**DATE/TIME**

Event Starts Date 02/27/2015 Time 8:00 am Day of Week Saturday



Celebrate Chinese New Year 2016  
**Year of the Monkey**  
**Monkey Around 5K Fun Run**  
 8am, Saturday, Feb 27, 2016



- WHAT:** 5K fast and easy "in and out" course through one of Jacksonville's beautiful, historic neighborhoods
- WHERE:** Starts at Bigam Knoll campus (the corporate office location of Cutler Investments Group) 525 East E Street, Jacksonville
- WHEN:** Race begins at 8am – rain or shine
- PRIZES:** All participants 12 and under receive a monkey toy. Top 3 male and female winners receive prizes worth \$100, \$50, and \$25; top 3 in all age groups receive ribbons
- RACE FEES:** *Pre-registration:* \$20 with s/s unisex tech t-shirt; \$10 without t-shirt, deadline is February 23  
*Day-of registration:* \$30 with s/s unisex tech t-shirt (based on availability); \$20 without t-shirt, cash or check only
- PACKET PICK-UP:** Race day from 7:00-7:30AM 'Monkey Around 5K' shirts will be available for those pre-registered
- RESTRICTION:** Due to insurance reasons, bicycles, dogs, and strollers/joggers are not permitted
- INFORMATION:** Becky Grebosky – 540-645-2248  
 bgrebosky@yahoo.com

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (please print)

ADDRESS: \_\_\_\_\_

**Mandatory Release**

I know that running or walking in the Chinese New Year Race event is a potentially hazardous activity. I should not enter and run unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the run. I assume all risks associated with running or walking in the Chinese New Year Race, including, but not limited to, falls, contact with other participants, the effects of the weather, including extreme cold and/or humidity, traffic and conditions of the road; all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my application, I, for myself, and on behalf of participants under 19 years of age of whom I am a legal parent or guardian for and anyone entitled to act on my behalf, waive and release any and all officials of this race and those acting on their behalf, and the sponsors and their representatives, from all claims or liabilities of any kind arising out of my participation in this event even though that liability may rise out of negligence or carelessness on the part of persons named in this waiver.

Runner w/ shirt	QUAN.	
SM		\$
MED		\$
LG		\$
XL		\$
Runner only		\$
Make Check Payable To	TOTAL	\$
'Southern Oregon Chinese Cultural Association'		

Payment must be received by Feb 24, 2016 at:  
 Chinese New Year 2016  
 Monkey Around 5K Fun Run  
 P.O. Box 1586  
 Medford, OR 97501

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

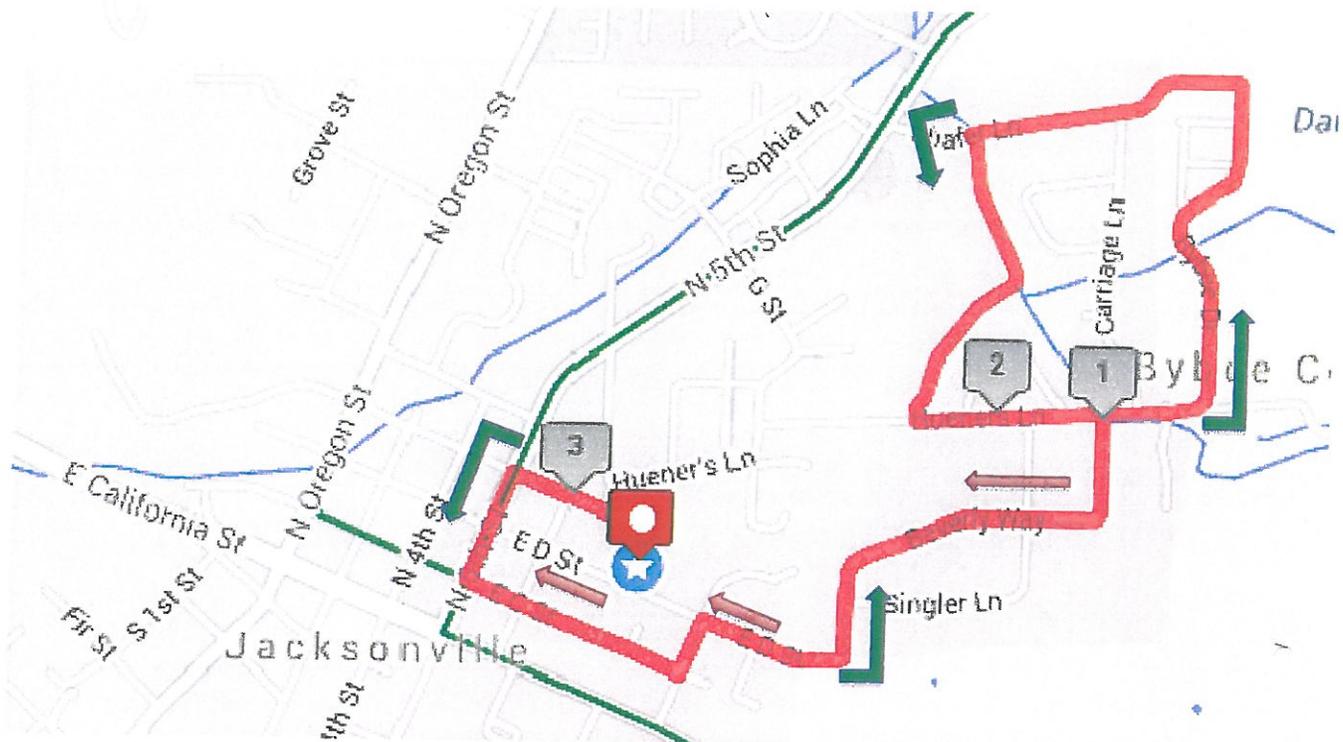
Parent/Guardian must sign for entrant 18 years old or younger:

\_\_\_\_\_

# Chinese New Year Monkey Around 5K Fun Run

8 am, Saturday, Feb. 27, 2016

## Course Map



Starts and ends at Bigham Knoll (525 East E St., Jacksonville)  
Classic "lollipop" course – head out (green arrows) to a counter-clockwise loop and return (red arrows) on the same path.

## Turn-by-turn Street Directions

1. Leave Bigham Knoll parking lot and go straight onto East E St.
2. Turn L onto North 5<sup>th</sup> St.
3. Turn L onto East C St.
4. Turn L onto North 8<sup>th</sup> St.
5. Turn R onto East D St.
6. East D St. ends and veers into Beverly St heading L; follow Beverly St.
7. Beverly St. ends at a "T" intersection with Hueners Ln; Turn R onto Hueners Ln.
8. Turn L onto Bybee Dr.
9. Bybee Dr. veers L and turns into Shafer Ln.
10. Turn L onto Fritillaria and follow it until it ends at a "T" intersection with Hueners Ln.
11. Turn L on Hueners Ln.
12. Turn R on Beverly Way
13. Turn R on East D St.
14. Turn L onto North 8<sup>th</sup> St.
15. Turn R onto East C St.
16. Turn R onto North 5<sup>th</sup> St.
17. Turn R onto East E St. and follow it straight into the Bigham Knoll Parking Lot and Race Finish

**List of presentations and demonstrations  
For Year of the Monkey  
Chinese New Year celebration in Jacksonville, Oregon  
Saturday, Feb. 27, 2016**

- Monkey Around 5K Fun Run - starts at Bigham Knoll Campus
- Traditional Chinese New Year Parade - downtown Jacksonville
- Chinese Calligraphy demonstration - by Fuyou Long
- Jacksonville's Chinese Quarter talk - by archaeologist Chelsea Rose
- Feng Shui (talk) - by Sugeet
- Shui Bing Fa (Chinese kungfu) - demonstration by David Day
- OSF presentation - moderated by Freda Casillas
- Chinese Instrument Music - played by Who's Hu (band)
- Origami for children - demonstrated by Matt Medina
- Chinese Cooking demonstration - by Doris (at Bella Union)
- Magic Jade show - at Bigham Knoll Ballroom

TIME	VENUE	PROGRAM
800	Bigham-K	5K Fun Run
1030	Downtown	Parade
	N 3rd St (between California and 'C' St.)	
1100-1400	SOCCA	Info Booth
1100	Old Court	Jumphouse opens
	Elan Gallery	
1200	Larry Smit	Chinese Gold Miner
1300	Larry Smit	Peter Britt and the Chinese
	Naversen Room	
1200	Amy Drake	SOHS talk
1300	Chelsea Rd	Arch and history talk
1400		
	Old City Hall	
1130	Sugeet	traditional Feng Shui talk
1230	Sugeet	modern Feng Shui talk
1330	TBA	TBA
	IOOF	
1130	SOCCA	childrens activities
	Bella Union Restaurant	
1200	Doris Dare	Chincese Cooking demo
	U.S. Hotel Ballroom	
1200	David Day	Chinese Kenpo demo
1300	David Day	Intermediate Kenpo demo
	Old Historic Presbyterian Sanctuary	
1200	TBA	TBA talk
1300	TBA	TBA talk
	Old Historic Presbyterian Fellowship Hall	
1200	Fuyou Lon	Chinese Calligraphy
	Art Presence Gallery	
1200	Matt Medi	Origami demo
	Bigham-Knoll Ballroom	
1500	SOCCA	'Magic Jade'

Name/Title of Event Chinese New Year Celebration

Event Ends Date 02/27/15 Time 4:00 pm Day of Week Saturday

- Yes  No  Is this an annual event?
- Yes  No  Do you anticipate this to be an annual event?

How many years have you been holding this event? 12 years in Jacksonville, OR

Previous Location(s) \_\_\_\_\_

Contact Name and Number for previous location:

**ORGANIZATION STATUS, BUSINESS LICENSES/PROCEEDS/REPORTING**

- Yes  No  Is the Sponsor Organization a commercial entity?
- Yes  No  Does this event qualify for the umbrella business license in the City of Jacksonville?
- Yes  No  Does the Sponsor Organization have a business license in the City of Jacksonville?
- Yes  No  Is the Sponsor Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(3)C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application and obtain a business license at no cost
- Yes  No  Will there be vendors at the event?
- Yes  No  Do the vendors have a business license in the City of Jacksonville?

You will be required to provide a final list with the name of each vendor and contact information for the vendor no later than seven business days prior to the start of the event. This information shall be provided to the City Recorder.

**THE SPONSOR OF THE EVENT IS ULTIMATELY RESPONSIBLE FOR EACH VENDOR OR BUSINESS PARTICIPANT BEING IN COMPLIANCE WITH THIS EVENT PACKET.**

JK initial your acknowledgement of the statement above.

Vendors who will be serving food or vendors providing activity items such as bounce houses, climbing walls and similar activities are recommended to provide the Sponsor(s) with a Certificate of Insurance. The liability coverage must be \$1,000,000 per occurrence and naming the Sponsor(s) and its employees and volunteers as the additional named insured. A copy of any and all endorsements should accompany the Certificate of Liability Insurance.

The event sponsors signature on this packet indicates a legal and binding contract has been entered into on behalf of ALL PARTIES in the event. The City of Jacksonville reserves the right to require more insurance for events deemed by the City to have additional risk to the City.

You are required to provide the vendor list and required business licenses at least 7 days prior to the event. You can update the list up to 4 business days prior to the start of your event as long as all documentation is provided at time of update.

## Food vendors

From: debra lee <debralee@cnpls.net>

To: 'Kimberlyn Collins' <recorder@jacksonvilleor.us>

Date: 1/4/2016 11:17 AM

---

We have three food trucks that we are planning for Chinese New Year. **Wok Star**, **Sultan's Delight** and **Wasana's Thai Food**. The food vendors will be near our information tent located on Third Street between California and C Streets. I will add vendors on the parade map.

Debra Lee

## SAFETY, STREETS AND SITE PLAN PART 2

### SAFETY AND SECURITY PLAN

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

### STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot?      Yes  No

If yes, is this a parking lot?      Yes  No

Is this a public street?      Yes  No

Is this a state Highway?      Yes  No  (Fifth St and California St are part of Hwy 238)

### SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so. All site plans/route maps must be approved by the Fire Department, Police Department and the Public Works Department.

Yes  No       An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures along with the starting and ending points.

Yes  No       Will flaggers be needed? If yes, professional flaggers must be hired by the Host Organizer at their expense. Documentation of this hire along with appropriate liability insurance and business license fees must be provided with this application.

Yes  No       Will fencing, barriers and/or barricades be required? Indicate any removable fencing for emergency access. Barriers and barricades will not be provided by the City.  
**Adequate numbers of garbage cans, recycle containers, parking, restroom/porti-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean-up and removal of the above items.**

*Ed Hunt to Provide*

Yes  No       Other related event components not listed above. Please attach documentation.  
~~Working on ODOT permit for road and highway closure with City and Ed Hunt.~~  
*Complete KC*



**APPLICATION AND PERMIT TO OCCUPY OR  
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

**08M 41124**

CLASS : KEY#

GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-238 / 272 / Jacksonville			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER Hwy. 238 (#272)	COUNTY Jackson		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS On Highway 238, (California Street) at the South side of 4th St.			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> NON-COMMERCIAL SIGN		FEE AMOUNT
APPLICANT NAME AND ADDRESS City of Jacksonville Kimberlyn Collins @ (541) 899-1231 ext. 312 PO Box Jacksonville, OR 97530			<input type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
			<b>FOR ODOT USE ONLY</b>		
			BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND
			INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE 2/27/16

**DETAIL LOCATION OF FACILITY(For more space attach additional sheets)**

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
33.0	34.0	N/A	N/A	Both		WITHIN			

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

2016 Chinese New Years Parade on 2/27/16; Valid until 1:00 PM

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED  YES [OAR 734-55-025(6)]  NO  OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?  YES [OAR 734-55-100(2)]  NO [OAR 734-55-100(1)]
- ◆ **AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: (541) 774-6360 OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.**
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ **ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987. CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

Permit holder to manage the above described program.  
All traffic control must meet MUTCD and State standards.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>		TITLE	DATE
APPLICANT SIGNATURE <i>Kimberlyn Collins</i>	APPLICATION DATE 12/14/15	TITLE Kimberlyn Collins	TELEPHONE NO. 541-899-1231
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.		DISTRICT MANAGER OR REPRESENTATIVE <b>X</b> <i>[Signature]</i>	APPROVAL DATE 12-29-15



APPLICATION AND PERMIT TO OCCUPY OR  
PERFORM OPERATIONS UPON A STATE HIGHWAY

PERMIT NUMBER

See Oregon Administrative Rule, Chapter 734, Division 55

CLASS :	KEY#
---------	------

GENERAL LOCATION			PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)		
HIGHWAY NAME AND ROUTE NUMBER OR-238 / 272 / Jacksonville			<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE
HIGHWAY NUMBER Hwy. 238 (#272)	COUNTY Jackson		<input type="checkbox"/> BURIED CABLE	TYPE	
BETWEEN OR NEAR LANDMARKS On Highway 238, (California Street) at the South side of 4th St.			<input type="checkbox"/> PIPE LINE	TYPE	
HWY. REFERENCE MAP	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> NON-COMMERCIAL SIGN		FEE AMOUNT
APPLICANT NAME AND ADDRESS City of Jacksonville Kimberlyn Collins @ (541) 899-1231 ext. 312 PO Box Jacksonville, OR 97530			<input type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW		
			FOR ODOT USE ONLY		
			BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55 035(2)	AMOUNT OF BOND
			INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55 035(1)	SPECIFIED COMP. DATE 2/27/16

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	MILE TO	ENGINEERS STATION	ENGINEERS TO	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
33.0	34.0	N/A	N/A	Both		WITHIN			

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COPY

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LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>	TITLE	DATE
APPLICANT SIGNATURE <i>Kimberlyn Collins</i>	APPLICATION DATE 12/14/15	TITLE Kimberlyn Collins
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.	DISTRICT MANAGER OR REPRESENTATIVE <b>X</b>	TELEPHONE NO. 541-899-1231
		APPROVAL DATE

Sent to Regen 12/14/15 ke







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Protectors Insurance, LLC P.O. Box 4669 Medford OR 97504		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 541-773-5358 E-MAIL ADDRESS: terryf@protectorsins.com		<b>FAX (A/C, No):</b> 541-772-1906	
<b>INSURED</b> Southern Oregon Chinese Cultural Association PO Box 1586 Medford OR 97501		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: The Cincinnati Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>NAIC #</b> 10677	

### COVERAGES

CERTIFICATE NUMBER: 651529472

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		ETN 0302382	1/14/2016	1/14/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
The City of Jacksonville, and its officers, employees and agents shall be Named as Additional Insured with Respects to General Liability for 2015 Chinese New Year held on 2/27 /16 at Jacksonville OR 97530

<b>CERTIFICATE HOLDER</b> City of Jacksonville PO Box 7 Jacksonville OR 97530	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>R. J. [Signature]</i>
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## SOUTHERN OREGON CHINESE CULTURAL ASSOCIATION

DATE: January 20, 2016  
FROM: SOUTHERN OREGON CHINESE CULTURAL ASSOCIATION (SOCCA)  
TO: Chief Dave Towe, Jacksonville Police Department  
Chief Devin Hull, Jacksonville Fire Department  
911 Dispatch Center  
Mercy Flights Dispatch Center

I write to inform you that the Chinese New Year Celebration will be held on February 27, 2016. To facilitate the traditional Chinese New Years Parade and downtown events, California Street between 5<sup>th</sup> and Oregon Streets will be closed to vehicular traffic beginning at 8:00 am until approximately 1:00 pm.

On Saturday, February 27<sup>th</sup> (8:00 am – 11:30 am) “Chinese New Year Parade”; Main St (between S 4<sup>th</sup> and S. Oregon Sts), S Oregon St. (between W. Main & W. California Sts.), California St (between Oregon & N. 5<sup>th</sup> Sts.), N. & S. 4<sup>th</sup> St (from “C” to Main St.) and N. & S. 3<sup>rd</sup> St. (between “C” and Main St.) will be closed to parking and traffic flow from 8:00 am to 11:30 am.

The Main St., South Oregon St. and 3<sup>rd</sup> & 4<sup>th</sup> St. closures will use city barricades with attached caution tape between them to achieve their closure.

The west lane of S. Oregon St. will remain open to flow-through traffic. No parking will be allowed on that side of the street. The east lane of W. 5<sup>th</sup> St. will remain open to flow-through traffic. The west lane will remain closed to complete the parade route flow to closure at Doc Griffin Park. No parking will be allowed on that side of the street.

East Pine St. will be closed to all traffic other than parade entries. California St. will be closed with official ODOT approved signs and barricades provided by Ed Hunt of the City of Medford.

Parade marshals will monitor all intersections to control pedestrian and vehicular traffic. Traffic will be detoured from N. 5<sup>th</sup> down E St. both to N. Oregon (western detour) to 6<sup>th</sup> St. (eastern detour) to help alleviate congestion at closed intersection of westbound 5<sup>th</sup> & California Sts. (see attached map). Please be advised that N. 3<sup>rd</sup> St. will remain closed from 8:00 am to 4:00 pm for this day to accommodate the SOCCA booth on the street.

Signs will be posted in the afternoon prior to each event warning drivers of these closures.

10-12 SOCCA volunteers led by Terry Erdmann and Jacksonville Booster and Chamber members will be marshals to provide crowd control during the parade for the morning of February 27, 2016 from 10:00 am to 11:30 am. The parade marshals have been helpful for the smooth operation and enjoyment of the parade. Ed Hunt will set up traffic barriers and manned by CERT volunteers. The team will provide patrol and control at N. 5<sup>th</sup> and California Streets and S. Oregon and California Streets. These volunteers have been trained in traffic and crowd control methods, wear reflective vests with flash lights and hand held radio communication.

P.O. BOX 1586. MEDFORD, OR 97501 USA PHONE: 541.899.8118 FAX: 541.899.4462

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## ENTERTAINMENT AND CLEAN UP PART 3

### ENTERTAINMENT AND RELATED ACTIVITIES

**As an event organizer, you must be certain that all event-related activities comply with the local laws applicable to noise abatement.** Please be aware that loud and unreasonable noise (including music) is a violation of law. Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. Alcohol is not allowed on any City property. Amplified music is not allowed in City Parks without prior written approval from the City Council.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes  No  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes  No  Will sound amplification be used?

If yes, Start time 10:30 am Finish time 11:30 am for the parade

Yes  No  Has City Council approval been given? If so, what meeting? January 19, 2016

What is the approximate distance between the amplified sound source and nearby residences?

Parade route is on California Street. Residences are on upper 5th Street.

Yes  No  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe

The Lion Dance will have live music component. Other Chinese musical instruments will also play on the parade route

Please describe the sound equipment that will be used for your event

Sound equipment will be set up at California and C Street to announce the parade

Yes  No  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

Big Air Inflatable bounce houses will be located on the Old Courthouse Grounds

Certificates of insurance and business licenses will be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes  No  Will your event be held during the evening hours?

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require a tent or temporary structure? If yes, please describe size, location, duration from setup to tear down it will be up, number of tents/structures. A site plan is required to show the location on

Name/Title of Event Chinese New Year Celebration

the property. This is subject to planning, building department and fire dept approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water.

The jump houses will require electricity at the Old Courthouse Grounds and restrooms.

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-899-7246.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe The event banner will hang two weeks before the event . Directional signs will be placed at each venue

***Please be aware that the use of any of these items may require additional permits and City Council approval.***

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe

\_\_\_\_\_

**SANITATION, TRASH REMOVAL AND HYGIENE PLAN**

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event.

SOCCA and Chamber volunteers will police the historic core area for trash collection during and upon the conclusion of the event. Of the 6 extra collection cans (owned by the City),

4 will be strategically placed in the historic core and 2 at the Old Courthouse Grounds. The event will provide for and remove filled can liners and dispose of the collected trash in appropriate per-approved dumpsters.

The bathrooms at the old Courthouse Grounds will be policed and trash removed by the Civil Air Patrol and Commanders.

Hello Kimberlyn

Firstly, in re. "directional signs" - there will be none used for 2016 Chinese New Year programs. We only needed them the one year when we had our main performance at the Jacksonville Elementary School gymnasium ... only because the out-of-town visitors wouldn't have found the school. We have used the Bigam Knoll Ballroom for the last couple of years and required no special signage.

Last year we did ask for permission to use sidewalk signs near our venues. Examples would be simple signs as "Feng Shui" written on sandwich boards, etc. But we didn't do that last year either.

But, in the event we do, our signs would be

- "Feng Shui" outside the Old City Hall,
- "Chinese Cooking Demo" outside the Bella Union Restaurant,
- "Kemp Kung-fu" outside the U.S. Hotel/Bank,
- "Origami" at the Art Presence Gallery, and others that are on private property may be
- "Chinese Calligraphy" at the Historic Presbyterian Church,
- "Chinese Gold Mining" and "Peter Britt" at the Elan Gallery and Suites, and may be
- "SOHS and SOU Archeology" outside the Jacksonville Library.

We will likely not use them but it doesn't hurt to have permission first. Thank you all for keeping this on track and on schedule. If you have questions, please feel free to call me on my mobile phone

joey ngan



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/15/2015

**PRODUCER**  
Amusement And Event Planners Insurance Specialists  
25422 Trabuco Rd Suite 105-406  
Lake Forest, CA 92630  
Phone: (866) 380-3372

**INSURED**  
Crimi, LLC  
DBA: Big Air Productions & Walkin On Air  
560-A NE F St. #145  
Grants Pass, OR 97526

**THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: United States Fire Insurance	21113
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES CERTIFICATE NUMBER: USP185774

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	SRPGP-101-0415	06/30/2015	06/30/2016	EACH OCCURRENCE	\$ 1,000,000.00
							FIRE DAMAGE	\$ 300,000.00
							MED EXP (Any one person)	\$ 5,000.00
							PERSONAL & ADV INJURY	\$ 1,000,000.00
							GENERAL AGGREGATE	\$ 2,000,000.00
							PRODUCTS - COMP/OP AGG	\$ 2,000,000.00
								\$
			<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN EA ACC	\$
							AUTO ONLY: AGG	\$
			<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
			<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
			OTHER					

RECEIVED  
DEC 16 2015  
CITY OF JACKSONVILLE

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

City of Jacksonville and its officers, volunteers, City Council, employees and agents are added as additional insured but only with respect to liability arising out of operations of the named insured.

SOCCA Chinese New Year Celebration on Feb. 27 2016 Location at the Court House grounds in Jacksonville, OR

Inflatables and Amusements

**CERTIFICATE HOLDER**

City of Jacksonville  
PO Box 7  
Jacksonville, OR 97530

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE: Mike Lowry

Name/Title of Event Chinese New Year Celebration

## MARKETING AND PUBLIC RELATIONS PART 4

### MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue. Approval will be required from the Planning Department for placement of such items. Please contact them at 541-899-6873. Remember that due to Jacksonville's historic significance items may require a public hearing.

Yes  No  Is this event marketed, promoted, or advertised in any manner?

If yes, please describe SOCCA will coordinate marketing and promote the Chinese New Year, linked with City and Chamber websites

Yes  No  Will there be live media coverage during the event?

If yes, please describe Local television stations will cover the New year Celebration before and during the event.

Yes  No  Will media vehicles be parked within the event venue? If yes, please describe safety plan \_\_\_\_\_

Yes  No  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe. Flyers and programs at each venue will be provided only to attendees wanting these materials.

Name/Title of Event Chinese New Year Celebration

## ALCOHOL AND FOOD PART 5

### ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. **Alcohol is not permitted in City Parks.**

Yes  No  Does your event involve the use of alcoholic beverages? **Certificates of Insurance and business licenses will be required from all alcohol vendors.** Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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### FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-774-8200

Yes  No  Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared.

SOCCA will provide food to volunteers at the Fire Station. SOCCA may try to have food trucks park close to our information booths on 3<sup>rd</sup> Street. SEE MAP

WOK Star, Sultan's Delight and Wasana's Thai food.

Yes  No  Do you intend to cook food in the event area? If yes, please specify method:  
 Gas  Electric  Charcoal  Other(specify) Food Truck will be self contained with generators

**Certificates of insurance and business licenses will be required from all food vendors.**

**A Fire Marshal inspection must be completed prior to the beginning of the event. It may be scheduled by calling 541.899.7246. There may be an additional charge for this service.**

Name/Title of Event Chinese New Year Celebration

## MITIGATION AND IMPACT WITH NEIGHBORS PART 6

### MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least two weeks prior to your event. Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

**Yes**  **No**  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit.

If no, please explain \_\_\_\_\_

**Yes**  **No**  Do you have a sample of any notice that you propose to distribute at least two weeks prior to your event? If yes, please attach. If no, please explain.

Notices will be delivered, placed at the door or mail boxes for 5th Street residents at least 2 weeks prior to the event. See Attachment.  
\_\_\_\_\_

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#### OFFICE USE ONLY

Recorder:

Permit Application date approved: \_\_\_\_\_

Fee paid \$ 200.00 Date: 12/16/15

Signature of Recorder \_\_\_\_\_



SOUTHERN OREGON CHINESE CULTURAL ASSOCIATION

DATE: February 11, 2016  
TO: 5<sup>th</sup> Street Residents  
FROM: The SOCCA Board of Directors  
Subject: Parade and Street Closure

Dear Resident,

You have no doubt by now heard that we will be celebrating Chinese New Year on Saturday, February 27, 2016.

Events will begin at 8 AM with a 5K Monkey Around Fun Run; following will be our Traditional Chinese New Year Parade downtown at 10:30 AM, after which you will be able to enjoy other activities throughout town.

To facilitate the parade and downtown events, our host, the City of Jacksonville will be closing vehicular traffic on California Street between 5<sup>th</sup> St. and Oregon St. beginning at 8 AM until approximately 1 PM.

This closure may affect your usual traffic access to California St. and by this advance notice we hope that you will be able to avoid any inconvenience.

We thank you for your understanding and sincerely hope that you will participate in the city's celebration of the Chinese New Year events.

Event Information is available at the Jacksonville Chamber of Commerce; their telephone number is 541-899-8118. For more information please check out our website: [www.socca.us](http://www.socca.us).

南奧州中華文化協會

# Jacksonville City Council Agenda Item Summary



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## Jacksonville Forest Park Operating Plan

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Date: January 13, 2016  
From: Kimberlyn Collins, City Recorder

City Council Meeting: January 19, 2016  
Agenda Item: 5b.

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### **Synopsis:**

On October 20, 2015 City Council decided the Forest Park Master Plan was not the direction the City Of Jacksonville needed at this time. It was requested to meet on January 19, 2016 And present the Forest Park Operating Plan.

### **Fiscal Impact:**

N/A

### **Recommendations:**

Consensus with Council on the direction we'd like to go.

### **Exhibits:**

Exhibit A – Jacksonville Forest Park Operating Plan

# **JACKSONVILLE FOREST PARK**

## **OPERATING PLAN**

*Final Draft*

*1-13-16*

## TABLE OF CONTENTS

I. MISSION.....	3
II. PURPOSE.....	3
III. OPERATING PLAN SUMMARY.....	3
IV. HISTORY AND CONTEXT.....	4
V. RECREATION; PUBLIC USE.....	6
VI. OPERATING PLAN GUIDES.....	7
VII. COMPLETING THE OPERATING PLAN.....	10
MAPS.....	11
ATTACHMENTS.....	12

# JACKSONVILLE FOREST PARK OPERATING PLAN

## I. MISSION

*“Provide and protect natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations of Jacksonville residents and visitors”*

## II. PURPOSE

The purpose of this Forest Park Operating Plan (the “Operating Plan”) is to provide the City of Jacksonville (the “City”) with guidelines for the Jacksonville Forest Park (the “Forest Park”) to: provide environmental restoration measures to repair past uses; improve water quality of Jackson, Norling and Cantrall Creeks; enhance and protect the Forest Park for Jacksonville residents and visitors as a passive recreational park; and continue best forest management practices. This Operating Plan shall be subject to revision to reflect changes in circumstances of the City, the Forest Park and those affecting the purpose of this Operating Plan.

## III. OPERATING PLAN SUMMARY

### A. The Forest Park

The Forest Park is a 1,080-acre parcel of City-owned forested land located one mile southwesterly of the City limits. Formerly called the “Watershed” because water from it supplied the City, it became the Forest Park in 2006.

### B. Scope

This Operating Plan is intended to provide guidance in the City’s development, management and operation of the Forest Park to enhance its enjoyment by diverse users and provide trail systems, picnic areas and informational facilities and materials to enhance the outdoor experience. This Operating Plan identifies and suggests appropriate recreational uses for the Forest Park based on resources, development opportunities and constraints, public recreation needs, and the City’s role as public recreation provider. This Operating Plan provides guidance for balancing recreation demands with protection of the Forest Park’s resources. This Operating Plan seeks to assure the sustainability of the forest resources. This Operating Plan also suggests volunteer and financing opportunities, including regular budgets, to support the orderly development, operation and maintenance of the Forest Park.

### **C. Maps and Attachments**

Maps appended to this Operating Plan show the various features of the Forest Park, including roads, creeks, existing and proposed trails and recreational features. Maps may be revised from time to time to reflect changes to features. Attachments will provide written materials subject to periodic revision without full amendment of this Operating Plan.

## **IV. HISTORY AND CONTEXT**

### **A. History and Background.**

In the mid to late 19<sup>th</sup> century, miners and loggers opened the area of the Forest Park. While mining largely ceased early in the 20<sup>th</sup> century, logging continued sporadically with intensified efforts after a devastating forest fire in 1953. Ultimately, Jackson County succeeded to the title of most of the area through abandonment and/or tax sales.

The City acquired most of the lands in the Forest Park over sixty years ago from Jackson County. These lands were called the “Watershed” for the source of water from Jackson Creek, which the City dammed in 1912 to supply the City’s water.

During the last fifty years, the main forest recreational activity has been the unmanaged and unauthorized use by off-highway vehicle (“OHV”) riders creating new trails or using old logging skid trails. A small number of hikers and mountain bikers also used the land. Illegal activities such as shooting, partying, dumping, and burning were frequent occurrences.

In 1953 the City contracted with the City of Medford to supply domestic water, making obsolete the earth-filled dam and reservoir on Jackson Creek.

In 1995, the City adopted the Forest Management Plan for the Watershed to guide managing the property. This plan provided recommendations for forestry management, including selective timber reduction, to improve forest health, soil protection and water enhancement, and recreation for diverse users. While the forestry management guidelines were generally observed, recreation recommendations were not implemented.

In 2005, the City Council adopted a Citizens Advisory Committee’s recommendation “to retain and manage the Watershed” for the future benefit of the citizens of Jacksonville and visitors to the area.

In 2006 the City combined the Watershed’s Forestry Committee with the existing Parks Committee for the in-City parks into a new committee called the Parks, Recreation and Visitors Services Committee (the “Parks Committee”). The former

Watershed was renamed the “Jacksonville Forest Park” and made part of the City’s park system.

In 2010, the City began the process of addressing the dam and reservoir issues. Having obtained regulatory approvals, the City anticipates restoration measures to Jackson Creek.

Under a 2012 agreement between the City and Motorcycle Riders Association (the “MRA”) the City sold approximately 380 acres of land on the Forest Park’s western boundary to MRA for cash and title to 40-acre MRA parcel at the southeastern Forest Park entrance. Under the agreement, no further OHV uses are permitted in the Forest Park.

### **B. Climate**

The Forest Park area in the mountains west of the City has four, distinct seasons. The summer is marked by hot dry weather of low humidity, with an average high in July and August of 90 degrees and an average low of 49. December and January average high is 47 and a low of 26. Most of the annual rainfall of 18 inches falls between November and May, with about three inches of rain between June and October. Snowfall does occur occasionally between December and March, but fairly lightly with a quick melt occurring.

### **C. Ecological Region**

The Forest Park is located in the southwestern part of the Rogue Valley. The Rogue Valley is bisected by the north flowing Bear Creek and the Rogue River flowing east to west in the northern part of the valley defining the terrain on the east. On the west, the Coast Range separates the area from the coastal climate. The Siskiyou Range is the southern border of the area. The lower part of the Forest Park is the confluence of the three creeks combining into Jackson Creek at the bottom of the canyons, and the upper part is ringed by a series of ridges making it a distinct stand-alone ecological region.

### **D. Park Resources, Roads and Parking**

See “MAPS” and “ATTACHMENTS” for maps and descriptions of the Park’s resources, roads and parking areas.

## **V. RECREATION; PUBLIC USE**

### **A. OHV's.**

The unmanaged and inappropriate use of OHV's over the years has been the source of damage to the Forest Park habitat. Under the 2012 City/MRA agreement, OHV's are banned from the Forest Park.

### **B. Trails.**

Since 2008, an extensive system of trails has been constructed in the Forest Park enabling visitors to enjoy the Forest Park year-round. These trails largely follow the three creeks in the Forest Park. See "MAPS" and "ATTACHMENT 1 – TRAIL INVENTORY" for the existing and proposed future trails.

An existing, model agreement between the City and the BLM allows trails on 110 acres of BLM land within the Jacksonville Woodlands. A similar agreement with the BLM could allow the City to build and maintain trails on BLM's parcels adjacent to the Forest Park. This would enhance the Forest Park's trail system and help connect to the City's urban trails maintained by the City and Jacksonville Woodlands Association.

### **C. Picnic and Play Areas.**

The availability of picnic and some children's play areas will attract more family groups to the Forest Park. There are many areas suitable for picnicking, from just inside the entrance to higher in the hills along the streams. Connections with parking areas and trailheads will encourage group activities for picnic and trail use during Forest Park visits.

### **D. Recreation Events.**

In recent years, group recreation events in the Forest Park, including those for runners and mountain bikers, have become more frequent. For the Forest Park to be as valuable as possible to the City residents, recreational events need to be identified in such a way so as to accommodate the largest number of citizens.

For group events, and to ensure there are no conflicts, specific City-issued permits should be required for the management and control of areas and trails.

### **E. Interpretive Needs.**

Educating visitors about the Forest Park's natural, historic and cultural features will be an essential part of what will be provided by the City. Proper interpretation information will enhance visitors' experiences, encourage return visits and recommendations for others to visit.

### **F. Enforcement.**

Rules and regulations must be established and enforced to ensure that the management goals of the Forest Park succeed. This Operating Plan will help to establish the need for the thoughtful regulation of Forest Park activities.

There are limited resources to enforce the Forest Park rules. Other measures that will assist in the enforcement of the Park will include community outreach, education programs and signage. Possible resources could include a roving patrol of volunteers, an on-site caretaker and/or support from other agencies.

#### **G. Finance.**

The continued development, maintenance and restoration of the Forest Park will require financing, including costs related to the construction and repair of trails and bridges. Interpretive materials and kiosks will also require periodic correction as ground conditions change. Efforts may be pursued to obtain grants and support from federal, state and local sources, including non-profit foundations and individuals.

### **VI. OPERATING PLAN GUIDES**

The following are provided for the City's use as guides in the development, operation and maintenance of the Forest Park. Actual implementation of such matters shall be subject to final approval by the City Council through appropriate ordinances, resolutions and/or orders of the Council.

**GUIDE 1-Repair and Restoration.** Repair work should include repairs to trails, bridges, pathways, picnic areas, parking areas, signs, kiosks, rest shelters, sanitation facilities.

Regular repair work should be scheduled annually during winter to permit early start of repair activities. Emergency repair work should be accomplished as needed during the year to correct or block hazards to Park users.

Restoration work should include reforestation and erosion control measures and should be scheduled at the same time as repair work to avoid conflicts and overlap. Restoration of the reservoir area should be accomplished as soon as possible after the removal of dam.

Cost Estimate: Annually, at the scheduling of repair and restoration work, an estimate of costs will be prepared by the Parks Committee, taking into account the use of City personnel, outside contractors and Volunteers. At the same time, a conservative estimate of costs of emergency repair work also will be prepared. The estimates will be provided to the City as part of its annual budget consideration.

**GUIDE 2-Protection of Resources.** General protection measures should include suitable warning signage, elevated walkways, bridges, fencing and, as may be required for reforestation and erosion control measures, the temporary

closing of areas to public use. As with Repair and Restoration, such measures should be scheduled annually except as may be required on an emergency basis.

Adoption of ordinances for rules and regulations, and related enforcement provisions, specific to the special nature of the Forest Park should be considered.

Forest management practices may be reviewed and revised, as necessary, to protect existing timber and provide for timber harvesting consistent with current best practices and appropriate protection measures.

Cost Estimate: Resource protection projects will depend on changing Forest Park conditions and should be surveyed at least annually. Forest management practices review may require special forestry consultants. The Parks Committee may include estimates of Resource Protection costs along with its annual estimate for Repair and Restoration.

**GUIDE 3-Recreational Uses.** Forest Park trails should remain a most significant element of recreational park use. At least annually, the Parks Committee should evaluate the location, condition and needs of the trail system based on input from the Parks Committee. Such evaluation may include defining and redefining the uses of trails for hikers, bikers, hikers and bikers and equestrian and the need to provide for or revise appropriate signage for uses.

Further, in the event a trail or trails require emergency repairs or closure to assure public safety, the Parks Committee should prescribe such measures and report them to the Council with appropriate recommendations.

Depending on usage and funding availability, the Parks Committee may continue to plan for development of other recreational features, including new or improved trails, bridges, picnic areas and restroom facilities.

For special events, such as foot races or bike races, the Parks Committee should work with appropriate City officials to provide for specific rules or permit conditions applicable to such events and solicit volunteer assistance to help monitor such events.

Cost Estimate: Regular replacement or revision of trails and/or trail related infrastructure and signage is anticipated. New development may require budget considerations.

**GUIDE 4-Interpretive Measures.** The Parks Committee, with the Coordinator and Volunteers, may continuously evaluate the need for new or replacement interpretive panels, kiosks, signs, maps and other printed materials.

Also, a docent guide program, utilizing Volunteers, may be undertaken to provide guided tours to supplement self-guided excursions aided by the physical interpretive measures.

Cost Estimate: Costs may vary, particularly for new or replacement of damaged interpretive facilities. Costs of printing maps and other written materials may depend on depletion through usage and the need to reflect changed conditions of trails and other facilities. Cost estimates should be part of the budget process.

**GUIDE 5-Volunteer Participation.** The participation of volunteers in many Forest Park activities may greatly enhance the public awareness and use of the Forest Park as well as offering significant financial savings in the development, operation and maintenance of the Forest Park.

The City Administrator designates one full-time employee of the City of Jacksonville (the City) Public Works Department (Public Works) as the City Parks Coordinator (the "Coordinator"). The Coordinator would be the primary contact person for the maintenance and development of all City parks, including the Forest Park. The Parks Committee shall designate one of its members to be its primary communication liaison (Coordinator Liaison) with the Coordinator.

The Coordinator, with the help of the Parks Committee, shall establish the Forest Park Volunteer Program (Volunteer Program). Any person, business, group or organization interested in the Forest Park is eligible to participate in the Volunteer Program as a volunteer (Volunteer). The City's then-current rules and regulations governing City volunteers shall apply to the Volunteers, including procedures for Volunteer applications. Volunteers serve without compensation and shall not be deemed employees or agents of the City.

The Coordinator shall organize and manage the Volunteer activities. The Coordinator shall keep the Parks Committee regularly informed of on-going and completed Volunteer activities through the Coordinator Liaison.

Volunteers activities may include: (1) organize and participate in constructing and maintaining trails, bridges, walkways, kiosks, rest shelters, picnic grounds and interpretive panels with Public Works; (2) assist the Parks Committee in drafting an annual action plan for the projects in the Forest Park; (3) as docents, assist Forest Park visitors with information about available facilities and rules and regulations and respond to or refer complaints or issues of concern; (4) assist in the conduct of special events; and (5) assist the Parks Committee and Public Works in preparing cost estimates, budgets and other financial information about the Forest Park.

Cost Estimate: Nominal. Expenses may include water, refreshments and printed materials for Volunteer activities. Any costs of tools and materials for actual

repair, restoration, construction and maintenance activities shall be considered under other portions of this Operation Plan.

**GUIDE 6-Public Safety.** Primarily, each person in the Forest Park is responsible for his or her safety. Provisions may be sought to provide for police, fire and medical responses to criminal and emergency situations arising in the Forest Park. Such provisions may include joint response agreements with other police and fire agencies, including those serving the state and federal governments. Other measures may include, barriers, warning signs and/or the closure of trails, areas or conditions potentially hazardous to Forest Park users. Frequent patrolling by Volunteers during peak usage seasons may also be considered. Visitors should be encouraged to report any public safety issues.

Cost Estimate: Police, fire and medical response costs may vary depending on the nature of the responders and possible joint response measures.

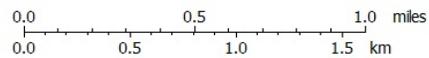
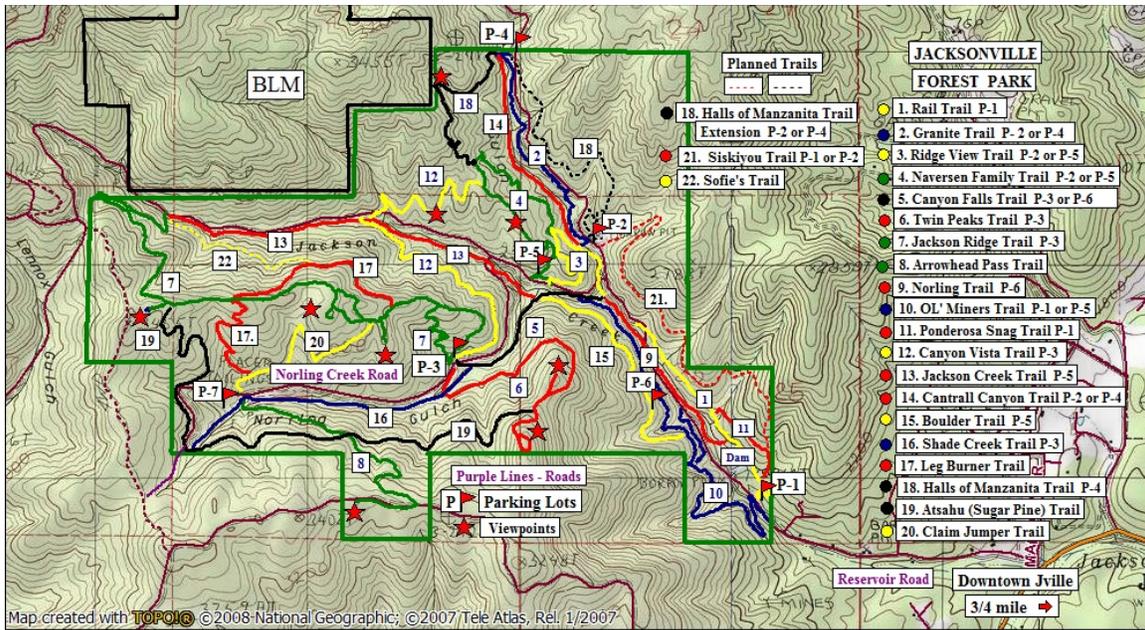
**GUIDE 7-Funding.** The Parks Committee may actively pursue available funding sources to support development and maintenance of the Forest Park. Those sources will include the City budget and, depending on the project, SDC funds. Also, grants from the State or other governmental agencies, Jacksonville Transient Occupancy Tax grants and local non-profit groups such as Jacksonville-Applegate Rotary and Jacksonville Boosters Foundation maybe sought on a capital project-specific basis.

Subject to Council approval, proceeds of timber harvesting may be retained for Forest Park purposes, particularly to address repairing and restoring damage caused by such harvesting. A portion of revenues from special events may also be sought for the Forest Park.

Cost Estimate: Apart from any applicable application fees, nominal or no costs.

## **VIII. OPERATING PLAN REVIEW**

This Operating Plan and any amendments, revisions and the implementation thereof, shall, in all respects, be subject to the review by the City Council from time to time as the Council deems appropriate.



TN MN  
15°  
12/17/15

# ATTACHMENT 1- PARK RESOURCES REFERENCES

## A. LAND AND NATURAL FEATURES

**1. Ownership.** The City-owned Forest Park consists of 1,080 acres. Elevation varies from 1,900 to about 3,300 feet. Crossed by three major creeks, the terrain rises steeply to ridges. Since the 2012 City/MRA agreement, the lands of the Forest Park are contiguous with the acquisition of the former MRA 40-acre parcel referenced above. The Bureau of Land Management (“BLM”) has parcels of land adjacent to the Park: a 120-acre parcel northeast of the reservoir and a 340-acre parcel adjoining the Forest Park’s northwestern boundary. MRA-owned lands adjoin a portion of the western boundary of the Forest Park. See “MAPS” for a map of the Forest Park and surrounding lands.

**2. Timber Land.** Approximately two-thirds of the Forest Park is heavily forested with conifers and oaks, with the remainder a mixture of madrone and manzanita. Since 1995, the forest has been managed under the City’s Forest Management Plan with primary focus on timber production, fire protection and forest health. These objectives remained in force with the creation of the Forest Park.

On the lower slopes of the Forest Park hardwoods, such as madrone and big-leaf maple, are mixed with the manzanita. Supplemented by reforestation, pine is returning after the 1953 fire.

The western section of the Forest Park not burned in the 1953 fire has much older stands of timber. The north slopes have thick stands of mature fir and pine, and the south slopes are a mix of pine and madrone with some fir. All the creek areas have deciduous species such as maple, oak and dogwood.

**3. Soils.** Areas in the Forest Park are eroded, mostly in gullies down hillsides. Begun as logging skid roads, rain and misuse have enlarged and steepened the gullies, allowing sediment to be carried into the creeks. Soils experts have described the area as being very vulnerable to erosion due to its sensitive soils such as decomposed granites, which cover over half of the Forest Park.

The soils in the park have been grouped into two classifications based on their derivation and mapped accordingly: “granite”, derived from granite rock, and “gravelly loam,” often referred to as clay soil, derived from metamorphic rock.

There are variations within each of these classifications that affect site quality. Although the best sites for tree growth are found on the north slopes with gravely loam soils, south-facing slopes with decomposed granite soil can also be quite timber-productive.

**4. Creeks.** Three creeks originate in and drain the area, which is the principal watershed for Jackson Creek. Cantrall Creek originates in the northwest corner of the Forest Park and joins Jackson Creek in the middle of the Forest Park. Norling Creek starts in the western region and joins Jackson Creek just above its junction with Cantrall Creek. Through a spillway in the existing dam, Jackson Creek flows to Bear Creek.

The uppermost tributaries start at an elevation of 3,500 feet, descending and combining to become Jackson Creek and leaving the southeastern boundary at an elevation of 1,900 feet. Their descent is marked by a steady grade, interrupted by small waterfalls over rocky bottoms.

Jackson Creek and its tributaries are a critical part of the Forest Park. Most of the Forest Park areas are close to one of these streams. They must be maintained and protected for water quality and recreational enjoyment, and are currently in good condition.

**5. Ground Water.** Beneath the hillside under the quarry area is a tunnel a few feet from Cantrall Creek. A stream of groundwater flows all year from the tunnel, creating a boggy area with ferns, poplars, and shrubs. This water flows into the creek to the upper reservoir area, even in summer when the other creeks stop flowing. This tunnel was dug by the City to help assure water flow into the then-City operated reservoir during the summer (See "MAPS" for the location).

**6. Riparian Areas.** Despite the sediment in the creeks, the riparian areas are very much in a natural and well-vegetated state. They are strongly shaded by trees and shrubs, and the streams descend at a regular rate. Their well-rocked beds prevent eroding of the banks even in high volume flows. Periodic logging has been done away from riparian areas.

**7. Restoration.** Restoration of the land in the Forest Park has been occurring under the Forest Management Plan, and will continue. Examples of areas needing restoration include damage in riparian areas where OHV trails have crossed, logging roads, and two abandoned, small gravel pits. The largest contributor of stream sediment is the decomposed granite quarry on Reservoir Road above Cantrall Creek. Efforts to establish vegetation have had little success because of the lack of topsoil. A large sediment-settling pond, built in 2012, has proven the best method of retaining sediment-laden runoff before it reaches the creeks.

**8. Scenic Values.** The steep canyons and high ridges present a very beautiful panorama from either the ridges or the bottom of the canyons along the streams. All the Forest Park developments must seek to preserve these views as they are a valuable asset to the Forest Park and enhance the experience of its visitors. The large area provides many diverse scenic vistas. The elevation variation from 1,900 feet to 3,300 feet presents views of high ridges and mountaintops from below along the streams, and views from the ridges that encompass most of the park and distant mountains across the Rogue Valley to the Cascade Range and south to Mt. Shasta in California. The variety of tree and shrub species contributes to constantly varying surroundings.

**9. Wildlife.** The Forest Park contains many species of wildlife. Black-tailed deer, cougars, and black bears are prevalent. Coyotes, gray foxes, and wild turkeys are very apparent in the lower elevations. Owls and jays reside in the higher, more forested regions, and in the dense forests of the northern-facing slopes of the southern canyons.

**10. Protected Species.** There is one known rare and protected species in the park. This is the flower *Fritillaria Gentneri* Lily. The Forest Park has been surveyed for this species in the lower 120 acres and also along the Reservoir Road to the north Forest Park boundary. It has been located only in three locations in the extreme lower elevations.

## **B. Cultural Elements**

**1. Native Americans; Chinese.** Evidence indicates the possible presence of Native Americans in the area of the Forest Park perhaps dating back 6,000 years. Modoc, Klamath, or Takelma tribes probably used the area for hunting and fishing.

Jackson Creek and its Norling Creek tributary were heavily mined in the late 19<sup>th</sup> century by Chinese miners following other miners into the area of the Forest Park. The Chinese typically worked mines abandoned by others or obtained rights to such mines.

Any sites of Native American and/or Chinese activities will be subject to appropriate archeological investigation.

**2. Historic Railroad.** The Bullis Logging Railroad in 1912 ran from the City generally southwesterly along Jackson Creek to a point above the southeastern Forest Park boundary and above the reservoir site. The railroad was used primarily to haul timber to sawmills in or near the City with some hauling of aggregates for local construction. The railroad ceased operations about 1914 after a log train crashed, destroying a

trestle above the reservoir site. A replica of the historic trestle has been constructed at the crash site. Only portions of the original roadbed remain with no rails or other equipment.

**3. Old Mine Sites.** Mining in area of the Forest Park began in 1852. The placer mines on both forks of Jackson Creek were the first mining operations. The most common was hydraulic mining using high-powered water nozzles to wash hillsides along streams. Sluice boxes below collected gold washed from the ground. The resulting piles of rock and debris can be seen from many of the trails near the streams.

Two quartz mills were erected during the 1860's. The Hopkins Mill on the left fork of Jackson Creek was not successful and around 1869 had been converted into a sawmill. The Occidental Mill on the right fork of Jackson Creek cost \$10,000.00 and had a crushing capacity of 20 tons a day.

The Towne Mine, owned by J.G. Rinehart, was located on a ridge 800 feet west of the reservoir site on Jackson Creek at an elevation of 2,200 feet. A pocket of rich gold ore known as the "Johnson Pocket" and reported to have yielded \$30,000 was taken from a shallow cut in a quartz vein.

The Bowden Pocket was located six hundred feet to the north of the Towne Mine on the northeast slope of the ridge, below a shallow pit on the surface, and is reported to have yielded \$60,000 worth of gold.

Beside the reservoir site on Jackson Creek, another vein called "Reservoir Ledge" was worked by two men who broke ore by hand mortar and panned out the gold. The vein was three feet wide and opened only on the surface.

The Norling Mine produced tons of ore worth \$64,000. The mine had a 5-stamp mill run by an engine and ceased operation in 1911. The mine, just a few feet onto BLM land, can be seen from the Atsahu Trail.

There currently are no active mine sites in the Forest Park. The remnants of two, one on Norling Creek Road, the other (smaller) on upper Jackson Creek have been identified for possible interpretation. Any safety and environmental issues that they present will be addressed.



- 11. Ponderosa Snag Trail** – 1/3 mile – **Easy – Hiking & Biking** - A scenic trail above the Rail Trail that passes by a huge old pine snag and a six-foot diameter madrone tree. The trailheads are found on the Rail Trail.
- 12. Canyon Vista Trail** – 1 3/4 miles – **Easy – Hiking and Biking** - A flat trail going from canyon to canyon, with great views to the south and east. At the trails midpoint, it intersects the Jackson Creek Trail.
- 13. Jackson Creek Trail** – 1 1/4 mile – **Easy – Hiking** - A shady meandering trail alongside Jackson Creek that is an easy hike from Canyon Falls Trail. The trail crosses the Canyon Vista Trail and up to the Jackson Ridge Trail head. **Bikers:** Use the old Jackson Creek Road that parallels Jackson Creek up to the Jackson Ridge Trail.
- 14. Cantrall Canyon Trail** – 3/4 mile – **Moderate –Hiking** – This trail follows Cantrall Creek, the largest stream in the park with many waterfalls. Spur trails lead down to streamside areas.
- 15. Boulder Trail** – 3/4 mile – **Easy – Hiking & Biking** – Starting at a trail head on the Canyon Falls Trail, it is built on an old water ditch that carried water one mile for hydraulic gold mining in a canyon to the south .
- 16. Shade Creek Trail** – 1 mile - **Easy – Hiking** – A fun hike on a warm summer day. Hidden springs leave pools of water in adjacent Norling Creek all summer which attract wildlife that makes for great viewing.
- 17. Leg Burner Trail** – 1 1/2 miles - **Difficult – Hiking & Biking** – Test your legs on this shady trail as you gain 400 feet in elevation to reach the Jackson Ridge Trail and one of the highest elevations in the Forest Park.
- 18. Halls of Manzanita** –2 ¼ miles - **Moderate – Hiking & Biking** – Hike the north rim of the park starting at the Naversen Trail over to the Cantrall Canyon Trail. The park's east ridge has some of the best views in the Forest Park. Hikers can go on the Siskiyou Trail to reach the lower parking lot.
- 19. Atsahu (Sugar Pine) Trail** 2 ¼ miles – **Moderate - Hiking & Biking** – Atsahu is the Shasta name for Sugar Pine. Running from the saddle on Twin Peaks past the Norling Mine to Jackson Ridge, it crosses Arrowhead Pass Trail and Shade Creek Trail.
- 20. Claim Jumper Trail** 2/3 mile – **Moderate – Hiking & Biking** – A great middle level route to go between the Leg Burner Trail and Jackson Ridge Trail to do a different loop.

**21. Siskiyou Trail** – 1 ½ miles - **Moderate – Hiking** – Another wonderful trail for views. The views from this trail are unique as they look out to the west and north from the east slopes of the park.

**22. Sofie's Trail** – 2/3 mile - **Easy - Hiking & Biking** – Another nice, pretty level trail to go from the Leg Burner and Jackson Ridge trails to the Jackson Creek Trail, all on the forested and shady side of the mountain.

## **ATTACHMENT 3 – ROADS AND PARKING**

### **ROADS**

The Forest Park has three established roads. The Reservoir Road, beginning at Highway 238 at the City's western limit, is the primary access. This road extends westerly, through private lands, approximately one mile to the southeastern boundary of the Forest Park. It extends westerly on the south side of the dam and reservoir site and proceeds northerly approximately three miles to the northern boundary of the Forest Park to private property. Reservoir Road connects the Jacksonville Woodlands Zigler Trail complex to the Forest Park.

The Jackson Creek and Norling Creek Roads branch off Reservoir Road one-half mile above the dam and reservoir site and proceed together for one-half mile. After dividing, the Norling Creek Road follows Norling Creek for one and one-half miles to the southwestern boundary of the Forest Park. Jackson Creek Road follows Jackson Creek one and one-half miles to the Forest Park's western boundary. Each of these roads provides access to neighboring properties.

All three roads are maintained for vehicle travel. Their widths vary from one to two lanes, with typical width of one and one-half lanes. The Reservoir and Norling Creek Roads are graded with a rocked surface, and have storm water culverts. Jackson Creek Road is graded road suitable for trucks.

An easement agreement between the City and the BLM gives the BLM and its licensees certain rights of access through the Forest Park. Use of the Forest Park roads requires control by the City to ensure that there are no conflicts with the various activities that will take place in the Forest Park. Emergency and fire fighting equipment require access for safety and fire fighting.

### **PARKING**

There are seven parking areas (identified by reference to Maps):

P-1 At southeast entrance to Forest Park; one-half acre, with a large information kiosk and trail maps.

P-2 On Reservoir Road, one mile north of "P-1" next to former decomposed granite quarry; one acre.

P-3 On Norling Creek Road, one-half mile north on Reservoir Road and three-fourths mile west on Norling Creek Road; approximately one acre.

P-4 On Reservoir Road one and one-half miles north of "P-1" at the north end of the Forest Park; one-fourth acre.

P-5 On Norling Creek Road, one half mile north of "P-1" on Reservoir Road and one fourth mile west on Norling Creek Road, one-half mile west of P-1; one-half acre.

P-6 On Reservoir Road, one-half mile north of "P-1"; two acres [information kiosk].

P-7 On Norling Creek Road, one-half mile north of "P-1" on Reservoir Road and one and one-half miles west on Norling Creek Road; one-half acre.

# Jacksonville City Council Agenda Item Summary



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## Appointment to Public Safety Committee

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Date: January 13, 2016  
From: Paul Beck, Mayor

City Council Meeting: January 19, 2016  
Agenda Item: 5c.

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### **Synopsis:**

Sec. 2.36.220. - Council committees.

In accordance with the provisions of the Jacksonville Municipal Code, the Mayor at their discretion shall appoint standing committees.

For your information: Please find the application for Mark Peterson included in your packet for your review.

### **Fiscal Impact:**

N/A

### **Recommendations:**

N/A

### **Exhibits:**

Exhibit A – Appointment to Public Safety Committee



City of Jacksonville  
P.O. Box 7 – 110 E. Main Street  
Jacksonville, OR. 97530  
(541)899-1231

RECEIVED  
JAN 06 2016  
CITY OF JACKSONVILLE

## APPLICATION FOR APPOINTMENT TO COMMITTEE

COMMITTEE APPLYING FOR Safety

FULL NAME MARK PETERSON

ADDRESS 355 OAK ST, JACKSONVILLE, OR 97530

MAILING ADDRESS (if different) P O BOX 964

PHONE 503 269-2118 EMAIL DATSONE55@gmail.com

EMPLOYER Retired TITLE DEPUTY SHERIFF

DURATION OF EMPLOYMENT WITH CURRENT EMPLOYER 30+ yrs

REGISTERED TO VOTE?  Y  N ARE YOU A JACKSONVILLE RESIDENT?  Y  N

IF YES, # OF YEARS AS A RESIDENT 1 mo. DO YOU RENT OR OWN YOUR HOME? Rent

IF NOT, HOW FAR DO YOU RESIDE FROM CITY LIMITS? \_\_\_\_\_

WHY DO YOU WISH TO SERVE THE CITY OF JACKSONVILLE? would like to serve the community THAT MY WIFE AND I ARE BUILDING A HOME in & PLAN ON RETIRING in Permanately.

PLEASE LIST ANY PREVIOUS OR PRESENT INVOLVEMENT IN THE CITY OF JACKSONVILLE, SUCH AS CITY COUNCIL, COMMISSION OR BOARD MEMBERSHIP, CITIZEN'S COMMITTEE, ETC... None

City Council  
January 19, 2016  
Agenda Item 5c.  
Exhibit "A"

PLEASE LIST YOUR EDUCATIONAL BACKGROUND: H.S. & A FEW YEARS COLLEGE - SERVICE SCHOOLS

WHAT EXPERIENCE OR EDUCATION HAVE YOU HAD RELATIVE TO YOUR APPLICATION? 30+ YEARS DEPUTY SHERIFF & 25+ YEARS MILITARY.

PLEASE LIST YOUR OCCUPATIONAL EXPERIENCE: \_\_\_\_\_

PLEASE LIST PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS: VFW, EUCS, COMBAT INFANTRY BADGE ASSOCIATION

LIST ANY ADDITIONAL WORK, CIVIC OR COMMUNITY EXPERIENCE THAT MAY RELATE TO THIS APPLICATION:

\*The Comprehensive Plan is the guiding document for many decisions. Your appointment may require you to read and become familiar with the Comp Plan and other city codes upon appointment. Your signature on this application indicates you are willing to do so.

Signature  Date 1-6-2016

Ken Gregg - to call @ 1/7/16

# Council Discussion



Parks and Recreation Visitor Services Committee  
Dec 30, 2015 1600  
Committee Chair: Steve Casaleggio  
Committee: Bernie, Candy, Rob, Elle  
Staff Rick Shields, Eric Villareal  
Liaison: Criss Garcia

1) CALL TO ORDER, WELCOME

Thanks to committee member by president for work of 2015  
Joined by Elle Cellers  
Council Liaison Report

2) OLD BUSINESS:

- a. Update on parks' Inventory form  
Slow and steady
- b. Future parks' inventories

3) ACTION/DISCUSSION ITEMS:

- a. Application process for group volunteers;  
Volunteers in the parks. Chair refers to recent story on NPR about snowmobilers in the Deschutes NF that went out of control.  
Chair presents a draft procedure for processing volunteers. Would work with and through recorder to establish process and protocol of applications for volunteer work.  
Would apply to groups wanting to do work in any of the parks. Boosters have a separate MOU and PB Garden is specifically excluded.  
Individuals would need a waiver, groups would need policies.

- b. Liaison's Council Report; see above

- c. Selection of Vice Chair and Record Keeper;  
Liaison has been an adequate secretary  
A vice chair is required by code,  
A nomination of Rob Buerk as Vice Chair by Bernie, seconded by Candy.

- d. Revise Code Sec. 4.14.020 (B) for 3 person quorum;  
**Sec. 4.04.010 C (5) states a quorum is 5 unless otherwise stated, but there are prescribed a 5 member committee... need to clean up**

- e. 2016 meeting schedule; and  
quarterly meetings are specified. monthly has been more the standard. Committee discusses the possibility of a bimonthly or quarterly meeting. Unless otherwise needed. There has been a lot of business going on lately. A subcommittee could be useful for various administrative purposes.

- f. Forest Park Operation Plan  
Review of process and context

4) OTHER BUSINESS:

Marjorie Edens memorial will be installed by Jan 16th

PBG Bench will be reslatted with man-made materials

Windfall on the Legburner was really big after the snow. There were over 60 blockages that were cleared in a day thanks to volunteers and staff

5) PUBLIC COMMENT (3 minute limit per person)

6) NEXT MEETING: January 21, 2016 At 5;00 pm in Old City Hall

7) ADJOURN