

MEMO

CITY OF JACKSONVILLE

To: City Council

From: Kimberlyn Collins, City Recorder

Date: January 29, 2016

Subject: Reminder of Study Session

Reminder:

Study Session: Recycling Program: Tuesday, February 2, 2016 @ 5:30 pm



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

**Study Session
Recycling Program**

**February 2, 2016
5:30 pm**

**CITY COUNCIL
City Council Meeting**

**February 2, 2016
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (January 19, 2016)**
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
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - 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. **Person of the Year Award, 2015 awarded to Steve Casaleggio**
 - b. **CLG Grant for Beekman House – Carolyn Kingsnorth**
 - c. **Appointment to Public Safety Committee**
 - d. **Discussion of Quorum on Commissions and Committees**
 - e. **Ordinance No. O2016-004 An Ordinance Amending Section 4.04.010(C)(5) of the Jacksonville Municipal Code Regarding Quorum Requirement for City Commissions and Committees**
- 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. 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 on-line on the City of Jacksonville website <http://www.jacksonvilleor.us>.

January 19, 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, Lewis and Mayor Becker. Absent: Councilor Bennington.
Staff Present: Administrator Alvis, Treasurer McNichols, Chief Towe and Recorder Collins.
- 2) **a. MINUTES (minutes from December 19, 2015 meeting)**
Move to: Approve the minutes
Motion by: Councilor Jesser
Seconded by: Councilor Gregg
Vote:
Ayes: Unanimous
Motion Carries

b. BILLS LIST
Move to: Approval of Bills
Motion by: Councilor Lewis
Seconded by: Councilor Wall
Roll Call Vote:
Ayes: 6
Nays: 0
Motion Carries
Council asked questions. Administrator Alvis answered.
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
Pat Gordon – 648 Hueners Lane #E Jacksonville, Or 97530: Personally invited the Council to a class on February 11, 2016 called “How to reduce our carbon footprint.”
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Mayor** - Mayor Becker
 - b. **Admin Department** - Administrator Alvis / Treasurer McNichols / Recorder Collins
Treasurer McNichols: Gave update on Springbrook and reminded Council of the first Budget meeting on February 4, 2016 @ 4:00 pm.
Administrator Alvis: Spoke to letter in packet for the waterline project and street repairs. Gave a brief update on the Presbyterians Church flood issues. Informed Council he will be at the HARC meeting tomorrow presenting the West Main Parking Lot. Updated Council on a tractor that had been stolen but was recovered. Council asked questions. Administrator Alvis answered.
 - c. **Planning Department** - Ian Foster
 - d. **Police Department** –
Chief Towe: Spoke to Sgt. Moore retirement this December. Gave 2015 year-end report. Council asked questions. Chief Towe answered.
 - e. **Fire Department** - Chief Hull

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

Public Comment: None

Council Discussion: Debra Lee presented Chinese New Year's. Council asked questions. Debra Lee answered.

Motion to: Approve the entire event packet.

Motion by: Councilor Jesser

Seconded by: Councilor Garcia

Vote:

Ayes: Unanimous

Motion Carries

b. Jacksonville Forest Park Operating Plan

Public Comment: None

Council Discussion: Councilor Garcia presented the operating plan and the purpose for its creation. The Forest Park Operating Plan will be managed by administration. Council asked questions. Councilor Garcia and Administrator Alvis answered.

c. Appointment to Public Safety Committee

Public Comment: None

Council Discussion: Mayor Becker introduced Mark Peterson as the newest member of the Public Safety Committee. Council asked questions. Mark Peterson answered.

6) **COUNCIL COMMITTEE REPORTS**

a. Councilor Gregg: No Report

b. Councilor Jesser: No Report

c. Councilor Wall: Thanked Pat for coming to the City Council meeting.

d. Councilor Lewis: Reminded Council of the HARC meeting set for tomorrow night.

e. Councilor Garcia: Spoke to Parks minutes in packet, progress on IT Survey, and reminded Council of study session set for February 2, 2016 on recycling program. Councilor Garcia also requested for the IT results to be on a future agenda.

f. Councilor Garcia: Gave report for the December 30th Parks meeting.

g. Mayor Becker: Spoke in regards to the card Pat Dahl's family sent the City.

7) **ADJOURN 7:00 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

CITY OF JACKSONVILLE Bills Against the City - City Council FEBRUARY 2, 2016		
GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
Jacksonville Boosters Club	reimbursement for volunteer ins policy	300.00
Mercy Flights Inc.	medical supplies for admin	59.24
		359.24
GENERAL FUND - POLICE DEPARTMENT		
Vendor Name	Description	Amount
Batteries Plus Bulbs #208	12 v batteries for PD	505.36
Kevin Hicks Roofing	temporary fix to PD roof	275.00
Mercy Flights Inc.	medical supplies for PD	29.62
Mobile Installations	instllation of flashlight chargers into PD vehicles	250.00
Mr. Rooter Plumbing	sewer line clean out at PD	323.42
Quill Corporation	supplies for PD	45.77
Thomson Reuters - West	annual subscription / training bulletin	312.00
		1,741.17
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
Mercy Flights Inc.	medical supplies for planning	14.81
		14.81
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
Christopher Arnold	reimbursement for lanyards & name badges for FD	28.98
Galls LLC - DBA Blumenthal Uniforms	patches for FD	551.99
Mercy Flights Inc.	medical supplies for FD	1,817.93
Mr. Rooter Plumbing	sewer line clean out at FD	411.68
Rogue Valley Fire Chief's Association	annual dues	25.00
Seawestern	boots for FD employee	268.85
		3,104.43
STREETS FUND		
Vendor Name	Description	Amount
Zoll's Lawn & Garden Equipment	supplies for street dept	19.20
		19.20
WATER FUND		
Vendor Name	Description	Amount
City of Jacksonville - Petty Cash	petty cash reimbursement	1.79
City of Jacksonville - Petty Cash	petty cash reimbursement	15.68
Crater Lake Ford	brakes for PW vehicle	224.00
Mercy Flights Inc.	medical supplies for PW	14.81
Quench & Drench	vehicle maintenance on PW trucks	605.90
		862.18
PARKS FUND		
Vendor Name	Description	Amount
City of Jacksonville - Petty Cash	petty cash reimbursement	83.58
Pacific Forest Seeds Inc.	cold storage (12 months) on tree seed inventory	55.00
Pronto Print	trail description cards	93.71
		232.29

Vendor Name	Description	Amount
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
Applied Refrigeration Technology	progress billing (66% contract) mechanical @ courthouse	100,000.00
Briggs Construction	work on courthouse project	267.00
Mike Lower	work on courthouse project	125.00
Pacific Electrical Contractors	progress billing courthouse project	27,075.00
		127,467.00
	TOTAL:	133,800.32
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



CLG Grant for Beekman House

Date: January 27, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: February 2, 2016
Agenda Item: 5b.

Synopsis:

Carolyn Kingsnorth is requesting the City to consider applying for a CLG Grant for the painting of the Beekman House.

Fiscal Impact:

No impact on the City but approximately \$8,000 - \$10,000 from the grant.

Recommendations:

Approve to move forward with the CLG Grant.

Exhibits:

Exhibit A – Memorandum: Carolyn Kingsnorth

HISTORIC JACKSONVILLE INC.

Memorandum

Date: January 22, 2016

To: Mayor Paul Becker
Jacksonville City Council
City Administrator Jeff Alvis

From: Carolyn Kingsnorth
Historic Jacksonville, Inc.

Re: Certified Local Government Grant Application

I would like to submit a Certified Local Government grant application on behalf of the City of Jacksonville for monies to paint Jacksonville's historic Beekman House, a City-owned property. Although sections of the house have been painted over the years in conjunction with structural maintenance and repairs, it has been at least 10 years since the house has been completely prepped and painted and there are places where bare wood is showing.

This project falls within the parameters of projects the Oregon Heritage Commission funds with CLG monies. The CLG grant application is due by February 26, and the City is in the process of obtaining cost estimates at this time. The CLG grant is a 50/50 matching grant. Historic Jacksonville has been the recipient of donations restricted to Beekman House use, so HJI is able to provide a portion of the matching funds required.

Thank you for your consideration. We welcome your approval!

Best regards,


Carolyn Kingsnorth
President
Historic Jacksonville, Inc.

City Council
February 2, 2016
Agenda Item 5b.
Exhibit "A"

Historic Jacksonville, Inc. is a 501(c)(3) non-profit organization, federal tax ID 46-4338965.

Jacksonville City Council Agenda Item Summary



Appointment to Public Safety Committee

Date: January 25, 2016
From: Paul Beck, Mayor

City Council Meeting: February 2, 2016
Agenda Item: 5c.

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 William Stimson included in your packet for your review.

Fiscal Impact:

N/A

Recommendations:

N/A

Exhibits:

Exhibit A – Application for Appointment to Public Safety Committee

Application for Appointment to Committee and Commission

Name William C Stimson Date 1/18/2016

Committee/Commission applying for PUBLIC SAFETY

Address 315 COWESTOGA CIRCLE JACKSONVILLE OR 97530
Street City State Zip

Mailing address if different SAME
PO Box/Street City State Zip

Employment: RETIRED
Nature of Business Occupation

Telephone 541-702-2214 - -
Home Cell Work

Email address bjstim@yahoo.com

Number of years as Jacksonville Resident 3 1/2 Registered voter Y or N

Highest grade completed/Degree held MASTER OF SCIENCE IN ENGINEERING

Why do you wish to serve the city? WOULD LIKE TO USE PROFESSIONAL EXPERIENCE TO HELP JACKSONVILLE AND LEARN MORE ABOUT JACKSONVILLE AT THE SAME TIME.

What experience or education have you had relative to your application? PROFESSIONAL EXPERIENCE DRIVING ORGANIZATIONS TOWARD CONTINUOUS SAFETY, SECURITY, ENVIRONMENT, QUALITY AND EFFICIENT IMPROVEMENT. WORKED WITH CITY, COUNTY & STATE AGENCIES TO ASSURE COMPANY ALIGNMENT AND COMPLIANCE FOR SAFETY AND ENVIRONMENT ITEMS.

Please list any previous or present involvement such as City Council, commission or board membership, citizen's committee etc. MEMBER OF JACKSONVILLE BOOSTERS ORGANIZATION.

Additional information you feel is pertinent to this application METROCREST (COPELL, CARROLLTON, FARMERS - BRANCH, TX) CHAMBER OF COMMERCE BOARD OF DIRECTORS 1990-1997; COPPELL, TX CODE ADVISORY BOARD AND BUILDING & STANDARDS COMMISSION CHAIRMAN; 1991-1993; VALWOOD FLOOD CONTROL DISTRICT BOARD 1989-1992, PRESIDENT 1992.

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: W. Stimson

City Council
February 2, 2016
Agenda Item 5c.
Exhibit "A"

RECEIVED
JAN 19 2016
CITY OF JACKSONVILLE

Jacksonville City Council Agenda Item Summary



Discussion of Quorum on Commission and Committee Code

Date: January 20, 2016
From: Kimberlyn Collins, City Recorder

City Council Meeting: February 2, 2016
Agenda Item: 5d.

Synopsis:

Original code requires a number such as four (4) to be a quorum whereas now that we have reduced the number of committee members we want to recommend changing the code to reflect this.

Fiscal Impact:

N/A

Recommendations:

N/A

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



Ordinance No. O2016-004 An Ordinance Amending Section 4.04.010(C)(5) of the Jacksonville Municipal Code Regarding Quorum Requirement for City Commissions and Committees

Date: January 13, 2016
From: Jeff Alvis, City Administrator

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

Synopsis:

Ordinance that will take into effect to lower the number of members for a quorum for commissions or committee.

Fiscal Impact:

N/A

Recommendations:

Adopt Ordinance No O2016-004

Exhibits:

Exhibit A – Ordinance No. O2016-004 An Ordinance Amending Section 4.04.010(C)(5) of the Jacksonville Municipal Code Regarding Quorum Requirement for City Commissions and Committees

ORDINANCE NO. O2016-004

AN ORDINANCE AMENDING SECTION 4.04.010(C)(5) OF THE JACKSONVILLE MUNICIPAL CODE REGARDING QUORUM REQUIREMENT FOR CITY COMMISSIONS AND COMMITTEES

RECITALS:

A. Pursuant to Jacksonville Municipal Code (JMC) Section 1.04.170, the City Council, may, from time to time, make revisions to the JMC, which shall become part of the overall document and citation; and

B. Upon review, the City staff and the City Attorney determined that revision of JMC Section 4.04.010(C)(5) is necessary to provide for a quorum of a lesser number of voting members of City commissions and committees to assure the efficient conduct of the business of such commissions and committees.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. JMC Section 4.04.010(C)(5) is hereby amended to read as follows:

“A quorum for the conduct of business shall consist of a simple majority of the voting members, unless otherwise indicated.”

SECTION 2. This Ordinance shall take effect on the thirtieth day after its final passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, OREGON ON THE DATE LAST WRITTEN BELOW.

Signed by me in open session in authentication of its passage this 2nd day of February, 2016.

Paul Becker, Mayor

ATTEST:

Kimberlyn Collins, Recorder

City Council
February 2, 2016
Agenda Item 5e.
Exhibit "A"