



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

**CITY COUNCIL
City Council Meeting**

**February 16, 2016
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2)
 - a. **MINUTES** (February 2, 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: Planning Dept. Update
 - c. **Police Department** - Chief Towe
 - d. **Fire Department**
Devin Hull: Firewise
 - 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. **Police Dept. Grant for Lexipol**
 - b. **Annual Approval of Organizational Chart**
 - c. **Accepting Changes to Personnel Policies and Procedures Manual including Financial Policies and Internal Controls**
 - d. **Surplus Property/Miller House**
 - e. **Set Study Session for Model Charter Draft**
 - f. **Town Hall Meeting Regarding Fire/Police/Budget**
- 6) **COUNCIL COMMITTEE REPORTS**
- 7) **ADJOURN**

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

February 2, 2016 at Old City Hall, 205 W Main St, Jacksonville

STUDY SESSION:

REGARDING Recycling

Meeting was called to order at 5:30 pm. The study session was not recorded and no minutes are required to be taken.

City Council Meeting:

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:05 pm**
Present: Councilors Bennington, Gregg, Wall, Garcia, Jesser, Lewis and Mayor Becker.
Staff Present: Administrator Alvis, Treasurer McNichols, and Recorder Collins.
- 2) a. **MINUTES (minutes from January 19, 2016 meeting)**
Move to: Approval of the minutes
Motion by: Councilor Lewis
Seconded by: Councilor Garcia
Vote:
Ayes: Unanimous
Motion Carries

b. **BILLS LIST**
Move to: Approve the Bills
Motion by: Councilor Jesser
Seconded by: Councilor Lewis
Roll Call Vote:
Ayes: 7
Nays: 0
Motion Carries
Council asked questions. Administrator Alvis answered.
- 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** - Administrator Alvis / Treasurer McNichols / Recorder Collins
Administrator Alvis: Gave update on the repairs for the inside and outside of Old City Hall.
Treasurer McNichols: Spoke on meeting with auditors and reminded Council of the budget meeting on Thursday.
 - c. **Planning Department** - Ian Foster
 - d. **Police Department** - Chief Towe
 - 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. Person of the Year Award, 2015 awarded to Steve Casaleggio

Public Comment: None

Council Discussion: Mayor Becker honors Steve for his years of service to the City of Jacksonville.

b. CLG Grant for Beekman House – Carolyn Kingsnorth

Public Comment: None

Council Discussion: Carolyn presents the need to apply for the grant and paint the Beekman House.

Move to: Approve the request for the CLG Grant.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

Council asked questions. Administrator Alvis and Carolyn Kingsnorth answered.

c. Appointment to Public Safety Committee

Public Comment: None

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

d. Discussion of Quorum on Commissions and Committees

Public Comment: None

Council Discussion: Jeff explained some of the issues we had with quorums for commissions and committees. Council concurred with this decision.

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

Public Comment: None

Council Discussion: None

Move to: Approve the 1st reading of ORD O2016-004 and 2nd reading by title only.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

Move to: Approve ORD O2016-004 2nd reading.

Motion by: Councilor Bennington

Seconded by: Councilor Gregg

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

6) COUNCIL COMMITTEE REPORTS

a. Councilor Gregg: No Committee Report.

b. Councilor Jesser: No Committee Report. Gave update on Chamber of Commerce and JOBA merger.

- c. **Councilor Wall:** No Committee Report.
- d. **Councilor Bennington:** Gave update on Planning Dept. and code revision.
- e. **Councilor Garcia:** Gave update on IT Survey and requested to be on agenda to share their reports.
- f. **Councilor Lewis:** No Committee Report.
- g. **Councilor Jesser:** Requested an update on the Main St. parking lot. Administrator Alvis update.
- h. **Councilor Wall:** Requested an update on the Oregon St. waterlines. Administrator Alvis update.
- i. **Councilor Garcia:** Request more information on the SEI from Recorder Collins. Recorder Collins answered.

7) **ADJOURN 6:43 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

**CITY OF JACKSONVILLE
Bills Against the City - City Council
FEBRUARY 16, 2016**

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
B.C. Engraving & Awards Inc.	plaque for Steve Casallegio	85.50
Data Center West	annual renewal of SSL Certificate	75.00
Data Center West	monthly IT services	94.60
David Forrest	IT support for admin - Jan 2015	190.01
Elaine Howard Consulting LLC	preparation of UR annual report	682.50
Jacksonville Lumber Co.	supplies for building maintenance	99.10
KDP Certified Public Accountants LLP	final billing for 2014-15 audit	1,350.00
Peck Rubanoff & Hatfield	attorney work on MOU for extended CBA	115.00
Rogue Shred LLC	confidential shred	66.95
Southern Oregon Media Group	public notices in mail tribune	230.37
Southern Oregon Media Group	public notices in mail tribune	230.37
		3,219.40
GENERAL FUND - POLICE DEPARTMENT		
Vendor Name	Description	Amount
Central Point Cleaners	uniform cleaning - PD	65.40
City of Medford	fuel for PD Jan 2015	534.10
Data Center West	monthly IT services	25.23
Rogue Shred LLC	confidential shred	35.45
		660.18
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
Data Center West	monthly IT services	52.56
ECONorthwest	work on buildable lands analysis	1,372.50
Rogue Valley Council of Governments	interim planning director Dec 2015	3,586.20
Southern Oregon Printing	business cards for planning	75.00
		5,086.26
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
AlSCO	cleaning supplies/medical supplies for fire dept	76.68
Amy Miller	patches and uniform alterations	287.00
Cascade Fire Equipment	airpack flow tests & supplies for fire dept	1,566.00
City of Medford	fuel for FD Jan 2015	306.11
Data Center West	monthly IT services	25.23
Industrial Source	oxygen for fire dept	104.85
KDP Certified Public Accountants LLP	final billing for 2014-15 audit	1,080.00
Michele Brown-Riding	reimbursement for CERT supplies	10.98
Rogue Aquatics	hydro test for fire dept	30.00
Rogue Valley Fire Prevention Coop	annual dues	200.00
		3,686.85
STREETS FUND		
Vendor Name	Description	Amount
All in One Rental	spark plugs and air filters for street equip.	50.25
AlSCO	Janitorial Supplies	59.61
Blackbird Shopping Center	tarp for xmas tree stand	48.99
Cantel of Medford	rain coats for street dept	56.00
City of Medford	wheels for PW vehicle	523.16
Crater Chain Saw Co.	spark plugs and filters for street equip.	130.00
David Forrest	internet & camera setup and testing PW shop	805.00
Ferguson Waterworks	asphalt for streets	30.40
Hubbard's Home Center	chain sharpening	28.00
Industrial Source	dry chem for street dept	88.00
Jacksonville Lumber Co.	supplies for street dept	8.50
KDP Certified Public Accountants LLP	final billing for 2014-15 audit	1,080.00
		2,907.91

Vendor Name	Description	Amount
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	59.62
Blackbird Shopping Center	supplies for water dept	26.36
Blue Mountain Rock	3/4 rock for water dept	240.00
C & K Market Inc.	bleach for water dept	29.52
Data Center West	monthly IT services	12.60
Ferguson Waterworks	supplies for water meters	1,370.67
Ferguson Waterworks	supplies for water dept / meters	2,831.13
Ferguson Waterworks	replacement of water meters	8,572.04
Jacksonville Lumber Co.	supplies for water dept	13.00
KAS & Associates Inc.	engineer rebill - D. Nicolay	411.48
KAS & Associates Inc.	engineer work on Oregon St. water line	1,147.32
KAS & Associates Inc.	engineer work for water dept	115.00
KDP Certified Public Accountants LLP	final billing for 2014-15 audit	1,080.00
Mark M. Bateman B2 Backflow Svc	backflow testing and repairs	456.00
Medford Builders Exchange A Inc.	plans for Oregon street water line	9.45
Neil Scheuneman / Knife River	Oregon Street water line	55,280.42
Neilson Research Corporation	routine water testing	84.00
Rogue Basin Utility Coordinating Council	annual dues	75.00
Valley Web Printing	city service bills - Jan 2016	131.79
Valley Web Printing	city service bills - Dec 2015	131.54
		72,076.94
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	119.23
Blackbird Shopping Center	rope & supplies for parks	61.96
Grover Electric and Plumbing Supply Co.	supplies for parks dept	32.94
Jacksonville Chamber of Commerce	reimbursement for visitors center - Jan 2015	2,880.23
KDP Certified Public Accountants LLP	final billing for 2014-15 audit	810.00
Salvador Salazar	lawn & park maintenance	565.00
Southern Oregon Chinese Cultural Assoc	reimbursement for Chinese New Year celebration	2,500.00
		6,969.36
SDC FUND		
Vendor Name	Description	Amount
Civil West Engineering Services Inc.	engineering services for parking lot on Main	823.25
Neil Scheuneman / Knife River	Oregon Street water line	55,280.42
		56,103.67
HISTORIC PRESERVATION FUND		
Vendor Name	Description	Amount
First Presbyterian Church of Jacksonville	reimbursement for HPF Grant	1,320.00
		1,320.00
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
4Kiwis Construction	removal & replace gutter on courthouse	445.00
Bradley's Excavation Inc.	moving electrical conduits @ courthouse	592.00
Briggs Construction	framing work at courthouse	243.75
Budget Lumber	supplies for courthouse project	23.40
Burch Construction Inc.	work on new AC pad wall and posts	5,900.00
J. Jackson Drywall	drywall work on courthouse	8,425.00
KAS & Associates Inc.	engineer work on reservoir removal	428.75
KAS & Associates Inc.	look at beam installation @ courthouse	45.00
Mike Lower	framing doorways for drywall @ courthouse	315.00
Pacific Coast Supply	drywall supplies for courthouse	1,998.17
Pacific Electrical Contractors	electrical work @ courthouse	6,306.99

Vendor Name	Description	Amount
Rogue Pacific Lumber Co.	supplies for courthouse	40.33
SASCO Fasteners	supplies for courthouse project	29.87
		24,793.26
	TOTAL:	176,823.83
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



Police Dept. Grant for Lexipol

Date: February 9, 2016
From: David Towe, Police Chief

City Council Meeting: February 16, 2016
Agenda Item: 5a.

Synopsis:

The Police Department has applied and been approved for the Lexipol Grant for the Police Department. Chief Towe is requesting for Council to allow them to accept the grant.

Fiscal Impact:

The total amount for Lexipol grant would be \$2,587.00. This is a 50/50 grant that will be paid up front and then CIS will reimburse their portion once proof of purchase has been provided.

Grant: \$1,293.50
City: \$1,293.50

Recommendations:

Approve to move forward with the Lexipol Grant.

Exhibits:

Exhibit A – Memo: Chief Towe



JACKSONVILLE POLICE DEPARTMENT

David P Towe, Chief

225 South Third St/PO BOX 7

Jacksonville, OR 97530

541-899-7100 FAX 541-899-7882

10 February 2016

From: Chief Towe

To: Honorable Members of the Jacksonville City Council

Honorable Members of the Council,

The police department has applied for and been approved for a grant from our insurance provider which will allow us to once again utilize the services of Lexipol. Lexipol is a policy writing organization made up of attorneys and former law enforcement officials. They will provide policies for our department which will reduce our exposure to lawsuits, and training to ensure our officers are up to date on the latest changes effecting those of us in the Ninth Circuit Court jurisdiction.

The grant will provide for half the cost of the Lexipol service which is \$2587 per year making our portion \$1293.50.

We had used Lexipol several years ago, and I feel that with the rapidly changing landscape of law enforcement today, the benefit far outweighs the cost.

Thank you for your time and consideration

Sincerely,

Chief David P. Towe

City Council
February 16, 2016
Agenda Item 5a.
Exhibit "A"

Jacksonville City Council Agenda Item Summary



Annual Approval of Organizational Chart

Date: February 9, 2016
From: Stacey McNichols, City Treasurer

City Council Meeting: February 16, 2016
Agenda Item: 5b.

Synopsis:

Per the City code Sec. 2.36.230, the Organizational Chart shall be presented to City Council for review and approval. There are been no changes to the Organizational Chart since it was approved in 2015.

Fiscal Impact:

N/A

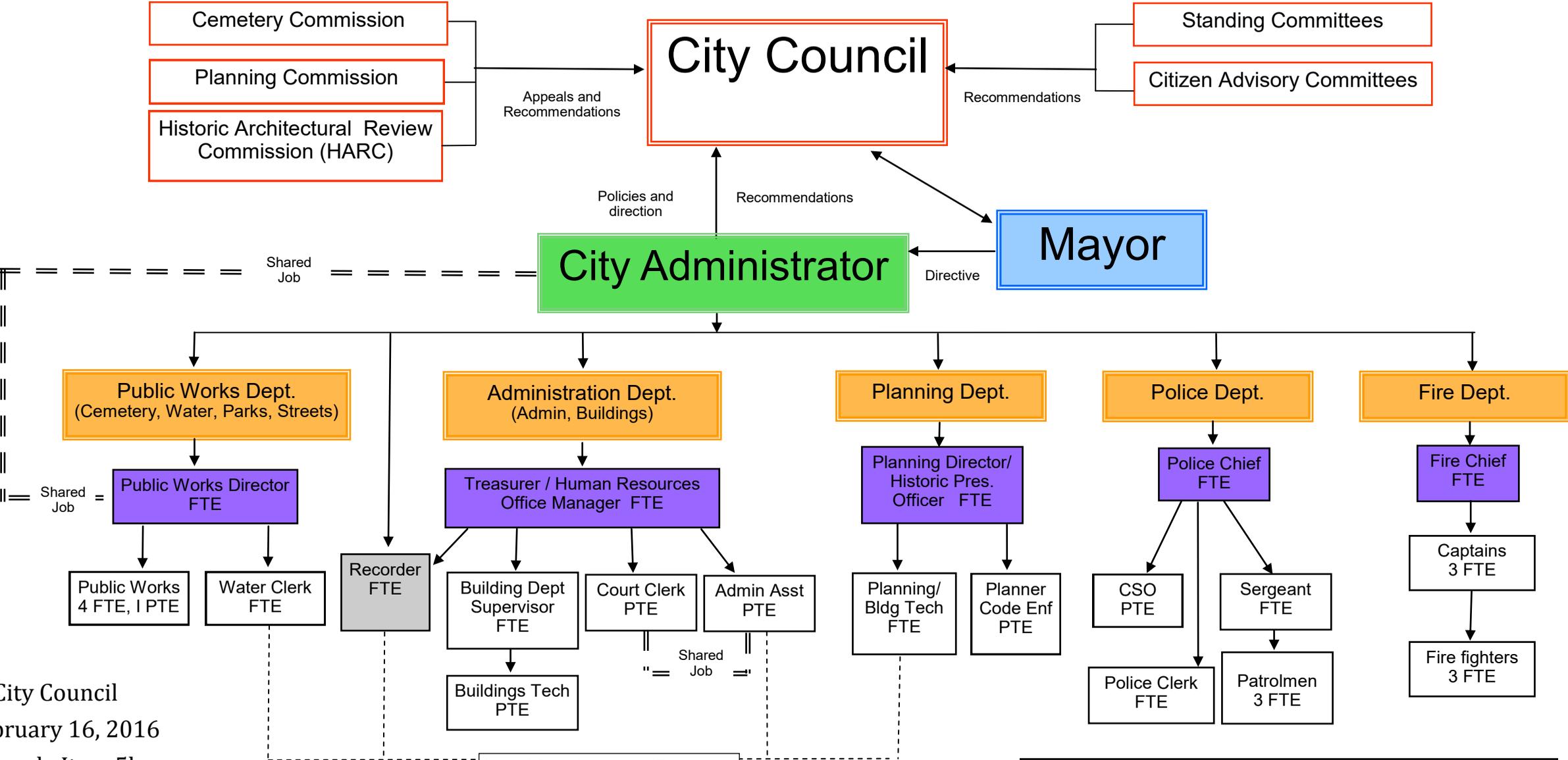
Recommendations:

Approval of the Organizational Chart

Exhibits:

Exhibit A – Organizational Chart

CITY OF JACKSONVILLE ORGANIZATION CHART



City Council
 February 16, 2016
 Agenda Item 5b.
 Exhibit "A"
 Approved _____

Legend

- Department Head
- Confidential Positions
- == == == == Shared Jobs
- Internal Controls

Jacksonville City Council Agenda Item Summary



Personnel Policies and Procedures Manual including Financial Policies and Internal Controls

Date: February 9, 2016
From: Stacey McNichols, City Treasurer

City Council Meeting: February 16, 2016
Agenda Item: 5c.

Synopsis:

The changes in the Personnel Policies and Procedures Manual presented to you are updating language related to the ratified Collective Bargaining Agreement. All of the language changes in the CBA were written by our labor attorney and I have put the necessary language into the City policy manual.

The changes in the Financial Policies and Internal Controls portion of the policy manual were updated with changes specific to the change in payroll software and the addition of the policy for internal control for the Planning Department because they are receipting for application and building permit fees.

Fiscal Impact:

N/A

Recommendations:

Adoption of revised Personnel Policies and Procedures Manual including the Financial Policies and Internal Controls.

Exhibits:

Jacksonville City Council Agenda Item Summary



Surplus Property/Miller House

Date: February 9, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: February 16, 2016
Agenda Item: 5d.

Synopsis:

We are getting closer to making our move into the old courthouse. I would like to get a recommendation from Council to surplus the Miller House.

Fiscal Impact:

Dollar amount to be used towards project fund/capital fund.

Recommendations:

Staff recommends we go ahead and proceed with an appraisal at market value and get an idea what we can actual surplus the property for.

Exhibits:

Jacksonville City Council Agenda Item Summary



Set Study Session for Model Charter Draft

Date: February 9, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: February 16, 2016
Agenda Item: 5e.

Synopsis:

The model charter group has been meeting over the last year, working on a draft that is ready to go to Council. Staff would like to set a study session. Possible dates below.

March 31, 2016, Thursday @ Time TBD

April 7, 2016, Thursday @ Time TBD

April 14, 2016, Thursday @ Time TBD

Fiscal Impact:

N/A

Recommendations:

Set Study Session

Exhibits:

Exhibit A – Memo: Election Timeline for Model Charter

MEMO

CITY OF JACKSONVILLE

Date: February 9, 2016

To: City Council

From: Kimberlyn Collins, City Recorder

Subject: Election Timeline for Model Charter

Sydnee Dreyer, City Attorney, to prepare Ordinance to accept the new Model Charter and Resolution for Ballot Title and Explanatory Statement.

Due to City Recorder By: July 26, 2016

Model Charter Ordinance and Resolution to go before Council for adoption.

August, 2, 2016

The City recorder must publish a notice of the right to challenge the ballot title in the next edition of the Mail Tribune.

Publish August 4, 2016 (Mail Tribune cannot do it any earlier)

File Form SEL 802 - Notice of Measure Election to be files with local elections office.

September 8, 2016

City Council
February 16, 2016
Agenda Item 5e.
Exhibit "A"

Jacksonville City Council Agenda Item Summary



Town Hall Meeting Regarding Fire/Police/Budget

Date: February 9, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: February 16, 2016
Agenda Item: 5f.

Synopsis:

At the work study session for the Budget Committee it was recommended that we should have town hall meetings to let the public know where we are at with public safety and budget.

Fiscal Impact:

N/A

Recommendations:

Set a couple dates to begin our town hall meetings.

Exhibits:

Exhibit A – Sample Town Hall Flyer



City of Jacksonville TOWN HALL

A town hall meeting will be held to discuss the livelihood of our Fire and Police Departments. This is the chance for the public to speak directly to City Council and Budget Committee regarding their views and needs for City Services.

Date: ???, 2016, Thursday

Time: 6:00—8:00 pm

Location: Old City Hall

225 S. Third St.

Jacksonville, Or 97530

City Council
February 16, 2016
Agenda Item f.
Exhibit "A"



City of Jacksonville
PO Box 7/11 E. Main St.
541-899-1231
www.jacksonvilleor.us

Council Discussion



Kimberlyn Collins

From: Michael Hayes <commissionerhayes@jacksonvilleor.us>
Sent: Thursday, February 11, 2016 11:15 AM
To: Roger Thom
Cc: Brad Bennington; Kimberlyn Collins; Dick Converse; Ian Foster; Ron Kantor; Stacey McNichols; Jim Whitlock
Subject: Resignation

2016 Feb 11

Dear Roger,

There appears to be no way for me to effectively continue as a Planning Commissioner, other than to take custody of an ipad that I do not want. I therefore submit my resignation from the Jacksonville Planning Commission, effective today.

I enjoyed serving with you, with our fellow Commissioners, and with all other persons associated with the Planning Commission. I thank you for this (all too brief) opportunity, and I am disappointed that it will not be possible to continue to serve on the previous terms.

Should you require a signed paper copy of this resignation, I will provide it. However, it appears that paper documents are no longer considered essential.

Respectfully,
Michael Hayes

Michael Hayes
Jacksonville Planning Commission
commissionerhayes@jacksonvilleor.us

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RECEIVED

FEB 11 2016

CITY OF JACKSONVILLE

Mayor Paul and the city Council of Jacksonville

Hello My Name is Philippo Lo Grande and for the past 13 months I have been focused upon painting this grand obra of your fair town, and have been asked to consider it be hung up in the newly refurbished Courthouse.

I've entitled it The Promised Land. encircled it with a rainbow. and depicted the best parts of town life Old and New. The grist mill, Vineyards, trees and ORCHARDS representing Agriculture, the Schools, government buildings and Churches that are ~~the~~ the very foundation of civilization on the banks of Daisy Creek - The celebration of the arts at the Britt festival all from the Point of View^{ob} where we have Layed to rest the Pioneers upon whos backs this town was ~~built~~ built. I will submit it by Feb 15th to be used as the Annual Britt festival Poster, and other offers are pending. ~~Intimate~~ asking 4,250 dls, it is APPROX 3x6 feet, acrylic on panel and its been an honour and a Plessure. Thank you, Philippo

CASALEGGIO
P.O. Box 1411
Jacksonville, OR 97530

February 10, 2016

The Honorable Paul Becker, Mayor and
Members of the City Council
City of Jacksonville
P.O. Box 7
Jacksonville, OR 97530

Mayor Becker and Councilors,

Thank you for honoring me as 2015 Jacksonville Person of the Year at your February 2 meeting. When City Recorder Collins called with the reason for my attendance, this old, retired attorney could only stammer: "What!?"

I have been privileged to offer service to Jacksonville and hope to continue to do so. Before retirement, I found working with small cities to be the most personally rewarding. Becoming a volunteer in Jacksonville was but a natural extension of that feeling.

I am overwhelmed and humbled by your generosity in the award considering the number of others dedicated to this wonderful city of ours. Thank you again.

Sincerely,



Steve Casaleggio

RECEIVED

FEB 11 2016

CITY OF JACKSONVILLE