



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

**CITY COUNCIL
City Council Meeting**

**March 1, 2016
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (February 16, 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
Jeff Alvis: Timber Ridge Update
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department**
Devin Hull: Fire Department Annual Report
 - 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. **Recommendation on Establishing an Environmental Committee**
 - b. **Introduction of Model Charter**
- 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>.

February 16, 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 Bennington, Gregg, Wall, Garcia, Jesser, Lewis and Mayor Becker.
Staff Present: Treasurer McNichols, Fire Chief Hull, Planner Foster and Recorder Collins.
- 2) **a. MINUTES (minutes from February 2, 2016 meeting)**
Move to: Approve
Motion by: Councilor Garcia
Seconded by: Councilor Lewis
Vote:
Ayes: Unanimous
Motion Carries

b. BILLS LIST
Move to: Approval of the bills as amended
Motion by: Councilor Lewis
Seconded by: Councilor Garcia
Roll Call Vote:
Ayes: 7
Nays: 0
Motion Carries
Council asked questions. Treasurer McNichols 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
Recorder Collins: Spoke to the SEI electronic reports for public officials.
Treasurer McNichols: Informed council of roof repairs needed at the Police Dept. Council asked questions. Treasurer McNichols answered.
 - c. **Planning Department**
Ian Foster: Gave an update to council for the Kegan house, CAC code review, vacancies on HARC and Planning Commission and Planning Dept. goals. Council asked questions. Planner Foster answered.
 - d. **Police Department** - Chief Towe
 - e. **Fire Department**
Chief Hull: Spoke on Firewise communities and made a presentation for two communities who have adopted the Firewise program.
- 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

Public Comment: None

Council Discussion: Mayor directs council to review memo from Chief Towe.

Move to: Move forward with the grant

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

b. Annual Approval of Organizational Chart

Public Comment: None

Council Discussion: Treasurer McNichols reports there were no changes to the chart from last year.

Move to: Approval of the organizational chart.

Motion by: Councilor Lewis

Seconded by: Councilor Wall

Vote:

Ayes: Unanimous

Motion Carries

c. Accepting Changes to Personnel Policies and Procedures Manual including Financial Policies and Internal Controls

Public Comment: None

Council Discussion: Council asked questions. Treasurer McNichols answered.

Move to: Adoption of revised personnel policies and procedures manual including the financial policies and internal controls.

Motion by: Councilor Garcia

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

d. Surplus Property/Miller House

Public Comment: None

Council Discussion: Treasurer McNichols reported to council Administrator Alvis thoughts on Miller house.

Council had discussion and asked questions. Treasurer McNichols answered.

Move to: We get an appraisal and market value for both the Miller House and the Police Department.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

e. Set Study Session for Model Charter Draft

Public Comment: None

Council Discussion: Council had discussion for dates. Study Session is set for April 14th @ 6 pm.

f. Town Hall Meeting Regarding Fire/Police/Budget

Public Comment: None

Council Discussion: Council had discussion and asked questions. Treasurer McNichols answered. Town Hall meeting is set for March 19, 2016 @ 10 am. Location TBD.

6) **COUNCIL COMMITTEE REPORTS**

- a. **Councilor Garcia:** Gave Parks meeting update for the January 21, 2016 meeting.
- b. **Councilor Bennington:** Gave update on the Planning Dept. staff and code revision.
- c. **Councilor Lewis:** Reported he will be attending RVSS board meeting tomorrow @7 am, RVCOG board meeting next week, and Thursday the 25th he will be in Salem for the L.O.C. board meeting.
- d. **Councilor Jesser:** Voiced his concerns with the graffiti, cigarettes butts, and animal feces around town. He requested an update on the Timber Ridge project.
- e. **Councilor Wall:** No Committee Report.
- f. **Councilor Gregg:** He will be setting up the next Public Safety meeting in the next couple of weeks.
- g. **Councilor Wall:** Spoke to the Carbon Footprint meeting last Thursday.

7) **ADJOURN 7:16 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
MARCH 1, 2016

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
Green Meadows Construction	patch repair and paint wall @ OCH	886.60
Hart Insurance	group accident policy for city volunteers	300.00
Huycke O'Connor Jarvis LLP	attorney services - Jan 2016	1,582.50
Jacksonville Senior Nutrition	reimbursement senior nutrition program	1,350.00
Kimberlyn Collins	per diem for Leadership conference	100.00
		4,219.10

FIRE PROTECTION FUND

Vendor Name	Description	Amount
Bi-Mart	supplies for fire dept. unit 8201 & 8206	33.74
Cascade Fire Equipment	breathing apparatus repair	1,532.00
Mobile Installations	installation of light bar and LED spot light on 8201	441.00
Providence Medford Medical Center	fire dept. training	35.00
Rogue Community College	reimb. volunteer/intern tuition	968.00
		3,009.74

CEMETERY FUND

Vendor Name	Description	Amount
Battery Systems Inc.	batteries for cemetery	215.92
		215.92

STREETS FUND

Vendor Name	Description	Amount
Bi-Mart	supplies for shop	15.96
SASCO Fasteners	supplies for streets	39.08
		55.04

WATER FUND

Vendor Name	Description	Amount
Bradley's Excavation, Inc.	billing for water breaks	3,547.00
Ferguson Waterworks	water meters	4,337.27
		7,884.27

CAPITAL PROJECT FUND

Vendor Name	Description	Amount
ArcSine Engineering	engineering for courthouse project	47.00
Oregon Water Resources Dept.	Jacksonville dam safety fee	575.00
		622.00

TOTAL: 16,006.07

APPROVED BY:

DATE:

Jacksonville City Council Agenda Item Summary



Recommendation on Establishing an Environmental Committee

Date: February 24, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: March 1, 2016
Agenda Item: 5a.

Synopsis:

Council needs to consider whether or not another committee should be formed to address environmental/recycling concerns in the City of Jacksonville.

Fiscal Impact:

N/A

Recommendations:

Council needs to way out whether or not we need this type of committee.

Exhibits:

Jacksonville City Council Agenda Item Summary



Introduction to Model Charter

Date: February 24, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: March 1, 2016
Agenda Item: 5b.

Synopsis:

The City Charter group, for the last year, has been working on the draft that basically was modeled after the League of Oregon Cities Model Charter and we modified it to fit Jacksonville's needs.

Fiscal Impact:

Updating the Model Charter will help with any fiscal responsibility for the City of Jacksonville.

Recommendations:

Introduction of the Model Charter and setting it up for review at the first study session on April 14, 2016 at 6 pm.

Exhibits:

Council Discussion



