



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

**CITY COUNCIL
REGULAR SESSION**

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

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (October 18, 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 Bray / 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. **Victorian Christmas Event Packet**
 - b. **J'ville Holiday Market Event Packet**
 - c. **SORED I Presentation - Collen Padilla**
- 6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**
- 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>.

October 18, 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 Jesser, Gregg, Lewis, Garcia, Wall and Mayor Becker. Absent: Councilor Bennington
Staff Present: Administrator Alvis, Finance Director Bray, Recorder Collins, Chief Hull, Chief Towe, Diane Oliver, Kristina Heredia and Principal Planner Foster.
- 2) **a. MINUTES (minutes from October 4, 2016 meeting)**
Move to: Approval
Motion by: Councilor Jesser
Seconded by: Councilor Gregg
Vote:
Ayes: 6
Nays: 0
Abstain: 1 – Councilor Wall – was not at the October 4, 2016 meeting.
Motion Carries

b. BILLS LIST
Move to: Approve the bills
Motion by: Councilor Jesser
Seconded by: Councilor Gregg
Roll Call Vote:
Ayes: 7
Nays: 0
Motion Carries
Council asked questions. Finance Director Bray answered.
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**
Dianne Helmer - 122 McCully Ln., Jacksonville, Or. 97530 – addressed council with her concerns in regards to the events taking place at Bigham Knoll.
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray / Kimberlyn Collins
Administrator Alvis - Informed council of Paul Kangas retiring as Jacksonville Forester . It was requested to have the Parks Committee determine if we need another Forester.
 - b. **Planning Department**
Ian Foster – Introduced the new part-time Planner, Kristina Heredia, to council along with the rest of the Planning Dept. A brief update was given on the Keagan House, Buildable Land Inventory Economics Opportunity Analysis and Measure 56 notice. Council asked questions. Principal Planner Foster answered.
 - c. **Police Department**
Chief Towe - Updated council on the two new police vehicles recently purchased and staffing changes in the near future. Council asked questions. Chief Towe and Finance Director Bray answered.
 - d. **Fire Department**

Chief Hull – Reported on Fire Prevention Month and the efforts his department has made assisting the elderly with new smoke detectors. These smoke detectors are provided through a Fire Marshall grant.

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. **Bids for Main Street Parking Lot**

Public Comment: None

Council Discussion: Administrator Alvis presented to council the reasons to reject the current bid and to continue looking for a more reasonable bid. Council asked questions. Administrator Alvis answer.

Move to: Continue Searching for the Appropriate Bid.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Vote:

Ayes: 7

Nays: 0

Motion Carries

b. **St. Andrews Church Lease**

Public Comment: None

Council Discussion: The St. Andrew’s Church lease was tabled from previous City Council meeting for additional language. Council asked questions. Administrator Alvis and Recorder Collins answered.

Move to: Approve the lease as presented.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

c. **Jacksonville ITS Plan**

Public Comment: None

Council Discussion: Councilor Garcia updated council on the most recent meeting held to discuss the Jacksonville ITS Plan.

Move to: Continue our research on the implementations of the ITS Plan.

Motion by: Councilor Lewis

Seconded by: Councilor Jesser

Vote:

Ayes: 7

Nays: 0

Motion Carries

d. **Fire Department Hiring List**

Public Comment: None

Council Discussion: Chief Hull presented the hiring list from BOLA Consultants and explained the process of how this list is generated. Council asked questions. Chief Hull answered.

Move to: Approval of Prospect Hiring List

Motion by: Councilor Lewis

Seconded by: Councilor Jesser

Vote:
Ayes: 7
Nays: 0
Motion Carries

e. Resolution No. R2016-018 - A Resolution Adopting Regulations for Doc Griffin Park, Pheasant Meadow Park, Cottage Park, Nunan Square Park, Peter Brit Gardens, and Creekside Park; Amending Resolution #844

Public Comment: None

Council Discussion: Council asked questions. Administrator Alvis answered.

Move to: Approval of Resolution No. R2016-018

Motion by: Councilor Jesser

Seconded by: Councilor Gregg

Motion Withdrawn

Move to: Approve Resolution No. R2016-018, inclusive of Peter Britt Garden.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Vote:

Ayes: 7

Nays: 0

Motion Carries

f. Approval of No-Smoking Signs for City Parks

Public Comment: None

Council Discussion: Administrator Alvis presented the Parks Committees recommendation for no-smoking signs in the City parks. Council asked questions. Councilor Garcia answered.

Move to: We have the Parks Committee to continue to look a sign to support the resolution.

Motion by: Councilor Jesser

Seconded by: Councilor Garcia

Vote:

Ayes: 7

Nays: 0

Motion Carries

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

a. Councilor Wall: No Report

b. Councilor Garcia: No Report

c. Councilor Jesser: Expressed the financial struggle the Chamber of Commerce has putting on Christmas for Jacksonville every year. He reported the City of Ashland pays for the lights and puts up all the Christmas lights to help relieve some of the cost for the merchants. Many of the local restaurants are adamantly against raising taxes through the food tax.

d. Councilor Gregg: No Report

e. Councilor Lewis: He will be attending RVSS breakfast tomorrow at 7 am. Wished Administrator Alvis a Happy Birthday.

f. Mayor Becker: Explained to council he received a proclamation over the weekend, which was too late to add to the agenda. Councilor Lewis requested it be added to the agenda as an emergency action item.

Motion made to add proclamation as emergency agenda item

Move to: We put this item on as an emergency.

Motion by: Councilor Lewis

Seconded by: Councilor Garcia

Vote:

Ayes: 7

Nays: 0

Motion Carries

5)

g. Proclamation Red Ribbon Week

Public Comment: None

Council Discussion: Mayor reads proclamation.

7) **ADJOURN 7:03 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

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

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
Best Signs Inc.	signage for NCH	100.00
Briggs Construction	install of door at NCH	75.00
Budget Lumber	sheetrock for archive	38.40
Budget Lumber	sheetrock for archive	35.40
Department of Motor Vehicles	DMV records	12.00
Huycke O'Connor Jarvis LLP	attorney services sept. 2016	292.50
International Institute of Municipal Clerks	annual recorder dues	185.00
Mail Tribune	annual Mail Tribune subscription	296.40
Mike Lower	install of door at NCH	100.00
Rogue Valley Council of Governments	annual MPO dues	461.00
Superior Stamp & Sign	notary stamp	25.50
		1,621.20
GENERAL FUND - POLICE DEPARTMENT		
Vendor Name	Description	Amount
Quench & Drench	vehicle maint. PD	23.00
Quill Corporation	supplies for PD	81.37
SIRREN.COM	equip. for new PD vehicle	832.00
SIRREN.COM	equip. for new PD vehicle	3,851.07
Stewart Media	lettering on new PD vehicle	320.00
Stewart Media	lettering on new PD vehicle	320.00
UPS	shipping fees for PD	24.73
		5,452.17
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
Rogue Valley Council of Governments	contract planner sept 2016	3,922.84
Staples Advantage	supplies for planning	95.42
		4,018.26
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
Cascade Fire Equipment	supplies for FD	85.00
Cascade Fire Equipment	supplies for FD	168.00
Cascade Fire Equipment	repair pump panel - brush truck	750.00
Mercy Flights Inc.	medical supplies for FD	233.60
National Hose Testing Specialties Inc.	balance due on annual testing	27.00
		1,263.60
STREETS FUND		
Vendor Name	Description	Amount
City of Medford	signs for streets	344.00
Cut 'N Break Construction Inc.	concrete work for bulletin board at post office	980.00
		1,324.00
WATER FUND		
Vendor Name	Description	Amount
Don's Lock LLC	keys for WTR dept.	7.00
Mark M. Bateman B2 Backflow Svc	backflow testing	3,000.00
Pacific Electrical Contractors	work on telemetry	292.60
		3,299.60

Vendor Name	Description	Amount
PARKS FUND		
Vendor Name	Description	Amount
TRUGREEN	fertilizer for parks	918.50
		918.50
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
Burkett Construction	handrail for back entry at NCH	515.00
Jahnke Heating & A/C Inc.	rebuild heating systems upstairs NCH	14,460.00
Precision Doors	door for NCH	329.00
ProLawn Services Inc	hydroseeding at reservoir	3,875.00
		19,179.00
	TOTAL:	37,076.33
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



Victorian Christmas Event Packet

Date: October 26, 2016
From: Jeff Alvis, City Administrator

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

Synopsis:

Linda Graham will represent the Chamber of Commerce at City Council for Victorian Christmas.

Fiscal Impact:

N/A

Recommendations:

Approve Victorian Christmas Event Packet

Exhibits:

Exhibit A – Memo for items that need approval on this event packet
Exhibit B – Letter: Chamber of Commerce
Exhibit C – Large Event Packet

MEMO
CITY OF JACKSONVILLE

Date: October 26, 2016
To: City Council
From: Kimberlyn Collins, Recorder
Subject: Victorian Christmas

City Council
November 1, 2016
Agenda Item 5a.
Exhibit "A"

Set up of Christmas Tree

Monday, November 14th 7:30 am - 3:00 pm

_____ Approval of closure of N Third St for the installation and decoration of the Christmas tree.
Closure 7:30 am – 3:00 pm See map in the packet.

Tree Lighting Ceremony: Corner of Third and California St

Saturday, November 26th at 5:30 pm – 7:00 pm

_____ Approval of closure of N Third St between California and C St from 3:30 to 7:00 pm.

_____ Approval for amplification of announcements during the ceremony. There will be a brass quartet and carolers but they will not be amplified. Carolers will be in the public right-of-way.

Victorian Christmas Parade:

Saturday, December 3rd 10:00-11:00 am

_____ Approval of ODOT permit for closure of California St from 5th 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 amplification of MC during the parade.

_____ Approval for school bands and singers as parade participants but they will not be amplified.

_____ Approval of directional signs (design enclosed) to be placed on current directional sign posts during the holiday season. They will direct visitors to various holiday experiences in the Historic Core business district. Removal to be no later than January 1, 2016.

Christmas Season Activities:

Dates: Nov 26th - Dec 18th Times: 11:00 am – 4:00 pm

_____ Approval of Trolley drop and shop. (If the Trolley is resurrected in time.)

_____ Approval for carolers but they will not be amplified. This is in the public right-of-way.

_____Approval of hot apple cider and roasted almond station on the sidewalk between Trolley Stop Antiques and US Bank. This is in the public right-of-way.

_____Approval of two additional directional signs within the public right-of-way one on the corner of E St and N Fifth directing people along the detour route of additional parking in the D St Parking lot and one on the corner of N. Oregon and D St.



HISTORIC JACKSONVILLE

CHAMBER OF COMMERCE

Oct. 1, 2016

Honorable Mayor Paul Becker & Jacksonville City Council
City of Jacksonville
P.O. Box 7
Jacksonville, OR 97530

RECEIVED
SEP 30 2016
CITY OF JACKSONVILLE

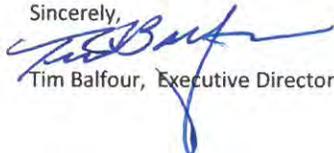
Dear Mayor Becker & Council members,

It is with great excitement that we come to you requesting your approval of not only our traditional Victorian Christmas celebration, but one that has embraced many changes that, we hope, will be a benefit for all in years to come. We are offering the "Tree Lighting Ceremony" on Saturday, November 26th at 5:30 pm on N. 3rd St. adjacent to the Beekman Bank. There will be caroling and music provided by the Rogue Valley Symphony Brass Quintet along with the "official" lighting of the town's tree by Father Christmas. Local businesses are being encouraged to stay open until 7:00 pm this night. The "Christmas Parade" has been moved to Saturday, December 3rd at 10:00 am. It is hoped that this time period will be easier for all participants as well as beneficial to all the local merchants by providing them with a "captive audience" first thing on a busy Holiday morning. It is our hope to have the streets, and parking, opened up to all shoppers and visitors by 11:30 am. We understand that there have been difficulties, in the past, with crowd/parade control at the corner of 5th & California Streets (for the parade) and N. 3rd & California Sts. (for the tree lighting). Additional parade marshals (CERT & Jacksonville Engine Co. #1 volunteers) have been added to alleviate this concern. The staging for this event will be set in the center of 3rd Street. After that, every weekend, up through December 20st, will have carolers roaming the streets, trolley "shop & drop" rides, visits with Father Christmas, hot apple cider to mingle with enchanted shoppers, with their families, amongst the aroma of fresh cedar boughs and delicate holiday lights outlining the attributes of our lovely buildings. The mayor's "movie night" at Old City Hall will offer a movie (or two) on the afternoon of Dec. 24th. Without further ado, we are asking for the following (Please refer to the maps provided for each event) :

- Use of Public Works personnel to deliver, place & erect the "tree stand" at the Beekman Bank Well on Nov. 14th on or before 9:00 am. We also request the use of 2 "street closed" signs for the tree lighting event. The event will require the use of city-owned barricades (4 each) for street closure of N. 3rd St.. We also need to use the city's 6 extra garbage cans. All signs & cans will be collected and returned to the Fire Department upon reopening of the streets.
- N. 3rd St. (between California & C Sts.) to be closed for the Tree Lighting Ceremony from 3:30 pm to 7:30 pm on Nov. 26th.
- Closing of California St. (along with its surrounding arterials from C to Main Sts.) from 7:30 am to 11:30 am on Dec. 3rd
- We are also requesting the use of the City's directional sign posts to add some of our own signs guiding visitors to the various holiday experiences being provided. In addition, we are requesting that Public Works pick up, and dispose of, garland & wreaths after they are taken down Jan. 3rd.

The appropriate emergency departments (police, fire, ambulance & 911 dispatch, RVTD) will receive the schedules and maps upon your approval. The required "special event" form has been completed and submitted to the City recorder. If you have any questions or concerns, I can be reached on my cell at (541) 601-3416 or email me at executivedirector@jacksonvilleoregon.org. Thank you for your consideration in this matter.

Sincerely,



Tim Balfour, Executive Director

City Council
November 1, 2016
Agenda Item 5a.
Exhibit "B"

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, 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. You may wish to consult this calendar to minimize conflicts with other scheduled events at www.jacksonvilleor.us.

City Council
November 1, 2016
Agenda Item 5a.
Exhibit "C"



Name/Title of Event

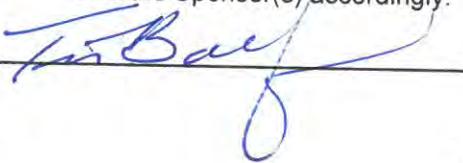
VICTORIAN CHRISTMAS

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.

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: 10-01-16

Dated: _____

Name/Title of Event

VICTORIAN CHRISTMAS

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: *Jacksonville Chamber of Commerce*

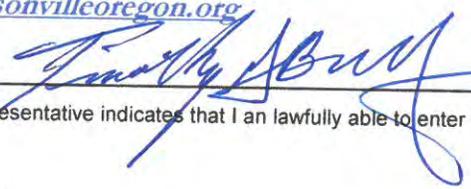
Print Name of Sponsor Representative: *Tim Balfout, Executive Director*

Sponsor Address: *P.O. Box 33*

City *Jacksonville* State *OR* Zip *97530*

Telephone Day *(541) 899-8118* Evening *(541) 899-1360* Fax *(541) 899-4462*

Email [*executivedirector@jacksonvilleoregon.org*](mailto:executivedirector@jacksonvilleoregon.org)

Sponsor Representative Signature**:  Date: *10-01-16*

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

On behalf of Co-Sponsor Organization: _____

Print Name of Co-Sponsor Representative: _____

Co-Sponsor Address: _____

Co-Sponsor contact phone: _____ Email: _____

Co-Sponsor Representative Signature**: _____ Date: _____

Name/Title of Event

VICTORIAN CHRISTMAS

Print Name of Event Organizer if different than sponsor(s): _____

Title: _____

Event Organizer Address: _____

Event Organizer contact phone: _____ Email: _____

Event Organizer Signature: _____ 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: *Liberty Mutual*

**** 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.**

Name of Insurance Agency: *Brown & Brown NW Insurance*

Address: *3256 Hillcrest Park Drive - Medford, OR 97504*

Jessica Cleeton email: jcleeton@bbnw.com T: 541-494-2672 | F: 541-494-2772

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.**

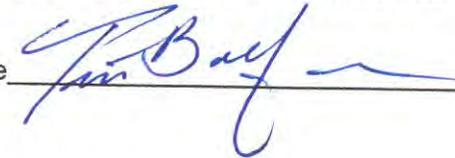
Address of Insurance Company: _____

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 _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/16/2016

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:	
	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3666
E-MAIL ADDRESS: BusinessService@LibertyMutual.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: First National Insurance Co of America		24724
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 31369033 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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	01CH63290290	11/7/2015	11/7/2016	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"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		01CH63290290	11/7/2015	11/7/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		01CH63290290	11/7/2015	11/7/2016	Each Common Cause \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Jacksonville its counsel, officers and boards, agents, volunteers, and employees shall be named as Additional Insured with regards to general liability for all operations of the insured held on City Property.
 Event: The Haunted Trolley Tour October 21st, 22nd, 28th & 29th, 2016
 Event: The Christmas Tree Lighting Ceremony November 26th, 2016
 Event: The Victorian Christmas Parade December 3rd, 2016

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

Terry Shepherd

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

City of Jacksonville its counsel, officers and boards, agents, volunteers, and employees
PO Box 7 Jacksonville OR 97530

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SUMMARY OF EVENT DESCRIPTION

Description of your event, including a timeline:

* Performances at Old City Hall will require a facility use Agreement.

This is a city-wide event that focuses on the Christmas holiday season. We strive to bring together both commercial and residential factions of the wonderful city in which we live. Although the Chamber of Commerce is the official sponsor, local service groups have joined in to become an integral part of the planning and implementation of every aspect of this celebration throughout the holiday season. Sat., Nov. 26th 5:30-7 pm there will be a Tree Lighting Ceremony on N. 3rd St.; Sat., Dec. 3rd 10:00 am will be the Christmas Parade down S. Oregon & California Sts.; each weekend includes visits with Father Christmas, trolley rides, carolers & performers, apple cider. There will be Beckman House tours 11 am-3pm and also the Beckman Bank will have docents each weekend in December provided by Heritage Society volunteers each weekend 11-26 through 12-18. Dec. 10th* (1-3 pm), Bob Haworth (Kingston Trio) will sing accompanied with string instruments, Dec. 17th (1-3 pm), The Minstrel Streams will be performing with stringed instruments and keyboard. The mayor will be showing a couple of Christmas movies, at Old City Hall, on Dec. 24th (1-3 pm). A City Facility use permit has been submitted and no rearranging of furnishings nor use of bathrooms will be needed for these performances.

Will there be an admission charge? Yes No

[Beckman house & Beckman Bank not a part of permit. NEED SEPERATE permit]

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

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.

The Tree Lighting ceremony will be at N. 3rd St. (between C & California Sts.). The parade will assemble on Main St., between S. 4th & S. Oregon Sts., then proceed down S. Oregon St. to California St. and continue down California St. to N. 5th St. to disperse from there. (see attached map). Father Christmas will be located at 180 E. California St. (former "Dons Diggings"). Cider will be served in front of the U.S. Hotel in a way that will not impede pedestrian flow. Trolley drop and shop rides are being provided on weekends. mayor will be showing a couple of Christmas movies, at Old City Hall, on Dec. 24th

Event Category (Check all that apply)

- Art/Antique Show Cultural Athletic/Recreation Dance Block Party Educational

- Festival/Celebration Live Animals (parade entries w/waste patrol) Museum Special Attraction (Beckman House & Bank tours)

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CITY OF JACKSONVILLE

Name/Title of Event

VICTORIAN CHRISTMAS

- Carnival
- Circus
- Concert/Perform
(carolers & musicians)
- Exhibits/Misc.
- Fair
- Farmer/Outdoor Market
- Parade/Procession/March
- Sidewalk event
- Other (be specific)

Participants Estimated Total: 5000 Per Day: 500

DATE/TIME (The following dates & times are for the ENTIRE event period)

Event Starts Date November 26, 2016 Time 5:00 pm Day of Week Saturday

Event Ends Date December 18, 2016 Time 4:00 pm Day of Week Sunday

- 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? 24 yrs.

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? N/A

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.

TJB 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

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CITY OF JACKSONVILLE

Name/Title of Event

VICTORIAN CHRISTMAS

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.

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CITY OF JACKSONVILLE

HISTORIC JACKSONVILLE

CHAMBER OF COMMERCE

October 1, 2016

Chief Dave Towe, Jacksonville Police Dept.
Chief Devin Hull, Jacksonville Fire Dept.
911 Dispatch Center
Mercy Flights Dispatch Center
RVTD Dispatch Center

I am writing to inform you of the following street closures & times:

On Monday, Nov. 14th (7:30 am-3:00 pm) Placement & Decoration of Town Christmas Tree: N. 3rd St. will be closed, between California & "C" Streets from **3:30 pm until 6:00 pm**. We will be using 4 city-owned barricades with attached caution tape between them to achieve this.

On Sat. Nov. 26th (5:30-7 pm) "Tree Lighting Ceremony": N. 3rd St. will be closed, between California & "C" Streets from **3:30 pm until 7:30 pm**. We will be using 4 city-owned barricades with attached caution tape between them to achieve this.

On Sat., Dec. 3rd (10:00 am-11:00 am) "Christmas Parade": Main St. (between S. 4th & S. Oregon Sts.), S. Oregon St. (between W. Main & W. California Sts.), California St. (between Oregon & N. 5th Sts.), N. & S. 4th St. (from "C" to Main Sts.) and N. & S. 3rd St. (between "C" & Main Sts.) will be closed to parking & traffic flow from **7:30 am to 11:00 am**. The Main St., S. Oregon St. and 3rd & 4th St. closures will use city barricades (24) 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 S. 5th St. will remain open to flow-through traffic with the west lane closed to complete parade route flow to closure at Doc Griffin Park. No parking will be allowed on that side of the street. E. 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 from the City of Medford. Signs will be posted the afternoon prior to each event warning drivers of these closures. Parade marshals will monitor all intersections to control pedestrian & vehicular traffic. Traffic to be detoured from N. 5th down E St. both to N. Oregon (western detour) to 6th St. (eastern detour) to help alleviate congestion at closed intersection of westbound 5th & California Sts. (see attached map).

Jacksonville's CERT members will be providing assistance with crowd control for the morning of 12-3, 2016 from 9:30 am to 11:00 am. There will be a team of 4 that will be split up for control at N. 5th & California Streets and at So. Oregon & California Streets. These members have been trained in traffic and crowd control methods and will be attired in their official reflective CERT vests with flashlights as well as hand-held radio communication. It is our hope to have the streets, and parking, opened up to all shoppers and visitors by 11:30 am. We understand that there have been difficulties, in the past, with crowd/parade control at the corner of 5th & California Sts. (for parade) as well as N. 3rd & California Sts. (for tree lighting). Additional parade marshals have been added to alleviate this concern. If you have any questions, please feel free to contact me. Thank you!

Sincerely,



Linda Graham, treasurer

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.**

Yes No Other related event components not listed above. Please attach documentation.
All trash cans, barricades, caution tape and stage sections to be dropped off & picked up at the Fire Dept. (alley side)

The Christmas tree "stand" at public works needs to be delivered and set up, over the well on N 3rd St., the week prior to Nov. 14th *Deliver Nov 11th*

On Monday, Nov. 14th (7:30 am-3:00 pm) Placement & Decoration of Town Christmas Tree: N. 3rd St. will be closed, between California & "C" Streets. We will be using 4 city-owned barricades with attached caution tape between them to achieve this. These are to remain at the Fire Dept. grounds for the Tree Lighting the following weekend.

Name/Title of Event

VICTORIAN CHRISTMAS

On Sat. **Nov. 26th** (5:30-7 pm) "Tree Lighting Ceremony": N. 3rd St. will be closed, between California & "C" Streets from 3:30 pm until 7:15 pm. We will be using 4 city-owned barricades with attached caution tape between them to achieve this. We will also need 6 city garbage cans to accommodate any trash overflow. These cans & barricades will be returned to the Fire Dept. grounds but kept to be used for the parade on the following weekend. The night of the event, CERT, Volunteer Firefighters and other volunteers (with safety vests) will be on hand to keep crowd from spilling out on to California St.

On Mon., **Nov. 28th** Trash cans & barricades need to be picked up & returned to Public Works. Evergreen swags with red bows attached are to be placed, by Chamber Volunteers, on each lamp post at each intersection starting with N. 5th St., from lamps near Shafer Lane, then along California St. up to and including Oregon St..

On Sat., **Dec. 3rd** (10:00 am-11:00 am) "Christmas Parade": Main St. (between S. 4th & S. Oregon Sts.), S. Oregon St. (between W. Main & W. California Sts.), California St. (between Oregon & N. 5th Sts.), N. & S. 4th St. (from "C" to Main Sts.) and N. & S. 3rd St. (between "C" & Main Sts.) will be closed to parking & traffic flow from 7:30 am to 10:30 am). The Main St., S. Oregon St. and 3rd & 4th St. The west lane of S. Oregon St. will remain open to flow-through traffic. The Main St., S. Oregon St. and 3rd & 4th St. No parking will be allowed on that side of the street & The east lane of S. 5th St. will remain open to flow-through traffic with the west lane closed to complete parade route flow to closure at Doc Griffin Park. No parking will be allowed on that side of the street. E. 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 K & D Services Parade marshals will monitor all intersections to control pedestrian & vehicular traffic. Traffic to be detoured from N. 5th down E St. both to N. Oregon (western detour) to 6th St. (eastern detour) to help alleviate congestion at closed intersection of westbound 5th & California Sts. (see attached map). "spectators must remain on sidewalks" signs will be posted on both sides of California St. & So. Oregon St.

We will request the assistance of 4 CERT and 4 Volunteer Firefighters to aid in crowd control at the intersections of 5th & California Sts. and California & Oregon Sts.

On Mon., **Dec. 5th** all barricades & trash cans are to be picked up & returned to public works. *look @ how many volunteers are really needed.*

On Sat., **Dec. 24th** mayor will be showing a couple of Christmas movies, at Old City Hall.

On **January 2nd** 4 city-owned barricades need to be delivered to the Fire Dept. in order to close N. 3rd St. to undecorated and take down the tree the following week. Public Works can also remove the evergreen swags from the light posts at this time. The bows must be removed and given back to the Chamber of Commerce to store for use the following year.

There will be Beckman House tours 11 am- 3pm and also the Beckman Bank will have docents each weekend in December provided by Heritage Society volunteers each weekend **11-26** through **12-18**.

Separate event packet needed.



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

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

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, from Jackson Creek, East through Jacksonville.				<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 type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT	
APPLICANT NAME AND ADDRESS City of Jacksonville Kimberlyn Kerneen @ (541) 899-1231 ext. 312 PO Box Jacksonville, OR 97530				<input checked="" 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 12/04/2016

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 PVM	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
33.0	34.0	413+07	467+13	BOTH		WITHIN			

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

The City of Jacksonville is to manage the annual "Victorian Christmas Parade" from 8:00 AM - Noon on Saturday 12/ 03/2016.

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED - OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?
- ◆ YES [OAR 734-55-025(6)] NO ◆ 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 event.
All traffic control must meet MUTCD and State standards. (Reviewed and approved as amended.)

ODOT Contact (on event day) Sergio Mendoza @ (541) 727 - 8221.

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 X		TITLE	DATE
APPLICANT SIGNATURE <i>Kimberlyn Kerneen</i>	APPLICATION DATE <i>10/26/16</i>	TITLE <i>City Recorder</i>	TELEPHONE NO. <i>541.899.1231</i>
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 X	APPROVAL DATE 10/27/2016



JACKSONVILLE PARADE

Traffic Control Plan

- ROAD BLOCK
- ROAD BLOCK/DIVIDE
- PARADE ROUTE
- LANE CONES

California St. 238

238

238

Gold Terrace

Miner's Way

Oregon Street

Jackson Creek Road

F Street

E Street

D Street

C Street

E. California Street

Parade Staging Area

Parade Staging Area

Doc Griffin Park

Special Event Area
 Bands Disbanded
 All Major Venues
 Closed to the Public

3rd Street

4th Street

N. 5th Street

6th Street

7th Street

8th Street

California St. 238

1st Street

Fir Street

Main Street

Pine Street

5th Street

Pine Street

Fir Street

E. California Street

Laurelwood

Shafer Lane

Carriage Lane

Hueners Lane

G Street

Hueners Lane

Bigham Knoll

N. 5th Street

Blackstone Alley

JACKSONVILLE PARADE

Traffic Control Plan

Jolly Holly Trolley Rides

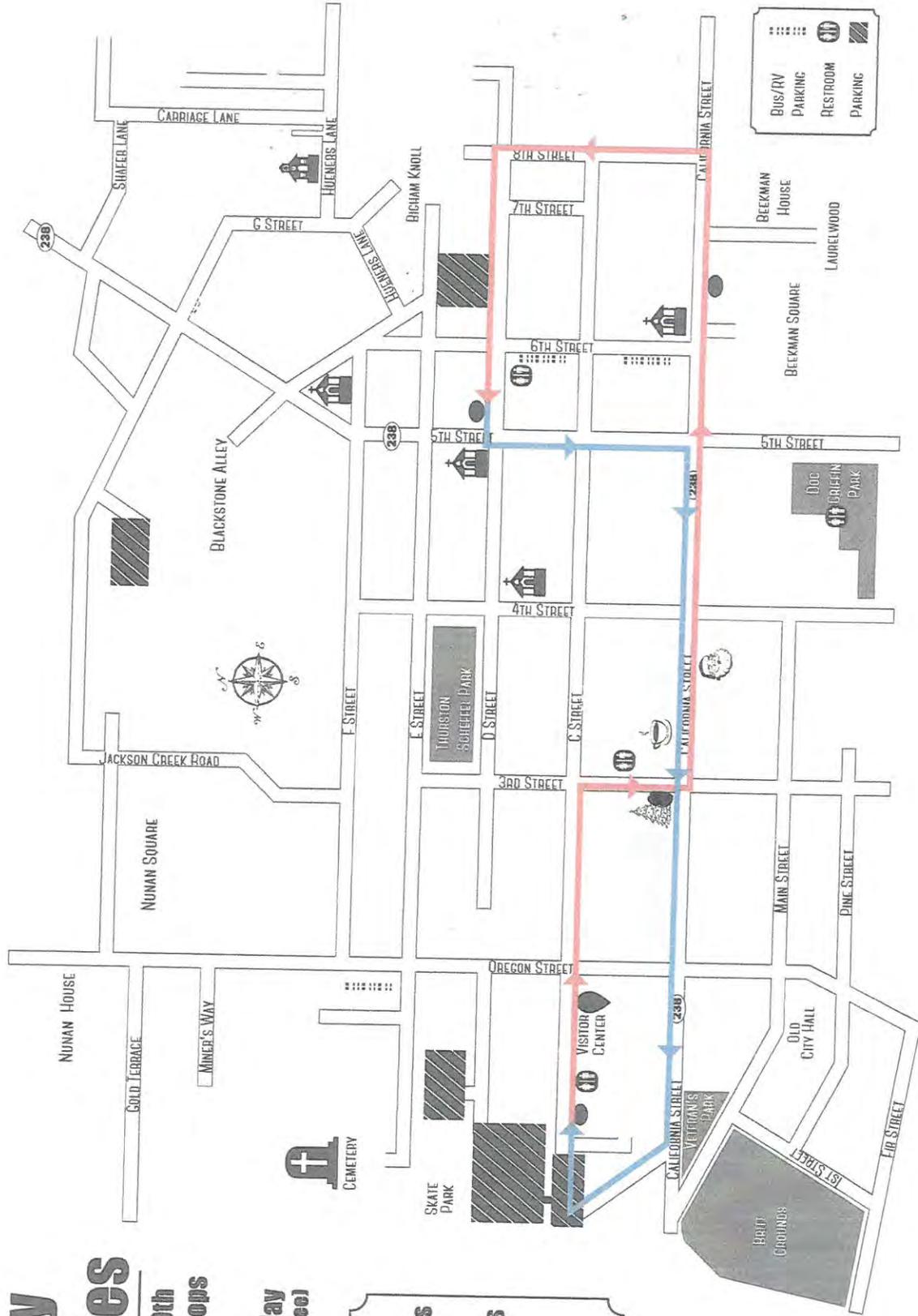
Dec: 5, 6, 12, 13, 19 & 20th
Hourly runs between stops
11am - 4pm

\$1.00 per person per day
(carried infants / toddlers free)

Drop Off and
Pick Up Locations

Father Christmas

Hot Cider



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.

The "Tree Lighting Ceremony" will have amplification to make announcements as related to the ceremony. Music will be provided by the Rogue Valley Symphony Brass Quartet for Christmas Carols/Caroling. The "Christmas Parade" will have school bands & singers. Specific performers/groups are still to be determined. Amplification will be for MC's announcements. Both events will have, staging, lighting & sound provided by Garon Lee Sound.

Yes No Will sound amplification be used? *Sat., Nov. 26th "Tree Lighting Ceremony": 5:30 pm to 7:00 pm ; Sat., Dec. 3rd "Christmas Parade": 10:00 am to 11:00 am*

Yes No Has City Council approval been given? If so, what meeting? **Scheduled for 11-1-16**
There will be Council approval sought after, and received prior to the implementation of any aspect of these scheduled events.

What is the approximate distance between the amplified sound source and nearby residences? *In the downtown area, the closest residence is approximately 100 ft. away (corner of Main & S. 3rd Sts. & corner of "C" & N. 3rd Sts.)*

Yes No Do you plan to have a dance component to either live or recorded music at your event?
If yes, please describe *There may be dance components in the parade entries. It is unknown at this time.*

Please describe the sound equipment that will be used for your event *Staging, lighting & sound provided by Garon Lee Sound for all performers and announcements (Tree-Lighting & Parade).*

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

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

Name/Title of Event

VICTORIAN CHRISTMAS

Yes No Will your event be held during the evening hours? *Tree Lighting Ceremony" only*

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 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 City of Jacksonville will provide the lighting for the Christmas Tree (adjacent to Beekman Bank) at the well site. All other electrical needs will be provided by local businesses on an "as needed" basis. Any heavy extension cords will be secured so as to not provide pedestrian tripping hazards and the Fire Dept. will be notified when such electrical resources are ready for inspection and approval. Each business is responsible for the electrical needs of their exterior holiday lighting.

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? *Banner approved through ODOT & city.*

If yes, please describe *A banner will be erected, by Engine Co. # 1 on Nov. 21st (banner permit on file), exterior holiday lights (tiny, warm-glow lights to be used -no twinkling nor icicle styles will be employed) will be secured to each business in the Historic Core district which has been contracted with Green Time Landscaping of Ashland (they are under contract with the City of Ashland for their exterior holiday lighting). Directional signs will be placed (see attached) on current City owned directional sign posts directing visitors to various holiday experiences in the Historic Core business district. These will be removed upon the completion of the holiday events. (see attached)*

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.

Volunteers will police the downtown area for the "Tree Lighting Ceremony" and "Christmas Parade" for trash removal. We will be requesting the City to provide 6 extra cans for each event to aid in collection of waste. The Chamber of Commerce will provide the liners. Local businesses will volunteer their garbage disposal units for this waste. Local businesses will police their own areas, throughout the holidays, for any "additional" waste issues. They are to be dropped off (by Public Works) & distributed to locations of need, in the downtown core, where they will not impede pedestrian flow. (by Chamber volunteers) from the Fire Dept. where they will be returned for pick up after the holiday season is over.

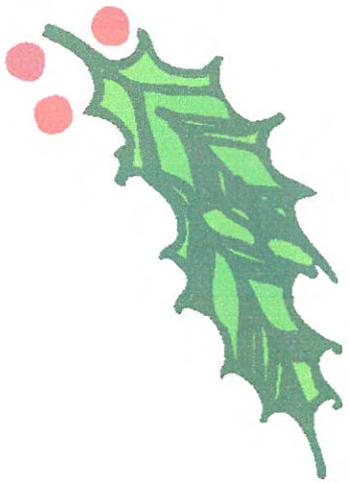
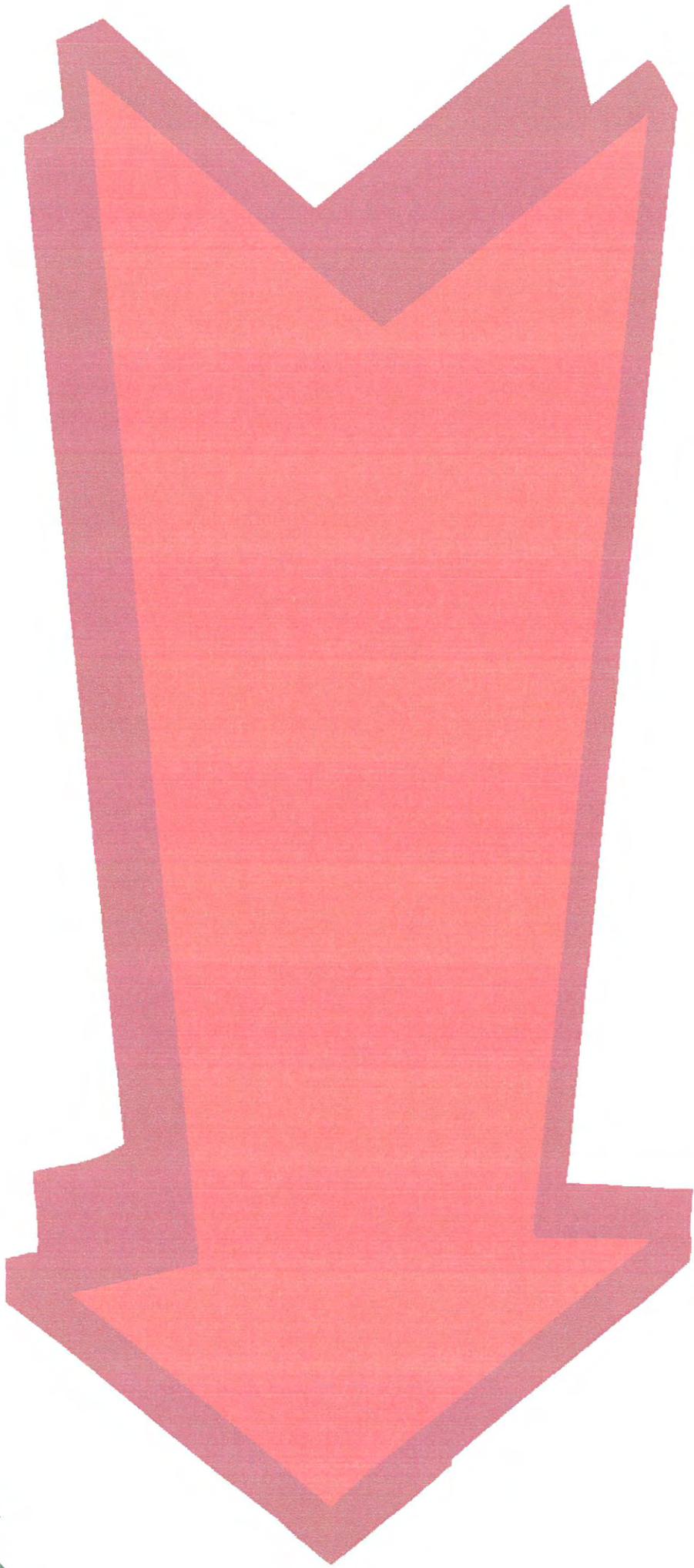
It is requested that the Public Works Dept. pick up and haul off decorative cedar garland & wreaths on Jan. 4th. we typically do this every year.



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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
Many local businesses will be participating in a TV commercial promotion of these events as well as with the Mail Tribune, all in a joint program with the Chamber of Commerce. This advertising is currently being developed but the City will be provided with copies upon their completion. There will be press releases made to post on community chalkboards for TV, Radio and print media as well as distribution of informational fliers throughout the town. There is also information through the Chamber of Commerce web site.

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

If yes, please describe *There is nothing "scheduled", however, these events usually draw the attention of the local news media for their reporting of local events.*

Yes No Will media vehicles be parked within the event venue? If yes, please describe safety plan
Again, we have no control over this other than to state that such media coverage would be unscheduled. The TV stations have their own safety plans in place for such coverage.

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
Fliers will be hand-delivered to each location for posting in their windows and/or bulletin board areas. "additional parking" signs with directional arrows will be posted at the E St. detour to direct towards the D St. parking lot. Directional signs for event activities will be placed on current downtown directional signs (upon approval).

Name/Title of Event

VICTORIAN CHRISTMAS

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.

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.

The Chamber of Commerce will be selling hot apple cider (in an electric dispenser). This station will be located on the sidewalk between Trolley Stop Antiques and U.S. Bank. A minimum 4 ft. clearance will be maintained for pedestrian flow.

Yes **No** Do you intend to cook food in the event area? If yes, please specify method:

Gas Electric Charcoal Other(specify)_____

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.

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 X 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 Residents: 210 N. 3rd St. & all residents (within a 2 block radius) of E. Pine St. and Main St. will be notified, in writing, of potential impact with a copy of the map showing road closures. All local business, in the affected areas, have received informational fliers (see attached), Chamber of Commerce emails, as well as notice in The Jacksonville Review & their FaceBook page.

Yes X 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.

These fliers are still in the development stage. We will provide the City of Jacksonville with copies upon their completion.

Attached fliers will serve as notice to impacted neighbors.

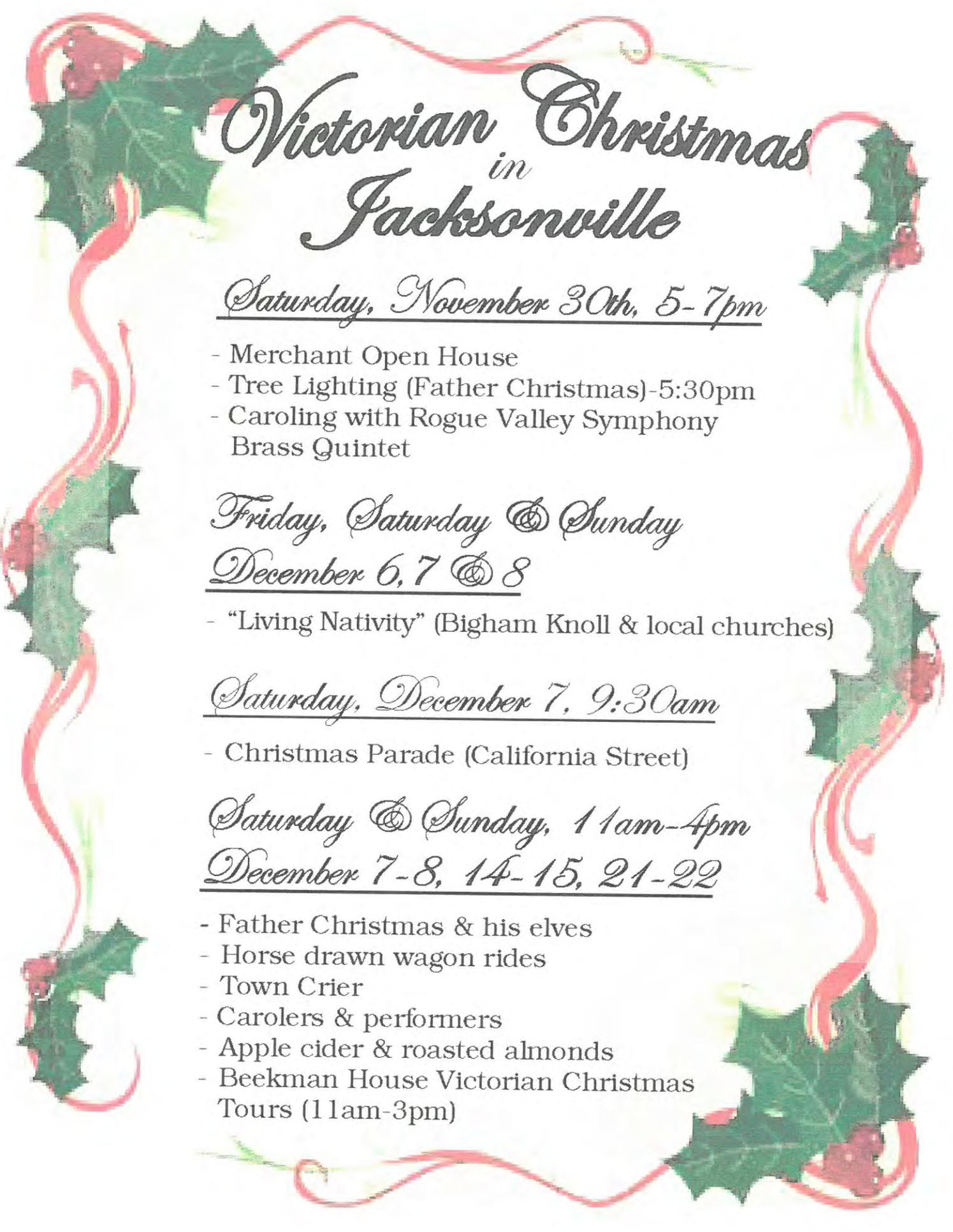
OFFICE USE ONLY

Recorder:

Permit Application date approved: _____

Fee paid \$ 200.00 Date: 9/30/14 receipt # 67826

Signature of Recorder K. Collins



Victorian Christmas in Jacksonville

Saturday, November 30th, 5-7pm

- Merchant Open House
- Tree Lighting (Father Christmas)-5:30pm
- Caroling with Rogue Valley Symphony
Brass Quintet

*Friday, Saturday & Sunday
December 6, 7 & 8*

- "Living Nativity" (Bigham Knoll & local churches)

Saturday, December 7, 9:30am

- Christmas Parade (California Street)

*Saturday & Sunday, 11am-4pm
December 7-8, 14-15, 21-22*

- Father Christmas & his elves
- Horse drawn wagon rides
- Town Crier
- Carolers & performers
- Apple cider & roasted almonds
- Beekman House Victorian Christmas
Tours (11am-3pm)

Jacksonville's Victorian Christmas Celebration 2015 Calendar of Events

Saturday, November 28

- 11:00 am – 5:00 pm Small Treasures Exhibit, Art Presence Art Center
 4:00 pm – 7:00 pm Merchant Open House
 5:30 pm Christmas Tree-Lighting Ceremony (3rd Street between California & C Streets)
 5:00 pm – 9:00 pm Nativity Display at The Woodcarving Place* (255 East D Street)

Sunday November 29

- 11:00 am – 5:00 pm Small Treasures Exhibit, Art Presence Art Center
 11:00 am – 5:00 pm Nativity Display at The Woodcarving Place (255 East D Street)

Saturday, December 5

- 10:00 am Victorian Christmas Parade
 11:00 am - Caroling by Jacksonville Victorian Carolers

Sunday, December 6

- 10:30 am Krampus Kross (Cyclocross Event) at Bigham Knoll

Saturday, December 12

- 2:00 pm Youth Symphony of Southern Oregon Chamber Music Concert,
 Historic First Presbyterian Church (405 East California Street)

Sunday, December 13

- Noon – 3:00 pm Princess Court High Tea at Bigham Knoll (call 541-899-1000 for reservations)
 1:00 pm – 3:00 pm Caroling by Ashland Brass Quintet
 10:30 am Krampus Kross (Cyclocross Event) at Bigham Knoll

Saturday, December 19

- 11:00 am – 1:00 pm Caroling by Rogue Valley Chorale
 Noon – 2:00 pm Snowflake Workshop, Art Presence Art Center
 2:00 pm Youth Symphony of Southern Oregon Chamber Music Concert,
 Historic First Presbyterian Church (405 East California Street)

Saturday, December 26

- 11:00 am – 3:00 pm Beekman House Holiday Tours (Benefitting ACCESS)
 11:00 am – 5:00 pm Small Treasures Exhibit, Art Presence Art Center

Sunday, December 27

- 11:00 am – 3:00 pm Beekman House Holiday Tours (Benefitting ACCESS)
 11:00 am – 5:00 pm Small Treasures Exhibit, Art Presence Art Center

Ongoing Activities – Saturdays & Sundays December 5 – 20

- 11:00 am – 4:00 pm Father Christmas – Beekman Bank (California & 3rd Street)
 Jolly Holly Trolley Rides*, Carolers, and Hot Cider
 11:00 am – 3:00 pm Beekman House Holiday Tours (470 East California)
 11:00 am – 3:00 pm Historic St. Joseph's Rectory Open House (210 North 4th Street)
 11:00 am – 5:00 pm Small Treasures Exhibit, Art Presence Art Center (206 5th Street)
 11:00 am – 5:00 pm Victorian Era Carolers Photo "stand-in"
 The Woodcarving Place (255 East D Street)

*Jolly Holly Trolley fares is \$1 for an entire day with multiple stops around town
 Carried infants/toddlers no charge

Victorian Christmas is coordinated by the
 Jacksonville Chamber of Commerce.

For more information please go to www.jacksonvilleoregon.org

AD ID: **MTS0002225** Customer Name: JACKSONVILLE CHAMBER OF C
Size: 5.500 X 5.500 Next Run:
Rep: JENNIFER MAYFIELD (MT0070)r: 3



Jacksonville's **VICTORIAN CHRISTMAS**

— AN OLD FASHIONED, SMALL TOWN
HOLIDAY CELEBRATION. —

**Saturday, November 30th
5-7pm**

Merchant open house

Tree Lighting (Father Christmas) - 5:30 pm
Caroling

**Saturday, December 7th
9:30am**

Christmas Parade

**Saturday & Sunday
11am - 4pm**

December 7-8, 14-15, 21-22

Father Christmas
Carolers & performers
Apple cider & roasted almonds

www.JacksonvilleOregon.org



No Parking In This Area

**Please Remove Vehicles
By 11:00 pm
Sunday, November 13th**

**Street Will Be Closed
For Tree Decorating
Monday, November 14th**

Violators Will Be Towed





No Parking In Parade Area

**Please Remove Vehicles
BY 11:00 pm
Friday, December 2nd**

**Street Will Be Closed
Saturday, December 3rd**

Violators Will Be Towed





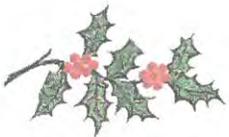
**No Parking In
This Area**

**Please Remove
Vehicles By 1:00 pm**

**Street Will Be Closed
For Tree Lighting
Ceremony**

**Saturday
November 26th**

**Violators Will Be
Towed**





No Parking In This Area

**Please Remove Vehicles
By 11:00 Pm
Monday, January 2nd**

**Street Will Be Closed
For Tree Undecorating
Tuesday, January 3rd**

Violators Will Be Towed



Jacksonville's Victorian Christmas 2016

Parade Entry Form

Parade Date: December 3, 2016

Line Up Time: 9:00 am

Parade Time: 10:00 am

Entry Name: _____

Contact Person#1: _____ Phone: _____

Mailing Address: _____

Email: _____

Contact Person#2: _____ Phone: _____

Mailing Address: _____

Email: _____

Please note the following Rules & Regulations stated below:

Type of Entry (mark all that apply):

Vehicle (no modern; operators must have current license & insurance)

Float (operators must have current license & insurance)

Performance (describe): _____

Animal (All animals must be secured by tether, leash and/or trainer. Participants are required to provide their own waste disposal implements and clean up their animal waste immediately before the following parade entrant reaches the waste.)

Band Walking Other (describe): _____

Brief Description of Entry to be Read by Parade Announcers: _____

*A participation "tag" will be issued by a parade official upon arrival to the parade line up.
Only those completing & returning this form on time will be issued the tag allowing participation.*

Email information to: chamber@jacksonvilleoregon.org with the subject "Parade Entry"

Questions may be directed to the email above or phone (541) 899-8118

Rules & Regulations:

No throwing of any items from moving vehicles. Anyone wishing to distribute candy MUST have a person walk alongside the vehicle or entry to hand out such items. Information flier hand-outs are prohibited.

Participants that represent a business, school or other non-profit group MUST submit a copy of a Certificate of Insurance naming "Jacksonville Chamber of Commerce & City of Jacksonville and their officers, employees and agents" as the certificate holder using the address: P.O. Box 33; Jacksonville, OR 97530 as additional insured. The certificate of insurance must include a copy of the additional insured endorsement. Required coverage is \$1,000,000 per aggregate & per occurrence. Copies of these documents must be provided to event coordinators **prior to November 15.**

WAIVER, RELEASE, HOLD HARMLESS AGREEMENT, & ENFORCEMENT OF RULES & REGULATIONS

As a condition to the participation of the undersigned in the Jacksonville Victorian Christmas parade, the undersigned releases Jacksonville Chamber of Commerce and the City of Jacksonville and the officers, directors, employees, agents and volunteers of each of them, from any and all claims, and waives the right to assert any claims against any of them, for any injury, loss, or damage arising from the participation of the undersigned in the Jacksonville Victorian Christmas parade sponsored by the Jacksonville Chamber of Commerce, and the undersigned agrees to indemnify and hold the Jacksonville Chamber of Commerce and the City of Jacksonville and the officers, directors, employees, agents, and volunteers of each of them, harmless from such claims asserted by or on behalf of the undersigned or any persons participating in the Jacksonville Victorian Christmas parade under the auspices of the undersigned, including the cost of defending claims. If the undersigned is an entity, the signatory warrants that he/she is authorized to sign this instrument on behalf of the undersigned entity. The undersigned acknowledges receipt of a copy of the Rules and Regulations applicable to the participation of the undersigned in the Jacksonville Victorian Christmas parade and agrees to disseminate a copy of said Rules and Regulations to all persons who will participate in the Jacksonville Victorian Christmas parade under the auspices of the undersigned, and the undersigned agrees to require that all such participants will honor and adhere to said Rules and Regulations. The undersigned releases the Jacksonville Chamber of Commerce and the City of Jacksonville and the officers, directors, employees, agents and volunteers of each of them, from any and all claims, and waives the right to assert any claims against any of them, for any injury, loss, damage arising from the enforcement of said Rules and Regulations an agrees to indemnify and hold the Jacksonville Chamber of Commerce and the City of Jacksonville and its officers, directors, employees, agents and volunteers of each of them harmless from any and all such claims asserted by or on behalf of the undersigned or any persons participating in the Jacksonville Victorian Christmas parade under the auspices of the undersigned.

Person/Group/Entity: _____ (Please Print)

By: _____ (Signature)

Title (if applicable): _____ Date: _____

COMPLETED APPLICATION AND SIGNED WAIVER MUST BE RECEIVED NO LATER THAN NOVEMBER 15TH

Please return to: Jacksonville Chamber of Commerce
P.O. Box 33
Jacksonville, OR 97530-0033

The Jacksonville Chamber of Commerce reserves the right to refuse an entry from starting in the parade, or to remove an entry after it has started down the parade route, if any of these Rules and Regulations are violated.

Jacksonville City Council Agenda Item Summary



J'ville Holiday Market Event Packet

Date: October 25, 2016
From: Jeff Alvis, City Administrator

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

Synopsis:

Ken Snoke, from the Farmer's Market, has requested to hold a Holiday Market in the Month of December on the City Hall lawn. Details of request are in the event packet presented. Members from the Farmer's Market will be in attendance at the City Council meeting to answer any questions you may have.

Fiscal Impact:

N/A

Recommendations:

Staff recommends council to determine if the holiday market will have an effect on the downtown merchants and Victorian Christmas.

Exhibits:

Exhibit A – Memo for items that need approval on this event packet
Exhibit B – Large Event Packet

MEMO
CITY OF JACKSONVILLE

Date October 26, 2016
To: City Council
From: Kimberlyn Collins, Recorder
Subject: Holiday Market – Farmer’s Market

City Council
November 1, 2016
Agenda Item 5b.
Exhibit “A”

_____Approval for amplification of announcements during the ceremony. There will be a brass quartet and carolers but they will not be amplified. Carolers will be in the public right-of-way.

_____Approval of an A frame directional signs (See attached map for proposed placements.)

_____Approval of banner to be hung over the City Hall steps. (See attached design.)

Name/Title of Event Jville Holiday Market

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, 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. You may wish to consult this calendar to minimize conflicts with other scheduled events at www.jacksonvilleor.us.

Page 1

City Council
November 1, 2016
Agenda Item 5b.
Exhibit "B"

RECEIVED
OCT 25 2016
CITY OF JACKSONVILLE

Name/Title of Event Jville Holiday Market

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: Jville (Jacksonville) Farmers Market LLC

Print Name of Sponsor Representative: Ken Snoke

Sponsor Address: 212 Tumbweed Trail, Jacksonville, Oregon 97530

Sponsor contact phone: 541-499-9748 Email: Ken @ Jville.market

Sponsor Representative Signature**: [Signature] Date: 10/24/2016

**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: _____

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): _____

Title: _____

Event Organizer Address: _____

Event Organizer contact phone: _____ Email: _____

RECEIVED
OCT 25 2016
CITY OF JACKSONVILLE

Name/Title of Event Jville Holiday Market

Event Organizer Signature: [Signature] Date: 10/24/2016

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: Hart Insurance, Grants Pass, OR 97528

** 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: Red Shield Insurance Company

City Portland State OR Zip 97205

Contact Name: Kristin Wick Phone: 541-779-4232 Fax 541-772-3963 Cell _____

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 _____

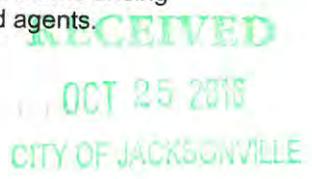
Contact Name: _____ Phone: _____ Fax _____ Cell _____

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 [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 Jvillie Holiday Market

Sponsor signature [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.

- o Sponsor(s) will be charged for any cleanup of property not left in same or better condition after the Event.
- o 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 [Signature] Co-sponsor signature _____

Dated: 10/24/16

Dated: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/20/2016

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.

PRODUCER HART INSURANCE PO BOX 1240 GRANTS PASS, OR 97528 PHONE NO. (541)479-5521	CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No.): _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE _____ NAIC # _____ INSURER A: RED SHIELD INSURANCE COMPANY 41580 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED J'VILLE FARMERS MARKET LLC 212 TUMBLEWEED TRAIL JACKSONVILLE, OR 97530	

COVERAGES **CERTIFICATE NUMBER:** _____ **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <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"/> PROJECT <input type="checkbox"/> LOC	X		CLP 024887	9/16/2016	9/16/2017	EACH OCCURRENCE 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) 100,000						
							MED EXP (Any one person) 5,000
							PERSONAL & ADV INJURY 1,000,000
							GENERAL AGGREGATE 2,000,000
							PRODUCTS - COM/OP AGG Incl in Gen Agg
	AUTOMOBILE LIABILITY <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)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE
							AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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)

FARMERS MARKET OPERATOR

The Certificate Holder is included as an additional insured pursuant to ISO form GL 1115(11/15) a copy of which is attached hereto for informational purposes.

CERTIFICATE HOLDER THE 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
---	--

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Name/Title of Event Jville Holiday Market

SUMMARY OF EVENT DESCRIPTION

Description of your event, including a timeline:

The holiday market will set up Friday morning and will run from 3pm to 8pm each day with cleanup on Saturday evening. We will feature 50+ vendors and their decorated canopies selling hand-made items for the holiday season. We plan to have live music, hot apple cider, hot chocolate plus food vendors. There will be a light up a life ceremony at 6pm on Friday with donations to charity.

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.

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.

The event will be contained in the grassy area outside the courthouse on 5th street (see attached map)

Event Category (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Art/Antique Show | <input type="checkbox"/> Cultural | <input checked="" type="checkbox"/> Festival/Celebration |
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance | <input type="checkbox"/> Live Animals |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Educational | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Fair | <input type="checkbox"/> Sidewalk event |
| <input checked="" type="checkbox"/> Concert/Perform | <input checked="" type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Other (be specific) |

Participants Estimated Total 1000 Per Day 500

DATE/TIME

Event Starts Date 12/09/16 Time 3pm Day of Week Friday

RECEIVED
OCT 25 2016
CITY OF JACKSONVILLE

Name/Title of Event Jville Holiday Market

Event Ends Date 12/10/16 Time 8pm 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? this is an extension of the seasonal Sunday Market

Previous Location(s) Courthouse (same)

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? *Many do but not all - we have the umbrella license / this reas*

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.

 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.

Vendors names not confirmed yet.

DRAFT

2016 JACKSONVILLE FARMERS MARKET HOLIDAY

As of 9/9

September 14th
Market #15



Name/Title of Event Jville Holiday Market

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.

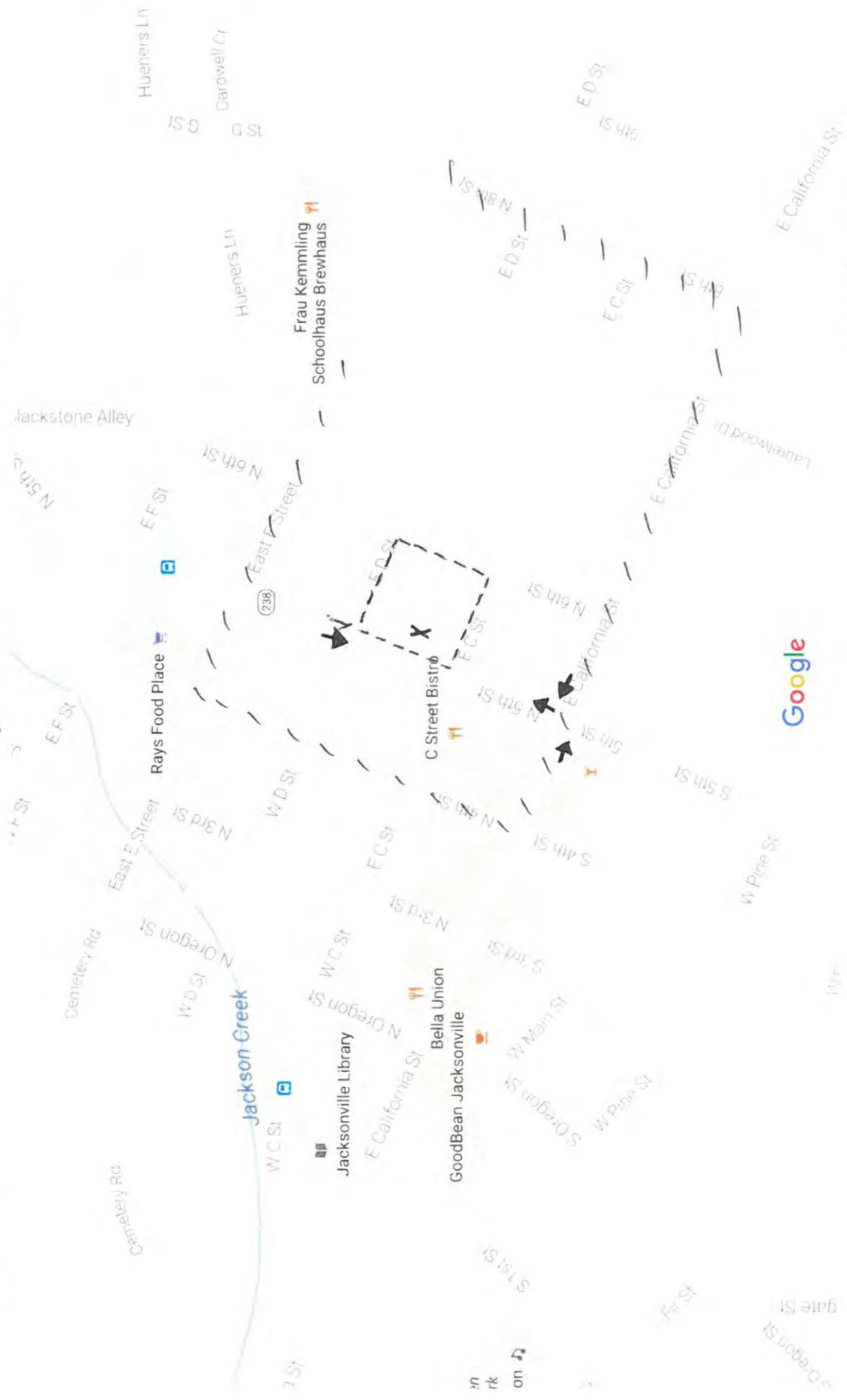
Yes No Other related event components not listed above. Please attach documentation.

/// = Notifications to be sent to neighbors.

X = Banner in front of Courthouse

▶ = Directional Signage on A-Frame type signs

--- = Perimeter of event area



Name/Title of Event Jville Holiday Market

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 3pm Finish time 8pm

Yes No Has City Council approval been given? If so, what meeting? we will seek council approval prior to implementation of any music
What is the approximate distance between the amplified sound source and nearby residences?
250'

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

Please describe the sound equipment that will be used for your event
4 x 8" speakers, 2 x small monitors, 4 stands, design board, 2 mics + cords

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

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 Jville Holiday Market

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

Each vendor will supply their own 10" x 10" canopy with weights.

No BB needed - IF

We will attach lights to each canopy

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

Heavy extension cords will be secured to prevent tripping hazards. Electric hookup will be from outside the courthouse. Fire department approval will be sought

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 One sign in front of courthouse. Four A frame directional sign

Lights will be tiny warm glow LEDs
Please be aware that the use of any of these items may require additional permits and City Council approval.

see map for prop placement

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.

We plan to use the existing public bathrooms on site as we do for the farmers market if approved.

We plan to haul away our own trash on Saturday evening.



JVILLE



HOLIDAY MARKET

FRIDAY & SATURDAY 3PM – 8PM

Name/Title of Event

Jville Holiday Market

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 Facebook, fliers, radio and TV

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

If yes, please describe Nothing scheduled but this might happen if local news crews decide to report on the event

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

plan we will have no control - if this happens it will be unscheduled. News crews typically have their own 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. Fliers will be hand delivered by the organizers and signs will be placed to direct the public as per the attached map (upon approval)



HOLIDAY MARKET

**JVILLE HOLIDAY
MARKET**

**Friday December 9th
&
Saturday December 10th**

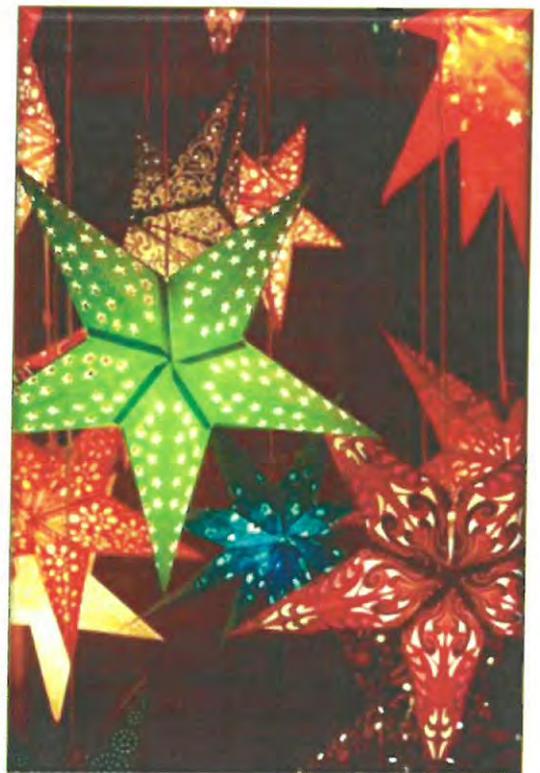
3pm – 8pm
(Rain or shine!)

Wrap up warm and join us for some winter magic!

For two special evenings before Christmas, the area in front of the Jacksonville Courthouse will be home to 50+ vendors. Artisans from all over the Rogue Valley have been hand selected to participate and bring their handmade crafts to market. You will find booths with festive lights offering traditional and hand crafted Christmas decorative items, ornaments, toys and gifts for the whole family. Conjured scents of roasting chestnuts, mulled apple cider, cinnamon, and hot cocoa will fill the air along with festive music from local artists.

Light up a life!

The Jville holiday market will be a place of festive fun to run alongside the Jacksonville Victorian Christmas Celebration but we will also take the time to remember those we have lost or those who are living with illness. Join your friends and family for a candlelight reading of all names recognized with a light and the first lighting of the commemorative tree at The Jacksonville Courthouse on December 9th at 6:00pm. 100% of the donations received will benefit [**insert name of local charity**].



- **Holiday Shopping**
- **European Style Christmas Market**
- **50 + Local Craft Vendors**
- **Live Festive Music**
- **Tasty Eats**
- **Hot Apple Cider & Cocoa**
- **“Light up a Life”**
- **FREE Admission**



HOLIDAY
MARKET



Name/Title of Event Jville Holiday Market

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.

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.

vendors selling food will be required to have all the necessary documentation and hand washing stations and safety will be of primary concern.

Yes No Do you intend to cook food in the event area? If yes, please specify method:

Gas Electric Charcoal Other(specify) _____

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 Jville Holiday Market

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 We will notify residents and businesses within a 2 block area - see n

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.

Please see attached notice (draft)

OFFICE USE ONLY

Recorder:

Permit Application date approved: _____

Fee paid \$ 200.00 Date: 10/25/10

Signature of Recorder K Collins

HOLIDAY MARKET

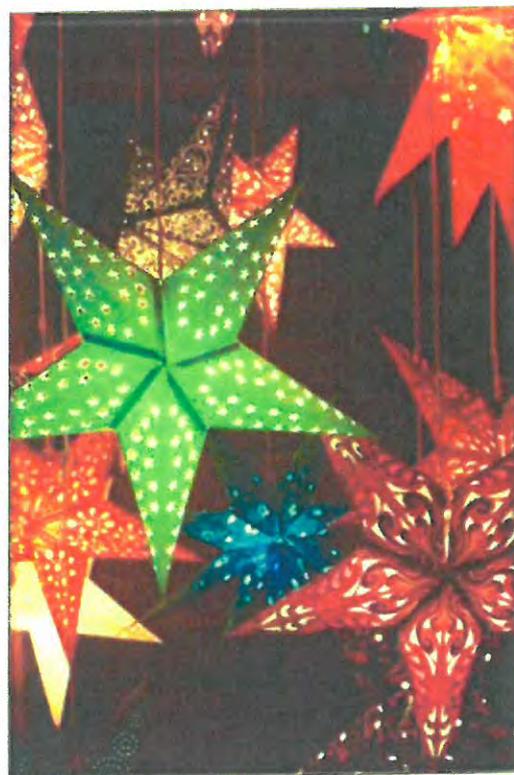
**JVILLE HOLIDAY
MARKET**
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- **50 + Local Craft Vendors**
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- **FREE Admission**

Jacksonville City Council Agenda Item Summary



SOREDIE Presentation – Collen Padilla

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

City Council Meeting: November 1, 2016
Agenda Item: 5c.

Synopsis:

Colleen Padilla, Executive Director from SORDEI, will be presenting the SOREDIE organization to council. Handouts will be provided at the meeting.

Fiscal Impact:

N/A

Recommendations:

N/A

Exhibits:

Council Discussion



Vicki Lucas



34 Via Zapador, Rancho Santa Margarita, CA 92688
949 257 5086
bflysawme@gmail.com

9/29/2016

Dear City Council,

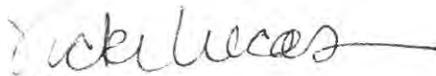
I visited Jacksonville, Oregon for the first time on July 6 when I was driving home from a cousin reunion in Hermiston, Oregon. I ate lunch on the outdoor patio of the Mustard Seed Café with my sister and brother-in-law. While I was sitting there and looking around, I was drawn to this town. Then, I spotted the Trolley! I wanted so badly to ride on it and learn about the town but we had to get back on the road to travel home.

I made two more trips up to Jacksonville since July 6th and at the top of my "To Do List" was to ride the Trolley and learn about the town. You can imagine my disappointment when the Trolley was not running.

That Trolley "ADDS" quaintness, charm and an appreciation for history to this town. I don't know what is wrong with the Trolley but I do hope your plans are to fix the Trolley and to keep it going.

I just made the decision to retire early and move to this area. I just purchased a home in East Medford. I hope in the future, all my guests will be able to experience the Trolley Tour.

Warm regards,


Vicki Lucas

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OCT 20 2016
CITY OF JACKSONVILLE

