



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

Executive Session - Per ORS 192.660 2(b)(e)

**November 15, 2016
5:15 pm**

Discussion on Real Property and Personnel - this session is closed to the public.

**CITY COUNCIL
REGULAR SESSION**

**November 15, 2016
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (November 1, 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. Timber Ridge – Abandonment of PUE**
 - b. Resolution No. R2016-019**
A Resolution Of The City Of Jacksonville Directing Staff To Execute The Attached Abandonment Of A Public Utility Easement.
 - c. Re-Open Discussion on use of 2nd Floor at New City Hall**
 - d. Main St. Parking Lot Bid**
 - e. Cancel December 20, 2016 City Council Meeting – Permission to Pay Bills**
- 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>.

November 1, 2016 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**
Present: Councilors Gregg, Lewis, Bennington, Garcia, Wall and Mayor Becker. Absent: Councilor Jesser
Staff Present: Administrator Alvis, Finance Director Bray, and Recorder Collins
- 2) **a. MINUTES (minutes from October 18, 2016 meeting)**
Move to: Approval of the minutes
Motion by: Councilor Wall
Seconded by: Councilor Gregg
Vote:
Ayes
Unanimous

b. BILLS LIST
Move to: Approval
Motion by: Councilor Garcia
Seconded by: Councilor Lewis
Motion Withdrawn
Council asked questions. Administrator Alvis and Finance Director Bray answered.

Move to: Approve the bills in the amount that the treasurer specified for the additional \$700.00 that goes to Mr. Mark Bateman at B-2 Backflow Services.
Motion by: Councilor Garcia
Seconded by: Councilor Lewis
Roll Call Vote:
Ayes: 6
Nays: 0
Motion Carries
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
N/A
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray / Kimberlyn Collins
Administrator Alvis - Spoke to rescheduling the public hearing for code revision, water mains on Beverly Way, and resignation of firefighter Justin Zigenis. Council asked questions. Administrator Alvis and Finance Director Bray answered.
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** - Chief Hull
- 5) **ACTION / DISCUSSION ITEMS**
(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

a. Victorian Christmas Packet

Public Comment: None

Council Discussion: Tim Balfour presented the Victorian Christmas packet for the Chamber of Commerce.

Council asked questions. Tim Balfour answered.

Move to: Approval of Victorian Christmas Packet as a whole

Motion by: Councilor Garcia

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries

b. J'ville Holiday Market Event Packet

Public Comment: None

Council Discussion: Nova McCarthy presented the J'ville Holiday Market to the council. Administrator Alvis made corrections to an email that had been sent out to some of the council and merchants. Council asked questions. Nova McCarthy, Tim Balfour and Recorder Collins answered. Tim Balfour addressed some concerns for the merchants and the Chamber of Commerce with this event. Tim Balfour was in favor of the Holiday Market.

Move to: Approval of the Holiday Market event packet as a whole

Motion by: Councilor Garcia

Seconded by: Councilor Bennington

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries

c. SOREDI Presentation - Colleen Padilla

Public Comment: None

Council Discussion: Colleen Padilla introduced herself as the new Executive Director for SOREDI and gave an updated report on SOREDI activities.

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

a. Councilor Lewis: No Report

b. Councilor Garcia: No Report

c. Councilor Bennington: Updated council on the public hearing to amend the code.

d. Councilor Gregg: No Report

e. Councilor Wall: No Report

f. Mayor Becker: Announced the Belles and Beaus annual ball at the US Hotel. Spoke to a locomotive simulator he had the pleasure of riding on while in Sacramento.

7) ADJOURN 7:10 pm

Paul Becker, Mayor

Stacey Bray, Designee

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
NOVEMBER 15, 2016

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
Bi-Mart	supplies for NCH open house	76.41
Data Center West	monthly IT service	97.29
Don's Lock LLC	keys for NCH	111.00
Jacksonville Lumber Co.	supplies for bldg. maint.	8.75
League of Oregon Cities	job postings for PD	40.00
Staples Advantage	supplies for admin	8.80
Staples Advantage	supplies for admin	55.54
		397.79
GENERAL FUND - POLICE DEPARTMENT		
Vendor Name	Description	Amount
Central Point Cleaners	uniform cleaning - PD	30.75
City of Medford	fuel for PD oct 2016	637.24
Data Center West	monthly IT service	25.95
Lockwoods Automotive	vehicle maint. - PD	315.48
Quality Fence Co.	bars on window @ PD	130.00
Rodneys	PD uniform alteration	40.00
SIRRENET.COM	lights for new PD vehicle	401.36
SIRRENET.COM	lights for new PD vehicle	200.85
SIRRENET.COM	restocking fee	99.00
		1,880.63
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
Data Center West	monthly IT service	54.06
Southern Oregon Printing	business cards for planning	38.00
Staples Advantage	supplies for planning	19.56
		111.62
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control - FD	99.00
Blackbird Shopping Center	supplies for FD	3.18
City of Medford	vehicle maintenance for FD	169.78
City of Medford	fuel for FD oct 2016	271.51
Data Center West	monthly IT service	25.95
Devin Hull	reimb. fuel & meals for FD meeting	60.75
Rogue Valley Custom Sewing	heart monitor bag	143.63
Southern Oregon Signs LLC	lettering for CERT trailer	545.00
Witmer Public Safety Group Inc.	supplies for FD	80.17
		1,398.97
CEMETERY FUND		
Vendor Name	Description	Amount
Coastal - White City	canopy for cemetery	79.99
Coastal - White City	supplies for cemetery	52.97
		132.96

Vendor Name	Description	Amount
STREETS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	202.31
Blackbird Shopping Center	gloves for PW	15.98
Bradley's Excavation Inc.	installation of catch basin on oregon street	1,745.00
Grover Electric and Plumbing Supply Co.	lights for city shops	22.20
Grover Electric and Plumbing Supply Co.	supplies for streets	63.96
Grover Electric and Plumbing Supply Co.	supplies for street lights	23.40
Hilton Fuel & Supply	sand for D street parking lot	144.00
Industrial Source	fire extinguisher servicing	617.20
Jacksonville Lumber Co.	supplies for STR dept	7.50
Jacksonville Lumber Co.	supplies for STR dept	7.50
Land Mark Ford	new ford truck - PW	16,833.25
Rodda Paint	paint for streets	36.85
Sherwin-Williams	paint for streets	440.67
White City Metals Inc.	pins for concrete stop bars	69.00
Zee Medical Company #72	first aid supplies for shop	309.15
		20,537.97
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	202.32
Blackbird Shopping Center	supplies for WTR dept.	2.80
Blackbird Shopping Center	books for PW employee	300.00
Blue Mountain Rock	rock for WTR dept	180.00
Blue Mountain Rock	gravel for shop bays	120.00
Bradley's Excavation Inc.	WTR svc repair - gold terrace	890.00
C & K Market Inc.	batteries for WTR dept.	5.89
Crater Lake Ford	vehicle maint. WTR dept.	135.00
Data Center West	monthly IT service	12.97
Ferguson Waterworks	supplies for WTR dept	620.60
Ferguson Waterworks	water meters	4,185.00
Hubbard's Home Center	shovels for STR dept.	117.78
Jacksonville Lumber Co.	supplies for WTR dept	6.15
KAS & Associates Inc.	engineer rebill - andrew's place	202.50
KAS & Associates Inc.	work on water paperwork	22.50
Land Mark Ford	new ford truck - PW	16,833.25
Neilson Research Corporation	routine water testing	84.00
Staples Advantage	supplies for WTR dept	67.96
Valley Web Printing	oct. billing statements	134.35
		24,123.07

Vendor Name	Description	Amount
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	404.63
Bi-Mart	containers for PKS dept	27.90
Blackbird Shopping Center	tarps to cover fountains	19.98
Budget Lumber	supplies for PKS dept.	650.50
Dogpoopbags.com LLC	dog clean up bags for parks	310.46
Ewing	supplies for parks	49.33
Ewing	supplies for parks	284.52
Jacksonville Chamber of Commerce	reimb. rm. tax grant #GCO1-03-2015-16	2,203.49
Jacksonville Chamber of Commerce	reimb. rm. tax grant #GC02-04-2015-16	3,437.50
Jacksonville Chamber of Commerce	info center reimbursement oct. 2016	4,617.13
Jacksonville Chamber of Commerce	reimb. mktg funds #MGC02-03-2015-16	2,650.00
Jacksonville Chamber of Commerce	reimb. mktg funds #MGC01-01-2015-16	3,650.00
Jacksonville Lumber Co.	concrete anchors for parks	40.00
Salvador Salazar	lawn & parks maint. 9/16-11/4/16	3,540.00
State Forester	annual fire protection	10,579.46
TRUGREEN	fall seeding & aeration	1,973.65
White City Metals Inc.	supplies for PKS dept	67.00
		34,505.55
SDC FUND		
Vendor Name	Description	Amount
Civil West Engineering Services Inc.	work on main st. parking lot	1,697.58
		1,697.58
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
KAS & Associates Inc.	work on elevator bids	270.00
		270.00
		TOTAL: 85,056.14
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



Timber Ridge – Abandonment of PUE

Date: November 10, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: November 15, 2016
Agenda Item: 5a.

Synopsis:

In May 2016, a Final Plat was recorded for the Timber Ridge Planned Unit Development (PUD). Prior to the utility improvements that now serve the individual lots within the PUD, a Public Utility Easement (PUE) was created in 1992 to provide water and sewer lines to an existing dwelling located at 810 S. First Street. Since the PUD was recorded, there is a new PUE in a different location that serves the property. Therefore, the previous PUE is no longer in use or necessary.

The applicant requests the City of Jacksonville abandon a section of the Public Utility easement.

Fiscal Impact:

N/A

Recommendations:

Staff recommends the City Council approve Resolution R2016-019 to execute the abandonment of the Public Utility Easement.

Exhibits:

Exhibit A - Planning Department Staff Report
Exhibit B – Minor Land Partition for Neil and Linda Scheuneman



City of Jacksonville
Planning Department

City Council Staff Memo

DATE: November 9, 2016
SUBJECT: Request to Abandon a Public Utility Easement
APPLICANT: Neil Scheuneman
LOCATION: Timber Ridge Estates Planned Unit Development
CITY STAFF: Ian Foster/Dick Converse

City Council
November 15, 2016
Agenda Item 5a.
Exhibit "A"

I. Background

Current Conditions

In May 2016, a Final Plat was recorded for the Timber Ridge Planned Unit Development (PUD). Prior to the utility improvements that now serve the individual lots within the PUD, a Public Utility Easement (PUE) was created in 1992 to provide water and sewer lines to an existing dwelling located at 810 S. First Street. Since the PUD was recorded, there is a new PUE in a different location that serves the property. Therefore, the previous PUE is no longer in use or necessary.

Subject property

The Timber Ridge Estates Planned Unit Development is located on 19.5 acres off of First Street (Exhibit A).

Project Scope

The applicant requests the City of Jacksonville abandon a section of the Public Utility easement as described in Exhibit B. The abandonment would affect only the existing single family dwelling located at 810 South First Street.

II. Exhibits

- Exhibit A – Map of Public Utility Easement area to be abandoned
- Exhibit B – Description of Public Utility Easement to be abandoned
- Exhibit C – Letter from the owner of 810 South First Street

III. Applicable Criteria

The Jacksonville Municipal Code does not provide criteria for the abandonment of a Public Utility Easement. However, the original Planned Unit Development approval criteria included Section 17.64.060 (F), which addresses the need to determine that water distribution facilities and public sanitary sewer collection facilities have sufficient capacity to support development in the PUD.

FINDING:

Staff reviewed the proposed abandonment simply for its possible effect on sewer and water capacity issues. The easement was only intended to serve one dwelling, which is

now served by the upgraded infrastructure put in place to serve the PUD. This action will not impact neighboring property owners. Staff finds that by abandoning the PUE, there will be no adverse effect on the capacity of sewer or water.

IV. POSSIBLE PLANNING COMMISSION ACTION

The governing body may grant or deny the request for the abandonment of the Public Utility Easement. Staff recommends the City Council prepare a resolution directing staff to execute the abandonment of the Public Utility Easement.

EXHIBIT "A"

LEGAL DESCRIPTION – PUBLIC UTILITY EASEMENT VACATION
SCHEUNEMAN - 810 SOUTH FIRST STREET, JACKSONVILLE, OREGON
ASSESSOR'S MAP NO. 37 2W 31 AD, Tax Lots 103, 120 & 121

A Vacation of a portion of that Public Utility Easement dedicated to the public on Partition Plat No. P-103-1992 of the Partition Plat Records in Jackson County, Oregon, lying situate within the Northeast Quarter of Section 31, Township 37 South, Range 2 West of the Willamette Meridian in said County, being more particularly described as follows, to wit:

All of that Public Utility Easement dedicated to the public on Partition Plat No. P-103-1992 recorded on October 5, 1992 in Volume 3, Page 103 of the Partition Plat Records in Jackson County, Oregon, lying solely within Timber Ridge Estates, Phase 2, Phase 3 and Phase 4, a Planned Unit Development in the City of Jacksonville, Oregon, recorded on June 29, 2016 in Volume 42, Page 19 of the Plat Records in said County.

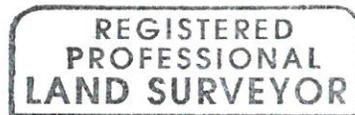
Prepared by:

Shawn Kampmann
Professional Land Surveyor

Polaris Land Surveying LLC
P.O. Box 459
Ashland, Oregon 97520

Date: July 28, 2016

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Shawn Kampmann



Renewal Date: 6/30/17

EXHIBIT

B

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CITY OF JACKSONVILLE

NL Inc., LLC

Neil Scheuneman
PO Box 1560
Jacksonville, OR 97530
541-941-4214

September 1, 2016

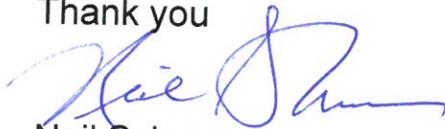
Honorable Mayor, Paul Becker
City Council Members
Box 7
Jacksonville, OR 97530

Dear Mayor Becker

In 1992 when I applied to build my present home at 810 S. First Street, I was required to dedicate a PUE across my acreage in order to receive my building permit. This year I recorded Timber Ridge Subdivision and my utilities now run in a PUE in a different location. The original PUE now is located over two of my lots in this subdivision, thus my need to abandon it. NL Inc. is now the owner of the property, is the developer, and totally owned by Neil and Linda Scheuneman.

Therefore, I respectfully request the city council to initiate the vacation of the original PUE as described in the enclosed exhibit prepared by Shawn Kampmann, Registered Professional Land Surveyor.

Thank you



Neil Scheuneman
President NL Inc.

EXHIBIT

C

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SEP 01 2016

CITY OF JACKSONVILLE

City Council
November 15, 2016
Agenda Item 5a.
Exhibit "B"

PARTITION PLAT NO. P-103-1992.

MINOR LAND PARTITION

For
NEIL and LINDA SCHEUNEMAN

Located in:
The NE 1/4 of Section 31 and the NW 1/4 of Section 32, T.37S., R.2W., W.M.
City of Jacksonville, Oregon

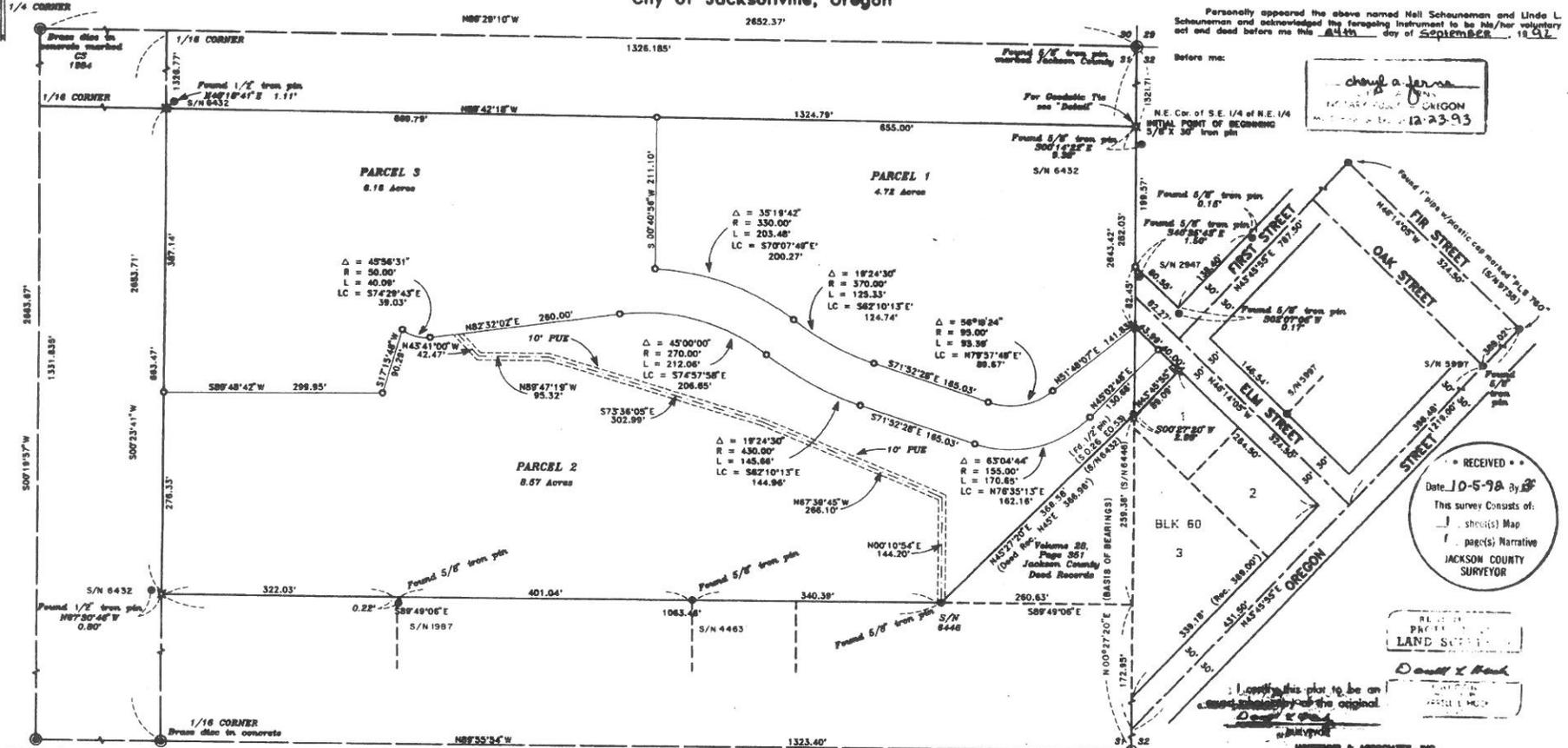
DECLARATION

KNOW ALL MEN BY THESE PRESENTS, that Neil Scheuneman and Linda L. Scheuneman are the owners of the real property represented on this partition plat and more particularly described in the SURVEYOR'S CERTIFICATE, and has caused the same to be partitioned into parcels as shown on this partition plat. We hereby dedicate for public use all utility easements as shown hereon.

STATE OF OREGON }
COUNTY OF JACKSON } ss.

Personally appeared the above named Neil Scheuneman and Linda L. Scheuneman and acknowledged the foregoing instrument to be his/her voluntary act and deed before me this 24th day of September, 1992.

Cheryl A. Jensen
COUNTY CLERK
JACKSON COUNTY
12-23-93



RECEIVED
Date 10-5-98 by [Signature]
This survey consists of:
1 sheet(s) Map
1 page(s) Narrative
JACKSON COUNTY
SURVEYOR

RECORDED
PROJECT
LAND SURVEY

Initial Point - ELBERT SUBDIVISION, UNIT NO. 1

APPROVALS:
APPROVED BY THE CITY OF JACKSONVILLE PLANNING COMMISSION
[Signature] Chairman
Date 9/25/92
Examined and approved this 5 day of October, 1992.
[Signature] JACKSON COUNTY SURVEYOR

RECORDER'S CERTIFICATE:
FILED FOR RECORD THIS 5 DAY OF October, 1992, AT 8:57 O'CLOCK
A.M. AND RECORDED AS PARTITION PLAT NO. P-103-1992 OF "RECORD OF
PARTITION PLATS" IN JACKSON COUNTY, OREGON. (INDEX VOLUME 3 PAGE 103)
[Signature] County Clerk
[Signature] Deputy

FILED IN THE OFFICE OF THE JACKSON COUNTY SURVEYOR
AS NO. 13174

SURVEYOR'S CERTIFICATE:
I, **Danell L. Huest**, a duly Registered Surveyor of the State of Oregon, do hereby certify that this map correctly represents a survey made by me and conforms with the requirements for minor Land Partitions and the following is an accurate description of the parent tract of land as set forth hereon:

Beginning at the Northeast corner of the Southeast one-quarter (1/4) of the Northeast one-quarter (1/4) of Section 31, Township 37 South, Range 2 West, Willamette Meridian, Jackson County, Oregon; thence along the North line of said quarter-quarter North 89°42'18" West 1324.79 feet to the Northeast corner thereof; thence along the West line of said quarter-quarter South 02°23'41" West 843.47 feet to the Southwest corner of the North one-half of said quarter-quarter; thence along the South line of said North one-half of said quarter-quarter South 89°48'04" East 1083.46 feet to the Southwest corner of that tract of land described in Volume 28, Page 351 of Dead Records in Jackson County, Oregon; thence along the West line of said Volume 28, Page 351 North 45°27'20" East 348.58 feet (Record North 43 East 348.98 feet) to the East line of said Section 31; thence along said East line South 00°27'20" West 2.98 feet to the North line of Lot 1, Block 80 of the Original Town of Jacksonville, according to the Official Plat thereof, in Jackson County, Oregon; thence along the North line of said Lot 1 North 45°23'52" East 88.06 feet to the Northeast corner thereof, said corner being on the Southeastery right-of-way line of Elm Street; thence along said Southeastery right-of-way line North 48°14'05" West 83.98 feet to the East line of said Section 31; thence along said East line North 00°27'20" East 282.03 feet to the Point of Beginning.

[Signature]
SURVEYOR

I certify this plat to be an accurate description of the original.

HUFFMAN & ASSOCIATES, INC.
1002 E. JACKSON STREET SEASIDE, OREGON 97138
BY: **DANIEL L. HUEST** PLS No. 3022
Surveyor
BASED ON BEARINGS - RECORDED SURVEY NO. 1679

- XI = Set 5/8" x 30" iron pin with plastic cap stamped "D. Huest LS 2025"
- O = Set 5/8" x 24" iron pin with plastic cap stamped "D. Huest LS 2025"
- = Found 5/8" iron pin unless noted otherwise
- ⊙ = Found brass cap monument unless noted otherwise
- S/N = Survey Number
- PUE = Easement for public utilities, storm drainage, gas, water, electric, telephone, cable television and sanitary sewer, construction and maintenance

WATER RIGHTS STATEMENT:
The information available is inadequate to determine the exact location of a water right.

Jacksonville City Council Agenda Item Summary



Resolution No. R2016-019 - A Resolution Of The City Of Jacksonville Directing Staff To Execute The Attached Abandonment Of A Public Utility Easement.

Date: November 10, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: November 15, 2016
Agenda Item: 5b.

Synopsis:

Council will need to adopt this resolution in order to execute the abandonment of this PUE.

Fiscal Impact:

N/A

Recommendations:

Approve Resolution No. R2016-019.

Exhibits:

Exhibit A – Resolution No. R2016-019 - A Resolution Of The City Of Jacksonville Directing Staff To Execute The Attached Abandonment Of A Public Utility Easement.

RESOLUTION NO. R2016-019

A RESOLUTION OF THE CITY OF JACKSONVILLE DIRECTING STAFF TO EXECUTE THE ATTACHED ABANDONMENT OF A PUBLIC UTILITY EASEMENT

WHEREAS, the Applicant seeks to abandon the PUE described in the attached Exhibit "A" which previously provided City sewer and water to one residence located at 810 South First Street, Jacksonville (the "Subject Property"); and

WHEREAS, the City Council has determined, based upon recommendation of staff, that said PUE is no longer necessary to serve the Subject Property as such property is served by public utilities installed within Timber Ridge Estates; and

WHEREAS, the City provided written notice of the application to abandon the PUE to all properties abutting the easement; and

WHEREAS, having heard no objection to the proposed abandonment of PUE;

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

SECTION 1: The City Council directs staff to execute the attached Abandonment of Public Utility Easement document.

SECTION 2. This Resolution shall be effective upon its approval and adoption.

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

Signed by me in open session in authentication of its passage this 15th day of November, 2016.

Paul Becker, Mayor

ATTEST:

Stacey Bray, Designee

City Council
November 15, 2016
Agenda Item 5b.
Exhibit "A"



EXHIBIT "A"

LEGAL DESCRIPTION – PUBLIC UTILITY EASEMENT VACATION
SCHEUNEMAN - 810 SOUTH FIRST STREET, JACKSONVILLE, OREGON
ASSESSOR'S MAP NO. 37 2W 31 AD, Tax Lots 103, 120 & 121

A Vacation of a portion of that Public Utility Easement dedicated to the public on Partition Plat No. P-103-1992 of the Partition Plat Records in Jackson County, Oregon, lying situate within the Northeast Quarter of Section 31, Township 37 South, Range 2 West of the Willamette Meridian in said County, being more particularly described as follows, to wit:

All of that Public Utility Easement dedicated to the public on Partition Plat No. P-103-1992 recorded on October 5, 1992 in Volume 3, Page 103 of the Partition Plat Records in Jackson County, Oregon, lying solely within Timber Ridge Estates, Phase 2, Phase 3 and Phase 4, a Planned Unit Development in the City of Jacksonville, Oregon, recorded on June 29, 2016 in Volume 42, Page 19 of the Plat Records in said County.

Prepared by:

Shawn Kampmann
Professional Land Surveyor

Polaris Land Surveying LLC
P.O. Box 459
Ashland, Oregon 97520

Date: July 28, 2016

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Shawn Kampmann



Renewal Date: 6/30/17

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AUG 18 2016

CITY OF JACKSONVILLE

Jacksonville City Council Agenda Item Summary



Re-Open Discussion on use of 2nd Floor at New City Hall

Date: November 10, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: November 15, 2016
Agenda Item: 5c.

Synopsis:

At the October 4, 2016 City Council meeting, Councilor Jesser requested to re-open discussions on the use for the 2nd floor of the New City Hall.

Fiscal Impact:

N/A

Recommendations:

Direct staff to see where we want to go with the next steps.

Exhibits:

Jacksonville City Council Agenda Item Summary



Update on the Main St Parking Lot

Date: November 10, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: November 15, 2016
Agenda Item: 5d.

Synopsis:

Three bids were received for the construction of the Main St. Parking area. All three were above the engineers estimate, therefore the engineer negotiated with the lowest bidding contractor, HGC, Inc., which came in originally at \$151,984 and value engineered the project with a reduction of the total bid down to \$137,302. Please see attached revisions.

Fiscal Impact:

This will affect three different system development charge budgeted items:

Transportation SDC's	\$75,000
Parks SDC's	\$42,000
Storm Drain SDC's	\$20,302

Recommendations:

The bid we negotiated seems to be a fair bid in today's market. If the Council so wishes to get this project completed this winter, then staff would recommend accepting this bid.

Exhibits:

Exhibit A – Civil West Engineering Explanation and Recommendation
Exhibit B – Parking Lot Plans



November 10, 2016

Mr. Jeff Alvis
City of Jacksonville
206 N. 5th Street
Jacksonville, OR 97530

RE: City of Jacksonville – Bid Results for Parking Lot Expansion Project #1902-004

Mr. Alvis:

The Bid opening for the City of Jacksonville - Parking Lot Expansion Project #1902-004, were held and read aloud, after the close of the Bid deadline at 2:00 p.m. on Tuesday October 11, 2016. The Bid opening took place at the City of Jacksonville offices. All the Bids were received before the deadline of 2:00pm in sealed envelopes with the results as follows:

A total of three (3) Contractors (*Roxy Ann rock Inc., Knife River, and HGC Inc.*) participated in the Bid process and opening with the apparent lowest bid being presented by HGC Inc. at the time of the opening. All Bids received have been reviewed as a part of the evaluation process and are considered responsive. A brief summary of the total lump sum bids are as follows:

Roxy Ann Rock Inc. – Total Lump Sum Bid submitted \$198,619.00 (One hundred and ninety eight thousand, six hundred and nineteen dollars, and zero cents)

Knife River – Total Lump Sum Bid submitted \$195,678.00 (One hundred and ninety eight thousand, six hundred and nineteen dollars, and ninety cents)

HGC Inc. – Total Lump Sum Bid submitted \$151,984.00 (One hundred and fifty one thousand, nine hundred and eighty four dollars, and zero cents)

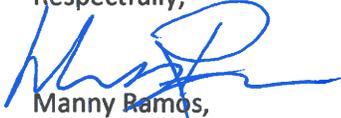
Based on the above bid results being substantially higher than anticipated and our post bid opening discussion. It was the recommended to first negotiate with the low bidding contractor (HGC Inc.) in the hopes of reducing the above noted lump sum fee. Followed by a review of the project proposed improvements for possible alterations or deletions. At this time negotiations with HGC Inc. have been concluded in conjunction with approved moderate design deletions resulting in a final bid offering of **\$137,302.00 by HGC Inc.** (One hundred and thirty seven thousand, three hundred and two dollars, and zero cents). Civil West recommends awarding the Jacksonville downtown parking lot expansion project to HGC Inc. for the Final Bid amount of \$137,302.00.

City Council
November 15, 2016
Agenda Item 5d.
Exhibit "A"

This recommendation comes with the knowledge of many projects that have gone out to bid in the Rogue Valley over the last six months have seen bids come in as high as 60% over the engineer's estimates. This project is approximately 17% over the engineer's estimate which is far below that which we are currently experiencing on many other public bids. At this time in the current bidding environment it is highly unlikely to see a more favorable outcome than what is currently being offered.

Please feel free to contact me with any questions you may have concerning this project.

Respectfully,



Manny Ramos,
Rogue Valley Manager
Civil West Engineering Services, Inc.
cc: file,

Jacksonville City Council Agenda Item Summary



Cancel December 20, 2016 City Council Meeting – Permission to Pay Bills

Date: November 10, 2016
From: Paul Becker, Mayor

City Council Meeting: November 15, 2016
Agenda Item: 5e.

Synopsis:

Mayor Becker is requesting to cancel the December 20, 2016 City Council meeting and is requesting permission to pay bills.

Stacey Bray will send out the bills list via email on or around December 20, 2016. If you have any questions in regards to the bills list you can contact Stacey prior to paying the bills on or around December 22, 2016.

Fiscal Impact:

N/A

Recommendations:

Approval to cancel the December 20, 2016 City Council meeting and approve City Administrator to pay bills.

Exhibits: