

MEMO

CITY OF JACKSONVILLE

To: City Council

From: Kimberlyn Collins, City Recorder

Date: November 12, 2015

Subject: Reminder of Study Session and Notification of Executive Session

Reminder:

Study Session: Marijuana Ordinance: Monday, November 16, 2015 @ 6:00 pm

Notification:

Executive Session: Labor Negotiations: Tuesday, November 17, 2015 @ 5:30 pm



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

Executive Session (per ORS 192.660 2d)

**November 17, 2015
5:30 pm**

Discussion on Labor Negotiations - this session is closed to the public.

**CITY COUNCIL
REGULAR SESSION**

**November 17, 2015
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2)
 - a. **MINUTES (November 3, 2015)**
 - b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Collins
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** – Devin Hull
 - e. **Mayor** - Paul Becker
- 5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)

 - a. **Cancel December 15, 2015 City Council meeting – Permission to Pay Bills**
 - b. **Ratification of Union Contract**
 - c. **Set Study Session for Recycling Program**
- 6) **COUNCIL COMMITTEE REPORTS**
- 7) **ADJOURN**

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-1231. Informational documents for items on this agenda are available for review on the City website www.jacksonvilleor.us. A recording of the meeting will be available on the website within one week of the meeting.

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

November 3, 2015, 2015 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**
Present: Councilors Gregg, Wall, Garcia, Jesser, Bennington, Lewis and Mayor Becker.
Staff Present: Jeff Alvis, Stacey McNichols, Kimberlyn Collins and Devin Hull.

Mayor reads a momentary tribute for Pat Dahl prepared by Councilor Garcia followed by a moment of silence.
- 2) **a. MINUTES (minutes from October 20, 2015 meeting)**
Move to: Approve
Motion by: Councilor Garcia
Seconded by: Councilor Gregg
Vote:
Ayes: Unanimous
Motion Carries

b. BILLS LIST
Move to: Approve the Bills
Motion by: Councilor Jesser
Seconded by: Councilor Lewis
Roll Call Vote:
Ayes: 7
Nays: 0
Motion Carries
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
Clara Wendt – 570 G Street, Jacksonville, Or. – Commented on the portion of her property tax statement that goes to Urban Renewal.

Ann Brooks – 500 W. Oak Street, Jacksonville, Or. – Spoke to the benefits of having Art Presence in Jacksonville.
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey McNichols / Kimberlyn Kerneen
Jeff Alvis: Gave update on letter of intent to issue permit for the dam removal.
Stacey McNichols: Spoke to staff availability during union negotiations
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department**
Chief Hull: Introduced new Chaplain and gave a report on the Fire Departments involvement with UCC.
 - 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. Approval of Victorian Christmas Event Packet

Public Comment: None

Council Discussion: Linda Graham presented the Victorian Christmas Event Packet on behalf of the Chamber of Commerce. Additional request made to accommodate parking for the Trolley for the weekends in the month of December. Council asked questions and made comments. Linda answered.

Move to: Approve the event packet including the added verbal request.

Motion by: Councilor Jesser

Seconded by: Councilor Lewis

Vote:

Ayes: Unanimous

Motion Carries

b. Award Bid for Mechanical on Courthouse

Public Comment: None

Council Discussion: Jeff presented the bids for mechanical at the courthouse. Council asked questions. Jeff answered.

Move to: Award the bid to Applied Refrigeration Technology at their estimate of \$149,831.72.

Motion by: Councilor Lewis

Seconded by: Councilor Jesser

Roll Call Vote:

Ayes: 5

Nays: 1 – Councilor Bennington

Abstain: 1 Councilor Wall – doesn't know enough about the bids to vote

Motion Carries

c. Discussion and Possibly Set Study Session Regarding Marijuana Ordinance

Public Comment: None

Council Discussion: Mayor Becker and Jeff presented the need to possibly come back to City Council to set a study session for discussion of marijuana dispensaries. Council decided to set the study session for November 16, 2015 @ 6 pm.

Move to: Establish a study session at a time to be determined.

Motion by: Councilor Bennington

Seconded by: Councilor Garcia

Vote:

Ayes: Unanimous

Motion Carries

6) COUNCIL COMMITTEE REPORTS

a. Councilor Wall: No Report

b. Councilor Lewis: No Report

c. Councilor Jesser: Read a section of the Urban Renewal Plan. Gave a report on the Parking Committee and the Cemetery Commission meetings held on November 3, 2015.

d. Councilor Wall: Requested the Urban Renewal Plan and estimated budget for courthouse be placed on the City website.

e. Councilor Garcia: Speaks to the November 19, 2015 Parks Committee meeting, IT Surveys, recycling on the agenda and thanked the Mayor for Pat Dahl's eulogy.

f. Councilor Bennington: Reports on the Planning Department.

g. Councilor Gregg: No Report.

h. Mayor Becker: Reminded the Council about the Courthouse Tours for the 2nd floor.

7) **ADJOURN 6:53 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
NOVEMBER 17, 2015

GENERAL FUND - ADMINISTRATION DEPARTMENT

| Vendor Name | Description | Amount |
|-------------------------------------|--|-----------------|
| Accela Inc. # 774375 | 4th contract pmt Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Accela Inc. # 774375 | Final payment Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Data Center West | monthly IT services | 88.28 |
| David Forrest | IT support - admin - Oct 2015 | 95.00 |
| Don's Lock LLC | keys for courthouse | 53.00 |
| Huycke O'Connor Jarvis LLP | attorney services Oct 2015 | 3,100.00 |
| Industrial Source | annual service - fire extinguishers | 488.20 |
| Jim Lewis | lodging per diem & mileage reimb - LOC Conf | 765.25 |
| Mr. Rooter Plumbing | sewer clean out - Miller house | 380.00 |
| Peck Rubanoff & Hatfield | attorney work on labor negotiations | 252.00 |
| Rogue Valley Council of Governments | annual dues RVCOG | 851.00 |
| Staples Advantage | supplies for admin | 66.99 |
| | | |
| | | 8,409.72 |

GENERAL FUND - POLICE DEPARTMENT

| Vendor Name | Description | Amount |
|-----------------------------------|-------------------------------|-----------------|
| Central Point Cleaners | uniform cleaning - PD | 64.35 |
| City of Jacksonville - Petty Cash | petty cash for PD | 16.98 |
| City of Jacksonville - Petty Cash | petty cash for PD | 84.25 |
| City of Medford | fuel for PD - Oct 2015 | 550.74 |
| Data Center West | monthly IT services | 23.55 |
| Lockwoods Automotive | vehicle maint. unit 4503 - PD | 167.51 |
| Quill Corporation | supplies for PD | 7.99 |
| Quill Corporation | supplies for PD | 35.94 |
| Taser International | taser supplies for PD | 206.26 |
| The Radar Shop | re-certified radar units - PD | 307.50 |
| | | |
| | | 1,465.07 |

GENERAL FUND - PLANNING DEPARTMENT

| Vendor Name | Description | Amount |
|---------------------------|--|-----------------|
| Blackbird Shopping Center | smoke detector & batteries for planning | 29.98 |
| C & K Market Inc. | supplies for planning | 4.78 |
| Data Center West | monthly IT services | 49.06 |
| David Forrest | IT support - planning - Sept-Oct 2015 | 134.58 |
| ECONorthwest | continued work on buildable lands analysis | 3,080.00 |
| Lois De Benedetti | training for planning dept 10/7-10/29/15 | 2,180.00 |
| Staples Advantage | supplies for planning | 56.27 |
| | | |
| | | 5,534.67 |

FIRE PROTECTION FUND

| Vendor Name | Description | Amount |
|-----------------------------------|--|-----------------|
| Accela Inc. # 774375 | 4th contract pmt Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Accela Inc. # 774375 | Final payment Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Alsco | Janitorial Supplies for FD | 95.54 |
| Brandon Bowers | reimbursement for fuel - training | 59.17 |
| Brian Steller | volunteer reimbursement | 235.95 |
| City of Medford | fuel for FD - Oct. 2015 | 324.98 |
| City of Medford | head gasket for unit 8201 | 5,979.01 |
| Data Center West | monthly IT services | 23.55 |
| Jahnke Heating & A/C Inc. | diagnosed heating problem | 65.00 |
| Providence Medford Medical Center | healthcare provider cards | 5.00 |
| | | |
| | | 9,058.20 |

| Vendor Name | Description | Amount |
|--------------------------------------|--|------------------|
| STREETS FUND | | |
| Vendor Name | Description | Amount |
| Accela Inc. # 774375 | 4th contract pmt Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Accela Inc. # 774375 | Final payment Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Alsco | Janitorial Supplies | 59.48 |
| Blackbird Shopping Center | tarp flags & shop supplies for streets | 118.17 |
| City of Medford | street equip maintenance | 24.00 |
| Crater Chain Saw Co. | chain for street dept | 20.00 |
| Grange Co-Op | steel posts for street dept | 20.67 |
| Hubbard's Home Center | tools & supplies for street dept | 14.24 |
| Hubbard's Home Center | bolts, fasteners & supplies for street dept | 115.16 |
| Hubbard's Home Center | extra battery for blower & hand tool | 158.96 |
| Hubbard's Home Center | tools for street dept | 48.39 |
| Jacksonville Lumber Co. | supplies for street dept | 52.86 |
| Rodda Paint | paint for street striping | 79.18 |
| | | |
| | | 2,981.11 |
| WATER FUND | | |
| Vendor Name | Description | Amount |
| Accela Inc. # 774375 | Final payment Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Accela Inc. # 774375 | 4th contract pmt Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Alsco | Janitorial Supplies | 59.48 |
| Blue Mountain Rock | 3/4" rock for water dept | 60.00 |
| Bradley's Excavation Inc. | water line repair - Valley Lane | 640.00 |
| Budge-McHugh Supply Co. | supplies for water dept | 409.67 |
| City of Central Point | Negotiations on Medford Water Rate Increase | 3,485.00 |
| Crater Lake Ford | water dept vehicle maintenance - flatbed | 714.49 |
| Data Center West | monthly IT services | 11.78 |
| Ferguson Waterworks | parts for water meters / maintenance | 657.93 |
| Ferguson Waterworks | parts for water meters / maintenance | 6,103.03 |
| Hubbard's Home Center | bolts, fasteners & supplies for water dept | 115.16 |
| Neilson Research Corporation | routine water testing | 112.00 |
| Valley Web Printing | monthly billing statements - Oct 2015 | 132.17 |
| Valley Web Printing | monthly billing statements - Sept 2015 | 131.20 |
| | | |
| | | 14,901.91 |
| PARKS FUND | | |
| Vendor Name | Description | Amount |
| Accela Inc. # 774375 | Final payment Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Accela Inc. # 774375 | 4th contract pmt Springbrook - Finance/Payroll/Licenses & Permit | 1,135.00 |
| Alsco | Janitorial Supplies | 118.96 |
| Ewing | pvc pipe and fittings for parks dept | 149.43 |
| Hubbard's Home Center | supplies for chain saw | 65.98 |
| Jacksonville Boosters Club | reimbursement Transient Rm Tax Grant | 955.00 |
| Jacksonville Chamber of Commerce | visitors center reimb. Oct 2015 | 5,516.93 |
| Jacksonville Lumber Co. | supplies for parks dept | 98.40 |
| Robert Roos | reimbursement for marketing funds app - rm tax | 107.40 |
| TRUGREEN | fertilizer for city lawns / parks | 2,263.12 |
| | | |
| | | 11,545.22 |
| SDC FUND | | |
| | Description | Amount |
| Civil West Engineering Services Inc. | parking lot improvements 4th & Main | 1,767.40 |
| | | |
| | | 1,767.40 |

| Vendor Name | Description | Amount |
|--|--|------------------|
| CAPITAL PROJECT FUND | | |
| Vendor Name | Description | Amount |
| Belfor Environmental | asbestos abatement - courthouse project | 3,420.00 |
| Budget Lumber | lumber for interior walls at courthouse | 567.70 |
| Kistler + Small + White Architects LLC | architectural work on courthouse project | 280.00 |
| Rogue Pacific Lumber Co. | lumber for interior walls @ courthouse | 182.00 |
| SASCO Fasteners | anchors for interior walls @ courthouse | 15.02 |
| | | |
| | | 4,464.72 |
| | | |
| | TOTAL: | 60,128.02 |
| | | |
| | | |
| | | |
| APPROVED BY: | DATE: | |
| | | |
| | | |

Jacksonville City Council Agenda Item Summary



Cancel December 15, 2015 City Council Meeting – Permission to Pay Bills

Date: November 9, 2015
From: Paul Becker, Mayor

City Council Meeting: November 17, 2015
Agenda Item: 5a.

Synopsis:

Mayor Becker is requesting to cancel the December 15, 2015 City Council meeting and is requesting permission to pay bills.

Stacey McNichols will send out the bills list via email on or around December 21, 2015. If you have any questions in regards to the bills list you can contact Stacey prior to paying the bills on or around December 23, 2015.

Fiscal Impact:

N/A

Recommendations:

Approval to cancel the December 15, 2015 City Council meeting and approve City Administrator to pay bills.

Exhibits:

Jacksonville City Council Agenda Item Summary



Ratification of Union Contract

Date: November 11, 2015
From: Stacey McNichols, City Treasurer

City Council Meeting: November 17, 2015
Agenda Item: 5b.

The employees are voting on the terms of the settlement for the union contract on Monday 11/16/15. Therefore the terms of the settlement cannot be distributed until Tuesday November 17, 2015. I will get the information out to Council as soon as possible on Tuesday.

Jacksonville City Council Agenda Item Summary



Set Study Session for Recycling Program

Date: November 9, 2015
From: Jeff Alvis, City Administrator

City Council Meeting: November 17, 2015
Agenda Item: 5c.

Synopsis:

Councilor Garcia has requested a study session for a recycling program.

Possible Dates for Study Session:

Tuesday, January 19, 2016 @ 5:00 pm

Tuesday, February 2, 2016 @ 5:00 pm

Fiscal Impact:

N/A

Recommendations:

Set up study session to discuss the possibility of a recycling program for the City of Jacksonville.

Exhibits:

Council Discussion



City of Jacksonville Meeting /Minutes Sheet

This sheet must be turned in immediately following this meeting to the City Recorder.

Name of meeting body **Parking Committee** Date of meeting **11/02/15** Time **10:01 am**

Location: **EOC**

Committee Member Present: Chair **Linda Graham Absent** Staff **Jeff Alvis and Kimberlyn Collins**

Members: **David Works (Acting Chair), Councilor Jesser. Absent: Robert Roos, Fred Zerull, and Mike Holcombe.**

No Quorum so minutes from 2/23/15 could not be approved.

All agenda items: Brief description of subject of discussion and action taken. If vote taken, results

Agenda item **3a.**

Review and Discuss Main Street Parking: **Jeff presented maps and overview of new parking lot. Discuss was had among members present. Parking committee recommends moving forward with this project. Jeff will send it to Planning as the next step. Will have it ready for Council in about a month.**

New Business: **Two parking spots will be removed out of D Street Parking lot to give access to homeowner on 355 N. Oregon.**

Items to report to City Council:

N/A

Next meeting date: **None at this time** Time: **N/A**

Location:

Time this meeting was adjourned: **10:25 am**

Any special needs for the next meeting? **None at this time**

Public Safety Committee Minutes

August 24, 2015 at 5:00pm

AGENDA:

1. CALL TO ORDER, WELCOME

Introduction of members

2. OLD BUSINESS

None to report after reviewing minutes of last Public Safety Committee on February 23, 2012

3. ACTION/DISCUSSION ITEMS

a. Current Needs of the Police and Fire Departments

Chair Kenneth Gregg reported that both departments had nothing to include on the agenda for this meeting

b. Review Jackson County Family Emergency Preparedness Handbook

The committee members suggested the city consider additional ways to remind Jacksonville citizens of emergency conditions and the availability of informative materials regarding actions to take during disasters. Ideas included adding information to the water bill, front or back, small notices in the Jacksonville Review, leaving flyers around the city's public gathering places such as coffee shops, library, etc.

Also discussed were neighborhoods of the city that need FireWise protection such as 3rd Street, Wells Fargo area, Stage Coach, etc.

c. Report on CERT

Gayle Lewis, a public attendee of the meeting and a CERT Member, gave the committee a report on the current status of the organization. The committee commended Mrs. Lewis and the other members of the team for their volunteer efforts.

d. Pedestrian and Traffic Concerns

Clara Wendt commented on the lack of drivers exercising courtesy stop policy at Oregon and California Streets. Ken Gregg also expressed concern regarding the confusion for traffic headed west on California Street where it intersects Hwy 238 (5th Street) when faced with on-coming cars either headed east or turning to head north on Hwy 238. Member Brian Stellar suggested asking the city where the jurisdiction of ODOT ends and the city's begins. Perhaps an additional warning sign could be added at the intersection if there is an area close enough that belongs to the city.

e. Review Code Description of the Public Safety Committee

The committee reviewed Section 4.14.070 of the city code regarding the purpose, composition and qualifications for serving on the Public Safety Committee. The need to fill the currency vacancy was expressed. Chris Arnold was suggested as a possibility for filling the vacancy.

f. Report on Incident at Planning Department

Ken Gregg reported that the Planning Technician had experienced an irate applicant pounding on and yelling through the upper windows of the department on the North 6th Street side of the building when the office was closed Wednesday as it is posted. The topic of a panic button was raised in the event that an irate applicant is actually inside the office during normal operating hours. In this instance, the Planning Technician could have dialed 911 had the incident turned more dangerous because the applicant was locked outside the offices.

Member Brian Steller suggested that during Britt concert evenings the police department consider additional manpower due to the rowdy behavior of concert goers leaving the Britt grounds.

g. Review Regulations for Extreme Fire Danger Season

The committee briefly reviewed the guidelines per ODF. Ken Gregg presented a flyer of additional guidelines he drew up with the assistance of the City Administrator, Mayor and Fire Chief. The flyer addresses dangerous fire-causing activity within the city limits and has been posted on the bulletin boards in town and on the city's web site.

4. OTHER BUSINESS

Ken Gregg reported on his research into the general cost of retrofitting the historic brick buildings along California Street. The cost ranges from \$100,000-\$120,000. He also reported that the Fire Department has no authority to compel the buildings' owners to install smoke and fire alarm systems. However, every 30-60 days, firemen go through the buildings checking for possible fire hazard materials and activities.

5. PUBLIC COMMENT

None