



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

**CITY COUNCIL  
City Council Meeting**

**June 18, 2019  
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES** June 4, 2019  
**b. BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below:**
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey Bray /Angela Watson
  - b. **Planning Department** - Ian Foster
  - c. **Police Department** - Chief Towe
  - d. **Fire Department** – Interim Fire Chief Wayne Painter
  - 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. **Speaking Time Limit: To allow equal time for speakers, each speaker has 3 minutes; a reminder will sound and speaker has another 1 minute to complete presentation. At that time, the chair will sound gavel, ending presentation and thank the speaker. This rule also applies to reading written communications. There will be no ceding of time among speakers.**

  - a. **Fire Reduction Efforts in the Jacksonville Woodlands**
  - b. **Approval to Initiate a Contract for Fire Reduction Efforts in the Jacksonville Woodlands**
  - c. **Advisement of Upcoming Year End Resolution Transferring Appropriation Authority Within the Parks, Visitors and Services Fund.**
- 6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**
- 7) **ADJOURN TO URBAN RENEWAL MEETING**

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](http://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>.

## June 4, 2019 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 Bowen, Casaleggio, Garcia, Gregg, Lewis and Mayor Becker  
Absent: Councilor Jesser  
Staff Present: Director Bray and City Recorder Watson

- 2) a. **MINUTES (minutes from May 21, 2019 meeting)**  
Move to: Approve  
Motion by: Councilor Garcia  
Seconded by: Councilor Casaleggio  
Vote:  
Ayes: Unanimous  
Motion Carries

**b. BILLS LIST**

- Move to: Approve  
Motion by: Councilor Lewis  
Seconded by: Councilor Gregg  
Roll Call Vote:  
Ayes: 6  
Nays: 0  
Motion Carries Unanimously

Councilor Garcia inquires about day wireless charges for the police department. Finance Director Bray answers.  
Councilor Bowen inquires about bulk mail postage charges. Finance Director Bray answers  
Councilor Lewis inquires about hot water pressure washer charge. Finance Director Bray answers.

- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**  
None.

4) **STAFF / DEPARTMENT REPORTS**

a. **Admin Department - Stacey Bray / Angela Watson**

Finance Director Bray speaks to:

- City Administrator out of office this week.
- Being out of the office next week, Wed-Fri for Springbrook training.

City Recorder Watson speaks to:

- Being out of the office next week for Professional Development training
- 53<sup>rd</sup> Children's Festival event packet turned into the City, reviewed by administration and approved.

b. **Planning Department - Ian Foster**

c. **Police Department - Chief Towe**

d. **Fire Department – Interim Fire Chief Painter**

e. **Mayor- Paul Becker speaks to being absent for the next City Council meeting, June 18, 2019.**

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. Event Packet – 2019 Oregon Wine Experience**

Public Comment: None.

Council Discussion: Sarahanne with Asante 2600 Siskiyou Blvd Medford and Kimberly Hicks 3937 Crystal Springs Dr, Medford, speak to Oregon Wine Experience event being held at Bigham Knoll. Councilor Garcia asked to see a security plan. Kimberly Hicks responds. Councilor Bowen asked if there are any differences from previous years. Sarahanne responds.

Move to: Approve event permit for the Oregon Wine Experience

Motion by: Councilor Garcia

Seconded by: Councilor Bowen

Vote:

Ayes: Unanimous

Motion Carries Unanimously

**b. Event Packet – July 4<sup>th</sup> Mayor’s Picnic**

Public Comment: None.

Council Discussion: Finance Director Bray speaks to Mayors Picnic. Jacksonville Boosters will be volunteering to work at the picnic.

Move to: Approve event permit for the July 4<sup>th</sup> Mayor’s Picnic

Motion by: Councilor Bowen

Seconded by: Councilor Casalegg

Vote:

Ayes: Unanimous

Motion Carries Unanimously

**c. Resolution No. R2019-004 – A Resolution Adopting the Budget for the City of Jacksonville for the Fiscal Year Commencing July 1, 2019, Making appropriations, Imposing the Tax and Categorizing the Tax**

Public Comment: None.

Council Discussion: Mayor Becker reads Resolution No. R2019-004 by title only.

Move to: Approval of Resolution No. R2019-004

Motion by: Councilor Lewis

Seconded by: Councilor Casalegg

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries Unanimously

**d. Resolution No. R2019-005 – A Resolution Certifying that the City of Jacksonville Provides Four or More Municipal Services to be Eligible to Receive State Shared Revenue**

Public Comment: None.

Council Discussion: Mayor Becker reads Resolution No. R2019-005 by title only.

Move to: Approval of Resolution No. R2019-005

Motion by: Councilor Bowen

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries Unanimously

**e. Resolution No. R2019-006 – A Resolution Declaring the City’s Election to Receive State Revenues**

Public Comment: None.

Council Discussion: Mayor Becker reads Resolution No. R2019-006 by title only.

Move to: Approval of Resolution No. R2019-006

Motion by: Councilor Casaleggio

Seconded by: Councilor Bowen

Roll Call Vote:

Ayes: 6

Nays: 0

Motion Carries Unanimously

**f. Set Final Bill Pay Meeting for end of June**

Public Comment: None.

Council Discussion: Final Bill Pay meeting set for June 27<sup>th</sup> at 4:00 pm.

**6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Bennington: No Report.
- b. Councilor Jesser: Absent.
- c. Councilor Casaleggio: No Report.
- d. Councilor Gregg: No Report.
- e. Councilor Garcia: No Report.
- f. Councilor Lewis: No Report.
- g. Mayor Becker: No Report.

**7) ADJOURN 6:18 pm**

\_\_\_\_\_  
Paul Becker, Mayor

\_\_\_\_\_  
Angela Watson, Recorder

Date approved: \_\_\_\_\_

**CITY OF JACKSONVILLE**  
**Bills Against the City - City Council**  
**JUNE 18, 2019**

<b>GENERAL FUND - ADMINISTRATION DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accela Inc. # 774375	springbrook annual license renewal 2019-20	1,286.00
Blackbird Shopping Center	supplies for bldg maintenance	27.75
CNA Surety	blanket employee policy	139.40
Data Center West	monthly IT services	70.89
Huycke O'Connor Jarvis LLP	attorney services may 2019	408.00
Medford Builders Exchange A Inc.	plans for egress and access @ NCH	144.00
Medford Tools & Supply Inc.	tools for bldg. maintenance	37.98
Rosebud Media LLC	notice of budget hearing	897.48
Rosebud Media LLC	notice of UR budget hearing	631.56
Staples Business Credit	office supplies	65.49
Straight Up Elevator Co.	NCH elevator repair	410.00
United Rentals	fuel for equipment at st. andrews - painting	50.37
		<b>4,168.92</b>
<b>GENERAL FUND - PLANNING DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Budget Lumber	bldg. maintenance supplies	93.50
Data Center West	monthly IT services	78.61
Sherwin-Williams	supplies for bldg maintenance	48.93
Staples Business Credit	office supplies	24.98
Staples Business Credit	office supplies	48.65
		<b>294.67</b>
<b>FIRE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accela Inc. # 774375	springbrook annual license renewal 2019-20	1,286.00
Data Center West	monthly IT services	26.91
Rogue Community College	tuition for chris willis reference #580-4409	705.00
Rogue Community College	tuition derek matchett	425.00
		<b>2,442.91</b>
<b>POLICE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accela Inc. # 774375	springbrook annual license renewal 2019-20	700.00
Airport Chevrolet	belt kit for PD	107.10
Bi-Mart	supplies for bldg maintenance	15.98
Data Center West	monthly IT services	22.78
FedEx	shipping fees	13.90
		<b>859.76</b>
<b>CEMETERY FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
SASCO Fasteners	repair kit for mower @ cemetery	43.81
		<b>43.81</b>
<b>STREETS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accela Inc. # 774375	springbrook annual license renewal 2019-20	1,286.00
Alsco	Janitorial Supplies	355.81
Batteries Plus Bulbs #208	batteries for STR	17.07
Beaver Tree Service Inc.	tree removal 350 s 1st & pruning	4,400.00
Bi-Mart	supplies for STR	22.56
Bi-Mart	kitty litter for diesel spill clean up	44.97
Blackbird Shopping Center	STR supplies	39.35
Blackbird Shopping Center	supplies for STR	33.97
Blackbird Shopping Center	STR supplies	28.05
Blackbird Shopping Center	tools for STR	41.96
Blackbird Shopping Center	booster cables and kerosene can	62.98
Blackbird Shopping Center	supplies for street lamp repair	10.36
Blue Mountain Rock	rock for reservoir rd	1,512.00

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
C & K Market Inc.	supplies for PKS	19.38
C & K Market Inc.	kitty litter for diesel spill clean up	90.50
Cantel of Medford	safety supplies	47.25
Coastal - White City	supplies for STR	6.99
Crater Chain Saw Co.	safety glasses	57.60
Edge Construction Supply Inc.	supplies for STR	88.70
Edge Construction Supply Inc.	supplies for STR	63.40
Edge Construction Supply Inc.	traffic cones & flagging supplies	243.28
Ferguson Waterworks	manhole hooks	71.90
Grange Co-Op	tools for STR	104.96
Grover Electric and Plumbing Supply Co.	supplies for street light	3.16
Grover Electric and Plumbing Supply Co.	supplies for street lamp repair	19.43
Grover Electric and Plumbing Supply Co.	supplies for lamp post repair	26.94
Hilton Fuel & Supply	tree branch removal	10.00
Lewis Power Equipment	supplies for equipment	321.70
Parker Excavation & Landscape Supply	rock for regrading of Elm St.	480.00
Rodda Paint	glass beads for street	160.50
Rodda Paint	supplies for street painting	29.73
SASCO Fasteners	shop supplies	43.05
Sherwin-Williams	paint for streets	448.99
Sherwin-Williams	supplies for striping machine	39.99
Sherwin-Williams	supplies for street lamp repair	52.93
Sunrise Environmental Scientific	STR supplies	232.93
		<b>10,518.39</b>
<b>WATER FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accela Inc. # 774375	springbrook annual license renewal 2019-20	1,286.00
AlSCO	Janitorial Supplies	355.80
Bradley's Excavation Inc.	water service repair madrona ln	1,870.76
Civil West Engineering Services Inc.	SDWRLF expenses engineer	26,598.89
Data Center West	monthly IT services	25.03
Edge Construction Supply Inc.	traffic cones & flagging supplies	243.28
Ferguson Waterworks	stock parts for WTR	117.48
Ferguson Waterworks	supplies for water meters	1,220.19
Lithia Motors Support Services	vehicle maintenance	57.82
Neilson Research Corporation	routine water testing	99.00
Neilson Research Corporation	stage 2 dbp	225.00
Pacific Electrical Contractors Inc.	madrona pump work	120.00
Rogue Basin Utility Coordinating Council	annual dues	75.00
Staples Business Credit	office supplies	40.32
		<b>32,334.57</b>

Vendor Name	Description	Amount
<b>PARKS FUND</b>		
Vendor Name	Description	Amount
Accela Inc. # 774375	springbrook annual license renewal 2019-20	1,286.00
Alsco	Janitorial Supplies	711.60
Blackbird Shopping Center	supplies for handrails @ britt gardens walk paths	33.44
Blackbird Shopping Center	irrigation controller for creekside park	2.37
C & K Market Inc.	supplies for PKS	13.37
C & K Market Inc.	supplies for PKS	17.37
C & K Market Inc.	supplies for PKS	12.37
Coastal - White City	gas cans for shop	92.98
Grange Co-Op	supplies for PKS	74.96
Salvador Salazar	parks and lawn maintenance	1,860.00
SASCO Fasteners	supplies for equipment maintenance	12.78
SASCO Fasteners	supplies for equipment maintenance	6.01
		<b>4,123.25</b>
	<b>TOTAL:</b>	<b>54,786.28</b>
APPROVED BY:	DATE:	

# Jacksonville City Council Agenda Item Summary



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## Fire Reduction Efforts in the Jacksonville Woodlands

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Date: June 11, 2019  
From: Jeff Alvis, City Administrator

City Council Meeting: June 18, 2019  
Agenda Item: 5a

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### **Synopsis:**

Bob Budes, Chris Johnson and Cliff Oakley will continue discussions for Fire Reduction Efforts in the Woodlands parks for this fall. A meeting has been held and interested parties were informed on options and procedures involved in this type of effort. They will advise the Council on the outcome of that meeting.

### **Fiscal Impact:**

Depends on the type of fuel reduction efforts / contract for fuel reduction / contract for brush removal.

### **Recommendations:**

Per Agenda Item # 5b

### **Exhibits:**

N/A



# Jacksonville City Council Agenda Item Summary



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## Approval to Initiate a Contract for the Fire Reduction Efforts in the Jacksonville Woodlands

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Date: June 11, 2019  
From: Jeff Alvis, City Administrator

City Council Meeting: June 18, 2019  
Agenda Item: 5b

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### **Synopsis:**

Based on discussions on Agenda Item #5a, approval is needed to initiate a contract with Grayback Forestry for Fire Reduction Efforts this fall.

### **Fiscal Impact:**

TBD

### **Recommendations:**

Proceed with initiating a contract and more educational efforts throughout the City.

### **Exhibits:**

Exhibit A – Grayback Proposal for Jacksonville Woodlands 2019 Project



City Council  
June 18, 2019  
Agenda Item 5b  
Exhibit A

02/25/2019

Bob Budesa  
Southern Oregon Conservancy  
E: bobbudesa@gmail.com

Bob,

Our Proposal for the **Jacksonville Woodlands Rx 2019 Project** is as follows:

Unit ID	Treatment	Qty.	Unit	Price/Unit	Amt.
	Burn Plan	1	EA	\$1,000.00	\$1,000.00
	Burn/Mop/Fireline	7	AC	\$985.00	\$6,895.00
	Misc.	TBD	HR	Rate Sheet	TBD
<b>Total</b>					<b>\$7,895.00</b>

All prices are valid through December 2019. After that, will be a 2% increase to the overall cost each year.

Any additional work to be performed will be per our annual Rate Sheet each year.

Please call our office at (541) 476-0033 should you have any questions.

Sincerely,

Ops. Mgr.

for Michael D. Wheelock  
President

Proposal Hereby Accepted:

\_\_\_\_\_  
Bob Budesa



## 2019 RATE SHEET

RESOURCE	RATE	*MILEAGE RATE
Crew Person – Trained Firefighter / Forest Worker Includes hand tools, radios, torches, supervision, overtime	\$38.40 Hr.	
Tree Feller - Experienced	\$55.00 Hr.	
Tree Feller – Intermediate	\$44.00 Hr.	
Crew Vehicle – 6 Pack or Carrier		\$2.90
Required to stay overnight (Per Diem)	\$75.00 Person	
Type 6 Engine 4x4 250-500 gallon / with one operator	\$81.80 Hr.	\$3.10
Type 4 Engine 700+ gallon / with one operator	\$103.50 Hr.	\$3.60
Type 2 Tender 3000 gallon / with one operator	\$106.00 Hr.	\$3.60
FMC Track Machine 1200 gallon / with one operator	\$140.30 Hr.	\$4.20
D-3 Cat / with one operator	\$103.70 Hr.	\$4.20
D-4 Cat / with one operator	\$127.90 Hr.	\$4.20
Chipper-15" Capacity / with two operators	\$130.50 Hr.	\$1.90
ATV / with one operator	\$61.20 Hr.	
ATV Fire Apparatus 75 – 100 gal / with one operator	\$91.20 Hr.	
Slash Fuel	Our bulk rate + 10%	
Chain Saw	\$7.30 Hr.	
Plastic – 4 mm 12'x100' roll	\$35.60 Roll	
Plastic – 6 mm 12'x100' roll	\$41.30 Roll	
Foam	\$17.80 Gal.	
Gel	\$71.00 Gal.	

**\*Mileage Rate** will be charged round trip between our nearest base of operation and work site.

- Qualified Burn Boss or other specialized personnel will be negotiated.
- Additional personnel for equipment will be charged at the crew person rate.
- Additional mobilization charges for work that is more than 1.5 hours from our nearest base will be negotiated.

**Rates are subject to change annually.**

# Jacksonville City Council Agenda Item Summary



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## Advisement of Upcoming Year End Resolution Transferring Appropriation Authority within the Parks, Visitors and Services Fund

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Date: June 12, 2019  
From: Jeff Alvis, City Administrator

City Council Meeting: June 18, 2019  
Agenda Item: 5c

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### **Synopsis:**

Staff will be bringing a Resolution to Council on June 27, 2019 transferring appropriation from Capital Outlay to Materials and Services, within the Parks, Visitors and Services Fund, due to the various reimbursement grants within the fund this year that have also required matching expenses.

Staff is watching all Funds very closely and will bring a Resolution back at the last meeting of the fiscal year so that all expenses are accounted for; however, for transparency is bringing this to Council as informational.

Staff will be adding a Special Payments category within the 2020-2021 budget for the various grants, so that it does not affect the bottom line of Materials and Services.

### **Fiscal Impact:**

The fiscal impact is a net of zero.

### **Recommendations:**

N/A

### **Exhibits:**

N/A