



CITY OF JACKSONVILLE
CITY COUNCIL AGENDA

CITY COUNCIL
City Council Meeting

July 7, 2020
6:00 pm

OLD CITY HALL IS CLOSED TO THE PUBLIC
PUBLIC MAY ATTEND THE MEETING VIRTUALLY VIA CONFERENCE CALL
Dial into the Meeting – (844) 890-7777 Access Code: 247-063-431*

For those wishing to provide comment during the meeting, there are three opportunities on the agenda: Public Comment; and Action Item 5(a) and 5(d)

Written statements may be sent in advance of the meeting to City Recorder Angela Watson, recorder@jacksonvilleor.us up until 4:00 pm on Monday, July 6th. These statements will be included in the official meeting record, but not read during the meeting.

- 1) **CALL TO ORDER**
- 2) **a. MINUTES**
June 29, 2020
b. BILLS LIST
July 7, 2020
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below: *Opportunity for Public Comment will be given at this time. There will be a prompt that a Q & A Session has begun. Press *6 to be placed in the queue and you will be called upon.***
- 4) **STAFF / DEPARTMENT REPORTS STAFF / DEPARTMENT REPORTS**
- 5) **ACTION / DISCUSSION ITEMS**
The public will be allowed to speak, one time, to certain items during the action/discussion items. The public will be given the opportunity to speak on **Agenda Item Letter A and D** by using the same method as stated above under Public Comment. **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. **Event Packet – 2020 Oregon Wine Experience**
 - b. **Extend Engineering Services for Seismic Retrofit of Fire Hall**
 - c. **Resolution No R2020-012 - A Resolution of the City of Jacksonville Ratifying the Mayor’s Administrative Order Dated July 1, 2020 Extending a Local State of Emergency in the City of Jacksonville caused by the Coronavirus (COVID-19) Pandemic to September 4, 2020**
 - d. **First Reading of Ordinance No. O2020-003 - An Ordinance Amending Jacksonville Municipal Code 4.07.020 Regarding Historical and Architectural Review Commission Membership**
- 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>.

June 29, 2020 NCH and via Teleconference due to COVID-19 Pandemic

1) **CALL TO ORDER (includes call to order and roll call of attendees) 12:00 pm**

Present: Councilors Bowen, Casaleggio, Garcia (via conference call), Gregg (via conference call), and McClain

Absent: Mayor Becker and Councilor Lewis

Staff Present: Administrator Alvis and Finance Director Bray

2) **a. MINUTES (minutes from June 16, 2020 meeting)**

Move to: Approve minutes for June 16, 2020

Motion by: Councilor McClain

Seconded by: Councilor Casaleggio

Vote:

Ayes: Unanimous

Motion Carries

b. BILLS LIST

June 29, 2020

Move to: Approve bills list as presented

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

Ayes: : 5 Councilors Bowen, Casaleggio, Garcia, Gregg and McClain

Nays: 0

Motion Carries Unanimously

Councilor Gregg asks specific questions regarding line items on the bills list. City Administrator answers.

3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**

None.

4) **STAFF / DEPARTMENT REPORTS**

a. Admin Department – Jeff Alvis/Stacey Bray / Angela Watson

Administrator Alvis speaks to:

- CDBG Grant
- Let's Council know that Vi Davis and Pablo Rodriguez passed away. Condolences to the families.

b. Planning Department -Ian Foster

c. Police Department - Chief Towe

d. Fire Department – Interim Fire Chief 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)

a. RESOLION NO. R2020-011 – A Resolution Transferring Appropriation Authority within the Streets and Storm Drain Fund and the Water Operating Fund, for the Budget Year Beginning July 1, 2019

Public Comment: None.

Councilor Discussion: Finance Director Bray speaks to funds that were generated and the need to pay out the funds in special payments. The Resolution keeps the City in compliance with State Budget Law. Council President Bowen reads Resolution by title only.

Move to: Approve Resolution R2020-011

Motion by: Councilor McClain

Seconded by: Councilor Casaleggio

Roll Call Vote:

Ayes: 6 Councilors Bowen, Casaleggio, Garcia, Gregg and McClain

Nays: 0

Motion Carries Unanimously

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

- a. Councilor Bowen: No Report.
- b. Councilor McClain: No Report.
- c. Councilor Casaleggio: Planning Commission met. Approved a dental office on North Fifth St.
- d. Councilor Gregg: No Report.
- e. Councilor Garcia: No Report.
- f. Councilor Lewis: Absent.
- g. Mayor Becker: Absent.

9) ADJOURN: 12:10 pm

Paul Becker, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
JULY 7, 2020

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
CIS Trust	annual renewal property and liability	13,405.56
CIS Trust	annual renewal workers comp	1,624.34
Hart Insurance	annual renewal cyber liability	1,249.00
League of Oregon Cities	annual dues	2,656.22
Municipal Code Corporation	administrative support 20-2021	225.00
Municipal Code Corporation	online code hosting FY 2020-2021	550.00
Rosebud Media LLC	publish notice of 6/16 budget hearing	942.35
Rosebud Media LLC	advertisement for bids - NCH 2nd floor	195.47
SOREDI	annual dues	1,080.00
		21,927.94
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	3,153.13
		3,153.13
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	6,828.46
CIS Trust	annual renewal property and liability	16,278.18
		23,106.64
POLICE PROTECTION FUND		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	7,113.12
CIS Trust	annual renewal property and liability	19,150.80
		26,263.92
CEMETERY FUND		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	1,830.04
		1,830.04
STREETS FUND		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	5,913.44
CIS Trust	annual renewal property and liability	4,308.94
Drake's	repairs to paint striper	121.82
United Rentals	locate paint	49.97
		10,394.17
WATER FUND		
Vendor Name	Description	Amount
Beaver Printing Company	backflow notice door hangers	149.39
CIS Trust	annual renewal workers comp	8,799.17
CIS Trust	annual renewal property and liability	16,278.18
United Rentals	locate paint	13.33
		25,240.07

Vendor Name	Description	Amount
PARKS FUND		
Vendor Name	Description	Amount
CIS Trust	annual renewal workers comp	3,660.73
CIS Trust	annual renewal property and liability	4,787.70
		8,448.43
	TOTAL:	120,364.34
APPROVED BY:		DATE:
Table of Acronyms		
FP =	Forest Park	
HPF =	Historic Preservation Fund	
JWA =	Jacksonville Woodlands Association	
NCH =	New City Hall	
PKS =	Parks	
PRR =	Public Records Request	
ROW =	Right of Way	
SAFER =	Staffing for Adequate Fire and Emergency Response	
SDWRLF =	Safe Drinking Water Revolving Loan Fund	
SRGP =	Seismic Rehabilitation Grant Program	
SRAMP =	Seismic Risk Assessment and Mitigation Plan	
SCA =	Small Cities Allotment	
STR =	Streets	
TLT =	Transient Lodging Tax	
VIC =	Visitors Information Center	
WTR =	Water	

Jacksonville City Council Agenda Item Summary



Event Permit – 2020 Oregon Wine Experience

Date: July 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: July 7, 2020
Agenda Item: 5a

Synopsis:

The Oregon Wine Experience Event Packet comes to you for approval because of the Conditional Use Permit at Bigham Knoll; amplified music and the anticipated attendance.

The Oregon Wine Experience historically has been a very large event. In our discussions with Asante Foundation we have indicated that they will have to meet all state and county regulations in regards to the COVID-19 Pandemic. They have scaled it down in size to 200 participants meeting the venue gathering size in Phase 2.

Fiscal Impact:

N/A

Recommendations:

Approve event permit for the Oregon Wine Experience

Exhibits:

Exhibit A – Oregon Wine Experience Event Packet

Name/Title of Event 2020 Oregon Wine Experience

RECEIVED
JUN 12 2020
CITY OF JACKSONVILLE

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
July 7, 2020
Agenda Item 5a
Exhibit A

Name/Title of Event 2020 Oregon Wine Experience

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

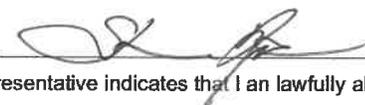
On behalf of the sponsor(s) I certify that the information contained in the permit application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under the Jacksonville Municipal Code and 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: Asante Foundation

Print Name of Sponsor Representative: Sarahanne Driggs

Sponsor Address: 229 N. Bartlett Street, Medford, OR 97501

Sponsor contact phone: (541) 789-5025 Email: sarahanne.driggs@asante.org

Sponsor Representative Signature**:  Date: 6/11/20

**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: N/A

Co-Sponsor Address: _____

Co-Sponsor contact phone: _____ Email: _____

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

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

Title: Events Officer

Event Organizer Address: 229 N. Bartlett Street, Medford, OR 97501

Event Organizer contact phone: 541-789-2576 Email: sarahanne.driggs@asante.org

Event Organizer Signature:  Date: 6-11-20

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Name/Title of Event 2020 Oregon Wine Experience

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 its 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:

*** 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: Southern Oregon Insurance, Inc.

City Medford State Oregon
Zip 97504

Contact Name: _____ Phone: _____ Fax _____ Cell _____

Name of Insurance Agency of Co-Sponsor: **N/A**

*** 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 **N/A**

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 **N/A**

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 **N/A**

Dated: 6/11/20

Dated: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/29/2020

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 MARSH USA INC. 111 S.W. COLUMBIA FIFTH FLOOR PORTLAND, OR 97201 Attn: Melody.Drangstveit@marsh.com; (503) 248-4877 CN102294793-STND-GPX-20-21	CONTACT NAME: _____	
	PHONE (A/C, No. Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Southern Oregon Insurance, Inc.		12184
INSURER B : N/A		N/A
INSURER C : _____		_____
INSURER D : _____		_____
INSURER E : _____		_____
INSURER F : _____		_____

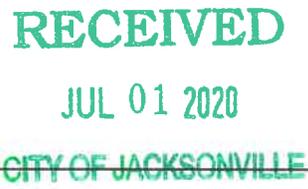
COVERAGES **CERTIFICATE NUMBER:** SEA-003615475-04 **REVISION NUMBER:** 5

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 checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____		SOI0002020	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ NONE
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMP/OP AGG	\$ 3,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						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	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
As respects operations of the named insured as respects "Oregon Wine Experience" events scheduled for 8/14/20 - 8/22/20. 8/16/20 - 8/18/20: Grand Tasting Series.
Host liquor liability is included in the general liability subject to policy terms and conditions.

CERTIFICATE HOLDER **CANCELLATION**

Bigham Knoll 525 Bigham Knoll Drive Jacksonville, OR 97530		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 of Marsh USA Inc. Lorie Larsen-Denning <i>Rainie Larson-Denning</i>

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Name/Title of Event 2020 Oregon Wine Experience

SUMMARY OF EVENT DESCRIPTION

Description of your event, including a timeline:

[See attached Exhibit 1 - Calendar of Events](#)

Will there be an admission charge? Yes No

What, if anything, does the admission charge entitle the participant to?

[Varies slightly by event, but generally includes logo wine glass, wine tasting, food and entertainment.](#)

[See attached Exhibit 1 - Calendar of Events for more details.](#)

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.

[All events will be held on the Bigham Knoll Campus located at 525 Bigham Knoll in Jacksonville, OR.](#)

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 checked="" 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 type="checkbox"/> Farmer/Outdoor Market | <input checked="" type="checkbox"/> Other (be specific) |
- [Wine Tasting](#)

Participants Estimated Total _____ Per Day _____ [\(See Exhibit 1 - Calendar of Events\)](#)

DATE/TIME

Event Starts Date [8/14/2020](#) Time [5:00pm](#) Day of Week [FriFriday](#)

Event Ends Date [8/22/20](#) Time [11:00pm](#) Day of Week [Saturday](#)

Name/Title of Event 2020 Oregon Wine Experience

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? **17**

Previous Location(s) **Bigham Knoll Campus, Jacksonville, OR 2011-2018**

Contact Name and Number for previous location: **Rob Wallace 541-855-6062**

Del Rio Vineyards from 2003 – 2010



EXHIBIT 1

Calendar of Events

Friday, August 14, 2020

Medal Celebration

Time: 5:30 – 9:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Upscale event to announce medal winners with a celebration following. Will include heavy appetizers paired with wine. No live music.

Saturday, August 15, 2020

Founders' Barrel Auction I

Time: 11:00AM-2:00PM

Location: Tent at Bigham Knoll

Description: This event provides guests the opportunity to taste extraordinary wines directly from the barrel and bid on those wine futures. The event also includes an upscale lunch. There will be periodic announcements made but no live music or entertainment.

Estimated Attendance: 200

Saturday, August 15, 2020

Founders' Barrel Auction II

Time: 3:00-6:00PM

Location: Tent at Bigham Knoll

Description: This event provides guests the opportunity to taste extraordinary wines directly from the barrel and bid on those wine futures. The event also includes an upscale lunch. There will be periodic announcements made but no live music or entertainment.

Estimated Attendance: 200



EXHIBIT 1 - continued

Calendar of Events

Sunday, August 16, 2020

Grand Tasting I

Time: 12:00-2:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event features wine tasting provided by 20 wineries, several caterers and will feature live music.

Sunday, August 16, 2020

Grand Tasting II

Time: 4:00-6:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event features wine tasting provided by 20 wineries, several caterers and will feature live music.

Monday, August 17, 2020

Grand Tasting III

Time: 6:00-8:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event features wine tasting provided by 20 wineries, several caterers and will feature live music.



EXHIBIT 1 - continued Calendar of Events

Tuesday, August 18, 2020

Grand Tasting IV

Time: 6:00-8:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event features wine tasting provided by 20 wineries, several caterers and will feature live music.

Wednesday, August 19, 2020

Oregon Wine University

Time: 6:00-8:00PM

Location: Tent at Bigham Knoll

Description: Wine Class for 60 people

Thursday, August 20, 2020

Oregon Wine University

Time: 6:00-8:00PM

Location: Tent at Bigham Knoll

Description: Wine Class for 90 people



EXHIBIT 1 - continued Calendar of Events

Friday, August 21, 2020

Miracle Dinner I

Time: 5:30-10:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event will include an auction preview, wine tasting, seated dinner, silent auction and live music.

Friday, August 21, 2020

Miracle Dinner II

Time: 5:30-10:00PM

Location: Ballroom at Bigham Knoll

Estimated Attendance: 200

Description: Event will include an auction preview, wine tasting, seated dinner, silent auction and live music.

Saturday, August 22, 2020

Miracle Dinner III

Time: 5:30-10:00PM

Location: Tent at Bigham Knoll

Estimated Attendance: 200

Description: Event will include an auction preview, wine tasting, seated dinner, silent auction and live music.

Saturday, August 22, 2020

Miracle Dinner IV

Time: 5:30-10:00PM

Location: Ballroom at Bigham Knoll

Estimated Attendance: 200

Description: Event will include an auction preview, wine tasting, seated dinner, silent auction and live music.

Name/Title of Event 2020 Oregon Wine Experience

ORGANIZATION STATUS, BUSINESS LICENSES/PROCEEDS/REPORTING

- Yes No Is the Sponsor Organization a commercial entity? 501(c) (3) Charitable Organization
- Yes No Does this event qualify for the umbrella business license in the City of Jacksonville? (N/A)
- 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? There will be no vendors selling goods or services and part of the event. Asante plans to sell wine related merchandise and apparel, but no wine will be sold.
- 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.

 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.

Name/Title of Event 2020 Oregon Wine Experience

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 N/A

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, restrooms/porta-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.

Name/Title of Event [2020 Oregon Wine Experience](#)

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? [Exhibit 2](#)

If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes No Will sound amplification be used? [See Exhibit 2](#)

If yes, Start time _____ Finish time _____

Yes No Has City Council approval been given? If so, what meeting? _____

What is the approximate distance between the amplified sound source and nearby residences?
[200 feet](#)

Yes No Do you plan to have a dance component to either live or recorded music at your event?

Please describe the sound equipment that will be used for your event

[Carlson Light and Sounds will be handling the sound system and they will have a technician on-hand throughout all of the events.](#)

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 the property. This is subject to planning, building department and fire department approval. [See Exhibit 3 Site Plan](#)

Name/Title of Event 2020 Oregon Wine Experience

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

Carlson Sound will be running electrical power from the host venue to the tent (no generators will be utilized). Water is also provided by the host venue.

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: Majority of décor, signing and lighting will be inside the tent. There is some minimal exterior signage, but it is limited and in good taste.

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

There will be a raffle during the event and a non-profit raffle license is being obtained from the Dept of Justice/Gaming.

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.

New protocol guidelines for COVID-19 will be followed this year to ensure the safety of the guests, staff and volunteers.

Rogue Disposal, Sights & Sounds and Posh Potties will be handling this part of the event and will be on-site daily.

See Exhibit 3 Site Plan



EXHIBIT 2

LIVE ENTERTAINMENT

Sunday, August 16, 12:00-2:00PM – Grand Tasting I

There will be live music in the Main Tent with 2-3 musicians.

Sunday, August 16, 4:00-6:00PM – Grand Tasting II

There will be live music in the Main Tent with 2-3 musicians.

Monday, August 17, 6:00-8:00PM – Grand Tasting III

There will be live music in the Main Tent with 2-3 musicians.

Tuesday, August 18, 6:00-8:00PM – Grand Tasting IV

There will be live music in the Main Tent with 2-3 musicians.

Friday, August 21, 8:30-10:00PM – Miracle Dinner

There will be live music in the Main Tent with 2-3 musicians.

Friday, August 21, 8:30-10:00PM – Miracle Dinner

There will be live music inside the ballroom with 2-3 musicians.

Saturday, August 22, 8:30-10:00PM – Miracle Dinner

There will be live music in the Main Tent with 2-3 musicians.

Saturday, August 22, 8:30-10:00PM – Miracle Dinner

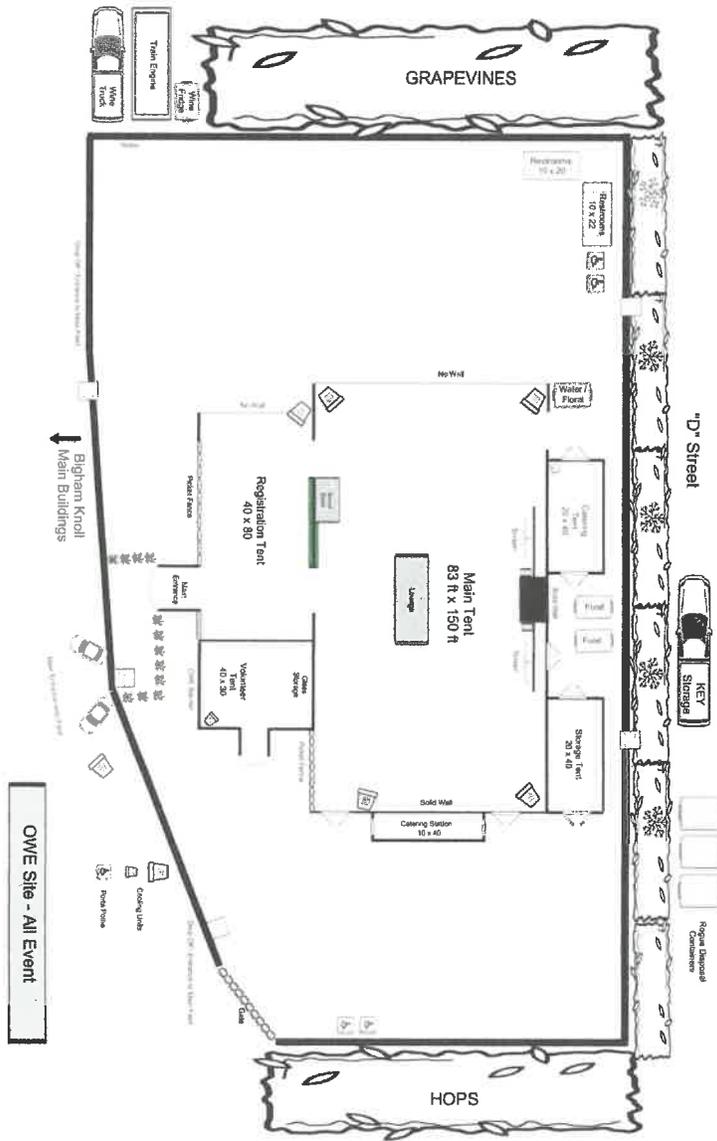
There will be live music inside the ballroom with 2-3 musicians.

Carlson Light & Sound will be on-site and monitoring the music level at all events.



EXHIBIT 3

Site Map



Name/Title of Event 2020 Oregon Wine Experience

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 Event is being marketed by print ads in a variety of newspapers, magazines and on social media.

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

If yes, please describe There may be live media coverage during some of the events, though nothing is confirmed at this point. Most likely would involve short TV segments.

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

KOBI, KTVL, SOPTV, Radio Medford, BiCoastal Media and Grape Encounters

Media vehicles will be parked on side when there is an interview, but they do not block any foot or vehicle traffic, and there is usually only one media vehicle at a time.

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. There will be very limited distribution of promotional signage. We plan to hand out a wine map to guests.

Name/Title of Event 2020 Oregon Wine Experience

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.

Wine will be served at every event and will be poured only by OLCC licensed servers. Every participating winery is required to submit a Certificate of Liquor Liability Insurance with their application. No beer or hard liquor will be served. Rogue Protective Group will check ID upon entry for anyone that appears underage, as well as help monitor alcohol consumption. There will be no wine sold at events, only wine sampling and tasting are permitted. Taxis and limo services will be put on notice and valet parking attendants will call them for any drivers that appear intoxicated. Ride Sharing is provided by UBER and LYFT.

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.

All food will be served by reputable, professional and licensed caterers. Minimal cooking will be on site. Most food will be prepared ahead of time and brought in, and we will be using a fire to cook the salmon for one event.

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.

Name/Title of Event 2020 Oregon Wine Experience

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

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 Exhibit 4.

OFFICE USE ONLY

Recorder:

Permit Application date approved: _____

Fee paid \$ 200.00 Date: 6/12/2020

Signature of Recorder _____

PAID
JUN 12 2020
CITY OF JACKSONVILLE



EXHIBIT 4

Memo to Bigham Knoll Neighbors

The Oregon Wine Experience event is coming to Jacksonville and we wanted to inform you of the plan for this year's event. Asante is partnering with the The Oregon Wine Experience and 100% of the proceeds will go to benefit Children's Miracle Network and Asante Foundation. We hope to make this a wonderful event and cause as little disruption as possible while we are there. If you have any needs and/or concerns during the event, please call (202) 258-6800 or sarahanne.driggs@asante.org. **All events are capped at 200 guests this year.**

August 14-22, 2020

Night Events:

Friday, August 14, 6:00-9:00PM – Awards Presentation & Reception
Saturday, August 15, 3:00-6:00PM – Barrel Auction & Reception
Sunday, August 16, 4:00-6:00PM – Grand Tasting, Live Music
Monday, August 17, 6:00-8:00PM – Grand Tasting, Live Music
Tuesday, August 18, 6:00-8:00PM – Grand Tasting, Live Music
Wednesday, August 19, 6:00-8:00PM – Wine Class
Thursday, August 20, 6:00-8:00PM – Wine Class
Friday, August 21, 5:30-10:00PM - Dinner, Live Auction, Music
Saturday, August 22, 5:30-10:00PM - Dinner, Live Auction, Music

Lights Out:

Friday by 10PM
Saturday by 8:00PM
Sunday by 7:00PM
Monday by 9:00PM
Tuesday by 9:00PM
Wednesday by 9:00PM
Thursday by 9:00PM
Friday by 11:00PM
Saturday by 11:00PM

Noise:

Friday – Awards Presentation - 6:00-7:00PM
Saturday – Barrel Tasting, no live auction this year – 11:00AM-6:00PM
Sunday – Live music 12:00-2:00PM and 4:00-6:00PM
Monday – Live music from 6:00-8:00PM
Tuesday – Live music from 6:00-8:00PM
Wednesday - Educational speaker 6-7:30PM
Thursday - Educational speaker 6-7:30PM
Friday - Live auction 7:00-8:30PM. Live music from 8:30-10:00PM
Saturday – Live auction 7:00-8:30PM. Live music from 8:30-10:00PM
A Sound Tech will monitor noise level and sound will be off by 10:00PM

We have a refrigerated truck but we only run the truck during the daytime hours. No generators will be used during the week of the event. Our security team will do a sweep of the campus when the event closes each night to encourage guests to leave the campus or go inside the restaurant/bar, so as not to loiter outside and/or be disruptive.

Parking: Parking should not be an issue this year because all events are capped at 200 guests.

RECEIVED OCT 31 2011

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: **OCT 26 2011**

Employer Identification Number:
93-6087366

Asante Foundation
2650 Siskiyou Blvd.
Medford, OR 97504

Person to Contact - ID Number:
Sherri Royce - 0704448

Contact Telephone Number:
877-829-5500 Toll-Free

Dear Sir or Madam:

Our letter dated January 1974 stated that you were exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and classified as a public charity under section 509(a)(3) of the Code.

Based on the information you submitted, we have determined that you are a Type I supporting organization under section 509(a)(3). A Type I is operated, supervised, or controlled by, a Type II is supervised or controlled in connection with, and a Type III is operated in connection with one or more publicly supported organizations. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from federal income tax under section 501(c)(3) of the Code.

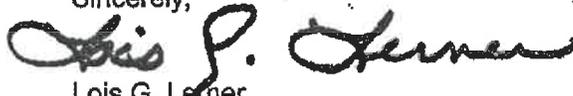
The enclosed Publication 4421-PC, Compliance Guide for 501(c)(3) Public Charities, provides detailed information about your responsibilities as a public charity. Other useful information including the Life Cycle of a Public Charity is available on the IRS Charities and Non-Profits website at www.irs.gov/eo.

We have sent a copy of this letter to your representative as indicated in Form 2848, Power of Attorney and Declaration of Representative.

Because this letter could help resolve any questions regarding your foundation status, you should keep it in your permanent records.

If you have any questions, please call our toll free number shown in the heading of this letter.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 4719 (5-2011)
Catalog Number 57718P

RECEIVED

JUN 18 2020
1

CITY OF JACKSONVILLE

Jacksonville City Council Agenda Item Summary



Extend Engineering Services for Seismic Retrofit of Fire Hall

Date: July 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: July 7, 2020
Agenda Item: 5b

Synopsis:

ZCS Engineering was awarded the original contract to do the seismic evaluation and assist the City with the grant application and the grant for the seismic retrofit of the Fire Hall has been awarded to the City. Per ORS 279C.115, the City can enter in to a new contract with ZCS without an RFP because the new work substantially relates to the work ZCS previously did under the original contract.

We will be negotiating prices with ZCS.

Fiscal Impact:

TBD

Recommendations:

Staff recommends extending the Engineering Services for Seismic Retrofit of the Fire Hall with ZCS Engineering.

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



Resolution No. R2020-012 - A Resolution of the City of Jacksonville Ratifying the Mayor's Administrative Order Dated July 1, 2020 Extending a Local State of Emergency in the City of Jacksonville Caused by the Coronavirus (COVID-19) Pandemic to September 4, 2020

Date: July 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: July 7, 2020
Agenda Item: 5c

Synopsis:

On June 16, 2020, the City Council ratified the Mayor's Administrative Order of June 11, 2020, extending the local state of emergency to June 24, 2020.

The Mayor signed an Administrative Order on July 1, 2020 to extend the local state of emergency to September 4, 2020.

Resolution No. R2020-012 comes to Council to ratify the Administrative Order of July 1, 2020.

Fiscal Impact:

N/A

Recommendations:

Approval of Resolution No. R2020-012

Exhibits:

Exhibit A – Resolution No. R2020-012

RESOLUTION NO. 2020-012

A RESOLUTION OF THE CITY OF JACKSONVILLE RATIFYING THE MAYOR'S ADMINISTRATIVE ORDER DATED JULY 1, 2020 EXTENDING A LOCAL STATE OF EMERGENCY IN THE CITY OF JACKSONVILLE CAUSED BY THE CORONAVIRUS (COVID-19) PANDEMIC TO SEPTEMBER 4, 2020

WHEREAS, the City Council of the City of Jacksonville, Oregon finds as follows:

- A.** In recent months, the Coronavirus (COVID-19) pandemic has spread from China to the rest of the world. Each day, the number of cases and deaths increase in the United States. Oregon has seen similar increases in the last month, including Jackson County. The President, Governor, and County Commissioners have declared a state of emergency in response to the spread of COVID-19.
- B.** Declarations of Emergency may be declared by the Mayor pursuant to ORS Chapter 401 and Ordinance No. 538, Section 2, subject to ratification by the City Council.
- C.** On March 17, 2020, the Mayor issued an Administrative Order Declaring a State of Emergency in the City of Jacksonville to be in effect until April 30, 2020, with authority to extend in two-week increments.
- D.** On April 7, 2020, the City Council for the City of Jacksonville ratified said Administrative Order by Resolution No. **R2020-002** and affirmed the Mayor's authority to extend the local state of emergency in two-week increments.
- E.** On April 30, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to May 13, 2020, ratified by Council.
- F.** On May 1, 2020, the Governor adopted Executive Order 20-24 extending the State of Emergency to July 6, 2020 due to the continuing threat of COVID-19.
- G.** On May 14, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to May 27, 2020, ratified by Council.

- H. On May 28, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to June 10, 2020, ratified by Council.
- I. On June 11, 2020, the Mayor issued an Administrative Order extending a local State of Emergency in the City of Jacksonville to be in effect to June 24, 2020, ratified by Council.
- J. COVID-19 infection rates continue to spike in the United States, Oregon, and Jackson County.
- K. Effective July 1, 2020, Governor Kate Brown has mandated that masks be worn indoors in all public places in order to help reduce the spread of COVID-19.
- L. On July 1, 2020, Governor Kate Brown extended the State of Emergency an additional 60-days through September 4, 2020 (Executive Order 20-30).
- M. On July 1, 2020, the Mayor of the City of Jacksonville issued an executive order declaring that the local state of emergency continues to exist and is extended through September 4, 2020.
- N. To ensure the City remains prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19, the City Council of the City of Jacksonville is in full agreement with the Administrative Order extending the local state of emergency through September 4, 2020, and all the contents thereof.

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

1. The Mayor's Administrative Order dated July 1, 2020 extending the declaration of local State of Emergency in the City of Jacksonville as a result of COVID-19 Pandemic to September 4, 2020, attached hereto as Exhibit "A", is hereby ratified.
2. The Mayor has express authority to extend this Declaration Local State of Emergency in 4-week increments, such extensions to be ratified by Council at subsequent regularly scheduled Council meetings.

Signed by me in authentication of the passage of the above on _____,
2020,

Paul Becker, Mayor

Attest: _____, **City Recorder**

Exhibit A: Administrative Order by the Mayor of the City of Jacksonville dated
July 1, 2020

Exhibit A to Resolution No. R2020-012

ADMINISTRATIVE ORDER
July 1, 2020
By the Mayor of the City of Jacksonville

Extending Declaration of a Local State of Emergency Due to COVID-19

The Mayor of the City of Jacksonville finds that:

- a. On March 8, 2020 Governor Kate Brown declared a State of Emergency due to the COVID-19 (Executive Order No. 20-03). Governor Brown also issued guidelines regarding group gatherings and social distancing to alleviate possible impacts of COVID-19 (Executive Order No. 20-5). On March 13, 2020 President Donald Trump declared a National Emergency concerning COVID-19.
- b. Pursuant to ORS 401.309(1), and Ordinance No. 538, the city may declare, by ordinance or resolution, that a state of emergency exists within the city.
- c. On March 17, 2020, the Mayor issued an Administrative Order Declaring a State of Emergency in the City of Jacksonville to be in effect until April 30, 2020, with authority to extend in two-week increments.
- d. On April 7, 2020, the City Council for the City of Jacksonville ratified said Administrative Order by Resolution No. **R2020-002** and affirmed the Mayor's authority to extend the local state of emergency in two-week increments.
- e. On April 30, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to May 13, 2020, ratified by Council.
- f. On May 1, 2020, the Governor adopted Executive Order 20-24 extending the State of Emergency to July 6, 2020 due to the continuing threat of COVID-19.
- g. On May 14, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to May 27, 2020, ratified by Council.
- h. On May 28, 2020, the Mayor issued an Administrative Order extending a State of Emergency in the City of Jacksonville to be in effect to June 10, 2020, ratified by Council.
- i. On June 11, 2020, the Mayor issued an Administrative Order extending a local State of Emergency in the City of Jacksonville to be in effect to June 24, 2020, ratified by Council.
- j. COVID-19 infection rates continue to spike in the United States, Oregon, and Jackson County.

- k. Effective July 1, 2020, Governor Kate Brown has mandated that masks be worn indoors in all public places in order to help reduce the spread of COVID-19.
- l. On July 1, 2020, Governor Kate Brown extended the State of Emergency an additional 60-days through September 4, 2020 (Executive Order 20-30).
- m. COVID-19 requires significant amount of resources at the local level to keep the public and community informed and as safe as possible.
- n. The unknown duration of the COVID-19 may have a **significant** financial impact on the community.
- o. The primary focus at the City is to keep the community safe while maintaining the health of our workforce so the City can continue to provide crucial city services, and to alleviate impacts to residents and business owners within the City of Jacksonville.
- p. To ensure the City remains prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19, extension to the declaration of emergency to September 4, 2020 is necessary.

Now, therefore, based on the above findings, the Mayor of the City of Jacksonville declares that:

1. The threat of COVID-19 to public health and safety continues and therefore I am extending the local state of emergency originally declared under my Administrative Order dated March 17, 2020 (ratified by City Council on April 7, 2020), to September 4, 2020.

2. Such declaration of local emergency may be extended in 4-week increments so long as COVID-19 continues to pose an on-going, immediate, and substantial threat to life, safety, health, or property in the City of Jacksonville. By the ratification of the City Council, the City Council is asked to give the Mayor authority to extend this Declaration of Continuing Local State of Emergency, such extensions to be ratified by Council at subsequent regularly scheduled Council meetings.

Dated July 1, 2020

Mayor, City of Jacksonville, Oregon

Recorder, City of Jacksonville, Oregon

Ratified by City Council action on _____, 2020

Jacksonville City Council Agenda Item Summary



First Reading of Ordinance No. O2020-003 – An Ordinance Amending Jacksonville Municipal Code 4.07.020 Regarding Historical and Architectural Review Commission (HARC) Membership

Date: July 1, 2020
From: Ian Foster, Planning Director

City Council Meeting: July 7, 2020
Agenda Item: 5d

Synopsis:

Staff recommends modifying the composition of the Historical and Architectural Review Commission (HARC) to be consistent with other commissions within the City of Jacksonville by removing the Planning Commission liaison role. The Planning Commission liaison to the HARC is unique in that they are a full voting member of *both* Commissions. The Planning Commission selects a liaison every year during their officer elections, usually without an enthusiastic (and sometimes willing) volunteer.

Staff notes that it's a better practice to keep the two commissions distinct without any single member voting twice on individual proposals. Staff finds that this change will result in a more engaged and effective HARC.

Fiscal Impact:

N/A

Recommendations:

Staff recommends approval of the first reading of Ordinance No. O2020-003. Council may also move to approve the second reading by title only. This will allow the Council to approve the Ordinance by title only at the next Council meeting.

Exhibits:

Exhibit A – Ordinance No. O2020-003

ORDINANCE NO. O2020-003

**AN ORDINANCE AMENDING JACKSONVILLE MUNICIPAL CODE
4.07.020 REGARDING HISTORICAL AND ARCHITECTURAL REVIEW
COMMISSION (HARC) MEMBERSHIP**

WHEREAS, the City Council of the City of Jacksonville, Oregon finds as follows:

- A.** Pursuant to JMC Section 1.04.170, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B.** Staff recommends modifying the composition of the Historical and Architectural Review Commission to have a membership structure consistent with other commissions within the City of Jacksonville.
- C.** Staff notes it is difficult to find willing participants from the Planning Commission to also serve as a full member of the HARC.
- D.** Staff finds that by removing the Planning Commissioner liaison and adding a fifth member of the HARC, the Commission will be more effective and more engaged.

THEREFORE, THE CITY OF JACKSONVILLE ORDAINS AS FOLLOWS:

SECTION 1. Jacksonville Municipal Code Section 4.07.020 - Membership is hereby amended as provided in the attached Exhibit "A".

SECTION 2. This Ordinance shall take effect on the thirtieth day after its final passage.

INTRODUCED AND FIRST READ IN OPEN COUNCIL ON _____, 2020.

Signed by me in open session in authentication of its passage this _____ day of _____, 2020.

Paul Becker, Mayor

ATTEST:

City Recorder

City Council
July 7, 2020
Agenda Item 5d
Exhibit A

EXHIBIT "A"
ORDINANCE No. O2020-003

Words ~~lined through~~ are to be deleted and words **in bold** are added.

Sec. 4.07.020. - Membership.

(A) *Composition.* HARC shall consist of ~~four~~ **five** voting members at large, one of whom may reside outside the City, ~~one voting member from the Planning Commission~~ and one, non-voting City Councilor Liaison.

(B) *Qualifications.* Except for a non-resident voting member, voting members shall be full-time Jacksonville residents of one or more years, with preference given to those with experience in historic preservation, architecture and similar fields, provided that no more than one non-resident member, with special qualifications, may be appointed by the Council. No more than two voting members of HARC may engage principally in buying, selling or developing real estate for profit as individuals, or partners or officers or employees of any entity principally engaged in buying, selling or developing real estate for profit. Further, no more than two members shall be engaged in the same occupation, trade or profession.

Council Discussion



Dear Chief Painter,

I was out riding my bike on June 19, 2020. At about 8:45 AM I managed to crash in front of the Jacksonville library. A nice lady driving in the opposite direction stopped to help me out. While we were dragging my bike and body to the side of the street, a sheriff's deputy passed by. The nice lady flagged him down.

After talking to him, he determined that I needed help. He called on the Jacksonville Fire Department. The engine arrived within minutes with two of your firefighters. They assessed me, cleaned up and bandaged my worst wounds and told me I should see a doctor as one of the wounds was deep enough that something appeared to be moving at the bottom of it. They offered to call an ambulance, but my wife was already on the way.

The doctor in the emergency ward said it was a good thing I came in as the deep wound did need more than a couple of Band-Aids.

I thanked your firefighters for their help before they left but I feel it's important that credit is given where credit is due. I'm sorry that I didn't get their names. I'm sure they had better things to do than coming out to help a dope on a bike who, as a nurse later stated, self-inflicted some pretty good wounds.

So, please thank your firefighters again for me.

Sincerely yours,



Mike Sowers
1094 Fawnhills Circle
Medford, OR 97504