



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA
City Hall – Assembly Room
206 N Fifth St**

MEETING VIRTUAL OPTION: Members of the public may participate in this meeting via Zoom if preferred.

INSTRUCTIONS: You can join the meeting by clicking or entering the following link from your computer, smartphone, or tablet: <https://us06web.zoom.us/j/86482853769?pwd=Zmc4TmtlWHBMR2ZtUGVUL3dGc3pqZz09>

You can also call **(669) 900-9128**. When prompted, enter the Meeting ID and passcode: **ID: 864 8285 3769 Passcode: 542859**

**CITY COUNCIL
City Council Meeting**

**August 2, 2022
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES**
July 19, 2022
- b. BILLS LIST**
August 2, 2022
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below: (click the raise hand feature if you are web-based, or press *9 if you are using a phone)**
- 4) **STAFF / DEPARTMENT REPORTS**
- 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. **Approval of New Hire – Crystal Lewis**
 - b. **Direction on Possibility of a Museum**
 - c. **Transient Lodging Tax Revenue Disposition Recommendation**
 - d. **First Reading of Ordinance NO. O2022-003- An Ordinance Granting Petition to Vacate a Certain Portion of a Public Walkway Easement Within the Coachman Hills Subdivision**
 - e. **Ratification of Teamsters Local 223 Collective Bargaining Agreement**
- 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.

**CITY OF JACKSONVILLE
Bills Against the City - City Council
AUGUST 2, 2022**

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
Amazon Capital Services	paper	30.63
C & K Market Inc.	CH supplies	38.52
C & K Market Inc.	supplies to repair BBQ	10.41
C & K Market Inc.	supplies for Beekman house	53.98
C & S Fire-Safe Services LLC	annual fire alarm inspection	598.00
Forrest Consulting LLC	security camera install set up and testing	256.25
Kindy's Electric	service call for HVAC at Brunner Bldg	504.49
Rosebud Media LLC	posting in legals for vacate of public pedestrian easement	400.76
SORED!	SORED! annual dues	1,115.55
		3,008.59

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
Rogue Valley Council of Governments	contract planner May 2022	1,582.91
		1,582.91

FIRE PROTECTION FUND

Vendor Name	Description	Amount
C & K Market Inc.	F.D. supplies	30.53
City of Medford	vehicle maintenance	2,526.92
City of Medford	fuel - June 2022	1,029.79
Draperies N Things	blinds for Fire Hall	4,150.00
Henry Schein Inc.	medical supplies	501.01
		8,238.25

POLICE PROTECTION FUND

Vendor Name	Description	Amount
City of Medford	fuel - June 2022	1,323.18
Lexipol LLC	annual subscription-training bulletins	840.00
Pathway Enterprises Inc.	janitorial services	155.60
		2,318.78

STREETS FUND

Vendor Name	Description	Amount
C & C Tires	new tire for street sweeper	657.08
C & K Market Inc.	key copy	3.49
L&S Rock Products	for ditch rock 4"	46.82
		707.39

WATER FUND

Vendor Name	Description	Amount
American Water Works Association	annual dues	389.00
Bradley's Excavation, Inc.	water taps for Fire Dept.	11,088.60
C & K Market Inc.	PVC parts to fix leak	26.11
C & K Market Inc.	supplies for shop	47.14
C & K Market Inc.	air compressor parts	85.94
		11,636.79

PARKS FUND

Vendor Name	Description	Amount
C & K Market Inc.	parts for fire wise garden plaque	16.98
C & K Market Inc.	thread lock for parks	9.59
C & K Market Inc.	sprinkler heads	27.96
Jacksonville Chamber of Commerce	VIC reimbursement June 2022	4,072.36
Salvador's Landscape Maintenance	parks and lawn maintenance	1,390.00
		5,516.89

TOTAL: 33,009.60

Vendor Name	Description	Amount
APPROVED BY:	DATE:	
Table of Acronyms		
FP =	Forest Park	
HPF =	Historic Preservation Fund	
JWA =	Jacksonville Woodlands Association	
MEP =	Mechanical / Electrical / Plumbing	
NCH =	New City Hall	
O&M =	Operation and Management	
PKS =	Parks	
PRR =	Public Records Request	
ROW =	Right of Way	
SAFER =	Staffing for Adequate Fire and Emergency Response	
SCADA =	Supervisory Controlled and Data Acquisition (part of Telemetry)	
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	

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>.

July 19, 2022 at New City Hall, 206 N Fifth Street, Jacksonville

CITY COUNCIL WORK SESSION MEETING

1) **CALL TO ORDER: 12:00 PM**

Present: Councilors Casaleggio, McClain, Gregg, Selbe, Lewis, and Mayor Bowen

Absent: Councilor Thompson

Staff Present: Finance Director Bray, Planning Director Foster, and City Recorder Watson

2) **WORK SESSION ITEMS**

a. **Jacksonville Municipal Code Title 4**

Councilor Discussion: Councilor Casaleggio summarizes the suggested revisions to the Jacksonville Municipal Code, Title 4. Council members ask questions and comments. Councilor Casaleggio, Planning Director Foster, and Finance Director Bray answer.

3) **COUNCIL REPORTS:**

- a) Finance Director Bray speaks to the vacant Police Clerk position. Chief Towe speaks to filling the vacant position. The City has a person in mind they would like to hire. Council members comment positively on filling this position. Chief Towe and Finance Director responds.

4) **ADJOURN: 12:47 PM**

CITY COUNCIL MEETING

1) **CALL TO ORDER (includes call to order and roll call of attendees) 12:48 PM**

Present: Councilors Casaleggio, McClain, Gregg, Selbe, Lewis, and Mayor Bowen

Absent: Councilor Thompson

Staff Present: Finance Director Bray, Planning Director Foster, and City Recorder Watson

2) **a. MINUTES (minutes from July 5, 2022 meeting)**

Move to: Approval of the minutes of July 5th

Motion by: Councilor Thompson

Seconded by: Councilor Gregg

Vote:

Ayes (7): Councilors Casaleggio, Selbe, McClain, Gregg, Lewis, Thompson, and Mayor Bowen

Nays (0):

Motion Carries Unanimously

b. BILLS LIST

July 19, 2022

Move to: Approval of the bills list for July 19, 2022

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

Ayes (7): Councilors McClain, Lewis, Casaleggio, Gregg, Selbe, Thompson, and Mayor Bowen
Nay (0):
Motion Carries Unanimously

Councilors ask specific questions regarding items on the bills list. Finance Director Bray answers.

3) Public Comment: None.

4) **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)

OPEN PUBLIC HEARING: 12:55 PM - Mayor Bowen reads Public Hearing Guidelines.

a. Petition to Consider Vacation of a Portion of a Public Pedestrian Easement

Public Comment:

Councilor Discussion: Planning Director Foster speaks to the Petition to Vacating a portion of the Public Pedestrian Easement process and why the Planning Department issued a recommendation for the easement. Councilors ask clarifying questions. Planning Director Foster answers.

Dan O'Conner speaks to the vacation recommendation.

CLOSE PUBLIC HEARING: 1:03 PM

Move to: Council approves the abandonment of the pedestrian easement, file number 2021-226, and to direct staff to prepare for a suitable Ordinance affecting the abandonment.

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

Ayes (7): Councilors McClain, Lewis, Casaleggio, Gregg, Selbe, Thompson, and Mayor Bowen

Nay (0):

Motion Carries Unanimously

b. Second Reading and Adoption of ORDINANCE NO O2022-002 – An Ordinance Increasing the Monthly Amount of the Fire Protection Surcharge as Identified in Chapter 3.01, Fire Protection Act, of the Jacksonville Municipal Code

Public Comment: None.

Councilor Discussion: Mayor Bowen reads the Summary and the Ordinance by Title Only.

Move to: Approval of the second reading by title only & adoption of Ordinance No O2022-002

Motion by: Councilor Lewis

Seconded by: Councilor Casaleggio

Roll Call Vote:

Ayes (7): Councilors McClain, Lewis, Gregg, Casaleggio, Selbe, Thompson, and Mayor Bowen

Nays (0):

Motion Carries Unanimously

Councilor Thompson requests to table the Ordinance for the next City Council Meeting. Discussion regarding the procedure of the current motion and a suggested motion to table the Agenda item. Council moved forward with the motion on the table.

5) **COUNCIL REPORTS**

- a. Councilor Gregg: Transient Lodging Tax Expenditure Committee will meet tomorrow at 3:00 PM and also gave an update regarding Museum.
- b. Councilor Lewis: No Report.
- c. Councilor Selbe: No Report.
- d. Councilor Casaleggio: No Report.
- e. Councilor McClain: will miss the August 2nd meeting. Speaks to the Mayor's Picnic, and how beneficial it was for the City Hall building to be open for the picnic. Great event.
- f. Councilor Thompson: No Report.
- g. Mayor Bowen: Speaks to the July 4th Mayor's Picnic.

6) **ADJOURN: 1:16 PM**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

Jacksonville City Council Agenda Summary



Approval of New Hire – Crystal Lewis

Date: July 27, 2022
From: David Towe, Chief of Police

City Council Meeting: August 2, 2022
Agenda Item: 5a

Synopsis:

Staff posted for the vacant position of Police Clerk on June 9, 2022. We received five applications with a stand out candidate for the position.

Crystal Lewis retired from Emergency Communications of Southern Oregon after serving as a 911 Dispatcher for 28 years. She is well respected in the public safety community. Crystal is LEADS certified and familiar with the different programs and processes utilized within public safety in Southern Oregon. Crystal will be a tremendous asset to our Police Department and to the City.

Fiscal Impact:

Per Budget

Recommendation:

Staff recommends approving the hiring of Crystal Lewis

Exhibits

N/A

Jacksonville City Council Agenda Summary



Direction on Possibility of a Museum

Date: July 27, 2022
From: Jeff Alvis, City Administrator

City Council Meeting: August 2, 2022
Agenda Item: 5b

Synopsis:

Councilor Gregg has presented multiple options for a possible museum in the City of Jacksonville. Council to discuss and give staff and Councilor Gregg direction on whether to continue research and pursue plans for a museum; which would include requirements with the Planning Department and possible funding sources.

Fiscal Impact:

TBD

Recommendation:

Direct staff to pursue plans for a museum.

Exhibits

N/A

Jacksonville City Council Agenda Summary



Transient Lodging Tax Revenue Disposition Recommendation

Date: July 27, 2022
From: Stacey Bray, Finance Director

City Council Meeting: August 2, 2022
Agenda Item: 5c

Synopsis:

The discussion at hand is whether the disposition of transient lodging tax revenue should remain at 50% allocated to the Visitors Information Center or if a different % should be allocated; with the remaining percentage to be used for City expenses relating to tourism promotion and tourism-related facilities and advertising of the City's cultural and visitor related activities.

This agenda item was studied during a Council Work Session on May 17, 2022 and again on June 21, 2022 and then was back before the Transient Lodging Tax Committee on July 20, 2022.

The recommendation from the Transient Lodging Tax Committee on July 20, 2022 was to keep 50% allocated to the Visitors Information Center.

The FY 2022-2023 Budget has 30% allocated to the Visitors Information Center, with the remaining 20% allocated to Tourism Promotion/Facilities. The 20% budgeted for tourism promotion/facilities can be used for a possible museum, other tourism promotion or the Visitors Information Center. Therefore, if the Council chooses to keep the allocation to the Visitors Information Center at 50% we are budgeted for that. If Council changes the % allocation to the Visitors Information Center the Chamber could request additional funding out of that 20% remaining funds.

Council to discuss and make a determination on the % that will be allocated to the Visitors Information Center. If the % is changed from 50%, staff will prepare a Resolution for the next Council Meeting. In addition, the Management Agreement for the Visitors Information Center will come back before Council at the next meeting.

Recommendation:

Council may take one of the following actions.

1. Do not make any changes to the disposition of Transient Lodging Tax Revenue. The percentage allocated to the Visitors Information Center will remain at 50%.
2. Revise the percentage allocated to the Visitors Information Center at a different percentage specified; with the remaining percentage to be used for City expenses relating to tourism promotion and tourism-related facilities and advertising of the City's cultural and visitor related activities.

Exhibits

N/A

Jacksonville City Council Agenda Summary



First Reading of Ordinance No. O2022-003 An Ordinance Granting Petition to Vacate a Certain Portion of a Public Walkway Easement Within the Coachman Hills Subdivision

Date: July 27, 2022
From: Jeff Alvis, City Administrator

City Council Meeting: August 2, 2022
Agenda Item: 5d

Synopsis:

On July 19, 2022, the City Council approved a request for an owner-initiated petition to vacate a specific portion of a 20-foot-wide walkway easement within the Coachman Hills Subdivision. The Council directed staff to draft an ordinance to execute the easement abandonment, which is attached as Exhibit A.

Fiscal Impact:

N/A

Recommendation:

Staff recommends approval of the first reading of Ordinance No. O2022-003, with the second reading by title only on August 16, 2022.

Exhibits

Exhibit A – Ordinance No. O2022-003

ORDINANCE NO. O2022-003

AN ORDINANCE GRANTING PETITION TO VACATE A CERTAIN PORTION OF A PUBLIC WALKWAY EASEMENT WITHIN THE COACHMAN HILLS SUBDIVISION.

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

A. Owners of real property within the Coachman Hills Subdivision submitted a petition to vacate a certain portion of the City owned walkway easement, but not the corresponding utility easement, located within the Coachman Hills Subdivision on December 10, 2021 and entitled Petition to Vacate Pedestrian Walkway Easement (“Petition”), and;

B. Staff evaluated the Petition, corresponding report attached hereto as Exhibit “A,” and found that it conformed with both the Jacksonville Municipal Code and Oregon law, and that the walkway easement at issue has not been developed or maintained, will not impact neighboring property owners, and will have no adverse effect on the capacity of sewer or water, and;

C. The City Council held a public hearing regarding the Petition on July 19, 2022, where it approved the Petition and recommended that City Staff prepare and adopt an ordinance directing City staff to execute the abandonment of the Coachman Hills Walkway Easement but retain the City’s utility easement over the same property.

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

SECTION 1. The Petition to Vacate Pedestrian Walkway Easement submitted and received on December 10, 2021, and attached hereto as Exhibit “B,” is hereby granted.

SECTION 2. City staff is hereby directed to execute the vacation or abandonment of the Public Walkway Easement, but not the corresponding utility easement, referenced in the Planning Department report attached hereto as Exhibit “A.”

SECTION 2. This Ordinance shall take effect on the thirtieth (30th) day after its final passage.

THE UNDERSIGNED CERTIFY THAT, ON AUGUST 2, 2022, THIS ORDINANCE WAS INTRODUCED AND FIRST READ, AND WAS SECOND READ WITH ITS PASSAGE ON AUGUST 19, 2022.

_____, **Angela Watson, City Recorder** on _____

_____, **Donna Bowen, Mayor** on _____

Jacksonville City Council Agenda Summary



Ratification of Teamsters Local 223 Collective Bargaining Agreement

Date: July 27, 2022
From: Jeff Alvis, City Administrator

City Council Meeting: August 2, 2022
Agenda Item: 5e

Synopsis:

Staff met with Council in Executive Session on July 5, 2022 to discuss the proposal from the City. Union members met on July 21, 2022, accepted the proposal and ratified the agreement. The Agreement shall be effective as of the date of its execution and shall be binding upon the City, the Union and its members and shall remain in force and effect through June 30, 2025.

Fiscal Impact:

Per Budget

Recommendation:

Staff recommends ratification of Teamsters Local 223 Collective Bargaining Agreement

Exhibits

N/A