



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

**CITY COUNCIL
City Council Meeting**

**February 18, 2020
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) a. **MINUTES** February 4, 2020
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. **Lifetime Achievement Award – Larry Smith**
 - b. **Britt Request for One Week Season Extension**
 - c. **OLCC Liquor License Application – Suratini**
 - d. **Jacksonville Boosters – “A Path Through Time” Interpretive Panel**
- 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>.

February 4, 2020 at Old City Hall, 205 W Main St, Jacksonville

Mayor Becker welcomes citizen Jackson County Commission Liaison Colleen Roberts to the City Council meeting.

1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**

Present: Councilors Bowen, Casaleggio, Garcia, Gregg, Lewis, McClain and Mayor Becker

Absent:

Staff Present: Administrator Alvis, Finance Director Bray, and City Recorder Watson

2) **a. MINUTES (minutes from January 21, 2020 meeting)**

Move to: Approve the minutes

Motion by: Councilor Bowen

Seconded by: Councilor Gregg

Vote:

Ayes: Unanimous

Motion Carries

b. BILLS LIST

Move to: Approval of the bills list

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

Ayes: 7 Councilors Casaleggio, McClain, Bowen, Gregg, Lewis, Garcia and Mayor Becker

Nays: 0

Motion Carries

Councilor Bowen ask specific questions regarding line items on the bills list. 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 – Jeff Alvis/Stacey Bray / Angela Watson

Administrator Alvis speaks to:

- US Hotel in Jacksonville is in the process of being sold.
- Invitation to the City Councilors to ride in the trolley for the Chinese New Year Parade. Mayor Becker is the Grand Marshall of the parade. Councilors Lewis, Gregg, Casaleggio and McClain will ride in the Trolley.
- Applegate Street is finished. Waiting for the right weather conditions to pave the street.

Finance Director Bray speaks to Transient Lodging Tax grants. The City will be accepting the applications February 1 – 28th. The committee will meet in March to review the applications.

b. Planning Department -Ian Foster

c. Police Department - Chief Towe

d. Fire Department – Interim Fire Chief Painter

e. **Mayor** – Paul Becker speaks to movie night that will be shown February 14th and February 21st. There is space available for February 14th and the 21st is full.

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. **Study Session – Regional Water Rights Strategy**

Public Comment: None.

Council Discussion: Administrator Alvis introduces Ed Olson with Varius Engineering to the City Council. Ed Olson speaks to the Council regarding the history of the water supply and water rights, the current status and the next steps to securing the water rights and supply for the City of Jacksonville. Ed Olson reviews data with the Council that was put together by GSI Water Solutions. Council ask questions regarding proposed water rights strategy. Ed Olson answers.

b. **Jackson County Deadly Physical Force Plan Revisions**

Public Comment: None.

Council Discussion: Councilor Bowen commented the plan was sobering to read and she was glad she had the opportunity to study the information.

Move to: Adopt the four changes to the SB use of Force Plan

Motion by: Councilor McClain

Seconded by: Councilor Lewis

Roll Call Vote:

Ayes: 7 Councilors McClain, Lewis, Bowen, Gregg, Casaleggio, Garcia and Mayor Becker

Nays: 0

Motion Carries

c. **Resolution NO R2020-001: A Resolution Accepting the Appointments and Terms for Committees and Commissions**

Public Comment: None.

Council Discussion: None.

Move to: Approval of Resolution NO R2020-001: A resolution accepting the appointments and terms for committees and commissions

Motion by: Councilor Lewis

Seconded by: Councilor Casaleggio

Roll Call Vote:

Ayes: 7 Councilors Lewis, Casaleggio, Bowen, Gregg, McClain, Garcia and Mayor Becker

Nays: 0

Motion Carries

d. **Plan of Action Relating to FY 2018-19 Audit**

Public Comment: None.

Council Discussion: Finance Director Bray speaks to Council regarding the process to file a formal plan to the State for the minor deficiency in the Audit for the fiscal year 2018 – 19.

Move to: Approve plan of action relating to the 2018 – 19 audit

Motion by: Councilor Bowen
Seconded by: Councilor Lewis

Roll Call Vote:
Ayes: 7 Councilors Bowen, Lewis, Gregg, Casaleggio, McClain, Garcia and Mayor Becker
Nays: 0
Motion Carries

Councilor Garcia ask specific question regarding the formal plan. Finance Director Bray answers.

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

- a. Councilor Bowen: speaks to CCI meeting that will be held February 5th to review the applications for the CAC.
- b. Councilor McClain: No Report.
- 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.

9) **ADJOURN 6:49 PM**

Paul Becker, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
FEBRUARY 18, 2020

GENERAL FUND - ADMINISTRATION DEPARTMENT

| Vendor Name | Description | Amount |
|---|--|------------------|
| Bi-Mart | fumace filters | 53.94 |
| Blackbird Shopping Center | bldg maintenance supplies | 22.47 |
| City of Jacksonville - Petty Cash | petty cash reimbursement | 43.84 |
| Data Center West | monthly IT services | 70.89 |
| Data Center West | monthly IT services | 70.89 |
| Elaine Howard Consulting LLC | urban renewal annual report FY 2018-19 | 650.00 |
| Forrest Consulting LLC | replacement reception computer w/setup | 1,450.00 |
| Forrest Consulting LLC | repl. monitor w/install & install reception computer | 380.01 |
| Glacier Heating and Air | service HVAC @ Art Presence | 65.00 |
| Glacier Heating and Air | replace HVAC for Planning | 4,494.80 |
| Global Pacific Environmental Inc. | removal of shed at 160 Main Street. | 1,900.00 |
| Grover Electric and Plumbing Supply Co. | supplies for drinking fountain @ NCH | 21.49 |
| Rogue Valley Council of Governments | senior nutrition program | 10,000.00 |
| Staples Business Credit | office supplies | 146.42 |
| Staples Business Credit | tax forms | 25.18 |
| WCP Solutions | paper for offices | 81.60 |
| | | |
| | | 19,476.53 |

GENERAL FUND - PLANNING DEPARTMENT

| Vendor Name | Description | Amount |
|-------------------------------------|---------------------|---------------|
| Data Center West | monthly IT services | 78.61 |
| Data Center West | monthly IT services | 78.61 |
| Rogue Valley Council of Governments | GIS services | 89.98 |
| Staples Business Credit | office supplies | 55.71 |
| WCP Solutions | paper for offices | 40.80 |
| | | |
| | | 343.71 |

FIRE PROTECTION FUND

| Vendor Name | Description | Amount |
|---------------------------|--|---------------|
| Asante Physician Partners | intern respirator fit test & physical | 200.00 |
| Crater Chain Saw Co. | FD supplies | 345.00 |
| Data Center West | monthly IT services | 26.91 |
| Data Center West | monthly IT services | 26.91 |
| Glacier Heating and Air | repairs on HVAC @ Fire Dept | 223.00 |
| Mercy Flights Inc. | medical supplies | 538.35 |
| Rogue Community College | safer grant- student intern tuition 2019-20 winter | 3,938.00 |
| Seawestern | turnout alterations | 95.70 |
| Weldon's Cleaning Center | uniform cleaning | 28.35 |
| | | |

| Vendor Name | Description | Amount |
|--------------------------------------|---|-----------------|
| | | 5,422.22 |
| POLICE PROTECTION FUND | | |
| Vendor Name | Description | Amount |
| Central Point Cleaners | uniform cleaning | 65.00 |
| Data Center West | monthly IT services | 22.78 |
| Data Center West | monthly IT services | 22.78 |
| KRP Data Systems | LEDS annual subscription | 240.00 |
| Mobile Installations | install metal box in vehicle | 150.00 |
| Quill Corporation | office supplies | 168.90 |
| | | |
| | | 669.46 |
| CEMETERY FUND | | |
| Vendor Name | Description | Amount |
| Budget Lumber | supplies for cemetery shop | 130.55 |
| City of Jacksonville - Petty Cash | petty cash reimbursement | 10.00 |
| | | |
| | | 140.55 |
| STREETS FUND | | |
| Vendor Name | Description | Amount |
| Auto Zone | shop supplies | 71.88 |
| City of Jacksonville - Petty Cash | petty cash reimbursement | 31.87 |
| Crater Chain Saw Co. | supplies for equipment | 54.00 |
| Dazey's - Hubbard's | gloves for crew | 45.92 |
| Hilton Fuel & Supply | sand for sand bags | 130.00 |
| Napa Auto Parts | belt for sander & supplies | 41.96 |
| Sunrise Environmental Scientific | shop supplies | 114.55 |
| Zumar Industries Inc. | sign posts & parts | 1,323.15 |
| | | |
| | | 1,813.33 |
| WATER FUND | | |
| Vendor Name | Description | Amount |
| Bradley's Excavation Inc. | replaced busted angle stops @ Gold Terrace Rich | 1,029.00 |
| Budge-McHugh Supply Co. | supplies for stock | 205.44 |
| City of Jacksonville - Petty Cash | petty cash reimbursement | 15.00 |
| Civil West Engineering Services Inc. | engineering for SRAMP grant | 1,990.00 |
| Civil West Engineering Services Inc. | engineering for SDWRLF | 37,573.39 |
| Data Center West | monthly IT services | 25.03 |
| Data Center West | monthly IT services | 25.03 |
| Don's Lock LLC | lock out/tag out lock | 16.50 |

Jacksonville City Council Agenda Item Summary



Britt Request for One Week Season Extension

Date: February 12, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: February 18, 2020
Agenda Item: 5d

Synopsis:

Britt has an opportunity to book a famous comedian (tasteful) sometime between September 20th and 27th. Depending on when and if Britt confirms, they have a few other shows that might fall into that week also. Britt would not consider additional bookings unless the comedian confirmed. There is a precedent for an extension, as several years back the Council approved an early May date. Per the CUP, Britt is allowed to program through the second full week in September as well as Jackson County is allowed to have up to four events in the shoulder season. With County approval, Britt is formally requesting a one week extension on this season.

Fiscal Impact:

N/A

Recommendations:

Approval of Britt's formal request of one week extension on this season.

Exhibits:

Exhibit A – Approval for additional events to 2020 performance schedule from Jackson County Roads and Parks Department

Angela Watson

From: Donna Briggs <donna.briggs@brittfest.org>
Sent: Wednesday, February 12, 2020 12:09 PM
To: Angela Watson
Cc: Jeff Alvis; Mike Sturgill
Subject: FW: Season Extension

Hi Angela, Below is the approval from the county. Donna

From: John Vial <VialJN@jacksoncounty.org>
Sent: Wednesday, February 12, 2020 11:06 AM
To: Briggs, Donna <donna.briggs@brittfest.org>
Cc: Steve Lambert <LamberSM@jacksoncounty.org>
Subject: RE: Season Extension

Donna,

Contingent upon approvals from the City of Jacksonville and in compliance with the conditional use permit for the Britt Amphitheater, Jackson County Roads and Parks grants Britt Music and Arts Festival authority to add additional events to their 2020 Performance Schedule from September 20, 2020 to October 10, 2020.

John Vial

John Vial, Director
JACKSON COUNTY ROADS AND PARKS DEPARTMENT
200 Antelope Rd., White City, OR 97503
Tel: (541) 774-6238, Cell: (541) 621-4641, Fax: (541) 774-6295
Email: vialjn@jacksoncounty.org

City Council
February 18, 2020
Agenda Item 5a
Exhibit A

Jacksonville City Council Agenda Item Summary



OLCC Liquor License Application – Suratini

Date: February 5, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: February 18, 2020
Agenda Item: 5c

Synopsis:

Suratini located at 215 W California St is opening a new restaurant and submitted an OLCC Liquor License Application on January 31, 2020. The Planning Department has done a performance review and approved this business; and Chief Towe has reviewed the Liquor License Application and has no concerns.

Fiscal Impact:

N/A

Recommendations:

Council to recommend either granting or denying the Liquor License Application.

Exhibits:

Exhibit A – Liquor License Application – Thai Truck, LLC dba Suratini
Exhibit B – Suratini Business Plan



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

PAID

JAN 31 2020

CITY OF JACKSONVILLE

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

| License Applied For: | CITY AND COUNTY USE ONLY |
|--|--|
| <input type="checkbox"/> Brewery 1 st Location | Date application received and/or date stamp: RECEIVED JAN 31 2020 CITY OF JACKSONVILLE |
| <input type="checkbox"/> Brewery 2 nd Location | |
| <input type="checkbox"/> Brewery 3 rd Location | Name of City or County: <u>City of Jacksonville</u> |
| <input type="checkbox"/> Brewery-Public House 1 st location | |
| <input type="checkbox"/> Brewery-Public House 2 nd location | Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| <input type="checkbox"/> Brewery-Public House 3 rd location | |
| <input type="checkbox"/> Distillery | By: _____ |
| <input checked="" type="checkbox"/> Full On-Premises, Commercial | |
| <input type="checkbox"/> Full On-Premises, Caterer | Date: _____ |
| <input type="checkbox"/> Full On-Premises, Passenger Carrier | |
| <input type="checkbox"/> Full On-Premises, Other Public Location | <p style="text-align: center;">OLCC USE ONLY</p> Date application received: <u>11-1-19</u> |
| <input type="checkbox"/> Full On-Premises, For Profit Private Club | |
| <input type="checkbox"/> Full On-Premises, Nonprofit Private Club | By: _____ |
| <input type="checkbox"/> Grower Sales Privilege 1 st location | |
| <input type="checkbox"/> Grower Sales Privilege 2 nd location | License Action(s): <u>N/D</u> |
| <input type="checkbox"/> Grower Sales Privilege 3 rd location | |
| <input type="checkbox"/> Limited On-Premises | |
| <input type="checkbox"/> Off-Premises | |
| <input type="checkbox"/> Off-Premises with Fuel Pumps | |
| <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Wholesale Malt Beverage & Wine | |
| <input type="checkbox"/> Winery 1 st Location | |
| <input type="checkbox"/> Winery 2 nd Location | |
| <input type="checkbox"/> Winery 3 rd Location | |

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Thai Truck LLC _____
(Applicant #1) (Applicant #2)

(Applicant #3) (Applicant #4)

| | | |
|--|--------------------------|--------------------------|
| 3. Trade Name of the Business (Name Customers Will See) <u>Suratini</u> | | |
| 4. Business Address (Number and Street Address of the Location that will have the liquor license) <u>215 W California St.</u> | | |
| City <u>Jacksonville</u> | County <u>Jackson</u> | Zip Code <u>97530</u> |



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

| | | | |
|--|------|--|--------------------------|
| 5. Trade Name of the Business (Name Customers Will See) <i>Suratini</i> | | | |
| 6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) | | | |
| City <i>Jacksonville</i> | | State <i>OR</i> | Zip Code <i>97530</i> |
| 9. Phone Number of the Business Location | | 10. Email Contact for this Application | |
| 11. Contact Person for this Application <i>Courtney Christiansen</i> | | Phone Number | |
| Contact Person's Mailing Address (if different) | City | State | Zip Code |

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Courtney Christiansen

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION LIMITED LIABILITY COMPANY QUESTIONNAIRE

#1362110-91

9/19/17 - 9/19/20 ✓

Please Print or Type

LLC Name: Thai Truck LLC Year Filed: 2017 *DLCC - ACT*

Trade Name (dba): Suratini

Business Location Address: 215 W California St

City: Jacksonville ZIP Code: 97530

List Members of LLC:

Percentage of Membership Interest:

| | |
|---|-------|
| 1. Courtney Christiansen (managing member) | 100% |
| 2. _____ (members) | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Courtney Christiansen DOB

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: Courtney Christiansen owner Date: 10/29/19
(name) (title)

Member Manager



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

| | | |
|---|-------------------------|-----------------------------|
| 1. Name: (LAST) Christiansen | (FIRST) Courtney | (MIDDLE) Kathleen |
| 2. Other Names Used (Maiden, Etc.): Bansmer | | |
| 3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____ - _____ - _____ | | |
| <p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | |
| 4. Date of Birth (MM/DD/YYYY) | [REDACTED] | 5. Contact Phone |
| 6. Driver License or State ID #: | [REDACTED] | 7. State: [REDACTED] |
| 8. Residence Address: [REDACTED] | | |
| 9. Mailing Address (if different): | | |
| 10. E-Mail (optional): cbansmer@gmail.com | | |
| 11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: Skylar Allan Christiansen | | |
| 12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | |
| 13. In the past 10 years, have you been <u>convicted</u> ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below) | | |
| 14. In the past 10 years, have you been <u>convicted</u> ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below) | | |
| 15. Have you ever been in a drug or alcohol <u>diversion program</u> in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below) | | |

170
 [Signature]
 1-16-2020

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)
Christiansen

(FIRST)
Courtney

(MIDDLE)
Kathleen

Signature:

Courtney Christiansen

Date:
10/29/19



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Thai Truck LLC Phone: []

Trade Name (dba): Suratini

Business Location Address: 215 W California St.

City: Jacksonville ZIP Code: 97530

DAYS AND HOURS OF OPERATION

Table with columns for Business Hours, Outdoor Area Hours, and The outdoor area is used for. Includes checkboxes for Food service, Alcohol service, and Enclosed area.

Seasonal Variations: [] Yes [X] No If yes, explain: _____

ENTERTAINMENT

- Check all that apply: [] Live Music, [X] Recorded Music, [] DJ Music, [] Dancing, [] Nude Entertainers, [] Karaoke, [] Coin-operated Games, [] Video Lottery Machines, [] Social Gaming, [] Pool Tables, [] Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Table for Live or DJ Music hours: Sunday to Saturday, each with 'to' and blank space.

SEATING COUNT

Restaurant: 30 Outdoor: 22-30
Lounge: Other (explain):
Banquet: Total Seating: 52-60

OLCC USE ONLY
Investigator Verified Seating: (Y) (X) (N)
Investigator Initials:
Date: 1-14-20

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Courtney Christiansen Date: 10/31/19



COURTNEY CHRISTIANSEN, OWNER

Email: courtney@suratini.com

Phone: (541) 261-0019

215 W California Street
Jacksonville, OR
97530



TABLE OF CONTENTS

EXECUTIVE SUMMARY

BUSINESS OVERVIEW

BUSINESS DESCRIPTION

THE MARKETPLACE

MARKETING

BUSINESS OPERATIONS

FINANCIAL PLAN

SUMMARY



EXECUTIVE SUMMARY

SURATINI'S EXECUTIVE SUMMARY

Our goal is to open and operate **SuraTini**, a small craft cocktail and Thai tapas restaurant that is family-run in Jacksonville, Oregon. Our establishment will be unique in that we will be the only restaurant of its kind to serve **100% authentic Thai Street food combined with Thai inspired craft cocktails**. We aim to create an entirely new atmosphere for Jacksonville.

The current craze for carefully-constructed cocktails with fresh and exotic ingredients has its roots in a number of historical trends, and this craze is ever increasing. Guests' desires for cocktails reflects a similar desire in food – more people are looking for quality, unique dishes and over all amazing experience. You will see drinks served in custom glassware, poured over custom ice cubes, mixed with house-made syrups and finished with a dash of small-batch bitters. Our passion for authentic Thai street food is what has propelled us on this endeavor. Whilst eating amazing small bites, one needs an equally amazing libation to go with it. We've found from working within the world of Thai cuisine that by using our skills as chefs and our passion for sustainable food, we can create delicious small meals that are above par in flavor.

Courtney Christiansen is a Thai cook, with a varied culinary background. She began her career as a server while still in high school and worked her way into cooking. She was born and raised in Thailand and learned to cook authentic Thai food at a young age. She has worked at multiple Thai restaurants over the years and has also done private catering. We are currently seeking **\$110,000** in startup funding in addition to our personal investment of \$25,000. These funds will be used to start our remodel that consists of adding a bar (plumbing and electrical), purchase of bar equipment, and for initial operating expenses.



BUSINESS OVERVIEW

LEGAL NAME OF BUSINESS

Thai Truck LLC

TRADE NAME OF BUSINESS (DOING BUSINESS AS)

SuraTini

BUSINESS ADDRESS OR POTENTIAL BUSINESS ADDRESS

215 W California Street, Jacksonville, OR 97530

CURRENT MAILING ADDRESS

P.O. Box 543

Jacksonville, OR

97530

PHONE NUMBER

(541) 261-0019

EMAIL

courtney@suratini.com

WEBSITE

suratini.com

SOCIAL MEDIA NAMES

Twitter, Instagram: @suratini

Facebook: facebook.com/suratini

STRUCTURE OF BUSINESS

LLC

DATE BUSINESS ESTABLISHED

September, 2017

NATURE OF BUSINESS

Quick Service Small Plates & Craft Cocktail Bar

BANKING DETAILS

TBA



BUSINESS DESCRIPTION

STRUCTURE

SuraTini will operate as an LLC and is solely owned by Courtney Christiansen

CONCEPT

We are creating a new kind of Thai quick service restaurant and craft cocktail establishment in the heart of Jacksonville, Oregon. Our business will fill the need for delicious, Thai food in a swanky environment. Our Thai tapas and craft cocktail establishment is unlike any other foodservice of it's kind, as we are offering a 100% authentic Thai cuisine. Our minimalist style venue will offer a small seating area, making for a cozy atmosphere.

MISSION STATEMENT

At SuraTini, we strive to bring authentic Thai street food and craft cocktails with a modern eclectic vibe to Jacksonville.

SHORT & LONG-TERM GOALS/ OTHER STREAMS OF REVENUE

I am committed to running a profitable restaurant while proving that Thai street food can be appealing and delicious.

In our first year of business our goal is to build a loyal customer base. We are in negotiations to provide Thai cuisine to the Britt performers during rehearsals. In addition we have researched and found a large need for Britt concert goers to have a wonderful meal experience while skipping the busy and rushed experience of dining at a restaurant before hand. Many concert goers have made it known that they would gladly pay for meal deliveries directly to the Britt. We will be providing "Britt Boxes" which consist of a street meal and drinks for delivery directly to the Britt gates, so the concert goers do not have to leave and lose their place.

We also plan to create a Thai-food cookbook series that we will be publishing digitally and in hard copy.



Long term, we see our successful business being the place in the Rogue Valley to get authentic Thai street food and craft cocktails. We will also be launching our Thai Truck later on which will bring authentic Thai food to the food truck scene.

MENU SERVICES

SuraTini's menu will be a revolving weekly menu of gourmet street food.

In addition to our gourmet street food, we will serve a number of Thai inspired craft cocktails. We will partner with local farmers and merchants to source as much of our ingredients as possible.

Our gourmet street food items will range from \$4-\$15, while our craft cocktail will be between the \$10-15 range.

LOCATION

SuraTini is located in the heart of Jacksonville, Oregon.

We have already secured our building and negotiated our lease. We have kitchen equipment, and will be purchasing some bar equipment.

Based on the active lifestyles of the locals and the trend toward authentic world cuisine and craft-cocktails, we're confident that this neighborhood is a prime location for our business.

VISUALS

All of our graphics will be done in-house as Courtney Christiansen is a graphic designer.

Our interior will be a mix of midcentury modern decor with an emerald, teal, gold, and natural wood color scheme. Our remodeled space will consist of a swanky bar, cozy banquet seating and a high table in the middle for guests to meet up with locals and enjoy some inspiring conversations.



For packaging and takeout containers we will be using the brand Greenpro Containers which are biodegradable.

SUMMARY

SuraTini has been conceived from personal and professional observations of the need for authentic Thai cuisine and craft cocktails in Jacksonville. Currently Jacksonville does not have a craft cocktail establishment that would provide a wonderful relaxing atmosphere. There has been a long standing devotion to Thai food in Jacksonville and the residents have been asking for a return of this cuisine.

Our mission is to create the best Thai street food and craft cocktail venue, and make sure that our customers have a cozy yet modern place together as if at a friends living room. Ideally, we will see growth within the first year, based on our location in a busy professional area and our authentic Thai cuisine.

Our midcentury modern atmosphere dashed with a splash of opulence, delicious food, and craft cocktails will make SuraTini a go-to choice for a relaxing evening out in our area.

THE MARKETPLACE

MARKET SEGMENT

The market segment SuraTini is focusing on is the urban office workers in Jacksonville. The area has quite a few shops, office buildings, and only 7 restaurants, which are full service establishments, 2 bars, 3 tasting rooms, and 1 beer bar. The area is a prime location to open a healthy alternative with a focus on a cozy yet modern vibe for a place to grab some small bites and talk over a couple scrumptious craft cocktails.

CUSTOMERS

SuraTini's target market consist not only of young but also well seasoned individuals in the Jacksonville area. When speaking to people in this area, we discovered that a



large percentage of people interested in our business enjoy authentic market fresh Thai cuisine and are enthusiastic about locally sourced ingredients. To serve this group of people, we will source as much locally grown produce as possible. We also have a large group of people from outside of Jacksonville interested in our concept. Jacksonville attracts a plethora of individuals who love it's charm. What a wonderful opportunity to shop at the boutiques and and take a stroll down the streets and pop in for an amazing craft-cocktail and small bites.

MARKET TRENDS

SuraTini is well prepared to provide for the increased demand for craft cocktails and authentic Thai street food. Over the past 10 years, there has been a consistent up-swing in health-conscious eating and a rise in demand for unique establishments that cater to this trend of making drinks from scratch. The first cocktails were hangover cures, blending healthsome bitters with a little hair of the dog and a spoonful of sugar, but eventually cocktails made the transition from morning medicine to evening indulgence. The current craze for carefully-constructed cocktails with fresh and exotic ingredients has its roots in a number of historical trends, this craze is not going away and we are prepared to make this a gleaming success in Jacksonville.

COMPETITION

In Jacksonville where SuraTini is located, there are 6 restaurants, 3 of which have a regular bar, 3 wine tasting establishments, and 3 bars, none of which have craft cocktails nor authentic Thai food.

INDIRECT COMPETITION

Jacksonville Inn, a fine dining restaurant that opens at 5pm for dinner, offers a small bar with a rustic atmosphere; however, no craft cocktail options. Though they aren't competing for craft cocktails, they serve a variety of common drink options.

DIRECT COMPETITION

There is no direct competition for SuraTini in Jacksonville, nor the Rogue Valley for that matter.



COMPETITIVE ADVANTAGES, OPPORTUNITIES, & CHALLENGES

ADVANTAGES

SuraTini is a small tapas and craft cocktail experience competing with full sit-down restaurants, bars, and wine tasting rooms in Jacksonville. Our unique experience is just what Jacksonville needs, a relaxing atmosphere to get together with friends for small bites and delicious cocktails. “Craft cocktails” are cocktails where every element is handmade or tailored specifically to the drink. You will see our drinks served in custom glassware, poured over custom ice cubes, mixed with house-made syrups and finished with a dash of small-batch bitters. We think the residents and workers in Jacksonville will welcome an authentic Thai tapas and craft cocktail establishment to the area with open arms.

OPPORTUNITIES

Of the 11 establishments that can be considered competition in the Jacksonville, none of them offer authentic Thai food nor craft cocktails. SuraTini will also be a peanut free establishment which will open up doors for those with allergies who cannot frequent establishments with peanuts.

Of all our competition, none have a Britt dinner delivery to the concert venue. Through our research we found that many people in the area actually would prefer to skip the hassle of trying to eat at a full sit down restaurant and still catch their show. SuraTini will provide deliveries every 15 minutes until the gate cut off times making concert goers very happy. We will also be open once the performances are over and be the place to relax and grab a delicious craft cocktail and small bites.

In addition, we have good relations with our indirect competitors. Anchor Valley Wine and Beer Works are excited for us to open so their customers will be able to order our Thai Tapas for takeout since these establishments do not offer more than a plate of cheese and crackers.



CHALLENGES

There are a number of establishments in Jacksonville that provide food and drinks; however, no establishment has our unique decor nor amazing crafted food and cocktails. We aim to be the spot that people directly think where shall we go for yummy small eats and delicious drinks...SuraTini! We feel with the feedback we have gotten from the locals in Jacksonville and the rest of the valley, people will be flocking to Suratini for this amazing experience. Because of our desire to become the best place to go, we will need to stay engaged with our customers, offer the best food, and give the best service.

MARKETPLACE SUMMARY

Now is the perfect time for us to launch SuraTini. We've found an area that is begging for our business and have spoken to people who are excited to become customers. Our competition is basically non-existent which opens up an ideal opportunity to give our market what they crave: an authentic Thai food and craft cocktail establishment with a wonderful atmosphere to relax and unwind. We already have people clamoring to book us for private parties.

MARKETING

POSITIONING

By using positive words and phrases, the color green, and natural wood finishes, SuraTini will stand out as a healthy choice connected to nature. Our down-to-earth message will be communicated through the look and feel of our shop, menu, music, lighting, uniforms, and eclectic vibe.

PRICING

SuraTini will be priced competitively to other establishments in Jacksonville. We'll aim to run our food costs at an average of 30%.



PROMOTION

ONLINE PROMOTION

SuraTini has an engaged following on Instagram and Facebook. Due to the fact that our space was a thriving Thai restaurant before we have a large following waiting for us to open again.

We currently have a website that generates traffic and lists important details like our menu, contact, about, philosophy, and location.

We will use social media to generate interest and document the process of opening, and update our website with our new menu once we open.

TRADITIONAL PROMOTION

We will implement the 'Britt Member' membership. Our customers who are prominent Britt Fest goers will have the option to subscribe to our membership for \$25 a year. Which will allow them a 10% discount on food. And they will be included in our annual members appreciation private dinner party. We'll also encourage our customers to spread the word about us, so will rely on some word of mouth.

MARKETING SUMMARY

Much of our marketing has been set up already because of our previous standing with the old Thai House. We've been engaging our customers online and in-person for the last 2 months. While growing the business, we'll be amping up our presence online and in person, aiming for new customers through press, word of mouth, and social media.



BUSINESS OPERATIONS

THE TEAM

COURTNEY CHRISTIANSEN – EXECUTIVE CHEF

Courtney is a wonderful Thai cook, with a varied culinary background. She was born and raised in Thailand and learned to cook authentic Thai food at a very early age. She has worked at various Thai restaurants, and has done private catering throughout her career. She has even been flown to California to cater a private party.

Courtney will be in charge of menu creation. She will also work with suppliers and manage all back of house tasks and responsibilities.

JONATHAN – CHEF

Jonathan is a wonderful chef, with a varied culinary background. He has had a wide variety of international cuisine experience. He is excited to become part of our creative process while staying true to authentic Thai flavors.

Jonathan will be in charge of daily food prep, and all cooking related jobs.

BLAKE SATRE – BAR MANAGER

Blake has over 15 years of experience in the food service and bartending industries. He has helped open 3 craft cocktail establishments over the course of his career. He has a creative genius for craft cocktails and will work together with Courtney and Jonathan to create Thai inspired cocktails and more.

Blake will run the bar operations including staff, stocking of the bar, and bar promotions.

Currently our team consists of the three of us, but we will hire 2 staff members: one front of house to take orders and payment, and one back of house to work in the kitchen.



SUPPLIER RELATIONSHIPS

- **PRODUCE:** Local farms.
- **GLASSWARE:** Hospitality Brands (lead free crystal).
- **WASTE REMOVAL:** Rogue Disposal
- **PAPER PRODUCTS:** BioPaper Inc.

TECHNOLOGY

SuraTini will use TouchBistro iPad point of sale to take orders and payments, and run reports. We will use the customer-facing display and the kitchen display as well.

We will also be registered with DoorDash and UberEATS, both food delivery apps that are popular in our area.

INSURANCE

To be confident that we are fully insured for liability, business, and property, we will consult with our lawyers, and our insurance broker at Country Financial.

LICENSES

SuraTini is in the process of acquiring the following licenses:

- Tax ID number or EIN
- Food Service License
- Full OLCC Liquor License
- Sign Permit

SuraTini has already acquired the following licenses:

- Business License for city of Jacksonville
- Business License for the State of Oregon
- Certificate of Occupancy



OPERATIONS SUMMARY

SuraTini will operate on a day-to-day basis for the first couple of months with an additional 2 staff members. Managing our staff, supplier relationships, customers, inventory and daily tasks will require team effort and hard work.

Our personal experiences have given us qualities that we can draw on to manage and run the business and grow it steadily. We aim to run a tight ship and empower our staff to be the best and deliver the best customer service experience.

With TouchBistro as a POS, UberEATS, and DoorDash for food delivery and pick up, we are confident that we can accept and handle a high volume at peak times.



FINANCIALS

REVENUE WORKSHEET

| Account | Amount | Explanation |
|------------------------------|------------------|---|
| # of Days Open per Week | 6 | Number of days per week business is open |
| # of Days | 312 | Assuming that business is closed on major holidays |
| Midweek | 249 | Days other than weekend and holiday days |
| Average Sales | | |
| Midweek | \$2900 | Projected midweek sales |
| Weekend and Holidays | \$4,000 | Projected weekend and holiday day Sales |
| Revenue | | |
| Midweek | \$722,100 | # of midweek days (X) average sales for same |
| Weekend & Holidays | \$252,000 | # of busy days (X) average weekend and holiday sales for same |
| Total Revenue | \$974,100 | Yearly sales projection |
| Average Sales per Day | \$3,122 | Yearly sales divided by # of days open |
| Sales Mix % | | |
| Beverage | 80% | Percentage of sales projected in Beverage sales |
| Food | 20% | Percentage of sales projected in Food sales |
| Sales Mix \$ | | |
| Beverage | \$779,280 | Total Revenue @ 80% |
| Food | \$143,700 | Total Revenue @ 20% |



CONTROLLABLES WORKSHEET

| Account | Amount | Explanation |
|---------------------------------|------------------|--|
| Revenue | | |
| Beverage | \$779,280 | From Revenue Worksheet |
| Food | \$143,700 | From Revenue Worksheet |
| Total Revenue | \$974,100 | From Revenue Worksheet |
| Costs of Goods Sold | | |
| Cost of Goods Sold % | | |
| Food | 30% | Targeted cost percentage of food sold |
| Beverage | 35% | Targeted cost percentage of beverages sold |
| Cost of Goods Sold \$ | | |
| Food | \$43,000 | Food Revenue x 30% |
| Beverage | \$272,748 | Beverage Revenue x 35% |
| Total | | |
| Total Cost of Goods Sold | \$315,748 | Cost of both Food & Beverage |
| as a % | 32.0% | Cost of Goods Sold divided by Total Revenue |
| Gross Profit | \$658,352 | Revenue less Cost of Goods Sold |
| as a % | 67.5% | Gross Profit divided by Total Revenue |
| Labor Costs | | |
| Labor as a \$ | | |
| Management | | Salary of Owner/Operator |
| Bar Management | \$42,432 | Salary of Bar Manager |
| Kitchen Manager | \$42,432 | Salary of Kitchen Manager |
| Front of House | \$37,440 | Salary of Server/Bar back |
| Back of House | \$37,440 | Salary of dishwasher/Kitchen help |
| Totals | | |
| Sub Total | \$159,744 | Cost of Labor before Statutory Benefits |
| Statutory Benefits @ 7% | \$11,182.08 | Payroll Taxes |



| Account | Amount | Explanation |
|---------------------------|------------------|---|
| Total Labor | \$170,926 | Labor including Payroll Taxes |
| as a % | 17.55% | Labor Costs divided by Total Revenue |
| Operational Profit | \$487,426 | Gross Profit less Cost of Labor |
| as a % | 50% | Operational Profit divided by Total Revenue |



FINANCIAL FORECAST WORKSHEET

| Account | Amount | Explanation |
|-------------------------|---------------------|---|
| Total Revenue | \$974,100 | From Revenue Worksheet |
| Gross Profit | \$658,352 | From Controllable Cost Worksheet |
| Operating Profit | \$487,426 | From Controllable Cost Worksheet |
| as a % | 50% | From Controllable Cost Worksheet |
| Expenses | Monthly | |
| Supplies Kitchen | 1.75% \$17,046 | Supplies required for food preparation and storage and stated as a % of Total Sales |
| Supplies Restaurant | 1.25% \$12,176 | Supplies used by customers and stated as a % of Total Sales |
| Bank Charges | \$50 \$600 | To maintain a current account at the bank |
| Credit Card Charges | 1.8% \$17,533 | Processing fees for customer use of credit and debit cards and stated as a % of Total Sales |
| Insurance | \$150 \$1,800 | Liability and building insurance |
| Legal & Accounting | \$100 \$1,200 | For remittance of taxes and review of documents as required |
| Maintenance | \$200 \$2,400 | On equipment, furniture, fixtures, and the physical plant |
| Office Expense | \$100 \$1,200 | Paper, pens, toner, etc. |
| Rent | \$1,300 \$15,600 | Including TMI |
| Telecommunications | \$50 \$600 | Internet, cell, and land line |
| Utilities | \$200 \$2,400 | Gas |
| Web Maintenance | \$10 \$120 | Hosting of website and email accounts |
| Total Expenses | \$72,075 | |
| Income | \$415,351 | Before interest, taxes, depreciation, amortization, etc. |
| as a % | 42.6% | Income divided by Total Revenue |



START-UP COSTS (RENT & SALARY FOR 3 MONTHS)

| Account | Amount | Explanation |
|---------------------------------|------------------|---|
| Business Set-Up | | |
| Sign Permit | \$240 | Building sign proposal |
| Building Sign | \$1000 | Materials for building sign |
| OLCC | \$800 | OLCC Full License Permit |
| Bank Charges | \$100 | To set up account and debit machine |
| Website Design & Development | \$0 | Including Social Media Channels In House |
| Advertising & Marketing | \$296 | Pre-Opening |
| Training Cost | \$200 | For all staff and management |
| Inventory | \$10,000 | Foodstuffs and other products |
| POS | \$1000 | Including printers and subscriptions |
| Rent | \$3900 | \$1300 per month (3 months) |
| Utility & Insurance | \$600 | Gas and insurance (3 months) |
| Kitchen Staff | \$18,432 | Kitchen Manager & server/dishwasher (3 months) |
| Bar Staff | \$18,432 | Bar Manager & bar-back (3 months) |
| Small Wares: | | |
| Kitchen | \$1,000 | Replacement of cooking range |
| Restaurant/Bar | \$5,000 | Plates, bowls, barware and etc |
| Capital Improvements | \$15,000 | Installation of bar (plumbing and electrical) |
| Furniture & Fixtures | \$5,000 | For seating area/decor |
| Equipment | \$15,000 | To set up bar with mix of used and new equipment |
| Total Expenses | \$96,000 | To "get" open (\$56,136 without 3 months rent/pay) |
| Working Capital | \$14,000 | To have as a cushion during initial months of operation |
| Total | \$110,000 | Expenses plus allowance for working capital |



BUSINESS PLAN SUMMARY

SURATINI'S BUSINESS PLAN SUMMARY

Thank you for reading. We value your time, and hope that you've learned all about our vision, goals, opportunities, and value.

SuraTini is not only our dream, it's our mission. We want to change the world with a delicious, authentic Thai street food experience coupled with Thai inspired craft cocktails. We strongly believe that our small unique atmosphere, family-run establishment in the heart of Jacksonville will be embraced with open arms and grow to become a Southern Oregon success.

Our concept is unique and the timing is perfect. A \$110,000 investment combined with our personal investment will launch the first Thai tapas and craft cocktails venue in Jacksonville, Oregon. Within in no time will will be up and running and "the" place to go in Southern Oregon. We will be turning a profit very quickly and pay off our loan in no time.

We can't wait to serve you at SuraTini!

Jacksonville City Council Agenda Item Summary



Jacksonville Boosters – “A Path Through Time” Interpretive Panel

Date: February 12, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: February 18, 2020
Agenda Item: 5d

Synopsis:

The Jacksonville Boosters propose creating a two-sided interpretive panel next to City Hall on an existing concrete pad. The panel will tell the history of the Courthouse and the County Jail as well as other historical events related to these two buildings. A short section on “A Path Through Time” will be included.

Fiscal Impact:

There is no fiscal impact for the City. The Jacksonville Boosters will fund this project from remaining funds in the “A Path Through Time” budget.

Recommendations:

Staff recommends Council approve the two-sided interpretive panel on the Courthouse grounds pending HARC Review.

Exhibits:

Exhibit A – Jacksonville Boosters Proposal for “A Path Through Time” Interpretive Panel

Untitled Map

Write a description for your map.

Legend



Google Earth

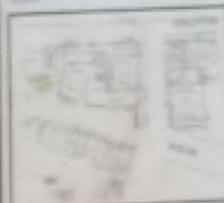
© 2018 Google
© 2019 Google

City Council
February 18, 2020
Agenda Item 5c
Exhibit A

8.92 ft

JACKSONVILLE'S CHINATOWN

The Oldest Chinese Quarter in the Pacific Northwest



Historical text describing the early settlement and development of Jacksonville's Chinatown, including details about the first Chinese immigrants and the establishment of the community.



Logos for the City of Jacksonville, the Department of Public Works, and the Recycling Center, along with a 'Thank You' message.



Jacksonville's "Crowning Glory"



1883 - Jackson County Courthouse, SOHS #00869

The original courthouse occupied a wood-frame structure that was built by and shared with Jacksonville's Masonic Lodge. The pressure to build a more fitting County Courthouse was initiated by the local newspaper in 1869 and continued for more than a decade with comments stating that the old courthouse might be mistaken for a barn. In 1882 the County Commissioners agreed and voted to build a new courthouse.

The imposing, Italianate, brick and stone historic Jackson County Courthouse was designed by G.E. Payne of Ashland and was declared the crowning glory of Jacksonville when it was constructed in 1883. The general contractor, L.S.P. Marsh, completed the project on time and under the \$32,000 budget. Marsh took personal responsibility for all of the woodwork, from the structural framing down to the trim work. He personally built the beautiful curved double stairway that leads from the entry hall to the 2nd floor courtroom.

All of the materials were purchased locally, including the native sandstone from Kanaka Flats. The chiseling and shaping were done on site. The brick mason was George Holt, who also built the U.S. Hotel, Redmen's Hall, and the Kubli Building.

The completed building stood 62' wide by 90' long, with 22" thick walls. Initially there were 10 rooms housing juries, judges, witnesses and various County officials—Treasurer, Clerk, Commissioner, Sheriff, District Attorney, and School Superintendent—in addition to the 41' by 68' courtroom. A back stairway, referred to as "Prisoner's Walk," led directly from the outside to the 2nd floor courtroom.

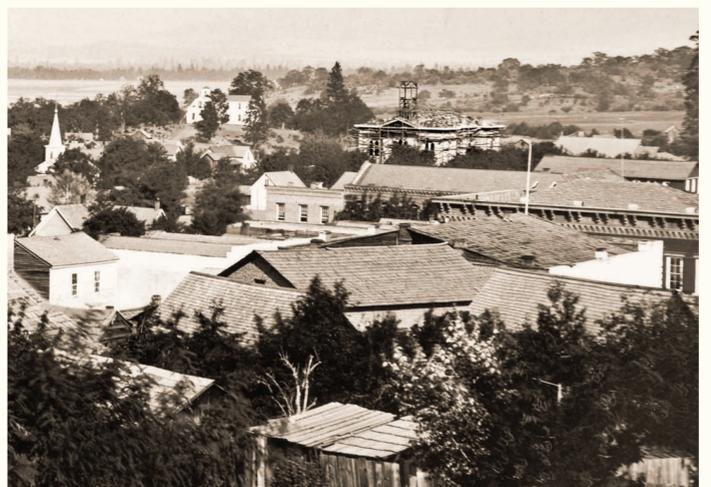
Ironically, the new Courthouse, the most monumental structure in the town, was completed in 1884, the same year that the Oregon and California Railroad by-passed Jacksonville in favor of Medford. As Jacksonville waned and Medford grew, numerous attempts were undertaken to relocate the county seat to the new business and residential hub. However, it was 1927 before Medford prevailed. The last trial held in Jacksonville's Jackson County Courthouse was that of the DeAutremont brothers who were accused of robbery and murder. (See other side for the Tunnel 13 Train Robbery.) On July 1, 1927, after the close of the DeAutremont trial, Jacksonville's 43-year tenure as county seat ended.

Subsequently, the building housed a number of community organizations. During the 1930s it was home to the Boy Scouts and the Jacksonville Grange. During World War II, the courtroom was used for dances, private gatherings, and Civil Air Defense meetings. By 1946, interest in the heritage of Jacksonville awakened and then in 1948 Jackson County voters gave their approval to a continuing levy for historical purposes. The newly formed Southern Oregon Historical Society (SOHS) dedicated the courthouse as a museum in 1950.

The museum closed in 2010 when SOHS elected to concentrate its resources on programming. In 2012, Jackson County deeded the site to the city of Jacksonville, and the building became Jacksonville's "new" City Hall. New City Hall is open during the week, and visitors are welcome to view an exhibit of historic Jacksonville photos in the main hallway.



The Jacksonville Pioneer Society picnicking on the grounds of the Courthouse, SOHS #01304



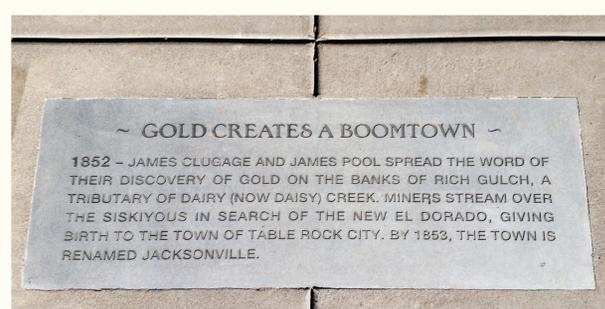
Construction in progress on the Jackson County Courthouse, SOHS #7590

A Path Through Time

"A Path Through Time" is a project of the Jacksonville Boosters Club and the City of Jacksonville. The path tells the story of Jacksonville's history etched on granite. The story begins before the discovery of gold in 1852 and continues through 2013. The path is best viewed starting at the corner of 5th and "C" Streets and walking north along 5th Street to "D" Street.

We would like to thank the following donors for making "A Path Through Time" possible:

Anonymous Individual Donors
Chaney Family Foundation
City of Jacksonville Transient Lodging Tax Committee
Jacksonville Boosters Club and Foundation
Schwemm Family Foundation
The Kinsman Foundation
West Family Foundation



Jackson County Jail



The Jackson County Jail was located just north of the Courthouse, SOHS #2286

The historic Jackson County Jail stands on the site of three previous jails. The original jail, built in the 1850s, was a simple structure. It was replaced in 1875 with a sturdy brick building reinforced with “4,000 pounds of iron spikes for strength.” Seven inch thick wooden planks lined the masonry walls and separated the cells. The building burned to the ground in 1889, taking the lives of the three inmates housed there at the time.

The structure was replaced with a larger jail boasting a concrete floor and a corrugated iron ceiling. Five 5-ply steel-plated jail cells slept four inmates each in hammock beds. At the end of the corridor separating the cells, a one seat “privy” and a cast iron wash sink served sheriff and inmates alike.

By 1910, this jail was deemed old and inadequate. It was torn down to make way for the current jail built to house 25 prisoners. The historic jail that we know was completed in 1911. Heavy iron cages lined the first floor; two reinforced cells and a number of padded cells were constructed on the second floor. The jail continued in service until the county seat was moved to Medford in 1927 and a new courthouse and jail were constructed there.

In the 1960s, the Southern Oregon Historical Society converted the structure into a hands-on Children’s Museum of Pioneer History. The Children’s Museum was a popular Jacksonville fixture until SOHS closed it in 2010. The former jail is now the site of Art Presence, a local art collective and gallery.

Sheriff August Singler

(May 28, 1876 - April 23, 1913)



Sheriff August Singler, SOHS # 48390

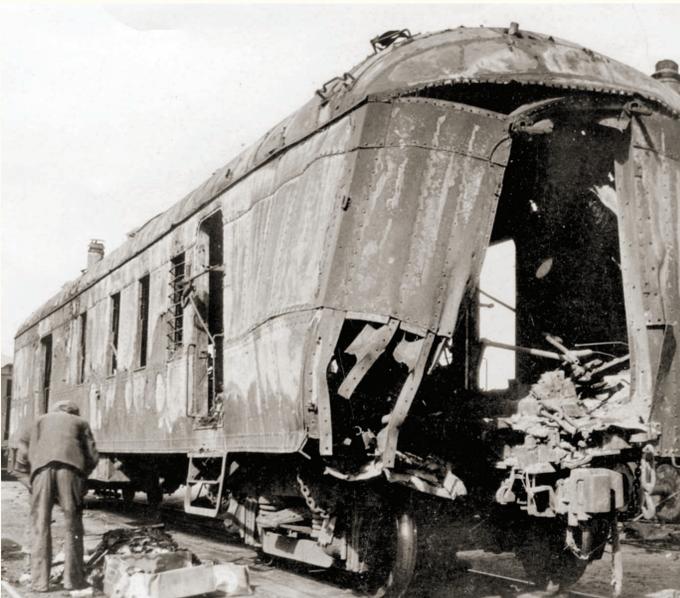
Sheriff August Singler was known for his industriousness, optimism and integrity. In 1903, after moving from Indiana to southern Oregon, he took whatever job he could find to feed his growing family. Working for the Singer Sewing Machine Company, while also selling patent medicines, he had earned enough money by 1906 to buy property in Medford, and three years later he earned the appointment as Constable of the Medford District.

Although he lacked law enforcement experience, Singler was known for studying a situation, task, or problem and figuring out the best way to proceed. In the process, he introduced fingerprinting techniques to southern Oregon and the use of bloodhounds for tracking fugitives. Citizens jokingly called him southern Oregon’s Sherlock Holmes, and his exploits as constable were fodder for the local newspapers. In 1912, Singler ran for Sheriff of Jackson County against the incumbent. Although considered the underdog, Singler won by a wide margin. In January 1913, he moved with his wife, eight children, and three bloodhounds to Jacksonville where, supposedly, the neighbors were kept awake by the children during the day and by the bloodhounds during the night.

Four months later, on April 22, 1913, while serving an arrest warrant on a wanted criminal, Singler was fatally shot in the chest and hand, but still managed to switch gun hands and return fire, killing the fugitive. Singler died the next day; he was 36 years old. The flag at the Jackson County Courthouse was flown at half-staff for a month following his death, and Jacksonville stopped all commerce for Singler’s April 25th funeral. The Medford church could hold only half the crowd attending, and the funeral procession, walking from the church to the IOOF/Eastwood Cemetery, was some 12 blocks long.

Singler was the first Oregon sheriff to be killed in the line of duty and is still honored today as one of Jackson County’s fallen officers. One hundred years to the day of his death, Singler’s service and sacrifice were written into the U.S. Congressional Record, ensuring his place in history among recognized lawmen of the past.

Tunnel 13 Train Robbery



The damaged mail car after the robbery, SOHS #6791

Jacksonville and the Jackson County Courthouse still had one last glory moment when the trial of the DeAutremont brothers attracted nationwide attention.

Hugh, Ray, and Roy DeAutremont wrongly believed that the No. 13 train, the Portland to San Francisco Express, carried gold in its mail car. They knew that the train had to slow before entering Tunnel 13 south of Ashland and, on October 11, 1923, the three brothers attempted to rob the train. Their plans went horribly wrong, and they destroyed the mail car and killed the mail clerk within by using too much dynamite. The brothers then killed three other railroad employees before escaping into the surrounding hills.

An investigation followed which included early Crime Scene Investigation by the “Wizard of Berkeley”, Professor Edward Oscar Heinrich. A global manhunt followed that lasted over three years before the DeAutremont brothers were located and captured (one of whom was found in the Philippines serving in the U.S. Army under an assumed name).

The ensuing 1927 trial in the Jackson County Courthouse was the last trial held in the building. All three brothers were convicted and sentenced to life in prison. On June 24, 1927, the three brothers were taken by train to the Oregon State Penitentiary in Salem.

For more information on the history of Jacksonville, please visit the following websites:
<https://www.jacksonvilleor.us> (Click Local Links under Community)
<https://www.historicjacksonville.org>
<http://www.jacksonvilleboosters.org>

Council Discussion



Public Records Requests

| Date Req. | Name of Requestor | Description of Records Requesting | Fee Charged | Date Completed | Completed By |
|------------|---------------------------------|--|-------------|----------------|---------------|
| 2/6/2020 | Gayle Pabuda | Pre Application for 4 lots for 785 Bybee - meeting with whittle, latest meeting | \$16.45 | 2/7/2020 | Diane Oliver |
| 2/6/2020 | Diane Barr | The most recent CC & R for Timber Ridge lot 817 Gold Rush Lane | \$44.40 | 2/7/2020 | Diane Oliver |
| 1/27/2020 | Idiart Law Group | Please provide Medical and Billing records from 11/11/19 to present for incident that occurred at 175 N Oregon St | \$18.10 | 1/27/2020 | Wayne Painter |
| 1/15/2020 | Janie Grangnelli | approved minutes for December 3, 2019 | \$8.75 | 1/15/2020 | Angela Watson |
| 1/14/2020 | Jennifer Sanders | 125 E California Ave, Jacksonville, OR. As part of the assessment, we are required to request any building/plumbing/electrical/mechanical permits on file in addition to the certificate of occupancy. | \$8.75 | 1/17/2020 | Diane Oliver |
| 1/14/2020 | Clair Steffens | All records for 125 E California St. Specifically use permits for meeting space/ballroom. | \$28.25 | 1/28/2020 | Ian Foster |
| 11/19/2019 | Andrea Gorze - Idiart Law Group | Police Report records for incident that occurred on 11/11/19 at 175 N Oregon St | \$11.90 | 11/19/2019 | Kathy Tiller |