



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA**

**CITY COUNCIL
City Council Meeting**

**July 21, 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, opportunity will be given during Public Comment.

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 20th. These statements will be included in the official meeting record, but not read during the meeting.

- 1) **CALL TO ORDER**
- 2) **a. MINUTES**
July 7, 2020
b. BILLS LIST
July 21, 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**
 - a. **Second Floor Tenant Improvement Bid Cancellation**
 - b. **Acceptance of Seismic Rehabilitation Grant**
 - c. **Second reading and Adoption 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>.

July 7, 2020 NCH and via Teleconference due to COVID-19 Pandemic

1) **CALL TO ORDER (includes call to order and roll call of attendees) 6:00 pm**

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

Absent:

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

Mayor Becker announces that Asante Foundation requested to withdraw their event permit for the Oregon Wine Experience.

2) **a. MINUTES (minutes from June 29, 2020 meeting)**

Move to: Approve the minutes

Motion by: Councilor Bowen

Seconded by: Councilor Lewis

Roll Call Vote:

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

Motion Carries

b. BILLS LIST

June 29, 2020

Move to: Approval of the bills list

Motion by: Councilor Casaleggio

Seconded by: Councilor Bowen

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

Councilor McClain asks specific questions regarding insurance renewal on the bills list. Administrator Alvis and Finance Director Bray answers.

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

Jocie Wall 520 S Oregon St speaks to Asante Foundation withdrawing their Event Packet.

4) **STAFF / DEPARTMENT REPORTS**

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

Administrator Alvis speaks to:

- Second Floor remodel and the bids that came into the City. The bids were high.

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. Event Packet – 2020 Oregon Wine Experience – Agenda Item Withdrawn

Public Comment: None.

Councilor Discussion: Mayor Becker reads an email from Asante Foundation requesting to have their event packet removed from the Agenda as the event was cancelled.

b. Extend Engineering Services for Seismic Retrofit of Fire Hall

Public Comment: None.

Councilor Discussion: Administrator Alvis speaks to the Fire Hall grant and working with ZCS Engineering. Council asks specific questions regarding the contract with ZCS Engineering and the process to build the Fire Hall. Administrator Alvis and Planning Director Foster answers.

Motion to: Extend Engineering Services for seismic retrofit of fire hall with ZCS Engineering

Motion by: Councilor Bowen

Seconded by: Councilor McClain

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

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

Public Comment: None.

Councilor Discussion: Mayor Becker reads the Resolution by title only.

Motion to: Adoption of Resolution No R2020-012

Motion by: Councilor Lewis

Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

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

Public Comment: None.

Councilor Discussion: Planning Director Foster speaks to Council regarding Ordinance NO. O2020-003. Council asks specific questions regarding changes for the liaison position within the Historical and Architectural Review Commission (HARC). Planning Director Foster answers. Mayor Becker reads Ordinance No. O2020-003.

Motion to: Approve the First Reading of Ordinance No O2020-003 and the second reading by title only.
Motion by: Councilor Garcia
Seconded by: Councilor Bowen

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

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

- a. Councilor Bowen: CCI Will meet in July, starting with the CAC.
- b. Councilor McClain: No Report.
- c. Councilor Casaleggio: Planning Commission will meet July 21st.
- d. Councilor Gregg: No Report.
- e. Councilor Garcia: Parks Committee has not meet. Reports on activities in the Forest Park.
- f. Councilor Lewis: Budget meeting with RVCOG at 2:00 pm.
- g. Mayor Becker: Small documentary will be filmed in the Cemetery.

9) **ADJOURN: 6:37 pm**

Paul Becker, Mayor

Angela Watson, City Recorder

Date approved: _____

**CITY OF JACKSONVILLE
Bills Against the City - City Council
JULY 21, 2020**

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
A One Exterminators Inc.	NCH quarterly pest control	105.00
A One Exterminators Inc.	St. Andrews quarterly pest control	100.00
Blackbird Shopping Center	bldg. maintenance supplies	23.98
C & K Market Inc.	bldg maintenance supplies	53.19
Cantel of Medford	signs for NCH	80.00
Data Center West	monthly IT services	70.89
Grover Electric and Plumbing Supply Co.	bldg. maintenance supplies	5.94
Jackson County Recycling Partnership	annual dues 2020-2021	375.00
Jarvis Dreyer Glatte & Larsen LLP	June 2020 Attorney services	2,792.00
Staples Business Credit	supplies	213.81
		3,819.81
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
C & K Market Inc.	supplies for planning	29.97
Data Center West	monthly IT services	78.61
		108.58
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
A One Exterminators Inc.	F.D. quarterly pest control	99.00
AlSCO	F.D. supplies	134.53
City of Medford	vehicle maintenance	417.75
City of Medford	fuel - June 2020	208.66
Data Center West	monthly IT services	26.91
Mercy Flights Inc.	medical supplies	278.24
Salvador's Landscape Maintenance	weed abatement 330 S. 4th St.	100.00
Weldon's Cleaning Center	turn out cleaning	56.75
		1,321.84
POLICE PROTECTION FUND		
Vendor Name	Description	Amount
A One Exterminators Inc.	P.D. quarterly pest control	110.00
Blackbird Shopping Center	vehicle supplies	29.96
Cantel of Medford	cones for PD	87.00
CDW Government	MDC for P.D. vehicle	2,893.45
Central Point Cleaners	uniform cleaning	162.50
City of Medford	fuel - June 2020	526.26
Data Center West	monthly IT services	22.78
Grover Electric and Plumbing Supply Co.	bldg. maintenance supplies	68.88
Industrial Source	vehicle bracket	65.53
Quench & Drench	vehicle maintenance	94.95
		4,061.31
CEMETERY FUND		
Vendor Name	Description	Amount
C & K Market Inc.	shop supplies	5.27
		5.27
STREETS FUND		
Vendor Name	Description	Amount
A One Exterminators Inc.	PW shop quarterly pest control	90.00
AlSCO	Janitorial Supplies	401.25
Auto Zone	headlight bulbs for sweeper	26.73
Bartlett Tree Service LLC	weight reduction remove deadwood from trees on 5th St.	480.00
Blue Mountain Rock	rock for Beekman Square	60.00
C & K Market Inc.	shop supplies	77.98
Coastal - White City	PW employee shirts	109.45
Edge Construction Supply Inc.	safety supplies & vests	45.44
Grange Co-Op	shop supplies	52.97

Vendor Name	Description	Amount
Hilton Fuel & Supply	woody debris haul away	20.00
Industrial Source	fire extinguisher inspection	16.38
KAS & Associates Inc.	engineering Applegate St overlay	1,163.12
SASCO Fasteners	shop supplies	32.13
SASCO Fasteners	bolts and supplies for JD tractor	27.97
Sherwin-Williams	spray nozzle for paint striper	25.82
Staples Business Credit	supplies	153.50
		2,782.74
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	401.25
Bi-Mart	office supplies	1.77
C & K Market Inc.	chain for hydrant meter	49.91
C & K Market Inc.	power cord for pump station	8.99
Civil West Engineering Services Inc.	engineering SRAMP grant	145.00
Civil West Engineering Services Inc.	engineering SDWRLF	26,133.10
Control Systems NW, LLC	repairs to SCADA flowmeter at Madrona	149.65
Data Center West	monthly IT services	25.03
Ferguson Waterworks	shop supplies	480.36
Ferguson Waterworks	repair parts	339.06
Ferguson Waterworks	repair parts for Radio Read Project	2,470.50
Ferguson Waterworks	meter box & lids	552.76
Hilton Fuel & Supply	woody debris haul away	30.00
Industrial Source	CO2 for freezing water services	37.32
KAS & Associates Inc.	WTR engineering	180.00
KAS & Associates Inc.	engineering - Bybee dr.	1,335.08
KAS & Associates Inc.	WTR engineering	150.00
Motion & Flow	fittings for hydrant meters	113.93
Neilson Research Corporation	routine water testing	105.00
Rogue Basin Utility Coordinating Council	annual dues	75.00
Rogue Valley Backflow Service	backflow testing	1,902.85
		34,686.56
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	802.49
Bi-Mart	cleaning supplies	16.98
Bi-Mart	shop supplies	11.29
Blackbird Shopping Center	yellow jacket trap refills	29.94
Budget Lumber	stain for kiosks @ forest park	38.95
C & K Market Inc.	shop supplies	115.58
C & K Market Inc.	concrete mix	35.96
Edge Construction Supply Inc.	safety supplies & vests	58.65
Hilton Fuel & Supply	bark for flower beds	174.00
Jacksonville Chamber of Commerce	reimburse VIC June 2020	5,010.71
Jacksonville Chamber of Commerce	reimburse TLT-MGC02-04-2019-20	5,856.58
Salvador's Landscape Maintenance	parks & lawn maintenance	910.00
Salvador's Landscape Maintenance	parks & lawn maintenance	910.00
TRUGREEN	fertilizer for parks	605.16
Zoll's Lawn & Garden Equipment	shop supplies	8.50
		14,584.79
SDC FUND		
Vendor Name	Description	Amount
GSI Water Solutions Inc.	work on water conservation plan	226.75
		226.75

Vendor Name	Description	Amount
	TOTAL:	61,597.65
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



Second Floor Tenant Improvement Bid Cancellation

Date: July 15, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: June 21, 2020
Agenda Item: 5a

Synopsis:

We received two bids on June 30th for the City Hall Second Floor Tenant Improvements. The lowest bid was close to 20% above our budget; and the second bid was substantially more than the lowest bid at over 40% above our budget.

ZCS Engineering has recommended that we cancel the solicitation for construction bids. We are in the process of re-evaluating the project with ZCS Engineering.

Fiscal Impact:

N/A

Recommendations:

Staff recommends approval to cancel this solicitation for construction bids for the Jacksonville City Hall Second Floor Tenant Improvement.

Exhibits:

Exhibit A – ZCS Engineering Architecture Letter Regarding Notice of Cancellation of Solicitation

July 7, 2020

Jeff Alvis, City Manager
206 N. 5th Street
Jacksonville, OR

Re: Notice of Cancellation of Solicitation

Project: Jacksonville City Hall Second Floor Tenant Improvement

Dear Mr. Alvis,

We (ZCS) are recommending the cancellation of this solicitation for construction bids for the above referenced project. We received two bids on June 30th and the lowest bid was close to 20% above our cost estimate. The second bid was substantially more than the lowest bid and was over 40% above our cost estimate.

Due to the large range between bid prices, the low bidder interest, and the significant percentage of the bid prices above the cost estimate, we recommend cancelling the solicitation.

ZCS and the City of Jacksonville staff have met with both bidders on July 6th at the Jacksonville City Hall to notify them of the cancellation. ZCS will send a formal cancellation of this solicitation to all contractors who expressed interest in this project from attending the pre-bid site meeting and requesting bid documents from the building exchanges.

Sincerely,



Joëlle Harris, AIA
Principal

City Council
July 17, 2020
Agenda Item 5a
Exhibit A

Jacksonville City Council Agenda Item Summary



Acceptance of Seismic Rehabilitation Grant

Date: July 15, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: June 21, 2020
Agenda Item: 5b

Synopsis:

The City has been awarded a Seismic Rehabilitation Grant through Oregon Infrastructure Finance Authority in the amount of \$1,346,620 for seismic rehabilitation of the Fire Hall.

Fiscal Impact:

Based on acceptance of grant.

Recommendations:

Staff recommends acceptance of the Seismic Rehabilitation Grant; authorizing the City Administrator to sign the grant contract.

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



2nd Reading and Adoption of Ordinance No. 02020-003 An Ordinance Amending Jacksonville Municipal Code 4.07.020 Regarding Historical and Architectural Review Commission (HARC) Membership

Date: July 15, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: June 21, 2020
Agenda Item: 5c

Synopsis:

The 1st reading of Ordinance No. 02020-003 was approved on July 7, 2020. The Ordinance comes before you for approval of the 2nd reading by title only and adoption.

Fiscal Impact:

N/A

Recommendations:

Approval of 2nd Reading by title only and Adoption of Ordinance No. 02020-003

Exhibits:

Exhibit A – Ordinance No. 02020-003

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 July 7, 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 17, 2020
Agenda Item 5c
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



Public Records Requests

Date Req.	Name of Requestor	Description of Records Requesting	Fee Charged	Date Completed	Completed By
7/14/2020	Michelle Black	any full size blue prints available for the building in 2000 at 655 Powderhorn.	\$8.75		Diane Oliver
6/16/2020	Kory Hansen	House Plans for 540 Carriage Lane	\$43.00	6/23/2020	Diane Oliver
6/2/2020	Britney Anding	Certificate of Occupancy for Property 80 Vintage Circle	\$8.75	6/10/2020	Ian Foster & Diane Oliver
5/19/2020	Jo Heim	Final Partition plat and survey P-24-2012	\$48.00	5/22/2020	Diane Oliver
5/13/2020	Driscoll Property Management	Landscaping plans for 109 LaVonne Ct	\$35.30	5/22/2020	Zachery Thompson
5/7/2020	Stephen Corwin	Fire and Police Report re fire on May 3rd at Offer Circle, approx at 4:pm	\$54.70	5/11/2020	Kathy Tiller and Wayne Painter