

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>.

April 7, 2020 via Teleconference due to COVID-19 Pandemic

- 1) **CALL TO ORDER (includes call to order, roll call vote) 11:00 am**
Present: Councilors Bowen, Casaleggio, Garcia, Gregg, Lewis, McClain and Mayor Becker
Absent:
Staff Present: Administrator Alvis, Finance Director, City Recorder Watson and Planning Director Foster
- 2) **a. MINUTES (minutes from March 3, 2020 meeting)**
Move to: Approval of the Minutes
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

b. BILLS LIST

March 17, 2020
Move to: Approval of the Bills List for March 17, 2020
Motion by: Councilor Casaleggio
Seconded by: Councilor Lewis

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

April 7, 2020
Move to: Approval of the Bills List
Motion by: Councilor Bowen
Seconded by: Councilor Lewis

Roll Call Vote:
Ayes: : 7 Councilors Bowen, Casaleggio, Garcia, Gregg, Lewis, McClain and Mayor Becker
Nays: 0
Motion Carries
- 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 thanks the City Council for meeting via teleconference.
Administrator Alvis speaks to:
 - Bybee Drive – paving project is out to bid. Hoping for construction to begin in late spring or early summer.

- The Senior Thrift Store, Art Presence and St Andrews church have been closed due to the COVID-19 pandemic. The City will waive one month's rent. Councilor Bowen asked a specific question regarding Bybee Dr paving project. Administrator Alvis answers.

Finance Director Bray speaks to:

- Budget Committee meeting dates are set for May 7th, if a second meeting is needed it will be May 14th, and if a third meeting is needed it will be May 21st. She also speaks to the procedure in which way the meeting will be held, depending if the COVID-19 pandemic State Executive Order is still active.
- The internal policies that have been written by the City Administrator and Finance Director due to the COVID-19 pandemic. Councilor Gregg ask if policies will be posted on the website. Finance Director Bray answers. Administrator Alvis speaks to current policy being drafted for Water Bills.

- Planning Department** - Ian Foster speaks to an update for the Citizen Advisory Committee and the process for the first meeting and gives an update for the Planning Commission meetings.
- Police Department** - Chief Towe
- Fire Department** – Interim Fire Chief Painter
- 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. OLCC Application – Awen Winecraft

Public Comment: None.

Council Discussion: City Recorder Watson and Administrator Alvis speaks to OLCC application presented to City Council for review.

Move to: Approval of the Application

Motion by: Councilor Lewis

Seconded by: Councilor McClain

Roll Call Vote:

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

Nays: 0

Motion Carries

b. Approval of Transient Lodging Tax Grants

Public Comment: None.

Council Discussion: Finance Director Bray speaks to Transient Lodging Tax Grant recommendations to the City Council from the Transient Lodging Tax Committee. Finance Director Bray gives update to the Peter Britt Gardens Music & Art Festival association – Hiking the Woodlands with BFO application. Due to COVID-19 this event will be postponed to 2021.

Mayor Becker ask Councilors individually if they have questions for Britt. Each Councilor answers.

Mayor Becker asks Councilors individually if they have questions for the Jacksonville Community Center. Each Councilor answers. Councilor Garcia asks specific question regarding bid timeline for the patio project. Sue Miler answers.

Mayor Becker ask Councilors individually if they have questions for the Jacksonville Chamber. Each Councilor answers.

Mayor Becker ask Councilors individually if they would like to vote on the applications as a whole or individually. Each Councilor answers Individually.

b (a) Peter Britt Gardens Music & Art Festival Association – Hiking in the Woodlands with the BFO – \$10,000

Public Comment: None.

Council Discussion: Council discusses the process for funds to this application regarding it being postponed to 2021 due to the COVID-19 pandemic. Finance Director Bray answers questions.

Move to: Approve to fully funding the application for \$10,000

Motion by: Councilor Bowen

Seconded by: Councilor Gregg

Roll Call Vote:

Ayes: 6 Councilors Bowen, Casaleggio, Gregg, Lewis, McClain and Mayor Becker

Nays: 1 Councilor Garcia

Motion Carries

b (b) Jacksonville Community Center – Complete Outdoor Patio Space - \$8,975

Public Comment: None.

Council Discussion: Council discusses following the recommendations of the Transient Lodging Committee for funding the recommended grant applications or to make changes to the recommendations and fund the Community Center Patio Space.

Move to: Funding the Jacksonville Community Center outdoor space

Motion by: Councilor Garcia

Seconded by: Councilor Casaleggio

Roll Call Vote:

Ayes: 3 Councilors Bowen, Casaleggio and Garcia

Nays: 4 Councilor Gregg, McClain, Lewis and Mayor Becker

Motion Fails

Move to: Approve the Transient Lodging Tax Committee recommendations to not fund the Jacksonville Community Center

Outdoor Patio Space

Motion by: Councilor Gregg

Seconded by: Councilor Lewis

Roll Call Vote:

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

Nays: 0

Motion Carries

b (c) Jacksonville Chamber of Commerce – New Digital Billboard Advertising - \$12,000

Public Comment: None.

Council Discussion: None.

Move to: Sustain the recommendation of the Tax Committee

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

b (d) Jacksonville Chamber of Commerce – Partial Funding of 2020 Advertising Plan - \$20,870

Public Comment: None.
Council Discussion: None.

Move to: Approval of the Application
Motion by: Councilor Lewis
Seconded by: Councilor McClain

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

b (e) Jacksonville Chamber of Commerce – Hire a Videographer to Create a Video for Jacksonville - \$16,400

Public Comment: None.
Council Discussion: None.

Move to: Adoption of the Committee recommendation
Motion by: Councilor Lewis
Seconded by: Councilor Gregg

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

c. Appoint Budget Officer for FY 2020-21

Public Comment: None.
Council Discussion: Finance Director Bray speaks to local budget law and the requirements to appoint a budget officer. The City of Jacksonville code designates the City Administrator.

Move to: Approval of Jeff Alvis, City Administrator as Budget Officer
Motion by: Councilor Bowen
Seconded by: Councilor Lewis

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

d. Resolution No. R2020-002 – A Resolution Declaring a State of Emergency in the City of Jacksonville Caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States

Public Comment: None.

Council Discussion: The Mayor Reads the resolution by title. City Administrator Alvis speaks to emergency declaration. Councilor Gregg ask about Exhibit A number four. City Administrator Alvis answers.

Move to: Ratify the declaration of state of emergency Resolution No. R2020-002

Motion by: Councilor Bowen

Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nays: 0

Motion Carries

e. Britt Request: Permit Operation through October

Public Comment: None.

Council Discussion: Administrator Alvis speaks to request for extension to the City Council. Councilor Gregg asks for confirmation that all concerts are cancelled for June 2020. Administrative Alvis answers.

Move to: Approve Britt Music and Art Festival request to permit operation through October 2020 with a limit of four events during the shoulder season period.

Motion by: Councilor Lewis

Seconded by: Councilor Bowen

Roll Call Vote:

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

Nays: 0

Motion Carries

f. SDRLF Request for Additional Funds for Water Projects

Public Comment: None.

Council Discussion: Administrator Alvis speaks to process for the federal government budget and the cost change from the original estimate. Councilor Garcia asked for explanation on saved labor for the next five years. Administrator Alvis and Finance Director Bray answers.

Move to: Approve request for additional SDWRLF funds of \$315,000.

Motion by: Councilor Bowen

Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nays: 0

Motion Carries

g. Award Bid – Radio Read Meter Replacement Project

Public Comment: None.

Council Discussion: Administrator Alvis speaks to the bid from Pilot Rock Excavation.

Move to: Award Pilot Rock Excavation Inc. bid in the amount of \$763,465.00 for the Radio Meter Replacement Project

Motion by: Councilor Bowen

Seconded by: Councilor Gregg

Roll Call Vote:

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

Nays: 0

Motion Carries

h. Award Bid – 4th St., California St., Beekman Square

Public Comment: None.

Council Discussion: City Administrator speaks to Award Bid from Central Pipeline.

Move to: Award Central Pipeline bid in the amount of \$498,338.00

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

i. Award Bid – Emergency Power and Pump Station Improvements

Public Comment: None.

Council Discussion: City Administrator speaks to award bid to Pair a Dice Contracting. Councilor Gregg asked if the City has used Pair a Dice Contracting before. Administrator Alvis answers.

Move to: Award Pair a Dice Contracting LLC bid in the amount of \$201,568.00 for emergency generator installation and site improvements for Laurelwood and Maryann pump stations.

Motion by: Councilor Bowen

Seconded by: Councilor Lewis

Roll Call Vote:

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

Nays: 0

Motion Carries

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

- a. Councilor Bowen: No Report.
- b. Councilor McClain: No Report. Great job to staff during this time.
- c. Councilor Casaleggio: There was be a Planning Commission meeting March 11, 2020. Chair Thomas was re-elected for President and Chair Bennington was elected as Vice President and the HARC liaison.
- d. Councilor Gregg: No Report.
- e. Councilor Garcia: No Report.
- f. Councilor Lewis: No Report.
- g. Mayor Becker: No Report.

Administrator Alvis speaks to appreciation to the City Council and discussion on Agenda items and to the future City Council meetings. Administrator Alvis also speaks to 3-year budget projections.

9) ADJOURN 12:17 PM



Paul Becker, Mayor



Angela Watson, City Recorder

Date approved: 5-5-2020