



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA
Virtual Meeting**

IMPORTANT NOTE: Due to COVID-19, this meeting will be hosted virtually on Zoom.

INSTRUCTIONS: You can join the meeting by clicking or entering the following link from your computer, smartphone, or tablet: <https://zoom.us/j/96481838991?pwd=OGRRMXBlaDdDNXIOWFNrczA0MUdLQT09>

You can also call **(669) 900-9128**. When prompted, enter the Meeting ID and passcode: **ID: 964 8183 8991**
Passcode: 144747

**CITY COUNCIL
City Council Meeting**

**February 16, 2021
4:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES**
February 2, 2021
b. BILLS LIST
February 16, 2021
- 3) **ADJOURN**

WORK SESSION

- 1) **OPEN WORK SESSION**
- 3) **IDENTIFY MEETING TOPICS**
- 4) **PRIORITIZE TOPICS**
- 4) **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 2, 2021 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 Casaleggio, McClain, Lewis, Gregg, Selbe, Thompson and Mayor Bowen

Absent:

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

2) **a. MINUTES (minutes from January 5, 2021 meeting)**

Move to: Approval of the minutes for January 5, 2021

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

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

Motion Carries Unanimously

b. BILLS LIST

January 19, 2021

Move to: Approve the bills for January 19th

Motion by: Councilor Thompson

Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

Councilors ask specific questions regarding the bills list. City Administrator Alvis and Finance Director Bray answers.

February 2, 2021

Move to: Approval of the February 2, 2021 bills list as presented

Motion by: Councilor McClain

Seconded by: Councilor Gregg

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

Councilor Thompson asks a specific question regarding 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

Finance Director Bray speaks to:

- The process of the City Council packet distribution. Councilors ask specific question. Finance Director Bray and Administrator Alvis answers.
- Civic Pay going live on the website for citizens to pay bills. Mayor Bowen asks a specific question. Finance Director Bray answers.
- Zoom platform for City Council meetings.

Recorder Watson speaks to:

- The process to upload Zoom onto the website. Researching a platform that will support Zoom audio with the City website.
- Reminds participants attending virtual meetings to be in a quiet space or wear a headset to help cut out feedback during the meetings.

- b. Planning Department** -Ian Foster
- c. Police Department** - Chief Towe
- d. Fire Department** – Interim Fire Chief Painter
- e. Mayor** – Donna Bowen

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. Appointment of Planning Commission Member

Public Comment: None.

Councilor Discussion: Mayor Bowen reads the summary regarding appointment to the Planning Commission.

Motion to: Re-Appoint Roger Thom to the Planning Commission for a term of January 1, 2021 – December 31, 2021

Motion by: Councilor Lewis

Seconded by: Councilor McClain

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

b. Appointment of Budget Committee Members

Public Comment: None.

Councilor Discussion: Mayor Bowen reads to summary regarding Budget Committee members.

Motion to: Appoint Paul Becker for the term ending in 2022

Motion by: Councilor Casaleggio

Seconded by: Councilor Lewis

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

Motion to: Appointment for Budget Committee position ending December 31, 2023, Brad Bennington, Larry Smith and Omer Kem

Motion by: Councilor McClain
Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

Councilor Selbe asks for clarification on process of electing and reappointing Budget Committee Members. Mayor Bowen and Administrator Alvis answers.

Councilor Thompson asks if Omer Kem turned in his Budget Committee re-appointment letter as stated in email in packet. City Administrator Alvis and City Recorder Watson answers.

c. Approval of 2021 Organizational Chart

Public Comment: None.

Councilor Discussion: Mayor Bowen, Administrator Alvis and Finance Director Bray speak to the 2021 Organizational Chart.

Motion to: Approval of the 2021 Organizational Chart

Motion by: Councilor Thompson

Seconded by: Councilor Selbe

Roll Call Vote:

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

Nays: 0

Motion Carries Unanimously

d. Update on the Fire Hall Seismic Retrofit and Second Floor Addition

Public Comment: None.

Councilor Discussion: City Administrator Alvis and Finance Director Bray give the Council an update on the progress of the Fire Hall Seismic Retrofit and Second Floor Addition. Councilors asks specific questions on the project. City Administrator, Finance Director Bray and Fire Chief Painter answers.

e. Discussion on Upcoming Work Sessions

Public Comment: None.

Councilor Discussion: Mayor Bowen speaks to process and expectations of monthly work sessions which will be held at the second meeting of each month at 4:00 pm. Administrator Alvis speaks to the first work session, which will be identifying topics. Mayor Bowen speaks to the second work session meeting which will be a discussion on Fire Safety & Safety Plan for the City of Jacksonville. Councilor McClain speaks to Fire Safety. Administrator Alvis speaks to the Emergency Operation Plan. Councilor Thompson asks about Work Session process and citizen involvement. Mayor Bowen, Administrator Alvis and Finance Director Bray answers. Councilor Selbe asks how he can represent the citizens of Jacksonville for the work sessions. Administrator Alvis answers. Councilor Casaleggio speaks to article regarding Urban Growth Boundary. Administrator Alvis responds.

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

- a. Councilor Casaleggio: The Planning Department will meet Thursday February 4th.
- b. Councilor Gregg: No Report.
- c. Councilor Lewis: Speaks to additional interviews for RVCOG Executive Director position as the applicant who was offered the job declined the offer.
- d. Councilor McClain: Tomorrow will be the Zoom meeting for the Parks and Visitors Services Committee meeting.

- e. Councilor Selbe: Spoke with Dirk Siedlecki regarding Cemetery meetings and gathering volunteers for adopt a plot. Currently no scheduled meeting due to COVID 19.
- f. Councilor Thompson: No Report.
- g. Mayor Bowen: No Report.

7) **ADJOURN: 7:16 pm**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
FEBRUARY 16, 2021

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control PW shop	90.00
A One Exterminators Inc.	quarterly pest control St. Andrews	100.00
Data Center West	monthly IT services	63.89
Elaine Howard Consulting, LLC	Urban Renewal Annual Report FY 2019-2020	650.00
Jarvis Dreyer Glatte & Larsen LLP	Jan 2021 Attorney services	3,300.00
Rogue Valley Council of Governments	senior nutrition program FY 20-21	10,000.00
Rosebud Media LLC	publish UR annual report	209.41
Staples Business Credit	supplies	131.37
Staples Business Credit	logo envelopes	142.69
Straight Up Elevator Co.	NCH elevator maintenance	240.00
Superior Stamp & Sign	stamp for admin	61.50
		14,988.86

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
Data Center West	monthly IT services	70.62
Staples Business Credit	logo envelopes	142.69
		213.31

FIRE PROTECTION FUND

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control	99.00
Data Center West	monthly IT services	27.91
Industrial Source	medical supplies	34.20
Weldons Cleaning Centers	turnout cleaning	28.35
		189.46

POLICE PROTECTION FUND

Vendor Name	Description	Amount
911 Supply	P.D. uniforms	196.98
A One Exterminators Inc.	quarterly pest control	110.00
AlSCO	Janitorial Supplies	93.80
Central Point Cleaners	uniform cleaning	52.00
Data Center West	monthly IT services	26.78
KRP Data Systems	annual LEDS subscription	240.00
Lexipol, LLC	annual law enforcement policy manual & daily bulletins	2,939.00
Quill Corporation	supplies	175.55
Rick Savage Auto Body, LLC	rear bumper repair - unit 4503	310.00
		4,144.11

CEMETERY FUND

Vendor Name	Description	Amount
Blue Mountain Rock	rock for cemetery	65.00
Coastal - White City	shop tools	48.98
Hilton Fuel & Supply	brush and wood debris haul-a-way from Cemetery	30.00
		143.98

STREETS FUND

Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	306.34
Auto Zone	rear turn signal bulb	6.99
Bartlett Tree Service	bike path & G. St. tree removals	1,820.00
Blackbird Shopping Center	STR supplies	89.99
Blackbird Shopping Center	Shop supplies	138.98
Grange Co-Op	ice scrapers	11.97
Medford Tools JBJ Inc.	shop supplies	5.69
		2,379.96

Vendor Name	Description	Amount
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	306.34
Bradley's Excavation Inc.	water & sewer for fire hall modular	2,283.95
Civil West Engineering Services, Inc.	engineering services - new reservoir LOI	1,392.00
Civil West Engineering Services, Inc.	SDWRLF engineering	9,853.67
Data Center West	monthly IT services	26.03
Department of Transportation	DMV records	3.00
Edge Construction Supply Inc.	shop supplies	102.50
Ferguson Waterworks	shop supplies & parts for water repair	933.31
Grange Co-Op	PW employee supplies	138.99
Grover Electric and Plumbing Supply Co.	part for air release valves	43.96
H.D. Fowler	water parts	1,424.26
KAS & Associates Inc.	water engineering	600.00
Medford Tools JBJ Inc.	shop supplies	24.68
Motion & Flow	air release valves	60.80
Neilson Research Corporation	routine water test	105.00
Pacific Electrical Contractors Inc.	trouble shoot pump #1 failure Madrona pump station	440.00
Rogue Valley Council of Governments	SDWRLF grant management	527.17
Staples Business Credit	logo envelopes	142.69
Valley Web Printing	monthly bills	1,413.28
		19,821.63
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	612.68
Bartlett Tree Service	tree removal behind 315 S 5th St.	1,400.00
Dazey's - Hubbard's	shop supplies	2.07
Jacksonville Chamber of Commerce	VIC reimbursement Jan 2021	1,315.70
KAS & Associates Inc.	engineering FP susp. bridge	262.84
Parr Lumber Co.	trex boards to repair bench	265.60
Zoll's Lawn & Garden Equipment	sharpen chains	36.00
		3,894.89
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
Bartlett Tree Service	tree evaluation and recommendations report - Fire Hall	150.00
Rogue Valley Council of Governments	SRGP grant management	677.79
The Galli Group	Geotech- Fire Hall- SRGP	631.25
ZCS Engineering, Inc.	SRGP engineering	2,630.00
		4,089.04
	TOTAL:	49,865.24
APPROVED BY:		DATE:
Table of Acronyms		
FP =	Forest Park	
HPF =	Historic Preservation Fund	
JWA =	Jacksonville Woodlands Association	
NCH =	New City Hall	
O&M	Operation and Management	
PKS =	Parks	

Vendor Name	Description	Amount
PRR =	Public Records Request	
ROW =	Right of Way	
SAFER =	Staffing for Adequate Fire and Emergency Response	
SCADA =	Supervisory Controlled and Data Acquisition (part of Telemetry)	
SDWRLF =	Safe Drinking Water Revolving Loan Fund	
SRGP =	Seismic Rehabilitation Grant Program	
SRAMP =	Seismic Risk Assessment and Mitigation Plan	
SCA =	Small Cities Allotment	
STR =	Streets	
TLT =	Transient Lodging Tax	
VIC =	Visitors Information Center	
WTR =	Water	