



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

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

**INSTRUCTIONS:** You can join the meeting by clicking or entering the following link from your computer, smartphone, or tablet: <https://us06web.zoom.us/j/83947176329?pwd=Nit6aGhVWXB0cis3RDQ3TWJabmp4QT09>

You can also call **(669) 900-9128**. When prompted, enter the Meeting ID and passcode: **ID: 839 4717 6329 Passcode: 707853**

**CITY COUNCIL  
City Council Meeting**

**February 21, 2023  
12:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES**  
February 7, 2023  
**b. BILLS LIST**  
February 21, 2023
- 3) **ADJOURN TO WORK SESSION**

**WORK SESSION**

- 1) **Call to Order**
- 2) **ACTION DISCUSSION ITEMS:**
  - a. **Continue Discussion of the Jacksonville UGB Presentation by Freel & Associates, LLC.**
  - b. **Jacksonville Municipal Code Title No. 2**
  - c. **Open Discussion**
- 3) **ADJOURN**

- 0 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 7, 2023, hosted in-person & via Zoom

### 1) **CALL TO ORDER (includes call to order and roll call of attendees) 6:03 PM**

Present: Councilors Thompson, Gregg, Reed, Casaleggio, Councilor Hellenthal, Council President McClain, and Mayor Bowen (via Zoom)

Absent:

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

Council President McClain speaks to the passing of Dirk Siedlecki and requests a moment of silence.

### 2) **a. MINUTES (minutes from January 17, 2023 meeting)**

Move to: Approve the minutes for January 17, 2023

Motion by: Councilor Thompson

Seconded by: Councilor Casaleggio

Vote:

Ayes (7): Councilors Gregg, Thompson, Casaleggio, Reed, Hellenthal, Mayor Bowen, and Council President McClain

Nays (0):

Motion Carries Unanimously

### **b. BILLS LIST**

#### **February 7, 2023**

Move to: Approval of the bills list for February 7, 2023

Motion by: Councilor Thompson

Seconded by: Councilor Reed

Roll Call Vote:

Ayes (7): Councilors Gregg, Thompson, Casaleggio, Reed, Hellenthal, Mayor Bowen, and Council President McClain

Nay (0):

Motion Carries Unanimously

Councilors ask questions regarding specific items on the bills list. Administrator Alvis answers.

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

Cindy Rasmussen speaks to fast-moving traffic on South Third Street.

Helena Lopez speaks to the Third Street plaza and favors it.

Dan McGeorge speaks to the Third Street plaza and favors it.

JanieTibbals speaks to the traffic on Fifth Street.

### 4) **STAFF / DEPARTMENT REPORTS**

**a. Admin Department** – Administrator Alvis speaks to:

- The Britt tax reimbursements and Resolution. The council asks questions, and Administrator Alvis and Finance Director answer.
- Attending the Planning Commission Meeting representing the Urban Renewal
- No more plastic bottles for water, instead council now has Yeti cups

Finance Director Bray speaks to:

- New iPads
- Accepting Transient Lodging Tax applications through February 28th, the Transient Lodging Tax Committee will convene in March to review applications.

**b. Planning Department** -Ian Foster

**c. Police Department** - Chief Towe

**d. Fire Department** – Fire Chief Painter

**e. Mayor** – Donna Bowen speaks to

- Appointing Michael Sneary as a new Parks Committee member
- Two vacancies on the Budget Committee

## 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. Jacksonville Boosters Annual Report

Public Comment: None.

Council Discussion: Luanne Brunner, President of the Jacksonville Boosters Foundation, gives the 2022 annual report.

### b. Museum Report

Public Comment: None.

Council Discussion: Councilor Greggs reports on the steps to put a Museum in place for the City of Jacksonville. Councilor Thompson asks questions, and Councilor Gregg answers.

### c. Large Event Packet – Chamber Presents a Jacksonville Art and Music Showcase

Public Comment: None.

Council Discussion: Amanda Moreira and Belita Paul-ay speak to the event packet. Councilors ask specific questions regarding the proposed event. Amanda and Belita answer.

Move to: Approval of the large event packet as presented to this council this evening.

Motion by: Councilor Casaleggio

Seconded by: Councilor Reed

Roll Call Vote

Ayes (7): Councilors Gregg, Thompson, Casaleggio, Reed, Hellenthal, Mayor Bowen, and Council President McClain

Nays (0):

Motion Carries

### d. RESOLUTION NO. R2023-001 – A RESOLUTION ACCEPTING THE APPOINTMENTS AND TERMS FOR THE COMMITTEES AND COMMISSIONS AS APPOINTED BY THE MAYOR AND/OR THE CITY COUNCIL

Public Comment: None.

Council Discussion: Council President reads Resolution No. R2023-001 by title only.

Move to: Approve Resolution No. R2023-001

Motion by: Councilor Hellenthal  
Seconded by: Councilor Gregg

Roll Call Vote

Ayes (7): Councilors Gregg, Thompson, Casaleggio, Reed, Hellenthal, Mayor Bowen, and Council President McClain

Nays (0):

Motion Carries

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

- a. Councilor Reed: No Report. Thanks the people who spoke during the public comment.
- b. Councilor Casaleggio: Planning Commission meeting tomorrow.
- c. Councilor McClain: Happy to see a full Parks Committee.
- d. Councilor Gregg: Transient Lodging Tax Committee meeting in March.
- e. Councilor Hellenthal: HARC will not meet in February.
- f. Councilor Thompson: No Report. Addresses the people who spoke during the public comment.
- g. Mayor Bowen: No Report.

7) **ADJOURN 6:50 PM**

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Donna Bowen, Mayor

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Angela Watson, City Recorder

Date approved: \_\_\_\_\_

**CITY OF JACKSONVILLE  
Bills Against the City - City Council  
FEBRUARY 21, 2023**

good.

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
A One Exterminators Inc.	quarterly pest control NCH	105.00
A One Exterminators Inc.	quarterly pest control St. Andrews	100.00
Data Center West	monthly IT services	63.89
Data Center West	pbx server for VOIP phones	49.99
Elaine Howard Consulting LLC	UR annual Report FY 2021-22	750.00
Grants Pass Daily Courier	UR Annual Report FY 2021-22 publishing	287.20
Grounded Electrical	electrical work @ Art Presence	2,734.00
Jarvis Glatte Larsen & Bunick LLP	attorney services Jan 2023	51.00
Rogue Valley Council of Governments	senior nutrition program FY 2022-23	10,000.00
Staples Business Credit	supplies	574.86
		<b>14,715.94</b>
<b>GENERAL FUND - PLANNING DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Data Center West	monthly IT services	70.62
Rogue Valley Council of Governments	contract services for planning Oct 2022	2,783.19
Rogue Valley Council of Governments	contract services for planning Nov 2022	2,597.75
Rogue Valley Council of Governments	contract services for planning Dec 2022	1,902.83
Staples Business Credit	supplies	40.23
		<b>7,394.62</b>
<b>FIRE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
AlSCO	Janitorial Supplies	609.80
American Industrial Door LLC	remote for bay doors	118.17
City of Medford	fuel Jan 2023	450.53
Data Center West	monthly IT services	27.91
Industrial Source	medical supplies	60.72
L.N. Curtis and sons	FD supplies	1,535.00
		<b>2,802.13</b>
<b>POLICE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Accurate Plumbing Electrical & Auto Solutions	plumbing repairs	251.00
Asante Physician Partners	pre-employment screening	120.00
Bi-Mart	bldg. maintenance supplies	59.99
Central Point Cleaners	uniform cleaning	32.00
City of Medford	fuel Jan 2023	1,112.94
Data Center West	monthly IT services	26.78
Deep Woods Embroidery	PD uniforms	74.00
Department of Transportation	DMV records	3.00
KRP Data Systems	LEDS annual subscription	240.00
Lockwoods Automotive	vehicle maintenance	557.69
Lockwoods Automotive	unit 4504 - replaced motor top end and cams	3,381.55
Quench & Drench	vehicle maintenance	34.00
		<b>5,892.95</b>
<b>CEMETERY FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Edge Construction Supply Inc.	safety glasses	29.30
Interstate Batteries of the Rogue River	john deer battery	73.95
		<b>103.25</b>
<b>STREETS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
AlSCO	Janitorial Supplies	471.61
Blue Mountain Rock	rock supply for yard	285.00

Vendor Name	Description	Amount
City of Medford	street sweeper maintenance & service	1,806.67
Geveko Markings Inc.	torch for streets	915.00
Grabowski Paving	road repair on 4th Street	500.00
KAS & Associates Inc.	engineering SCA - Carriage Ln Overlay	480.00
Zumar Industries Inc.	street sign anchors	835.50
		<b>5,293.78</b>
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	471.61
Civil West Engineering Services Inc.	engineering for 3rd St. Waterline replacement	120.00
Core & Main	fire hydrant rebuild kits	2,635.60
Data Center West	monthly IT services	26.03
Edge Construction Supply Inc.	caution/flagging tape paint markers	124.14
GSI Water Solutions Inc.	work on water conservation plan	912.75
H.D. Fowler	water meter parts	4.41
Valley Web Printing	envelopes for monthly bills	1,016.49
Valley Web Printing	monthly bills	1,440.12
		<b>6,751.15</b>
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	943.21
Dazey's - Hubbard's	janitorial supplies	23.96
Dog Waste Depot	dog waste bags for parks	459.80
Hilton Fuel & Supply	tree debris removal	40.00
Jacksonville Chamber of Commerce	VIC Operating Expenses Sept 2022	4,950.81
Jacksonville Chamber of Commerce	Advertising & Promotion Sept 2022	764.99
Jacksonville Chamber of Commerce	VIC Operating Expenses Oct 2022	4,944.34
Jacksonville Chamber of Commerce	Advertising & Promotion Expenses Oct 2022	2,826.11
Jacksonville Chamber of Commerce	VIC Operating Expenses Nov 2022	5,774.18
Jacksonville Chamber of Commerce	Advertising & Promotion Expenses Nov 2022	4,069.43
Jacksonville Chamber of Commerce	VIC Operating Expenses December 2022	4,970.50
Jacksonville Chamber of Commerce	Advertising & Promotion Expenses December 2022	1,439.16
Jacksonville Chamber of Commerce	reimb. Marketing Fund App # MGC01-01-2020-21	3,500.00
Jacksonville Chamber of Commerce	City contribution to Victorian Christmas per budget	1,000.00
Salvador's Landscape Maintenance	parks landscaping	1,440.00
		<b>37,146.49</b>
		<b>TOTAL: 80,100.31</b>
APPROVED BY:	DATE:	
Table of Acronyms		
<b>FP =</b>	Forest Park	
<b>HPF =</b>	Historic Preservation Fund	
<b>JWA =</b>	Jacksonville Woodlands Association	
<b>MEP =</b>	Mechanical / Electrical / Plumbing	
<b>NCH =</b>	New City Hall	
<b>O&amp;M =</b>	Operation and Management	
<b>PKS =</b>	Parks	
<b>PRR =</b>	Public Records Request	
<b>ROW =</b>	Right of Way	
<b>SCADA =</b>	Supervisory Controlled and Data Acquisition (part of Telemetry)	
<b>SDWRLF =</b>	Safe Drinking Water Revolving Loan Fund	

Vendor Name	Description	Amount
<b>SRGP =</b>	Seismic Rehabilitation Grant Program	
<b>SRAMP =</b>	Seismic Risk Assessment and Mitigation Plan	
<b>SCA =</b>	Small Cities Allotment	
<b>STR =</b>	Streets	
<b>TLT =</b>	Transient Lodging Tax	
<b>VIC =</b>	Visitors Information Center	
<b>WTR =</b>	Water	

# Jacksonville City Council Work Session Summary



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## Jacksonville UGB Presentation by Freel & Associates, LLC

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Date: February 17, 2023  
From: Donna Bowen, Mayor

Work Session: February 21, 2023  
Agenda Item: 2a

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### **Synopsis:**

On Tuesday, March 15, 2022, the Planning Department provided a report to the Council on the status of the Urban Growth Boundary (UGB) and the availability of lands within the UGB to accommodate the City's housing and economic needs.

Staff informed the Council that the City received an application for a UGB amendment request from Stage Pass Properties, LLC. The Council held a Works Session to hear about that request on August 16, 2022. Since then, the City received a second application for a UGB amendment from Freel & Associates, LLC.

This work session is intended to be informational to hear about the request from Freel & Associates and for the Council to ask questions regarding the proposal.

The Council has copies of both of the requests.

As a reminder, this is a city-driven process, so it is ultimately a Council determination as to whether the City should pursue a UGB amendment.

### **Exhibits:**

N/A



# Jacksonville City Council Work Session Item Summary



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## Jacksonville Municipal Code Title No. 2

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Date: February 16, 2023  
From: Jeff Alvis, City Administrator

Work Session Meeting: February 21, 2023  
Agenda Item: 2b

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### **Synopsis:**

Councilor Casaleggio will give an update on Jacksonville Municipal Code Title 2.

### **Exhibits:**

N/A