



**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 **(253) 215-8782**. When prompted, enter the Meeting ID and passcode: **ID: 839 4717 6329 Passcode: 707853**

**CITY COUNCIL
City Council Meeting**

**May 16, 2023
12:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES** May 2, 2023
b. BILLS LIST May 16, 2023
- 3) **ADJOURN TO WORK SESSION**

WORK SESSION

- 1) **Call to Order**
- 2) **DISCUSSION ITEMS:**
 - a. **Discussion with Jackson County Sherriff**
 - b. **Blackberry Mitigation – Administrator Alvis**
- 3) **ADJOURN**

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>.

May 2, 2023 at City Hall, 206 N Fifth Street, Jacksonville

CITY COUNCIL MEETING

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

Mayor Bowen announces to the public, the council met in an executive session meeting prior to the City Council meeting.

Present: Councilors McClain, Casaleggio, Hellenthal, Gregg, Reed, Thompson, and Mayor Bowen

Absent:

Staff Present: Administrator Alvis, Finance Director Bray (via Zoom), Planning Director Foster, City Recorder Watson, and Finance Assistant Flenner

2) **a. MINUTES (minutes from April 18, 2023 meeting)**

Move to: Approve the minutes of April 18, 2023

Motion by: Councilor Thompson

Seconded by: Councilor Reed

Vote:

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

Nays (0):

Motion Carries Unanimously

b. BILLS LIST

May 2, 2023

Move to: Approval of the May 2, 2023, bills list as presented

Motion by: Councilor McClain

Seconded by: Councilor Casaleggio

Roll Call Vote:

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

Nay (0):

Motion Carries Unanimously

Councilor Casaleggio speaks to his dissatisfaction with the Urban Renewal Consultant services and the fees charged to the City. Administrator Alvis answers. Councilor Gregg asks a specific question about an item on the bills list. Administrator Alvis answers.

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

Abby McKee, CEO of the Britt Festivals, speaks to a collaborative meeting with residents for the preseason Britt season. She also speaks to an event on June 8 to launch the new season. Abby invited Mayor Bowen to join the event for either a ribbon cutting or a coin toss.

Terry Donovan speaks to the "Citizens for a Safer Jacksonville" and will hold a public meeting on May 24th from 4:30 – 6:00 pm. Ask for a resolution to speeding traffic.

Janie Tibbles comments on police presence on North Oregon Street, and has noticed the traffic has slowed down. Encourages the City to monitor Fifth Street.

Tiger Reed speaks to an incident between him and other players using the Pheasant Meadows tennis courts regarding a reservation system. Ask if the City can post a sign stating the rules of reservations in the public parks since it is prohibited. Mayor Bowen comments signs are coming.

4) **STAFF / DEPARTMENT REPORTS**

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

- Speeding traffic. Chief Towe gave data to Jeff regarding how many people are driving on a street, how many speed, and how many are going the speed limit. In 4 days on S Third St/North of Lily Street there were 737 cars, 3 cars were over 10 miles an hour, then 35, 38, and 41. 25 cars were driving between 25 & 30 miles per hour. The City does have speeders but the number of speeders are not as high as residents may think. Additional solar radars have been purchased. Radar signs do help. The City is listening.
- A sign for “No Reservations” at the tennis courts are forthcoming.

b. **Planning Department** -Ian Foster

c. **Police Department** – Chief Towe

d. **Fire Department** – 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. **Request for Water Service – 483 Old Stage Road**

Public Comment: Jocie Wall asks if water services outside the City limits pay for the City surcharges for the Police Department and Fire Department. Administrator Alvis answers.

Council Discussion: Mayor Bowen reads the summary. Mike Thornton gives presentation to the Council and asks for approval to add a water meter to his property. Council members ask questions. Mike answers. Administrator Alvis and Planning Director also answer questions from council.

Move to: I move that, based on City Council review and the opinion of legal counsel, the requested additional water meter and service outside the City limits for 483 Old Stage Road violates the City’s Comprehensive Plan and the City’s Medford Water Commission Water Supply Agreement and is therefore denied.

Motion by: Councilor Casaleggio

Seconded by: Councilor Reed

Roll Call Vote

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

Nays (0):

Motion Carries

b. **Historic Jacksonville Inc. Facility Use Permit Annual Report and Request for Reduction in Fees**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary. Carolyn Kingsnorth speaks to the Historic Jacksonville Inc. annual report and in addition asks for a reduction in fees that is paid to the City each year. Councilors ask questions. Administrator Alvis and Carolyn answers.

Move to: Waive the 10% fee

Motion by: Councilor McClain
Seconded by: Councilor Casaleggio

Roll Call Vote

Ayes (4): Councilors Casaleggio, Hellenthal, McClain, and Mayor Bowen

Nays (2): Councilors Thompson and Reed

Recused (1): Councilor Gregg

Motion Carries

c. Jacksonville Chamber of Commerce Annual Report

Public Comment: None.

Council Discussion: Amanda Moreira speaks to the Jacksonville Chamber of Commerce Annual Report. Councilors comment and appreciate the new events hosted by the Chamber.

d. Approval of Transient Lodging Tax Grant – Jacksonville Chamber of Commerce

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of the Transient Lodging Tax Grant Jacksonville Chamber of Commerce, as presented

Motion by: Councilor McClain

Seconded by: Councilor Reed

Roll Call Vote

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

Nays (0):

Motion Carries

Councilor Thompson asks if the wineries are contributing in the wine trolley events. Amanda answers.

e. Acceptance of Community Wildfire Protection Plan Grant for Forest Park

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Accept the Community Wildfire Protection Plan Grant for Forest Park

Motion by: Councilor Thompson

Seconded by: Councilor Casaleggio

Roll Call Vote

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

Nays (0):

Motion Carries

f. Acceptance of 2023 Certified Local Government Grant

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Accept the 2023 Certified Local Government Grant as presented

Motion by: Councilor McClain
Seconded by: Councilor Gregg

Roll Call Vote

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

Nays (0):

Motion Carries

6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Reed: speaks to a successful cleanup day at the Cemetery.
- b. Councilor McClain: No report.
- c. Councilor Thompson: May 6th is the Jacksonville Wildfire Community Preparedness Day at D Street parking lot.
- d. Councilor Hellenthal: HARC meeting will be held May 24th.
- e. Councilor Gregg: No report.
- f. Councilor Casaleggio: Planning meeting will be held May 17th.
- g. Mayor Bowen: No Report.

7) **ADJOURN: 7:00 PM**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
MAY 16, 2023

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
Amazon Capital Services	cross cut shredder	183.75
Amazon Capital Services	power strip for computer	27.18
Bill's Glass & Windshields	replace window @ VIC	205.00
Bi-Mart	supplies for VIC	34.99
Blackbird Shopping Center	supplies for billboard @VIC	33.76
C & K Market Inc.	paint for Beekman Bathroom	77.99
C & K Market Inc.	bldg. maintenance supplies	8.99
C & K Market Inc.	bldg. maintenance supplies - Beekman House	87.13
C & K Market Inc.	bldg. maintenance supplies - Art Presence	14.36
C & K Market Inc.	NCH supplies	26.97
C & K Market Inc.	supplies for library fence	7.58
Data Center West	power adapter for headset	20.00
Data Center West	monthly IT services	63.89
Data Center West	pbx server for VOIP phones	49.99
Elaine Howard Consulting LLC	final pay app for UR plan amendment	735.00
Grants Pass Daily Courier	publish budget notice - City	89.75
Grants Pass Daily Courier	publish budget notice - SRS	71.80
Grants Pass Daily Courier	publish budget notice - UR	89.75
Medford Builders Exchange A Inc.	public record request	6.00
Peck Rubanoff & Hatfield	labor attorney services	140.00
Staples Business Credit	supplies	108.17
Superior Stamp & Sign BIG sign fx	name plate for meetings	31.75
US Post Office	annual PO box rental	178.00
		2,291.80

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
C & K Market Inc.	supplies	34.96
Data Center West	monthly IT services	70.62
Staples Business Credit	office supplies	143.00
		248.58

FIRE PROTECTION FUND

Vendor Name	Description	Amount
Active911 Inc.	annual subscription	255.00
AlSCO	janitorial supplies	448.68
Asante Physician Partners	employment screening / physical	37.00
C & K Market Inc.	supplies FD	48.75
City of Medford	fuel - April 2023	54.94
City of Medford	fuel - April 2023	481.58
Data Center West	monthly IT services	27.91
Department of Public Safety Standards & Training	training supplies	46.25
Henry Schein Inc.	medical supplies	169.23
Industrial Source	medical supplies	40.48
Mercy Flights Inc.	medical supplies	284.50
Rogue Community College	tuition for SAFER grant	5,716.00
		7,610.32

POLICE PROTECTION FUND

Vendor Name	Description	Amount
Central Point Cleaners	uniform cleaning	37.50
City of Medford	fuel - April 2023	851.19
Data Center West	monthly IT services	26.78
Lockwoods Automotive	vehicle maintenance	291.05
Quench & Drench	vehicle maintenance	24.00
Quill Corporation	supplies PD	119.95
Rogue Shred LLC	confidential shred	49.60
		1,400.07

Vendor Name	Description	Amount
STREETS FUND		
Vendor Name	Description	Amount
AlSCO	janitorial supplies	350.37
Auto Zone	supplies for vehicle maintenance	9.39
Blue Mountain Rock	Rock for Forest Park Rd	290.00
Blue Mountain Rock	rock for Britt Res Road to block access	45.00
City of Medford	street signs	738.00
Coastal - White City	uniform shirts	139.96
Drake's	supplies for street striping	75.00
KAS & Associates Inc.	engineer	560.00
		2,207.72
WATER FUND		
Vendor Name	Description	Amount
AlSCO	janitorial supplies	350.36
Batteries Plus Bulbs #208	batteries for telemetry at Britt reservoir	796.97
Batteries Plus Bulbs #208	SCADA batteries	113.97
Budge-McHugh Supply Co.	WTR supplies	190.04
C & K Market Inc.	voltage tester for shop	8.99
C & K Market Inc.	shop supplies	63.87
Coastal - White City	WTR supplies	149.99
Data Center West	monthly IT services	26.03
Ferguson Waterworks	WTR supplies	1,769.00
Grover Electric and Plumbing Supply Co.	pressure reducing valve	108.93
H.D. Fowler	water meter parts	59.50
KAS & Associates Inc.	project review	183.52
Neilson Research Corporation	routine water testing	120.00
Pacific Electrical Contractors Inc.	electrical issues at the shop during outage	1,161.00
Platt	heater for Mary Ann P.S.	106.95
		5,209.12
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	janitorial supplies	700.72
C & K Market Inc.	parts for drinking fountain	15.98
C & K Market Inc.	materials to fix trail sign	19.57
C & K Market Inc.	toilet cleaner	8.97
Cantel of Medford	Forest Park signs	432.00
Dazey's - Hubbard's	parks maintenance supplies	25.56
Jacksonville Chamber of Commerce	general promotion March 2023 balance	1,492.95
TRUGREEN	fertilizer for parks	629.73
Zoll's Lawn & Garden Equipment	supplies for equipment maintenance	186.30
		3,511.78
	TOTAL:	22,479.39
APPROVED BY:	DATE:	
Table of Acronyms		
FP =	Forest Park	
HPF =	Historic Preservation Fund	
JWA =	Jacksonville Woodlands Association	
MEP =	Mechanical / Electrical / Plumbing	
NCH =	New City Hall	
O&M =	Operation and Management	

Vendor Name	Description	Amount
PKS =	Parks	
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	

Jacksonville City Council Work Session Summary



Discussion with Jackson County Sheriff

Date: May 9, 2023
From: Jeff Alvis, City Administrator

City Council Work Session: May 16, 2023
Agenda Item: 2a

Synopsis:

Jackson County Sherriff Sickler will be attending the meeting to discuss potential contract police services with Councilors.

Jacksonville City Council Work Session Summary



Blackberry Mitigation – Administrator Alvis

Date: May 9, 2023
From: Jeff Alvis, City Administrator

City Council Work Session: May 16, 2023
Agenda Item: 2b

Synopsis:

Administrator will speak to the progress the City has made on Blackberry Mitigation, including a grant process for homeowners.

The Mayor will be forming an Ad Hoc Committee, which will review grants received.