



**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/83041530584?pwd=eGtvQkhBV3JPZXE0aC80c2lGRk9Cdz09>

You can also call **(669) 900-9128**. When prompted, enter the Meeting ID and passcode: **ID: 830 4153 0584 Passcode: 563912**

**CITY COUNCIL
City Council Meeting**

**June 29, 2023
12:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES** June 20, 2023
b. BILLS LIST June 29, 2023
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker; refer to “Speaking Time Limit” guidelines below:**
- 4) **STAFF / DEPARTMENT REPORTS**
- 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. Speaking Time Limit: To allow equal time for speakers, each speaker has 3 minutes; a reminder will sound, and speaker has another 1 minute to complete presentation. At that time, the chair will sound gavel, ending presentation, and thank the speaker. This rule also applies to reading written communications. There will be no ceding of time among speakers.
 - a. **Accept Bid for Forest Park Fuel Reduction Project**
- 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 online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

June 20, 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) 12:00 PM**
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 June 6, 2023 meeting)**
Move to: Approval of the June 6, 2023 minutes, as presented
Motion by: Councilor McClain
Seconded by: Councilor Gregg

Vote:
Ayes (7): Councilors McClain, Gregg, Thompson, Casaleggio, Reed, Hellenthal, and Mayor Bowen
Nays (0):
Motion Carries Unanimously

Councilor Thompson asks a specific question regarding the minutes.

b. BILLS LIST

June 20, 2023

Move to: Approval of the bills list for June 20, 2023

Motion by: Councilor Thompson

Seconded by: Councilor Hellenthal

Roll Call Vote:

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

Nay (0):

Motion Carries Unanimously

Councilor Thompson asks a specific question regarding an item on the bills list. Administrator Alvis answers.

- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**
Cindy Rasmussen comments on police officer hire.

4) STAFF / DEPARTMENT REPORTS

a. Admin Department – Jeff Alvis speaks to:

- Accepting and opening bids for the fuel reduction at 2 o'clock today.
- Nunan Park gazebo is being updated.
- 100th anniversary of the wall that went up in the cemetery.
- Speaks to RVSS relining pipes around town.

Angela Watson speaks to the Children's Festival event happening July 8-10, 2023

b. Planning Department -Ian Foster

- c. **Police Department** – Chief Towe
- d. **Fire Department** – Fire Chief Painter
- e. **Mayor** – Donna Bowen advises Council that Finance Director Bray will be on vacation for one week.

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 Permit – July Fourth Mayor’s Picnic**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of Mayors 2023 July 4th picnic as presented

Motion by: Councilor Casaleggio

Seconded by: Councilor Thompson

Roll Call Vote

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

Nays (0):

Motion Carries

Councilor Thompson comments and thanks the volunteers of the Boosters Club for putting it on and Councilor Casaleggio for organizing the event. Councilor Gregg asks if the event is on Monday or Tuesday. Administrator Alvis answers.

b. **OLCC Application – Jefferson Farm Kitchen**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of the OLCC application by Jefferson Farm Kitchen as presented

Motion by: Councilor McClain

Seconded by: Councilor Casaleggio

Vote

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

Nays (0):

Motion Carries

Councilor Hellenthal requested Kristin to complete the OLCC application.

c. **RESOLUTION NO. R2023-002 – A Resolution Adopting The Budget For The City Of Jacksonville For The Next Fiscal Year Commencing July 1, 2023, Making Appropriations, Imposing The Tax And Category The Tax**

Public Comment: None.

Council Discussion:

Move to: Approval of Resolution No. R2023-002 –A Resolution Adopting The Budget For The City Of Jacksonville For The Next Fiscal Year Commencing July 1, 2023, Making Appropriations, Imposing The Tax And Category The Tax

Motion by: Councilor Thompson
Seconded by: Councilor Gregg

Roll Call Vote

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

Nays (0):

Motion Carries

Councilor McClain asks for clarification when reading the Resolution numbers. Zero vs. the letter O.
Administrator Alvis responds.

Councilor Thompson speaks to itemization regarding “personnel services” which is a standard when making the budget. Administrator Alvis responds.

d. **RESOLUTION NO. R2023-003 – A Resolution Certifying That The City Of Jacksonville Provides Four Or More Municipal Services To Be Eligible To Receive State Shared Revenue**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of Resolution No R2023-003

Motion by: Councilor McClain

Seconded by: Councilor Reed

Roll Call Vote

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

Nays (0):

Motion Carries

e. **RESOLUTION NO. R2023-004 – A Resolution Declaring The City’s Election To Receive State Revenues**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approve Resolution No. R2023-004 A Resolution Declaring The City’s Election To Receive State Revenues

Motion by: Councilor Thompson

Seconded by: Councilor Hellenthal

Roll Call Vote

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

Nays (0):

Motion Carries

f. **First Reading of ORDINANCE NO. O2023-003 – An Ordinance Increasing The Monthly Amount Of The Police Protection Surcharge As Identified In Chapter 3.02, Police Protection Act, Of The Jacksonville Municipal Code**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary and reads the Ordinance in its entirety.

Move to: Approval with a qualification. Ordinance No. O2023-003, you having read the title. Proviso, the Charter reads as follows. "The City of Jacksonville ordinance's as follows:" That is what our Charter says, and that is the way it should read.

Motion by: Councilor Casaleggio

Seconded by: Councilor Thompson

Roll Call Vote

Ayes (6): Councilors Gregg, Thompson, Casaleggio, McClain, Hellenthal, and Mayor Bowen

Nays (1): Councilor Reed

Motion Carries

Councilor Reed speaks to rate increase.

6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Reed: No Report.
- b. Councilor McClain: No Report.
- c. Councilor Thompson: No Report.
- d. Councilor Hellenthal: HARC will meet on Wednesday, June 21st.
- e. Councilor Gregg: No report.
- f. Councilor Casaleggio: No report.
- g. Mayor Bowen: Invites everyone to the Mayors July 4th Picnic.

7) **ADJOURN to Work Session: 12:30 PM**

WORK SESSION

1) **Call to Order**

2) **DISCUSSION ITEMS**

- a. **Visitor Information Center Management Agreement Renewal Reminder**
Council was reminded the Visitor Information Center Management Agreement is coming up for renewal in September.
- b. **Jacksonville Municipal Code Title 2**
Councilor Casaleggio speaks to final changes to Title 2.
- c. **Jacksonville Municipal Code Title 7**
Councilor Casaleggio speaks to Title 7 suggested changes.
- d. **Plantings around town**
Mayor Bowen speaks to community beautification around the downtown of Jacksonville.
- e. **Introduction of Traffic Calming Ideas**
Administrator Alvis introduces Wesley Green, who gives a presentation on ideas to slow traffic in Jacksonville.

3) **ADJOURN 1:27 PM**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

Transcribed by: Angela Watson

CITY OF JACKSONVILLE
Bills Against the City - City Council
JUNE 29, 2023

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control - St. Andrews Church	100.00
A One Exterminators Inc.	Pest Control @ Beekman House	495.00
A One Exterminators Inc.	quarterly pest control - PW shop	90.00
Hornecker Cowling LLP	land use attorney services May 2023	255.00
Jarvis Glatte Larsen & Bunick LLP	attorney services May 2023	994.50
Rogue Shred LLC	confidential shred	17.40
WCP Solutions	paper for offices	112.40
		2,064.30

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
Rogue Shred LLC	confidential shred	17.40
WCP Solutions	paper for offices	56.20
		73.60

FIRE PROTECTION FUND

Vendor Name	Description	Amount
City of Medford	fire pumper maintenance	2,623.10
City of Medford	Fuel - May	598.35
Henry Schein Inc.	medical supplies	691.38
Industrial Source	medical supplies	60.72
		3,973.55

POLICE PROTECTION FUND

Vendor Name	Description	Amount
Central Point Cleaners	Uniform Cleaning	45.00
City of Medford	Fuel - May	833.17
Pathway Enterprises Inc.	janitorial services	155.60
Quench & Drench	vehicle maintenance	104.90
		1,138.67

CEMETERY FUND

Vendor Name	Description	Amount
Zoll's Lawn & Garden Equipment	tune up kit for weed eater	65.25
Zoll's Lawn & Garden Equipment	tune up kit for mower	31.20
		96.45

STREETS FUND

Vendor Name	Description	Amount
Advantage Tire	brakes for PW vehicle	1,072.00
Bartlett Tree Service LLC	remove dead black walnut & dead english walnut trees	2,160.00
Bartlett Tree Service LLC	pruning & removal of trees @ Veteran's Park	5,880.00
Interstate Batteries of the Rogue River	battery for fuel trailer	125.95
Les Schwab Tire Center	wheels for mower	282.10
Sherwin-Williams	paint supplies for STR	246.40
Zoll's Lawn & Garden Equipment	mower repairs	336.95
Zoll's Lawn & Garden Equipment	tune up kit for weed eater	65.25
Zoll's Lawn & Garden Equipment	riding mower for streets	5,516.30
		15,684.95

WATER FUND

Vendor Name	Description	Amount
Amazon Capital Services	monitor for telemetry	94.60
Bradley's Excavation Inc.	Grove St. - replace 2 service lines	2,975.75
Budge-McHugh Supply Co.	copper for water service lines	872.10
Budge-McHugh Supply Co.	supplies for water break on Grove St.	436.05
Les Schwab Tire Center	brakes for PW vehicle	1,452.96
Rogue Metals and Supply	cover for manhole	81.00
Rogue Valley Backflow Service	backflow testing	1,406.85
Studio FuwaFuwa	water conservation rack cards	680.00

Vendor Name	Description	Amount
Valley Web Printing	monthly bills	1,438.86
WCP Solutions	paper for offices	56.20
		9,494.37
PARKS FUND		
Vendor Name	Description	Amount
Applegate Rogue Building Company	repair & rebuild pergola	5,000.00
Budge-McHugh Supply Co.	supplies for water fountains	162.10
Budget Lumber	supplies for parks	73.64
Jacksonville Chamber of Commerce	VIC reimb. April 2023	6,736.77
Jacksonville Chamber of Commerce	VIC reimb. May 2023	6,819.35
Jacksonville Chamber of Commerce	VIC FY 2022-2023 expenditures approved for reimb.	3,934.77
Jacksonville Chamber of Commerce	Tourism & Promotion FY 2022-2023 expenditures approved for reimb.	7,215.21
Pathway Enterprises Inc.	public restrooms cleaning	2,755.91
Zoll's Lawn & Garden Equipment	supplies for weed eater	36.60
		32,734.35
SDC FUND		
Vendor Name	Description	Amount
Applegate Rogue Building Company	repair & rebuild pergola	12,716.13
		12,716.13
		TOTAL: 77,976.37
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	
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 Agenda Item Summary



Accept Bid for Forest Park Fuel Reduction Project

Date: June 27, 2023
From: Jeff Alvis, City Administrator

City Council Meeting: June 29, 2023
Agenda Item: 5a

Synopsis:

One bid was received for the fuel reduction project at Forest Park which was in the allowed budget of the grant.

Fiscal Impact:

Per grant

Recommendations:

Staff recommends accepting the bid

Exhibits:

Exhibit A – Bid Documents

Bidder Name Grayback Forestry, Inc.

Bid Schedule

HAZARDOUS FUELS REDUCTION PROJECT

Forest Park Treatment Units

Unit	Treatment	Qty	Units	Unit Price	Total Price
Unit 1*	Layout, Cut, Thin, Prune, Hand Pile, Cover	42	acres	\$ 2,422.21	\$ 101,732.82
Unit 1*	Burn Hand Piles	42	acres	\$ 184.28	\$ 7,739.76
Unit 2	Cut, Thin, Prune, Hand Pile, Cover	48	acres	\$ 2,422.21	\$ 116,266.08
Unit 2	Burn Hand Piles	48	acres	\$ 184.28	\$ 8,845.44
Unit 3	Cut, thin, Prune, Hand Pile, Cover	93	acres	\$ 2,151.42	\$ 200,082.06
Unit 3	Burn Hand Piles	93	acres	\$ 140.00	\$ 13,020.00
Unit 4**	Cut, Thin, Prune, Hand Pile, Cover	22	acres	\$ 1,673.70	\$ 36,821.40
Unit 4**	Burn Hand Piles	22	acres	\$ 114.19	\$ 2,512.18

* Includes unit layout by contractor (minimum of 250 feet (slope distance) from trail both sides of ridge; 275 feet maximum) plus 50-60 foot buffer at north end of Unit-1. Estimated acreage is based on 275 feet, both sides.

** Option unit if funds allow.

Amount of Bid \$ 487,019.74

Bid price written out in words: Four Hundred Eighty Seven Thousand, Nineteen

Dollars and Seventy Four Cents.