



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA
New 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/86482853769?pwd=Zmc4TmtlWHBMR2ZtUGVUL3dGc3pqZz09>

You can also call **(669) 900-9128**. When prompted, enter the Meeting ID and passcode: **ID: 864 8285
3769 Passcode: 542859**

Executive Session – Per ORS 192.660 2(a) and (d)

July 5, 2022 5:00 pm

Discussion on Personnel and Labor Negotiations– this session is closed to the public.

**CITY COUNCIL
City Council Meeting**

**July 5, 2022
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES**
June 21, 2022
b. BILLS LIST
June 29, 2022 – Final Fiscal Year Bill Pay
July 5, 2022
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below: (click the raise hand feature if you are web-based, or press *9 if you are using a phone)**
- 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. **Approval of New Hire – Jullie Flenner**
 - b. **First Reading of Ordinance No. O2022-002 – An Ordinance Increasing the Monthly Amount of the Fire Protection Surcharge as Identified in Chapter 3.01, Fire Protection Act, of the Jacksonville Municipal Code.**
- 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 21, 2022 at New City Hall, 206 N Fifth Street, Jacksonville

CITY COUNCIL WORK SESSION MEETING

1) CALL TO ORDER: 12:00 pm

Present: Councilors Casaleggio, McClain, Gregg, Selbe, Lewis, and Mayor Bowen

Absent: Councilor Thompson

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

2) WORK SESSION ITEMS

a. Jacksonville Municipal Code Title 4

Councilor Discussion: Councilor Casaleggio summarizes the suggested changes he sees that need to be made in the Jacksonville Municipal Code Title 4. Councilors discuss ideas regarding Committee and Commission groups listed in the Code. The City Administrator asks if the verb “shall” can be changed to “may.” Councilor Casaleggio comments. Title 4 will come back to another work session for a detailed discussion.

b. Transient Lodging Tax Revenue Disposition and Visitors Information Center Management Agreement with Presentation by Jacksonville Chamber of Commerce

Councilor Discussion: Amanda Moreira speaks about the Visitor Information Center’s Marketing Plan. Arlis Duncan speaks to Council about the bookkeeping and records kept and presented to the Council. Finance Director Bray asked for clarifications of which items pertained to the Visitor Information Center expenses as it is unclear in the reports given to the City. Arlis Duncan answers. Councilors ask multiple questions regarding marketing plans, grants, a clear set of finances, and who is the Executive Director of the Visitor Information Center. Amanda Moreira and Arlis Duncan answer.

Mike Thornton speaks to the Council and requests they postpone moving forward with the Transient Lodging Tax Revenue Disposition in hopes of turning the disposition back to the Transient Lodging Tax Expenditure Committee for review and allowing them to give the City Council a recommendation. Council liked the idea of holding off and allowing the Transient Lodging Tax Expenditure Committee to hold an additional meeting.

Bob Hackett with Travel Southern Oregon spoke to Council, explained the Oregon Revised Statutes (ORS) for lodging tax, and stated he was available as a resource. Councilors ask questions regarding the impact of tourism on the Police and Fire departments. Bob answers.

3) COUNCIL REPORTS

- a. Councilor Gregg: No Report.
- b. Councilor Lewis: RVCOG will meet on June 22, 2022.
- c. Councilor Selbe: Gives report regarding Cemetery Commission meeting from June 20, 2022.
- d. Councilor Casaleggio: No Report.
- e. Councilor McClain: speaks to the Parks and Visitor Services Committee meeting on June 20, 2022.
- f. Councilor Thompson: Absent.
- g. Mayor Bowen: Speaks to the July 4th Mayors Picnic.

4) ADJOURN: 12:57 pm

CITY COUNCIL MEETING

Transcribed by: Angela Watson

1) **CALL TO ORDER (includes call to order and roll call of attendees) 1:05 pm**

Present: Councilors Casaleggio, McClain, Gregg, Selbe, Lewis, and Mayor Bowen

Absent: Councilor Thompson

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

2) **a. MINUTES (minutes from June 7, 2022 meeting)**

Move to: Approval

Motion by: Councilor Gregg

Seconded by: Councilor McClain

Vote:

Ayes (6): Councilors Casaleggio, Selbe, McClain, Gregg, Lewis, and Mayor Bowen

Nays (0):

Motion Carries Unanimously

b. BILLS LIST

June 21, 2022

Move to: Approval of the bills list for June 21, 2022

Motion by: Councilor Casaleggio

Seconded by: Councilor Selbe

Roll Call Vote:

Ayes (6): Councilors McClain, Lewis, Casaleggio, Gregg, Selbe, and Mayor Bowen

Nay (0):

Motion Carries Unanimously

Mayor Bowen asks if there are any public comments on items not on the Agenda. No comments from the public.

3) **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. Transient Lodging Tax Revenue Disposition

Public Comment: Amanda Moreira speaks to support Transient Lodging Tax Funds, her education, background experience, and the history of the Jacksonville Chamber for the prior two years, working through the COVID pandemic.

Helena Lopez speaks in favor of keeping the current contract for the Visitor Information Center.

Brian Dunn speaks to support of the Visitor Information Center, the potential recession, and how it affects the travel industry.

Councilor Discussion: None.

Move to: Table Resolution No R2022-007 for a period of 60 days

Motion by: Councilor Casaleggio

Seconded by: Councilor Lewis

Discussion between staff and council regarding voting on the correct agenda item.

Councilor Casaleggio withdraws the motion.

Move to: Continue current Resolution for 60 days.
Motion by: Councilor Casaleggio
Seconded by: Councilor Lewis

Discussion between the staff and Council verifying the motion matches the correct agenda item.

Councilor Casaleggio withdraws the motion.

Move to: Continue the current Transient Lodging Disposition for 60 days, starting June 30, 2022
Motion by: Councilor Casaleggio
Seconded by: Councilor Lewis

Roll Call Vote:
Ayes (6): Councilors McClain, Lewis, Gregg, Casaleggio, Selbe, and Mayor Bowen
Nays (0):
Motion Carries Unanimously

b. RESOLUTION NO R2022-007 – A Resolution Specifying Disposition of Lodging Tax Proceeds and Lodging Tax Grant Criteria

Public Comment: None.

Councilor Discussion: None.

Move to: Table Resolution No R2022-007.
Motion by: Councilor Casaleggio
Seconded by: Councilor Lewis

Roll Call Vote:
Ayes (6): Councilors McClain, Lewis, Gregg, Casaleggio, Selbe, and Mayor Bowen
Nays (0):
Motion Carries Unanimously

c. Visitor Information Center Management Agreement

Public Comment: None.

Councilor Discussion: None.

Move to: Extend the existing Visitor Information Center Management Agreement for a period of 60 days starting June 30, 2022

Motion by: Councilor Casaleggio
Seconded by: Councilor Lewis

Roll Call Vote:
Ayes (6): Councilors McClain, Lewis, Gregg, Casaleggio, Selbe, and Mayor Bowen
Nays (0):
Motion Carries Unanimously

Administrator Alvis requested to give an update to Council :

- Speaks to and gives an update on the prior appeal for Loop Road.
- Speaks to the postponement of the Grant application for a pickleball court.
- Speaks to pedestrian way vacate that will come in City Council July 19th.

4) **ADJOURN: 1:27 pm**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
JUNE 29, 2022 - FINAL BILL PAY

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
Bi-Mart	supplies for 4th of July picnic	98.61
Blackbird Shopping Center	supplies to repair BBQ	134.62
Industrial Source	fire extinguisher maintenance	87.29
League of Oregon Cities	LOC budget class	158.00
Party Place	tables & chairs for 4th July Picnic	480.00
Rosebud Media LLC	open position postings	77.98
Superior Stamp & Sign	stamp for admin.	61.50
WCP Solutions	paper for offices	96.80
		1,194.80

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
League of Oregon Cities	LOC budget class	79.00
WCP Solutions	paper for offices	48.40
		127.40

FIRE PROTECTION FUND

Vendor Name	Description	Amount
Cascade Fire Equipment	Uniform pants	120.00
Henry Schein Inc.	medical supplies	770.15
Industrial Source	medical supplies	36.80
Rogue Community College	tuition for intern/SAFER grant	50.00
Rogue Disposal Environmental Svcs	disposal FD	59.08
Tami Smith Alterations	uniform alterations	15.00
Weldon's Cleaning Center	uniform cleaning	114.50
		1,165.53

POLICE PROTECTION FUND

Vendor Name	Description	Amount
Rogue Shred LLC	confidential shred	41.10
		41.10

STREETS FUND

Vendor Name	Description	Amount
Bartlett Tree Service LLC	tree removal / multiple trees & locations	8,270.00
Bradley's Excavation Inc.	service line repair	1,259.00
Coastal - White City	new chain saw	1,589.99
Dazey's - Hubbard's	smaller trash cans	131.96
Dazey's - Hubbard's	lawn mower part	15.95
KAS & Associates Inc.	engineering for Carriage Lane	105.00
Rodda Paint	glass beads for striping	81.96
Sherwin-Williams	paint for streets	705.30
		12,159.16

WATER FUND

Vendor Name	Description	Amount
Batteries Plus Bulbs #208	batteries for backup system	39.98
Blackbird Shopping Center	PW employee boots	101.21
Budge-McHugh Supply Co.	copper for service lines	546.12
Budge-McHugh Supply Co.	spare repair clamps	1,040.85
Budge-McHugh Supply Co.	water tap for shop	112.45
Buffaloe Graphics	PW uniforms	36.00
Edge Construction Supply Inc.	PPE and rubber hose for shop	129.72
Ferguson Waterworks	meter lids & supplies	2,574.48
League of Oregon Cities	LOC budget class	79.00
Valley Web Printing	monthly bills	1,672.10
WCP Solutions	paper for offices	48.40
		6,380.31

Vendor Name	Description	Amount
PARKS FUND		
Vendor Name	Description	Amount
Batteries Plus Bulbs #208	batteries for splash pad	35.94
Budge-McHugh Supply Co.	parts for drinking fountains	184.61
Budget Lumber	concrete for parks	5.40
Dazey's - Hubbard's	helmet/face shield for J.W.A.	49.50
Grover Electric and Plumbing Supply Co.	drinking fountain repair	10.40
Grover Electric and Plumbing Supply Co.	spray park supplies	17.79
Pathway Enterprises Inc.	parks restrooms cleaning	2,624.68
Pronto Print	donation envelopes	155.97
Pronto Print	donation envelopes	155.97
Rogue Valley Council of Governments	parks grant management	157.48
Salvador's Landscape Maintenance	parks & lawn maintenance	2,020.00
Zoll's Lawn & Garden Equipment	parts for weed eater	31.30
		5,449.04
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
Marquess & Associates Inc.	MEP fire hall	380.00
Rogue Valley Council of Governments	SRGP grant management	944.88
ZCS Inc.	Fire Hall 2nd floor addition	2,390.00
ZCS Inc.	SRGP expenditures	3,840.00
		7,554.88
	TOTAL:	34,072.22
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	

**CITY OF JACKSONVILLE
Bills Against the City - City Council
JULY 5, 2022**

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
League of Oregon Cities	annual dues	2,895.20
Springbrook Holding Company LLC	springbrook annual renewal	1,375.74
		4,270.94

FIRE PROTECTION FUND

Vendor Name	Description	Amount
Asante	annual supervising physican	1,075.00
Springbrook Holding Company LLC	springbrook annual renewal	1,375.74
		2,450.74

POLICE PROTECTION FUND

Vendor Name	Description	Amount
Springbrook Holding Company LLC	springbrook annual renewal	1,375.73
		1,375.73

STREETS FUND

Vendor Name	Description	Amount
Springbrook Holding Company LLC	springbrook annual renewal	1,375.74
		1,375.74

WATER FUND

Vendor Name	Description	Amount
Springbrook Holding Company LLC	springbrook annual renewal	1,375.74
		1,375.74

PARKS FUND

Vendor Name	Description	Amount
Springbrook Holding Company LLC	springbrook annual renewal	1,375.73
		1,375.73

TOTAL: 12,224.62

APPROVED BY:

DATE:

Table of Acronyms

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HPF =	Historic Preservation Fund
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Jacksonville City Council Agenda Summary



Approval of New Hire – Jullie Flenner

Date: June 29, 2022
From: Stacey Bray, Finance Director

City Council Meeting: July 5, 2022
Agenda Item: 5a

Synopsis:

Staff posted for the upcoming vacant position of Utility Clerk on June 7, 2022. We quickly received four applications with a stand out candidate for the position.

Jullie Flenner has been working for Medford Water Commission for seven years as a Customer Service Lead; leading a team of four people. At Medford Water she was responsible for managing the collections process, answering phone calls, assisting customers with their account, setting up new accounts and handling customer payments. Jullie came with great references and will be a tremendous asset to our Public Works Department, Finance Department and to the City.

Fiscal Impact:

Per Budget

Recommendation:

Staff recommends approving the hiring of Jullie Flenner

Exhibits

N/A

Jacksonville City Council Agenda Item Summary



First Reading of Ordinance No. O2022-002 – An Ordinance Increasing the Monthly Amount of the Fire Protection Surcharge as Identified in Chapter 3.01, Fire Protection Act, of the Jacksonville Municipal Code

Date: June 30, 2022
From: Jeff Alvis, City Administrator

City Council Meeting: July 5, 2022
Agenda Item: 5b

Synopsis:

The Budget Committee approved increasing the Fire Protection Surcharge by \$7 per month, which is a total \$42 per month, for the FY 2022-2023 Budget, with an additional increase of \$1 to the monthly surcharge for the next three fiscal years.

FY 2022-2023 an increase of \$7 per month for a total of \$42.00 per month
FY 2023-2024 an increase of \$1 per month for a total of \$43.00 per month
FY 2024-2025 an increase of \$1 per month for a total of \$44.00 per month
FY 2025-2026 an increase of \$1 per month for a total of \$45.00 per month

The FY 2022-2023 Budget was adopted by Council on June 7, 2022 per recommendation of the Budget Committee.

Ordinance No. O2022-002 comes before Council for the first reading. The second reading and adoption will be on the July 19, 2022 agenda. The increase to the Fire Protection Surcharge will be effective 30 days from the adoption of the Ordinance.

Fiscal Impact:

As above

Recommendations:

Staff recommends approval of the first reading of Ordinance No. O2022-001, with the second reading by title only on July 19, 2022.

Exhibits:

Exhibit A – Ordinance O2022-002

ORDINANCE NO. O2022-002

AN ORDINANCE INCREASING THE MONTHLY AMOUNT OF THE FIRE PROTECTION SURCHARGE AS IDENTIFIED IN CHAPTER 3.01, FIRE PROTECTION ACT, OF THE JACKSONVILLE MUNICIPAL CODE.

WHEREAS, the City Council has determined that the Fire Protection Surcharge amount as identified Chapter 3.01 of the Jacksonville Municipal code is insufficient to provide an adequate level of Fire Protection Services, and;

WHEREAS, the City Council has determined that inadequate fire and medical coverage exist, therefore the surcharge will be increased effective August 19, 2022, as allowed by the Jacksonville Municipal Code 3.01 and approved by the Budget Committee and the City Council, and;

WHEREAS, the City Council finds that the proposed changes comply with and conform to the corresponding sections of the Jacksonville Municipal Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, OREGON, ORDAINS AS FOLLOWS:

Effective August 19, 2022 and annually thereafter through FY 2026-2027 the Fire Protection surcharge revenues shall be increased as set forth on Exhibit 'A' of this ordinance, attached hereto.

Signed by me in open session in authentication of its passage this 19th day of July 2022

Donna Bowen, Mayor

ATTEST:

Angela Watson, Recorder

City Council
July 5, 2022
Agenda Item 5b
Exhibit A

ORDINANCE NO. O2022-002

EXHIBIT A

Fire Protection Surcharge fees per month per unit:

Current FY 2021-2022	FY 2022-2023	FY 2024-2025	FY 2025-2026	FY 2026-2027
\$35	\$42	\$43	\$44	\$45