



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

**IMPORTANT NOTE:** Due to COVID-19 masks are required to be worn in indoor spaces. This meeting will continue to be open to the public and will also be hosted virtually on Zoom for those who would like to attend virtually.

**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**

**September 21, 2021  
12:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES**  
September 7, 2021
- b. BILLS LIST**  
September 21, 2021
- 3) **ADJOURN**

**WORK SESSION**

- 1) **OPEN WORK SESSION**
- 2) **COUNCILOR REPORTS**
- 3) **OPEN DISCUSSION**
- 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](http://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>.

## September 7, 2021, hosted in-person & via Zoom 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, Selbe, Thompson, Gregg, and Mayor Bowen

Absent: Councilor Lewis

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

### 2) **a. MINUTES (minutes from August 17, 2021 meeting)**

Move to: So moved

Motion by: Councilor McClain

Seconded by: Councilor Thompson

Roll Call Vote:

Ayes 4: Councilors McClain, Thompson, Gregg, and Mayor Bowen

Nays 0

Abstain 2: Councilors Casaleggio and Selbe

Motion Carries Unanimously

Councilor McClain asked for a minor change in the minutes.

### **b. BILLS LIST**

#### **September 7, 2021**

Move to: Approve the bills list of September 7, 2021

Motion by: Councilor Thompson

Seconded by: Councilor McClain

Roll Call Vote:

Ayes 6: Councilors McClain, Thompson, Gregg, Casaleggio, Selbe, and Mayor Bowen

Nay 0

Motion Carries Unanimously

Administrator Alvis speaks to reoccurring bills for water.

### 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

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. Appointment of Historic and Architectural Review Commission Member**

Public Comment: None.

Councilor Discussion: Ray Wedel speaks to Council about why he would like to volunteer for the HARC Committee. Council asks questions, and Wedel answers.

Ryan Hess withdraws his application and speaks to Council on why he thinks Ray Wedel is an appropriate fit for the HARC Committee. Ryan wants to serve the City of Jacksonville on another Committee.

Motion to: Approval of Mr. Ryan's gracious effort in ceding to Cornell Ray Wedel position for HARC

Motion by: Councilor Casaleggio

Seconded by: Councilor Selbe

Roll Call Vote:

Ayes 6: Councilors McClain, Thompson, Gregg, Casaleggio, Selbe, and Mayor Bowen

Nays 0

Motion Carries Unanimously

**b. OLCC Liquor License Application Jacksonville Inn**

Public Comment: None.

Councilor Discussion: Jeremy and Randee Leever speak to Council regarding new ownership of the Jacksonville Inn and the OLCC application before Council.

Motion to: Approval of the OLCC Liquor License Application for Jacksonville Inn

Motion by: Councilor McClain

Seconded by: Councilor Thompson

Roll Call Vote:

Ayes 6: Councilors McClain, Thompson, Gregg, Casaleggio, Selbe, and Mayor Bowen

Nays 0

Motion Carries Unanimously

**c. Jacksonville Chamber of Commerce Victorian Christmas Event Packet**

Public Comment: None.

Councilor Discussion: Robert Roos and Amanda Moreira speak to Council regarding the Victorian Christmas Event Packet.

Motion to: Approve the Jacksonville Chamber of Commerce Victorian Christmas Event Packet

Motion by: Councilor Selbe

Seconded by: Councilor Thompson

Roll Call Vote:

Ayes 6: Councilors McClain, Thompson, Gregg, Casaleggio, Selbe, and Mayor Bowen

Nays 0

Motion Carries Unanimously

The Council asks specific questions regarding the event packet. Robert and Amanda answer.

**d. St. Andrew's Church Lease Agreement Renewal**

Public Comment: None.

Councilor Discussion: Mayor Bowen speaks to the renewal.

Motion to: Approval of the St Andrew's Lease Agreement Renewal

Motion by: Councilor Casaleggio

Seconded by: Councilor McClain

Roll Call Vote:

Ayes 6: Councilors McClain, Thompson, Gregg, Casaleggio, Selbe, and Mayor Bowen

Nays 0

Motion Carries Unanimously

Councilor Thompson asks questions regarding the amount of the rent. Mayor Bowen and Administrator Alvis answer. Councilor Thompson made a recommendation to review all City property during a Work Session Meeting.

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

- a. Councilor Casaleggio: Next Planning Commission will meet on September 29<sup>th</sup>.
- b. Councilor Gregg: No Report for Transient Lodging Committee. He suggested a Study Session on the different types of businesses in the City of Jacksonville. Councilor Gregg has concerns with the amount of wine tasting rooms coming into the City of Jacksonville.
- c. Councilor McClain: No Report.
- d. Councilor Selbe: No Report
- e. Councilor Thompson: No Report
- f. Councilor Lewis: Absent.
- g. Mayor Bowen: Speaks to:
  - Reviews the notes sent to the City for good work.
  - The 1st anniversary of the Almeda fires, the efforts Council put into the comprehensive and safety plan this last year, and Evacuation map that has been put together and released to the citizens of Jacksonville.
  - The three vaccine clinics put on by OHA will be held in the Assembly Room.

7) **ADJOURN: 6:38 pm**

\_\_\_\_\_  
Donna Bowen, Mayor

\_\_\_\_\_  
Angela Watson, City Recorder

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

**CITY OF JACKSONVILLE  
Bills Against the City - City Council  
SEPTEMBER 21, 2021**

**GENERAL FUND - ADMINISTRATION DEPARTMENT**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Affordable Telephone	cabling for VOIP phones @ PW shop	217.90
Amazon Capital Services	air purifiers for offices	239.98
C & K Market Inc.	supplies for building maintenance	37.97
Data Center West	monthly IT services	63.89
Data Center West	pbx server for VOIP phones	49.99
Data Center West	VOIP phones	1,470.00
Dazey's - Hubbard's	lock repair NCH	17.54
Jarvis Dreyer Glatte & Larsen LLP	Attorney svcs August 2021	1,050.00
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	2,515.38
League of Oregon Cities	PW job posting	20.00
Mighty.net LLC	VOIP phone system set up	787.50
Peck Rubanoff & Hatfield	labor attorney SVLS Aug. 2021	84.00
Staples Business Credit	office supplies	264.91
		<b>6,819.06</b>

**GENERAL FUND - PLANNING DEPARTMENT**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Amazon Capital Services	air purifiers for offices	239.98
C & K Market Inc.	supplies	47.94
Data Center West	monthly IT services	70.62
		<b>358.54</b>

**FIRE PROTECTION FUND**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
C & K Market Inc.	hoses F.D.	62.56
C & K Market Inc.	air Filter for Fire Dept.	9.98
City of Medford	fuel Aug. 2021	517.63
Data Center West	monthly IT services	27.91
Glacier Heating and Air	HVAC repairs	107.50
Henry Schein	medical supplies	329.76
Henry Schein	supplies for AFG-S grant	2,589.05
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	1,996.34
Mercy Flights Inc.	medical supplies	110.00
Rogue Interagency Training Assoc.	annual dues	100.00
Weldon's Cleaning Center	uniform cleaning	113.40
		<b>5,964.13</b>

**POLICE PROTECTION FUND**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Airport Chevrolet	vehicle maintenance	675.00
C & K Market Inc.	blgs maintenance supplies	9.98
Central Point Cleaners	uniform cleaning	130.00
City of Medford	fuel Aug. 2021	1,008.90
Data Center West	monthly IT services	26.78
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	998.17
Quench & Drench	vehicle maintenance	111.90
Quill Corporation	supplies	162.98
Sirchie	supplies	181.05
		<b>3,304.76</b>

**CEMETERY FUND**

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
C & K Market Inc.	shop supplies	56.32
		<b>56.32</b>

Vendor Name	Description	Amount
<b>STREETS FUND</b>		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	425.77
Bartlett Tree Service LLC	dead branch removal	300.00
Blackbird Shopping Center	shop supplies	86.50
C & K Market Inc.	shop supplies	94.24
City of Medford	repairs Ford F250	1,071.42
Grange Co-Op	trash cans for trash barrels	145.99
Grange Co-Op	shop supplies	42.47
Grover Electric and Plumbing Supply Co.	street lamp supplies to repair damaged lamp post	8.05
Jackson County Roads	annual street striping	2,913.84
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	1,996.34
Napa Auto Parts	shop supplies	7.49
		<b>7,092.11</b>
<b>WATER FUND</b>		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	425.78
Auto Zone	cabin filters for PW vehicles	35.33
Auto Zone	shop supplies	14.14
Batteries Plus Bulbs #208	replacement power supply for Laurelwood pumpstation	184.99
C & K Market Inc.	shop supplies	19.97
Civil West Engineering Services Inc.	water engineering	3,928.00
Data Center West	monthly IT services	26.03
Don's Lock LLC	water system locks	244.25
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	1,996.34
Lithia Motors Support Services	replaced rear view camera	605.59
Neilson Research Corporation	routine water test	105.00
Staples Business Credit	supplies	27.49
		<b>7,612.91</b>
<b>PARKS FUND</b>		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	851.55
Blue Mountain Rock	trestle repair project	65.00
City of Medford	repairs excavator	507.90
Dazey's - Hubbard's	shop supplies	52.37
Jacksonville Chamber of Commerce	VIC reimbursement Aug. 2021	3,300.21
KDP Certified Public Accountants LLP	progress billing FY 2020-21 Audit	1,397.43
Pathway Enterprises Inc.	parks restrooms cleaning	2,624.68
TRUGREEN	parks & lawn treatment	536.44
		<b>9,335.58</b>
<b>CAPITAL PROJECT FUND</b>		
Vendor Name	Description	Amount
Marquess & Associates Inc.	MEP Fire Hall	798.00
		<b>798.00</b>
	<b>TOTAL:</b>	<b>41,341.41</b>
APPROVED BY:	DATE:	
<b>Table of Acronyms</b>		
	<b>FP =</b> Forest Park	
	<b>HPF =</b> Historic Preservation Fund	

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
<b>JWA =</b>	Jacksonville Woodlands Association	
<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>SAFER =</b>	Staffing for Adequate Fire and Emergency Response	
<b>SCADA =</b>	Supervisory Controlled and Data Acquisition (part of Telemetry)	
<b>SDWRLF =</b>	Safe Drinking Water Revolving Loan Fund	
<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	