



**CITY OF JACKSONVILLE
CITY COUNCIL
AGENDA
Old City Hall, 205 W. Main St**

Executive Session, Personnel

6:00 pm

**CITY COUNCIL
Regular Meeting**

**April 5, 2011
7:00 p.m.**

- 1) CALL TO ORDER (includes the Pledge of Allegiance)
- 2) MINUTES / BILLS
 - 2a. March 15, 2011
 - 2b. March 17, 2011
 - 2c. Bills
- 3) PUBLIC COMMENT (limited to items not on the agenda)
- 4) ACTION / DISCUSSION ITEMS
 - 4a. Personnel Committee meeting recommendations re: Administrative Restructuring
 - 4b. Easter Egg Hunt in Britt Grounds
 - 4c. Celebrating the Arts
 - 4d. Heritage Society Events
 - 4e. Friends of the Cemetery Civil War Memorial Service
 - 4f. Romero Property
 - 4g. World of Wine Saturday August 27, 2011 - 5-9 pm
- 5) COUNCIL DISCUSSION
 - 5a. Roberts Rules of Order, Riggins Rules
 - 5b. Minute taking according to Robert's rules
 - 5c. Discuss limiting size of committees and commissions not stated in the code
 - 5d. Urban Renewal Study Session to be May 3, 2011
 - 5e. Committee Commission reports from councilors
 - 5f. Letter detailing funds reimbursed on Heritage Grant
 - 5g. Letter from Tony Hess regarding funds for repair work
- 9) ADJOURN

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-8910.

This Final Action Agenda/Minutes is supplemented by electronic recordings of the meeting, which may be reviewed upon request to the City Recorder. A written copy of the City Council Meeting Minutes can be reviewed on-line at <http://www.Jacksonvilleor.us> City Government – City Council”.

REGULAR MEETING MINUTES March 15, 2011

1. CALL TO ORDER (includes call to order, pledge of allegiance)

Call to Order: 7:00 P.M.

Present: Mayor Paul Becker, Councilors David Jesser, Dan Winterburn, Christina Duane, Donna Schatz, Jim Lewis and Paul Hayes. Staff present; City Recorder Jan Garcia.

It was requested to put an emergency item on the agenda regarding allowing Bigham Knoll continuing to use a prep kitchen within the Music Building on the Campus. It is stated that the restaurant ‘is not operating as originally laid out’ and that they will be able to go before the Planning Commission on April 13, 2011 for formal approval. The request is to allow them to operate this next month until they can go before the Planning Commission. It was stated that the Jackson County Health Department had shut them down due to this violation.

Vote:

Aye: Jesser, Duane, Lewis, Schatz

Nay: Winterburn and Hayes

Item is not allowed on the agenda.

Mr. Ashland requests a statement of who voted no on the item.

2. MINUTES / BILLS

2.1 MINUTES March 1, 2011

Discussion was had about the difficulty of typing these minutes which were 11 pages long as there were recording issues where portions of the meeting were not recorded. Mayor Becker indicates that changes need to be made. Changes to the minutes were discussed.

Motion: Move to approve the March 1, 2011 minutes with changes

Motion by: Councilor Jesser

Seconded by: Councilor Duane

Vote:

Aye: Jesser, Duane, Winterburn, Becker, Schatz, Hayes,

Abstain: Lewis (was absent from meeting)

2.2 BILLS

Christina Duane raised a question regarding the Fire Departments tuition reimbursement costs. Stacey McNichols, City Treasurer, explains that the fees were for the fire interns’ tuition.

Motion: Move to adopt bills as presented

Transcribed by: Jan Garcia

Motion by: Councilor Lewis
Seconded by: Councilor Schatz
Action: Adopted Bills against the City as presented
Vote: Roll Call
Aye: Unanimous

3) Public Comment

Clara Wendt, 570 G St; Wendt states that while she was at the Pony Espresso Coffee Shop this morning she saw a family of red fox cross the street near Calvary Church. She state that there could be more around and wanted to caution the town to be on the outlook for them as they could be rabies carriers.

Brooke Ashland, 525 Bigham Knoll Drive; Ashland states that she would like to make on clarification that they were totally unaware that they were required to go back before the Planning Commission to use the prep kitchen. She stated that they were not shut down by the Health Department. They are awaiting approval by the Health Department based on what the City Council decides. She stated that the music room is approved for use as a restaurant and that the cafeteria has 2 parallel approvals. Ashland states they have large events this Friday and they need the space the prep kitchen offers.

Tony Hess, 535 Scenic Drive; Hess informs the council that the BLM Title 2 funds from last year will be used in the next few weeks to repair roads in the Reservoir area. The city was awarded \$13,500 and the MRA will be putting in an additional \$8,000 from their maintenance funds for the Lilly Prairie property. Hess states there is some sloughing in road area around the "Y". He has requested that the City put in additional funds from old Timber Harvest money that is in the budget. He states that the additional funds from the city would allow all the work to be done. He stated that Chief Towe was up on those roads today and can vouch for their condition.

Mayor Becker and Councilor Duane both request that the funds Hess is discussing would be precisely documented and that this would come formally before the City Council. Hess will submit a report to the city.

Mayor Becker introduces County Commissioner, Don Skundrick who states he is at the meeting to watch and be out in the community.

4) Action / Discussion Items

a) Chief Towe states he is there to recognize citizens who have made it possible through their donation of time and labor to finish the Police Station remodel and save the city thousands of dollars. He recognized the following citizens:

Linda Graham: Painting

Terry Erdmann: Painting

Paula Block: Painting

Milo Smith Painting: donated 3 members of his painting crew for several days to paint the interior of the building.

Art Krueger: Electric

Chief Towe states that he thought Krueger might have bit off more than he expected in this project.

Krueger said that he appreciated a chance to do something for the town.

Clara Wendt: Donating a table

Chief Towe said there has been a lot of progress and that they are almost there. It is currently operational and the 'troops' are saying that the accommodations are outstanding and are really enjoying it.

b.) Temporary OLCC licenses for Corks Wine Bar

It is documented that Chief Towe has provisionally approved the requests on this agenda.

Motion: Move to approve the OLCC licenses

Motion by: Councilor Jesser

Seconded by: Councilor Schatz

Councilor Winterburn wonders if there are a limit of the number of wine licenses allowed in town and states that they seem to be going a bit overboard on them at this time in the city. Councilor Jesser discusses free market thoughts and disagrees with Winterburn about there being too many wine stores.

Councilor Duane agrees that the free market atmosphere makes it possible for many wineries to be represented. Mayor Becker states that there have been no policing problems at this time with OLCC licenses at this time.

Vote: To approve the OLCC licenses submitted

Aye: Unanimous

c.) Grant request from Tony Hess regarding the first phase of Forest Park

Hess states that this is exactly the same grant as applied for last year. Jacksonville did not receive any funds from it last year and that the funds are awarded by points. The first seven places were awarded money with Jacksonville finishing eighth. He states that this is the same grant as last year with the same items in it but there is two times as much money as last year before because it is a two-year grant cycle.

Engineering has been donated by Mike Thornton as a match. Hess detailed that interpretive panels, nature trails for children and a replica of an old railroad trestle would be built with old logs. There would be interpretive panels at the kids height and benches and a kiosk. The amount of the cash grant would be \$38,500.

Councilor Duane wondered why the information being proposed was not detailed on the 20 year park plan. Hess stated that the plan was put together five years ago by Jeff Alvis and some Councilors. The plan was put together to account for the increased SDC's and it was given in a lump sum for the parks generally rather than detailed as Duane stated.

Paul Hayes stated that the information that Hess turned in then didn't mean anything.

Hess stated that it does and that it was put together by a consultant and was the justification for the parks fees and what is being proposed for the Forest Park is listed in one lump sum.

Hayes states that what he is proposing now isn't down on the handout given to the council. He asked Hess if the funds would be taken out of the \$665,000 shown.

Hess stated that that money would out of SDC's and what was proposed for the 20 years. He states that the Britt Park is in there in a lump sum and that the \$10,000 that was just spent on it will be coming out of the parks SDC funds.

Hayes has requested that another column be added to the tracking sheet submitted by Hess that would show where each item would be tracked in detail. It would track money that is spent on projects so that items that are not in the plan would not be added to this 'already incredible \$6 million dollars' that we are going to spend over the next 20 years. . Hess states that approximately \$3.5-4 million is in the land itself. Hess states it would be a good idea when things are taken out of the SDC's that they would be tracked. There is also a line item in operating budget in Parks fund called Grants and Parks Management where this can be tracked.

Council Duane stated that she would like to see the community gather together with the CAC to make a master plan for Forest Park. She states that at this time there is no camping included. She also requested more specific details when Hess goes out for a grant.

Hess master plan drafted about two years ago approved by parks committee. He said it did not make it to the City Council level for an unknown reason. He stated he could go back and update draft with more specifics. He will make a priority.

Motion: Move to give Hess the authority to apply for the grant

Transcribed by: Jan Garcia

Motion by: Councilor Lewis
Seconded by: Councilor Duane
Vote:
Aye: Unanimous

d) Notification of bike races by Echelon Events

Jess Davis, 7030 Griffin Creek Rd; Davis introduces the races that will be held

- 1) Super D in Forest Park, April 9-10
- 2) Stagecoach race that will be a fundraiser for Forest Park
- 3) Cross country Endurance race of between 18-30 miles around the John's Peak area

Councilor Jesser asks if there will be any children's races this year. Davis states that there will be one associated with the Stagecoach cross country race. Councilor Duane asks how far the racers generally come from. Davis states generally they come from the Northwest such as Seattle, Eugene, Portland, Roseburg and Grants Pass. He states they also come from Reno, Sacramento and last year one rider came from Japan. He states that he personally travels with a \$2,000 budget and makes it a mini vacation each race he attends.

5) ORDINANCES and RESOLUTIONS

RES 1059 Terms for appointment of Budget Committee

Motion: Move to accept resolution as read

Moved by Councilor Winterburn

Seconded by Councilor Lewis

Ayes: Unanimous

RES 1060 Terms for appointment of Planning Commission

Motion: Move to accept resolution as read

Moved by Councilor Lewis

Seconded by Councilor Jesser

Ayes: Unanimous

RES 1061 Terms for appointment of HARC

Motion: Move to accept resolution as read

Moved by Councilor Schatz

Seconded by Councilor Duane

Ayes: Unanimous

RES 1062 Terms for appointment of Public Safety Committee

Motion: Move to accept resolution as read

Moved by Councilor Jesser

Seconded by Councilor Lewis

Ayes: Unanimous

RES 1063 Terms for appointment of Parks, Rec and Visitors Services Committee

Motion: Move to accept resolution as read

Moved by Councilor Winterburn

Seconded by Councilor Schatz

Ayes: Unanimous

RES 1069 A RESOLUTION AUTHORIZING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE CONTINUING DEVELOPMENT OF THE FIRST PHASE OF THE JACKSONVILLE FOREST PARK PLAN AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION.

Motion: Move to accept resolution as read

Moved by Councilor Lewis
Seconded by Councilor Duane
Ayes: Unanimous

RES 1070 Terms for appointment of Parking Commission

(NOTE: Due to duplicated numbers this RES was renumbered to 1068 which was previously the UR budget RES)

Motion: Move to accept resolution as read
Moved by Councilor Schatz
Seconded by Councilor Jesser
Ayes: Unanimous

6) COUNCIL DISCUSSION

Councilor Hayes states that he will be holding a Public Safety meeting as soon as he can resolve some medical issues.

Councilor Lewis states that he was in Hawaii during the Tsunami evacuations.

Councilor Schatz states that there was a Parks meeting on 3/9/11 with another one scheduled for 4/13/11. She states that she will give the Mayor a written report of the meeting.

Councilor Jesser discussed the Planning Commission activity. He states that the Brookview PUD item was tabled until the meeting on 4/13/11. He said there was an application on "D" St across from the Magnolia Inn that was also tabled as there were significant plan changes at the meeting. Planner Stevenson discussed a Transportation Growth Outreach Grant that was available to be applied for. Jesser said it would be something that might work for 5th Street because it is on the highway. It would be available to allow cities to hold workshops with professionals who could guide them on design and other aspects of projects. Jim Sharpe was appointed as the Planning Commission liaison to the CCI. Jesser reminds the council that what we are seeing lately is problems with projects that are already in place. Things are being uncovered as the project goes along. He states that the council should be careful to listen to what people say on both sides. He states it is all about preservation first and how to mitigate issues of our mixed use community with that in mind.

Councilor Winterburn states that he is following up on speakers and that a public safety meeting will be held soon.

Councilor Duane states there has not been a HARC meeting since the last city council meeting. She stated that HARC would be working on creating the guidelines for aesthetic on pedestrian amenities. She felt that additional code knowledge will come out of this. She feels it will save staff and council time in the future based on the discussions at the last meeting. Duane stated that the tree questions of sap vs sickness that have come up lately have created questions regarding the need for a second opinion to be identified as a possible code requirement to preserve heritage trees. She states it is subjective and biased as to what needs to be done in each case. She wants a city arborist to 'see' the tree before being cut down and would like to see it put in the code somehow. Mayor Becker points out the Councilor Duane will 'fight to the death to save a tree.'

Councilor Hayes states that he has been to two disaster seminars recently. He states that the earthquake in Japan and what they are going through has brought to mind questions about Jacksonville's preparedness. He states he has been pleasantly surprised by the very serious and comprehensive plans for police and fire department that are in place. He is quite impressed with the work done by fire and police to set these up. He states the within the next couple of months the public safety committee will get plans out to the people. He stated that due to the size of Jacksonville the city would only be in charge for a couple of days in a disaster before a larger organization such as the county, state or federal agencies would step in.

Mayor Becker read a letter from Dirk Siedlecki recognizing and appreciating the work that has been done keeping the cemetery up and making it look well cared for.

Fire Chief Arnold gave an update on the wind damage throughout the city and the fire department and public works responses to the fallen trees. Jacksonville lost three beautiful Ponderosa pines and an Oak tree.

Two went into homes. Power lines were taken down with falling trees also. He states they answered to 5 calls that evening. Mayor Becker questioned if there was any place within the city to put up people for the night that might have been displaced. Chief Arnold states that the Red Cross responds with a disaster service unit and handles those requests. On a larger scale we can set up shelter at Jacksonville Elementary school. Councilor Duane asks if there is the ability to monitor the Japanese radiation levels in our atmosphere here in Jacksonville. Arnold states that it is a national monitoring site that he checks for updates.

Councilor Hayes states that the size of the city cuts it out of the chain of information. He says that a public safety committee brochure will be handed out within the next couple months telling the general public what are in place and where they can go in an emergency. Duane requests that it would also list websites that could be used as resources. Hayes discusses the new CERT trailer and its use in an emergency. Arnold states that the HAZMAT squad out of Medford would be the one in charge of radiation information. Duane has asked for an accounting of what that would look like in case of an emergency.

ADJOURN
7:55 pm

Paul Becker, Mayor

City Recorder or Designee

Date approved: _____

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SPECIAL MEETING MINUTES March 17, 2011

1. CALL TO ORDER

Call to Order: 2:00 P.M.

Present: Mayor Paul Becker, Councilors David Jesser, Dan Winterburn, Christina Duane, Donna Schatz, and Paul Hayes, and Jim Lewis. Staff present, City Recorder Jan Garcia, Planner Amy Stevenson.

2. Action Item: Approval of temporary use of prep kitchen for Frau Kemmling’s Restaurant at Bigham Knoll.

Mayor Becker explains the purpose of the meeting to the public. He explains that it is a special meeting not an emergency meeting. The purpose of the meeting is stated to be deliberation of whether to grant permission for Bigham Knoll to use the prep kitchen on the campus until the Planning Commission can hear the application at the regularly scheduled meeting on April 13, 2011. It is currently not approved by the planning Commission. Two sitting planning Commissioners were in the audience and were suggested to leave as they would be hearing this item on the next Planning Commission agenda. Jim Sharp and Art Krueger left the meeting as recommended by the Mayor. Speakers are limited to 3 minutes.

Bill Stanton, 265 Laurelwood, questions why the meeting was at 2 pm rather than in the evening. He stated he was concerned that citizens that would like to have been involved were excluded based on the time of the meeting. He stated that it was inconvenient to the business community. Mayor Becker stated that it was based on the availability of people to attend. Stanton requested that in the future those meetings might be held in the evenings so that the business community could attend as this subject is pertinent to that community. Mayor Becker stated that he would be happy to consider that in the future.

He discussed the fact that exparte contact will need to be disclosed and taken seriously. Councilor Jesser explains his concerns for conflict of interest and the requirements he has been under for 23 years based on his old line of business. He called the Oregon State Board, Ethics Commission and spoke to the Director, Ron Bersin (503) 378.5105, today and explained the situation here today. He explained his business position in Jacksonville and his involvement in a business organization here in town. Bersin was said to have stated that in a small town it is the business people that are generally involved and it would be impossible to have you not do business with anybody and that the only issues with the conflict of interest is if based on a decision he were to make he would receive money for that. It is not about whether it enhances the business community or has any side effects or than that. Councilor Duane states that she read the code today also and that it goes very specifically to whether this decision would benefit them financially.

Mayor Becker states that the ethics as the way he understands it does not have to have an immediate exchange of money or benefits. It can be a benefit within the past two years. He states that he does not know that there is a problem at this table but that he will go into that later. Becker turns the floor over to Amy Stevenson.

Amy Stevenson, Planner, suggests doing the exparte disclosures before we even start so that if they needed to excuse themselves to the audience if they felt they needed to. Mayor Becker agrees to do so at this time. He explains that it is up to the Councilors to determine if they have had any contact that creates a conflict of interest as defined in ORS 244.020 (8). He states that there are other areas that also could create a conflict as in the Planning Commission code 212.080, which is pretty explicit. Each councilor will be asked to explain their situation. He states that to misinterpret your position could be construed as perjury. A roll call is done.

Councilor Hayes, no conflict

Councilor Lewis, no conflict

Councilor Jesser, exparte contact with no conflict of interest

Councilor Winterburn, no conflict

Councilor Schatz, no conflict

Councilor Duane, no conflict but would like to expound on that. Duane was part of the recent 150th Jubilee Celebration for Jacksonville. The Bigam Knoll donated \$2000 towards the celebration. Duane indicates she was the only musician not paid. Those funds that were donated were used to make recording of the music so that the musicians could learn the music for the program. All the funds were tracked through the Treasurer's office of the City of Jacksonville. She did not receive any monies herself, she just wrote all the music for it with Paul Wyntergreen. No financial interest from it. She states that in fact she is paying the City back \$3000 that was given to Britt Festivals for the use of the pavilion. It rained that night and therefore the concert was not well attended. She does retain the music since she wrote it. Jesser asks her to declare exparte contact with them without bias and no conflict of interest. She states that she has not had exparte contact and no conflict with them in this but has had contact with them in other matters. She states that she has contact with them regularly but not on these matters. Mayor Becker explains that she needs to be clear that the contract whether there are any business dealing with them. Duane states that she has had exparte contact.

Mayor Becker, no exparte contact other than daily meeting with the applicant regarding this issue.

Amy Stevenson runs through background on the project. Site plan shows Frau Kemmling's restaurant is in the basement of the old school building at the present time. The music building which is outside and adjacent to the school building is a separate building and was the location of the original approval of the restaurant. The approval has since been revised several times and restaurant ended up in the basement of the building. The music building at this time is permitted to have a walk-in refrigerator, storage area, bathroom and changing area for the employees of the restaurant. The documentation Stevenson has does not have any other permitted use in the music building at this time. A site visit last week showed a great deal of activity in the main portion of the music building. The permitted uses she has on file do not show anything allowed in that area at this time. The use happening in there is an area of a sink and a counter for chopping and washing of vegetables. Stevenson contacted the Jackson County Health Department to see if they were aware of that use in that building. She did not know if you were allowed to carry food from two different building. Brian Shelton from the Jackson County Health Department stated he was not aware of that use. Both Stevenson and Shelton agreed that the use of the prep kitchen should be discontinued until the City grants approval for that use. Stevenson spoke with the Ashland's and they stated that they had multiple large events scheduled on the campus and that they need to use that extra area for prepping food for those events. Ashland's state that if they are unable to use the kitchen it will hurt the events that they already have scheduled.

Ashland's have requested the temporary use of the prep kitchen in the music building until the Planning Commission meeting scheduled for April 13, 2011. They would be requesting a revision to the performance

Transcribed by: Jan Garcia

review that had already been approved for a number of uses on the campus. The revision would allow the use of the prep kitchen and allow the restaurant to operate out of two structures. They will submit all the materials needed to the planner in a timely manner before the meeting. So they are requesting to use the prep kitchen on a temporary basis until then which will need to be granted by the City Council. The Health Department is also able to grant a temporary license. If request is not granted then it would mean the restaurant would not be allowed to use the prep kitchen until it goes before the Planning Commission. They would be in violation of code section 1.07.160 and 1.07.170 would allow them to be fined on a daily basis if they continue to use it.

Stevenson explains the information she brought to the meeting. She suggests letting the Ashland's speak. Councilor Hayes states that he has a problem as there are other issues involved. Stevenson states that the only item being discussed is the prep kitchen. Hayes then asks if the other items can be discussed today also. Stevenson states, no, that only the kitchen is allowed to be discussed. Hayes states that these items are pertinent. Stevenson defers that to the Mayor. Councilor Jesser expresses concerns about any jurisdictional abilities might come up with a City Council stepping into an land use decision on an open performance review coming before the Planning Commission on April 13. Dealing with this particular issue is a web that is tangled and it is unknown if tacit approval was given in the past and he states that to be responsible the council should go back to the city's representatives of the Planning Commission and they should be given the jurisdictional oversight on that. He would be glad that as the City Council representative he would ensure that they would close that chapter up next time they have the opportunity.

Mayor Becker states that we are only dealing with one issue here and that the items referred to by Councilor Hayes are not forgotten and they are being worked on right now. They will also be brought before the Planning Commission in the future. Councilor Duane asks if what Councilor Jesser was saying was that this decision could have been brought before the Planning Commission as well. Jesser states he reservations as well that if it weren't for the issue of potential tacit approval given by past city representatives for City Council along with documentation that we are trying to get and that we are just picking one thing out and stepping into the realm of land use and their jurisdiction. He stated that City Council is creating a liability for them by doing this. Duane agrees as she states she has seen this with HARC also. Mayor Becker states that this would normally go directly to the Planning Commission but the timing of the issue is the reason for this meeting. Duane states that they have had emergency meetings in the past for HARC to deal with such issues. Stevenson states that the Planning Commission can hold a special meeting but that it requires a two-week notice to the surrounding neighbors. She states it would be difficult to make that happen within the time constraints. Stevenson states that in reading the March 28, 2008 final order, it states that all future enlargement or alteration of use will be reviewed by the Planning Commission and that is why it is the appropriate review body to make that decision.

Mayor Becker asks if there is anyone on the commission that would like to defer the vote he would entertain that motion. Councilor Hayes states there is a whole history of ignoring what should be done and that it will be worried about down the road. He states there is not pressure to get anything else done and very honestly the City Council could use this item to pressure them into doing what should have been done all along. He states that the ability to pressure them would be lost if this is approved. Councilor Jesser states that he is constantly representing Jacksonville in his many exparte contacts with the Ashland's. He said that his concerns are about ethics and how as a City Council and a Planning Commission they are supposed to operate without preconceived opinions about someone and how they do something or how they do business. We can work on all these things and we can all be better neighbors and we can work to fix things that were put in place by Paul Wyntergreen since he was such a powerful city administrator who had so many things in his hands that he said 'go about that and we can fix this in two or three months'. He does not want to see the city put in a potential liability issue like putting a 'cease and desist' order on something that someone could have potentially told them they could do. Those are his concerns and we have to mitigate the neighborhoods concerns from that of the businesses. Hayes

states that 'or we might have to finally stand up and say hey, he did not have any authority to do that and to go after him because of what he did'. Hayes states again that there is a whole list of grievances that need to be addressed.

Planner Stevenson stepped to the microphone again and reminded the council that all the other issues are being dealt with, but not today. She reminds the council of the focus of today's meeting. Councilor Duane states that she can see the related should be addressed but that in order to meet all of those conditions in this economy she is concerned that these banquets might be necessary financially to meet these conditions. Her feelings are that the prep kitchen should be allowed in order to help them do the other expensive things on that list. She wants to put this chapter of misunderstanding to rest. Mayor Becker states again that this not part of the subject. Duane restates that she is addressing the issues of the prep kitchen. Stevenson states she has issues with Duane relating the two. Duane states that she is still uncertain if they were given permission to use the prep kitchen by a city official. Planner Stevenson states that in her opinion he did not. That in all the records she has looked through there is no permission for a prep kitchen in the music building. She states it is 'rather bizarre how it was done'. Within 5 years Frau Kemmling's restaurant is supposed to be moved in the music building by the 2014.

Motion

Councilor Lewis moves that the City Council grants the temporary prep kitchen.
Seconded by Councilor Duane.

Marta Lyons, 440 "G" St, States they have been operating a restaurant in two separate buildings and have not been forthright with either the planning department or the health department. She states that she believed the approval was only for one location. She states that perhaps they should shut down the restaurant and regroup so that they can fit the business within the approved space. This could be done by eliminate seating or reduce the bar area. She states that allowing the temporary prep kitchen would essentially allow them to operate two restaurants and that would lead to greater use. Asks how the City Council is going to rectify this. It directly impacts the neighbors and asks that the decision would be made carefully and by the Planning Commission.

Mayor Becker asks that the motion be re-read. Motion was read back. He asks for an amended motion with a date in the motion. Councilor Lewis amends the motion.

Amended motion

Councilor Lewis moves that the City Council grants the temporary prep kitchen until April 13, 2011 when the Planning Commission hears it. Councilor Jesser wants to be sure that the Ashland's understand the limited nature of the approval.

Brian Shelton, Jackson County Environmental Health Division, states he is glad to answer any questions. Councilor Jesser ask whether the approval that is being for the limited use will allow them in the future to come to the Health Department with requests in the future and make it easier for them to be allowed a full-fledged restaurant in the future. Shelton answers no. If the space is approved for the use and if there is an event in the future that would need that space they could issue a temporary license for that event alone. He states that this is no different than Pear Blossom's temporary permits. An inspection would be required a permit issued for each event. In the event that the space is approved for the use as part of their restaurant operations they would submit plan review to him and that plan review would be reviewed and a meeting would be held to inspect and review that space. It would also be a condition that it was approved by the city. At that time it would become part of their restaurant that is currently licensed. Mayor Becker brings up the list of events that they are going to hold. At this time Shelton has no requests on file. Jesser questions if one approval could be done for the time

frame requested rather than each individual event. Shelton states they do not do approvals for a time rather than an event. Mayor Becker asks that if this approved will it give Shelton enough to go on for his approval. Shelton states that if any of the events are closed – no open to the public – they actually do not require licensing in that instance. Something that is advertised to public requires the Health Department to get involved.

Clara Wendt, 570 “G” St, She states that ‘the law is the law’ and that if you work outside the law and that sooner than later something has to pay. She questions whether additional prep space can be found within the current restaurant. She states that conflict of interest was discussed and that it was tied to financial gain but that also there are ethical questions raised by people spending time with the applicants giving them advice and opinions. A lack of conflict of interest does not mean that the person has not gone ethically across the line. If time is spent on the telephone either defending action of the council or conferences with them then in Wendt’s opinion they are ethically challenged. Councilor Jesser responds that the definition of a councilor is one that listens. He also states that he is confident he can rise above anything and any relationship with anyone in Jacksonville to put the needs of the city first.

Councilor Hayes points out from 16-75 people at each event are considered as an overflow portion and wonders if these numbers could be reduced at each event.

Bill Stanton, 265 Laurelwood, he asks Brian Shelton whether closed activities means closed to the public or enclosed in a building. Shelton States that it is closed to the public not confined to an area.

Daryl Witmore, 640 N Oregon, is questioned by Mayor Becker as to his role as representative for the Ashland’s. Witmore states that his role has been that of Planner for the City of Jacksonville in the past and now as a representative for the Ashland’s regarding this issue.

Councilor Hayes wonders why large parties if no room in the restaurant. He states he sees this as a huge problem.

Witmore states that the restaurant kitchen, as it stands, is able to handle all the patrons that come in for the normal business in the restaurant. The prep kitchen is needed to serve a large number of people eating at the same time. Witmore confirms that the restaurant will remain open during these events. There will be no overall occupancy increase in the restaurant. Background information is given by Witmore as the past planner. Ashland’s requested relocation of restaurant and to keep the refrigeration unit in the old location in the music room. This was a verbal request. Paul Wyntergreen and Witmore agreed that they needed something in writing from the Ashland’s which they received. Witmore and Wyntergreen discussed it and agreed the request was a lesser impact than what was already approved by the Planning Commission. They went to a smaller space, with less space and moving into a building that was already approved for commercial use. The overall impact was expected to be less. Based on this information it was approved by staff administratively.

Councilor Hayes stated ‘then you circumvented the code.’

Witmore states that the code was not circumvented as it was a modification of the plan and that as Planner Stevenson stated that the Planning Commission looks at these items when it is an enlargement or alteration of the use. It was not enlarged and the type of use was not altered. They were not altering the use only the location. The Planning Commission will deal with the issue on a permanent basis. The use of the prep kitchen as it is being requested is still a lesser impact. It shifts things around.

Councilor Hayes states that according to Witmore's description he can come with a blank building before the Planning Commission and he can shift the uses around as he wants to. Witmore states that from a Planning Commission level, that yes, if they meet the other requirements such as fire exits etc....Hayes states he has yet to see this being done. States that what he has done in this town has never been approved that way and that he could not get approval without complete engineered plans. He states he could not have given a rough idea for approval. Witmore states that as a Planning Commission they ask for conceptual plans and the plans that the Planning Commission approves do not have to be followed by direct.....Hayes asked when was the last time Witmore has seen Jacksonville approve anything this way without detailed plans. Witmore states that when HARC looks at something they do not have to see detailed plans....Hayes states that HARC doesn't approve it, that the building department does. Witmore asks if Hayes is speaking of building PERMITS or building PLANS. Hayes states yes, building permits. Witmore agrees with him that building PERMITS do require exact plans. Witmore states that you can modify your application without going back through the Planning Commission if you are moving interior walls and not changing the approved uses you are allowed. Planner Stevenson agrees that the Planning Commission approves the USE not the interior of the structure unless the square footage increases....Hayes interrupts Stevenson and states that he is under the understanding that they had already pulled their plans when they made their changes. She states that this discussion is irrelevant to what they are discussing right now. She states she wants to make one thing clear. She states that Daryl Witmore and Paul Wyntergreen did not approve the USE of the prep kitchen. Councilor Jesser states that this is already flagged to be looked at by the planning department.

Curtis Wilson, 515 'G' St, Asks whether Witmore represents the Ashland's. Witmore states that he does, and that he is on contract with them. He comments that he felt we have perhaps lost the issue in the laundry list of problems that an unfavorable decision might cause. He states is that the issue that the councilors need to look at since they represent the people of the city is that 'the owners of the restaurant knowingly and intentionally violated the code sections that you folks have sworn to uphold'. He states that he hopes the councilors are not so caught up in the well-being of the owners that they neglect to represent the law that Clara Wendt discussed.

Councilor Duane states that she was on HARC when this project was approved and that she was very vigilant in the process even to the point of being criticized. She stated that there might have been some subjective things happening and that she wants to be equally vigilant on this portion of the project. She feels that there is a little bit of communication issue as it was already approved as a restaurant.

Penni Viets, 440 "D" St, She states that the reason she doesn't want them in the prep kitchen is that they have no permit to be in the prep kitchen right now. It is not allowed and they are supposed to uphold the codes and laws and they are not allowed in there. Viets states that the City of Jacksonville is not responsible for them making money and if they had done it in the correct order there would be no need to be even speaking about this. But since they chose to do it the other way; build first and ask for permission later, this is where we are. Viets read a statement from FaceBook into the record.

Daryl Witmore states that what is on the books right now is the music room with a kitchen with full facilities. The legal standpoint shows that the space on the books is a big kitchen area. This is what is being challenged now. Be sure that as a council it is being looked at in a way that doesn't leave the council open for liability for someone who is just trying to occupy their business. They are supposed to be protected by the council also as well as the public. The council and staff are to look out for each party.

Planner Stevenson steps up to the microphone and shows the building plans and that states there is nothing but 1200 sq ft of nothing right now on the books. Jesser asks if the approved usage was a restaurant. Stevenson refers to the site plan and states that what is on the plan does not look like what is in there now. Stevenson

states that it was never approved to be in two structures. Jesser states that he understands her perspective and that Wyntergreen operated in a different way than the city will ever operate in moving forward in the future. Mayor Becker agrees with that statement. Stevenson states that this decision has nothing to do with past administrators or planners and restates that this use was never approved by anyone. It was never approved to operate in two structures.

Mayor Becker stated that the council is not approving yeah or nay the use of the structures this way, but that it is only looking the other way and not applying a fine for improper use, and stating that they must go to the Planning Commission with the appropriate documentation. He is simply giving them time.

Marta Lyons stated that she had read the three letters that she had in hand from neighbors but they did not directly pertain to this so she would not be reading them into the record or discussing them. She states that they do pertain to the operations of the business and the impact on the neighborhood. She states that the moving of the restaurant did have impact because the parking spaces were not looked at, the public wasn't made aware of the change. It was all administrative. Parking and traffic issues are now an issue along with a bar on "G" Street as the restaurant was supposed to face a different direction. She stated that the prep kitchen has been operating daily with chef's carrying food from the prep kitchen into the restaurant daily. She states that it is supporting that restaurant.

Witmore states that the approved use of the music room is a walk-in cooler where food is kept. So, yes, chefs are traveling back and forth. Councilor Duane states that she wants to clarify a statement that the music room in being used for its approved use, just not the prep kitchen.

Mayor Becker calls for a roll call vote.

Trish Murdoch, 265 N 8th St, asks for clarification that is was not a daily permit but one that ran until April 13. Mayor Becker confirms that.

The amended motion is read again. A roll call vote is taken.

Ayes: Jesser, Duane, Becker, Schatz, Lewis

Nays: Winterburn and Hayes

Mayor Becker tells the Ashland's that they are allowed to operate as they are for these events until April 13, 2011.

3. Adjourned at 3:07 pm

Paul Becker, Mayor

City Recorder or Designee

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
April 5, 2011

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
CREATIVE MARKETING & DESIGN, LLC	NEW WEBSITE DESIGN & SET UP	1,200.00
DAVID FORREST	COMPUTER MAINTENANCE	804.17
JACKSONVILLE SENIOR NUTRITION	SENIOR NUTRITION PROGRAM	500.00
MARK BURKHALTER	JUDGE FEES-APRIL	500.00
STAPLES	OFFICE SUPPLIES	95.75
STAPLES	OFFICE SUPPLIES	19.64
SUPERIOR STAMP AND SIGN	STAMP REPLACEMENTS	9.00
SUPERIOR STAMP AND SIGN	STAMP REPLACEMENTS	16.00
		3,144.56

PARKS & FACILITIES MANAGEMENT DEPARTMENT FUNDS

Vendor Name	Description	Amount
BATTERIES PLUS	HEAVY DUTY LANTERN	11.70
BRADLEYS EXCAVATION, INC.	BACKFLOW TESTING & WTR SVC	1,867.98
BRADLEYS EXCAVATION, INC.	DRINKING FOUNTAIN INSTALLATION	1,339.00
BUFFALOE GRAPHICS	WORK SHIRTS	136.00
CITY OF JACKSONVILLE	PETTY CASH	28.25
CITY OF JACKSONVILLE	PETTY CASH	1.40
FOREST FARM	GARDEN FLOWERS	36.75
GLASS TECH	FORK LIFT	1,900.00
JERRY MENCHES	FLAT BED	175.00
ROGUE VALLEY SEWER	PASS THRU-SEWER USER -FEB. 2011	23,728.78
SOUTHERN OREGON BACKFLOW SVCS	BACKFLOW TESTING	106.00
TRAFFIC SAFETY SUPPLY CO.	TRAFFIC DIRECTION SIGNS	344.63
		29,675.49

GENERAL FUND - POLICE

Vendor Name	Description	Amount
CITY OF MEDFORD/FINANCE DEPT	FUEL PD - FEB 2011	893.46
ECSO	POLICE DEPT-911 SERVICES	11,943.63
KEITH'S SPORTING GOODS, INC.	TASER BT HOLSTER	49.95
LOCKWOODS AUTO SHOP	AUTOMOBILE SERVICE PD	375.57
QUENCH AND DRENCH II	AUTOMOBILE SERVICE PD	8.00
		13,270.61

FIRE PROTECTION FUND

Vendor Name	Description	Amount
ACME	FIRE DEPT SUPPLIES	113.00
ASANTE HEALTH SYSTEM	MEDICAL SUPPLIES	400.66
AUTO ADDITIONS, INC.	SUPPLIES FOR FIRE DEPT	235.33
BLUMENTHAL UNIFORMS & EQUIP.	FIRE DEPT UNIFORM EMBROIDERY	453.95
CASCADE FIRE EQUIPMENT	FIRE DEPT SUPPLIES	55.00
CITY OF MEDFORD/FINANCE DEPT	FUEL FD - FEB 2011	327.34
DEVIN HULL	PER DIEM REIMB. CHRIS & DEVIN	120.00
ECSO	FIRE DEPT-911 SERVICES	5,172.87
EMERGENCY MEDICAL PRODUCTS	TRAUMA / MEDICATION BOX	138.50
GOOD BEAN COFFEE	FIRE CHIEF MEETING	69.75
HUBBARD'S ACE	SHOP VAC	55.56
MERCY FLIGHTS	MEDICAL SUPPLIES	170.08
SEA WESTERN	FIRE DEPT SHIRTS AND PATCHES	108.32
ZEP	CLEANING SUPPLIES	218.34
		7,638.70

TOTAL: 53,729.36

APPROVED BY:

DATE:

The Frank Carter Easter Egg Hunt

To Jacksonville City council

We would like to ask your permission to use the lower Peter Britt Ground and lower parking lot on **April 23 , 2011 from 7:00 am to 12;00 noon** for the Easter Egg Hunt. The Jacksonville Chamber will have there Ins. Company cover this event. And should be fax to you this week sometime. If you should need to contact me my Cell # is 541-821-4947

Thank you

John P Stagg



RECEIVED
MAR 14 2011
CITY OF JACKSONVILLE

City of Jacksonville
110 E. Main Street, P. O. Box 7
Jacksonville, OR 97530

Letter of Intent for use of City Facility and/or Park

This is NOT a reservation of the location. In most circumstances reservations are not allowed. Contact City Recorder with any questions at 541.899.1231. Certain events require City Council approval. All Letters of Intent need to be filed with the City 72 hours prior to the event.

- Event (business, commercial, parade etc) Insurance requirements must be met
- Event (birthday party, family gathering etc)

Name of event: Frank CARTER JACKSONVILLE Easter Egg Hunt

Date(s) of event: April 23, 2011

Start time: 7:00 AM Ending time: 12:PM

Location of event: BRITT Garden Easter Egg Hunt Jacksonville Park

Contact person name (authorized to sign Letter of Intent): JOHN STAGG / Jacksonville Chamber

Contact person phone number: 541-821-4947 / 541-899-6116

Contact person mailing address: Po Box 302 - Jacksonville OR 97530

☆ JPS (must be initialed) By my signature I am indicating that I have the legal authority to sign this Letter of Intent on behalf of the requested event. I assume full legal responsibility for the event and understand that the condition of the location must be the same, or improved as that of when the event started.

☆ Signature of contact person: [Signature]

City Use Only:
Insurance: yes - Col attached
Other: NA - thru Chamber

Recorder signature: [Signature]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/5/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Beecher Carlson Insurance Agency LLC 707 Murphy Rd Medford OR 97504	CONTACT NAME: Pam Breazeale
	PHONE (A/C, No, Ext): (541) 494-2655 FAX (A/C, No): (541) 494-2755
INSURED JACKSONVILLE CHAMBER OF COMMERCE PO BOX 33 JACKSONVILLE OR 97530	E-MAIL ADDRESS: pam.breazeale@beechercarlson.com
	PRODUCER CUSTOMER ID #: 00005998
INSURER(S) AFFORDING COVERAGE	
INSURER A: American States Insurance Co	NAIC # 19704
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 10-11 GL/BA REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			01CH63290240	11/7/2010	11/7/2011	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 1,000,000
A	AUTOMOBILE LIABILITY			01CH63290240	11/7/2010	11/7/2011	PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Victorian Christmas

Verification of Insurance

This form is subject to policy terms, conditions, and exclusions.

RECEIVED

NOV 09 2010

CITY OF JACKSONVILLE

CERTIFICATE HOLDER

CANCELLATION

City of Jacksonville OR
PO Box 7
Jacksonville, OR 97530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pam Breazeale/PAMBRE

Pamela Breazeale

MAR 15 2011

CITY OF JACKSONVILLE

TO: Jacksonville City Council

FROM: Jeanena Whitewilson, Volunteer Event Coordinator
Jacksonville Community Center

DATE: March 9, 2011

EVENT: **Jacksonville Celebrates the Arts 2011**

The Jacksonville Community Center is requesting City approval to move forward with event planning for the 15th Annual Celebrate the Arts event.

Location: **Historic Courthouse Grounds, 206 North Fifth Street, Jacksonville**
Dates: **September 2nd, 3rd, and 4th, 2011**

Jacksonville Heritage Society has approved our rental use of the Museum grounds for the above dates for this event. Community Center will provide the event insurance, night security, and grounds maintenance throughout the event. Approximately 65 artists are expected from our regional area and throughout the Pacific Northwest. Vendors will be unloading on site; then will move their vehicles to other designated City parking areas. Set up will begin after 3:00 P.M, September 1st. Final take down will begin 5:00 P.M., September 4th.

We will be marketing regionally and do expect an increase in vehicle and pedestrian traffic for that weekend.

Please notify me with approval for this event or contact me if there are further issues by e-mail address or phone number listed below.

Thank you for your consideration and continued support of the arts in Jacksonville.

Jeanena Whitewilson
Event Coordinator

jeanena@charter.net
541-899-1121

Jacksonville Community Center
P.O. Box 1435
Jacksonville, OR 97530



March 30, 2011

Jacksonville City Council
P.O. Box 7
Jacksonville, OR 97530

Re: Beekman House Events

Dear Councilors:

We hope that you will be able to attend two April events that the Jacksonville Heritage Society will be hosting at the Beekman House, 452 East California Street.

The first will be the morning of April 16 in conjunction with the 18th Annual Woodlands Hike-A-Thon, which we are co-sponsoring. The house will be open for self-guided tours from 10:30 to 11:30 a.m., along with the Beekman Arboretum.

The second event will be an old fashioned Easter Egg Roll from 1 to 3 p.m. on April 24, Easter Sunday afternoon. There will be live music (easy listening and soft jazz) by the Apple Sider Gang, egg decorating, the egg roll, and an egg toss. The Beekman House will again be open for docent led tours, and we expect members of the "Beekman family" to be in residence that day.

All residential sound level restrictions will be observed; no street closures or permits are involved; but potentially there will be some heavy foot traffic in the area.

We welcome your participation in these opportunities to showcase Jacksonville history.

Best regards,

Carolyn Kingsnorth
President

*The Jacksonville Heritage Society is a 501(c)(3) non-profit organization,
federal tax ID 27-2261145.*

RECEIVED

MAR 17 2011

CITY OF JACKSONVILLE

***FRIENDS OF JACKSONVILLE'S
HISTORIC CEMETERY
P.O. BOX 1541
JACKSONVILLE, OR 97530***

March 16, 2011

Mayor Paul Becker and
Members of the City Council
P.O. Box 7
Jacksonville, OR 97530

Re: Civil War Memorial Service

Dear Mayor Becker and Council Members:

April 12, 2011 marks the 150th Anniversary of what most historians consider, the start of the Civil War, when the first shots were fired at Fort Sumter near Charleston, South Carolina.

The Friends of Jacksonville's Historic Cemetery will be sponsoring a Civil War Memorial Service in honor of all the Veterans of that war, with special recognition of those buried in Jacksonville's Historic Cemetery.

We invite you to join us on Tuesday, April 12, 2011 at 10 a.m. in the Jacksonville Cemetery for this special memorial service. Words of remembrance and a prayer service will be offered by Pastor Richard Evans of the First Presbyterian Church of Jacksonville, a poem and letter written by a Civil War soldier to his wife will be read by Robert Hight, a historical recap by local Military History buff and Northwest Civil War Association member, Joseph Jones, Jacksonville resident Bob Budesca will play the bagpipes and the names of all our Civil War Veterans resting in Jacksonville will be read aloud.

We hope you will be able to join us for this very special event.

Sincerely,



Dirk J. Siedlecki
President – FOJHC

Chauncey & Ladena Romero
PO 1225/ 960 Applegate St.
Jacksonville, Or. 97530
541-899-8201

RECEIVED

MAR 08 2011

CITY OF JACKSONVILLE

To: City of Jacksonville

Re: C Street property

2/26/11

We own the property located next to the Jacksonville fire station. For the past twenty six years, we have let the city use this property at no cost to the city.

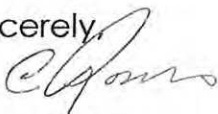
We are now semi retired and have decided that we are going to either place the property up for sale or possibly build on the site. If the city would like to continue to use the lot until such time as the lot is either put up for sale or built upon, we would like to offer a month to month rental agreement to the city at the sum of 250.00 per month beginning on May 15th 2011. Our attorney will draw up a month to month rental agreement.

If the city decides they are not interested in renting the property we ask that the city please make other arrangements, remove the storage structure and parking blocks, so that we can grade and gravel our lot and proceed with our plans.

We hope that the city appreciates the last twenty six years of free use of the property, but as we make plans to enter retirement, we need to utilize the benefits that the property will bring us.

We will wait to hear from you at your earliest convenience.
Thank you.

Sincerely,



Chauncey & Ladena Romero
Chauncey@clearwire.net

Southern Oregon World of Wine Festival



3/30/2011

Southern Oregon World of Wine Organization

Dear Jacksonville City Council,

Thank you for taking a moment to consider our proposed expansion of Southern Oregon's premier wine event. My name is Liz Wan and I have been honored with the responsibility of coordinating the Southern Oregon World of Wine Festival.

Southern Oregon has seen an immense growth over the last decade in the number of wineries within our region. Currently we have over 100 wineries within the four sub-appellations of the Rogue Valley growing over 70 different varietals. Our micro-climates allow our vintners the ability to craft a multitude of different styles making this region very unique. With each passing year local vintners increase the number or accolades and awards bestowed upon the wines made in the Rogue Valley. It is only a matter of time before it becomes indisputable that Southern Oregon is a world class wine growing region. Some of the hallmarks of a world class wine growing region include the support of the local residents of that region itself along with the artisan products produced within it as well as festival that brings together wine enthusiasts from both in and outside of the area to increase the level of support of those products, thereby ensuring economic viability for all. As you can see, we have all of the ingredients to brand this region as a wine country destination but we need your help.

The World of Wine Festival is the Rogue Valley's premier wine showcase. Some 40 wineries participated in 2010, with more than 750 people in attendance at its grand public tasting, which is accompanied by a professionally judged wine competition. This year the judging panel includes editors from Sunset Magazine & Mutineer Magazine, as well as a Master of Wine. Providing this caliber of wine professional exposure & education of our area is priceless. In the past the Grand Tasting has been hosted out in the vineyard at Del Rio and although Jolee & Rob Wallace have been very kind, they have asked that we move the event to allow others to support this showcase event in its growth. This year we will celebrate our 9th annual grand tasting event and have plans to expand the World of Wine to a weeklong festival with intimate winery events hosted throughout our region.

We were very lucky in our transition to have the generosity of Mel & Brooke Ashland who have offered the use of the Bigham Knoll site. It excites the committee to be able to add an educational component through the historical setting that is the town of Jacksonville. Jacksonville is the ideal location for the event with its historic significance, preserved architecture & centralized location as the gateway of Southern Oregon to OSF, Britt, and Crater Lake, local towns, various wine regions and more.

The event, which always sells out, is co-sponsored by the Jacksonville Oregon Business Association, Rogue Valley Winegrowers Association and the Southern Oregon Winery Association. These organizations request to host a regional event culminating with the grand tasting at Bigham Knoll, including winemakers dinners at Jacksonville restaurants, historic tours which we hope to be hosted through the chamber of commerce, dinners and events hosted at local wineries, educational seminars, art competition & possibly a Sunday brunch all to benefit our many regional partners.

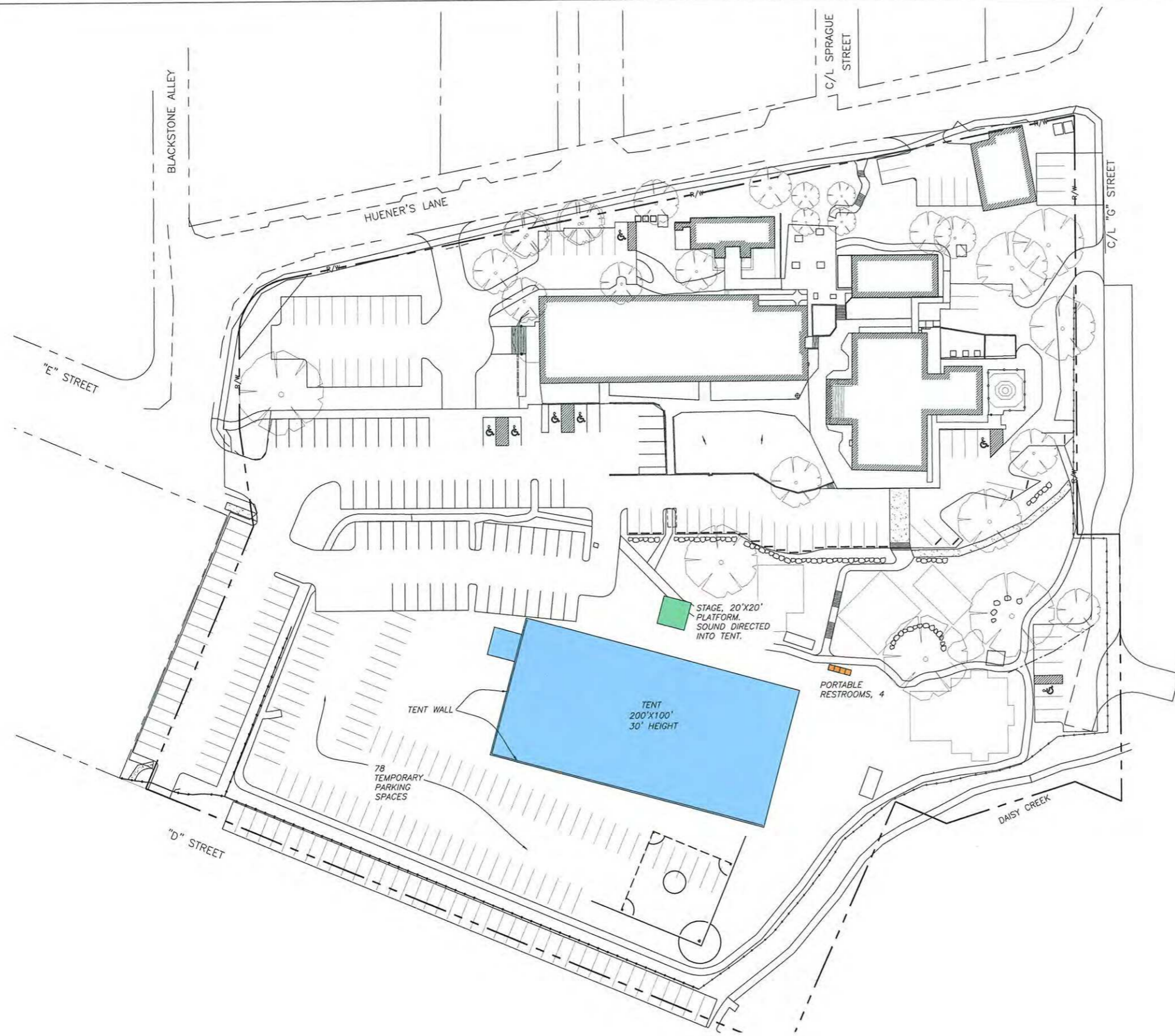
To accomplish this goal we expect to set up a tent which will go up and be taken down within a 4 day period. Expected usage of tent will be on Saturday, August 27th from 5 thru 9 pm. We expect the attendance to be approximately 800 people based on last year's attendance plus a small amount of growth, mitigated by our current economy. Bigham Knoll has 224 permanent parking spaces to which we plan to add 78 temporary spaces which will be adequate for our needs based on a matrix of 2.7 persons per car. The restroom facilities at Bigham Knoll include 5 permanent women's bathroom stalls, 4 permanent men's stalls and 2 permanent urinals. The SOWOW Festival will provide four additional portable restrooms to address the needs of the event. The WOW committee is working to ensure the mitigation of any parking, sound, traffic or pedestrian issues. A site map is available with the layout of the tent on the property in question.

I look forward to your support in making our expanded World of Wine Festival a smashing success.

We appreciate your consideration for this request.

Sincerely,

Liz Wan
Event Coordinator



VICINITY MAP

CITY OF JACKSONVILLE

APPLICANT/OWNERS

APPLICANT	OWNER
WORLD OF WINE FESTIVAL CONTACT: DAVID JESSER	BIGHAM KNOLL GROUP LLC 4400 LIVINGSTON ROAD CENTRAL POINT, OREGON 97502

DATE	CURRENT SET	PLAN SET DESCRIPTION
3/24/2011	X	PRELIMINARY SITEPLAN

PARKING SUMMARY

ESTIMATED 800 ATTENDEES
300 REQUIRED PARKING SPACES
(2.7 ATTENDEES PER VEHICLE)

224 PERMANENT SPACES
78 TEMPORARY SPACES
302 PARKING SPACES PROVIDED

RESTROOM FACILITIES

5 PERMANENT WOMEN STALLS
4 PERMANENT MEN STALLS
2 PERMANENT URINALS
4 PORTABLE RESTROOMS
15 TOTAL

HOURS OF OPERATION

SATURDAY, AUGUST 27, 2011
5PM TO 9PM

SITEPLAN - WORLD OF WINE FESTIVAL 2011

Quick and Easy Points from Robert's Rules of Order

Basic Rules of Parliamentary Procedure:

Everyone is entitled to their opinion and their time to speak. Do not interrupt.

Do not begin speaking unless the Mayor has recognized you as having the floor.

Personal remarks in debate are always out of order: The presiding officer must rule all personal remarks out of order. Debate must be direct to MOTIONS and NOT motives, principles or personalities.

Be sure all motions are CLEAR and CONCISE. The Mayor should state that there is a motion on the floor and the motion is.....and he repeats the motion before the vote.

No irrelevant discussion is allowed. It is the Mayor's duty to stop the discussion by stating "please confine your remarks to the motion on the floor" or "the business at hand".

Elections: When only one candidate is proposed for any position on a slate and no further nominations are made from the floor; the Mayor may declare the slate elected by acclamation.

Minutes:

Minutes should be written as concisely as possible.

DO record:

All adopted and lost or defeated motions

Name of the maker of the motion

Names of all members reporting

Names of all those elected or appointed

Number of votes on each side in a ballot or counted vote

DON'T record:

Discussion or personal opinion

Name of the seconder of a motion

Motions withdrawn

Entire reports

Be very specific in making corrections to minutes that are revised.

Content of minutes:

First Paragraph ~

Kind of meeting

Name of the organization

Date and place of meeting

Those present

Presence of a quorum

Time the meeting was called to order

Whether the minutes from the previous meeting were approved or corrected.

Body ~

Reports given

Name of the reporter

Any related ACTIONS taken

All MAIN motions (those that a proposed action be taken)

Important announcements, such as the topic of the program and the name of the speaker (do not try to summarize the address).

Final paragraph ~

Adjournment and time of adjournment

THE RIGGINS RULES

Suggested Do's and Don't's for the Conduct of Public Hearings and the Department of Members of Boards, Commissions & Other Bodies. By Fred Riggins

The late **Fred Riggins** served as Chairman of the Phoenix, Arizona, Planning Commission. His "Suggested Do's & Don'ts" have been retitled in his honor. The "Riggins Rules" were brought to our attention by Bev Moody of the Arizona Dept. of Commerce.

As published in the "[Planning Commissioners Journal](#)" Number 13/Winter 1994 (note: some references may not be compatible with NH law.)

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If your participation fails below 85 percent during any 6 month period, you should tender your resignation. You aren't doing your job. You aren't keeping well enough informed to make intelligent decisions, and you are making other people do your work for you and assume your not inconsiderable responsibility. Your effectiveness and the regard given to your opinions by other members will be in direct ratio to your attendance.

2. Do create a good impression of city government. Remember that this is the first important contact that many of the people in the audience have had with the administration of their city and for some, this is the most important matter in which they have ever been involved. Many will never be back again and many will never have another such contact and experience. Your performance will create in their minds the picture, which they will always carry with them of "the way the city is run." Make it as pleasant and comforting a picture as possible.

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it's easy enough to see that you've gotta know the right people if you ever expect to get anywhere around here." Save your socializing for some other time and place.

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Be certain that the person concerned understands that you cannot commit yourself in any manner, except to assure him that he may expect a fair and impartial hearing. Even if the case looks pretty good to you it is wise to be pessimistic about the chances of securing approval. If you give him encouragement and any advice and he is then denied, he will hate you until your dying day and tell everyone in town that he did just exactly what you told him to do and then, like a dirty dog, you voted against him.

7. Do your homework. Spend any amount of time necessary to become thoroughly familiar with each matter which is to come before you. It is grossly unfair to the applicant and to the City for you to act on a matter with which you have no previous knowledge or with which you are only vaguely familiar. And you will make some horrible and disturbing decisions.

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It is not too difficult to phrase one's questions or comments in a manner that implies that you are seeking information rather than stating an irrefutable fact and that your mind is closed to further argument

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30. Do not take staff recommendations lightly. These recommendations are made after much study by professional people with years of experience in their field and are based on pertinent laws, ordinances, regulations, policies, and practices developed by you and your predecessors. The recommendations of a good staff in possession of all the facts will almost always produce a technically correct recommendation.

Your job is to temper this recommendation with information developed during the hearings, which was not available to the staff. It is not unusually for the staff to voluntarily reverse or change the details of its recommendation during the course of a hearing. Always announce the staff recommendations prior to hearing any testimony and always make appropriate mention of it in the final decision.

31. Don't forget that the staff is there to help you in any way possible. It is composed of very capable professional people with vast experience. Lean on them heavily. They can pull you out of many a bad spot if you give them a chance. Or they may just sit and let you stew, if you do not give them the respect, which is their due. Remember that their usual practice is to remain silent unless they are specifically asked to comment. Most of them consider it presumptuous and unprofessional to inject any unsolicited comments into the hearings. Always ask them to comment prior to the final vote.

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34. Do vote by roll call, except for routine administrative matters. This is wonderful character training for each member of the body and emphasizes the "moment of truth" when he must look the applicant in the eye, make his own individual decision, and say "aye" or "nay" in a loud clear voice, all alone, with no one to hide behind. The alternate voting method is difficult for the Secretary to record, doesn't mean anything on a tape recording, is many times quite confusing and gives cowards an opportunity to change their minds and vote twice when they are caught in the minority.

35. Don't show any displeasure or elation, by word or action, over the outcome of a vote. This is very bad hearing manners and won't lead to the maintenance of a friendly cooperative spirit among members of the Body. It will lead to the creation of little cliques whose members vote in a block and become more interested in clobbering each other than in making fair and equitable decisions.

36. Do discourage any post-mortem remarks by applicants, objectors, or members after the final vote and decision are announced, especially those afterthoughts designed to reopen the case. It will invariably result an unpleasant wrangle. Just say, "I'm sorry, but the final decision has been made. If you wish to submit additional testimony, it will be necessary for you to state your reasons by letter and the Body will decide at a subsequent meeting whether or not they wish to reopen the case. The next case on the agenda will be _____."

37. Do not hesitate to continue a case or take it under advisement if more information or greater deliberation is truly necessary, but do not use these administrative actions merely to avoid or delay making a decision before a hostile applicant or audience.

38. Do sit down and have a long soul searching session with yourself if you find you are consistently "out in left field," that no one seems inclined to second your profound motions, and that you are quite often a minority of one. You might be theoretically right, and probably are, but give some thought to what is practical, and just. Don't be "stiff-necked" in your opinions. Give a little.

39. Don't select chairmen on a seniority basis alone and don't pass the office along from member to member as a reward and honor. The nicest guy in the world, the hardest working, the most interesting and your most valuable member can be indescribably horrible in the Chair. This is just one of those facts of life which is hard to explain, but unfortunately, all too true.

As occasion presents itself, give prospective Chairmen a chance to preside, head up a sub-committee, report on special projects, and otherwise prepare themselves and demonstrate their abilities and leadership under pressure.

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30. Do not take staff recommendations lightly. These recommendations are made after much study by professional people with years of experience in their field and are based on pertinent laws, ordinances, regulations, policies, and practices developed by you and your predecessors. The recommendations of a good staff in possession of all the facts will almost always produce a technically correct recommendation.

Your job is to temper this recommendation with information developed during the hearings, which was not available to the staff. It is not unusually for the staff to voluntarily reverse or change the details of its recommendation during the course of a hearing. Always announce the staff recommendations prior to hearing any testimony and always make appropriate mention of it in the final decision.

31. Don't forget that the staff is there to help you in any way possible. It is composed of very capable professional people with vast experience. Lean on them heavily. They can pull you out of many a bad spot if you give them a chance. Or they may just sit and let you stew, if you do not give them the respect, which is their due. Remember that their usual practice is to remain silent unless they are specifically asked to comment. Most of them consider it presumptuous and unprofessional to inject any unsolicited comments into the hearings. Always ask them to comment prior to the final vote.

32. Don't try to answer technical questions even if you are sure that you know the answer. You probably don't and will wind up looking like a fool. Refer these matters to the staff. That is one of the things they are there for. They have intimate day-by-day working experience with all the pertinent ordinances and can nearly always give a timely, up-to-the-minute, professional dissertation on any subject in their field. And besides, it makes them feel more important and helps create an image of competency, which is most helpful in assuring the public that their case has received more than a cursory glance and an arbitrary decision.

Lay members of a hearing body who "explain" ordinances to the audience usually wind up their less than accurate remarks with the pretty lame comment, "That's the way I understand it and if I am wrong, I would appreciate it if the staff would correct me." The staff usually does correct them, and ordinarily at some length. Don't try to show how smart you are because you're not.

33. Don't try to ease your conscience and toss the applicant a bone by granting him something less than he asked for, something he doesn't want, and something he can't use. In all cases where it is appropriate, give him what he asked for or deny it. To do otherwise will only encourage applicants to ask for the "moon and the stars" in the hope that they will, at the worst, get the minimum requirements. A reputation for approving or denying applications as filed will result in much more realistic requests and make your job much easier.

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27. Don't try to be a hero to beautiful women, little old ladies, widowed mothers with tiny infants in their arms, and the financially and socially distressed. Be sympathetic, but objective, and don't get carried away with such a strong desire to help that you throw the rule book out the window. Ninety-nine times out of a hundred you will do them some kind of questionable service at the expense of their neighbors or the City and your kind-hearted action will come back to haunt you much sooner than anyone could have imagined. Stick to the rules.

28. Don't assume the role of fairy godfather to those who have become involved in bad business deals or other self-imposed difficulties.

29. Do not fail to give a reason when making a motion for approval or denial of an applicant's request. If you fail to do this, the applicant, any objectors, a reviewing body of higher authority, or the courts may well assume that your decision was an arbitrary one not supported by the facts and should be reversed. Always mention the staff recommendation.

30. Do not take staff recommendations lightly. These recommendations are made after much study by professional people with years of experience in their field and are based on pertinent laws, ordinances, regulations, policies, and practices developed by you and your predecessors. The recommendations of a good staff in possession of all the facts will almost always produce a technically correct recommendation.

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20. Don't try to make the applicant or any other person appearing before you look like a fool by the nature of your questions or remarks. This is often a temptation, especially when it is apparent that someone is being slightly devious and less than forthright in his testimony. But don't do it. If you must "expose" someone, do it as gently and kindly as possible.

21. Don't become involved in altercations. Some persons seem to come to hearings with the express purpose of "telling them guys down there how the cow ate the cabbage." If you answer their irrelevant rantings, you are immediately involved in a fight.

Don't answer or try to defend yourself. You are there to hear testimony and make decisions based thereon, not to head up a debating society. Remember, you are the judge and jury. In most cases, it is sufficient to say, "thank you for coming here and giving us the benefit of your thinking. I am sure that the members of this body will give your remarks serious consideration when they are making their individual determinations on the merits of this case. Is there anyone else who wishes to be heard?"

22. Do invite interested parties to come forward where they can see when an applicant is discussing or talking from a diagram, site plan, or exhibit which is not visible to the audience.

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Be certain that the person concerned understands that you cannot commit yourself in any manner, except to assure him that he may expect a fair and impartial hearing. Even if the case looks pretty good to you it is wise to be pessimistic about the chances of securing approval. If you give him encouragement and any advice and he is then denied, he will hate you until your dying day and tell everyone in town that he did just exactly what you told him to do and then, like a dirty dog, you voted against him.

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15. Don't permit a person to directly question or interrogate other persons in the audience. All questions should be addressed to the Chair and to the hearing body. When this person has finished his discussion and stated the questions to which he would like to have answers, then the Chair will permit those who care to make an answer to come forward and do so, but only voluntarily. Do not permit anyone to demand answers to all and sundry questions, especially if it is obviously done for the purpose of harassment

16. Don't use first names in addressing anyone at all during the course of the hearing. This includes audience, applicants, members of your particular body, even if the person concerned is your brother or your best friend.

Nothing, repeat nothing creates a more unfavorable impression on the public than this practice. It is poor "hearing manners," destroys the formality of the occasion, and makes the uninformed certain that some sort of "buddy-buddy deal" is about to be consummated. If you just can't bring yourself to call someone Mr. or Mrs., use the third person form and call him "the applicant," or "the person who is objecting," or "the gentleman (or lady)," who is appearing here in connection with this case.

17. Do show great respect for the Chair, always addressing the Chairman as "Mr. Chairman," "The Chairman," or "Chairman Jones," and always wait to be recognized before continuing. This will set an example for applicants and others wishing to be heard and will contribute a great deal toward the orderliness of the proceedings.

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13. Don't interrupt a presentation until the question period, except for very short and necessary clarifying remarks or queries. Most applicants have arranged their remarks in a logical sequence and the thing about which you are so concerned will probably be covered if you force yourself to be quiet for a few minutes. You can wreck his whole case by a long series of unnecessary questions at the wrong time. He will be your enemy forever.

14. Don't permit more than one person at the podium or microphone at any one time.

15. Don't permit a person to directly question or interrogate other persons in the audience. All questions should be addressed to the Chair and to the hearing body. When this person has finished his discussion and stated the questions to which he would like to have answers, then the Chair will permit those who care to make an answer to come forward and do so, but only voluntarily. Do not permit anyone to demand answers to all and sundry questions, especially if it is obviously done for the purpose of harassment

16. Don't use first names in addressing anyone at all during the course of the hearing. This includes audience, applicants, members of your particular body, even if the person concerned is your brother or your best friend.

Nothing, repeat nothing creates a more unfavorable impression on the public than this practice. It is poor "hearing manners," destroys the formality of the occasion, and makes the uninformed certain that some sort of "buddy-buddy deal" is about to be consummated. If you just can't bring yourself to call someone Mr. or Mrs., use the third person form and call him "the applicant," or "the person who is objecting," or "the gentleman (or lady)," who is appearing here in connection with this case.

17. Do show great respect for the Chair, always addressing the Chairman as "Mr. Chairman," "The Chairman," or "Chairman Jones," and always wait to be recognized before continuing. This will set an example for applicants and others wishing to be heard and will contribute a great deal toward the orderliness of the proceedings.

18. Don't be critical of attorneys who sometimes feel impelled to give unnecessarily lengthy presentations on behalf of their clients. Avoid the strong temptation to make matters as difficult as possible for them. They are just trying to make a living and must convince their clients that they are really earning the rather substantial fee which they feel their service merits.

19. Don't indulge in personalities and don't permit anyone else to do so.

20. Don't try to make the applicant or any other person appearing before you look like a fool by the nature of your questions or remarks. This is often a temptation, especially when it is apparent that someone is being slightly devious and less than forthright in his testimony. But don't do it. If you must "expose" someone, do it as gently and kindly as possible.

21. Don't become involved in altercations. Some persons seem to come to hearings with the express purpose of "telling them guys down there how the cow ate the cabbage." If you answer their irrelevant rantings, you are immediately involved in a fight.

Don't answer or try to defend yourself. You are there to hear testimony and make decisions based thereon, not to head up a debating society. Remember, you are the judge and jury. In most cases, it is sufficient to say, "thank you for coming here and giving us the benefit of your thinking. I am sure that the members of this body will give your remarks serious consideration when they are making their individual determinations on the merits of this case. Is there anyone else who wishes to be heard?"

22. Do invite interested parties to come forward where they can see when an applicant is discussing or talking from a diagram, site plan, or exhibit which is not visible to the audience.

23. Do not permit people to speak from the audience. If it is important enough for them to speak at all, it is important for them to be recognized, come forward, give their name and address, and say what they care to, if their remarks are pertinent.

24. Do not permit people to leave the podium or the microphone and approach closer to the hearing body except in unusual circumstances, usually to show a small exhibit or to explain some detail. This ordinarily breaks down into a small mumbling session at one end of the dais with one or two members of the hearing body, the others are uncertain about what is going on. The conversation usually does not get recorded, cannot be heard by the audience, and is almost impossible to control from the Chair.

25. Don't become involved in neighborhood quarrels or wind up as the referee even if you are a veritable Solomon. No matter how fair or impartial you should be, both sides will be mad at you. Stick to the merits of the case and rule out-of-order testimony which is irrelevant, personal hearsay, and not pertinent to the matter being heard.

26. Don't be vindictive and "punish" the applicant for some real or imagined affront to you or your Body on some previous occasion, perhaps bearing no relation to the present hearing. It must be assumed that he is there legally, he has a right to be heard, and he has a right to a fair and impartial hearing on the merits of his present case without reference to something which he might or might not have done in the past or will perhaps do in the future.

27. Don't try to be a hero to beautiful women, little old ladies, widowed mothers with tiny infants in their arms, and the financially and socially distressed. Be sympathetic, but objective, and don't get carried away with such a strong desire to help that you throw the rule book out the window. Ninety-nine times out of a hundred you will do them some kind of questionable service at the expense of their neighbors or the City and your kind-hearted action will come back to haunt you much sooner than anyone could have imagined. Stick to the rules.

28. Don't assume the role of fairy godfather to those who have become involved in bad business deals or other self-imposed difficulties.

29. Do not fail to give a reason when making a motion for approval or denial of an applicant's request. If you fail to do this, the applicant, any objectors, a reviewing body of higher authority, or the courts may well assume that your decision was an arbitrary one not supported by the facts and should be reversed. Always mention the staff recommendation.

30. Do not take staff recommendations lightly. These recommendations are made after much study by professional people with years of experience in their field and are based on pertinent laws, ordinances, regulations, policies, and practices developed by you and your predecessors. The recommendations of a good staff in possession of all the facts will almost always produce a technically correct recommendation.

Your job is to temper this recommendation with information developed during the hearings, which was not available to the staff. It is not unusually for the staff to voluntarily reverse or change the details of its recommendation during the course of a hearing. Always announce the staff recommendations prior to hearing any testimony and always make appropriate mention of it in the final decision.

31. Don't forget that the staff is there to help you in any way possible. It is composed of very capable professional people with vast experience. Lean on them heavily. They can pull you out of many a bad spot if you give them a chance. Or they may just sit and let you stew, if you do not give them the respect, which is their due. Remember that their usual practice is to remain silent unless they are specifically asked to comment. Most of them consider it presumptuous and unprofessional to inject any unsolicited comments into the hearings. Always ask them to comment prior to the final vote.

32. Don't try to answer technical questions even if you are sure that you know the answer. You probably don't and will wind up looking like a fool. Refer these matters to the staff. That is one of the things they are there for. They have intimate day-by-day working experience with all the pertinent ordinances and can nearly always give a timely, up-to-the-minute, professional dissertation on any subject in their field. And besides, it makes them feel more important and helps create an image of competency, which is most helpful in assuring the public that their case has received more than a cursory glance and an arbitrary decision.

Lay members of a hearing body who "explain" ordinances to the audience usually wind up their less than accurate remarks with the pretty lame comment, "That's the way I understand it and if I am wrong, I would appreciate it if the staff would correct me." The staff usually does correct them, and ordinarily at some length. Don't try to show how smart you are because you're not.

33. Don't try to ease your conscience and toss the applicant a bone by granting him something less than he asked for, something he doesn't want, and something he can't use. In all cases where it is appropriate, give him what he asked for or deny it. To do otherwise will only encourage applicants to ask for the "moon and the stars" in the hope that they will, at the worst, get the minimum requirements. A reputation for approving or denying applications as filed will result in much more realistic requests and make your job much easier.

34. Do vote by roll call, except for routine administrative matters. This is wonderful character training for each member of the body and emphasizes the "moment of truth" when he must look the applicant in the eye, make his own individual decision, and say "aye" or "nay" in a loud clear voice, all alone, with no one to hide behind. The alternate voting method is difficult for the Secretary to record, doesn't mean anything on a tape recording, is many times quite confusing and gives cowards an opportunity to change their minds and vote twice when they are caught in the minority.

35. Don't show any displeasure or elation, by word or action, over the outcome of a vote. This is very bad hearing manners and won't lead to the maintenance of a friendly cooperative spirit among members of the Body. It will lead to the creation of little cliques whose members vote in a block and become more interested in clobbering each other than in making fair and equitable decisions.

36. Do discourage any post-mortem remarks by applicants, objectors, or members after the final vote and decision are announced, especially those afterthoughts designed to reopen the case. It will invariably result an unpleasant wrangle. Just say, "I'm sorry, but the final decision has been made. If you wish to submit additional testimony, it will be necessary for you to state your reasons by letter and the Body will decide at a subsequent meeting whether or not they wish to reopen the case. The next case on the agenda will be _____."

37. Do not hesitate to continue a case or take it under advisement if more information or greater deliberation is truly necessary, but do not use these administrative actions merely to avoid or delay making a decision before a hostile applicant or audience.

38. Do sit down and have a long soul searching session with yourself if you find you are consistently "out in left field," that no one seems inclined to second your profound motions, and that you are quite often a minority of one. You might be theoretically right, and probably are, but give some thought to what is practical, and just. Don't be "stiff-necked" in your opinions. Give a little.

39. Don't select chairmen on a seniority basis alone and don't pass the office along from member to member as a reward and honor. The nicest guy in the world, the hardest working, the most interesting and your most valuable member can be indescribably horrible in the Chair. This is just one of those facts of life which is hard to explain, but unfortunately, all too true.

As occasion presents itself, give prospective Chairmen a chance to preside, head up a sub-committee, report on special projects, and otherwise prepare themselves and demonstrate their abilities and leadership under pressure.

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Minutes
City of Medford

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When available, the full agenda packet may be viewed as a pdf file by scrolling to the bottom of the page and clicking on the icon.

Thursday, February 03, 2011

Back

MINUTES OF THE MEDFORD CITY COUNCIL MEETING

February 3, 2011

The meeting was called to order at 12:00 in Council Chambers at City Hall, 411 W. 8th Street, Medford, with the following members and staff present.

Mayor Gary Wheeler; Councilmembers Dick Gordon, Karen Blair, Greg Jones, Bob Strosser, Al Densmore, James Kuntz, John Michaels, Chris Corcoran

City Manager Michael Dyal; Deputy City Manager Bill Hoke; City Attorney John Hutti; City Recorder Glenda Wilson

Introduction of McLoughlin Middle School Students of the Month

Rich Parsagian Assistant Principal introduced the students of the month.

20. **Approval or correction of the minutes of the January 16, 2010 regular meeting**
There being no corrections or additions the minutes were approved as presented.

30. **Oral requests and communications from the audience**

30.1 Fred Robinson, Chair of the Parking Commission, addressed the council regarding the recently adopted Parking Management Plan. He spoke to the staff direction of putting together a plan in conjunction with a parking consultant which the council adopted at their last meeting. He expressed that as the plan is implemented he hoped that the Parking Commission would continue to be involved in the management of the parking district. He spoke to the municipal code language that defines the duties of the Parking Commission and requested that the council continue to support the commission in these duties.

40. **Consent calendar**

40.1 REMOVED By Councilmember Jones.

40.2 REMOVED By Councilmember Gordon.

50. **Items removed from consent calendar**

50.1 COUNCIL BILL 2011-17 A resolution affirming in part and remanding in part, the Public Works Director's

administrative decision pertaining to street system development charges (SDC fees) for Building Permit 10-2862.

Councilmember Jones noted he would be abstaining as he was not here for the hearing.

Motion: Adopt the resolution.

Moved by: Bob Strosser

Seconded by: James Kuntz

Roll Call: Councilmembers Bob Strosser, James Kuntz, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels and Chris Corcoran voting yes. Councilmember Greg Jones abstained.
Resolution 2011-17 was duly adopted.

40.2 COUNCIL BILL 2011-18 A resolution appointing representatives to voting positions as the city representatives(s) on boards and commissions.

Councilmember Gordon noted that he was also appointing John Michaels and Chris Corcoran as the alternates to the Regional Rate Committee.

Motion: Adopt the resolution as amended to include John Michaels and Chris Corcoran as the alternates for the Regional Rate Committee.

Moved by: Dick Gordon

Seconded by: John Michaels

Roll Call: Councilmembers Bob Strosser, James Kuntz, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels, Greg Jones and Chris Corcoran voting yes.
Resolution 2011-18 was duly adopted.

60. Ordinances and resolutions

60.1 COUNCIL BILL 2011-19 An ordinance authorizing an Amended Intergovernmental Agreement between the City of Medford and various federal, state and local agencies to enforce drug and gang-related criminal laws in Jackson County.

Motion: Adopt the ordinance.

Moved by: James Kuntz

Seconded by: Bob Strosser

Roll Call: Councilmembers Bob Strosser, James Kuntz, Greg Jones, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels and Chris Corcoran voting yes.
Ordinance 2011-19 was duly adopted.

60.2 COUNCIL BILL 2011-20 An ordinance authorizing execution of an Intergovernmental Agreement between the City of Medford and Jackson County to provide records management software access to the Jackson County Sheriff's office.

Motion: Adopt the ordinance

Moved by: Bob Strosser

Seconded by: Dick Gordon

Roll Call: Councilmembers Bob Strosser, James Kuntz, Greg Jones, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels and Chris Corcoran voting yes.
Ordinance 2011-20 was duly adopted.

70. City Manager and other staff reports

70.1 Mr. Dyal addressed the council regarding the congressional lobbying priority listing distributed at council places and requested council direction for forwarding these to Smithwest. Councilmember Densmore questioned if there should be discussion at this time regarding transportation projects as they may relate to the reauthorization of the Transportation Infrastructure Act. Councilmember concurred this should be discussed separately.

Motion: Forward the five priorities of Safe Sidewalks, Santo Community Center, Police Evidence Storage, U.S. Cellular Community Park and Water Reclamation Division Solar Project to Smithwest.

Moved by: Dick Gordon

Seconded by: Chris Corcoran

Councilmembers noted that the other four projects should also not be forgotten and that Smithwest should move them forward as well if the opportunity for funding was possible.

Roll Call: Councilmembers Bob Strosser, James Kuntz, Greg Jones, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels and Chris Corcoran voting yes.
Motion carried and so ordered.

80. Propositions and remarks from the Mayor and Councilmembers

80.1 Proclamations issued:
None

80.2 Further Council committee reports.

a. Budget Committee Appointment: One partial term ending 1/31/2013. Applicants were Steven Dickson and Jim Kelly.

Roll Call:

Corcoran: Steven Dickson

Blair: Steven Dickson

Densmore: Jim Kelly

Gordon: Steven Dickson

Jones: Jim Kelly

Kuntz: Jim Kelly

Michaels: Jim Kelly

Strosser: Steven Dickson

Wheeler: Steven Dickson

Results: Steven Dickson received five votes and Jim Kelly received four votes. Steven Dickson was appointed to the partial-term vacancy for the Budget Committee.

b. Councilmember Gordon requested an update on the Water Wise Committee. Jim Huber, Planning Director addressed the council and noted last December there was a council study session that included the Water Commissioners to discuss the scope of work for this committee. He noted the information from that meeting is at council places for their review and direction. He also noted that Water Commissioner Leigh Johnson, who was appointed by the Council as a member of the committee, has requested that his fellow

commissioner Tom Hall serve as an alternate. Councilmember Strosser questioned if all members of the committee are willing to continue to serve and Mr. Huber noted they have been contacted and agreed to continue to serve on the committee. Councilmember Strosser suggested that as Mr. Johnson is a Water Commissioner which is a policy body that neither he nor any member of the City Council not be appointed to serve on this technical committee. He suggested that the Water Commission and the City Council will review the recommendations of the committee once they have completed their work.

Motion: Re-appoint Mark Dew, Pete Young, Laura Hodnett, John Galbraith, Dave Searcy, Brian Westerhout, Desmond McGeough, Greg Mead, Vaughn Jones and Bonnie Bayard to the Water Wise Committee and approve the revised scope of work.

Moved by: Bob Strosser Seconded by: John Michaels

Roll Call: Councilmembers Bob Strosser, James Kuntz, Greg Jones, Dick Gordon, Karen Blair, Al Densmore, James Kuntz, John Michaels and Chris Corcoran voting yes.

Motion carried and so ordered.

- c. Councilmember Strosser reported on information regarding the material presented at the Water Commission meeting regarding water rates. He displayed a graph that shows by communities what is charged by the Water Commission for water vs. additional charges that the communities add to the utility bills.
- d. Councilmember Corcoran reported on the Southern Oregon Regional Economic Development Inc. Board of Directors meeting and he distributed a sheet outlining recruitment and relocation activities. There are a number of strong leads for relocation of businesses to this region that could create additional jobs.
- e. Councilmember Densmore reported on his attendance at the Rogue Valley Metropolitan Policy Organization meeting and the Oregon Metropolitan Policy Organization consortium meeting. He noted there was discussion at both meetings regarding the greenhouse gas taskforces. Councilmember Strosser questioned if there had been any changes regarding rail issues and Councilmember Densmore noted that at the Oregon MPO meeting there was discussion that the State is investing resources in passenger rail from Eugene north and discussion in regards to freight rail corridors but not much update on our region.
- f. Councilmember Michaels reported on the meeting with representatives from the taxi and limousine industry to discuss code modifications. The meeting was productive and they will be working with staff to bring forward a recommendation but likely it will not come forward until after the budget process is completed.
- g. Mayor Wheeler reminded everyone about the Polar Plunge event happening on Friday.
- h. Mayor Wheeler wished everyone a Happy Chinese New Year.

Mayor Wheeler noted that the evening meeting has been cancelled and read a statement regarding executive sessions.

90. Adjournment to Executive Session

The meeting was adjourned to Executive Session at 1:02 p.m. pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the Council to negotiate real property transactions.

The proceedings of the City Council meeting were recorded and are filed in the City Recorder's office. The complete agenda of this meeting is filed in the City Recorder's office.

Glenda Wilson
City Recorder



Oregon

John A. Kitzhaber, MD, Governor

Parks and Recreation Department

State Historic Preservation Office

725 Summer St NE, Ste C

Salem, OR 97301-1266

(503) 986-0671

Fax (503) 986-0793

www.oregonheritage.org

March 25, 2011

Paul Wyntergreen
City of Jacksonville
PO Box 7
Jacksonville, OR 97530

RECEIVED

MAR 28 2011

CITY OF JACKSONVILLE



Re: OHC-09-03

Dear Paul:

Enclosed please find the reimbursement check for the following grant:

2009 Heritage Commission Grant to the City of Jacksonville

Grant Amount: \$13,333.00 Start Date: 11/10/2009 End Date: 4/1/2011

Check Amount: \$13,333.00 Project Summary:

Grant Balance: \$0.00 The City will implement the first phase of a master landscape plan for the Peter Britt House gardens. This phase consists of rerouting a path and steps that bisect the house foundation site, and grading the home site area. A following phase will recreate an entire house footprint as the focal point for the garden.

Congratulations on your fine work. Please feel free to contact us if you have questions or need assistance.

Sincerely,

Tracy Tulee for Kimberly Dunn

Kimberly Dunn

Grants Manager

(503) 986-0670

kimberly.dunn@state.or.us



March 20, 2011

To: Jacksonville City Council
Jeff Alvis-City Administrator

From: Tony Hess

Re: Road repair work in the Watershed and the Forest Park

This memo is to describe the road repair project that will be done in mid-April on the Reservoir and Norling roads. The funds for this project will come from a \$13,500 grant that the city received from the BLM out of timber funds allocated to them for natural resource projects. Additionally, the MRA is contributing \$8,000 from their maintenance funds received from the Oregon Parks ATV Fund.

The city will work on the Reservoir Road up to the Red Rocks Quarry, and the first part of the Norling Creek Road. The MRA will use their funds on Reservoir Road from the Red Rocks quarry up to their property at Lilly Prairie at the north end of the watershed. The work will consist of grading and rolling the road surface to improve the drainage, and to correct severe damage done from storm runoff. Also culverts will be installed as needed to carry underneath the road.

I am requesting that the city council give approval to a request from the city administrator to add budgeted city funds to extend the project, as the money available is not sufficient to complete all the work that is needed. The city has not expended any significant funds for several years for any maintenance, and portions are getting close to being very difficult for emergency equipment to pass over. Watershed road maintenance funds were always provided from selective timber harvests, and the 2005 timber harvest provided \$80,000 in profit. This sum was used to start the Parks, Recreation, and Visitors Services Fund (PRVS) four years ago when the former Forestry Fund was combined into the Parks Fund to create the PRVS. A line item was established in the PRVS Fund for \$8,000 to manage the watershed to pay for timber management and watershed maintenance including roads, but a city council decision subsequently changed that line item to restrict it to use only in parks within the city limits.

The current 2010-2011 PRVS budget does, however, provide two lines that funds could be charged for the road funds, Line 25 Parks Maintenance, or Line 51 Parks and Grants Management. An expenditure of \$5,000 would be an appropriate sum to match the \$13,500 from the BLM.

Title II Project Application
Medford District Resource Advisory Committee

Table

Note: If you have a complex budget, add it as an appendix (with narrative). The Resource Advisory Committee will want to know specifically how the funds will be spent.

Fill table with the specific details of each funding year request (i.e. use two separate tables, one for each year, if applying for two funding years).

Table 1:

Item	A: Fed. Agency Appropriated Contribution <i>(identify the Federal agency)</i>	B: Requested Title II Contribution <i>(this application)</i>	C: Other Contributions City of Jacksonville Personnel and Equipment	D: Total Available Funds
24. Field Work & Site Surveys	500		500	1000
25. NEPA & Sec.7 ESA Consultation	500			500
26. Permit Acquisition				
27. Project Design & Engineering <i>(layout, mark and cruise, engineering plans, etc.)</i>			300	300
28. Contract Preparation		500	250	750
29. Contract Administration			350	350
30. Contract Cost		26500		26500
31. Workforce <i>(labor)</i> Cost Project engineer Jacksonville city equipment City equipment operator labor		1200	1600 2000	4800
32. Materials & Supplies		500		500
33. Monitoring <i>(post-project completion)</i>			300	300
34. Other or Applicant <i>(Non-BLM)</i> Administrative/ Overhead Costs				
35. Project Subtotal	1000	28700	5300	35000
36. Indirect BLM Administrative/ Overhead Costs <i>(10% - will be allocated from the Total Cost Estimate)</i>		3189		3189
37. Total Cost Estimate	1000	31889	5300	38189