

**ROSEBURG CITY COUNCIL AGENDA – JULY 11, 2022**

**City Council Chambers, City Hall**

**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**Public Online Access:**

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)



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7-7-2022

*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.*

**7:00 p.m. Regular Meeting**

- 1. Call to Order – Mayor Larry Rich**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Shelley Briggs Loosley	Beverly Cole	Bob Cotterell	Sheri Moothart
Brian Prawitz	Kylee Rummel	Patrice Sipos	Andrea Zielinski
- 4. Mayor Reports**
  - A. Parks and Recreation Month Proclamation
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – In Person or via Zoom/See Information on the Reverse**
- 7. Special Presentation**
  - A. Roseburg Public Library UCAN AmeriCorps Member Presentation by Lydia Rathe
  - B. Historic Mapping Program Presentation by Community Development RARE AmeriCorps Participant Kate Bentz
- 8. Consent Agenda**
  - A. Minutes of June 27, 2022 Special Council Meeting
  - B. Minutes of June 27, 2022 Council Meeting
  - C. Resolution No. 2022-22 – Southern Oregon Medical Workforce Development Center Grant Acceptance
  - D. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement
- 9. Resolutions**
  - A. Resolution No. 2022-23 – Appropriations Transfer for Fiscal Year 2022-23 Setting Up Transfers to the Off Street Parking Fund
- 10. Ordinances**
  - A. Ordinance No. 3573 – Amending Subsection 2.34.050(B)(5) of the Roseburg Municipal Code, and Updating the Audience Participation Instructions to Match the Code, First Reading
- 11. Department Items**
  - A. Measure 109 – Psilocybin Facilities Discussion
  - B. Purchase of Real Property – 1108 NW Troost Street
- 12. Items from Mayor, City Council and City Manager**
- 13. Adjourn**
- 14. Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation**

**Informational**

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions, which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:*

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 4:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 4:00 p.m. the day of the meeting to get a link to the meeting.

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **TIME LIMITATIONS**

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council.

**A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

### **PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

**The City Council meetings are on Facebook Live and available to view on the City website the next day at:**

**<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>**

**The full agenda packet is available on the City’s website at: <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### PARKS AND RECREATION MONTH

**WHEREAS:** Our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS:** Parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and also improve the mental and emotional health of all citizens; and

**WHEREAS:** Parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS:** Parks and recreation areas are fundamental to the environmental well-being of our community. They improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development and protect habitat for wildlife; and

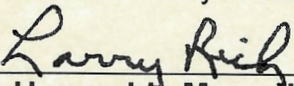
**WHEREAS:** Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS:** The City of Roseburg recognizes the benefits derived from parks and recreation resources;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim July 2022 as

### PARKS AND RECREATION MONTH

DATED this 11<sup>th</sup> day of July 2022.

  
\_\_\_\_\_  
The Honorable Mayor Larry Rich



**MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL MEETING  
June 27, 2022**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:30 p.m. on June 27, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Sheri Moothart, Kylee Rummel, Patrice Sipos and Andrea Zielinski.

**Absent:** Councilor Brian Prawitz

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Fire Chief Monte Bryan, Public Works Director Dawn Easley, Public Works Director Brice Perkins and Management Assistant Koree Tate.

**PLANNING COMMISSION INTERVIEWS**

Mayor Rich explained Council would take turns asking interview questions and discuss their decision in the City Council meeting to make a determination for appointment for the Planning Commission vacancy.

**APPLICANT CINDY TROUTT**

Ms. Cindy Troutt provided her background experience, including her last position with the Oregon Department of Transportation. She explained she was raised to give back to the community and when the position opened, she thought it was the right time to apply for consideration. She knew many citizens were not aware of most land use regulations, but noted if people were not calling or emailing it typically meant things were going well. When dealing with conflicts, it was best to stay calm, do research, find details and communicate to alleviate the problem. People had their own idiosyncrasies so it was good to be honest and clear. Commission members were stewards and it was up to them to do their best.

**APPLICANT MATTHEW BRADY**

Mr. Matthew Brady shared his background including the business he started in 2007, service on a church executive team and working as an adjunct professor at Umpqua Community College. He explained he enjoyed opportunities to share his voice, and reviewed Planning Commission meetings and minutes to better understand the process and responsibilities. He noted that citizens were not typically aware of land use regulations until something was not working well. It was important to identify issues to minimize problems. He understood the role of the Planning Commission with City Council to be one where most decisions were forwarded to Council for approval. Open lines of communication and respect were important; he loved the community and appreciated the opportunity to possibly serve.

ADJOURNMENT

The meeting adjourned at 6:52 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
June 27, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:04 p.m. on June 27, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Briggs Loosley led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Brian Prawitz (electronically via Zoom), Sheri Moothart, Kylee Rummel, Patrice Sipos and Andrea Zielinski.

**Absent:** None

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Fire Chief Monte Bryan, Public Works Director Dawn Easley, Public Works Director Brice Perkins and Management Assistant Koree Tate.

**FIRE CHIEF RETIREMENT**

Ms. Messenger applauded retiring Fire Chief Monte Bryan who was recognized for his dedication and service to the City from April 1, 1995 to June 30, 2022. She wished him well for his new adventures ahead.

**PUBLIC WORKS DIRECTOR RETIREMENT**

Ms. Messenger announced retiring Public Works Director Brice Perkins was recognized for his dedication and service to the City from January 13, 2020 to June 30, 2022. He was going to full retirement; she wished him well.

Mayor Rich shared retirement reception information for Mr. Bryan and Mr. Perkins, provided each a plaque and thanked them for their service to the City.

**2021 ROSEBURG OPTIMIST CLUB OFFICER OF THE YEAR – ROSEBURG MOTOR OFFICER/HOMELESS LIAISON JOSH CHAVEZ**

Chief Klopfenstein thanked the Roseburg Optimist Club for nominating and going through the voting process to choose Officer Josh Chavez as the recipient of the 2021 Officer of the Year. Mr. Chavez had been with the City since June 2013 and showed his commitment each and every day with a can-do attitude, was always positive and remained calm under pressure. Officer Chavez was also selected as Roseburg's Officer of the Quarter by his supervisor. He was valued as a dedicated member of the Police Department.

**MAYOR REPORT**

Mayor Rich discussed the follow-up to the Pride Proclamation discussion and shared Council would begin with meetings in August to determine goals and plans on how to begin the process of a more inclusive community. He asked Councilors to be prepared to share ideas to keep the meetings efficient and productive.

### COMMISSION REPORTS

Councilor Sipos attended a MedCom Board Meeting on June 16, 2022 to discuss monthly financials with the main focus on the 2022-23 budget. Due to their expenses now being over \$500,000, they are required to have an outside audit.

Mayor Rich chaired a Homeless Commission meeting on June 27, 2022. They discussed the Gary Leif Navigation Center open house and ribbon cutting events, received an HTAG update and discussed a Tent Camping policy that was on the current agenda.

### PLANNING COMMISSION APPOINTMENT

Mayor Rich explained two applicants were interviewed in a Special Meeting prior to the Council meeting. They interviewed Cindy Troutt and Matthew Brady. Mayor Rich asked Council's decision as to a possible appointment. Councilor Cotterell appreciated both applicants for applying and noted Mr. Brady was more concise during his interview. Councilor Sipos agreed Mr. Brady was clear, concise and showed preparation. Councilor Cole appreciated the interest from both applicants to serve on the Commission, but felt Mr. Brady had better responses to their questions. Councilor Moothart recommended Ms. Troutt based on her experience, knowledge and work history with ODOT. Councilor Zielinski suggested Ms. Troutt for her infrastructure and ODOT knowledge. Councilor Rummel appreciated that both seemed to love the community and had a desire to serve on the Commission. Although Mr. Brady was concise, Ms. Troutt was passionate and more expressive with her words. Councilor Briggs Loosley agreed Ms. Troutt had more experience in the field that might serve the Commission better. Mayor Rich said that having previously served on the Planning Commission, he knew how difficult it was with specific rules and regulations, and felt Mr. Brady might have the advantage for what was needed to serve on the Planning Commission.

Councilor Moothart moved to appoint Cindy Troutt to the Planning Commission. The motion was seconded by Councilor Zielinski and failed by the following vote: Councilors Briggs Loosley, Moothart and Zielinski voted yes. Councilors Cole, Cotterell, Rummel and Sipos voted no. Councilor Cotterell moved to appoint Matthew Brady to the Planning Commission. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Rummel and Sipos voted yes. Councilors Briggs Loosley, Moothart and Zielinski voted no. Councilor Prawitz did not have an adequate connection to provide a vote. Mayor Rich congratulated Matthew Brady for his appointment to the Planning Commission by a 4-3 vote.

### AUDIENCE PARTICIPATION

Tasha Kaiser, Roseburg, shared while working her graveyard shift her vehicle was stolen from the downtown parking structure. She proposed a better way to secure the building and asked Council to consider a one way in and out for drivers and to possibly grate the open areas to make it more secure. She thanked the Police Department for finding and retrieving her vehicle.

### CONSENT AGENDA

Councilor Briggs Loosley moved to approve the minutes of June 13, 2022. The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs

Loosley, Cole, Cotterell, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no. Councilor Prawitz did not have an adequate connection to provide a vote.

PUBLIC HEARING – RESOLUTION NO. 2022-18 – MINI EXCAVATOR PURCHASE UTILIZING COOPERATIVE PURCHASING

Mayor Rich opened the Public Hearing regarding a mini excavator purchase utilizing cooperative purchasing at 7:28 p.m. Ms. Easley explained the Water, Street and Storm Drainage divisions were responsible for installation and maintenance of underground utility assets such as pipes, fire hydrants, valves, catch basins, curb inlets, culverts, ditches, streets, etc. The purchase of an additional mini excavator would ensure that appropriate sized equipment was available when needed to maintain those assets. Currently the City had one mini excavator shared by the Streets, Storm Drainage, and Water Divisions. Having only one machine of this type had been challenging at times due to the seasonal nature of the work. Often, more than one division needed the equipment at the same time, resulting in delays in completing the necessary maintenance tasks.

Ms. Easley continued that acquisition of the Caterpillar Model 308 Mini Excavator could be made under the Sourcewell cooperative purchasing agreement that offered a twenty-six percent discount and a contract price of \$133,594.92. The FY 22-23 budget included \$150,000 for purchase of the mini excavator and the cost would be split equally between the Storm Drainage Fund and the Water Fund. The Sourcewell cooperative purchasing contract with Caterpillar would expire May 13, 2023. Peterson CAT had the unit in stock and delivery time was approximately 30 days. The Public Works Department reviewed this item at their June 9, 2022 meeting and recommended the Council authorize the purchase.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:30 p.m. Councilor Cotterell moved to adopt Resolution No. 2022-18, entitled, "A Resolution Exempting the Purchase of a Caterpillar Model 308 Mini Excavator from the Competitive Bid Process," from Peterson CAT for \$133,594.92 utilizing the Sourcewell contract pricing. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-18 as adopted.

PUBLIC HEARING – RESOLUTION NO. 2022-19 - GARY LEIF NAVIGATION CENTER RENOVATION PROJECT EXEMPTION TO THE COMPETITIVE BIDDING PROCESS

Mayor Rich opened the public hearing regarding the Gary Leif Navigation Center Renovation Project exemption to the competitive bidding process at 7:31 p.m. Ms. Easley reported the City proposed to use Construction Manager/General Contractor (CM/GC) as an alternative competitive contracting process in order to reduce costs, increase efficiencies, and develop a construction phasing plan to lessen impacts to operations. Upon completion of the preliminary design, the project would be ready to move forward with a process to select a CM/GC as part of the project team. The nature of the project required specialized skills for construction and successful experience in construction management of complex and multi-disciplined retrofit and remodel projects.

The alternative contracting process would result in the selection of the most qualified CM/GC for the uniquely specialized requirements of the project. It would enable the CM/GC to



participate in cost negotiation, construction review and value engineering. The CM/GC would work directly with the architect and staff in fashioning the best construction phasing and coordination strategies. The result would be a design with the potential issues identified and addressed prior to obtaining a final not to exceed cost, which would result in a reduced total construction cost.

Ms. Easley said for this project, services performed by a low bid contractor were less likely to meet the City's needs and less likely to provide the best long term value than services performed by a contractor whose qualifications had been thoroughly evaluated and determined to be superior to the qualifications of competing proposers. The current estimate for renovation was \$836,134.64, but staff is working with the architect to reduce the amount to the \$600,000 range. Staff believed the alternate competitive contracting process utilizing CM/GC was the best method to ensure a successful project. Numerous subcontractors and suppliers with unique expertise and capabilities would be required to perform the project. The alternate contracting process would allow more time than the normal competitive bidding process for the CM/GC to bid, negotiate, and gain firm commitments from subcontractors and suppliers.

In response to Mayor Rich, Ms. Easley confirmed the City would advertise through the request for proposal process and choose based on qualifications. As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:34 p.m. Councilor Sipos moved to adopt Resolution No. 2022-19, entitled, "A Resolution Regarding Exemption from Competition in Public Contracting for Construction Management/General Contractor Services for the Gary Leif Navigation Center Renovation Project. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-19 as adopted.

RESOLUTION NO. 2022-20 – SUPPLEMENTAL BUDGET AND APPROPRIATION REVISIONS FOR THE GENERAL, HOTEL/MOTEL TAX, STREETLIGHT/SIDEWALK, ECONOMIC DEVELOPMENT, WATER AND LIBRARY SPECIAL REVENUE FUNDS, FISCAL YEAR 2021-22

Mr. Harker stated an appropriation was an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It was limited to one fiscal year [ORS 294.311(3)]. Appropriations were a legal limitation on the amount of expenditures that could be made during the fiscal year and on the purposes for which expenditures could be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government was operating with the adopted budget, changes in appropriated expenditures sometimes became necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another or new appropriations categories created.

The method used to amend the budget was determined by the budgetary change needed. If the change involved new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget was usually required. If the change was a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer was allowed.

**Supplemental Budget Actions – Hotel/Motel Tax, Streetlight/Sidewalk and Economic Development Funds**

The local economy for hospitality industries had been very good this fiscal year resulting in very low vacancy rates, which permitted local hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City's Transient Lodging Taxes (TLT) was projected to be \$740,000 greater than budgeted, or an increase of 59%. Since, by ordinance, 9.86% of the TLT revenues were to be transferred to the Economic Development Fund and 32.89% to the Streetlight/Sidewalk Funds, a supplemental budget was required to recognize the projected increased revenues with a corresponding increase to the transfers out to the identified funds.

***Appropriation Transfer Actions – General, Library Special Revenue and Water Funds***

The Municipal Court was currently projected to come in under budget by approximately \$8,700, however, this was tight so staff recommended additional appropriation authority be granted to ensure it would not exceed its appropriation authority due to an unforeseen situation. Staff recommended an additional \$10,000 be appropriated for use by the Municipal Court Department.

The Fire Department projected to exceed its current appropriation authority by approximately \$27,000 due to payout of retirement benefits, implementation of the new labor agreement and attorney work on the agreement, repairs to the ladder truck and NFPA inspection work, and cost increases for vehicle fuel. Staff recommended an additional \$45,000 be appropriated to the Fire Department budget.

***Library Special Revenue Fund***

The Capital Outlay budget for the Library Special Revenue Fund was currently \$1,862 over appropriations due to the addition of coding and Spanish content on computer workstations that were put into service in the children's room. The Materials and Services budget would come in significantly under appropriations and staff recommended transferring \$2,000 of appropriation authority from Materials and Services to the Capital Outlay to provide the required authority.

***Water Fund – Administration (530)***

The Administration division of the Water Fund, which largely accounted for the utility's general overhead, was projected to exceed appropriations by \$11,500 due to the accounting of bad debt expenses that were frozen during the preceding fiscal years during the COVID Pandemic. As the City returned to normal operations from the pandemic and began to enforce normal account collection processes, the writing-off of balances that were sent to collections was much greater than anticipated, resulting in the projected cost overruns. Staff recommended an additional \$25,000 be appropriated by the Administration Division of the Water Fund.

Mr. Harker added the Oregon Budget Law required that appropriation authority be sufficient to cover all expenditures incurred during the fiscal year per the appropriation levels adopted in the budget. Oregon Budget Law did not allow budget adjustments to be made after June 30<sup>th</sup> of a given fiscal year; consequently, it was imperative that the adjustments were made prior to June 30, 2022. Councilor Cotterell questioned if the increase in the Hotel/Motel taxes were based on the Archie Creek Fire and did Mr. Harker expect to see the continuation of filled lodging or did he anticipate a decline due to the high price of gasoline, which could force some

to travel less. Mr. Harker confirmed much of the hotel use was from firefighters, timber workers clearing burnt logs and traveling nurses. COVID restrictions were lifted so people could and were traveling freely.

In response to Councilor Prawitz, Mr. Harker explained there was no impact to the General Fund, Library Fund and Water Fund, but there would be a higher beginning balance for Streetlight and the Economic Development Funds. In response to Mayor Rich, Mr. Harker noted the calculation was a way of protecting projections. Ms. Messenger added the actual transfers would follow the standard formula. Councilor Rummel knew there was a higher use of the hotels from nonprofits helping house people during COVID and was concerned about less travel due to gas prices. She wanted to know if the City could re-evaluate. Mr. Harker explained this only dealt with the current fiscal year budget, which was ending by June 30, 2022.

Councilor Cotterell moved to adopt Resolution No. 2022-20, entitled, "A Resolution Authorizing a Supplemental Budget and Budget Appropriation Revisions for Fiscal Year 2021-2022." The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-20 as adopted.

#### RESOLUTION NO. 2022-21 – AUTHORIZING TENT CAMPING PROGRAM

Mr. Cowie discussed that since adopting the goal to explore strategies to address issues related to unhoused individuals within the community, the idea of an urban campground or other supervised camping location had been brought up by both the Homeless Commission and City Council. Roseburg Municipal Code Section 7.02.100 prohibited tent camping. Staff researched what other cities had done to allow tent camping in limited situations under certain parameters to temporarily assist the homeless population. The City utilized ORS 446.265 as the means in which tent camping could occur within the city limits in order to provide transitional housing. Staff modeled the draft policy after the City's Vehicle Camping Policy, with several adjustments unique to tent camping.

In order to host tent camping or an urban campground, a property owner must register their location with the City and comply with outlined rules which consisted of items such as requiring a staff member or volunteer to be present on-site while tent camping occurred on the property; providing a minimum of two restrooms/portable toilets per location; providing adequate trash receptacles; no open flames allowed; ensure all activities complied with regulations involving noise disturbances; time limitations on the number of days one person may stay at a registered location; and require all camping was limited to fabric structures, tents or similar accommodations. Personal property had to be stored within each tent or other approved structure, or in a storage area provided by the property owner.

Mr. Cowie continued that property owners interested in hosting tent camping had to submit a Tent Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a tent camping location was solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting tent camping would do so at their own risk and expense. No more than ten (10) tents or approved structures were allowed per location. No direct financial impacts to the City were anticipated

as a result of the program. The tent camping program was not funded or sponsored by the City. All costs associated with hosting tent camping were the responsibility of the property owner. The resolution for the tent camping program could be adjusted around any parameter that needed changed. In response to Councilor Cotterell, Mr. Cowie explained he had not defined the number of days a person would have to wait to come back after the twenty-nine days. He had not seen timeframes with other cities, but they were also based on the state statute.

In response to Councilor Cotterell, Mr. Cowie confirmed he had not heard from churches or nonprofits, but some had worked with HTAG and expressed interest through them. In response to Councilor Moothart, Mr. Cowie explained the open flame was in regards to campfires and would not restrict people from cooking with butane devices such as small cooking stoves.

Mike Fieldman, Roseburg resident and Homeless Commission member, thanked staff for putting together the option and noted it was important to establish guidelines for the program. He explained that during the Homeless Commission Meeting, he expressed concerns over the current rules stating they were more solution based rather than defining the outcomes. After discussing current options, he suggested some people trying to get out of homelessness might need more than 29 days to help get their life in order. A longer period of time would provide an opportunity for better stabilization. Mr. Fieldman wanted to help rework and redefine the rules and work with staff to bring back a document to Council that would be more usable to avoid putting people off from the idea for tent camping in the community. He suggested being proactive rather than reactive. Mayor Rich added the motion to bring the Tent Camping Program to Council passed with a 5 to 1 vote at the Homeless Commission Meeting. He thought Mr. Fieldman had some good points and was willing to help draft changes. Ms. Messenger warned that she did not want to build expectations for changes and explained people could ask questions about a permit or the process.

Councilor Rummel wanted to know who would be responsible to monitor the camps. Mr. Cowie explained a person would apply, have a registration form, City officials might periodically drive by, but would mainly check areas based on complaints. Councilor Prawitz said he had been to a meeting where a church was interested in the vehicle camping program. They provided a lot of communication with surrounding neighbors and businesses. There was a fine balance for those who wanted to help. He knew this process would not be a set and forget one, meaning the rules could be changed by amending the resolution. In response to Councilor Cole, Mr. Cowie explained a property owner had the right to discontinue use of their property and could contact the Police for assistance if needed. Councilor Sipos was concerned about lack of language to have fire extinguishers or other methods to put out a small fire.

In response to Councilor Cotterell, Mr. Cowie said if a property owner did not comply with the rules, there would be a process for revocation. Attorney Forrester added they would then have an appeal process option with the City Manager. Councilor Rummel understood a home in a residential area would not be allowed to go through this process, but was concerned that churches in the same zone would be allowed. Councilor Sipos suggested shortening the 10 day period to mitigate violations. Mr. Cowie explained he was following the same nuisance abatement process that was already provided in the Municipal Code. Ms. Messenger added it was 10 days for the revocation of a permit, but it would not take 10 days to be cited.

Councilor Cotterell moved to adopt Resolution No. 2022-21, entitled, "A Resolution Adopting the City of Roseburg's Tent Camping Policy." The motion was seconded by Councilor Zielinski. Councilor Zielinski said she appreciated rules because it gave them a starting point. It was important to work with people willing to take this on and make a difference in the community. She agreed it would need to be well maintained and have wraparound services available to help people get out of situations. Councilor Sipos appreciated the process to discuss the topic. Councilor Cotterell noted it was a place to start and was flexible enough to have Staff make changes if necessary and bring it back to Council. No one knew how this would work until it was tried. Councilor Prawitz agreed this would be a driving force for changes to the rules with the option to make future changes. Councilor Rummel said it was undeniable that something needed to be in place to move forward. Mayor Rich agreed this was a start for a change since the Municipal Code had language prohibiting camping in city limits.

The motion was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. Councilors Moothart and Sipos voted no. Mayor Rich declared Resolution No. 2022-21 as adopted. Councilor Moothart said she agreed with Mr. Fieldman to review the rules for changes. Ms. Messenger explained it was a lot to ask of Mr. Cowie to complete in less than two weeks to provide at the next Council meeting. Mr. Fieldman interjected that it did not need to happen right away. Councilor Moothart stressed the language was too interpretive. Councilor Sipos agreed to working with Mr. Fieldman and Staff to go over the rules, if needed. Mr. Cowie explained that when Council approved the Vehicle Camping Policy, it too had a resolution that was approved. No organizations came forward, but there had been some conversations with people who said they might be willing to try it. It would be appropriate to work with people interested in setting this up on their property. Councilor Zielinski agreed that unless someone stepped forward, they were just guessing at what someone might want or need. Councilor Prawitz added St. Vincent DePaul downloaded the rules and held a public meeting for potentially allowing vehicle camping. There was a lot of conversation but not about the rules. Councilor Sipos agreed with Councilor Zielinski and said it was important to have feedback from someone who wanted to be a host. Mayor Rich confirmed they would wait and make adjustments as needed.

ORDINANCE NO. 3572 – AMENDING SUBSECTIONS 3.06.015, 3.06.025, AND 3.06.050 OF THE ROSEBURG MUNICIPAL CODE, FIRST AND SECOND READING

Ms. Messenger reported that the Roseburg Municipal Code Chapter 3.06 outlined the City's contracting procedures. Three different sections had dollar limits involved. Per Council's direction, staff drafted an ordinance to update those sections to improve efficiency and flexibility. The limits were set in 2005 and were no longer relevant with current inflation.

***City Manager/Purchasing Agent Authority***

In RMC 3.06.005, the Purchasing Agent was defined as the City Manager or the person(s) designated by the City Manager. The proposed ordinance raised the purchasing agent's authority from \$50,000 to \$100,000 and made changes to the existing (all-male) pronouns.

***Direct Selection***

RMC 3.06.025(A) referred to contracts for purchasing goods or services (not related to engineering or architecture) under \$10,000 and allowed for direct selection for contracts under \$10,000. The \$10,000 limit was set by state statute and could not be adjusted.

***Informal Quotes***

RMC 3.06.025(B) referred to contracts valued above \$10,000 and up to \$25,000. This section allowed informal verbal quotes up to \$25,000. The proposed ordinance removed this section.

***Informal Written Quotes***

RMC 3.06.025(C) referred to contracts valued between \$25,000 and \$50,000 and required informal written quotes for purchases or non-engineering contracts in this range. The proposed ordinance changed that section to apply to contracts valued above \$10,000 and up to \$100,000 to match the new limit for the purchasing agent and would be renumbered.

***Formal Written Quotes***

RMC 3.06.025(D) referred to contracts valued above \$50,000 and required formal written bids submitted after advertisement through the City's formal bidding process. The proposed ordinance changed the section to apply to contracts valued above \$100,000 to match the new limit for the purchasing agent and would be renumbered.

***Contracts Awarded at Purchasing Agent's Discretion, Purchase of Used Property***

RMC 3.06.025(G)(12) referred to purchase of used property. The current code limited the purchasing agent's authority to purchase used property to \$20,000, requiring the purchasing agent to record findings that supported the purchase and how it was suitable for the City's needs. The proposed ordinance changed that value to \$100,000 and renumbers that section.

***Amendments***

RMC 3.06.025(H) referred to amendments. The current code limited the purchasing agent's authority to amend contracts to 20% for a maximum contract amount of \$60,000 for contracts not awarded by Council. For contracts awarded by Council, the current authority for a change order was \$50,000 as long as the total project cost presented to Council was not exceeded. The proposed ordinance changed that value to \$100,000 and renumbers that section.

***Personal Services Contracts***

Consultant contracts for architects, engineers, land surveyors, photogrammetrists, transportation planners and related professionals were addressed differently in state statute, specifically in ORS 279C.100-125. These contracts were outlined in RMC 3.06.050(B). The ordinance had the following changes:

RMC 3.06.050(B)(1) currently addressed contracts up to \$50,000 and allowed direct selection or any other method deemed appropriate by the purchasing agent. The proposed ordinance changed this value to \$100,000.

RMC 3.06.050(B)(2) addressed contracts between \$50,000 and \$100,000 and was removed in the proposed ordinance.

RMC 3.06.050(B)(3) addresses contracts over \$100,000 and would be renumbered and included a change on the number of days the solicitation would be advertised from 10 to 14 to match state administrative rules. In the current environment, delays in purchasing had led to escalating prices. This trend was expected to continue in the near future, resulting in a

negative impact on the City's finances. Regardless of any purchasing agent authority level set by ordinance, the overall budget ultimately controlled the spending authorization and could not be exceeded without budget adjustments, which required Council authorization. There were no immediate timing considerations. However, the new fiscal year started July 1, 2022, and there were a number of purchases that would occur in the first quarter of the year.

Council agreed for Ms. Sowa to proceed with first reading of Ordinance No. 3572. Ms. Sowa read Ordinance No. 3572, entitled, "An Ordinance Amending Subsections 3.06.015, 3.06.025, and 3.06.050 of the Roseburg Municipal Code," for the first time.

Councilor Cotterell moved to suspend the rules and proceed with a second reading of Ordinance No. 3572, Amending Subsections 3.06.015, 3.06.025 and 3.06.050 of the Roseburg Municipal Code. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no.

Ms. Sowa read Ordinance No. 3572, entitled, "An Ordinance Amending Subsections 3.06.015, 3.06.025, and 3.06.050 of the Roseburg Municipal Code," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3572. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3572 as adopted.

#### STEPHENS STREET PAVEMENT IMPROVEMENT PROJECT BID AWARD RECOMMENDATION – 22PW01 PHASE 2

Ms. Easley stated Phase 2 of the project consisted of grinding and repaving approximately 4,500 lineal feet of Stephens Street from approximately 600 feet north of Diamond Lake Boulevard to Garden Valley Boulevard. The project was advertised on May 12, 2022, and bids were opened on June 1, 2022. One bid was submitted by Knife River Materials for \$1,033,788.00. The engineer's estimate for the project was \$1,117,085.00. Phase 1 of the 2022 PMP the removal and replacement of 24 ADA sidewalk access ramps was under construction and the total estimated cost is \$412,384.60. The FY 21-22 Transportation Fund budget included \$1,200,000 for ADA Ramp Construction and FY 22-23 Streetlight/Sidewalk Fund budget included \$227,500 for ADA Ramp Construction. The project was budgeted in FY 22-23. The Notice to Proceed will not be issued until after July 1, 2022.

In response to Councilor Moothart, Ms. Easley explained the first phase of the project was 40-50 percent complete. The next phase would begin in August and take 75 days to complete. Ms. Easley confirmed Councilor Cotterell's comment that most work would take place in the night except for sewer covers and manholes. Councilor Cotterell moved to award the Stephens Street Pavement Improvement Project to the lowest responsible bidder, Knife River Materials for \$1,033,788.00. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no.

### MARKED POLICE PATROL TRUCK PURCHASE

Mr. Klopfenstein reported he needed to purchase a new fully equipped police patrol truck to replace an older model patrol utility vehicle as part of a standard and scheduled vehicle fleet rotation. The new police patrol truck would be procured from the State of Oregon state-bid pricing agreement. This truck was a Ford F-150 Super Crew Police Responder 4X4, and would be fully equipped as a marked police patrol vehicle. With police involvement in camp cleanups and the collection of items of utility, they had increasingly found the need for a truck for the transportation of multiple and large items.

Attorney Forrester confirmed that due to the recent passing of Ordinance No. 3572, this item no longer needed a motion and was within the City Manager's authority to approve for purchase. In response to Councilor Moothart, Mr. Klopfenstein explained he did not chose a Ford F-350 because the F-150 was part of the police package.

### DESTINATION MARKETING ORGANIZATION CONTRACT RENEWAL

Mr. Cowie reported the contract between the City of Roseburg and Anvil Northwest (Experience Roseburg) to act as the City's Destination Marketing Organization (DMO) was expiring June 30, 2022. Anvil requested the option to extend the contract for an additional 3-year period as per the contract. Staff recommend that Council renew the contract. Within the last three years, Anvil created a full-scale tourism promotional campaign referred to as Experience Roseburg. A new website has been developed, along with social media pages on Facebook and Instagram. The Between Two Rivers YouTube series was up and running with monthly new videos featuring area and local attractions. A visitor guide and e-newsletter were available and a new Roseburg Visitor Center in downtown just opened. Stakeholder meetings were held with Roseburg-based tourism businesses, and collaboration with local, regional, and state partners to help establish Roseburg as a tourism destination promoted throughout the northwest.

Mr. Cowie pointed out that all of this had occurred during the midst of a pandemic that created worldwide impacts to the tourism industry. The good news was that they weathered the storm and were excited about continuing to produce and taking their plans into the future. The current contract was set to expire June 30, 2022, but a renewal option existed for an additional three-year period if agreed upon by both the City and Anvil. The scope of the contract would remain unchanged; however, the fee structure would be adjusted in order to provide extra funding to produce additional brand and content development, provide more outreach, and utilize travel data software to better track the impact the campaign had on local tourism.

The proposed contract would change from a flat fee of \$450,000 a year to a \$500,000 base fee, plus 15 percent of the tourism promotion portion of the revenues from the hotel/motel tax, for a total annual fee not to exceed \$750,000. The fixed base fee would increase 3 percent annually, and the renewal limits increases the hourly rates to no more than 5 percent annually. Staff presented the renewal option to the Economic Development Commission (EDC) on June 6, 2022 and they recommended the Council renew the contract with Anvil Northwest to act as the DMO for the City of Roseburg. Councilor Briggs Loosley pointed out they were also helping with the City's 150<sup>th</sup> birthday celebration. In response to Mayor Rich, the increase had a cap limit because the purpose was to get more work from them. Ms. Messenger added Anvil provided a spreadsheet of tasks and hourly rates. When negotiated, some items were pulled, but with more revenue coming in it meant they could do more work and would have data to



show where travelers were from. Mr. Cowie mentioned the hourly rate was included in their budget for new creative content and worked to propose something reasonable for both them and the City.

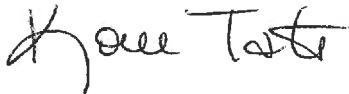
Councilor Briggs Loosley moved to renew the contract with Anvil Northwest to act as the Destination Marketing Organization for the City of Roseburg with the changes to compensation as outlined. The motion was seconded by Councilor Cole. Councilor Prawitz added that Anvil had some of the most professional marketing he had ever seen. The motion was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

No items were brought forward for discussion.

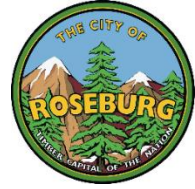
ADJOURNMENT

The meeting adjourned at 8:59 p.m.



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### SOUTHERN OREGON MEDICAL WORKFORCE DEVELOPMENT CENTER GRANT ACCEPTANCE

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Meeting Date: July 11, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Nikki Messenger  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

At the June 13, 2022, meeting, the Council authorized the City Manager to accept a \$5 million grant from the State of Oregon to be used for the Southern Oregon Medical Workforce Center. Since that time, staff has received the draft grant agreement from the Department of Administrative Services (DAS). The agreement requires authorization by order, resolution or ordinance. The issue for the Council is whether to adopt the attached resolution authorizing the City Manager to accept the \$5M grant award for this project.

#### BACKGROUND

##### A. Council Action History.

- On February 11, 2013, the Council authorized an agreement to provide \$30,000 for the medical education facility feasibility study.
- On January 11, 2016, the Council granted up to \$15,000 from the Economic Development Fund to support the next phase of the Medical Education Facility Project.
- On March 11, 2019, the Council authorized an additional \$25,000 to support funding for an Economic Study by ECONorthwest for the Medical Education Facility in Roseburg.
- On April 17, 2019, the Council directed staff to develop a letter related to financial support for the project.
- On May 13, 2019, the Council authorized the City Manager Pro-Tem to enter into a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the college contingent upon securing an adequate funding package and an acceptable long-term lease.
- *Not a Council Action – July 2019 – the Legislature approved \$10 million in funding for the Southern Oregon Medical Workforce Development Center with the City of Roseburg as grantee and a \$10 million matching requirement.*
- On November 25, 2019, the Council authorized the City Manager to join the Board of the Umpqua Valley Development Corporation (UVDC), a non-profit corporation formed to deliver the project.

- On February 10, 2020, the Council authorized the City Manager to negotiate an agreement with UVDC to provide \$60,000 from the Economic Development Fund to provide funding for project management services for the project, *and* authorized staff to submit a Declaration of Official Intent to reimburse project costs to the Oregon Department of Administrative Services for the project.
- *Not a Council Action – On July 10, 2020, the City received notification from the State of Oregon that due to projected losses in lottery revenues, the state would not be issuing lottery bonds and that funding would not be available for projects funded via House Bill 5030.*
- On August 24, 2020, the Council received an update from Phil Scheuers from PacWest regarding the project.
- January 24, 2022, the Council authorized the City Manager to execute a Memorandum of Understanding with the Umpqua Valley Development Corporation outlining the City's commitment to the Southern Oregon Workforce Development Center project, including designation of the City as the grant recipient/fiscal agent to receive the grant funds from the state.
- June 13, 2022, the Council authorized the City Manager to accept the grant funds from the state.

**B. Analysis.**

Work to develop a medical college in the Roseburg area began in 2012 with leadership at CHI Mercy recognizing the severe shortage of healthcare workers, especially in rural areas. For the past several years, the City has worked with community partners to develop a medical college in Roseburg. In early March, HB 5202 was adopted by both the Oregon House and Senate and included \$5 million for the Southern Oregon Medical Workforce Center.

The request before Council is to adopt the attached resolution authorizing the acceptance of the grant award of \$5 million from the state for the medical college.

**C. Financial/Resource Considerations.**

The proposed FY 2022-23 Grant Fund budget includes the acceptance of the \$5 million state grant.

**D. Timing Considerations.**

The draft DAS agreement includes an expiration date of June 20, 2023. Grant reporting is required until all funds are expended.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the attached resolutions, authorizing the City Manager to negotiate and execute an agreement with the State to accept the \$5 million in grant funding for the Southern Oregon Workforce Development Center; or
2. Request additional information; or
3. Do nothing.

**STAFF RECOMMENDATION**

Bringing an expanded medical education facility to Roseburg has been a priority for close to a decade. “Support effort to construct the Allied Health College” is a milestone under City Council Goal #4 – Take a proactive role in community economic development and revitalization. Benefits of the project range from economic development to increasing the capacity of the local health care system. Staff recommends the Council adopt the attached resolution.

**SUGGESTED MOTION**

***“I MOVE TO ADOPT RESOLUTION NO. 2022-22, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE STATE OF OREGON TO ACCEPT THE \$5 MILLION IN GRANT FUNDING FOR THE SOUTHERN OREGON WORKFORCE DEVELOPMENT CENTER PROJECT.”***

**ATTACHMENTS:**

Attachment #1 - Resolution No. 2022-22

**RESOLUTION NO. 2022-22**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE  
A GRANT AGREEMENT WITH THE STATE OF OREGON ACCEPTING A \$5 MILLION  
GRANT FOR THE SOUTHERN OREGON MEDICAL WORKFORCE CENTER.**

**WHEREAS**, high quality health care is a building block of any successful community; and

**WHEREAS**, a recent report engaged by Oregonians for Rural Health indicated that of the 36 counties in Oregon, 26 are fully or partially designated as Health Professional Shortage Areas by the Federal Health Resources and Services Administration and 24 of those counties are rural; and

**WHEREAS**, regionally-based medical training programs are essential for addressing Southern Oregon's health care needs; and

**WHEREAS**, the City of Roseburg has been engaged with partner organizations working towards the realization of a medical training facility in Roseburg since 2013; and

**WHEREAS**, the adopted 2020-2022 City Council Goals include "Support effort to construct the Allied Health College" under Goal 4 – "Take a proactive role in community economic development and revitalization"; and

**WHEREAS**, on January 24, 2022, the Council authorized the City Manager to execute a Memorandum of Understanding with the Umpqua Valley Development Corporation outlining the City's commitment to the Southern Oregon Workforce Development Center project, including designation of the City as the grant recipient/fiscal agent to receive grant funds from the state; and

**WHEREAS**, the 2022 Oregon Legislature appropriated \$5 million from the general fund to provide a grant for the Southern Oregon Medical Workforce Center to the City of Roseburg; and

**WHEREAS**, the City desires to accept this grant and utilize it to the greatest extent possible,

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:**

**Section 1.** The Roseburg City Manager is authorized to negotiate and execute a Grant Agreement with the State of Oregon Department of Administrative Services outlining conditions associated with accepting a \$5 million grant to be used for the Southern Oregon Medical Workforce Center.

**Section 2.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 11<sup>TH</sup> DAY OF JULY, 2022.**

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**Amy L. Sowa, Assistant City Manager/Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## INTERGOVERNMENTAL AGREEMENT – DOUGLAS COUNTY COMMUNICATIONS SERVICES AND RADIO USAGE AGREEMENT

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Meeting Date: July 11, 2022  
Department: Police / Fire  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Gary Klopfenstein  
Contact Telephone Number: 541-492-6760

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### ISSUE STATEMENT AND SUMMARY

Douglas County Emergency Communications (DCEC) provides communications services for the Roseburg Police and Fire Departments annually through an intergovernmental agreement (IGA). The current agreement expired June 30, 2022, and needs to be renewed to continue this essential service.

### BACKGROUND

#### A. Council Action History.

Council authorized the City Manager to enter into a communications service IGA with DCEC on July 8, 2019.

#### B. Analysis.

In the 1990s, Roseburg elected to contract with DCEC for dispatch services. Since that time, Roseburg Police and Fire have paid annually for use of DCEC. Roseburg has utilized multiple communications services IGAs with DCEC over the years.

Douglas County initiated a separate radio usage fee in 2019 to help maintain their aging radio network infrastructure. The radio usage fee was not increased this year.

Radio usage fee for FY 22-23:

Roseburg Police:	\$ 69,226.00
Roseburg Fire:	\$ 8,855.00
Total:	\$ 78,081.00

DCEC utilizes a system use formula determined by the previous year's call volume to determine the dispatch fees for Roseburg Police and Fire. DCEC increased dispatch fees this year by 3%.

Dispatch usage fee for FY 22-23:  
Roseburg Police: \$ 400,840.00  
Roseburg Fire: \$ 85,058.00  
Total: \$ 485,898.00

Dispatch and radio usage fees for FY 22-23:  
Police and Fire radio usage fee: \$ 78,081.00  
Police and Fire dispatch usage fee: \$ 485,898.00  
**Total due to DCEC: \$ 563,979.00**

Payments will be made beginning July 1, 2022, in the quarterly amount of \$140,994.75. DCEC generated a Communications Services Agreement that requires a signature from Roseburg; due to the associated cost, Council authorization is required.

**C. Financial/Resource Considerations.**

Council adopted the FY 22-23 budget, which includes sufficient funding for both the Police and Fire to pay DCEC for radio and dispatch fees.

**D. Timing Considerations.**

DCEC FY 22-23 radio and dispatch fees go into effect on July 1, 2022.

**COUNCIL OPTIONS**

1. Authorize the City Manager to enter into an IGA with Douglas County for Communications Services, or;
2. Not authorize the City Manager to enter into an IGA with Douglas County for Communications Services.

**STAFF RECOMMENDATION**

Staff recommends authorizing the City Manager to enter into an IGA with Douglas County for Communications Services.

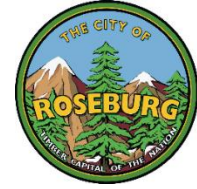
**SUGGESTED MOTION**

**“I MOVE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN IGA WITH DOUGLAS COUNTY FOR COMMUNICATIONS SERVICES.”**

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION 2022-23 APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23 SETTING UP TRANSFERS TO THE OFF STREET PARKING FUND

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Meeting Date: July 11, 2022  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Ron Harker, Finance Director  
Contact Telephone Number: 541-492-6710

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#### ISSUE STATEMENT AND SUMMARY

The City recently entered into a lease agreement with a third party for the use of one of its parking facilities that is not located in the Downtown Parking District. As the asset is owned by the General Fund, lease revenues are received by the General Fund. Due to constrained resources to support the Off Street Parking Fund, it is proposed that transfers of the new lease revenue be authorized to be made to the Off Street Parking Fund to support its operations.

#### BACKGROUND

##### A. Council Action History.

There is no prior Council action on this item.

##### B. Analysis.

The adopted budget may include budgeted transfers of resources between funds. In addition, it often becomes necessary after the budget is adopted to transfer appropriation authority (and in some cases, resources) from one fund to another or between appropriation categories within the same fund. The governing body may authorize some transfers of appropriation authority by passing a resolution. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations [OAR 150-294.450(3)(1)]. In general, a resolution may not be used to authorize the creation of a new appropriation category that does not already exist. That requires a supplemental budget. The only exception to this rule is the creation of a "transfer" appropriation category used to transfer resources from one fund to another when a corresponding appropriation is also being transferred to the same target fund.

The new lease is for the parking area located at 1200 NE Stephens Street. The lease is a month to month lease with a thirty day termination clause for either party. The annual value of the lease is \$18,000. Since the asset is owned by the General Fund, the revenues from the lease are received into the General Fund. The City has already received lease payments for May and June 2022 totaling \$3,000. Consequently, it is



proposed to transfer a total of \$21,000 from the General Fund to the Off Street Parking Fund during the 2022-23 fiscal year.

In order to accommodate these changes, the following adjustments are proposed:

*General Fund (100)*

Expenditures (Non-Departmental)	
Contingency .....	\$ -21,000
Transfers .....	\$ 21,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

*Off Street Parking Fund (510)*

Revenues	
Transfers In .....	\$ 21,000
Expenditures	
Materials and Services .....	\$ 21,000
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

**C. Financial/Resource Considerations.**

Since the appropriation transfer addresses revenues that were not included in the original budget, there is no detrimental financial impact to the General Fund. Revenue diversification and stabilization in the Off Street Parking Fund is a positive financial impact.

**D. Timing Considerations.**

As the Off Street Parking Fund has very limited resources to support its operations, it is beneficial to authorize the transfer now.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the fund and/or accounts;
- or
- 3) Not adopt the attached resolution.

**STAFF RECOMMENDATION**

Given the need to comply with Oregon budget law and to provide revenue diversification and stability to the Off Street Parking Fund, it is staff’s recommendation to adopt the attached resolution as written.

**SUGGESTED MOTION**

***“I MOVE TO ADOPT RESOLUTION NO. 2022-23 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23.”***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-23 entitled “A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23”

**RESOLUTION NO. 2022-23**

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR  
FISCAL YEAR 2022-23**

**WHEREAS**, the adopted budget may include budgeted transfers of resources between funds; and

**WHEREAS**, it often becomes necessary after the budget is adopted to transfer appropriation authority (and in some cases, resources) from one fund to another or between appropriation categories within the same fund. The governing body may authorize some transfers of appropriation authority by passing a resolution. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations [OAR 150-294.450(3)(1)]; and

**WHEREAS**, the City recently entered into a lease agreement with a third party for the use of a parking facility not located in the downtown parking area. As the asset is owned by the General Fund, lease revenues are received by the General Fund. Due to constrained resources in the Off Street Parking Fund and in an effort to diversify and stabilize the funding of the Off Street Parking Fund, staff proposes to transfer the revenues generated from this lease to the Off Street Parking Fund; and

**WHEREAS**, the annual value of the lease is \$18,000. The City already received lease payments for May and June 2022 totaling \$3,000. Consequently, it is proposed to transfer a total of \$21,000 from the General Fund to the Off Street Parking Fund during the 2022-23 fiscal year; and

**WHEREAS**, ORS 294.463(3) provides a city may amend the current year adopted budget through an appropriation transfer.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:**

**Section 1.** Resources and appropriations in the Fiscal Year 2022-23 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Appropriations			
Transfers	\$ 945,000	\$ 21,000	\$ 966,000
Contingency	\$ 1,000,000	\$ (21,000)	\$ 979,000
Other Requirements	<u>\$ 28,320,896</u>		<u>\$28,320,896</u>
Total Appropriations:	\$ 30,265,896	\$ -	\$30,265,896

RESOLUTIONS A  
ATTACHMENT #1

	Current	Amount	Amended
Off Street Parking Fund (510)			
Resources			
Beginning Fund Balance	\$ 45,615	\$ -	\$ 45,615
Revenues	\$ 290,300	\$ 21,000	\$ 311,300
Total Resources:	\$ 335,915	\$ 21,000	\$ 356,915
Appropriations			
Materials & Services	\$ 279,568	\$ 21,000	\$ 300,568
Operating Contingency	\$ 56,347	\$ -	\$ 56,347
Total Appropriations:	\$ 335,915	\$ 21,000	\$ 356,915

**Section 2.** The Finance Director is to make the proper adjustments to the budget.

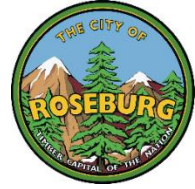
**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council on July 11, 2022.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE  
11<sup>TH</sup> DAY OF JULY, 2022.**

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**Amy L. Sowa, Assistant City Manager / Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE AMENDING SUBSECTION 2.34.050(B)(5) OF THE ROSEBURG MUNICIPAL CODE, AND UPDATING THE AUDIENCE PARTICIPATION INSTRUCTIONS TO MATCH THE CODE

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Meeting Date: July 11, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Amy L. Sowa, ACM/Recorder  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Council is being asked to consider an ordinance amending the code and updating the Audience Participation Instructions to no longer require the public to state their address during public comment at regular Council meetings.

#### BACKGROUND

##### A. Council Action History.

January 9, 2006: Council adopted Ordinance No. 3215, which reinstated the guidelines for Audience Participation, including speakers stating their name and address for the record.

May 23, 2022: Council approved amending Audience Participation Information to include the option for the public to provide comment in person, virtually or by email.

##### B. Analysis.

As times have changed, more people are concerned about giving personal information regarding place of residence, phone number, etc. Years ago, most cities put into place the practice of asking speakers to provide their name and address when speaking to the Council. A couple of reasons for doing this included to determine if the person was a city resident, and to gather information for any follow-up. For land use issues, having the name and address of those testifying during the public hearing is important in order to notify those interested parties as required by law as the process moves forward.

Many cities are moving away from requiring speakers to state their name and address aloud during the meeting and are asking only for the person's name and city. In order to gather information for follow-up, many of those cities do require the speaker to complete a speaker card, or as in Roseburg, write their information on the Audience Participation Sign-in Sheet.

The City of Roseburg has general rules for audience participation in their council rules under Roseburg Municipal Code Subsection 2.34.050, and have approved guidelines with more details on audience participation listed on the back of each agenda.

Staff has drafted a proposed ordinance amending the code to no longer require speakers before Council to state their address publicly. An updated Audience Participation Instructions page has also been drafted to reflect proposed amendments to the code.

**C. Financial/Resource Considerations.**

There are no financial considerations with these amendments.

**D. Timing Considerations.**

There are no timing considerations.

**COUNCIL OPTIONS**

Council has the following options:

- Conduct a first reading of the draft ordinance amending Roseburg Municipal Code Subsection 2.34.050(B)(5) regarding Audience Participation, and approving the amended Audience Participation Information to match the proposed code amendment; or
- Request staff bring back additional information; or
- Do nothing.

The Audience Participation Instructions will have an effective date of August 24, 2022, to match the effective date of the ordinance if adopted.

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the proposed ordinance amending RMC Subsection 2.34.050(B)(5) and approve the amended Audience Participation Information to match the proposed code amendment, effective August 24, 2022.

**SUGGESTED MOTION**

No motion needed for the ordinance – first reading only.

***“I MOVE TO APPROVE THE AMENDED AUDIENCE PARTICIPATION INFORMATION AS PRESENTED WITH AN EFFECTIVE DATE OF AUGUST 24, 2022.”***

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3573

Attachment #2 – Updated Audience Participation Information

**ORDINANCE NO. 3573**

**AN ORDINANCE AMENDING SUBSECTION 2.34.050 – MEETING AGENDAS AND  
ORDER OF BUSINESS – OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Citizens and others speaking before Council are concerned about publicly providing personal information regarding place of residence, phone number, etc.; and

**WHEREAS**, Many cities are moving away from requiring speakers to state their name and address aloud during the meeting and are asking only for the person’s name and city.

**NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:**

**SECTION 1.** Roseburg Municipal Code Subsection 2.34.050(B), titled “Order of Business” is hereby amended to read as follows:

B. Order of Business. During a regular Council meeting, the order of business shall be as follows:

\* \* \* \* \*

5. Audience Participation. Members of the audience shall be invited to address the Mayor and Council on matters not listed on the agenda. Participants must ~~use a microphone and~~ state their name and **address city of residence** for the record prior to addressing Council. Council reserves the right to delay any action, if required, until such time when they are fully informed on the matter presented.

\* \* \* \* \*

7. Public Hearings. A public hearing shall be held on each matter required by state law or City policy. Written and oral public testimony shall be heard prior to Council action. **Participants must state their name and city of residence for the record prior to addressing Council.** The Mayor shall announce the type of hearing which is to be held in accordance with the following:

- a. Legislative hearings (all non-quasi-judicial hearings) may be conducted on matters involving multiple parties or concerning general community issues, such as certain Code amendments, grant applications or comprehensive/master plans. Unless more extensive notice is required by state law or directed by Council, notice of legislative hearings shall be published in the local newspaper at least 10 days prior to the hearing. Any interested member of the public may present testimony during the hearing.
- b. Quasi-judicial hearings shall be conducted when required by law. Such hearings include certain land use decisions and appeals authorized by this Code. Notice of quasi-judicial hearings shall be given, as required

by law, and to those having party status in the matter. Only those having party status may address the Council during the hearing.

**SECTION 3.** All other sections and subsections of Subsection 2.34.050(B) of the Roseburg Municipal Code shall remain in full force and effect as written.”

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER**

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions, which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:*

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 4:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 4:00 p.m. the day of the meeting to get a link to the meeting.

**When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.**

**When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and city of residence for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **TIME LIMITATIONS**

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council. **A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”



**PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

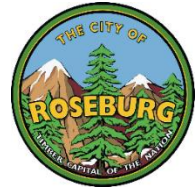
1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

***The City Council meetings are on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>***

***The full agenda packet is available on the City’s website at: <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>***

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## MEASURE 109 – PSILOCYBIN FACILITIES DISCUSSION

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Meeting Date: July 11, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Amy L. Sowa, ACM/Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Measure 109, the Psilocybin Program Initiative, was approved by 56% of Oregon voters on November 3, 2020, and goes into effect January 1, 2023. Staff will present information on options available to local governments to regulate facilities within their cities.

### BACKGROUND

#### A. Council Action History.

None

#### B. Analysis.

Psilocybin is the active psychedelic chemical in some mushroom varieties. It is illegal under federal law in the United States and classified as a Schedule I controlled substance. There's increased interest in using psilocybin for treatment of addictions, depression and other mental psychological disorders; however, it has no currently accepted medical use for treatment in the United States.

Measure 109 created a license and regulatory framework in Oregon for production of psilocybin and facilitation of psilocybin services for adults 21 years of age and older. The new law allows the manufacture, delivery, and administration of psilocybin at supervised, licensed facilities. It does not allow for the sale or delivery of psilocybin products outside the tightly controlled confines of the program. It creates a state enforcement/taxation system, advisory board, and administration fund. This measure does not create a consumer market for psilocybin, allow for export or import of psilocybin, or allow licensees to interact with unregulated markets.

The Oregon Health Authority (OHA) will be responsible for establishing the program and creating regulations. An Oregon Psilocybin Advisory Board (OPAB) will advise the OHA. Clients would be allowed to purchase, possess, and consume psilocybin at a psilocybin service center and under the supervision of a psilocybin service facilitator after undergoing a preparation session. Under Measure 109, OHA determines who is eligible to be licensed as a facilitator, determine what qualifications, education, training, and exams are needed, and creates a code of professional conduct for facilitators. OHA would set psilocybin dosage standards and labeling and packaging rules.

There are four types of licenses issued through the Oregon Psilocybin Services (OPS), a new section housed within OHA. Those licenses are:

- **Manufacturer License:** Cultivates fungi and manufactures psilocybin products. Cannot be located on public land, must have defined boundaries, cannot have outdoor cultivation, and must be approved by the property owner. A product tracking system is required to track manufacturing, sale, and transfer of psilocybin products.
- **Laboratory License:** All psilocybin products must be tested by a licensed lab accredited by the Oregon Environmental Laboratory Accreditation Program prior to sale.
- **Facilitator License:** Supervises sessions where clients consume psilocybin. Must complete OHA approved training program and pass an exam approved and administered by OHA.
- **Service Center License:** Transfers psilocybin products to client for use during administration session. Cannot be located within 1000 feet of a school, cannot be located on public land, cannot be located within a residence, cannot be located in an area within city limits that is zoned exclusively for residential use, and must have defined boundaries.

Applicants for Manufacturer or Service Center licenses are required to request a land use compatibility statement (LUCS) from their local government before submitting a license application.

Local governments have several options per Section 128 of the Oregon Psilocybin Services Act related to manufacturers and service centers.

1. Adopt an ordinance prohibiting psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election prohibiting psilocybin manufacturers and service centers in the City; or
2. Adopt an ordinance placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg; or
3. Adopt time, manner, and place regulations for Manufacturers and Service Centers similar to those in place for marijuana facilities.

The Oregon Psilocybin Services Act does not give cities and counties authority to prohibit or place a two-year moratorium on licensed laboratories/testing facilities.

For reference, when marijuana became legal in Oregon, the Council adopted an ordinance in March of 2014, placing a two-year moratorium on medical marijuana facilities in the city limits of Roseburg and forming a Citizen Advisory Committee to propose appropriate zoning locations for medical marijuana. That moratorium was lifted effective November 1, 2014, and an ordinance was adopted establishing regulations relating to the operation of medical marijuana dispensaries and other commercial marijuana activities. In February of 2016, Council adopted an ordinance establishing regulations relating to the operation of recreational marijuana dispensaries and other commercial marijuana activities, including hours of operation.

The OPS is in the process of developing rules related to psilocybin. Those rules are expected to be approved and effective December 30, 2022. OHA will begin accepting applications for licensure on January 2, 2023.

If Council chooses to move forward with a ballot measure prohibiting manufacturers and service centers in Roseburg city limits, or placing a two-year moratorium on those facilities locating in Roseburg city limits, it would need to go back to the voters at a future election to make any changes allowing those facilities in the city.

**C. Financial/Resource Considerations.**

There are no known financial or resource considerations in any of the actions available to the Council. Psilocybin is not taxable by cities, and there is no anticipated revenue to cities from these facilities.

**D. Timing Considerations.**

If Council wishes to refer a ballot measure for the November 8, 2022, General Election prohibiting manufacturers and service centers in Roseburg city limits, or placing a two-year moratorium on those facilities locating in Roseburg city limits, they need to adopt an ordinance with an emergency clause and adopt a resolution and ballot title to refer the matter to the voters no later than August 22, 2022, during their regular meeting. The last day for the city to file a final ballot measure to the county, following the ballot review period, is September 8, 2022.

**COUNCIL OPTIONS**

Council has the following options:

- Do nothing, and allow psilocybin manufacturers and service centers to site in the city limits of Roseburg following state rules; or
- Direct staff to draft an ordinance with time, place, and manner restrictions for psilocybin manufacturers and service centers located in city limits of Roseburg; or
- Direct staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election placing a two-year moratorium on psilocybin manufacturers and service centers in city limits of Roseburg; or
- Direct staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election prohibiting manufacturers and service centers in city limits of Roseburg.

**STAFF RECOMMENDATION**

Staff recommends Council directs staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election prohibiting manufacturers and service centers in city limits of Roseburg.

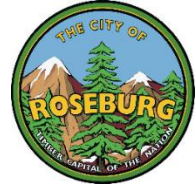
**SUGGESTED MOTION**

No motion needed, just direction to staff.

**ATTACHMENTS:**

None.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PURCHASE OF REAL PROPERTY – 1108 NW TROOST STREET

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**Meeting Date:** July 11, 2022  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Nikki Messenger, City Manager  
**Contact Telephone Number:** 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Council is being asked to authorize the purchase of property located at 1108 NW Troost Street in Roseburg for future street improvements.

### BACKGROUND

#### A. Council Action History.

None

#### B. Analysis.

As part of the upcoming effort to apply for an Urban Growth Boundary (UGB) swap, the City hired a consultant to perform a traffic impact study analyzing the impacts of future traffic should the area in question be developed to urban standards. The study found that the intersection of Troost Street and Loma Vista Drive will meet and operate within acceptable standards upon buildout. Given the geometry of the intersection, the study provides some preliminary recommendations for future improvements. The design and construction of any of these improvements would require obtaining right-of-way from the property addressed as 1108 NW Troost. In fact, a 1950 survey shows the existing roadway encroaches onto the parcel. Since the entire 0.75 acre property is currently listed for sale, staff believes it is prudent to purchase the property to ensure available right-of-way for future street improvements. Once the design and/or construction are complete, the remaining property could be adjusted and surplus, should Council decide to do so.

The parcel is outside of the City Limits, but within the current Urban Growth Boundary.

#### C. Financial/Resource Considerations.

The asking price for the property is \$120,000. According to the County Assessor's site, the property last sold for \$97,000 in 2004. The current assessed value is \$114,950. Funds are available in American Rescue Plan Fund to buy this property.

#### D. Timing Considerations.

The offer to purchase the property was made on June 30, 2022, and was accepted on July 5, 2022. Earnest money in the amount of \$1200 was paid July 8, 2022 and closing is scheduled to occur no later than August 12, 2022.

**COUNCIL OPTIONS**

Council has the following options:

1. Authorize the City Manager to execute documents to purchase the property located at 1108 NW Troost Street; or
2. Request additional information; or
3. Not authorize the City Manager to execute documents to purchase the property located at 1108 NW Troost Street.

**STAFF RECOMMENDATION**

Staff recommends the Council authorize the City Manager to execute the required documents to purchase the property at 1108 NW Troost Street.

**SUGGESTED MOTION**

***“I MOVE TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE REQUIRED DOCUMENTS TO PURCHASE THE PROPERTY AT 1108 NW TROOST STREET FOR \$120,000.”***

**ATTACHMENTS**

Attachment #1 – Property Map



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200.01

Feet

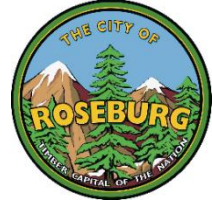
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WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

1" = 200'

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**





## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** July 11, 2022  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Informational  
**Staff Contact:** Nikki Messenger, City Manager  
**Contact Telephone Number:** 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your July 11, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items





Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
June 28, 2022 - 10:00 a.m.

1. June 27, 2022 City Council Meeting Synopsis
2. July 11, 2022 City Council Meeting Synopsis
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Facilities Use Permit - May 2023
5. Department Items
  - A. Public Surplus Process (AS/KT)
  - B. OSHA Heat and Wildfire Smoke Rules – Summary (NM)



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
July 5, 2022 - 10:00 a.m.

1. July 11, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Wine Destination Event – July 15, 2022
  - B. Umpqua Tennis Center Event – July 11, 2022
  - C. Loudspeaker permit – July 7, 2022
4. Department Items
  - A. DEI Program Follow Up (NM)
5. Employee Service Pins
  - A. Wayne Mason – Fire Lieutenant – 15 years
  - B. Lee Sandberg – Fire Driver/Engineer – 15 years
  - C. Kohl Smith – Fire Driver/Engineer – 15 years
  - D. Luke Stone – Fire Driver/Engineer – 15 years

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- ARPA Funds Discussion
- RPEA Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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**July 25, 2022**

Consent Agenda

- A. Minutes of July 11, 2022
- B. Resolution No. 2022-24 – FAA Grant Acceptance

Resolutions

- A. Resolution No. 2022-25 - ODOT Local Bridge Program (LBP) Grant Acceptance To Authorize the LBP Funding Agreement for the Replacement of the Parker Street/Newton Creek Bridge

Ordinances

- A. Ordinance No. 3573 – Amending Subsection 2.34.050(B)(5) of the Roseburg Municipal Code, Second Reading

Department Items

- A. League of Oregon Cities Legislative Priorities

Informational A

- A. City Manager Activity Report
- B. Quarterly Financial Report
- C. Municipal Court Quarterly Report

Executive Session ORS 192.660(d) – RPEA Labor Negotiation

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**August 8, 2022**

Consent Agenda

- A. Minutes of July 25, 2022

Informational

- A. City Manager Activity Report

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**August 22, 2022**

Consent Agenda

- A. Minutes of August 8, 2022

Informational

- A. City Manager Activity Report

Executive Session ORS 192.660(2)(i) – City Manager Performance Appraisal

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**September 12, 2022**

Mayor Reports

- A. Constitution Day and Week Proclamation
- B. City Manager Compensation

Consent Agenda

- A. Minutes of August 22, 2022

Informational

- A. City Manager Activity Report

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**September 26, 2022**

Consent Agenda

- A. Minutes of September 12, 2022

Informational

- A. City Manager Activity Report
- 

**October 10, 2022**

Consent Agenda

- A. Minutes of September 26, 2022

Informational

- A. City Manager Activity Report
- 

**October 24, 2022**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Informational

- A. City Manager Activity Report
  - B. Municipal Court Quarterly Report
  - C. Financial Quarterly Report
- 

**November 14, 2022**

Consent Agenda

- A. Minutes of October 24, 2022

Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

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**December 12, 2022**

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-