

**ROSEBURG CITY COUNCIL AGENDA – NOVEMBER 14, 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)



✓  
11-10-2022

*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  
Kylee Rummel

Beverly Cole  
Patrice Sipos

Bob Cotterell  
Andrea Zielinski

Brian Prawitz

**4. Mayor Reports**

**5. Commission Reports/Council Ward Reports**

A. Public Works Commission Appointment

**6. Audience Participation – In Person or via Zoom/See Information on the Reverse**

**7. Consent Agenda**

A. October 24, 2022 Council Meeting Minutes

B. Resolution No. 2022-30 – Adding Rose Street Parking Lot Permit Fee to the Roseburg Fee Schedule

**8. Resolutions**

A. Resolution No. 2022-31 – Amending Resolution No. 91-18 Regarding Water Fees

B. Resolution No. 2022-32 – 2022 Oregon Fire Service Capacity Grant Application Authorization

**9. Ordinances**

A. Ordinance No. 3577 – Amending Subsection 2.34.080 “Councilor Training - Reimbursement of Expenses” of the Roseburg Municipal Code, Second Reading

B. Ordinance No. 3578 – Amending Subsection 2.20.040 “Organization of Commission” of the Roseburg Municipal Code, First Reading

**10. Department Items**

A. Gary Leif Navigation Center Renovation Project Amendment 1 – Demolition and Abatement, 21GR30

B. Airport Security

C. Southern Oregon Medical Workforce Center Funding Agreement with Umpqua Valley Development Corporation (UVDC)

**11. Items from Mayor, City Council and City Manager**

**12. Adjourn**

**13. Executive Session ORS 192.660(2)(i) – Municipal Court Judge Annual 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 12:00 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 12:00 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:

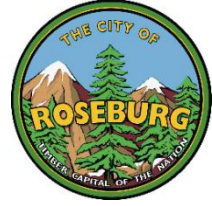
1. Postpone the public comments to "Items from Mayor, Councilors or City Manager" after completion of the Council's business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*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



---

## PUBLIC WORKS COMMISSION APPOINTMENT

---

**Meeting Date: November 14, 2022**

**Agenda Section: Commission Reports**

**Department: Administration**

**Staff Contact: Koree Tate, Management Assistant**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Contact Telephone Number: 541-492-6866**

---

### ISSUE STATEMENT AND SUMMARY

There was a vacancy accepted on the Public Works Commission after Mr. Noel Groshong passed away suddenly, leaving a vacancy on the Commission effective October 10, 2022.

### BACKGROUND

**A. Council Action History.** n/a

**B. Analysis.**

The Municipal Code requires the current vacancy be filled by someone who owns property or a business within the Urban Services Boundary, which includes all land served by the City's water system.

Upon Council's acceptance of the resignation, Staff began soliciting from interested parties through the local news media, social media and the City's website. Three applications have now been received from Brandon Pearsall, James De Lap, and JamiQuan Rudd.

**C. Financial and/or Resource Considerations.** n/a

**D. Timing Issues.** It is recommended an appointment be confirmed as soon as practical.

**RECOMMENDATION:** Pursuant to the Municipal Code, Staff has not made a recommendation in regard to appointment as that responsibility lies with the Commission Chair and the Mayor.

### ATTACHMENTS:

Attachment #1 – Brandon Pearsall's Application

Attachment #2 – James De Lap's Application

Attachment #3 – JamiQuan Rudd's Application





**CITY OF ROSEBURG COMMISSION APPLICATION**  
**Applications due Oct. 28, 2022 by 5:00 p.m.**

Application for Appointment to: **PUBLIC WORKS COMMISSION**

Meets at 3:30 p.m. on the second Thursday of each month to provide long-range planning and financing of capital improvements including sidewalks, streets, lighting and storm drainage; considers rules governing operations of the City's water and storm drainage system, consider/prepare plans for long-range operation and management of each system, consider system improvements and rate structure.

Name: Pearsall Brandon  
Last First

Home Address: 2040 NW Excello Dr. 97471  
Street Zip Code

Phone Number: \_\_\_\_\_ Cell Phone: (503) 419-8363

Email Address: bpearsal@gmail.com

Occupation Engineer /Power Engineers  
Place of Employment

Business Address Portland (808) 328-7104  
Phone

- 1. Do you reside within the Roseburg city limits? Yes  No
- 2. Do you own property or a business within the City? Yes  No

3. How did you learn about this vacancy?  
 Newspaper  Social Media  City Website  Word of Mouth   
 Other  Please Specify: \_\_\_\_\_

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.  
 Can you meet this requirement? Yes  No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?  
 I worked for a brief time with the County of Hawaii as an electrical plans examiner. At this position, I was responsible for reviewing electrical permit applications. Also, I am a small business owner that is responsible for reviewing electrical permits.


I would like to give back to the community by utilizing my engineering background.




6. Please give a brief description of your involvement in community groups and activities.  
NA - I'd like to provide for my community. I grew up in Roseburg, and left for college and have since returned as a working professional.

7. Please list community topics of particular concern to you that relate to this appointment.  
I'm interested in capital projects and the process in which they are approved from the budgetary and legal side.

8. Please list your reasons for wishing to be appointed.  
I am interested in giving back to my community that I grew up in, and now live as an adult.

  
Applicant Signature

 Digitally signed by Brandon L. Pearsall  
Date: 2022.10.17 19:35:08-07'00'

\_\_\_\_\_ Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

If applicable, the Commission Chair or designee may contact you to conduct a phone, zoom or in-person interview to further discuss your application and interest with the Commission. The Commission Chair will present applications received during the November 14, 2022 Council Meeting. An appointment could be made during that meeting; however, they may wish to take more time to deliberate before making an appointment. The City Administration Office will provide information regarding the process and outcome of the decision.

Information on this form is public information.  
Thank you for your expression of interest in serving the community.

**Note: City of Roseburg employees may not serve on an elected body.**



**CITY OF ROSEBURG COMMISSION APPLICATION**  
**Applications due Oct. 28, 2022 by 5:00 p.m.**

Application for Appointment to: **PUBLIC WORKS COMMISSION**

Meets at 3:30 p.m. on the second Thursday of each month to provide long-range planning and financing of capital improvements including sidewalks, streets, lighting and storm drainage; considers rules governing operations of the City's water and storm drainage system, consider/prepare plans for long-range operation and management of each system, consider system improvements and rate structure.

Name: De Lap James (Jim)  
Last First

Home Address: 2343 NW Chambers Drive 97471  
Street Zip Code

Phone Number: \_\_\_\_\_ Cell Phone: (541) 430-0834

Email Address: jimnsandy@hotmail.com

Occupation Retired / \_\_\_\_\_  
Place of Employment

Business Address \_\_\_\_\_  
Phone

1. Do you reside within the Roseburg city limits? Yes  No

2. Do you own property or a business within the City? Yes  No

3. How did you learn about this vacancy?  
Newspaper  Social Media  City Website  Word of Mouth

Other  Please Specify: \_\_\_\_\_

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.  
Can you meet this requirement? Yes  No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

As a resident of Roseburg for over 35 years I feel that I need to give back to my community. I love Roseburg and think that I can make a difference.  
As drive around the city I notice things. I wonder what is being done or can be done to improve my city.

6. Please give a brief description of your involvement in community groups and activities.

I am on the Historic Resources Review Commission on my second three year term. I have seen many good things happening in Roseburg and how the city strives to keep its history alive and vibrant and at the same time keep up with current needs and growth.

I was recently elected on the Board of Directors for the Umpqua Public Transportation District where I can contribute to making the District a viable, thriving, utilized transportation company.

7. Please list community topics of particular concern to you that relate to this appointment.


As I drive around Roseburg I notice things that can become problems if not addressed. I have noticed that many people who put their leaves in the street for the annual leaf pickup are not keeping the piles of leaves a good distance away from the storm drains and they get clogged and cause flooding of the streets.

I also see things that the city is doing that makes Roseburg a great place to live.

8. Please list your reasons for wishing to be appointed.

As a resident for over 30 years I have been enjoying many improvements in my city.

I think that another set of eyes and new ideas will make Roseburg an even better place to live, shop and enjoy.

  
Applicant Signature

10/25/2022  
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

If applicable, the Commission Chair or designee may contact you to conduct a phone, zoom or in-person interview to further discuss your application and interest with the Commission. The Commission Chair will present applications received during the November 14, 2022 Council Meeting. An appointment could be made during that meeting; however, they may wish to take more time to deliberate before making an appointment. The City Administration Office will provide information regarding the process and outcome of the decision.

Information on this form is public information.  
Thank you for your expression of interest in serving the community.

**Note: City of Roseburg employees may not serve on an elected body.**





# CITY OF ROSEBURG COMMISSION APPLICATION

## Applications due Oct. 28, 2022 by 5:00 p.m.

Application for Appointment to: **PUBLIC WORKS COMMISSION**

Meets at 3:30 p.m. on the second Thursday of each month to provide long-range planning and financing of capital improvements including sidewalks, streets, lighting and storm drainage; considers rules governing operations of the City's water and storm drainage system, consider/prepare plans for long-range operation and management of each system, consider system improvements and rate structure.

Name: Rudd JamiQuan  
Last First

Home Address: 822 W Esperanza Ct #4 97471  
Street Zip Code

Phone Number: (541) 900-7208 Cell Phone: (541) 900-7208

Email Address: jamiquanw@gmail.com

Occupation Clinical Social Worker- Older Adult E/Adapt Place of Employment

Business Address 621 W Madrone St, Roseburg, Or 97470 (541) 671-6551  
Phone

1. Do you reside within the Roseburg city limits? Yes  No

2. Do you own property or a business within the City? Yes  No

3. How did you learn about this vacancy?  
Newspaper  Social Media  City Website  Word of Mouth   
Other  Please Specify: \_\_\_\_\_

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.  
Can you meet this requirement? Yes  No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?  
I have a master degree in social work with a focus in community deveelopment, mental health, and older adults. I have worked and partnered with city, state, local and federal agencies over the past 10 plus years as a post graduate.

6. Please give a brief description of your involvement in community groups and activities.  
I am a newer member to Roseburg, reloacted here for work and I would like the opportunity to provide a voice and input. I have a family and we are a part of this community and I hope my voice will encourage and support the development.

7. Please list community topics of particular concern to you that relate to this appointment.  
Community engagement and diversification providing input as a newer member to the community. Fresh eyes and a willingness to learn and support.

8. Please list your reasons for wishing to be appointed.  
I would like to become an engaged person in my new community.

  
Applicant Signature

10/31/2022  
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

If applicable, the Commission Chair or designee may contact you to conduct a phone, zoom or in-person interview to further discuss your application and interest with the Commission. The Commission Chair will present applications received during the November 14, 2022 Council Meeting. An appointment could be made during that meeting; however, they may wish to take more time to deliberate before making an appointment. The City Administration Office will provide information regarding the process and outcome of the decision.

Information on this form is public information.  
Thank you for your expression of interest in serving the community.

**Note: City of Roseburg employees may not serve on an elected body.**



**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
October 24, 2022**



Council President Cotterell called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 24, 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, Kylee Rummel, Patrice Sipos and Andrea Zielinski.

Absent: Mayor Larry Rich

Others Present: City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Dawn Easley, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

VETERANS DAY PROCLAMATION

Council President Cotterell proclaimed November 11, 2022 as Veterans Appreciation Day and encouraged all citizens, schools, businesses, civic organizations, Veterans and their families to show their patriotic spirit, support and gratitude toward Veterans by attending the Veterans Day Parade in downtown Roseburg on Friday, November 11, 2022 at 11:00 a.m. Dan Loomis, Douglas County Clerk and Veterans Parade Committee Volunteer, accepted the proclamation and thanked Council for the sixty-seven consecutive years of cooperation between them and the City. The parade had been successful and well received by citizens. This year the Grand Marshals were going to be the U.S. Navy Submarine Veterans who were "The Silent Service – Invisible, Invulnerable, and Invincible."

MAYORS REPORTS

Council President Cotterell proposed holding City Council interviews during a special meeting before the December 12, 2022 Council Meeting; Councilors present agreed to the date. Ms. Messenger added that the decision to move interviews was to have the appointed Councilor begin in January 2023 with the two newly elected Councilors. Council President Cotterell noted an executive session was scheduled for November 14, 2022 for the Municipal Court Judge evaluation and to review materials received from Mr. VanWinkle. Administration planned to work with Council to schedule a special meeting to further discuss the parking program.

COMMISSION REPORTS

Councilor Briggs Loosley attended the League of Oregon Cities (LOC) Workshop on Addressing Homelessness in Public Spaces on October 24, 2022. Others attended from the Homeless Commission with a group of 80 to 100 people in attendance. She learned other cities experienced the same concerns and problems as Roseburg. They reviewed federal, state and local laws which reiterated how law enforcement had a lot on their hands without many options for handling problems. The LOC planned to request \$150 million from the legislature for homelessness. Every city would receive at least \$50,000; some would be eligible



for more. At the end of the workshop they discussed barriers, issues around measure 110, laws in general, and properties.

### AUDIENCE PARTICIPATION

Kelly Wyatt, Roseburg resident, shared while neighbors enjoyed a permitted burn on October 20, 2022 they could see an unhoused person across the river with what appeared to be a rifle in his hand, aim the gun at some ducks floating in the river, and fired shots. Due to the reckless manner, he called police to report the issue. The State Police arrived and took what ended up being an air rifle. Mr. Wyatt was frustrated from the experience and said even the air rifle was capable of shooting 1400 feet per second and was still considered dangerous. He did not want the area to continue as a dangerous and lawless area, nor did he want to experience something like that again.

### CONSENT AGENDA

Councilor Prawitz moved to approve the October 10, 2022 Council Meeting Minutes. The motion was seconded by Councilor Zielinski and was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

### RESOLUTION NO. 2022-29 – APPROVING TAX EXEMPTION FOR NEIGHBORWORKS UMPQUA PROPERTY LOCATED AT 805 SE STEPHENS STREET IN ROSEBURG, OREGON

Ms. Sowa reported NeighborWorks Umpqua submitted a letter on October 18, 2022 requesting tax exemption starting in assessment year 2023-24 and continuing for 20 years as allowed by statute for the Rose Apartments property located at 805 SE Stephens Street. The property included 40 units of low-income housing for elderly or disabled tenants on floors 2 to 5, with the lobby and laundry on the ground floor. The commercial area included 4 spaces for businesses on the ground floor. The exemption would apply only to the low-income apartments which were approximately 83% of the building and taxes would continue to be paid for the commercial/retail space. The exemption granted under the statute applied to all taxing districts in which the property was located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The City of Roseburg's tax rate meets that requirement; therefore, this did not need to go to any other taxing districts for approval.

In response to Councilor Cotterell, Ms. Messenger explained the City received \$18 million in property taxes and this would not be a big impact. NeighborWorks Umpqua must provide low-income housing and the program caps what they are allowed to spend on administration and overhead. The city needed all the low and middle income housing possible. Councilor Prawitz moved to adopt Resolution No. 2022-29, entitled, "A Resolution Approving a Property Tax Exemption for NeighborWorks Umpqua Property Located at 805 SE Stephens Street in Roseburg, Oregon." The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Council President Cotterell declared Resolution No. 2022-29 as adopted.



ORDINANCE NO. 3576 – ANNEXATION AND ZONE CHANGE, 0 HOUSLEY AVENUE, FILE NOS. AN-22-001 AND ZC-22-002, SECOND READING

Ms. Sowa read Ordinance No. 3576, entitled, “An Ordinance Annexing .29 Acres of Property Adjacent to Housley Avenue, Withdrawing the Property From Douglas County Fire District 2, and Amending the Roseburg Zoning Map,” for the second time. Councilor Prawitz moved to adopt Ordinance No. 3576. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Council President Cotterell declared Ordinance No. 3576 as adopted.

ORDINANCE NO. 3577 – AMENDING SUBSECTION 2.34.080 “COUNCILOR TRAINING – REIMBURSEMENT OF EXPENSES” OF THE ROSEBURG MUNICIPAL CODE, FIRST READING

Ms. Sowa explained the Mayor and members of the Council were volunteers and received no pay for their service. In their role as an elected official, they spend many hours attending Commission and Council meetings, community events, training sessions and meetings with their constituents. They must use technology to access Council agenda packets, the Roseburg Municipal Code and other informational records. In addition, the Mayor and members of the Council must be accessible to their constituents through phone or email, generally through a cell phone or other device. The monthly charge for internet and cell phone service alone can be costly. It may also be a detriment to some members of the public interested in running for elective office in the future. Providing a set amount for a partial reimbursement for these services would be appropriate to help offset some of the costs associated with elective office.

If Council chose to move forward with the ordinance, the Mayor and Council members would be required to provide a copy of their monthly statements showing the cost of internet and cell phone service once annually during their service as an elected official. The amount of the partial reimbursement would be discussed and set by Council resolution at a future meeting. At an estimated partial reimbursement rate of \$50/month for internet service and \$50/month for cell phone service for the Mayor and Council, the annual cost to the city would be \$10,800 and could be absorbed in the administrative department’s budget.

In reference to discussion from Councilor Sipos, Attorney Forrester explained the idea was to determine a number that was not a full amount of the bill. The price could fluctuate depending on the charge from carriers. The ordinance allowed Council to be partially reimbursed, but a resolution would set the amount. The bill did not need to be in the name of the Councilor because the bill would reflect the phone number used. In response to Councilor Cotterell, Attorney Forrester said they would need to think about the situation if a Councilor did not want to receive reimbursement, but they were not asked to set a number at this time. Ms. Messenger reminded Council this was to encourage interest from younger residents who might struggle with paying for childcare to attend meetings. It was only partial reimbursement to make it less expensive to be on Council. Councilor Zielinski said she appreciated the option, but would choose to opt out since her company paid for her cell phone. Ms. Messenger said she could change wording from “shall receive” to “eligible to receive” to make it easier. She did not want to stigmatize those who wanted to use the option.



11/14/2022

Council agreed to a first Reading of Ordinance No. 3577. Ms. Sowa read Ordinance No. 3577, entitled, "An Ordinance Amending Subsection 2.34.080(B) of the Roseburg Municipal Code," for the first time as amended.

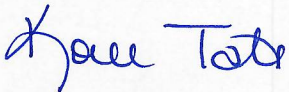
ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Ms. Messenger shared Douglas County had sent out a press release regarding errors on tax statements. The total tax due was correct, but discounted rates were not and warned they may receive calls from constituents.

Councilor Prawitz asked for a security update for the parking garage. Ms. Messenger explained security began on October 5, 2022. It was anecdotal, but she had heard positive feedback from their presence.

ADJOURNMENT

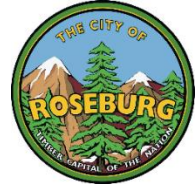
The meeting adjourned at 7:37 p.m.



Koree Tate  
Management Assistant



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## RESOLUTION ADDING ROSE STREET PARKING LOT PERMIT FEE TO THE ROSEBURG FEE SCHEDULE

---

Meeting Date: November 14, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Nikki Messenger, City Manager

[www.cityofroseburg.org](http://www.cityofroseburg.org)

Contact Telephone Number: 541-492-6866

---

### ISSUE STATEMENT AND SUMMARY

Council will consider adding a permit fee for a portion of the Rose Street Parking Lot in downtown Roseburg.

### BACKGROUND

#### A. Council Action History.

August 22, 2022: Staff presented options to the Roseburg City Council regarding the parking lot behind Downtown Fitness and the parking garage. Council authorized staff to move forward with time limit constraints for a portion of the parking lot behind the Downtown Fitness Center.

#### B. Analysis.

During the August 22, 2022, Council meeting, discussions were held with the Council to change both the first floor of the parking structure and the parking lot behind Downtown Fitness (now renamed the Rose Parking Lot) to a four-hour time limit. Discussion was also held regarding selling some permits in the parking lot. Council authorized staff to move forward with time limit constraints for the Rose Street Parking Lot.

Since that time, city staff have installed time limit and permit signage within the lot. In order to sell permits and enforce the permitted parking spaces, Council must adopt a resolution setting the permit fee. Currently, the parking permit fee for the Armory Parking Lot is set at \$35 per month and the fee for the Phillips Parking Lot is \$28 per month. It is reasonable to set the parking permit fee for the Rose Street Parking Lot at \$30 per month.

#### C. Financial/Resource Considerations.

Setting the permit fee for 14 parking spaces of the Rose Street Parking Lot at \$30/space could generate up to \$5,040 annually for the off-street parking fund.

**D. Timing Considerations.**

Signs have been placed for permit parking. Staff authorized the parking contractor to begin selling permits for \$30 per month with the caveat that it would be presented to Council at the next meeting. As such, it would be prudent to adopt the resolution adding this fee to the fee schedule.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt a resolution adding a parking permit fee for the Rose Street Parking Lot; or
- Adopt a resolution adding a parking permit fee for the Rose Street Parking Lot at a different rate; or
- Request additional information; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council adopt the attached resolution adding a parking permit fee for the Rose Street Parking Lot.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2022-30"***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-30

**RESOLUTION NO. 2022-30**

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 TO ADD A PARKING PERMIT FEE FOR THE ROSE STREET PARKING LOT.**

**WHEREAS**, On August 22, 2022, staff presented options to the Roseburg City Council regarding the parking lot behind Downtown Fitness (renamed the Rose Street Parking Lot) and changing it from free parking to time limit and permit parking to help generate funds for the off-street parking program; and

**WHEREAS**, the Roseburg City Council authorized staff to move forward with time limit constraints for the Rose Street Parking Lot.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:**

**Section 1.** The following fee will be added to Parking Facilities in the City of Roseburg Fee Schedule under FINANCE.

**Parking Facilities**

Rose Street Parking Lot .....\$30.00/monthly

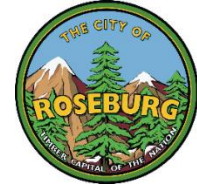
**Section 2.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

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



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

---

**Meeting Date: November 14, 2022**

**Agenda Section: Resolutions**

**Department: Public Works**

**Staff Contact: Dawn Easley, Public Works Director**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Contact Telephone Number: 541-492-6730**

---

### ISSUE STATEMENT AND SUMMARY

The Public Works Department has identified a need to update fees to offset the cost of a new dispensing station and provide consistency in the central dispensing station fees.

### BACKGROUND

#### **A. Council Action History.**

May 23, 2022: Council adopted Resolution No. 2022-16, Amending Resolution No. 91-18 regarding water fees.

#### **B. Analysis.**

On June 3, 2022, House Bill 4061 to deter water use on unlicensed cannabis, both marijuana and hemp, growing sites became effective. To comply with the record-keeping requirements of the bill, Public Works purchased a bulk filling dispensing station. House Bill 4061 required records to be collected, and the new filling station has that capability.

Our current water dispensing station is a manual process that is difficult to monitor and does not collect the data needed to comply with House Bill 4061.

Public Works analyzed the current central dispensing station fees and noticed some inconsistencies with water fees.

#### **C. Financial/Resource Considerations.**

Currently, all residential central dispensing customers pay a flat rate per usage fee of \$5.00 with a 200 gallon maximum. Commercial central dispensing customers pay a \$25.00 account set-up fee and a monthly bulk permit fee of \$50.00 plus \$2.06 per 100 cubic feet of water.

If customers set up their own account utilizing the new online account feature or credit card system at the central dispensing station, they will not be charged an account set-up fee. If City staff sets up the account, the customer will be charged the account set-up fee.

Public Works staff asks that Council approve resolution 2022-31 to increase the water usage fee per 100 cubic feet from \$2.06 to \$5.00 for all central dispensing customers and eliminate the residential customer exemptions from the account set-up fee and monthly demand charge.

**Central Dispensing Station**

~~Commercial Bulk Water Customers (Fill Water Tank)~~

Bulk Rate Setup Charge	\$	25.00	\$	
Bulk Rate	\$	<del>2.06</del>	\$	5.00 per 100 cubic feet
Monthly Demand or Open Account Charge	\$	50.00	\$	per month
Unauthorized Use of Water from a Hydrant	\$	250.00	\$	

~~Residential Customers (3/4 inch fitting)~~

<del>Note: Fee to be deposited in envelope at station</del>	\$		\$	
<del>Flat Rate Per Usage (200 gallon maximum)</del>	\$	<del>5.00</del>	\$	per usage
<del>Unauthorized Use of Water from a hydrant</del>	\$	<del>250.00</del>	\$	
<del>Error Underestimating Quantities</del>	\$	<del>100.00</del>	\$	

**D. Timing Considerations.**

None.

**COUNCIL OPTIONS**

1. Adopt the attached resolution authorizing staff to update water central dispensing station fees; or
2. Request additional information; or
3. Not adopt the resolution.

**STAFF RECOMMENDATION**

Staff recommends Council adopt the resolution as presented.

**SUGGESTED MOTION**

***“I MOVE TO ADOPT RESOLUTION 2022-31.”***

**ATTACHMENTS:**

- Attachment #1 - Resolution No. 2022-31
- Attachment #2 - Proposed Fee Schedule

**RESOLUTION NO. 2022-31**

**A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING CENTRAL DISPENSING WATER FEES**

**WHEREAS**, The Public Works Department purchased a new Central Dispensing Station to comply with House Bill 4061 records retention requirements.

**WHEREAS**, The Public Works Department reviewed the City of Roseburg Master Fee Schedule and recommends additional fees to Central Dispensing Station Customers to recoup the cost of the new Central Dispensing Station.

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

**Section 1.** The following fee will be amended in the City of Roseburg Fee Schedule under WATER:

**Central Dispensing Station**

~~Commercial Bulk Water Customers (Fill Water Tank)~~

Bulk Rate Setup Charge	\$	25.00	\$	
Bulk Rate	\$	<del>2.06</del>	\$	5.00 per 100 cubic feet
Monthly Demand or Open Account Charge	\$	50.00	\$	per month
Unauthorized Use of Water from a Hydrant	\$	250.00	\$	

~~Residential Customers (3/4 inch fitting)~~

<del>Note: Fee to be deposited in envelope at station</del>	\$		\$	
<del>Flat Rate Per Usage (200 gallon maximum)</del>	\$	<del>5.00</del>	\$	per usage
<del>Unauthorized Use of Water from a hydrant</del>	\$	<del>250.00</del>	\$	
<del>Error Underestimating Quantities</del>	\$	<del>100.00</del>	\$	

**Section 2.** This Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 14<sup>TH</sup> DAY OF NOVEMBER, 2022.**

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



**Current Fee Schedule:**

**Central Dispensing Station**

Commercial Customers (Fill Water Tank)

Bulk Rate Setup Charge .....	\$	25.00	
Bulk Rate .....	\$	2.06	per 100 cubic feet
Monthly Demand or Open Account Charge .....	\$	50.00	per month
Unauthorized Use of Water from Hydrant .....	\$	250.00	

Residential Customers (3/4/inch fitting)

*Note: Fee to be deposited in envelope at station*

Flat Rate Per Usage (200 gallon maximum) .....	\$	5.00	per usage
Unauthorized Use of Water .....	\$	250.00	
Error or Underestimating Quantities .....	\$	100.00	

**Proposed Fee Schedule:**

**Central Dispensing Station**

Bulk Water Customers

Bulk Rate Setup Charge .....	\$	25.00	
<i>* Waived if account is setup online or by credit card</i>			
Bulk Rate .....	\$	5.00	per 100 cubic feet
Monthly Demand or Open Account Charge .....	\$	50.00	per month
Unauthorized Use of Water from Hydrant .....	\$	250.00	

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## 2022 OREGON FIRE SERVICE CAPACITY GRANT APPLICATION AUTHORIZATION RESOLUTION NO. 2022-32

---

Meeting Date: November 14, 2022  
Department: Fire  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Tyler Christopherson, Chief  
Contact Telephone Number: 541-492-6770

---

### ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to apply for a grant through the Oregon State Fire Marshal to increase fire prevention staffing. The issue for the Council is whether to adopt the attached resolution authorizing and supporting the grant application.

### BACKGROUND

#### A. Council Action History.

None.

#### B. Analysis.

The Oregon State Legislature adopted SB762 in 2021 appropriating state dollars to the Office of State Fire Marshal (OSFM) for distribution to small to medium Oregon Fire Agencies to augment firefighting and/or fire prevention staffing. Staff is seeking authorization to submit an application for grant funding in order to increase fire prevention staffing, which was reduced from 2 to 1 in FY 19-20.

Roseburg's fire prevention staff is responsible for many aspects related to ensuring public safety in all new and existing buildings within the City. These tasks include the following:

- Plan review for all new construction and commercial renovation projects
- Inspection for new construction and/or renovation projects
- Fire investigations
- Inspection of existing buildings
- Business license application reviews for fire code compliance
- Public education
- Emergency preparedness
- Serve as department's Public Information Officer
- Permit inspection/issuance for mobile food vendors, fireworks, demolition and burn permits
- Investigation of complaints for code compliance

Fire prevention is a critical component within the Fire Department. As the economy continues to recover, the number of reviews and inspections continues to steadily

increase. A robust fire prevention program helps the City's ISO rating, which in turn saves the taxpayers money on their insurance rates.

The OSFM grant provides a decreasing level of funding for the first three years of a new position. In the first year, the grant covers 90% of the salary costs. Year two covers 75% of the salary cost. Year three covers 50% of the salary costs. The grant does not cover administrative, equipment or training costs. The grant requires the agency to include a "good faith statement" within the application that the agency intends to continue funding the position(s) beyond the three years of the grant using other funding.

### **C. Financial/Resource Considerations.**

The costs associated with adding this position are estimated below. Actual costs will be dependent on the individual hired and any negotiated wage adjustments in upcoming years.

Year 1 (10%)	\$16,008
Year 2 (25%)	\$42,535
Year 3 (50%)	\$89,716
Year 4+(100%)	\$180,000 +/-

If the City is successful in obtaining a grant, a supplemental budget may be required to include the City's first-year salary match.

### **D. Timing Considerations.**

Grant applications are due by November 30, 2022. As such, it would be appropriate for the Council to take action at the November 14 meeting in order to meet this deadline. Awards will be announced on or before December 31, 2022.

## **COUNCIL OPTIONS**

The Council has the following options:

1. Adopt Resolution No. 2022-32, supporting a grant application, committing the required salary match amounts and committing to a good faith effort to keep the employee beyond the three-year grant period; or
2. Request additional information; or
3. Not adopt the resolution and forego the grant opportunity.

## **STAFF RECOMMENDATION**

Staff believes this grant is a great opportunity to bring additional fire prevention staff back at a reduced cost to the organization. Staff recommends the Council adopt the attached resolution authorizing and supporting the grant application.

## **SUGGESTED MOTION**

***"I move to adopt Resolution No. 2022-32, Authorizing and Supporting a 2022 Oregon Fire Service Capacity Program grant application and letter of commitment."***

## **ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-32



**RESOLUTION NO. 2022-32**

**A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND LETTER OF COMMITMENT FOR THE 2022 FIRE SERVICE CAPACITY PROGRAM**

**WHEREAS**, the Oregon State Fire Marshal Office is seeking applications for the 2022 Oregon Fire Service Capacity Program; and

**WHEREAS**, fire prevention is a key component to a successful public safety effort within the City of Roseburg; and

**WHEREAS**, the Roseburg Fire Department has identified a need to increase staffing in the fire prevention division to meet the needs of the Roseburg citizens; and

**WHEREAS**, the Roseburg Fire Department seeks to pursue grant funding to facilitate the increase in fire prevention staffing; and

**WHEREAS**, the City of Roseburg is committed to providing the equipment, training and support for an additional fire prevention staff member; and

**WHEREAS**, the City of Roseburg is committed to budgeting funds to pay 10% of the new staff member's salary in year one, 25% of the salary in year two, 50% of the salary in year three, and 100% of the salary thereafter.

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

**Section 1.** Authorization is granted to apply for an OSFM 2022 Fire Service Capacity Program Grant.

**Section 2.** Authorization is granted to include in the grant application a letter of commitment outlining the City of Roseburg's financial commitment to funding the required percentage of salary in years one through three and a good faith statement to keep the position funded beyond the third year.

**Section 3.** 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 \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

---

**Amy L. Sowa, ACM/City Recorder**

**ORDINANCE NO. 3577**

**AN ORDINANCE AMENDING SUBSECTION 2.34.080 (B) OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, the Mayor and members of the Council must use technology in their role as an elected official to access Council agenda packets, the Roseburg Municipal Code and other informational records; and

**WHEREAS**, the Mayor and members of the Council must be accessible to their constituents through phone or email, generally through a cell phone or other device; and

**WHEREAS**, there are costs involved in setting up and accessing internet and cell phone services.

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

**SECTION 1.** Roseburg Municipal Code Subsection 2.34.080(B) titled “Councilor training – Reimbursement of expenses” is hereby amended to read as follows:

**2.34.080 - Councilor training and reimbursement of expenses.**

- A. Councilor Training. The Mayor and members of Council are urged to educate themselves about local government, and as funding allows, to attend functions sponsored by the League of Oregon Cities. Requests to attend other government-related conferences, training seminars and meetings shall be presented to Council for approval. Following attendance at a conference, training seminar or meeting, excepting the League of Oregon Cities annual conference, the Mayor or Councilor attending shall give a report to all members of the Council unless the majority attended the same function.
- B. Reimbursement of Expenses. The Mayor and members of Council may be reimbursed for the following expenses when serving in their official capacity:
  1. Any elected official who serves on a board of the League of Oregon Cities, one of its committees or other such government group, shall be reimbursed for reasonable expenses not covered by the respective organization. Elected officials shall follow the same rules and procedures for reimbursement, as applied to City employees as set forth in the City of Roseburg Administrative Policy and Procedures Manual. Expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance approval of the Council. Reservations for travel and lodging should be made through the City Manager's office. The City will issue the appropriate purchase order/expenditure upon request and approval by the City Manager. The City does not reimburse elected officials for expenses incurred by their spouses or guests, or for the purchase of alcoholic beverages.

2. Elected officials are eligible to receive a partial reimbursement monthly for the cost of internet and cell phone service at a rate set by Council resolution. The official must provide a copy of their monthly statement showing the cost of internet and cell phone service once during each year they serve as an elected official. This reimbursement will be processed monthly through the City's finance department. Reimbursement will continue through the elected official's term, or until their resignation or removal from office.

**SECTION 2.** All other sections and subsections of Subsection 2.34.080 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.**

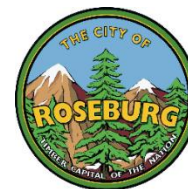
\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

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



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### AN ORDINANCE AMENDING SUBSECTION 2.20.040 "ORGANIZATION OF COMMISSION" OF THE ROSEBURG MUNICIPAL CODE

---

Meeting Date: November 14, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: ORDINANCES  
Staff Contact: Amy L. Sowa, City Recorder  
Contact Telephone Number: 541-492-6866

---

#### ISSUE STATEMENT AND SUMMARY

Council is being asked to consider amending Section 2.20.040, "Organization of commission," by adding a representative of the Cow Creek Band of Umpqua Tribe of Indians to the membership of the Homeless Commission.

#### BACKGROUND

##### A. Council Action History.

December 14, 2020: Council adopted an ordinance establishing a Homeless Commission consisting of seven members, one of whom serves as the Chair. Four members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, and Umpqua Health Alliance. Two members shall be at-large.

##### B. Analysis.

Members of the Homeless Commission were instrumental in working with staff to search for and locate property to be used for a navigation center after receiving \$1.5M in grant funding from the state. Property was purchased, and United Community Action Network (UCAN), a community partner with a representative serving on the Homeless Commission, stepped forward to operate the center when no other qualifying agencies came forward.

The next project the Homeless Commission is working on is how to fund and open an urban campground. Again, members will do a search of appropriate properties and for an organization that can operate and supervise the campground.

To have the capability to move forward with projects such as the urban campground and other homeless initiatives, it is favorable to have representatives from agencies that work with different segments of the community and have resources to help move the goals of the commission forward. The Cow Creek Band of Umpqua Tribe of Indians is a vital part of our community, and it would be appropriate to add a representative from this agency to the Homeless Commission.

**Financial/Resource Considerations.**

Adding an additional member to the Homeless Commission will not have a financial or resource impact to the City.

**C. Timing Considerations.**

Adding a representative from the Cow Creek Band of Umpqua Tribe of Indians to the Homeless Commission will be beneficial as the commission moves forward with their goals in the new year.

**COUNCIL OPTIONS**

If Council is satisfied with the draft ordinance, it would be appropriate to proceed with first reading, with second reading and adoption scheduled for December 12, 2022, and an effective date of January 11, 2023. Council options are:

- Proceed with first reading of Ordinance No. 3578 as drafted; or
- Request additional information; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council conduct first reading of the ordinance to add a representative from the Cow Creek Band of Umpqua Tribe of Indians to the Homeless Commission.

**SUGGESTED MOTION**

To proceed with first reading of Ordinance No. 3578, no motion is needed, only consensus to proceed by Council.

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3578, Amending Subsection 2.20.040 to the Roseburg Municipal Code.

**ORDINANCE NO. 3578**

**AN ORDINANCE AMENDING SUBSECTION 2.20.040, “ORGANIZATION OF COMMISSION” OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, On December 14, 2020, the Roseburg City Council adopted an ordinance establishing a Homeless Commission; and

**WHEREAS**, The Council desires to add a representative from the Cow Creek Band of Umpqua Tribe of Indians to the Homeless Commission to increase representation throughout the community and help move forward with the goals of the Commission and Council.

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

**SECTION 1.** Roseburg Municipal Code Subsection 2.20.040 titled, “Organization of Commission,” is hereby amended to read as follows:

**2.20.040 – Organization of commission.**

The Commission shall consist of eight members, one of whom shall be the Chair. Five members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, Umpqua Health Alliance, and the Cow Creek Band of Umpqua Tribe of Indians. Two members shall be at-large.

**SECTION 3.** All other subsections of Chapter 2.20, “Homeless Commission” 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**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### GARY LEIF NAVIGATION CENTER RENOVATION PROJECT AMENDMENT 1 – DEMOLITION AND ABATEMENT 21GR30

---

**Meeting Date: November 14, 2022**  
**Department: Public Works**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Dawn Easley, PW Director**  
**Contact Telephone Number: 541-492-6730**

---

#### ISSUE STATEMENT AND SUMMARY

The City has received the contractor's estimated project total for the demolition and abatement of the Gary Leif Navigation Center Renovation Project. The issue for the Council is whether to authorize a contract amendment to proceed with the demolition and abatement phase.

#### BACKGROUND

##### A. Council Action History.

June 14, 2021: Council authorized the City Manager to execute an agreement with the State of Oregon, accepting a \$1.5 million dollar grant to establish and operate a navigation center.

January 24, 2022: Council approved the purchase of property at 948 SE Mill Street for use as the navigation center – the purchase closed on February 25, 2022.

March 14, 2022: Council approved entering into an agreement with UCAN to provide operating services for the navigation center.

March 28, 2022: Council authorized the City Manager to enter into two master agreements with Umpqua Health Alliance to receive a total of \$300,000 in funding for the navigation center.

June 13, 2022: Council authorized the City Manager to enter into an agreement with Oregon Housing and Community Services (OHCS) to accept grant funding in the amount of \$1 million to assist with the cost of operations of the navigation center.

June 27, 2022. Council adopted Resolution No. 2022-19, approving an alternate competitive bidding process of Construction Manager/General Contractor (CM/GC) for the renovation of the Gary Leif Navigation Center.



August 22, 2022. Council awarded a Master CM/GC contract to S+B James Company for the renovation of the Gary Leif Navigation Center.

### **B. Analysis.**

The renovation goal is to provide a place to assist those experiencing homelessness with a temporary place to live and access services. The renovation includes installing a new fire sprinkler and alarm system, upgrades to existing HVAC, electrical and lighting, structural improvements, interior demolition and renovation as required, new flooring, and remodeling of existing restrooms. This phase involves demolition and asbestos abatement in the existing building.

The City went through a proposal process to select a contractor for CM/GC to perform services for the Gary Leif Navigation Center renovation. Based on the selection process, the Council awarded a master CM/GC contract. The CM/GC master contract utilizes amendments to authorize phases of work. These amendments are similar to task orders the City utilizes with other types of master contracts.

Staff from the Public Works Department have been working closely with the architect and CM/GC contractor to develop plans for the demolition and abatement of the Gary Leif Navigation Center.

### **C. Financial/Resource Considerations.**

The current estimate for demolition and abatement is listed below.

CM/GC Demolition	\$111,807.92
Contingency (15%)	\$ 22,841.08
Asbestos Removal (est.)	\$ 51,501.00
<b><i>Estimated Project Total</i></b>	<b><i>\$186,150.00</i></b>

### **D. Timing Considerations.**

The intent is to deliver this project as quickly as practical. In order to meet this expectation, staff requests that Council authorize amendment 1 at the November 14, 2022, meeting.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Authorize an amendment to the CM/GC contract for \$186,150.00 to proceed with the demolition and abatement.
2. Request additional information; or
3. Not authorize the amendment and not proceed with the demolition and abatement of the Gary Leif Navigation Center.

### **STAFF RECOMMENDATION**

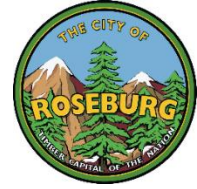
Staff recommends Council authorize an amendment in the amount of \$186,500.00 to the CM/GC contract to proceed with the demolition and abatement phase of the Gary Leif Navigation Center Renovation Project.

**SUGGESTED MOTION**

***“I MOVE TO AUTHORIZE AMENDMENT 1 TO THE CM/GC CONTRACT WITH S+B JAMES COMPANY FOR THE DEMOLITION AND ABATEMENT PHASE OF THE GARY LEIF NAVIGATION CENTER RENOVATION PROJECT FOR \$186,150.00.”***

**ATTACHMENTS:** None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## AIRPORT SECURITY

---

**Meeting Date: November 14, 2022**

**Department: Administration**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Department Items**

**Staff Contact: Nikki Messenger**

**Contact Telephone Number: 541-492-6866**

---

### ISSUE STATEMENT AND SUMMARY

The Airport Commission has forwarded a recommendation that all drive-through gates at the airport be closed on a 24-hour basis. The issue for the Council is whether to accept their recommendation and direct staff to change the operation of the outer gate at the north hangar area.

### BACKGROUND

#### **A. Council Action History.**

On May 9, 2022, the Council approved a lease assignment for Hangar 12 from REIS, LLC to Aerostate, LLC. The outer gate at the north hangar area was discussed as part of the lease assignment. The Council made no decisions related to the gate itself.

#### **B. Analysis.**

The Roseburg Regional Airport has four automated vehicle gates that provide access to the users and customers of the airport. The gates can be opened by entering a code on the adjacent keypad or with a keycard that activates each gate. Three of the four gates are closed 24/7 and only open when activated. The fourth gate, which serves the streetside of the north hangar area, is open between 8 am and 5 pm Monday through Friday and closed the remainder of the time. The fourth gate was installed when the north apron and hangar area was constructed in 2006/7 under an agreement with Ron Preston, the owner of Hangar 12 at that time. The intent of the second gate was to provide access to his employees working in Hangar 12 while still securing the airside of the north area with a second gate that remains closed 24/7. The agreement between Mr. Preston and the City did not include any language indicating that it was assignable.

Over the past decade, the airport has seen an increase in unauthorized persons on the airfield. In the fall of 2021, staff and the Airport Commission began receiving numerous complaints regarding unauthorized individuals trying to access hangars from the street-side parking lot. Sometimes the individuals were on foot. Other times, they would drive in. Staff responded via email that we were exploring options for closing the outer gate serving the north hangar area.

At the January 6, 2022 Airport Commission meeting, further discussion regarding full-time closure of the outer gate took place. One of the challenges involved the existing post office boxes that are located between the inner and outer gates and how to provide access to the postal carrier. Staff informed that a solution had been identified and that parts had been ordered.

In February 2022, staff received notice from the owner of Hangar 12, that the non-aviation tenant was moving out of the hangar and that additional parking spaces would no longer be required or paid for.

At the April 21, 2022 Airport Commission meeting, the Commission discussed the ground lease assignment for Hangar 12. At that meeting, staff informed the potential new lessee, Ben Tatone, the airport had been working towards having the north end outer gate closed at all times due to security issues. In general, the Commission was not supportive of the concept of continuing non-aviation use in Hangar 12, primarily due to security concerns, and deferred making a recommendation related to the lease.

At the May 9, 2022 City Council meeting, the Council discussed the requested lease assignment for Hangar 12, which includes the conditional provision for non-aeronautical use in a portion of the hangar. Staff recommended the lease assignment include an acknowledgement that the outer gate may be closed during business hours in the future. The new owners of the hangar presented the Council with pictures and information from both the Eugene and Medford airports relating to access and security. After much discussion, the Council decided to approve the lease assignment without conditions.

At the July 21, 2022 Airport Commission meeting, the Commission unanimously recommended that all drive-through gates to the airport be closed on a 24-hour basis.

As part of the consideration, staff visited other general aviation airports, including Corvallis and Albany. Staff also visited the Eugene Airport, for which Mr. Tatone provided photos of during the May 9 Council meeting.

- The Corvallis Airport is located west of Highway 99W and is primarily surrounded by farm land. The Corvallis Airport had two access gates, one that is closed 24/7 and one that was open during business hours. The one that was open during business hours took any vehicle traffic near the Fixed Base Operator (FBO) office in order to gain access to the aircraft hangars. Staff did not see any evidence of non-aviation office uses at the Corvallis Airport.
- The Albany Airport is located just east of I-5 and is served by a street that dead ends into the hangar area. In other words, there is no through traffic that travels by the hangar area. The Albany Airport had three gates, one that provided access to the FBO parking and hangar area that was open during business hours and two that accessed the airside of the airport and were closed 24/7. Staff identified two hangars that had a pedestrian or vehicle door into the hangars located outside the fenced area. Staff did not identify any non-aviation uses at the Albany Airport.



- The Eugene Airport is a commercial airport that is located about 7 miles off of I-5 and is served by a street that dead ends into the airport property. The Eugene Airport employs full-time security and is significantly different than the Roseburg airport. The non-aviation use that Mr. Tatone provided pictures of is located near the south end of the airport, directly across from the cell phone waiting area/parking lot. Most other hangars that had office space attached and accessible from the non-airside appeared to involve aviation uses. One had a small sign for an engineering firm and staff could not tell if that was their office space and whether it was available for public access. Others included the new Roseburg Forest Products Hangar, which included a number of "No Trespassing" signs at the parking lot entrances. At a recent Oregon Airport Management Association conference, the Executive Director of the Eugene Airport indicated they do not have many issues with unauthorized people being on or near the airport because it is not easy to get to given its location and lack of public transportation to the airport.

A couple of things that are unique about the Roseburg Regional Airport when compared to these others.

1. It is directly located off of I-5 *and* has a through street located directly adjacent to the west side of the hangar areas. This makes the hangars highly visible and highly accessible, whereas a vehicle or person entering the Albany Airport would be much more noticeable with only one way in and out of the area and no through traffic.
2. The Roseburg Airport has Newton Creek bisecting it. This effectively separates the north and south ends and requires multiple access points for non-aviation vehicles and creates an access point far away and not visible from the FBO office.

Closing the gate is not going to resolve all of the issues related to unauthorized individuals at the airport. Staff is working on a project to reconstruct exterior fencing in all areas of the airport that currently have fencing that is under six feet in height and/or does not have the three-strand barbed wire at the top. The current fencing along the east side of the airport is five feet in height and is part of the replacement project. The fencing replacement project is proposed for FAA funding through the Bipartisan Infrastructure Law (BIL) funding the airport is eligible to receive. A pre-design meeting for this project was held with FAA representatives on November 1.

Included for your review are photos and a map depicting the drive-through gates at the airport and a report downloaded from the Douglas County Assessor's site with the price per square foot paid for buildings that have been sold on the airport since 2018.

### **C. Financial/Resource Considerations.**

Staff inquired with a local fencing company regarding options for a mechanism to open the outer gate from within the office area of Hangar 12. The fencing contractor indicated there is a way to do this. A verbal estimate of the cost involved was \$2,500.

**D. Timing Considerations.**

None.

**COUNCIL OPTIONS**

The Council has the following options:

1. Accept the Airport Commission's recommendation and direct staff to reprogram the gate in question to be closed on a 24/7 basis; or
2. Request additional information; or
3. Not accept the Airport Commission's recommendation and direct staff to leave the gate open during weekday business hours.

**STAFF RECOMMENDATION**

At the July 21, 2022 Airport Commission meeting, the Commission unanimously recommended that all drive-through gates to the airport be closed on a 24-hour basis. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to accept the Airport Commission's recommendation and direct staff to close all drive-through gates at the airport on a 24-hour basis."***

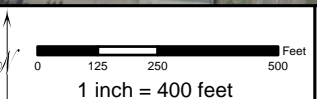
**ATTACHMENTS:**

Attachment #1 - Map of airport & gates

Attachment #2 - Pictures of airport drive-through gates

Attachment #3 - Sales Data on airport buildings from DC Assessor's website





The City of Roseburg provides no warranty as to the merchantability or fitness for a particular purpose for any information. The information is available to City departments for City purposes. Original, certified, and official records may differ from computer entries. If reliance upon computer record is intended, verification of information on source documents is required. User expressly acknowledges and agrees that the use of any information obtained on or through City of Roseburg computers is at user's sole risk. The City of Roseburg shall not be responsible for any direct, indirect, incidental, or consequential damages caused by mistakes, omissions, deletions, error, or defects in any information or any failure due to delays in receiving information.



DEPARTMENT ITEMS B  
ATTACHMENT #2



Gate 1



Gate 2



DEPARTMENT ITEMS B  
ATTACHMENT #2

Gate 3



Parking Lot between Gates 3 & 4



Gate 4



DEPARTMENT ITEMS B  
ATTACHMENT #3

Search Results: 1 to 13 of 13 Click on Column Heading to Sort

Property ID	Sales Date	Sales Price	Year Built	SqFt	Acres	Physical Address	PRICE/SF
<u>R61897</u>	8/11/2022	325000	1981	6400		2341 AVIATION ROSEBURG, OR 97470	50.78/SF
<u>R130512</u>	5/20/2022	388000	2007	11845		2797 AVIATION ROSEBURG, OR 97470	32.76/SF
<u>R61827</u>	1/17/2022	900000			2.01	2844 AVIATION ROSEBURG, OR 97470	
<u>R61323</u>	9/15/2021	250000			0.9	0 AVIATION ROSEBURG, OR 97470	
<u>R61386</u>	8/10/2021	495000			1.19	3150 AVIATION ROSEBURG, OR 97470	
<u>R64781</u>	6/21/2021	2362500	1994	10032	1.13	2250 AVIATION ROSEBURG, OR 97470	
<u>R64781</u>	6/21/2021	2362500	1994	10032	1.13	2270 AVIATION ROSEBURG, OR 97470	
<u>R61960</u>	4/19/2017	165000	1985	5600		2371 AVIATION ROSEBURG, OR 97470	29.46/SF
<u>R61925</u>	7/7/2016	550000	1984	5998		2131 AVIATION ROSEBURG, OR 97470	91.70/SF
<u>R62037</u>	4/4/2016	217450	1996	6400		2381 AVIATION ROSEBURG, OR 97470	33.98/SF
<u>R61421</u>	3/5/2014	3710000	2000	81	1.81	3100 AVIATION ROSEBURG, OR 97470	
<u>R61442</u>	9/28/2007	1750000	2007	4946	0.82	3030 AVIATION ROSEBURG, OR 97470	
<u>R61442</u>	5/23/2007	510000	2007	4946	0.82	3030 AVIATION ROSEBURG, OR 97470	

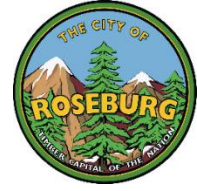
[Return to Search]

[New Search]

Douglas County Assessor's Office  
Courthouse Room 206  
Roseburg, Oregon 97470  
541-440-4222

AIRPORT PROPERTY

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## SOUTHERN OREGON MEDICAL WORKFORCE CENTER FUNDING AGREEMENT WITH UVDC

---

Meeting Date: November 14, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

---

### ISSUE STATEMENT AND SUMMARY

The non-profit Umpqua Valley Development Corporation (UVDC) was formed to deliver the Southern Oregon Medical Workforce Center project (SOMWC). The issue for Council is whether to authorize a contract funding UVDC's activities for fiscal year 2022-23.

### 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.
- On January 24, 2022, the Council authorized the City Manager to execute a Memorandum of Understanding with UVDC outlining the City's commitment to the SOMWC 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.
- On July 11, 2022, the Council adopted Resolution No. 2022-22 authorizing the City Manager to negotiate and execute an agreement to accept a \$5 million grant from the State of Oregon for the SOMWC project.

#### **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 UVDC is a non-profit that was formed in 2019 to deliver this project. The UVDC Board has identified the work plan and related budget for FY 2022-23. The total budget is \$300,460. The funding will be used to pay the consultant for their work identifying and securing academic partners, identifying and securing healthcare partners to provide clinical placements, developing agreements for classroom and lab space, and a small amount of overhead.

#### **C. Financial/Resource Considerations.**

The City received the \$5 million grant funding in August 2022. To date, a total of \$90,000 has been committed. An initial \$70,000 was provided to UVDC for continuing operations while the final work plan and budget were confirmed. Another \$20,000 has been committed to complete the Oregon Solutions process.

#### **D. Timing Considerations.**

The current funding agreement with UVDC expires December 31, 2022.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Authorize staff to execute an agreement with UVDC to support the creation of the SOMWC for \$300,460; or



2. Request additional information; or
3. Not approve an agreement with UVDC at this time.

**STAFF RECOMMENDATION**

Staff recommends the Council authorize execution of an agreement with UVDC to support the creation of the Southern Oregon Medical Workforce Center for \$300,460

**SUGGESTED MOTION**

***“I move to authorize an agreement with Umpqua Valley Development Corporation for the Southern Oregon Medical Workforce Center in the amount of \$300,460 for fiscal year 2022-23.”***

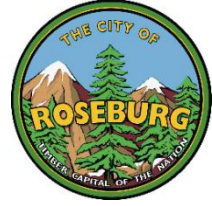
**ATTACHMENTS:**

Attachment #1 – FY 2022-23 UVDC Work Plan

**Southern Oregon Medical Workforce Center (SOMWC)  
Project Deliverables – Fall 2022 through Summer 2024  
Linda Samek  
September 2, 2022**

<b>Deliverable</b>	<b>Completion Date</b>
<b>Fall 2022</b>	
MOUs with each institution participating in Phase I – Bushnell University – BSN Pacific University – OT, Medical Lab Science, BSW Oregon Institute of Technology – Medical Imaging Western University (COMP-NW) – Physical Therapy	January 15, 2023
Application for funding from USDA – This should be the first of many grant applications to a variety of funders – move to next round	January 15, 2023
Healthcare Sector Partnership Meetings – These are to begin developing formal partnerships for clinical placements – This will be modified to two audiences, hospitals and others. Met with rural hospital folks 10/12/22.	First meeting by November 15, 2022; Second meeting by January 15, 2023; Third meeting by February 28, 2023
Community networking with hospitals and healthcare organizations to build partnerships and resources for SOMWC in the Roseburg area	Ongoing
<b>Winter/Spring 2023</b>	
Complete contracts for clinical placements for Phase I programming	June 15, 2023
Consulting with programs on accreditation requirements – This is an area of significant experience for me. I could potentially help with paperwork and direct programs to the best models for the SOMWC partnership	December 2023
Broaden healthcare organization networking beyond Douglas County to the north, west, and south	Ongoing
Begin developing facility concept by visiting existing facilities such as the GFU PT/PA programs; Pacific Hillsboro medical education facility; AT Still North Portland DO program	June 15, 2023
<b>Summer/Fall 2023</b>	
Begin developing Phase II MOUs	January 15, 2024
Provide oversight and assistance for launch of Phase I programs	December 15, 2024
Develop additional funding sources through grants and equipment asks	Ongoing
<b>Winter/Spring 2024</b>	
Explore options for Phase III programs	June 30, 2024
Fundraising	Ongoing
Community partnership development	Ongoing
<b>Periodically</b>	
Update the Business Plan	Quarterly
Reports to critical stakeholders	Quarterly/Semi-annually/Annually

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## CITY MANAGER ACTIVITY REPORT

---

**Meeting Date: November 14, 2022**

**Department: Administration**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

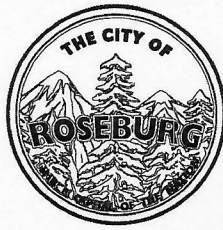
**Contact Telephone Number: 541-492-6866**

---

### ISSUE STATEMENT AND SUMMARY

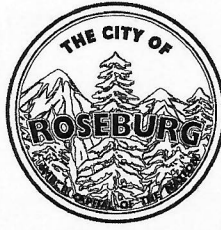
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 November 14, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Message



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
October 25, 2022 - 10:00 a.m.

1. October 24, 2022 City Council Meeting Synopsis
2. November 14, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
November 7, 2022 - 10:00 a.m.

1. November 14, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - a. Outdoor permit – November 18, 2022
  - b. Indoor permit – November 12, 2022
  - c. OLCC special event permit – November 12, 2022
  - d. Grant Checklist – Douglas County Library Foundation
4. Discussion Items
  - a. Year-End Report (AS/NM)
  - b. Christmas Tree Lighting Ceremony (AS/NM)
5. Employee Service Pins
  - a. Chrissy Matthews, Community Development – 5 years
  - b. W. Jason Mahan, Municipal Court – 5 years
  - c. Chris Galligan, Fire Department – 15 years

- Department Year-End Reports due to Koree by Friday, December 9, 2022.



## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- 2023-2025 Council Goals
- ARPA Funds Discussion
- RPEA Labor Negotiation
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

---

### **December 12, 2022**

#### Special Meeting – Time TBD

- A. City Council Interviews

#### Mayor Reports

- A. City Councilors Retirement Recognition
- B. City Councilor Appointment
- C. 2022 General Election Results and Scheduling Oath of Office
- D. Municipal Court Judge Compensation

#### Consent Agenda

- A. Minutes of November 14, 2022

#### Public Hearing

- A. Ordinance No. 3579 - Comprehensive Plan Amendment and Zone Change – Terra Firma, First Reading

#### Resolutions

- A. Resolution No. 2022-33 – Accepting a Grant from Oregon Housing Community Services (OHCS)

#### Ordinances

- A. Ordinance No. 3578 – Amending Subsection 2.20.040 “Organization of Commission” of the Roseburg Municipal Code, Second Reading

#### Department Items

- A. City Charter Review Committee Recommendations Update

#### Informational

- A. City Manager Activity Report

---

### **January 9, 2023**

#### Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

#### Commission Reports/Council Ward Reports

- A. Election of Council President

#### Consent Agenda

- A. December 12, 2022 Meeting Minutes

#### Ordinances

- A. Ordinance No. 3579 - Comprehensive Plan Amendment and Zone Change – Terra Firma, Second Reading

#### Informational

- A. City Manager Activity Report

---

### **January 23, 2023**

#### Consent Agenda

- A. January 9, 2023 Meeting Minutes

Informational

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

**February 13, 2023**

Special Presentation

- A. Annual Comprehensive Financial report (ACFR) – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2022
- C. 2023-2024 Budget Calendar

Consent Agenda

- A. January 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**February 27, 2023**

Consent Agenda

- A. February 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 13, 2023**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 27, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 27, 2023**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**April 10, 2023**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 27, 2023 Meeting Minutes
- B. 2023 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. City Manager Activity Report
- 

**April 24, 2023**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day



Proclamation

- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

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

---

**May 8, 2023**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

---

**May 22, 2023**

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Resolutions

Annual Fee Adjustment

- A. Resolution No. 2023- -- - General Fees
- B. Resolution No. 2023- -- - Water Related Fees

Informational

- A. City Manager Activity Report

---

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

***Roseburg Urban Renewal Agency Board Meeting***

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption

---

**June 26, 2023**

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**July 10, 2023**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation
- B. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report
- 

**July 24, 2023**

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Informational

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

**August 14, 2023**

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
- 

**August 28, 2023**

Consent Agenda

- A. August 14, 2023 Meeting Minutes

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

Informational

- A. City Manager Activity Report



## Friday Message November 4, 2022

- Congratulations to our new Fire Chief, Tyler Christopherson. Tyler was selected after a formal search process involving multiple candidates. Tyler has been with the department since 2006, and has served in every operational position, including Firefighter, Driver/Engineer, Lieutenant, Battalion Chief, and most recently, Assistant Fire Chief. We look forward to working with Chief Christopherson!



- Congratulations to Finance Director Ron Harker and his entire staff for once again receiving the GFOA awards for Excellence in Financial Reporting. The department received awards for both the Annual Comprehensive Financial Report and the Popular Annual Financial Report. Way to go team!

- The standby generator has arrived and been set at the Water Treatment Plant. This puts the project one step closer to completion. Supply chain issues have delayed the delivery of the switching gear, which is required to complete the installation and bring the new generator online.



- The weather was a little “Oregon” for Monday night’s Neewollah Parade, but that didn’t seem to affect the turnout or the smiles. A large crowd came out to trick or treat downtown. It was great to see so many people of all ages dressed up and enjoying this family favorite event. Thanks to everyone who put this together and to Chief Klopfenstein for serving as the Grand Marshall! You can view photos from the Neewollah parade and other Sesquicentennial events on the City website at <https://www.cityofroseburg.org/roseburg-150-years>.



- Last week, the Charter Review Committee met and wrapped up their work on recommendations for an updated Charter. Next step will include Council review and decision regarding referral to the May 2023 ballot. Thank you to Amy Sowa and all of the committee members for their time and energy on this project!
- Yesterday, I had the opportunity to speak to a group of Ford Family Foundation employees about the City as part of their internal “lunch and learn” series. I really appreciate the opportunity to share information about our organization/team and the work we are doing!
- The Umpqua Valley Development Corporation met last week and finalized the work plan and budget for the current fiscal year. This information will be presented to Council with a



request to approve an updated agreement funding the work for the Southern Oregon Medical Workforce Center from the \$5 million grant the city received from the state.

- Last week, I attended a portion of the Oregon Airport Management Association fall conference and had an opportunity to speak with our FAA representatives. This week, staff participated in a pre-design meeting for a fencing improvement project, which will be the first project at our airport funded by the Bipartisan Infrastructure Law.
- Staff continues to evaluate options for the downtown parking program and has met with the consultant to go over estimates they have provided for different scenarios. More to come....
- The annual leaf pickup program is underway. For more information, or to find out where the crew will be next, please visit the website at:  
<https://www.cityofroseburg.org/departments/public-works/leaf-program>
- The latest City Connection newsletter is now available here:  
<https://mailchi.mp/cityofroseburg/city-of-roseburg-inaugural-e-newsletter-5902641>
- Fire Station 2 (Harvard) has closed twice in the last couple of weeks due to staffing issues. We currently have three new firefighters going through the internal academy. Once they have completed training, this should help alleviate some of the staffing shortages.
- One more note on the Fire Department. With Chief Christopherson's promotion, we will be searching for an Assistant Fire Chief. That recruitment will start as soon as practical. In the meantime, retired Fire Chief Gary Garrisi has agreed to fill the role in an interim capacity. You may recall that Gary was serving as Interim Fire Chief during that recruitment. Thank you to Gary for his continuing service to the City!
- The annual Veterans Day Parade will take place on Friday, November 11 at 11 a.m. This is a great family-friendly event downtown.
- Meetings next week:
  - Planning Commission, Monday 11/7 @ 7 pm City Hall Council Chambers
  - Public Works Commission, Thursday, 11/10 @ 3:30 pm City Hall Council Chambers
- Recent Press Releases: <https://www.cityofroseburg.org/news>
  - Fall City Connection now available
  - Fall tourism grant applications open
  - Library to host Pulitzer Prize finalist
  - City Council application deadline extended
  - Free residential leaf pickups to start

***City offices will be closed Friday, November 11, in observance of Veterans Day.***

