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ROSEBURG CITY COUNCIL AGENDA – JUNE 26, 2023

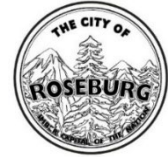
City Council Chambers, City Hall

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



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	David Mohr	Ellen Porter	Brian Prawitz
Kylee Rummel	Patrice Sipos	Ruth Smith	Andrea Zielinski
- 4. Mayor Reports**
 - A. 2023 Election Results
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – In Person or via Zoom/See Information on the Reverse**
- 7. Special Presentation**
 - A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report
- 8. Consent Agenda**
 - A. June 12, 2023 Meeting Minutes
 - B. OLCC New Outlet – Cattle Dogs Golf Center LLC at 1807 NE Diamond Lake Blvd
- 9. Ordinances**
 - A. Ordinance No. 3588: 2023 Bike Routes Plan Adoption, File No. CPA-23-001, Second Reading
 - B. Ordinance No. 3589: An Ordinance Granting Telecommunication Franchise to Origin Networks, Effective January 1, 2024, Second Reading
- 10. Department Items**
 - A. Bid Award: Pavement Management Program Slurry Seals 2023, Project No. 23PW02
 - B. Bid Award: Stewart Parkway & Pine Street Improvements, Project No. 23PW01
 - C. Bid Award: Kline Street ADA Ramps, Project No. 23PW13
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. Executive Session ORS 192.660(2)**

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 two ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (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, 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.

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.

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



2023 SPECIAL MAY ELECTION RESULTS

Meeting Date: June 26, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Patty Hitt, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code requires the Mayor to declare the results of the May 2023 Special Election and have those results entered into the City Council meeting minutes. Mayor Rich will read the results into the record.

BACKGROUND

The results of the May 2023 Special Election were as follows:

BALLOT MEASURE 10-205 Concerning City of Roseburg Charter Amendment. Passed with 2,376 “yes” votes compared to 1,440 “no” votes.

A copy of the certified results is attached.

COUNCIL OPTIONS

No other action is required.

ATTACHMENTS:

Attachment #1 – Douglas County Elections Official Abstract

Abstract of Votes for City of Roseburg Measure
Douglas County, May 16, 2023 Special Election

Page: 1 of 1
2023-06-12
11:06:14

All Precincts, City of Roseburg, All Counter Groups, All ScanStations, 10-205, City of Roseburg Charter Amendment, All Boxes

Total Ballots Cast: 4340, Registered Voters: 17070, Overall Turnout: 25.42%
4 precincts reported out of 4 total

Choice	Votes	Vote %
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Precinct 07

10-205, City of Roseburg Charter Amendment (Vote for 1)
1328 ballots (0 over voted ballots, 0 overvotes, 161 undervotes), 3954 registered voters, turnout 33.59%

Yes	754	64.61%
No	413	35.39%
Total	1167	100.00%
Overvotes	0	
Undervotes	161	

Precinct 09

10-205, City of Roseburg Charter Amendment (Vote for 1)
1157 ballots (0 over voted ballots, 0 overvotes, 150 undervotes), 3997 registered voters, turnout 28.95%

Yes	657	65.24%
No	350	34.76%
Total	1007	100.00%
Overvotes	0	
Undervotes	150	

Precinct 18

10-205, City of Roseburg Charter Amendment (Vote for 1)
926 ballots (0 over voted ballots, 0 overvotes, 102 undervotes), 4528 registered voters, turnout 20.45%

Yes	478	58.01%
No	346	41.99%
Total	824	100.00%
Overvotes	0	
Undervotes	102	

Precinct 22

10-205, City of Roseburg Charter Amendment (Vote for 1)
929 ballots (0 over voted ballots, 0 overvotes, 111 undervotes), 4591 registered voters, turnout 20.24%

Yes	487	59.54%
No	331	40.46%
Total	818	100.00%
Overvotes	0	
Undervotes	111	

All Precincts

10-205, City of Roseburg Charter Amendment (Vote for 1)
4340 ballots (0 over voted ballots, 0 overvotes, 524 undervotes), 17070 registered voters, turnout 25.42%

Yes	2376	62.26%
No	1440	37.74%
Total	3816	100.00%
Overvotes	0	
Undervotes	524	

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Daniel J. Loomis
Douglas County Clerk
June 12th, 2023



**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
June 12, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on June 12, 2023 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, David Mohr, Brian Prawitz, Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith and Andrea Zielinski

Absent: None

Others Present: City Manager Nikki Messenger, Attorney Webb Kittinger, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Communications Specialist Suzanne Hurt, and Management Assistant Autumn David.

CAMP MILLENNIUM WEEK PROCLAMATION

Mayor Rich proclaimed June 18 through June 25, 2023, as Camp Millennium Week and called upon the people of Roseburg to join their fellow citizens to participate in and support this event. Mindy Bein, Camp Millennium, accepted the proclamation, and thanked the Mayor and Council for the recognition and continued support for the program.

JUNETEENTH INDEPENDENCE DAY PROCLAMATION

Mayor Rich proclaimed June 19, 2023, to be Juneteenth Independence Day in recognition and celebration of the many ways in which the history, culture, advancements, discoveries and achievements of African Americans have contributed to the history, culture, and social fabric of the nation and the City of Roseburg. Pastor Howard Johnson accepted the proclamation, and thanked the Mayor and Council for the support and continued efforts to make a difference in the community.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Sipos chaired a Parks and Recreation Commission meeting on June 7, 2023. The commission received updates on the new Halfshell cover and summer programming including the opening ceremony of Tapes-trees in Fir Grove Park on Thursday, June 22, 2023 at 12:00 p.m.

Councilor Porter chaired a Public Works Commission meeting on June 8, 2023. The commission discussed multiple projects for bid award recommendation, which staff would bring to Council at a future meeting.

Councilor Porter attended a meeting with City Manager Nikki Messenger and Community Development Director Stuart Cowie regarding a campground that Bernie Woodard had cited underneath the Washington Street and Oak Street bridges. Several community members had

voiced concerns regarding the property and Councilor Porter thanked Messenger and Cowie for helping to resolve the situation.

PLANNING COMMISSION RESIGNATION – ANDREW BLONDELL

Planning Commission member Andrew Blondell submitted written resignation from the Commission effective May 26, 2023.

Councilor Zielinski moved to accept Andrew Blondell's resignation from the Planning Commission, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

Shawn Kellim apologized to Council for his behavior one year ago and stated he should have approached the situation differently. Kellim stated Wellsprings was an abolitionist church and that abolitionist of the time were responsible for bringing about Juneteenth Independence Day. Kellim recommended community members contact Wellsprings directly to hear their message and learn more about them. Kellim asked for freedom of religion and freedom to practice their religion in public.

Mason Goodnight, Roseburg resident and staff elder with Wellsprings Bible Fellowship thanked the Roseburg Police Department for their presence at the Pride Parade on Sunday, June 4, 2023, and for protecting their first amendment rights to attend a public gathering. Goodnight stated he appreciated that several de-escalation crew members were at the event, but stated their group did experience harassment and negative actions from those attending the event.

Regina Woods, Roseburg resident stated she was one of the volunteer de-escalators at the Pride Parade. Woods stated there were two sides to every story and shared her opinion on what took place at the event. Woods suggested there could have been better control over the staging area and suggested Roseburg Police Department could help with that at future events.

Kenny Wong thanked Council and staff for supporting his work as an educator in the community. Wong had worked over the past year on the design team with Douglas ESD to help BIPOC kids find their voice and feel welcome in the community. Wong thanked Library Director Kris Wiley for providing a safe space for his work to be displayed in the library.

Chauncey Peltier, tribal member, shared his native history and shared that he moved to the community approximately five years ago from Banks, OR and had experienced more harassment in Roseburg than he had in his entire life. Peltier reminded everyone that all people were made equal and thanked Council for their time and listening to everyone's story.

CONSENT AGENDA

Councilor Zielinski moved to approve the following consent agenda items:

- A. May 22, 2023, Regular Meeting Minutes.

The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no.

PUBLIC HEARING – RESOLUTION NO. 2023-16: 2023-2024 BUDGET ADOPTION

At 7:29 p.m., Mayor Rich opened the public hearing regarding Resolution No. 2023-16 for Budget Adoption. Harker explained that Oregon Local Budget Law requires the City to conduct a public hearing on the 2023-24 budget as approved by the Budget Committee on May 9, 2023. The budget document was distributed to members of the Budget Committee on May 2, 2023. City Manager Nikki Messenger presented the budget document and message on May 9, 2023, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 9, 2023, with no modifications from the proposed budget. Total requirements for 2023-24 was \$104,307,207. The estimated revenue from State Revenue Sharing was \$305,000 and the funds would be used to support General Fund services.

In response to Councilor Mohr, Harker stated there were no changes made to the budget document that was presented to the Budget Committee on May 9, 2023.

As no one else wished to speak, Mayor Rich closed the hearing at 7:33 p.m. Councilor Zielinski moved to adopt Resolution 2023-16 adopting the 2023-2024 Budget as approved by the Budget Committee. Motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no.

PUBLIC HEARING – ORDINANCE NO. 3588: 2023 BIKE ROUTES PLAN ADOPTION

At 7:34 p.m., Mayor Rich opened the public hearing regarding the 2023 Bike Routes Plan Adoption. Mayor Rich read the script regarding the legislative hearing as follows: this is a legislative hearing so please be aware that testimony and evidence must be directed towards the criteria as described or as provided in the Comprehensive Plan or the Roseburg Municipal Code that the person believes applies the decision. Failure to raise constitutional or other issues relating to the proposal with sufficient specificity to allow the commission to respond to the issue precludes an action for damages in Circuit Court and failure to raise an issue with sufficient specificity to afford the approving authority an opportunity to respond to the issue precludes appeal based on that issue. The criteria used to evaluate the performance are conformance with statewide planning goals, conformance with the Roseburg Urban Renewal Area Comprehensive Plan, conformance with applicable sections of the Roseburg Municipal Code, conformance with state statues and applicable rules. Any material presented in the course of the hearing such as letters, reports, documents, photos, etc. should be given to staff to be identified and logged before being presented to the Council and made part of the official record. Any action by the Council shall be based on the criteria noted, with justifications for the findings and conclusions being made part of the record.

There was no conflict of interest identified with City Council members.

Cowie reported that Jason Nolin a consultant with Parametrix was on Zoom and had a presentation of the 2023 Bike Routes Plan for Council; however due to technical difficulties the presentation did not occur. Cowie reported on January 27, 2020, Council held a public hearing regarding the adoption of the Transportation Systems Plan (TSP). During the public hearing, twelve Roseburg citizens spoke about the need for additional bike infrastructure and its importance. Council adopted Resolution 2020-15 on July 15, 2020 authorizing the City to apply for a grant to fund a bicycle systems plan to determine designated bicycle routes, make

recommendations for new bicycles signage, and to establish a better-connected and safer bicycle routes network.

The City was awarded the grant on September 24, 2020. The City hired Parametrix in the spring of 2021 to assist in producing the 2023 Roseburg Bike Routes Plan. The project team, including Parametrix and representatives from the Oregon Department of Transportation convened an Advisory Committee that included stakeholders and community members to inform plan development. The committee met five times throughout the project to discuss how bicycle infrastructure improvements could be made. A draft resolution was included as well as the Findings of Fact from the Planning Commission. The Planning Commission adopted the Findings of Fact and Order No. CPA-23-001 on May 1, 2023 and recommended Council approval. Staff recommended Council adopt the Planning Commission's Findings of Fact and Order for File No. CPA-23-001, and proceed with the first reading of the ordinance to amend the Roseburg Urban Area Comprehensive Plan adopting by reference the 2023 Roseburg Bike Routes Plan.

Councilor Mohr questioned how the plan had been adjusted based on changes to homelessness and services provided. Cowie stated the project started around summer of 2021. The project team recognized those issues; however, the plan was about infrastructure improvements with an emphasis on a bike friendly community.

In response to Councilor Prawitz, Messenger stated if the plan was adopted it would be a set of guidelines for future projects. This plan looked at connectivity of bike routes to the places people need to go and identified different levels of comfort for biking realizing there are different comfort levels for different groups of people, but also realizing there was very limited to no funding to accommodate it. Staff would use the Bike Routes Plan to direct projects and look for funding opportunities and ways to incorporate the plans into other projects as possible. The plan provides a guideline over a 20-year horizon for future projects and improvements.

Cowie stated the plan looked for deficiencies within the biking infrastructure and identified short-range, medium range, and long-range projects. Several projects were short-range projects regarding connectivity. The medium and long term projects were more expensive and more involved and would require more time and funding to implement. Specific tools were identified within the plan and provide several different ways to implement the projects. As part of the 2023 Bike Routes Plan, Parametrix produced an updated Geographic Information Systems (GIS) inventory of existing bike facilities and future bike routes. The digital inventory would be made available upon adoption of the 2023 Bike Routes Plan. If adopted, the GIS inventory would be used to produce physical and digital maps to improve citizen access to bicycle wayfinding throughout Roseburg.

Councilor Porter questioned if a comprehensive mile marker system would be incorporated along the bike routes. Cowie stated there had been discussion about a mile marker system, which started prior to the preparation of the 2023 Bike Route Plan; however, he would foresee items such as mile marker designations occurring within the digital maps. Discussion ensued. Cowie stated physical mile marker post were not specifically identified in the plan.

Councilor Porter asked what the process was to approve and implement each phase of the plan. Cowie stated Public Works would look at capital improvement projects and implement biking improvements as part of those projects when possible.

Councilor Porter stated many of the safety improvements mentioned within the plan would occur within long-range projects and questioned if there would be an opportunity to implement some of those safety concerns in the short-term. Discussion ensued. Cowie stated concerns regarding safety was a major discussion point and the goal was to implement safety measure in correlation with other projects but many would be part of long-range projects.

In response to Councilor Porter, Cowie stated due to the significant road improvements that would be needed to have a bike route on Military Avenue it was not identified as an immediate project.

In response to Mayor Rich, Cowie stated the City of Roseburg was in the bronze category for a bike friendly community. Roseburg has a robust multiuse path that could be used to get from one side of town to the other relatively easy, which was not common in many cities. A goal with the 2023 Bike Routes Plan was to improve safety and biker comfortability throughout the community.

As no one else wished to speak, Mayor Rich closed the hearing at 8:04 p.m. Councilor Porter moved to adopt the Findings of Fact and Order approved by the Planning Commission for file no. CPA-23-001, which amends the Roseburg Urban Area Comprehensive Plan by incorporating the 2023 Roseburg Bikes Routes Plan into the document by reference. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no.

Council agreed to a first reading of Ordinance No. 3588. Messenger read Ordinance No. 3588, entitled "An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the 2023 Roseburg Bike Routes Plan" for the first time.

RESOLUTION NO. 2023-17: SUPPLEMENTAL BUDGET

Councilor Prawitz abstained from the discussion due to a potential conflict of interest.

Harker reported that in order to comply with Oregon Budget Law there were two budgetary situations to address to provide adequate appropriation authority as the City prepared to close out the fiscal year. The first budgetary situation related to projected Transient Lodging Tax revenues being greater than budgeted required a supplemental budget and affected three separate funds. The other budgetary situation involved a nominal increase in the Equipment Replacement Fund to address a cost overrun for a police vehicle.

Hotel/Motel Tax, Streetlight/Sidewalk and Economic Development Funds

The local economy for our hospitality industries have been good this fiscal year resulting in low vacancy rates which has permitted our hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City's Transient Lodging Taxes (TLT) were projected to be \$141,000 greater than budgeted, or an increase of 9.4%. Since by ordinance, 9.86% of the TLT revenues must 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 transfer out to the identified funds. Proposed necessary adjustments to the funds were provided within the staff report. Changes in revenues and appropriations were offsetting, thereby maintaining a balanced budget.

Equipment Replacement Fund

An appropriation adjustment was proposed to accommodate cost overruns related to the purchase and upfitting of a new police vehicle. At the time the order was placed, vehicles were on back order and were being marked up significantly due to supply chain issues. The cost for the vehicle was approximately \$8,333 more than was budgeted. Staff hoped to cover this cost overrun with other acquisition made during the year, but were unable to do so. Consequently, it was projected that there would be a cost overrun for capital outlay items in the Equipment Replacement Fund by \$5,000. The cost overrun could be managed by transferring \$5,000 from the Fund's Reserve for Future Expenditures to the Fund's Capital Outlay budget. Changes in appropriations were offsetting, thereby maintaining a balanced budget.

Councilor Zielinski moved to adopt Resolution No. 2023-17, entitled, "A Resolution Authorizing a Supplemental Budget for Fiscal Year 2022-23." The motion was seconded by Councilor Briggs Loosley. The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-17 as adopted.

ORDINANCE NO. 3589 GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO ORIGIN NETWORKS, FIRST READING.

Messenger reported the telecommunications franchise agreement with Origin Networks, LLC was in its fifth and final term and staff received an application for renewal on May 30, 2023. The effective date of the new franchise agreement would be January 1, 2024, and the initial term of the franchise was three years, with an expiration date of December 31, 2026. The ordinance would also allow renewal options of three years each, for a total of five terms

Council agreed to a first reading of Ordinance No. 3589. Messenger read Ordinance No. 3589, entitled "An Ordinance Granting Renewal of a Telecommunication Franchise to Origin Networks, LLC, Effective January 1, 2024," for the first time.

DEPARTMENT ITEMS – USE OF ARPA FUNDS FOR OFF STREET PARKING

Harker reported Council previously approved a total of \$150,000 of ARPA funds to help cover the needs for the Off Street Parking Fund. The \$150,000 was fully utilized and revenues were still insufficient to cover expenses resulting in the need for further financial support. Staff requested the use of ARPA funds be approved to provide the further financial support required. To keep in line with previous Council action, it was proposed that the use of \$50,000 of ARPA funds be authorized.

Councilor Mohr requested staff prepare a plan to get the Off Street Parking fund to be self-sufficient. Messenger asked Council for suggestions on when they would want to have that discussion. Free parking was not free, someone had to pay for the space and that would be either the City, downtown business owners, or downtown customers. Staff previously brought a portfolio to Council regarding parking and Council was not comfortable with it.

Councilor Sipos suggested that adding \$1.75 charge to all water meters in Roseburg would cover the costs of the Off-Street Parking program.

Councilor Porter shared that she was in the audience when staff originally discussed downtown parking and several Council members, including her, were not on City Council at that time. Councilor Porter suggested it would be helpful to have a conversation about the Off Street Parking fund sooner rather than later.

Councilor Mohr clarified that his request was for staff to present a plan to Council that would support Off Street Parking. Discussion ensued. The goal was to be transparent on the use of the funds.

Councilor Prawitz stated ACE Parking originally recommended the use of their app as a potential revenue generator and suggested that may be something to look into. Council considered transitioning to free parking downtown; however, the consensus from downtown business owners was that there needed to be a parking program. Messenger stated ACE Parking provided staff data on their app based program; however, it would be a substantial change to go from timed parking to an app based parking program and was difficult to assess the impact and revenue that would be generated. Councilor Sipos was in support of an app based parking program. Discussion ensued. Councilor Rummel suggested ARPA funds be used to produce a survey to downtown business owners to gather stakeholder input.

Councilor Smith stated her understanding was that \$200,000 could have replaced the parking meters downtown. ARPA funds used to cover the costs of the Off Street Parking program were now coming up on \$200,000 and suggested that money could have been spent to replace the downtown parking meters.

In response to Councilor Mohr, Messenger stated a work-study meeting could be scheduled to discuss Off Street Parking; however, staff would need to determine a date that would allow time to discuss. Messenger stated staff would provide Council the staff memo from the City Council meeting when this was discussed and information that had been gathered through the parking study and citizen advisory committee to provide a starting point for the discussion.

Councilor Zielinski moved to authorize the use of \$50,000 of ARPA to provide cash flow assistance for the Off Street Parking Fund. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Prawitz, Porter, Rummel, Smith and Zielinski voted yes. Councilors Mohr and Sipos voted no.

DEPARTMENT ITEMS – URBAN SERVICE AGREEMENT UMPQUA BASIN WATER ASSOCIATION

Easley reported Umpqua Basin Water Association (UBWA) had historically served the Lookingglass/Military area within the Urban Growth Boundary (UGB) under an expired Urban Service Agreement. Council authorized the execution of the original agreement on March 24, 2008, which expired in 2016. In 2019, the City contracted with Murraysmith to analyze the area and make recommendations on how it could be served. Murraysmith provided options on how the City could service the area. The first option estimate came in at almost \$3.7 million dollars and the second option was around \$4.4 million dollars. The other option would be to have UBWA

continue to service the area; however, per Oregon statute, an agreement must be in place for services to be provided. Due to increased costs, the current estimates for the two options were \$4.3 million and \$5.2 million dollars. The Public Works Commission discussed the Urban Service Agreement at their November 10, 2022, meeting and recommended Council authorize the City Manager to execute the agreement. Staff concurred with the recommendation. The agreement would be for a 20-year term and would contain a termination clause that would allow termination with a 60-day notice. Discussion ensued. The issue for Council was whether to authorize the City Manager to execute a new Urban Service Agreement with Douglas County and UBWA.

In response to Councilor Porter, Messenger stated the properties were located within the Urban Growth District and would be located within City limits when future annexations occur. Discussion ensued. Messenger explained the structure was based on what service elevation the properties were at and how the agreement would be managed. In response to Councilor Porter, Messenger stated the agreement would clean up the annexation process, because UBWA would require consent to annexation for all new customers. Discussion ensued. In response to Councilor Porter, Messenger stated should infrastructure need upgraded, the owner of the system would be responsible for the upgrades. Easley added that the Douglas County Planning Director had reviewed the agreement and would be a signing party on it.

In response to Councilor Smith, Messenger reported if UBWA terminated the contract there would be no other option for those who receive water services through the agreement. Messenger added that it was determined that spending the funds on the project would not be feasible and the best option was to renew the contract with UBWA. Councilor Porter added that with a critical commodity like water, it would be unlikely that UBWA could discontinue providing water services to customers serviced within the agreement with only a 60-day notice.

Councilor Porter moved to authorize the City Manager to execute the updated Urban Service Agreement with Douglas County and UBWA outlining responsibilities for serving specific areas within the City's Urban Growth Boundary with domestic water. The motion was seconded by Councilor Zielinski.

Councilor Mohr stated this agreement would outlast most staff and Council members.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Sipos stated it had come to her attention that some property owners or renters were not complying with City ordinances regarding the upkeep of their properties and proposed that a notification be provided to all property owners and renters notifying them of certain City ordinance requirements. The list would contain most commonly violated ordinances and include a notice that it was only a partial listing with direction as to where the full ordinance could be found. Councilor Sipos suggested the list be required as an addendum to all real estate or rental transactions and volunteered to put together a committee to work something up for Council review. Councilor Smith suggested it might be helpful to send out a press release on common ordinance violations through the City's communications specialist.

Councilor Porter asked for suggestions from staff as to how people could address issues like noxious weeds and nuisance properties.

Councilor Mohr suggested Council consider that something like this could make Roseburg a giant HOA and urged caution when considering passing ordinances or laws without funding or resources to hold people accountable. Councilor Sipos clarified her intent was to notify homeowners and renters ahead of time of certain City ordinances regarding the upkeep of property so that they were informed.

Councilor Zielinski shared the process for reporting nuisance properties and stated Council should refer people to the City to report those violations. Discussion ensued. Enforcement on ordinance violations was complaint driven and people should contact the City so staff could address the violations.

Councilor Porter requested an annual review of the city resolution regarding car camping so that adjustments could be made as new information was learned. Discussion ensued. Reviews of specific ordinances and resolutions typically occur when an issue arises; it was agreed to continue to handle issues with ordinances and resolutions as they arise rather than scheduling an annual review.

Councilor Mohr shared that he participated in the Geocaching Kick-Off event in February and applauded staff for the work put into the event creativity of the geocaching locations and coin. The event was enjoyable and well attended.

Messenger shared that the Consul General Yuzo Yoshioka was visiting from Japan and would be at City Hall to meet with her and the Mayor on Wednesday, June 14, 2023.

Mayor Rich shared information on his research regarding proclamations; the mayor or highest elected official for the entity has the sole decision making authority on proclamations.

ADJOURNMENT

Mayor Rich adjourned the regular meeting at 9:21 p.m.

Autumn David

Autumn David
Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET CATTLE DOGS GOLF CENTER LLC 1807 NE DIAMOND LAKE BLVD

Meeting Date: June 26, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Consent

Staff Contact: Grace Jelks, Management Assistant

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from Desirae Cleary dba Cattle Dogs Golf Center LLC, as a new outlet granted for "Limited On-Premises" sales.

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR THE CATTLE DOGS GOLF CENTER LLC, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- [New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

Cattle Dogs Golf Center LLC

Trade Name

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Desirae Cleary

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Cattle Dogs Golf Center LLC

Premises street address (The physical location of the business and where the liquor license will be posted):

1807 NE Diamond Lake Blvd

City:

Roseburg

Zip Code:

97470

County:

Douglas

Business phone number:

2094990116

Business email:

cattledogsgolf@gmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[11\]](#)):

2191 Edna Ave

City:

Roseburg

State:

OR

Zip Code:

97471

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No confirmed by applicant 06/20/2023

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- Make changes regarding this license/application on my behalf.
- Sign application forms regarding this license/application on my behalf.
- Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Michael Morin

Phone number:

5417848460

Email:

michaelmorin999@gmail.com

Mailing address:

2191 Edna Ave

City:

Roseburg

State:

OR

Zip Code:

97471

LIQUOR LICENSE APPLICATION

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.	
Application Contact Name: Desirae Cleary	
Phone number: 2094990116	Email: desiraencleary93@gmail.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Cattle Dogs Golf Center LLC

LIQUOR LICENSE APPLICATION

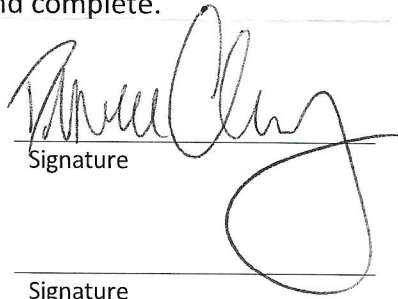
Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Desirae Cleary



06/15/2023

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

ORDINANCE NO. 3588

AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE 2023 ROSEBURG BIKE ROUTES PLAN

WHEREAS, the City was awarded a Transportation Growth Management (TGM) grant in September of 2020 in order to produce the 2023 Roseburg Bike Routes Plan as an addendum to the Urban Area Comprehensive Plan; and

WHEREAS, Roseburg Municipal Code Section 12.10.020 establishes the procedures for legislative amendments of the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, after due and timely notice, the Roseburg Planning Commission conducted a public hearing on May 1, 2023, regarding the proposed adoption of the Roseburg Bike Routes Plan and its incorporation into the Roseburg Urban Area Comprehensive Plan. Following the conclusion of the hearing the Planning Commission adopted Findings of Fact and forwarded the matter for Council consideration; and

WHEREAS, after reviewing the recommendations of the Planning Commission and conducting a public hearing on the Bike Routes Plan on June 12, 2023, the Council concludes that the Roseburg Bike Routes Plan should be adopted and incorporated by reference into the Roseburg Urban Area Comprehensive Plan.

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

SECTION 1: The City Council hereby adopts the Planning Commission's Findings of Fact and Order as their own regarding the proposed Comprehensive Plan Amendment.

SECTION 2: Based on the evaluation detailed in the Planning Commission Findings of Fact and Order, it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

SECTION 3: The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the 2023 Roseburg Bike Routes Plan into the Roseburg Urban Area Comprehensive Plan.

ADOPTED BY THE CITY COUNCIL THIS 26TH DAY OF JUNE 2023.

APPROVED BY THE MAYOR THIS 26TH DAY OF JUNE 2023.

LARRY RICH, MAYOR

ATTEST:

PATTY HITT, CITY RECORDER

ORDINANCE NO. 3589

**AN ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATION
FRANCHISE TO ORIGIN NETWORKS, LLC EFFECTIVE JANUARY 1, 2024**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City,” hereby grants Origin Networks, LLC, hereinafter called “Franchisee,” the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, beginning January 1, 2024, and ending December 31, 2026, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers,” and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A.” It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices

as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Patty Hitt, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: phitt@cityofroseburg.org
Phone: 541-492-6866

If to Franchisee:

Origin Networks, LLC
ATTN: Jeff Works
PO Box 4665
Medford, OR 97501
E-mail: jworks@infostructure.biz
Phone: 541-842-8233

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Jeff Works
Mailing Address: PO Box 4665, Medford, OR 97501
Telephone: 541-842-8233

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this

Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting renewal of their existing telecommunications franchise and paid the application processing fee on May 30, 2023. The original franchise agreement began January 1, 2009, and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on June 26, 2023; and hereby authorizes this Franchise to take effect January 1, 2024, and expire on December 31, 2026, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS 26th DAY OF JUNE, 2023.

APPROVED BY THE MAYOR ON THIS 26th DAY OF JUNE, 2023.

MAYOR

Larry Rich

ATTEST:

Patty Hitt, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. ____. This Ordinance is hereby accepted by Origin Networks, LLC on this ____ day of _____, 2023.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2023 by,
_____ as _____ of Origin Networks,
LLC.

Notary Public for _____
Name: _____
My commission expires on: _____



Acceptance received by City Recorder on _____, 2023.

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2023 PAVEMENT MANAGEMENT SLURRY SEALS PROJECT BID AWARD RECOMMENDATION – 23PW02

Meeting Date: June 26, 2023
Department: Public Works
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 received bids for the 2023 Pavement Management Program (PMP) Slurry Seals project. The issue for the City Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On August 23, 2021 the City Council approved the Five Year PMP.

B. Analysis.

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to existing pavement. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface.

The construction bid documents were advertised for bid on April 13, 2023, and bids were received on May 23, 2023.

Four bids were received and are summarized below:

No.	Bidder	Total Bid Amount
1	Pave Northwest, Inc.	\$101,706.80
2	Doolittle Construction, LLC	\$136,360.43
3	One Way Trigger, LLC	\$147,081.32
4	VSS International, Inc.	\$174,325.00
	<i>Engineer's Estimate</i>	<i>\$112,576.00</i>

This project comprises 14 street segments at various locations throughout the City, totaling approximately 30,000 square yards.

C. Financial/Resource Considerations.

The proposed FY 23-24 Transportation Fund Materials & Services budget includes \$175,000 to complete this project. Total project costs are estimated below.

Construction	\$ 101,706.80
Contingency (5% of const.)	\$ 5,085.34

Total Estimated Costs **\$ 106,762.14**

D. Timing Considerations.

This project is budgeted in FY 23-24, and if awarded the Notice to Proceed will be issued in July. The contractor is allowed 60 days to complete the project.

COUNCIL OPTIONS

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, Pave Northwest, Inc., for \$101,706.80; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their June 9, 2023, meeting and unanimously recommended awarding the project to the lowest responsive bidder, Pave Northwest, Inc., for \$101,706.80. Staff concurs with this recommendation.

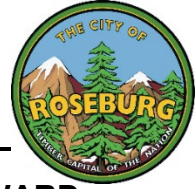
SUGGESTED MOTION

I move to award the 2023 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc., for \$101,706.80.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2023 PAVEMENT MANAGEMENT OVERLAY PROJECT BID AWARD RECOMMENDATION – 23PW01

Meeting Date: June 26, 2023
 Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Construction bids were received for the 2023 Pavement Management Program (PMP) project. The issue for the City Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On September 23, 2019, Council awarded a Five Year PMP master engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished.

The Five Year PMP was approved by Council at their August 23, 2021, meeting.

B. Analysis.

As part of the City's annual pavement rehabilitation work, the City identified the rehabilitation project of Stewart Parkway from Airport Road to Stephens Street. Rehabilitation work on NE Stewart Parkway will involve a 4-inch asphalt grind and inlay. This project also includes road base repairs and a 2-inch asphalt grind and inlay on SE Pine Street from SE Rice Street south approximately 950 feet.

The construction bid documents were advertised for bid on May 2, 2023, and bids were received on May 23, 2023.

One bid was received and is summarized below:

No.	Bidder	Total Bid Amount
1	Knife River Materials	\$ 598,895.00
	<i>Engineer's Estimate</i>	<i>\$ 582,863.00</i>

C. Financial/Resource Considerations.

The proposed FY 23-24 Transportation Fund budget includes \$1,000,000 for construction and inspection of this project. Total project costs are estimated below.

Construction	\$ 598,895.00
Contingency (10% of const.)	\$ 59,889.00
CM Services (Century West Engr.)	\$ 25,000.00
<i>Total Estimated Costs</i>	<i>\$ 683,784.00</i>

D. Timing Considerations.

This project is budgeted in FY 23-24, and if awarded the Notice to Proceed will be issued in July. The contractor is allowed 60 days to complete the project.

COUNCIL OPTIONS

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, Knife River Materials, for \$598,895; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their June 9, 2023, meeting and unanimously recommended awarding the project to the lowest responsive bidder, Knife River Materials, for \$598,895. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Stewart Parkway and Pine Street Pavement Rehabilitation Project to the lowest responsible bidder, Knife River Materials, for \$598,895.

ATTACHMENTS:

Attachment #1 – Engineer’s Recommendation



May 24, 2023

Rick Castle
City of Roseburg
900 SE Douglas
Roseburg, Oregon 97470

Re: Stewart Parkway & Pine Street Pavement Improvements
Project No. 23PW01

Dear Rick:

On May 23, 2023, one (1) bid was received to construct the above referenced project. Knife River submitted a bid for \$598,895.00 which is 2.7% greater than the Engineer's estimate of \$582,863.00.

The bid form was properly signed and executed, and the bid submission included a 1st Tier Subcontractor List, a Drug Testing Program Certification Form, a Bid Bond, and a Public Works Bond Pre-Bid Notice & Certification Form.

Based upon our review of the bid, Century West Engineering recommends that the City of Roseburg award the construction contract to:

Knife River Materials

This recommendation is pending final approval of the Public Works Commission, City Council and successful submittal of all required documents identified in the Contract Forms.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rawley", with a stylized flourish extending to the right.

Rawley Voorhies, PE
Project Manager

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



KLING STREET AMERICANS WITH DISABILITIES ACT RAMPS PROJECT BID AWARD RECOMMENDATION – 23PW13

Meeting Date: June 26, 2023
Department: Public Works
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 received construction bids for the Kline Street Americans with Disabilities Act (ADA) Ramps Project. The issue for the City Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

The City Council awarded an engineering services contract to Century West Engineering to update the ADA Transition Plan for Accessibility in the Public Right-of-Way at their September 26, 2016, meeting.

On March 26, 2018, the City Council adopted the updated ADA Transition Plan for Public Right-of-Way Facilities via Resolution No. 2018-07.

B. Analysis.

The City's adopted ADA Transition Plan prioritizes and guides local efforts to complete accessibility upgrades and charts a course for the City to achieve compliance with current ADA standards. The ADA Transition Plan identified 1,554 sidewalk access ramps that need to be improved or replaced to satisfy ADA requirements.

The City incorporates ADA ramp upgrades into pavement management and other improvement projects as required. Replacement of many of the substandard ramps will be accomplished in conjunction with overlay projects or other planned improvements.

This project was designed by City staff and includes the replacement of 16 curb ramps on NW Kline Street from NW Calkins Avenue to NW Moore Avenue.

The construction bid documents were advertised for bid on May 9, 2023, and bids were opened on May 31, 2023.

Two bids were received and are summarized below:

No.	Bidder	Total Bid Amount
1	Guido Construction, Inc.	\$212,899.50
2	Brown Contracting, Inc.	\$377,445.00
	<i>Engineer's Estimate</i>	<i>\$186,760.00</i>

C. Financial/Resource Considerations.

The FY 23-24 Sidewalk/Street Lights Fund budget includes \$465,000 for the construction of ADA ramp replacement projects. Total project costs are estimated below.

Construction	\$ 212,899.50
Contingency (5% of const.)	\$ 10,644.98
Total Estimated Costs	\$ 223,544.48

D. Timing Considerations.

This project is budgeted in FY 23-24, and if awarded the Notice to Proceed will be issued in July. The contractor is allowed 60 days to complete the project.

COUNCIL OPTIONS

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, Guido Construction, Inc., for \$212,899.50; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their June 9, 2023, meeting and unanimously recommended awarding the project to the lowest responsive bidder, Guido Construction, Inc., for \$212,899.50. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Kline Street ADA Ramps Project to the lowest responsible bidder, Guido Construction, Inc., for \$212,899.50.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: June 26, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

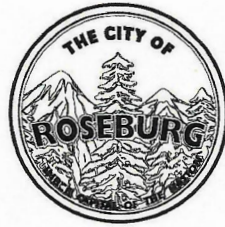
Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

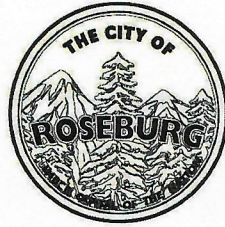
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 June 12, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
June 13, 2023 - 10:00 a.m.

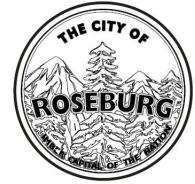
1. June 12, 2023, City Council Meeting Synopsis
2. June 12, 2023, Urban Renewal Agency Board Meeting Synopsis
3. June 26, 2023, City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
 - A. Facilities Use and Loudspeaker Permit: Roseburg Cars and Coffee – June 18, 2023
6. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
June 19, 2023 - 10:00 a.m.

1. June 26, 2023, City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Outdoor Event: Riverhawk Food Walk – A benefit for UCC Athletics – June 30, 2023
4. Discussion Items

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- ARPA Quarterly Reports
- Highway 138 Water Line Replacement, Project No. 22WA16
- Umpqua Actors Community Theater (UACT) – Improvement Project
- CRS Flood Insurance Assessment
- Dog Ordinance Update

July 10, 2023

Mayor Reports

- A. Parks and Recreation Month Proclamation

Commission Reports/Council Ward Reports

- A. Library Commission Appointment

Special Presentation

- A. 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

Special Meeting

- A. Planning Commission Interviews – Time: TBD

Special Presentation

- A. UCAN - Feeding Umpqua Presentation by Sarah McGregor, Program Manager

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Department Items

- A. Bid Award – 24-inch Transmission Main Isabell Avenue to Newton Creek Road,
if budget is approved
- B. Patrol Vehicles Purchase

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
-

September 11, 2023

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

September 25, 2023

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

October 9, 2023

Consent Agenda

- A. September 25, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

October 23, 2023

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

November 13, 2023

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

December 11, 2023

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report