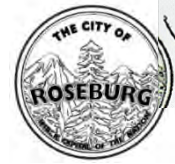


REVISED ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 12, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



Handwritten: CA
2-8-2024

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 Audience Participation Information 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

Roll Call

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

3. Mayor Reports

4. Commission Reports/Council Ward Reports

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

6. Special Presentations

A. Umpqua Economic Development Partnership Presentation – Brian Prawitz

7. Consent Agenda

A. January 22, 2024 Regular Meeting Minutes

B. OLCC – New Outlet – BHM Corporation dba Holy Smoke Shop at 3019 NW Stewart Pkwy #306

C. OLCC – Change of Ownership – Mehrock Market LLC dba J & J Market & Deli #1 at 1532 SE Stephens St.

8. Resolutions

A. Resolution No. 2024-03 - A Resolution Authorizing Submission of a Connect Oregon Grant Application for the Taxiway A Extension Project at the Roseburg Regional Airport

B. Resolution No. 2024-04 – Updating the Parks Rules and Regulations

9. Department Items

A. Audience Participation Information

10. Items from Mayor, City Council and City Manager

11. Adjourn

12. Executive Session ORS 192.660(2)(e)

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
- 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

HOMELESS COMMISSION APPOINTMENT

Meeting Date: February 12, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission Reports
Staff Contact: Grace Jelks, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Homeless Commission that may be filled by a director or designated representative from Umpqua Health Alliance.

BACKGROUND

A. Council Action History. Homeless Commission member Brent Eichman's (Umpqua Health Alliance) term ended on December 31, 2023. The Council acknowledged vacancies and commission reappointments at the regular meeting on January 8, 2024.

B. Analysis. The Roseburg Municipal Code requires a 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. Umpqua Health Alliance has selected Keith Lowther as their designated representative.

C. Financial and/or Resource Considerations. N/A.

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

COUNCIL OPTIONS

The City Council has the option to appoint the applicant to the Homeless Commission or direct Staff to solicit for applications.

STAFF RECOMMENDATION

Pursuant to the Roseburg Municipal Code, Staff has not made a recommendation for an appointment as that responsibility lies with the Commission Chair and the Mayor.

SUGGESTED MOTION

"I MOVE TO APPOINT KEITH LOWTHER TO THE HOMELESS COMMISSION."

ATTACHMENTS

Attachment #1 – Email regarding Homeless Commission appointment

From: [Lindsey Baker](#)
To: [Patty Hitt](#)
Cc: [Keith Lowther](#)
Subject: RE: Roseburg Homeless Commission
Date: Tuesday, January 30, 2024 11:05:16 AM
Attachments: [image001.png](#)

Thanks, Patty. We'd like to see about nominating Keith to the Homeless Commission. Keith is the Chief Financial Officer at Umpqua Health.

Thank you,
Lindsey

From: Patty Hitt <PHitt@cityofroseburg.org>
Sent: Tuesday, January 30, 2024 9:21 AM
To: Lindsey Baker <LBaker@UMPQUAHEALTH.COM>
Subject: RE: Roseburg Homeless Commission

Hi Lindsey,

Yes, I believe so. There has been an item on the agenda to evaluate the Commission, but the possible urban campground sites, have filled the meetings.

Would you be willing to fill his vacancy?

Patty Hitt | City Recorder |
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470
☎ 541-492-6866 | ✉ phitt@cityofroseburg.org

From: Lindsey Baker <LBaker@UMPQUAHEALTH.COM>
Sent: Tuesday, January 30, 2024 8:36 AM
To: Patty Hitt <PHitt@cityofroseburg.org>
Subject: Roseburg Homeless Commission

Hello Patty,

I am reaching out regarding the Roseburg Homeless Commission. As you know, Brent Eichman's term ended at the end of 2023, and he has stepped down. I see there are 3 vacancies on the commission. Are you planning to fill those vacancies? The website just says to check back soon for more information.

Thanks so much,
Lindsey



LINDSEY BAKER, MBA | CHIEF OF STAFF
3031 NE STEPHENS STREET, ROSEBURG, OR 97470
P: 541-464-6286 | EXT: 3302
umpquahealth.com | LBAKER@UMPQUAHEALTH.COM

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**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
January 22, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on January 22, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Tom Michalek, David Mohr, Kylee Rummel, Ellen Porter, Ruth Smith, Patrice Sipos, Shelley Briggs Loosley, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

A. State of the City Address

Mayor Rich presented the State of the City, which highlighted accomplishments of 2023 and expectations for 2024.

4. Commission Reports/Council Ward Reports

Councilor Zielinski gave update on the January 16, 2024 Library Commission meeting.

Councilor Porter gave an update on the January 11, 2024 Public Works meeting.

Councilor Briggs Loosley gave update on the January 22, 2024 Homeless Commission meeting.

Council President Mohr gave an update on the January 18, 2024 Airport Commission meeting.

Councilor Smith gave an update on the January 22, 2024 Parking meeting.

A. Mayor Rich presented the Homeless Commission Appointment.

Councilor Briggs Loosley moved to appoint Ken Averett to the Homeless Commission. The motion was seconded Councilor Zielinski and approved with

the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Consent Agenda

A. January 8, 2024 Regular Meeting Minutes.

Council President Mohr moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Resolutions

A. VanWinkle presented Resolution No. 2024-02 – Updating the City’s Equal Opportunity and Nondiscrimination Statement. Discussion ensued.

Council President Mohr’s comments and questions included whether the City will be updating existing contracts with external partners with the new EEO language.

VanWinkle clarified that the updated EEO statement lets the public know about the City’s compliance practices and pertains to hiring and some federal contracts.

Council President Mohr moved to adopt Resolution No. 2024-02 Updating the City’s Equal Opportunity and Nondiscrimination Statement. The motion was seconded by Councilor Sipos and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Ordinance No. 3596 – An Ordinance Amending Chapter 6.02 of the Roseburg Municipal Code, Second Reading.

Klopfenstein provided an overview of the animal control ordinance. Discussion ensued.

Councilor Sipos’ comments and questions included information by the AKC, out of compliance with current law, number of allowed cats, cats need to be on leashes outside of their property, transmission of infectious diseases through cat feces, suggested tabling the motion until these items are addressed, addressing friendly but unwanted cats on private property, addressing feral animals in a separate platform, and support for the Ordinance knowing that issues with feral cats will be discussed later.

Councilor Michalek’s comments and questions included introducing a “grandfather clause” regarding the number of dogs and cats.

Mayor Rich's comments and questions included whether there is a way to eliminate criminalizing the number of animals in lieu of addressing irresponsible pet owners, how law enforcement will handle complaints by a disagreeable neighbor that only turns the property owner in because they have exceeded the allowable limit but all the animals are well behaved, the purpose of the Ordinance is to hold irresponsible pet owners accountable rather than allowing neighbors that do not get along an opportunity to cause more problems, clarification of the amount of time an owner has to claim a lost dog based on whether it has been licensed, whether Staff had looked at similar ordinances in surrounding cities, and making a distinction between pet owners living on public property versus private property.

Councilor Porter's comments and questions included whether there is a way to differentiate between pet owners living in tents versus living on property that is owned or rented, people living in tents with dogs running loose is a problem because they cannot be contained inside a fenced yard or a kennel, asked for more time to review updates, and further clarify that the number of dogs is not the offense.

Councilor Smith's comments and questions included there are a lot cats in the neighborhood that are being captured for spay and neuter services but then released back into the neighborhood to cause problems or damage to property, and how law enforcement handles feral cats that do not belong to anybody.

Council President Mohr's comments and questions included his involvement with the AKC and dog shows, conversation with an AKC representative that expressed concerns about the limitation of the number of animals and better defining dog bites that need to be reported, recommendations were made about adding the word "and" to the number of dogs in conjunction with investigating a complaint and language to clarify the seriousness or level of dog bites, suggested postponing a decision on the Ordinance because he has not read the updates made by the City Attorney, changes to the Ordinance were proposed because there were complaints about the number of dogs and irresponsible pet owners in homeless camps that law enforcement did not have sufficient tools to address, the City is not looking to add an animal control officer to enforce the limit on animals rather a way to manage complaints about irresponsible pet owners, asked for more time to review updates, and clarification of the dog bite language.

Councilor Michalek's comments and questions included raising the fine amounts on first (\$25) and second offenses (\$125).

Councilor Zielinski's comments and questions included feeling that we need to move forward on this Ordinance, we can come back and make changes when they are needed, law enforcement needs a tool to deal with what is happening in the parks right now, stalling on this is taking up a lot of Staff's time for something that will never be perfect, and the important things we asked for were addressed.

Klopfenstein clarified that the scenario Mayor Rich presented would be handled on a case-by-case basis, law enforcement has been dealing with people that have an excessive amount of aggressive dogs and are trying to find a balance

when implementing a solution to the problem, we could schedule time in the future to bring this back for discussion, we have to start somewhere and that is why we are here asking for updates to the Ordinance, the fine amount written on citations is \$1500 but the judge has final say on the amount imposed, and law enforcement gets complaints about dog bites that draw blood.

Forrester clarified that some of this has to be addressed in the Ordinance, adding more black and white language to the Ordinance will limit flexibility for the Municipal Court Judge handling citations, we are in compliance with State law, the AKC is a private organization that made recommendations based on what they do, data was researched and collected from multiple cities across the State for comparison, the City followed the League of Oregon Cities model when adding a “number” for animals allowed, the LOC number was three but we adjusted it to four dogs, targeting people because of their living circumstances is something we tried to avoid, kennels are a separate approval process, we started this Ordinance revision process because law enforcement did not have a lot of tools to deal with these issues, the animal code was outdated, anything implemented tonight can be revised again if it becomes an issue (i.e., allowing only four dogs now can be adjusted later if problems occur), making more changes now will require bringing the Ordinance back for a first and second reading and could take a while, clarification was given about the Ordinance changes that are directed at addressing irresponsible pet owners as requested by Council, issues about feral animals came up after the changes were proposed and after the first reading of the Ordinance, addressing feral animals can be addressed separately, a first offense for animal waste is a \$25 fine, the amount of time allowed for a pet owner to claim a lost dog is based on recommended language and shelters want to be able to find homes for unclaimed animals, Staff researched similar ordinances in several surrounding cities, there is not a dog or cat leash law, the judge should be the person to determine the second issue brought up by the AKC, it is possible to make a distinction between pet owners living on public property versus private property, and any dog off leash is a violation no matter how many dogs you have or whether you live on public or private property.

Council agreed to a second reading of Ordinance No. 3596. Hitt read Ordinance No. 3596, entitled, “An Ordinance Amending the Chapter 6.02 of the Roseburg Municipal Code” for the second time.

Councilor Zielinski moved to adopt Ordinance No. 3596, entitled, “An Ordinance Amending the Chapter 6.02 of the Roseburg Municipal Code.” The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Rummel, Sipos, Smith, and Zielinski voted yes. Councilors Mohr and Porter voted no. The motion passed (6-2). Mayor Rich declared Ordinance No. 3596 as adopted.

9. Department Items

- A. Easley presented the Douglas Avenue Deer Creek Bridge Project – Intergovernmental Agreement – Amendment No. 1. Discussion ensued.

Mayor Rich's comments and questions included clarification of the location of the Bridge.

Easley clarified the location of the bridge.

Councilor Porter moved to authorize execution of Amendment No. 1 to the Intergovernmental Agreements with ODOT for the Douglas Avenue Deer Creek Bridge Construction Project. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Easley presented the Task Order No. 3 – Design Through Bidding Services for NE Jackson Street and NE Commercial Avenue Water Main Replacement Project No. 24WA03. Discussion ensued.

Councilor Porter moved to authorize Task Order No. 3 with Century West Engineering for Design Through Bidding Services for the NE Jackson Street and Commercial Avenue Water Main Replacement Project for an amount not to exceed \$136,825. The motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- C. Messenger presented the Airport Industrial Property Lease Renewal. Discussion ensued.

Councilor Porter's comments and questions included clarification of the renewal terms.

Messenger clarified the lease renewal is for ten years, can be renewed four times, and the appraisal is every five years for the rent adjustment.

Council President Mohr moved to approve the third 10-year renewal for the RBGAP, LLC lease at the Airport Industrial Property with an annual lease rate of \$32,538 for the next five-year period. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- D. Messenger presented the Urban Campground Potential Contract – Roseburg Dream Center. Discussion ensued.

Council President Mohr's comments and questions included whether they have the capacity for one hundred tent sites, listened to public comments on the proposal during the Homeless Commission meeting, security concerns, whether the City has developed a plan to manage a safe corridor around the property and to protect surrounding property owners, how to manage homeless individuals that are released outside the site, concerns from the community about increased crime and the safety of kids walking along the paths to schools, whether food and water is expected to be provided, summarized public comments heard at the Homeless Commission meeting and at the Council meeting tonight, disagreed with the opinion that all homeless people are not law abiding citizens, wrestling with finding the perfect property that meets the necessary criteria and the

community's expectations, summarized Council's comments and impact, the assumption that we can write a check and the problem gets solved, and made another request for a plan for community safety and security.

Councilor Porter's comments and questions included whether there will be some cost minimums or limits associated with each tent site rather than paying full cost for a long-term contract on property that might have unoccupied sites, listened to public concerns at the Homeless Commission, minimizing impact to the community by running multiple sites, clarification that the Dream Center would operate and manage the homeless population in one location, ways to mitigate concerns that have been expressed by the community, public scrutiny due to the Dream Center's faith-based services, we are not making a final decision, we are still doing due diligence, there could be other costs as we get closer to a final contract, whether part of the cost is making sure that impact to neighboring properties is minimized, agreeing with the concerns expressed by the public tonight, there is a managed campground in the Laurelwood neighborhood that was administratively approved without the opportunity to complain about it, having a managed camp is better than it used to be, I have spent many hours/weeks/months working on this, whatever we do has to comply with Oregon state law but this has severely limited the tools available to Staff and Council, we cannot locate and enforce a camp outside of the City limits, our options inside the City limits are extremely limited, we have been looking for a location for years, this is a hard decision, support for continuing the due diligence process and looking for other properties, we will not be able to get our parks back until we find a location, we have to start somewhere, and Oregon intentionally codified the law so that they could retain those requirements despite the Supreme Court's ruling.

Councilor Michalek's comments and questions included comparing the cost to rent a two bedroom/two bathroom apartment with the amount of money being spent per tent site, the 9th Circuit Court mandated that we have to have a place for the homeless to go but the case is being heard again, and whether we can kick the can down the road and not make a decision today until that case is heard.

Councilor Smith's comments and questions included how long it will take to get the campground up and running from the time the final contract is approved, works as a resident service coordinator for sixteen multi-family units in Douglas County and individuals that transition from homelessness, people given stability have gone from homelessness to home ownership within two years, there is a huge issue with how we as a society deal with homelessness, many of the people in my neighborhood that are doing drugs and dropping their needles in my yard are not homeless, and we may not have an answer but at least we are up here trying to figure something out.

Councilor Rummel's comments and questions included appreciation for the public sharing their comments on the record, this is not an easy decision, we have asked the City to solve this problem and Staff is trying to bring forth viable options, nobody wants this in their neighborhood, not knowing a better place to locate this inside the City limits, locating this near a school is a big concern, supportive of the Dream Center's proposal, appreciation for the services they

provide and the relationships they have built, concerns about the location, and whether it is possible to enter into a contract with the Dream Center for services but at a different location.

Councilor Sipos comments and questions included feeling the same way you do, if we have a camp we will not have people roaming up and down the streets causing problems, it will eliminate a certain amount of people roaming around and knocking on doors at night, this will not eliminate the homeless issue, the homeless issue is just going to get worse because we live on the west coast where the weather is warmer in the winter time, it is not fair but I do not know what else to do, and being impressed by the Eugene Homeless Camp structure.

Councilor Zielinski's comments and questions included appreciation for the Dream Center for stepping up and offering wrap around services, there is not a cookie cutter solution because each person could be dealing with something different, many people became unhoused for different reasons, people have free will, support for moving forward with the Dream Center but not at that location after hearing from the community, the Dream Center location is located in the Urban Renewal area, that is a place we want to develop and revitalize, we still need to find the perfect spot but it may not exist, we are making steps forward, appreciation for public comments on the issue because we want to hear from the community and work together to find a solution, there are great services available to help people transition out of homelessness but it takes the whole community to help make that successful, there will be people that make bad choices and cause chaos for the majority of their lives because they do not want to follow rules, there are also people that are not like that and just need help, those are the people that want to follow the rules and they are the ones we are trying to help, there will be rules to follow at the campground and those people that do not want to follow them will have to be dealt with in other ways, and appreciation for the hard work by Staff and the Grammon Family for getting us to this point.

Councilor Briggs Loosley's comments and questions included having worked with Staff and the Mayor on finding a location for over three years, expressing frustration and feeling defeated about finding the right spot.

Mayor Rich's comments and questions included putting together a homeless camp requires accountability and responsibility from the homeless people and the camp operators, we were impressed with the Grammon Family because they share this expectation, the campground is not a place to show up and do drugs with your buddies, there is an expectation that anyone entering the gates of the campground is expected to make a commitment to do better and it starts right now, we want to have a similar relationship and expectations with the campground that we do with the Navigation Center where we call them and say there is problem that is addressed immediately, we do not have to have a campsite and could choose to do nothing tonight, all of the complaints that we have heard tonight will still be there tomorrow, we are better off having a campsite where at least some of the homeless people have a chance to do better, people with chronic criminal behavior will not be able to function at the campsite where there are rules and expectations, the next step will be dealing

with the criminal element or others that cannot function in a campsite, and supportive of the Dream Center proposal.

Jeremy Grammon, Dream Center operator, answered questions about the Dream Center proposal, including the possible number of tent sites, there are concerns about accessibility and approval from the Fire Marshall if 100 tent sites are crammed together on the property, willingness to operate at full capacity as long as it meets the needs of the residents and gets approval by the Fire Marshall, adding a community center or gathering space to use for cooking and reduce liability from campsite fires, concerns about running multiple sites that do not have access to onsite services, there is a better chance for success if onsite services are available and accessible, this proposal came with property already available and we are open to providing services at different location, we are for the City and being a solution to the problem, we have been involved with this demographic of people for twenty-five years, providing services and managing people works better at a main location because of the relationships we have built and services readily available, mitigating concerns has been outlined in the proposal, the site will be staffed and monitored on camera, outside the camp will be monitored as well, personal experience has taught us that being relational and open to this demographic of people diminishes the amount of negative behaviors, there is a certain percentage of this population that are functioning in an unhealthy state due to addiction or mental health issues, our belief is that giving people some guidelines and perimeters will help manage hoarding behavior, our experience is that people want to comply with our guidelines because of the level of safety and security they feel rather than worrying that their stuff will be stolen, many people have dogs as a source of protection and comfort, those issues will be lowered significantly inside a safe and secure camp, the Dream Center is run by a faith-based family of pastors that have over forty years of experience in addiction / mental health / restorative recovery, drugs and alcohol will not be allowed inside the camp, what people do outside the camp is not regulated but they have to be able to manage themselves once they come back into the camp if they want to maintain housing, there are food pantry services, and individuals will be expected to use resources available to them.

Messenger clarified that speaking with Fire Marshall is still on the list of things that need to be done, the site will be staffed 24/7, there will be a curfew, people have the right to come and go, a plan might include coordinating law enforcement efforts with school bus schedules and the school safety officer, the cost per tent site includes staffing and management services because everyone wants the site managed to reduce the negative behaviors and concerns that have been presented, Staff is still researching and asking questions about certain aspects of the proposal, we will continue to refine costs as more information comes in, we want to keep things that make people feel safe inside and outside of the camp, a very fast turnaround to get the campground running would be early June, this property does not have the same upfront costs, and confirmed that minimizing the impact to neighboring properties is a priority and part of the cost.

Forrester clarified that Oregon codified the case, which means that it is now State law. If the Supreme Court changes that case, the State of Oregon still has to

change the law. Even if there is a favorable ruling by the Supreme Court, Oregon still requires everything that we are talking about.

Public Comments

- A. Mariah Smith, Ten Down Bowling business owner, spoke in opposition of the Dream Center property.
- B. John Poore, Roseburg School District Security Officer, spoke in opposition of the Dream Center property.
- C. Rick Poland, property owner, spoke in opposition of the Dream Center property.
- D. Natalie Poland, business owner, spoke in opposition of the Dream Center property.
- E. Peggy Guido, resident and business owner, spoke in opposition of the Bogard Street property that was supposed to be discussed at the Homeless Commission meeting this morning.
- F. Richard Fife, resident, spoke in opposition of the Dream Center property.
- G. Jake Hughes, Eastwood Elementary School Principal, spoke in opposition of the Dream Center property.
- H. Ron Hein, non-resident, spoke in opposition of the Dream Center property.
- I. Crystal Miller, business owner, spoke in opposition of the Dream Center property.
- J. Carolyne Goff, resident, spoke in opposition of the Dream Center property.
- K. Paul Halachis, resident, spoke in opposition of the Dream Center property.
- L. Tony Hansen, business owner, spoke in opposition of the Dream Center property.
- M. Nicki Opp, Jo Lane Middle School Principal, spoke in opposition of the Dream Center property.
- N. Brittani Strain, business owner, spoke in opposition of the Dream Center property.
- O. Tony Miller, non-resident, spoke in favor of the Dream Center property.

There was a consensus to direct Staff to work with the Dream Center to establish a location and operation of an Urban Campground.

Councilor Michalek disagreed with the Council’s consensus to move forward because there are other agencies in the community that can handle these issues and the proposal is too expensive.

- E. Messenger presented the Winchester Street Property Purchase. Discussion ensued.

Councilor Porter’s comments and questions included not being comfortable letting the property go because we are still having trouble finding a location and concern about the requirement for a building and an operator on the property.

Councilor Sipos’ comments and questions included agreement with Councilor Porter’s comments, there are only three negatives against the property, there are eleven positives about the property, support for moving forward with the property, and the City can always sell it.

Councilor Zielinski’s comments and questions included support for letting the property go.

Council President Mohr's comments and questions included struggling with this whole thing, we were told that the only way to deal with the homeless situation was to have a place to take them to, we have not been able to find a place, it is property to potentially use for a campground, in a state of shock by the public comments opposing the property but no offers of other potential properties that will work, summarized comments about the Dream Center discussion by the public and Council, even if this is the wrong property it is still an option, appreciation for the community's comments, summarized public comments and impact, and support for letting the property go due to discussions and possible contract with the Dream Center.

Councilor Michalek's comments and questions included that the property was better suited for apartments for working people in the community.

Mayor Rich's comments and questions included support for letting the property go because the requirements for a building and an operator could trigger an appeal process that will take a long time.

Forrester clarified that since the Council's position was not clear, the public should be given an opportunity to speak on the matter.

Public Comments

- A. William Wright, business owner, spoke in opposition of the Winchester Street property.
- B. Jayne Maley, resident / business owner, spoke in opposition of the Winchester Street property.
- C. Bernie Woodard, resident and property owner, spoke in favor of the Winchester Street property.
- D. Greg Buono, business owner, spoke in opposition of the Winchester Street property.
- E. Joanne Graham, business owner, spoke in opposition of the Winchester Street property.
- F. Erika Franklin, resident, spoke in opposition of the Winchester Street property.
- G. Kelly Wyatt, resident, spoke in favor of the Winchester Street property.
- H. Brittani Strain, business owner, spoke in opposition of the Winchester Street property.
- I. Dave Maley, business owner, spoke in opposition of the Winchester Street property.

Councilor Briggs Loosley moved to authorize the City Manager to cancel the purchase agreement for the Winchester Street Property. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, and Zielinski voted yes. Councilors Porter, Smith, and Sipos voted no. The motion passed (5-3).

Councilor Porter voted no because we have been looking so long for the perfect property, perfection does not exist, and a desire to hear Bernie Woodard's proposal.

Councilor Smith voted no for similar reasons and agrees with Councilor Porter.

Councilor Sipos' voted no for similar reasons, agrees with Councilor Porter, we keep kicking the can down the road, and we need something.

10. Items from Mayor, City Council, and City Manager

None.

11. Adjourn

Mayor Rich adjourned the regular meeting at 10:27 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET BHM CORPORATION DBA HOLY SMOKE SHOP 3019 NW STEWART PKWY #306

Meeting Date: February 12, 2024

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

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 BHM Corporation dba Holy Smoke Shop, as a new outlet granted for "New Outlet – Off 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 BHM CORPORATION DBA HOLY SMOKE SHOP, 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: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

City of Roseburg

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: *02/02/24*

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

BHM Corporation dba Holy Smoke Shop

LIQUOR LICENSE APPLICATION

Page 2 of 4

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:

Nibal Salah Zahr

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):

BHM CORPORATION DBA HOLY SMOKE SHOP

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

3019 NW Stewart Parkway Suite 306

City:
Roseburg

Zip Code:
97471

County:
Douglas

Business phone number:

3106296626

Business email:

Nibal Zahr 2019 @ gmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

3019 NW Stewart Parkway Suite 306

City:
Roseburg

State:
OREGON

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

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Nibal Salah Zahr

Phone number:

3106296626

Email:

Nibal Zahr 2019 @ gmail.com



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC CHANGE OF OWNERSHIP MEHROK MARKET LLC DBA J & J MARKET & DELI #1 1532 SE STEPHENS ST.

Meeting Date: February 12, 2024

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

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 Mehrok Market LLC dba J & J Market & Deli #1, as a change of ownership granted for "Change of Ownership – Off 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 CHANGE OF OWNERSHIP APPLICATION FOR MEHROK MARKET LLC DBA J & J MARKET & DELI #1, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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

LIQUOR LICENSE APPLICATION

Page 2 of 4

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: Mehrok Market LLC	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): J&J Market and Deli #1		
Premises street address (The physical location of the business and where the liquor license will be posted): 1532 SE Stephens St		
City: Roseburg	Zip Code: 97470	County: Douglas
Business phone number: 7076557645	Business email: bobbymehrok@yahoo.com	
Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065(1)</u>): 651 W Centennial Blvd		
City: Springfield	State: OR	Zip Code: 97477
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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 Form must be completed and submitted with this application.	
Application Contact Name: Bhupinder Singh	
Phone number: 7076557645	Email: bobbymehrok@yahoo.com

pd 477837

LIQUOR LICENSE APPLICATION

J&J Market # 1

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• 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.

Bhupinder Singh

Applicant name

Signature

Bhupinder Singh

02/06/2024

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2024-03 A RESOLUTION AUTHORIZING SUBMISSION OF A CONNECT OREGON GRANT APPLICATION FOR THE TAXIWAY A EXTENSION PROJECT AT THE ROSEBURG REGIONAL AIRPORT

Meeting Date: February 12, 2024
Department: Admin/Airport
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The FAA has programmed the Taxiway A Extension Project to receive funding in the current federal fiscal year. Staff is seeking authorization to apply for a Connect Oregon grant to help fund the required grant match. The issue for the Council is whether to adopt the attached resolution authorizing a grant application.

BACKGROUND

A. Council Action History.

None.

B. Analysis.

The Taxiway A Extension Project will extend the taxiway approximately 400 feet to match the length of the runway, which was extended in 2011/12. Under the current configuration, aircraft may be forced to 'back taxi', which can create a safety issue. With the extended taxiway, this issue will be eliminated. The project's design and environmental work is complete and was funded through an FAA grant and an Oregon Department of Aviation (ODA) grant to assist with the match. The construction project is programmed in the airport's approved five-year capital improvement plan (CIP), and was slated to receive discretionary funding from the FAA in the current federal fiscal year (FFY24). During a virtual CIP planning meeting on October 17, 2023, FAA staff informed City staff that adequate discretionary funding was not available and the project would not be funded.

On December 13, staff received an email inquiring if the project could be constructed in 2024 if funding were available. Staff indicated the project is ready to bid and that construction could begin in 2024. FAA staff has indicated that the project will be funded utilizing state apportionment funding. Unfortunately, this notification occurred after the application period closed for the ODA COARS grants, which we would have applied for

to pay 90 percent of the ten percent match. The Connect Oregon program is another grant program through the Oregon Department of Transportation that could assist with this match requirement. The Connect Oregon program funds non-highway modes of transportation, including aviation, rail, and marine projects.

C. Financial/Resource Considerations.

FAA grants require a ten percent match. The current estimate for the construction project is \$1,864,464, which would require a match of \$186,446. If the City were successful in obtaining a Connect Oregon grant, 90 percent of the match, \$167,801 would be covered by the grant. The airport's remaining match would be \$18,645. Both the FAA and Connect Oregon grants are reimbursement grants.

D. Timing Considerations.

The Connect Oregon grant period opened January 11 with applications due on February 29, 2024. The grant selection process is expected to be completed by October 2024. The FAA requires bids in hand by April 1. As such, the project will go out to bid in late February.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing submission of a Connect Oregon grant application for the Taxiway A Extension project match; or
2. Request additional information; or
3. Do nothing.

STAFF RECOMMENDATION

The Airport Commission discussed this grant application at their January 18, 2024, meeting. The Commission recommended the City Council adopt a resolution authorizing submission of a Connect Oregon grant application for the Taxiway A Extension Project match. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2024-03 AUTHORIZING THE SUBMISSION OF A CONNECT OREGON GRANT APPLICATION FOR THE TAXIWAY A EXTENSION PROJECT AT THE ROSEBURG REGIONAL AIRPORT."

ATTACHMENTS:

Attachment #1 – Resolution No. 2024-03

RESOLUTION NO. 2024-03

**A RESOLUTION AUTHORIZING A CONNECT OREGON GRANT APPLICATION
FOR THE TAXIWAY A EXTENSION PROJECT AT THE ROSEBURG REGIONAL
AIRPORT**

WHEREAS, the Roseburg Regional Airport is a critical transportation link that provides nationwide access to local business air traffic, access to daily shipping options which allow local businesses to import and export and remain competitive in the global market place, and air ambulance services, all of which increase business opportunities while reducing demand on interstates and highways; and

WHEREAS, the Roseburg Regional Airport identified the need to extend the runway and taxiway by 400 feet in order to meet the design criteria of the airport's critical aircraft; and

WHEREAS, the runway was extended to a length of 5,002 feet in 2011/12; and

WHEREAS, the Roseburg Regional Airport Master Plan identifies the extension of the taxiway as a high priority project to improve safety and operations at the airport; and

WHEREAS, the design and environmental work for the project has been completed and the Federal Aviation Administration has committed 90 percent of the funding for construction of the Taxiway A Extension Project in the current federal fiscal year; and

WHEREAS, the City of Roseburg seeks to utilize the Connect Oregon grant program to assist with the required match on the project; and

WHEREAS, the Airport Commission recommended proceeding with a Connect Oregon grant application at their January 18, 2024, meeting.

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

Section 1. Authorization is granted to apply for a Connect Oregon grant for the Taxiway A Extension Project at the Roseburg Regional Airport.

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 12th DAY OF FEBRUARY, 2024.**

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2024-04 UPDATING THE PARK RULES AND REGULATIONS

Meeting Date: February 12, 2024
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has been advised to update the Parks Rules and Regulations to remove language designating an assembly area for soliciting, protesting, proselytizing, petitioning, or canvassing. The issue for the Council is whether to adopt the attached resolution updating those rules.

BACKGROUND

A. Council Action History.

The Council last updated the Parks Rules and Regulations at the November 13, 2023, meeting via Resolution No. 2023-21.

B. Analysis.

In November, the Park Rules and Regulations update added language designating an assembly area for soliciting, protesting, proselytizing, petitioning, or canvassing. After additional research, the City Attorney has determined this language may be too restrictive and may infringe on First Amendment rights. Therefore, staff is updating the Park Rules and Regulations to remove the designated assembly area.

The proposed changes include the following:

- Updating Section 1.6 Distributing printed materials in a park may only occur within the designated distribution area and in a manner that does not unreasonably interfere with or impede access to or usage of the park or an event in the park except as allowed by Section 1.8.2.
- Updating Section 1.7 The Stewart Park's designated distribution area is located near the southernmost entrance of Stewart Park off Stewart Parkway, south of the parking area. The Fir Grove Section of Stewart Park's designated distribution area is in the northeast corner near the Stewart Park Drive Bridge entrance and the parking area. The Sunshine Park designated distribution area is above the outfield of field two near the park's entrance at the first light pole. The distribution areas of any other park can be requested from the Parks and Recreation Department.

- Adding Section 1.8.2 Distribution of printed material outside the designated distribution area identified in Seciton 1.7 except with a Special Event permit that includes approval to distribute printed material.

C. Financial/Resource Considerations.

None

D. Timing Considerations.

None

COUNCIL OPTIONS

1. Adopt the attached resolution updating the Parks Rules and Regulations; or
2. Request additional information; or
3. Take no action.

STAFF RECOMMENDATION

The Parks and Recreation Commission discussed the proposed park rules updates at their February 7th meeting. The Commission recommended the Council adopt the attached resolution updating Parks Rules and Regulations. Staff concurs with the Commission's recommendation to adopt the new Parks Rules and Regulations.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2024-04, A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2023-21 REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS."

ATTACHMENTS:

Attachment #1 – Resolution 2024-04

Attachment #2 – Proposed City of Roseburg Parks Rules and Regulations

Attachment #3 – Existing City of Roseburg Parks Rules and Regulations

Attachment #4 – Map of Designated Distribution Areas

RESOLUTION NO. 2024-04

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2023-21
REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS.**

WHEREAS, general rules and regulations for the City of Roseburg’s parks system were approved by the Roseburg City Council through the adoption of Resolution 2023-21 on November 13, 2023; and

WHEREAS, the current park rules and regulations restrict soliciting, protesting, proselytizing, petitioning, and canvassing to a designated assembly area; and

WHEREAS, the City of Roseburg Parks & Recreation Commission recommended that the Park Rules and Regulations should be updated to remove the restriction of soliciting, protesting, proselytizing, petitioning, and canvassing to a designated assembly area; and

WHEREAS, these changes are intended to address areas of Park Rules and Regulations that restrict soliciting, protesting, proselytizing, petitioning, and canvassing to a designated assembly area; and

WHEREAS, it has been determined to be most advantageous to have all rules and regulations relating to the general use of all City parks incorporated into one document.

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

Section 1. Resolution No. 2023-21 as adopted on November 13, 2023, is hereby repealed.

Section 2. The City of Roseburg Parks Rules and Regulations, attached hereto as Exhibit “A,” are hereby adopted and enforceable under Roseburg Municipal Code Chapter 1.06.

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 12th DAY OF FEBRUARY, 2024.**

Patty Hitt, City Recorder

**CITY OF ROSEBURG
PARKS RULES AND REGULATIONS**

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on November 13, 2023, via Resolution No. 2023-21, shall be observed within the public parks of the City of Roseburg, Oregon effective immediately. As used herein, the words “public park” shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public. As used herein, the definition of “vehicle” shall be from Oregon Revised Statute 801.590.

1. GENERAL RULES OF CONDUCT IN CITY PARKS. The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

- 1.1 No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
- 1.2 No overnight camping will be permitted in any park or part thereof without prior approval by the Public Works Director unless allowed by Roseburg Municipal Code (RMC) 7.02.100.
- 1.3 No person will be permitted to park overnight in a park parking lot unless an exception is allowed by RMC 7.02.100.
- 1.4 No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director.
- 1.5 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- 1.6 Distributing printed materials in a park may only occur within the designated distribution area and in a manner that does not unreasonably interfere with or impede access to or usage of the park or an event in the park except as allowed by Section 1.8.2.
- 1.7 The Stewart Park designated distribution area is located near the southernmost entrance of Stewart Park off Stewart Parkway, south of the parking area. The Fir Grove Section of Stewart Park’s designated distribution area is in the northeast corner near the Stewart Park Drive Bridge entrance and the parking area. The Sunshine Park designated distribution area is above the outfield of field two near the park’s entrance

at the first light pole. The distribution areas of any other park can be requested from the Parks and Recreation Department.

- 1.8** The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:
 - 1.8.1** The solicitation of, or engagement in, the sale of any merchandise or service, the operation of any concessions or catering, within any public park without a permit from the Public Works Director.
 - 1.8.2** Distribution of printed material outside the designated distribution area identified in Section 1.7 except with a Special Event permit that includes approval to distribute printed material.
- 1.9** Smoking or other use of tobacco products is prohibited on all public park property. "Smoking" as used herein shall include: electronic smoking devices, tobacco, marijuana, cigarettes, cigarillos, cigars, pipes, chew, snuff, smokeless tobacco and any burning or smoldering substance in any form. City-owned Stewart Park Golf Course is excluded.
- 1.10** No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by the Public Works Director.
- 1.11** No person shall be permitted within a public park between dusk and dawn with the following exceptions:
 - 1.11.1** As permitted for special occasion upon application and approval by the Public Works Director.
 - 1.11.2** Organized events that the City has approved such as Music on the Half Shell, Movies in the Park, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.
 - 1.11.3** Events sponsored by Umpqua Valley Arts Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.
 - 1.11.4** As allowed by RMC 7.02.100.

- 1.12 No person shall swim, wade, bathe or operate a watercraft of any kind in any area of a public park except in those areas so designated.
- 1.13 No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that violates RMC 7.02.140 Noise Disturbances; this does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
- 1.14 Car washes and garage/yard sales are prohibited on public park property.
- 1.15 No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
- 1.16 Except for First Responders, park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction, maintenance and safety of City parks and utilities therein, no vehicles shall be operated, stopped, parked or left standing in a public park, other than on public roads, and parking lots specifically designated and designed for vehicle use. Any vehicle(s) in unauthorized areas, such as inside a park system, riparian zones, mitigated wetlands, multiuse paths, trails, and any other areas that are designated parking lots and public roads, may be immediately impounded by the Police Chief or their designee. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are authorized within a park. Electric assist bicycles are considered bicycles and are permitted on multi-use pathways in City parks if the motor that does not exceed 750 watts and has functional pedals.
- 1.17 No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property. The speed limit on all multi-use paths is 15 miles per hour.
- 1.18 Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.
- 1.19 The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
- 1.20 Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

- 1.21 No vehicle shall remain in a parks parking lot for more than 12 hours within any 24-hour period.

2. RULES SPECIFIC TO SPECIAL EVENTS (NOT SPONSORED BY THE CITY)

In addition to the General Park Rules & Regulations, Persons issued a Parks & Recreation Special Event Permit are responsible for seeing that the following rules and/or regulations are followed, met and adhered to:

- 2.1 A special event is defined as gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and
- Are advertised to the public and do not occur regularly on the site, or
 - Impact or use city streets (including curb or parking lane) sidewalks, and public right-of-way, or
 - Use of City facilities or property such as city buildings, parks, parking lots, etc.

Examples of special events include: concerts, festivals, parades, markets, carnivals, street fairs, runs/walks, bike races, church services, volunteer work group events, etc.

- 2.2 All special events in parks require a permit. Permit applications must be submitted to the Public Works Department at least two weeks prior to the date of the event. Payment of all fees/deposits is due at the time of application.
- 2.3 Permittee must submit a list of all vendors (those taking part in the solicitation of, or engagement in, the sale of any merchandise or service, or in the operation of any concessions) to be approved by the Public Works Director. All vendors who wish to sell food or products in conjunction with a special event must also enter into a separate agreement with the City per Section 1.3.2.
- 2.4 Mobile vendors/food trucks to be utilized in conjunction with special events shall comply with all rules specific to those businesses as outlined in Section 5.
- 2.5 At least one week prior to the event, Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 2.6 The sales, dispensing and/or consumption of alcoholic beverages during special events is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission **and** approved by the City Manager. The license shall be presented to the City *thirty* days prior to the event to allow sufficient processing time.

- 2.7** Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event by event basis. A final accounting for these services will be done by the City within 10 days following the event, at which time the Permittee will be reimbursed for any over payment or billed for costs in excess of the amount deposited.
- 2.8** Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event by event basis. Vehicles parked in/around the Legion Field area must keep out of the fire lanes and not be double parked.
- 2.9** For crowds over 1,000 Permittee must:
- Provide additional trash containers at a general rate of one (1) trash can per every 50 people (over 1,000).
 - Utilize recycling stations.
 - Provide an adequate number of portable toilets to meet crowd demands.
- 2.10** The decibel level of any sound produced as part of or as a result of the event shall be limited to 95 decibels.
- 2.11** Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.
- 2.12** Due to limited availability of parking space, if Permittee anticipates an extra-large crowd, Permittee is encouraged to provide shuttle bus service to the park.
- 2.13** All events must conclude no later than 9:30 PM unless approved by the Public Works Director.

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- 4.3 Inflatables must be freestanding and weighted. Stakes are prohibited.
- 4.4 Inflatables may not be tied to trees, tables or other park amenities.
- 4.5 Inflatables must be under adult supervision at all times.
- 4.6 Between June 1st and August 31st, inflatables are limited to a maximum of 2 hours. For the remainder of the year, inflatables are limited to a maximum of 4 hours.

5. RULES SPECIFIC TO MOBILE VENDORS/FOOD TRUCKS IN CITY PARKS

- 5.1 Mobile vendors/Food trucks may be allowed in conjunction with permitted special events only. Mobile Vendors/Food Trucks must be approved by the Public Works Director. If denied, a written appeal must be filed within five (5) days after the date of the notice of the action. The written appeal filed with the City Manager must state the basis for the appeal. The decision of the City Manager shall be final.
- 5.2 Mobile vendors/food trucks must have a valid City Business Registration/License.
- 5.3 Mobile vendors/food trucks must comply with the General Liability Insurance requirements as outlined in Section 6.
- 5.4 Vendor shall park in designated area only. Obstructing or parking in a public travel lane, fire lane, bike lane, or blocking access to any driveway access, walkway, fire hydrants, parking facilities, or loading zone is prohibited.
- 5.5 Drive-up windows are prohibited.
- 5.6 All tables, chairs, trash bins, wash stations, etc. shall be removed from the site when the vendor vacates the site.

- 5.7 The vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.
- 5.8 No vendor permitted under this section shall sell, consume, or distribute alcoholic beverages.

6. INSURANCE REQUIREMENTS General Liability Insurance. Permittee shall maintain a broad form general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with aggregate of \$4,000,000, for bodily injury, personal injury, or property damage with an insurance carrier licensed to do business in the State of Oregon. Such policy shall contain a contractual liability endorsement to cover indemnification obligations under any agreement or permit subject to this rule and shall entitle the City to not less than thirty (30) days written notice of any material change, non-renewal, or cancellation.

The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly provide that the interest of the City shall not be affected by the Permittee's breach of policy provision. Such policy must be maintained in full force and effect for the duration of this permit. Failure to do so shall be cause for immediate termination of this permit by the City. Claims made policies will not be accepted. Evidence of this coverage may be requested by the City, however, not requesting the proof does not eliminate the requirement that the coverage be in force.

7. PENALTY FOR VIOLATION A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.

**CITY OF ROSEBURG
PARKS RULES AND REGULATIONS**

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on November 13, 2023, via Resolution No. 2023-21, shall be observed within the public parks of the City of Roseburg, Oregon effective immediately. As used herein, the words “public park” shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public. As used herein, the definition of “vehicle” shall be from Oregon Revised Statute 801.590.

1. GENERAL RULES OF CONDUCT IN CITY PARKS. The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

- 1.1** No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
- 1.2** No overnight camping will be permitted in any park or part thereof without prior approval by the Public Works Director unless allowed by Roseburg Municipal Code (RMC) 7.02.100.
- 1.3** No person will be permitted to park overnight in a park parking lot unless an exception is allowed by RMC 7.02.100.
- 1.4** No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director.
- 1.5** Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- 1.6** Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials that does not unreasonably interfere with or impede access to the park or an event in the park may occur in the designated assembly area.
- 1.7** The Stewart Park designated assembly area is located near the southernmost entrance of Stewart Park off Stewart Parkway, south of the parking area. The Fir Grove Section of Stewart Park designated assembly area is in the northeast corner near the entrance to the Stewart Park Drive Bridge and the parking area. The Sunshine Park designated assembly area is located above the outfield of field two near the park entrance at the first

light pole. The assembly areas of any other park can be requested from the Parks and Recreation Department.

- 1.8** The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:
 - 1.8.1** The solicitation of, or engagement in, the sale of any merchandise or service, the operation of any concessions or catering, within any public park without a permit from the Public Works Director.
- 1.9** Smoking or other use of tobacco products is prohibited on all public park property. "Smoking" as used herein shall include: electronic smoking devices, tobacco, marijuana, cigarettes, cigarillos, cigars, pipes, chew, snuff, smokeless tobacco and any burning or smoldering substance in any form. City-owned Stewart Park Golf Course is excluded.
- 1.10** No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by the Public Works Director.
- 1.11** No person shall be permitted within a public park between dusk and dawn with the following exceptions:
 - 1.11.1** As permitted for special occasion upon application and approval by the Public Works Director.
 - 1.11.2** Organized events that the City has approved such as Music on the Half Shell, Movies in the Park, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.
 - 1.11.3** Events sponsored by Umpqua Valley Arts Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.
 - 1.11.4** As allowed by RMC 7.02.100.
- 1.12** No person shall swim, wade, bathe or operate a watercraft of any kind in any area of a public park except in those areas so designated.

- 1.13** No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that violates RMC 7.02.140 Noise Disturbances; this does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
- 1.14** Car washes and garage/yard sales are prohibited on public park property.
- 1.15** No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
- 1.16** Except for First Responders, park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction, maintenance and safety of City parks and utilities therein, no vehicles shall be operated, stopped, parked or left standing in a public park, other than on public roads, and parking lots specifically designated and designed for vehicle use. Any vehicle(s) in unauthorized areas, such as inside a park system, riparian zones, mitigated wetlands, multiuse paths, trails, and any other areas that are designated parking lots and public roads, may be immediately impounded by the Police Chief or their designee. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are authorized within a park. Electric assist bicycles are considered bicycles and are permitted on multi-use pathways in City parks if the motor that does not exceed 750 watts and has functional pedals.
- 1.17** No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property. The speed limit on all multi-use paths is 15 miles per hour.
- 1.18** Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.
- 1.19** The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
- 1.20** Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.
- 1.21** No vehicle shall remain in a parks parking lot for more than 12 hours within any 24-hour period.

2. RULES SPECIFIC TO SPECIAL EVENTS (NOT SPONSORED BY THE CITY)

In addition to the General Park Rules & Regulations, Persons issued a Parks & Recreation Special Event Permit are responsible for seeing that the following rules and/or regulations are followed, met and adhered to:

- 2.1** A special event is defined as gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and
- Are advertised to the public and do not occur regularly on the site, or
 - Impact or use city streets (including curb or parking lane) sidewalks, and public right-of-way, or
 - Use of City facilities or property such as city buildings, parks, parking lots, etc.

Examples of special events include: concerts, festivals, parades, markets, carnivals, street fairs, runs/walks, bike races, church services, volunteer work group events, etc.

- 2.2** All special events in parks require a permit. Permit applications must be submitted to the Public Works Department at least two weeks prior to the date of the event. Payment of all fees/deposits is due at the time of application.
- 2.3** Permittee must submit a list of all vendors (those taking part in the solicitation of, or engagement in, the sale of any merchandise or service, or in the operation of any concessions) to be approved by the Public Works Director. All vendors who wish to sell food or products in conjunction with a special event must also enter into a separate agreement with the City per Section 1.3.2.
- 2.4** Mobile vendors/food trucks to be utilized in conjunction with special events shall comply with all rules specific to those businesses as outlined in Section 5.
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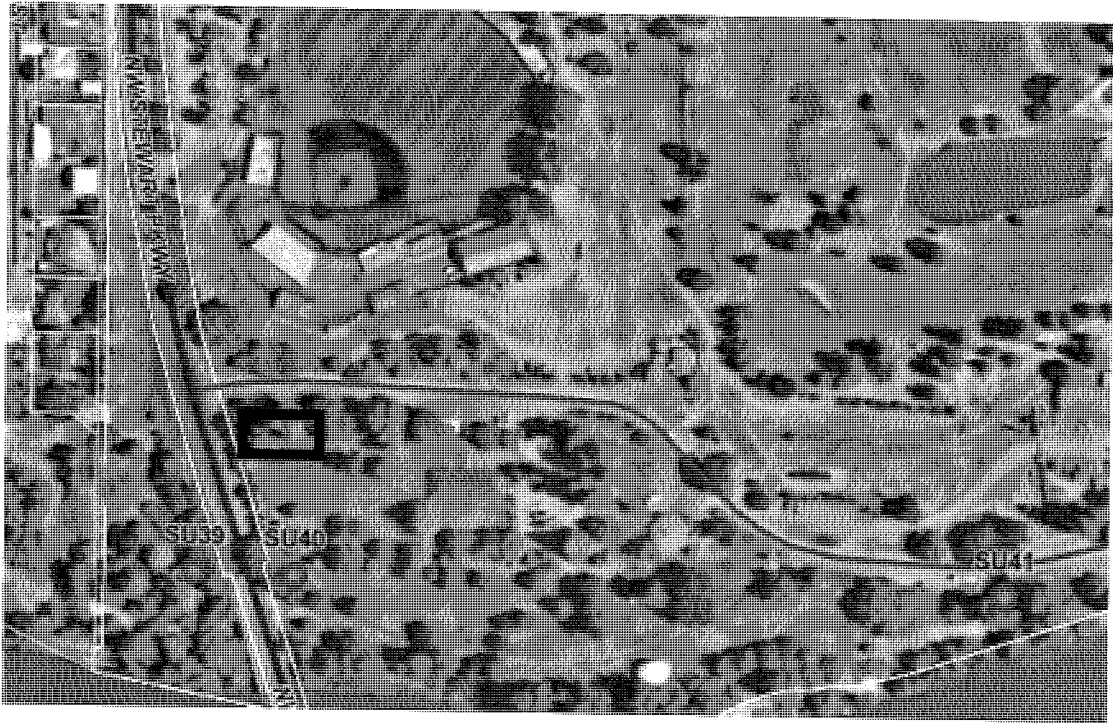
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Stewart Park Assembly Area



Fir Grove Assembly Area



Sunshine Park Assembly Area



Stewart Park Distribution Area



Fir Grove Distribution Area



Sunshine Park Distribution Area



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AUDIENCE PARTICIPATION INFORMATION

Meeting Date: February 12, 2024

Department: Administration

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Nikki Messenger

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff was asked to review and update the “Audience Participation Information” included on the back of the Council Agenda. The issue for Council is whether to make updates to policies related to audience participation at Council meetings.

BACKGROUND

A. Council Action History.

Council last amended the Audience Participation Information instructions at their May 23, 2022, meeting. Council discussed potential changes at their December 11, 2023, meeting and provided direction to staff.

B. Analysis.

Staff was asked to review the “Audience Participation Information” included on the back of City Council agendas. As part of this process, samples from other cities were reviewed, as well as the rules contained within the Roseburg Municipal Code Section 2.34.010.

The latest draft contains several changes to improve and consolidate the information and to address suggestions made by Council at their December meeting. There are not any substantive changes affecting the rules regarding public participation. The existing and proposed versions of the “Audience Participation Information” have been attached for your information.

Updates since the December meeting include –

- Requested email commenters to provide name, address, phone number to be consistent with in-person and virtual commenters.
- Updated and consolidated section outlining purpose of audience participation and when Council may respond to comments made during audience participation.
 - Removed language that all remarks shall be directed to entire council.
 - Removed language regarding “not a question and answer session.”
 - Removed language “If a matter presented is of a complex nature....”
- Added use of “threatening language” to reasons that a person may be directed to leave a meeting.

C. Financial/Resource Considerations.

None.

D. Timing Considerations.

None.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the amended "Audience Participation Information"; or
2. Request staff make changes to the draft and either adopt with changes or request staff return with an updated draft; or
3. Do nothing.

STAFF RECOMMENDATION

Staff recommends Council discuss the draft, provide feedback on any recommended changes or additions and consider adoption.

SUGGESTED MOTION

"I MOVE TO ADOPT THE ATTACHED AUDIENCE PARTICIPATION INFORMATION."

ATTACHMENTS:

Attachment #1 – Draft (amended) Audience Participation Information

Attachment #2 – December 3, 2023 Version – Audience Participation Information

Attachment #3 – Existing Audience Participation Information

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The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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:

- 1. IN PERSON during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
 - o Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - 2. VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org.**
 - o These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - 3. 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.**
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- 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."
 - Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the "waiting room" into the meeting to provide comments, then moved back to the "waiting room" upon completion of their comments.
 - Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the "Audience Participation" portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after "Audience Participation" has been closed or during "Items from Mayor, Councilors or City Manager" after completion of the Council's business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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Audience Participation is not a question-and-answer session. All remarks shall be directed to the entire City Council, not to individuals. The Council reserves the right to delay any action requested until they are fully informed on the matter.

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.

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- **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

CITY MANAGER ACTIVITY REPORT

Meeting Date: February 12, 2024
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 February 12, 2023 meeting, the following items are included:

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



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
January 23, 2024 - 10:00 a.m.

1. January 22, 2024 City Council Meeting Synopsis
2. February 12, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Grant Checklist – 2024 Summer Reading Program
 - B. PO Modification
5. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
February 5, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. February 12, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items
6. Employee Service Pins
 - A. Aurora Ropp – Library, 5 years
 - B. Val Ligon – PW, 15 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Urban Growth Boundary Swap
- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Police Contract
- Authorization to accept FAA Grant

February 26, 2024

Mayor Reports

- A. Accounting Awards
- B. EDC Appointments

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report – Quarter Ended December 31, 2023
- C. 2024 – 2025 Budget Calendar

Consent Agenda

- A. February 12, 2024 Meeting Minutes

Ordinances

- A. Ordinance No. 3599 – An Ordinance Granting a Franchise to Charter Communications for Purposes of Providing Cable Television Services, Effective June 1, 2024

Department Items

- A. Providing Interim Cash Flow for Off Street Parking Fund
- B. MedCom Dissolution

Informational

- A. City Manager Activity Report

March 11, 2024

Mayor Reports

- A. American Red Cross Month Proclamation

Special Presentations

- A. Bike-Walk Roseburg

Consent Agenda

- A. February 26, 2024 Meeting Minutes

Resolutions

- A. Resolution No. _____ - Authorizing Local Government Grant Support for Brown Park

Ordinances

- A. Ordinance No. _____ - Wishcampers Tax Exemption for 152 Sunshine Road

Informational

- A. City Manager Activity Report

March 25, 2024

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 11, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

April 8, 2024

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
 - B. Oregon Arbor Month Proclamation
- Consent Agenda
- A. March 25, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
-

April 22, 2024

- Mayor Reports
- A. Historic Preservation Month Proclamation
- Consent Agenda
- A. April 8, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
 - B. Quarterly Financial Report
 - C. Municipal Court Quarterly Report
-

May 13, 2024

- Mayor Reports
- A. EMS Week Proclamation
 - B. National Public Works Proclamation
 - C. 2023 Roseburg Optimist Club Officer of the Year
- Consent Agenda
- A. April 22, 2024 Meeting Minutes
 - B. Inmate Housing Intergovernmental Agreement
 - C. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement
- Resolutions
- A. Annual Fee Adjustment
 - i. General Fees
 - ii. Water Related Fees
- Informational
- A. City Manager Activity Report
-

May 27, 2024 MEMORIAL DAY

June 10, 2024

- Mayor Reports
- Consent Agenda
- A. May 13, 2024 Meeting Minutes
- Resolution
- A. Resolution to Adopt the Budget
- Informational
- A. City Manager Activity Report
- Urban Renewal Agency Board Meeting*
- Consent Agenda
- A. December 11, 2023 Meeting Minutes
- Resolution
- A. Resolution to Adopt the Budget
-

City Manager Updates
January 26, 2024

- Thank you to Mayor Rich and Communications Specialist Suzanne Hurt for their work on the State of the City address presented Monday night. The Mayor and I were on Inside Douglas County with Kyle Bailey on Tuesday as a follow up. Thanks everyone for staying late on Monday night. It was a long day, but it was important to hear from the audience members who had patiently waited to speak.
- This week, Congresswoman Val Hoyle hosted a roundtable at UCC on Wednesday. Various state, county, VA and city representatives from Douglas County shared information with Rep. Hoyle and her staff on a variety of topics. My hope is that in the future, cities may get a block of time with Rep. Hoyle, as our challenges and opportunities are different from those of the County and State elected officials (which I shared with her staff).
- Dawn Easley, Ron Harker and I presented to the Roseburg Chamber's current Project Leadership cohort recently. It is always fun to meet community members and talk about what we do and why we do it. This year's group seemed especially interactive, which makes it even more fun.
- The Economic Development Commission scheduled for yesterday was cancelled for lack of a quorum, but has been rescheduled for next Thursday, February 1. The Commission has a number of tourism grant applications to consider.
- CCD Business Development Corporation has been holding 'Women in Business' gatherings the second Tuesday of each month. I was able to attend this month and was very impressed with the presentation and the networking that occurred. I believe over 40 women attended, all very engaged and supportive.
- I attended the Partnership's monthly meeting last week. They were preparing for the Small Business Pitch Night, which was a sell out on January 17. Executive Director Brian Prawitz is scheduled to present to the Council in February.
- The Fire Chief, Police Chief, Police PIO, and I attended the open house for Mercy's new Behavioral Health Unit. The event was well attended and gave an opportunity to tour the much-needed facility and talk with the staff and ask questions related to its operation. We are excited to see this project come to fruition.
- Next week, staff will kick off the budget process for the FY 24-25 budget. A lot of work will go in between now and the presentation to the Budget Committee in May.
- I plan to take the second half of next week off, beginning Wednesday afternoon and returning Monday, February 5.
- The northbound I-5 exit at Garden Valley will be closed Sunday and Monday night from 8 pm to 6 am for an ODOT construction project. More information here: https://www.nrtoday.com/news/local/garden-valley-boulevard-off-ramp-closed-at-night/article_140256ec-b722-11ee-84bd-afbbf14a36f4.html

- Lots of fun programs coming up:
 - **February 1 @ 6:30 pm** -- Charrería program, a Mexican cultural program with demonstrations including rope tricks and folkloric dancing. *Roseburg Public Library*
 - **February 3 @ 9 am to 2 pm** – Discover Roseburg 13 Geocaching event – Stewart Park Pavilion. *Roseburg Parks & Recreation*
 - **February 7 @ 6:30 pm** – Umpqua Audubon Society FB Live streaming event with Paul Englemeyer, “Land-Sea Conservation Issues and Strategies”. *Roseburg Public Library*