



ROSEBURG HOMELESS COMMISSION AGENDA
MONDAY, AUGUST 22, 2022
Roseburg City Hall, Council Chambers
900 SE Douglas Avenue, Roseburg

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11:00 A.M. Regular Meeting

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Larry Rich
Commissioners: Gregory Brigham (Adapt) Erica Kimrey (UCAN)
KC Bolton (Aviva Health) Brent Eichman (Umpqua Health Alliance)
Shelley Briggs Loosley Vacant

III. APPROVAL OF MINUTES

A. June 27, 2022 – Regular Meeting

AUDIENCE PARTICIPATION – *Comments on Agenda Items Only can be provided in person during the meeting, virtually through Zoom, via email to the City Recorder at info@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **4:00 p.m. on Friday, August 19, 2022**. To provide comments via Zoom, contact the City Recorder's office at info@cityofroseburg.org to get the link to the meeting. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.*

*Each speaker will be allotted a total of **4 minutes**. All testimony given shall be new and not have been previously presented to Commission. A total of 15 minutes shall be allocated for the "Audience Participation" portion of the meeting.*

IV. DISCUSSION ITEMS

- A. Membership Update (Larry Rich)
- B. Election of Vice Chair (Amy Sowa)
- C. Gary Leif Navigation Center Renovation Project; Construction Management/General Contractor Contract Award Recommendation – 22GR30 (Ryan Herinckx)
- D. HTAG Update (Janeal Kohler, HADCO)
- E. Navigation Center Update (Erica Kimrey/Amy Sowa)
- F. Warming Shelter (Larry Rich)

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: Monday, September 26, 2022

VII. INFORMATIONAL

VIII. ADJOURNMENT

ATTACHMENTS: None

**MINUTES OF THE ROSEBURG
HOMELESS COMMISSION MEETING
June 27, 2022**

A meeting of the Homeless Commission was called to order by Chair Larry Rich at 11:00 a.m. on Monday, June 27, 2022, City Council Chamber at 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Commissioners KC Bolton, Shelley Briggs Loosley, Brent Eichman, Mike Fieldman and Shaun Pritchard (via Zoom).

Absent: Commissioner Gregory Brigham

Others Present: City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, Police Captain Jeremy Sanders, Community Development Director Stuart Cowie, HADCO Executive Director and HTAG Facilitator Janeal Kohler and Management Assistant Koree Tate.

APPROVAL OF MINUTES

Commissioner Bolton moved to approve the May 23, 2022 meeting minutes. The motion was seconded by Commissioner Briggs Loosley and approved with the following vote: Chair Rich; Commissioners Bolton, Briggs Loosley, Eichman, Fieldman and Pritchard voted yes. No one voted no.

AUDIENCE PARTICIPATION

No one asked to provide a comment.

HTAG VERBAL UPDATE – JANEAL KOHLER

Ms. Kohler shared the HTAG meeting on June 22, 2022 had twenty members present. They discussed the HTAG Coordinator position that was still on hold but would be revisited in the future. The HTAG Media Project subcommittee was making final adjustments and expected to have it completed soon. Douglas Centrally located Homeless Initiative led by the City of Sutherlin was running well. Umpqua Hearts entered in Phase II with the installation of carports to provide better shelter for tent use. They hoped to expand the model to Roseburg and were exploring land options. The Immediate Needs subcommittee discussed possible options for cooling centers during hotter weather. The Roseburg Senior Center hoped to be eligible as a cooling center again. They were working on masks for when there might be wildfire smoke in the air.

Ms. Kohler continued that they discussed how to improve the relationship with the homeless population and Mercy Medical Center to assist individuals who needed services. The Housing subcommittee discussed the continued financial hardship of City SDC fees for property owners to host an accessory dwelling unit and talked about reduced barriers to have an accessory dwelling unit along with possible modifications that could be considered in the future. Further research was needed to continue discussions to

implement a program for property owners willing to host a participant along with a possible referral process.

In response to Chair Rich, Ms. Kohler explained the discussions about improving relationships between Mercy Medical and the homeless population was a result of the homeless. Some were nervous about seeking services whether it was for personal issues being logged, mental illness or crime history. There was a communication barrier for resources and the acceptance of resources. The subcommittee was involved with local activists to help with the homeless population. Commissioner Fieldman mentioned any person without air conditioning could be at risk and needed a place to go when the temperatures were high. He suggested the unused portion of the Navigation Center as an option. There needed to be an expansion of the Commission's vision as to where cooling centers should be. He hoped an HTAG coordinator could still be considered because that person would help with the legwork for what was needed in the community. Ms. Messenger explained the Navigation Center would not be a viable option at this point, the City had to be careful about funds, and remodeling costs were coming in double the initial expense estimates.

Ms. Kohler said she would follow up with the Senior Center regarding their paperwork submittal for the cooling center. She knew Umpqua Hearts was looking at property options in Roseburg but was unaware as to the extent of their search. Commissioner Pritchard reported there was funding available for cooling centers and could help with a short term lease if needed. Commissioner Eichman added Umpqua Health was distributing 1,000 air filtration systems to assist during wild fire season if the air becomes unhealthy.

TENT CAMPING POLICY

Mr. Cowie explained that on January 13, 2020, Council adopted Resolution 2020-01, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022. Since adopting that goal, the idea of an urban campground or other supervised camping location had been brought up by both the Homeless Commission and City Council. Roseburg Municipal Code Section 7.02.100 prohibited tent camping. Staff researched what other cities had done to allow tent camping in limited situations under certain parameters to temporarily assist the City's homeless population. The City utilized ORS 446.265 as the means in which tent camping may occur within the City limits in order to provide transitional housing. Staff modeled a draft policy after the City's Vehicle Camping Policy, with several adjustments unique to tent camping.

Mr. Cowie said that in order to host tent camping or an urban campground, a property owner must register their location with the City and comply with the rules outlined. Rules consisted of items such as requiring a staff member or volunteer to be present on-site while tent camping occurred on the property; provide a minimum of two restrooms/portable toilets per location; provide adequate trash receptacles; no open flames allowed; ensure all activities complied with regulations involving noise disturbances; time limitations on the number of days one person may stay at a registered location; and require all camping be limited to fabric structures, tents or similar

III. APPROVAL OF MINUTES

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accommodations. Personal property must be stored within each tent or other approved structure, or a storage area provided by the property owner.

Property owners interested in hosting tent camping needed to submit a Tent Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a tent camping location was solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting tent camping would do so at their own risk and expense. No more than ten (10) tents or approved structures were allowed per location. No direct financial impacts to the City were anticipated as a result of the program. The tent camping program was not funded or sponsored by the City. All costs associated with hosting tent camping were the responsibility of the property owner.

In response to Commissioner Bolton, Mr. Cowie said it was the property owner's discretion as to how many days would be allowed and did not have to approve a full 29 days on their property. Commissioner Briggs Loosley asked if there was interest in the Vehicle Camping Program. Mr. Cowie explained there was interest expressed, but no one chose to register to begin the program. Commissioner Fieldman mentioned that when the City first started the Vehicle Camping program, it was more restrictive and no one signed up. He did not want to see the same thing happen with tent camping. He suggested describing the outcome the City wanted rather than the solution. Suggestions included:

- Garbage disposal services – should be dependent on the number of people using the space.
- Having a person on site – may make it very restrictive.
- Providing two restrooms – needed some description and options based on the number of people.
- Limited number of tents – could be worded differently to account for property that was larger and could accommodate more people.
- Storage of items being out of public sight – it was important to not create a nuisance but there were nice alternatives to have things orderly but still seen.
- No open flames – needed clarification to explain the approval of cooking stoves and heaters.
- Fencing – the 6-foot fencing seemed unrealistic for large properties and thought there could be other solutions.
- 29 day limit – if a church or organization was working with someone, most times the best environments was to stay in the same place in the community. It could take well over 29 days to fully help someone.

Mr. Cowie appreciated the feedback and recognized there could be areas that might need amended. He wanted to first hear from others who might want the changes before proceeding. Ms. Messenger added the rules were not meant for large parcels of property that included acreage. Fire inspections were required along with a streamlined process for adequate fire life safety. If someone planned a large development it would be a different process. For properties in neighborhoods, people preferred supervised locations as did the City Council. Commissioner Fieldman appreciated the willingness to discuss items to amend and suggested to better clarify certain requirements to reduce workload efforts for the City with people coming to ask for changes. Mr. Cowie added that the

number of tents allowed was different from other cities researched and it was designed as urban campground and could be in multiple locations throughout the city.

Chair Rich noted it was a deal breaker when seeing it was the responsibility of the property owner if something happened. Commissioner Fieldman suggested adding to the policy that someone working with a family long term could allow them to stay longer. People did not change their lives in one month for stability. Commissioner Pritchard said there was an organization interested and when a warming center was needed, the City was quick to respond. He appreciated that this was a starting place and would support it for a recommendation. Chair Rich added tent camping was not currently allowed in city limits so this would help. Ms. Messenger explained Commissioner Fieldman could make an amendment to the motion. Commissioner Fieldman explained his concerns went beyond the number of days allowed and this could be better served to have it reworked.

Commissioner Briggs Loosley moved to recommend the City Council adopt Resolution No. 2022-21 authorizing the tent camping program. The motion was seconded by Commissioner Pritchard. Commissioner Bolton agreed with much of what Commissioner Fieldman discussed, but did not want to stop the process as rapid turnaround was something he could support. Chair Rich understood the concerns and felt it was best to have something started knowing there could be adjustments. The motion was approved with the following vote: Chair Rich; Commissioners Bolton, Briggs Loosley, Eichman, and Pritchard voted yes. Commissioner Fieldman voted no.

NAVIGATION CENTER UPDATE

Commissioner Pritchard shared information regarding the Gary Leif Navigation Center open house and ribbon cutting events. The first resident was on site and they would begin taking applications July 11, 2022. They had staff training for wraparound services and would be ready to move forward. Ms. Messenger added UCAN Staff had been doing outreach to alert the unhoused about the program. Ms. Sowa reported the City planned to take an item to Council to hire a construction manager to go through the process for the project to continue with remodeling of the building to begin in the fall or early winter. They did not have a projected indoor living date, but Ms. Messenger hoped it would be in the winter. They were looking at the most efficient ways for construction while dealing with adjustments during the design process. Cost and time efficiencies were changing due to today's world of supply issues. In response to Chair Rich, Ms. Sowa confirmed she filed the application to receive \$1 million to assist with operations and a small amount for administration.

BUSINESS FROM THE COMMISSION

No new business was brought forward.

NEXT MEETING DATE

Monday, July 25, 2022 in City Hall Council Chambers

ADJOURNMENT

The meeting adjourned at 11:37 a.m.



Koree Tate
Management Assistant

ROSEBURG HOMELESS COMMISSION AGENDA ITEM SUMMARY



ELECTION OF VICE-CHAIR

Meeting Date: August 22, 2022

Department: Administration

www.cityofroseburg.org

Agenda Section: Discussion Items

Staff Contact: Amy Sowa

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In accordance with Section 2.32.020(D) of the Roseburg Municipal Code, "Annually during the month of January of each year, Commissions shall organize, and in addition to the Chair, who shall serve as is provided in this Section, elect a Vice-Chair, who shall act in the absence of the Chair. The Chair, and Vice-Chair while serving as Chair, shall have full voting privileges."

On January 25, 2021, Mike Fieldman was selected to serve as Vice Chair of the Homeless Commission. Mr. Fieldman resigned his position on the commission effective July 7, 2022.

The Commission shall choose a member to serve as Vice Chair for the remainder of the 2022 calendar year.

SUGGESTED MOTION

"I MOVE TO APPOINT COMMISSIONER _____ TO ACT AS VICE CHAIR FOR THE HOMELESS COMMISSION."

ROSEBURG HOMELESS COMMISSION AGENDA ITEM SUMMARY



GARY LEIF NAVIGATION CENTER RENOVATION PROJECT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT AWARD RECOMMENDATION – 22GR30

Meeting Date: August 22, 2022
Department: Administration
www.cityofroseburg.org

Agenda Section: Discussion Items
Staff Contact: Ryan Herinckx
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff has completed a proposal-based selection process for Construction Management/General Contractor (CM/GC) services for the renovation of the Gary Leif Navigation Center. The issue for the Commission is whether to recommend the City Council award the Master CM/GC contract to the highest ranked proposer.

BACKGROUND

A. Council Action History.

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

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

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

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

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

June 27, 2022. Council adopted resolution No. 2022-19, approving an alternate competitive bidding process of CM/GC for the renovation of the Gary Leif Navigation Center.

The renovation goal is to provide a place to assist those experiencing homelessness with a temporary place to rest and access services. The renovation includes installing a new fire sprinkler and alarm system, upgrades to existing HVAC, electrical and lighting upgrades, structural improvements to existing buildings, interior demolition and renovation as required, new flooring, and remodeling of existing restrooms.

A request for proposals was issued for CM/GC services for this project. Two proposals were received on July 21, 2022. Both proposers were invited to interview with a team of city staff and the project architect. Each firm was ranked, and those rankings are shown below.

<u>Proposer</u>	<u>Score</u>
S & B James Company	83.00
Vitus Construction	76.70

Staff's intent is to execute a master contract with the highest ranked proposer. Each task order under the master contract would be individually negotiated based on an agreed upon scope of work. Work that may be accomplished under this contract is as follows:

- Construction Management Services before and during construction
- Prepare scheduling, cost estimates and value-engineering recommendations, review Design Team's documents for constructability, and provide options for sequencing the work.
- Provide estimating and cost control services. Develop a project budget and reporting system and provide monthly cost status reporting, including cash flow projections.
- Implement all long-lead procurement items and recommend and implement early purchase phase project approach.
- Attend regular meetings with the design team to provide input regarding selection of materials, building systems and equipment.
- Construction of a fully operational Navigation Center meeting or exceeding its current condition, on schedule and within budget, at the end of the contract term.

The current estimate for renovation is \$836,134.64. The intent is to deliver this project as quickly as possible. In order to meet this expectation.

COMMISSION OPTIONS

1. Recommend the City Council award the Master CM/GC contract to the highest ranked proposer, S & B James Company; or
2. Request additional information; or
3. Not recommend the City Council award the master CM/GC contract to either proposer.

STAFF RECOMMENDATION

Staff recommends the Commission recommend the City Council award a master CM/GC contract to S & B James Company for the renovation of the Gary Leif Navigation Center.

SUGGESTED MOTION

"I MOVE TO RECOMMEND CITY COUNCIL AWARD A MASTER CM/GC CONTRACT FOR THE RENOVATION OF THE GARY LEIF NAVIGATION CENTER TO S & B JAMES COMPANY."

ATTACHMENTS: None

Roseburg Homeless Commission Meeting
08/18/2022
HTAG Update

- HTAG will hold their August meeting on August 24th and expect to have 20 to 25 members in attendance.

Updates

- HTAG Media Project Sub-committee
 - Media project is making some final adjustments. Progress has been slow but hope to complete soon.
- Douglas centrally located Homeless initiative led by the City of Sutherlin update
 - The Hastings Village in Sutherlin is now in phase two of the plan by implementing carpports, instead of tents, where two people can share a sturdier means of protection. Micro shelters have been installed for those who committed to transitioning out of this village by adhering to a personalized System of Care plan. Umpqua Heart and the City of Sutherlin have hired Jensen strategies to develop a report that will define a business plan, strategy, and scope of a regional facility. As of July 20th, Umpqua Heart has a contract on 15 acres of land, on Diamond Lake Blvd, to begin the process on developing a Roseburg site. This property is intended to be used as an urban campground with micro shelters and a tiny home village. We are looking into multiple funding streams to help with this initiative. Umpqua Hearts have met with City of Roseburg staff and a county commissioner to explore specific needs to this initiative.

Umpqua Hearts is excited about this opportunity; they look to be a positive force to helping the most marginalized citizens in their personal journeys and continue to increase community support.

- Immediate Needs Sub-committee
 - Housing First Umpqua volunteers have been working on a survival supply database project for HTAG. The goal is to be able to timely identify survival supplies and services for people living rough outside. It will be used by those who are homeless, as well as those who provide help or services in any way to people who are, to quickly identify who has these things and how someone can get them.

The cooling centers are in need of volunteers.

- Housing Sub-committee
 - Discussion continuing regarding the financial hardship of SDC's for property owners to host an accessory dwelling unit. Discussion is ongoing about implementing a program which would provide accessory dwelling units to property owners willing to host a participant along with the possible referral process.