

**ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 9, 2015**

City Council Chambers, City Hall,  
900 S. E. Douglas Avenue, Roseburg, OR 97470



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

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

Alison Eggers	Ken Fazio	Victoria Hawks	Steve Kaser
Marty Katz	Lew Marks	John McDonald	Tom Ryan
- 4. Planning Commission Interviews (Time Approximate)**
  - 7:00 Kerry Atherton
  - 7:10 Ashley Hicks
  - 7:20 Jessie Liebowitz
  - 7:30 Duane Haaland
  - 7:40 Brook Reinhard
- 5. Special Presentation**
  - A. NeighborWorks Umpqua/SERVICE/DRA Branding Project – Mickey Beach
- 6. Mayor Report**
- 7. Commission Reports/Council Ward Reports**
- 8. Audience Participation – See Information on the Reverse**
- 9. Consent Agenda**
  - A. Minutes of January 26, 2015 Meeting
  - B. Minutes of January 27, 2015 Special Meeting
- 10. Public Hearings**
  - A. Vacation of a Portion of NW Stewart Parkway Right-of-Way – Ordinance No. 3423
- 11. Ordinances**
  - A. Ordinance No. 3424 – Amending Commission Appointment Requirements
- 13. Items From Departments**
  - A. Update - Proposed Noise Ordinance Amendment
- 14. Items From Mayor, Council or City Manager**
- 15. Informational**
  - A. Activity Report
- 16. Executive Session ORS 192.660(2)**
- 17. Adjournment**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

## **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:*

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

### **TIME LIMITATIONS**

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

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under "Audience Participation. For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

We also allow the opportunity for citizens to speak to the Council on matters not on this evening's agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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.*

***Thank you for attending our meeting – Please come again.***

***The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: [www.cityofroseburg.org](http://www.cityofroseburg.org).***

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*caj*  
*2/2/15*

COUNCIL REPORTS A  
02-09-15



---

## PLANNING COMMISSION INTERVIEWS

---

Meeting Date: February 9, 2015  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Commission Interviews  
Staff Contact: Debi Davidson  
Contact Telephone Number: 492-6866

---

### ISSUE STATEMENT AND SUMMARY

There is one position available on the Planning Commission which be filled by a resident of the City or the Urban Growth Boundary. We have received three applications from City residents.

### BACKGROUND

#### A. Council Action History.

- October 23, 2014 – Council accepted John McDonald's resignation from the Planning Commission
- January 13, 2015 – Staff was directed to schedule interviews for all Planning Commission applicants.

#### B. Analysis.

John McDonald resigned from the Planning Commission in October. Solicitation for applications was publicized with the local media and on the City's website. Five applications were received from City residents Kerry Atherton, Ashley Hicks, Jessie Liebowitz, Duane Haaland and Brook Reinhard. Their applications are attached. All applicants have been invited to participate in ten minute interviews beginning at 7:00 p.m. (time approximate)

Chapter 2.10 requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. Those Planning Commission members received an invitation to attend the interviews.

To the extent possible, the Council is to act to fill the vacancies at the same meeting in which it interviews candidates. Following the interviews, the Council may make appointments or solicit additional candidates for consideration at a later meeting before making appointment.

Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make an appointment.

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

**D. Timing Issues.**

Given the business scheduled for consideration by the Planning Commission, it is recommended an appointment be made as soon as practical.

**COUNCIL OPTIONS**

- A. Interview the applicants and make an appointment.
- B. Direct Staff to solicit for additional applications.
- C. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make appointment(s).

**SUGGESTED MOTION**

n/a

**ATTACHMENTS**

- A. Interview Questions
- B. Applications

## PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background,
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?





Application for Appointment to PLANNING COMMISSION  
(Commission)

PLEASE PRINT

Name ATHERTON KERRY  
Last First

Home Address 1236 SE MILL ST, ROSEBURG, 97470, 541-671-2666  
Street City Zip Home Phone

Occupation RETIRED N/A  
Place of Employment

Business Address N/A N/A  
Phone

- 1. Do you reside within the Roseburg city limits? X Yes        No
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? X Yes        No
- 3. Do you own property or a business within the City? X Yes        No

4. How did you learn about this vacancy?  
Newspaper        Word of Mouth X  
Notice in the Mail        Other (Specify)       

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) X Early Afternoon (1:30 -3:30) X  
Late Afternoon (3:30-5:00) X Evening (7:00 p.m.) X

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

7. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make? I HAVE BEEN WORKING IN COMMUNITY DEVELOPMENT FOR 6 YEARS ON THE BOARD OF SERVICE (SE ROSEBURG VOICES IN COMMUNITY ENHANCEMENT). I AM AN EXPERIENCED BUSINESS PLANNER, HAVING WORKED IN THIS CAPACITY FOR BOTH THE BOEING CO. AND DRENCO SYSTEMS (SUTHERLIN). I UNDERSTAND

8. Please give a brief description of your involvement in community groups and activities. I AM A BOARD MEMBER OF S.E.R.V.I.C.E. AND HAVE BEEN INVOLVED IN COMMUNITY ORGANIZING FOR 6-7 YEARS. I AM THE "WATCH CAPTAIN" FOR THE MILL-PINE NEIGHBORHOOD WATCH GROUP. I AM A "PRECINCT COMMITTEE PERSON" FOR PRECINCT 22 (SE ROSEBURG). I WORKED ON THE "FIRM GROUND FOR KIDS" CAMPAIGN, FROM BEGINNING TO END.

9. Please list community topics of particular concern to you that relate to this appointment.
- ① URBAN GROWTH BOUNDARY
  - ② ZONING ISSUES FOR GROWTH WHILE PROTECTING EXISTING RESIDENTS
  - ③ STREETS AND TRAFFIC FLOW PROBLEMS / INTIGRATION W/ ODOT
  - ④ DOWNTOWN PLAN / HISTORIC AREA PLANS / RIVERFRONT DEVELOPMENT PLANS.

10. Please list your reasons for wishing to be appointed. ROSEBURG HAS BEEN IN THE DOLDRUMS FOR YEARS NOW. BUT I'M AN OPTOMIST AND I BELIEVE THINGS WILL START TO TURN AROUND IN THE NEXT 12-18 MONTHS. I WANT TO <sup>BE</sup> THERE TO HELP CHART OUR COURSE <sup>TO</sup> EXPANSION & DEVELOPMENT. I AM AN EXPERIENCED PLANNER

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

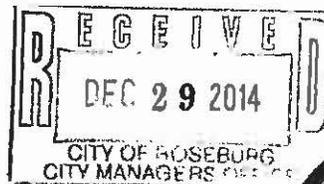
Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

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

Signature of Applicant: Kenny Atterton Date: 12/12/14

E-Mail Address: kba7772002@yahoo.com



Application for Appointment to PLANNING COMMISSION  
(Commission)

PLEASE PRINT

Name HAA LAND Duane  
Last First

Home Address 640 SE SUMMIT ROSEBURG 97470 541 673 2795  
Street City Zip Home Phone

Occupation ACCOUNTANT HOME OFFICE/SELF  
Place of Employment

Business Address 640 SE SUMMIT 541 673 279  
Phone

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

2. Do you reside within the Urban Growth Boundary or School District Boundary?

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

4. How did you learn about this vacancy?

Newspaper  Word of Mouth \_\_\_\_\_  
Notice in the Mail \_\_\_\_\_ Other (Specify) \_\_\_\_\_

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) \_\_\_\_\_ Early Afternoon (1:30 -3:30)   
Late Afternoon (3:30-5:00)  Evening (7:00 p.m.)

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

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

OVER 30 years of small business  
ACCOUNTING AND Tax Consulting AND  
compliance.

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

No PAST EXPERIENCE

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

Identify and promote and attract new businesses to Roseburg that will enhance and foster a stable economic base for the City

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

Many years of experience in small business consulting I have a keen interest in community development I'd like to put my years of experience and education to use.

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

Planning Commission applicants will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

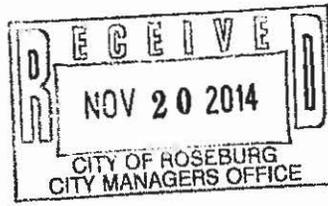
Thank you for your expression of interest in serving the community.

Deane E. Haaland  
Signature of Applicant

Dec 26, 2014  
Date

E-Mail Address:

dhaaland@pfitax.com



Application for Appointment to Planning Commission  
(Commission)

**PLEASE PRINT**

Name Hicks Ashley  
Last First

Home Address 1718 SE Giles St. Rsbq. 97470 541-672-5288  
Street City Zip Home Phone

Occupation Self-Employed / Roseburg, OR  
Place of Employment

Business Address 1718 SE Giles St. Rsbq. 541-672-5288  
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No
- 4. How did you learn about this vacancy?

Newspaper \_\_\_\_\_ Word of Mouth \_\_\_\_\_  
Notice in the Mail \_\_\_\_\_ Other (Specify) city website

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) ✓ Early Afternoon (1:30 -3:30) ✓  
Late Afternoon (3:30-5:00) ✓ Evening (7:00 p.m.) ✓

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

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

State of Oregon licensed contractor since 2007  
• Experience reading contracts.  
• Ability to understand complex information.  
I hope to contribute my time serving our community.

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

Organizer, South Umpqua River Clean Up  
City of Roseburg, Budget Committee  
Downtown Roseburg Association,  
• Board Secretary  
• Design Committee

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

N/A

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

There is a open position.  
I have interest in planning, Land Use  
and local government.

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

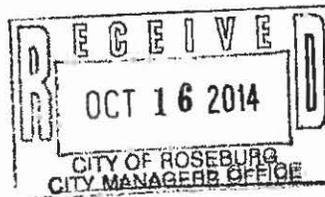
Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

Planning Commission applicants will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

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

  
Signature of Applicant \_\_\_\_\_ Date 11/19/2014

E-Mail Address: ashley@roseburg.or.gov



Application for Appointment to Planning  
(Commission)

PLEASE PRINT

Name Lebowitz Jessie  
Last First

Home Address 3032 W Harvard #12 Rsbj 97471  
Street City Zip Home Phone

Occupation Director of Youth Ministry / Faith Lutheran 5108  
Place of Employment

Business Address 820 Kenwood Rsbj 97471 541-672-2231  
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No

- 4. How did you learn about this vacancy?  
 Newspaper \_\_\_\_\_ Word of Mouth Yes  
 Notice in the Mail \_\_\_\_\_ Other (Specify) \_\_\_\_\_

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) \_\_\_\_\_ Early Afternoon (1:30 -3:30) Yes  
Late Afternoon (3:30-5:00) Yes Evening (7:00 p.m.) Yes

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

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

B.S. in Public Policy / Administration  
Want to contribute to making decisions on how our city grows & develops

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

I am on the Board for the Housing & Homeless Coalition, Volunteer @ Casade Belen, active in Outreach through the church, Feed the Burg, daughter's dance school

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

Economic Development  
Housing & Homelessness

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

I want an opportunity to be involved in local government to help improve the community I live in.

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

Planning Commission applicants will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Signature of Applicant

Date

E-Mail Address:

10-16-14

jesstiebowitz19@gmail.com



Application for Appointment to Planning Commission  
(Commission)

PLEASE PRINT

Name Reinhard Brook  
Last First

Home Address 1337 SE Main Street, Roseburg 97470 637-5223  
Street City Zip Home Phone

Occupation Attorney / Umpqua Valley Public Defender  
Place of Employment

Business Address 505 SE Main Street 957-5344  
Phone

1. Do you reside within the Roseburg city limits or the Urban Growth Boundary?

Yes  No

2. Do you own property or a business within the City?

Yes  No

3. How did you learn about this vacancy?

Newspaper \_\_\_\_\_ Word of Mouth \_\_\_\_\_  
Notice in the Mail \_\_\_\_\_ Other (Specify) From Brian Davis

4. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) \_\_\_\_\_ Lunch (Noon-1:30 pm)   
Afternoon (4:00-6:00) \_\_\_\_\_ Evening (7:00 p.m.)

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement?

Yes  No

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

Former newspaper reporter covering city government in Klamath Falls, Oregon, and covering government in Bentonville, Arkansas. 3 years experience as an attorney, working to solve problems and dealing with all walks of life. Also, I spent the last two years serving on the board of directors for the Oregon Criminal Defense Lawyers Association, a non-profit with more than 1,300 members statewide. I enjoy the decision-making process on a board.

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

My family lives just a few blocks from downtown, and we love all the local events. We are active in our church at Redeemer's Fellowship. I don't have any other local organizations I'm a part of right now, which is part of the reason I'd like to volunteer and be on the planning commission.

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

I don't have any preconceived ideas about land use in Roseburg. I think it's important to find a balance between the needs of landowners and the conflicts that can be created when someone uses their land in a way that impacts their neighbors. From personal experience, I think the hurdles to something as simple as getting permission to own a few chickens is a bit crazy, but I don't think that's necessarily something within the ambit of the planning commission.

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

I grew up in Eugene. I've lived in Roseburg now almost three years, and it's starting to feel like home. I'd like to contribute, and I think my analytical skills as a lawyer will be useful on the planning commission. I think it's also positive that my day job isn't land use, so I'll be bringing a different perspective to the commission than a typical attorney applicant. (That being said, I wouldn't be surprised if you didn't want another attorney on the board.)

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications will be accepted until the position is filled.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.



12/3/14

Signature of Applicant

Date

E-Mail Address:

brook@brookreinhard.com

**MINUTES OF THE REGULAR MEETING  
OF THE ROSEBURG CITY COUNCIL**

**JANUARY 26, 2015**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, January 26, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Alison Eggers, Lew Marks, Ken Fazio, Victoria Hawks, Steve Kaser, Marty Katz and Tom Ryan.

**Absent:** Councilor John McDonald.

**Others present:** City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Police Chief Jim Burge, Public Works Director Nikki Messenger, Finance Director Ron Harker, Human Resources Director John VanWinkle, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

**NEIGHBORWORKS UMPQUA HOUSING REHABILITATION PROGRAM REPORT**

Arthur Chaput of NeighborWorks Umpqua shared a presentation regarding the organization's housing rehabilitation loan program. No-interest loans are offered for rehabilitation of rental and owner-occupied houses which are repaid at the time of property sale. Colley noted that in the 1990's, the City received federal grants for this assistance. In the previous budget year, the City's housing fund balance (\$70,000) and receivables from outstanding loans (approximately \$440,000) were turned over to NeighborWorks so they could administer the program more effectively.

**ANNUAL FINANCIAL REPORT**

Harker reported that the City an received unqualified audit opinion which is the highest possible opinion. He then introduced Auditor Tom Davidson who presented an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2014. Discussion was held on potential impact of County budget shortfalls on City finances and/or services.

**QUARTERLY FINANCIAL REPORT – DECEMBER 31, 2014**

Harker presented highlights from the mid-year financial report for quarter ended December 31, 2014 and from the Oregon economic forecast. He believed three funds needed to be monitored due to lack of sufficient revenue, Airport Fund, Street Maintenance and Park Improvement.

**BUDGET CALENDAR**

The budget calendar for 2015-2016 was presented. Staff will conduct a budget retreat on January 28<sup>th</sup> to begin the process. The budget and Budget Message will be presented on April 28, 2015. Budget orientation will be conducted on April 20<sup>th</sup> at 4:30 p.m. in the Conference Room.

### COMMISSION APPOINTMENT PROCESS

Rich shared the history of how Commission appointments have evolved. Originally, appointments were a mayoral prerogative without written application. The Code now requires all applicants, including existing commission members wishing to be appointed to another term, to complete written applications. In addition, each year applications are solicited for all commissions regardless of whether a vacancy is actually going to occur. He asked Council to consider a revision to only advertise true vacancies.

Discussion was held on the need to have Commission Chairs contact members and potential members about their desire to serve and to eliminate the need for formal applications from current members who want to continue serving. Katz supported inviting new membership. Consensus was to: 1) have Commission Chairs contact members regarding potential term renewal; 2) Staff prepare an ordinance to amend the Code to eliminate the requirement for existing Commission members to complete an application; and 3) only solicit applications for existing vacancies and not potential vacancies.

### MAYOR REPORTS

Councilors were reminded of the goal setting session scheduled for 4:00 p.m. on January 27<sup>th</sup> in the Umpqua Room of the Public Safety Center.

Councilors were invited to attend the State of the City presentation at Chamber Luncheon on February 9<sup>th</sup> at 11:30.

### COMMISSION REPORTS/COUNCIL WARD REPORTS

Katz noted citizens expressed interest in the proposed noise abatement ordinance. Colley indicated more information was being sought in regard to noise complaints versus routine landscaping generated noise. A status report will be provided at the next meeting.

### AUDIENCE PARTICIPATION

Jillann Michell, 1231 NE Steele Court, spoke about neighborhood concerns regarding the Rocky Ridge IV development. Coalwell pointed out that this is a pending matter before the Planning Commission, subject to potential appeal to the City Council. Therefore, the topic could not be addressed by the City Council at this point.

### CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of January 13, 2015 regular meeting.

Motion was seconded by Marks and carried unanimously.

### HIGHWAY 138 WATER MAIN IMPROVEMENT PROJECT BID AWARD 14WA06

Messenger reported on bids received for the Highway 138 Water Main improvements on Oak, Washington, Pine, Stephens, Douglas and Spruce Streets which need to be upsized and/or relocated. Because the size of the project grew from initial concept, some smaller less important water projects will be pushed out to the next budget cycle to free up sufficient funds for this project. Discussion was held on project scope and the age of the current waterlines which date back to 1908 and the 1950's. Kaser moved to award the Highway 138 Waterline Improvement Project 14WA06 to the low bidder, Cradar Enterprises, for \$983,362. Motion was seconded by Fazio and carried unanimously.

HIGHWAY 138 WATER MAIN IMPROVEMENT PROJECT CONSTRUCTION MANAGEMENT SERVICES

As part of the ODOT permitting for the Highway 138 project, the City needs to enter into a contract for construction management as the City does not have in-house staff to devote to daily inspection and required paperwork. Fazio moved to award the construction management contract for the Highway 138 Water Main Improvement Project to Integrated Consulting Services Inc. for an amount not to exceed \$84,982. Motion was seconded by Hawks and carried unanimously.

PARROTT/SPRUCE DESIGN SERVICES RFP

Messenger reported that Council previously awarded a design contract to Pinnacle Western for the Parrott-Spruce Improvement Project. Since that time, the project manager assigned to the project resigned, leaving no one on Pinnacle's Staff qualified to provide the services thus significantly changing the proposal that was submitted. Staff recommended Council reject the bids and that Staff reissue a request for qualifications in the future. In any event, construction cannot be completed this summer as originally planned and will be pushed out until spring/summer 2016. Discussion was held on the bidding process for engineering services. Hawks moved to cancel the solicitation for RFP No. 2015-02 for Parrott/Spruce Design and reject all proposals received. Motion was seconded by Fazio and carried unanimously.

EMERGENCY RESPONSE PLAN

VanWinkle reviewed the Emergency Operations Plan which is in place for any large scale emergency event. Most of the burden of response falls on public safety and public works. It was noted that Mayor and Council responsibilities are basically to be available for contact from the Emergency Operations Center. All Staff is required to obtain training through the National Incident Management System. Those classes are available online should Councilors wish to participate in that training as well.

Meeting adjourned at 8:43 p.m.



Debi Davidson  
Management Technician

**MINUTES OF THE SPECIAL MEETING  
OF THE ROSEBURG CITY COUNCIL**

**JANUARY 27, 2015**

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 4:02 p.m. on Tuesday, January 27, 2015, in the Public Safety Center Umpqua Room, 700 SE Douglas, Roseburg, Oregon.

**ROLL CALL**

**Present:** Councilors Ken Fazio, Victoria Hawks, Steve Kaser, Marty Katz, Lew Marks and Tom Ryan.

**Absent:** Councilors Alison Eggers and John McDonald

**Others present:** City Manager Lance Colley, City Recorder Sheila Cox, Police Chief Jim Burge, Public Works Director Nikki Messenger, Finance Director Ron Harker, Fire Chief Gregg Timm, Community Development Director Brian Davis, Police Chief Jim Burge, Management Technician Debi Davidson and Troy Bynelson of the News Review

**GOAL SETTING**

Colley noted he met with Councilors individually over the previous month to discuss his performance evaluation and goal review. Response to those meetings indicated there were no new suggestions outside the existing broad scope goals which are:

1. Identify and Implement Long Term-Infrastructure Funding Mechanisms to Ensure the City Can Meet Long-Term Infrastructure System Sustainability.
2. Develop Strategies to Provide Long-Term Operational Stability and Sustainability.
3. Update and Implement the Urban Renewal Financial and Project Plan; Evaluate Establishment of Additional Urban Renewal Plan Area.
4. Citywide Beautification.
5. Define and Establish Business Friendly/Improved City Image

Colley began review of the status of the goals and attendant activities denoted for each. Katz expressed disappointment in the lack of progress of some goals. Discussion was held on setting priorities and deadlines for each action item. It was noted, however, that some action items are ongoing and never "completed", such as business friendly and excellent customer service. Katz believed progress had been made on business friendly noting the resources now available for business development information. Kaser pointed out that those who perform their due diligence before opening a business generally have no problem with the City. Those who do not, tend to blame government for that failure.

As to the Urban Renewal related goal, most seemed to be supportive of establishing a new District. Kaser stated he was not totally supportive of urban renewal, but would not oppose that goal.

Suggestions were made to expand the Beautification related goal to include actions regarding livability and recreational opportunities.

2-09-15

Discussion then generally focused on increased communication activities and transient problems. Some Councilors supported an increased presence through social media, radio appearances, guest newspaper editorials, etc. Burge explained police activities regarding the transient population. Unfortunately, limited jail space is devoted to violent criminals, so those violating camping, alcohol or minor mischief rules are cited and released. The Department is, however, doing all that is within their authority. Ryan suggested Staff continue to cite those individuals until they decide to move to another City. Kaser pointed out that homelessness is a nationwide issue that everyone deals with but no one has developed an answer to the problem.

While limited consensus or direction was provided by Council, Colley stated Staff would prepare a resolution to adopt the previously existing broad goals some adjustments: 1) addition of a communication strategy; 2) address livability and community image; 3) tweak business friendly/city image and clarify what it to be accomplished there; 4) update the infrastructure and urban renewal goals. The operational sustainability goals had not been addressed during the meeting, but with changes made in the PERS debt and ending fund balance policy, Colley believed the City was in better financial condition than when that goal was originally adopted. After adoption of the resolution, Staff will prepare action plans for each with short-term and long-term completion dates.

Meeting adjourned at 5:36 p.m.



Debi Davidson  
Management Technician

*CR*  
1/29/15



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

---

### PUBLIC HEARING - PROPOSED VACATION OF A PORTION OF NW STEWART PARKWAY RIGHT-OF-WAY

---

**Meeting Date:** February 9, 2015  
**Department:** City Recorder  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** PUBLIC HEARING  
**Staff Contact:** Sheila R. Cox *SR*  
**Contact Telephone Number:** 492-6866

---

#### ISSUE STATEMENT AND SUMMARY

Council will be conducting a public hearing to receive comments from property owners that could be affected by the proposed vacation of a portion of NW Stewart Parkway right-of-way.

#### BACKGROUND

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

**B. Analysis.** The application for this vacation was filed on behalf of the Basco Bros. LLC to realign property lines prior to future development of the area. When the application was circulated to the various departments and utilities, although there were no objections to the vacation, Public Works requested that a public and private utility easement be granted and reserved over the entire area being vacated to allow for possible future utility installation and to accommodate a slope easement for Stewart Parkway right-of-way. The proposed ordinance contains language retaining the requested easement.

Notice of the Public Hearing for the vacation was published in The News-Review on January 28 and February 1, 2015; mailed to all affected property owners and posted in at least two conspicuous places within the proposed vacation area on January 23, 2015. As of the writing of this memo, Staff has received no response to the notice.

In accordance with state law, ownership of the vacated property will go to the adjoining property owner(s) in the same manner in which it was originally dedicated as right-of-way.

**C. Financial and/or Resource Considerations.** The applicant has paid the vacation application fee, and made a deposit for the cost of publishing, posting and mailing the notice of public hearing and recording the ordinance. If the actual cost exceeds the amount deposited, the applicant will be required to pay the difference. If the cost is less than the deposit, the difference will be refunded to the applicant.

Due to the limited value of the 413 square feet of right-of-way being vacated, the City Manager waived the requirement for a professional appraisal to be done on the property, therefore Staff is recommending that the benefitting property owners not be assessed a value for the property. However, in accordance with RMC 4.06.110, if Council is interested in potentially assessing the benefitting property owners for the value of the right-of-way, the Council may choose to require an appraisal in order to determine what amount, if any, should be assessed.

- D. Timing Issues.** If Council determines an appraisal should be conducted, we will need to advise the applicants and continue the public hearing until such information may be garnered.

If Council concurs with Staff that the value of the right-of-way is minimal enough that an appraisal would not be warranted, Council may proceed with the public hearing as scheduled. If no objections to the proposed vacation are heard during the public hearing, after the Mayor closes the hearing, it would be appropriate to proceed with first reading of the ordinance attached to this memo.

## **COUNCIL OPTIONS**

Council has the option to:

1. direct Staff to advise the applicant of the need for a professional appraisal of the property in order to determine whether or not the benefitting owners should be assessed such value, continue the public hearing and delay first reading of the ordinance until after such information is received; or
2. direct Staff to conduct first reading of the proposed ordinance vacating the subject right-of-way without an assessment of value; or
3. deny the proposed vacation.

## **STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the proposed ordinance without an assessment for the value.

## **SUGGESTED MOTION**

If Council concurs with Staff's recommendation, no motion will be required, simply a consensus to proceed with first reading of Ordinance No. 3423.

## **ATTACHMENTS**

1. **Proposed Ordinance No. 3423 w/map of the subject area**

**cc:** Basco Bros., LLC – PO Box 131 - Winchester, OR 97495  
Subject Vacation File  
Chrono File

**ORDINANCE NO. 3423**

**AN ORDINANCE VACATING A PORTION OF NW STEWART PARKWAY  
RIGHT-OF-WAY IN THE CITY OF ROSEBURG**

**WHEREAS**, pursuant to Roseburg Municipal Code Chapter 4.06, upon receipt of a report from the Community Development Department, the City Recorder initiated proceedings to vacate a portion of NW Stewart Parkway right-of-way in the City of Roseburg, more particularly described in Section 1 of this ordinance and shown on the map attached hereto as Exhibit "A" of this ordinance; and

**WHEREAS**, the City Recorder published a notice of a public hearing on the proposed vacation to be held before the Roseburg City Council on February 9, 2015, in The News-Review, a newspaper of general circulation in the City of Roseburg, Oregon, on January 28 and February 1, 2015, posted said notice at or near each end of the vacation area and mailed the same to all affected property owners, not less than 14 days prior to the date of the hearing, all of which more fully appear in the proof of publication, posting and mailing on file in the City Recorder's Office; and

**WHEREAS**, such public hearing was duly held before the Roseburg City Council on the above-mentioned date, and all persons desiring to be heard on said matter were heard;

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

**Section 1.** A portion of NW Stewart Parkway Right-of-Way, further described as follows:

A portion of that land conveyed to the City of Roseburg by the State of Oregon in Instrument Number 2004-20954, Douglas County deed records, lying in the Northwest Quarter of Section 12, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon; said portion being more particularly described as follows:

Beginning at the Southeast corner of Lot 3, Green Way Subdivision, as recorded in Volume 18, Page 38, Douglas County plat records; Thence along the Westerly boundary of said Instrument Number 2004-20954, South 2°21 '02" West, 63.60 feet to a 5/8" iron rod on the Easterly boundary of that land described as Adjusted Unit 1 in Instrument Number 2013-9995, Douglas County deed records; Thence along said

Easterly boundary of Adjusted Unit 1 of Instrument Number 2013-9995, North 63°32'22" East, 15.25 feet to a 5/8" iron rod; Thence leaving said Easterly boundary, along the arc of a 530.00 foot radius curve to the right (the chord of which bears North 11°46'17" West, 23.85 feet) 23.85 feet to a point; Thence North 10°28'56" West, 33.97 feet to the point of beginning and containing 413 square feet, more or less.

**Section 2.** A public and private utility easement shall be granted and reserved over the entire property described in the above Section 1, and being vacated by this ordinance, to allow for possible future utility installation and to accommodate a slope easement for Stewart Parkway right-of-way.

**Section 3.** The title to the property being vacated by this ordinance shall attach to the lands bordering on such equal portions in accordance with ORS 271.140.

**Section 4.** Pursuant to ORS 271.150, the City Recorder is hereby directed to file a certified copy of this ordinance and the map attached hereto as Exhibit "A" with the Douglas County Clerk, Douglas County Assessor and Douglas County Surveyor.

ADOPTED BY THE CITY COUNCIL THIS \_\_\_\_ DAY OF FEBRUARY, 2015.

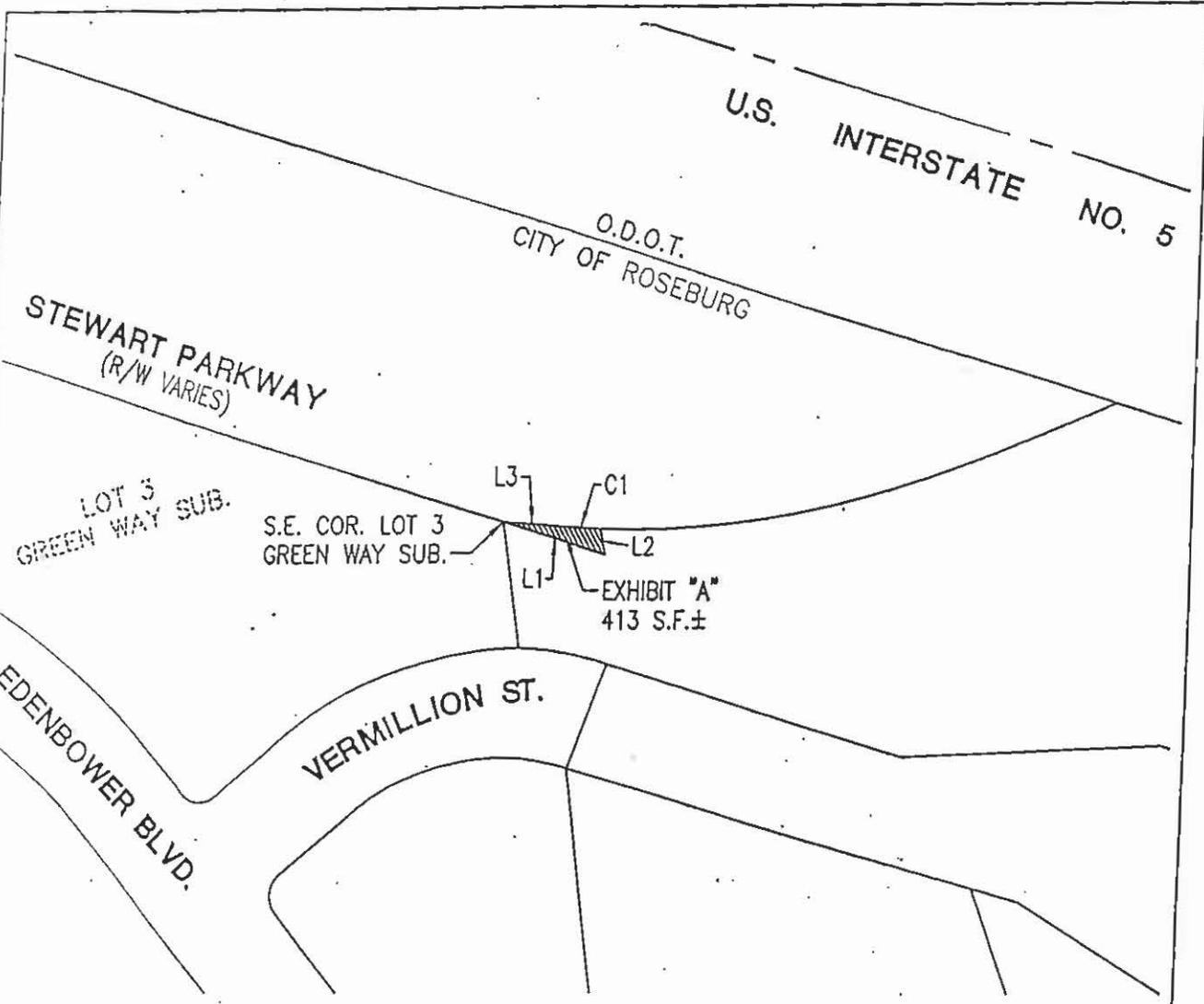
APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF FEBRUARY \_\_\_\_ 2015.

\_\_\_\_\_  
Larry Rich, Mayor

ATTEST:

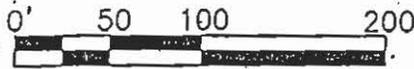
\_\_\_\_\_  
Sheila R. Cox, City Recorder

EXHIBIT "A"

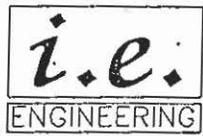


LINE TABLE		
LINE	BEARING	LENGTH
1	S2°21'02"W	63.60'
2	N63°32'22"E	15.25'
3	N10°28'56"W	33.97'

CURVE TABLE					
CURVE	CHORD BEARING	CHORD LENGTH	RADIUS	CURVE LENGTH	DELTA
C1	N11°46'17"W	23.85'	530.00'	23.85'	2°34'42"



SCALE: 1" = 100'



PROJECT NO. 1733-13  
 DWG BY: DAF

*CR*  
*2/2/15*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

---

### AN ORDINANCE AMENDING RMC SUBSECTION 2.32.020(A) REGARDING COMMISSION APPOINTMENTS

---

**Meeting Date:** February 9, 2015  
**Department:** City Recorder  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** ORDINANCES  
**Staff Contact:** Sheila R. Cox *SRC*  
**Contact Telephone Number:** 541-7492-6861

---

**ISSUE STATEMENT AND SUMMARY** Council will be considering an ordinance amending Roseburg Municipal Code (RMC) Subsection 2.32.020(A) regarding Commission appointments.

#### BACKGROUND

**A. Council Action History.** At the last meeting, Council discussed how Commission appointments are made, more specifically the part of the process that requires existing Commission members to “re-apply” if their term is ending and they wish to continue serving.

**B. Analysis.** RMC 2.32.020(A) currently requires an application to be completed from any individual who wishes to serve on a City Commission – *including those individuals who wish to continue serving on a Commission when their current term is due to expire at year-end.* In conjunction with this part of the process, Staff has solicited applications for *all* Commissions each fall (usually in late October) even if there were no known vacancies. At times, this has resulted in the City receiving applications from citizens wanting to serve on a Commission when there wouldn't be any vacancies to fill.

After discussing this situation at the January 26<sup>th</sup> meeting, Council consensus was to have Commission Chairs contact members whose terms were nearing expiration to see if they wanted to continue for another term and only solicit applications when a vacancy would truly exist because a current member resigned or chose not to serve another term. Adoption of the attached ordinance would eliminate the need for individuals serving on a Commission to complete an application if they want to continue serving past their current term. If the ordinance is adopted, Staff will only solicit applications when an actual vacancy occurs *or will occur* upon expiration of the term of a Commissioner who does not want to serve another term.

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

**D. Timing Issues.** n/a

**COUNCIL OPTIONS** Council may direct Staff to proceed with first reading of the proposed ordinance, ask for changes in the draft ordinance or simply leave the subject Code language as currently written.

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the proposed ordinance.

**SUGGESTED MOTION**

If Council concurs with Staff's recommendation, only a consensus to proceed with first reading will be required.

**ATTACHMENT:** The proposed ordinance amending RMC 2.32.020 (A)

**REVISED DRAFT**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING SUBSECTION 2.32.020(A) OF THE ROSEBURG  
MUNICIPAL CODE REGARDING COMMISSION APPOINTMENTS**

**SECTION 1.** Subsection 2.32.020(A) of the Roseburg Municipal Code, regarding General Commission Provisions, shall be amended to read as follows:

**2.32.020 Commission organization.**

**A. Appointments.** Any individual who wishes to serve on a City Commission, ~~including~~ except those individuals who wish to continue serving on a Commission after their term expires, shall complete an application as provided by the City Manager's office. The City Manager shall submit all applications to the Mayor and Commission Chair, with a copy provided to Council. After reviewing all applications, the Commission Chair shall recommend to the Mayor persons to fill any vacancies on the Commission. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person, subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote. The Chair of each City Commission shall be appointed annually at the first Council meeting of each year and shall be either the Mayor, if he so desires, or a City Councilor appointed by the Mayor. The Chair may be removed by the Mayor with concurrence of the Council. Each Commission member, excluding the Chair, shall serve a three-year term. The position of Chair shall be considered when determining the number of non-City residents that are allowed to serve on a Commission.

**SECTION 2.** All other Sections and Subsection of Chapter 2.32 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

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

**ATTEST:**

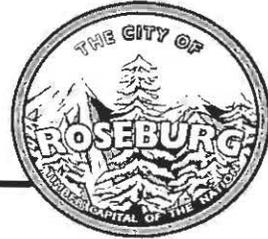
\_\_\_\_\_  
**SHEILA R. COX, CITY RECORDER**

**ORDINANCE NO. \_\_\_\_\_-page 1**

*LC*  
*2/4/15*

DEPARTMENT ITEMS A  
02-09-15

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### UPDATE – PROPOSED ORDINANCE AMENDING RMC SECTION 7.02.014 (A) REGARDING NOISE DISTURBANCES

---

Meeting Date: February 9, 2015  
Department: City Manager's Office  
[www.cityofrosburg.org](http://www.cityofrosburg.org)

Agenda Section: Department Items  
Staff Contact: Lance Colley  
Contact Telephone Number: 492-6863

---

#### ISSUE STATEMENT AND SUMMARY

Council will hear a status report on a proposed ordinance amending Roseburg Municipal Code (RMC) Section 7.02.014 (A), the City's Noise Disturbance Ordinance.

#### BACKGROUND

##### A. Council Action History.

- November 24, 2014 - After discussing a proposed noise ordinance amendment, Council directed staff to present an amended noise ordinance for consideration.
- December 8, 2014 – The ordinance was placed on the City Council agenda but removed during the Agenda Review process by the Mayor and Council President.
- January 27, 2015 – The City Council asked for a status report on the ordinance.

**B. Analysis.** Currently, the Police Department receives complaints of noise disturbances between the hours of 7:00 a.m. and 10:00 p.m. During most of these complaints the responding/investigating officer finds that the noise is indeed unreasonable but not unlawful according to Roseburg Municipal Code (RMC) 7.02.140(A) (Noise Disturbances). RMC 7.02.140(A) which states a noise disturbance violation can only occur between the nighttime hours of 10:00 p.m. and 7:00 a.m., which essentially means that any noise disturbance, whether reasonable or unreasonable, between the daytime hours of 7:00 a.m. and 10:00 p.m. is lawful.

As recommended by Staff, the City Council directed Staff to prepare an ordinance amending RMC 7.02.140(A) (Noise Disturbances) by removing the time specification "between the hours of 10:00 p.m. and 7:00 a.m." It was believed this amendment would remedy the City's inability to resolve most noise disturbance complaints – especially those that result in an entire neighborhood being subject to an unreasonable level of noise that is plainly audible within the complainant's home(s).

It was believed that the proposed amendment would not prohibit homeowners from using home maintenance and landscaping power equipment during reasonable hours. However, in reviewing the proposed ordinance during Agenda Review, the Mayor, Council President and City Attorney believed a broader review of noise regulations was warranted. Therefore, the

matter was removed from the agenda to allow time for further investigation into the expressed concerns.

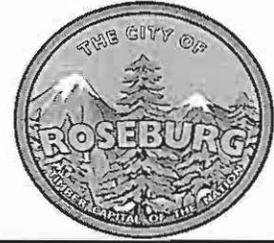
**C. Financial and/or Resource Considerations.** n/a

**D. Timing Issues.** Staff will be meeting to review the issues brought forward by citizens, the Mayor and Councilors. This review will include the broader Code provisions. Once complete, a proposed ordinance which best addresses all concerns will be brought forth for City Council consideration.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*C. Lance Colley*  
*2/4/15*

INFORMATIONAL A  
02-09-15



---

## ACTIVITY REPORT

---

**Meeting Date:** February 9, 2015  
**Department:** City Manager  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

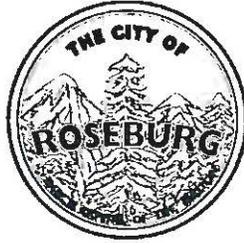
**Agenda Section:** City Manager Reports  
**Staff Contact:** C. Lance Colley  
**Contact Telephone Number:** 492-6866

---

### ISSUE STATEMENT AND SUMMARY

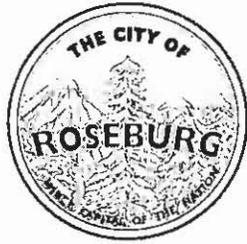
At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 9, 2015, meeting, I provide the following items:

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



Agenda  
Department Heads Meeting  
January 27, 2015 – 10:00 a.m.

1. Review January 26, 2015 Council Agenda
2. Review Tentative February 9, 2015 Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
  - Park Usage Permit
  - Murray Smith Task Order – Stephens Street Improvements
5. Department Items



Agenda  
Department Heads Meeting  
February 2, 2015 – 10:00 a.m.

1. Review Tentative February 9, 2015 Council Agenda
2. Tentative Future Agenda
3. Document Signing/Grants  
    Art Center Summer Arts Festival Permit
4. Planning Commission Questions
5. Non-Profit Organization Grant Request Process
6. Department Items

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- City Hall Entry/Finance Department Remodel
- Community Development Block Grant Process
- LUDO Update – Part 2
- Parking Enforcement Agreement
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

\*\*\*\*\*  
**February 23, 2015**

6:00 Special Meeting

- A. Risk Management and Ethics, City/County Insurance Services

Council Ward/Commission Reports

- A. Resolution No. 2015-01 – Adopting Goals

Consent Agenda

- A. Minutes of February 9, 2015 Special Meeting
- B. Minutes of February 9, 2015 Regular Meeting
- C. Removal of Parking Meters – Oak and Washington

Public Hearings

- A. Withdrawal of .81 Acres of Property and .10 Acres of Right-of-Way from Fire District No. 2
- B. Exemption from Competitive Selection – Concrete Construction Services
- C. OLCC New Outlet – Downtown Market, 751 SE Jackson

Ordinances

- A. Ordinance No. \_\_\_\_\_, Annexation, Zone Change, Boundary Line Adjustment of .81 Acres of Property Located East of the Stephens/Edenbower Intersection and .10 Acres of Associated Right-of-Way and Withdrawal of the Same from Douglas County Fire District No. 2
- B. 2<sup>nd</sup> Reading, Ordinance No. 3423 Vacation of a Portion of NW Stewart Parkway
- C. 2<sup>nd</sup> Reading, Ordinance No. 3424 – Amending Commission Appointment Requirements

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

\*\*\*\*\*  
**March 9, 2015**

Consent Agenda

- A. Minutes of February 23, 2015 Meeting

Ordinances

- A. 2<sup>nd</sup> Reading, Ordinance No. \_\_\_\_\_, Annexation, Zone Change, Boundary Line Adjustment of .81 Acres of Property Located East of the Stephens/Edenbower

Intersection and .10 Acres of Associated Right-of-Way and Withdrawal of the Same from Douglas County Fire District No. 2

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

\*\*\*\*\*

**March 23, 2015**

Consent Agenda

- A. Minutes of March 9, 2015 Meeting

Informational

- A. Activity Report

\*\*\*\*\*

**April 13, 2015**

Mayor Reports

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 23, 2015 Meeting
- B. 2015 OLCC License Renewal Endorsement

Informational

- A. Activity Report
- B. Budget Calendar Reminder

\*\*\*\*\*

**April 27, 2015**

Consent Agenda

- A. Minutes of April 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended March 31)

\*\*\*\*\*

**May 11, 2015**

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 27, 2015 Meeting
- B. U-TRANS Services Contract

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

\*\*\*\*\*

**June 8, 2015**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Ride to Work Day Proclamation

---

Consent Agenda

- A. Minutes of May 11, 2015 Meeting
- B. Fee Amendment Resolutions

Public Hearing

- A. Resolution No. 2015-\_\_\_\_, 2015/16 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2015/16 Budget Adoption

\*\*\*\*\*

**June 22, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

Executive Session – Municipal Judge Evaluation

\*\*\*\*\*

**July 13, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

\*\*\*\*\*

**July 27, 2015**

Consent Agenda

- A. Minutes of July 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended June 30)

\*\*\*\*\*

**August 10, 2015**

Consent Agenda

- A. Minutes of July 27, 2015 Meeting

Informational

- A. Activity Report

\*\*\*\*\*

**August 24, 2015**

Consent Agenda

- A. Minutes of August 10, 2015 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

\*\*\*\*\*

---

**September 14, 2015**

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- a. Minutes of August 24, 2015 Meeting

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

\*\*\*\*\*  
**September 28, 2015**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Informational

- A. Activity Report

\*\*\*\*\*  
**October 12, 2015**

Consent Agenda

- A. Minutes of September 28, 2015

Informational

- A. Activity Report

\*\*\*\*\*  
**October 26, 2015**

Consent Agenda

- A. Minutes of October 12, 2015

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended Sept 30)

\*\*\*\*\*  
**November 9, 2015**

Consent Agenda

- A. Minutes of October 26, 2015

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

\*\*\*\*\*  
**November 23, 2015**

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015
-

Informational

A. Activity Report

\*\*\*\*\*

**December 14, 2015**

Consent Agenda

A. Minutes of November 23, 2015

Informational

A. Activity Report

\*\*\*\*\*

**December 28, 2015**

Consent Agenda

A. Minutes of December 14, 2015

Informational

A. Activity Report

---

Friday January 30, 2015

Good Friday afternoon to everyone. **It's been a very busy week.** Staff kicked off the budget season with a half day retreat on Wednesday to set parameters for development of the 2015-16 budget after our Council meetings on Monday and Tuesday. We will have an opportunity to include some positions/activities in the budget that were lost during the recession and should allow us to provide a better level of service in some important areas. There will be more to come on the development of the budget as we get further into budget season.

We completed a round of all staff customer training this week. Staff attended the training in one of three sessions to meet their shift and operational assignments and the third session was recorded so anyone who was away will have the opportunity to watch it in the near future. We will emphasize internal and external customer in our upcoming all administrative group trainings over the next couple of quarters. This was a great opportunity to get folks from every department together to make sure everyone understands the importance of the services we provide and how to provide them. I thought people were very engaged and came away with a very positive attitude.

Councilor Marks, Brian Davis and I attended a Partnership for Economic Development marketing strategy meeting early the week. County Commissioner Chris Boice is the new Commissioner assigned to the Partnership Board so it was very interesting to hear his approach to the Partnership work plan. Most of the Partnership Board and some of the other members were present at the meeting and I think we came away with a good understanding of the core approach for marketing in the next year, and more importantly, **what worked or didn't work the past year, and what we want to concentrate on in the future.** The Partnership annual report is coming up soon, so I will be working with Councilor Marks, Brian and Alex Campbell to make sure we have a report that **represents our work and the City of Roseburg's involvement in the ongoing economic development activities.**

Winter leaf pickup concluded recently. The three plus month activity resulted in removal of about 900, yes 900, cubic yards of leaves from the Roseburg area streets. The leaf debris is removed using equipment that shreds the leaves as it vacuums them into our trucks, **and over 40% of the "compostable" material was delivered to citizens who recycle the material into mulch for their gardens.** This is a great way to keep our storm drains clear and make the process more environmentally sensitive. Citizens can use the mulch and we keep it away from the storm drainage system. This is a service that could be



very easily overlooked but is very important from a livable community perspective.

I also wanted to let you know that the City of Roseburg along with their consultant Mead & Hunt, Inc. received a “Grand Award for Engineering Excellence” for the Newton Creek Fish Ladder that was constructed as part of the Taxiway Relocation project in 2013. The award was presented by the American Council of Engineering Companies (ACEC) at their 2015 awards dinner in Portland on January 21<sup>st</sup>. The Engineering Excellence award is an annual design competition that recognizes engineering achievements which demonstrate the highest degree of merit and ingenuity. You all got a look at this project as part of your Urban Renewal bus tour last summer. It is great to be recognized for the work our staff and consultants are doing both for the airport and our community.



And lastly, I met with representatives from NeighborWorks Umpqua, DRA and SERVICE this afternoon for an update on their branding/logo work for south Roseburg. They have been working for about six months on getting public input and developing a theme and logo. They will attend your February 9<sup>th</sup> Council meeting to provide an update on their work to date. They will finalize their work and rolling it out to the DRA membership and the SERVICE neighborhood later in February or early March and then they'll share their final product with Council in March.

Have a great weekend everyone!