

1-4-2024

ROSEBURG CITY COUNCIL AGENDA – JANUARY 8, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom.
See 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

3. Roll Call

Tom Michalek
Andrea Zielinski
Patrice Sipos

David Mohr
Ellen Porter
Shelley Briggs Loosley

Kylee Rummel
Ruth Smith

3. Mayor Reports

- A. Commission Chair Appointments
- B. Commission Appointments

4. Commission Reports/Council Ward Reports

- A. Election of Council President
- B. Economic Development Resignation – Misty Danskey
- C. Library Commission Resignation – Terri Lundy

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

6. Special Presentation

- A. 2023 Library Five Year Review

7. Consent Agenda

- A. December 6, 2023 Special Meeting Minutes
- B. December 11, 2023 Regular Meeting Minutes
- C. December 13, 2023 Work Session Minutes
- D. OLCC – New Outlet – Chops Catering at 1308 NW Park Street #103
- E. OLCC – New Outlet – Darin Allaire at 254 W. Broccoli Street

8. Department Items

- A. Authorization to Apply for Pier Grant with Douglas County for Backup Power at Fulton
- B. Winchester Street Property Discussion

9. Items from Mayor, City Council and City Manager

10. Adjourn

11. Executive Session ORS 192.660(2)

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions, which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:

Comments may be provided in one of 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



COMMISSION APPOINTMENTS

Meeting Date: January 8, 2024

Agenda Section: Mayor Reports

Department: Administration Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired December 31, 2023.

BACKGROUND

A. Council Action History.

Similar action is taken by the Council each January.

B. Analysis.

Known vacancies are advertised; commission members who would like to be reappointed merely need to express their interest to the Commission Chair or Staff. The Commission Chair is to make a recommendation as to the Commission appointments. 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 following denotes the status of Commission membership needs, interest from existing members and any new vacancies that would need to be filled.

Airport Commission

Two (2) Commission members had term expirations:

- Steve Skenzick – requested reappointment
- Daniel Sprague – requested reappointment

If approved, the following motion is suggested, "I move to reappoint Commission members Steve Skenzick and Daniel Sprague to the Airport Commission for another three year term."

Budget Committee

Five (5) Committee members had term expirations:

- Knut Torvik – needs filled
- Bob Scott – needs filled
- Jerry Smead – requested reappointment

- Bryan Sykes – requested reappointment
- Jeffrey Weller – requested reappointment

One (1) vacancy – needs filled

If approved, the following motion is suggested, “I move to reappoint Committee members Jerry Smead, Bryan Sykes, and Jeffrey Weller to the Budget Committee for another three year term.”

Economic Development Commission

Three (3) Commission members had term expirations:

- Don Baglien – needs filled
- Leah Jones – needs filled
- Michael Widmer – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission member Michael Widmer to the Economic Development Commission for another three year term.”

Historic Resource Review Commission

Three (3) Commission members had term expirations:

- Bentley Gilbert – requested reappointment
- Stephanie Giles – requested reappointment
- Lisa Gogal – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission members Bentley Gilbert, Stephanie Giles, and Lisa Gogal to the Historic Resource Review Commission for another three year term.”

Homeless Commission

Six (6) Commission members had term expirations:

- Chris Boice – needs filled
- KC Bolton – needs filled
- Dr. Gregory Brigham – requested reappointment
- Shelly Briggs Loosley – requested reappointment
- Brent Eichman – needs filled
- Shaun Pritchard – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission members Dr. Gregory Brigham, Shelly Briggs Loosley, and Shaun Pritchard.”

Library Commission

Two (2) Commission members had term expirations:

- Mandy Elder – requested reappointment
- Shirley Lindell – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission members Mandy Elder and Shirley Lindell to the Library Commission for another three year term.”

Parks and Recreation Commission

Two (2) Commission members had term expirations:

- Ryan Finlay – requested reappointment
- Diana Wales – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission members Ryan Finlay and Diana Wales to the Parks and Recreation Commission for another three year term.”

Planning Commission

One (1) Commission member had a term expiration:

- Jaime Yraguen – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission member Jaime Yraguen to the Planning Commission for another four year term.”

Public Works Commission

One (1) Commission member had a term expiration:

- Fred Dayton Jr. – requested reappointment

If approved, the following motion is suggested, “I move to reappoint Commission member Fred Dayton Jr. to the Public Works Commission for another three year term.”

C. Financial and/or Resource Considerations.

N/A

D. Timing Issues.

Given the business scheduled for consideration by all Commissions, it is recommended appointments be made/confirmed as soon as practical.

STAFF RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made any recommendations as that choice lies with the Commission Chair and the Mayor.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ELECTION OF COUNCIL PRESIDENT

Meeting Date: January 8, 2024

Agenda Section: Council Reports

Department: Administration **Staff Contact:** Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In accordance with Section 3.8 of the City Charter: "At the first meeting of the Council each year or as soon thereafter as practical, the Council shall choose one of its members to preside over the Council and perform the duties of Mayor in the absence of the Mayor from the City or in case of the Mayor's inability to act as such."

SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR _____ TO ACT AS THE 2024 CITY COUNCIL PRESIDENT."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ECONOMIC DEVELOPMENT COMMISSION RESIGNATION

Meeting Date: January 8, 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

Economic Development Commission Member Misty Danskey has resigned from her position on the Commission.

BACKGROUND

A. Council Action History.

n/a.

B. Analysis.

Commissioner Dansky informed Staff of her resignation effective immediately. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

C. Financial/Resource Considerations.

n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner Danskey's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Danskey's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT MISTY DANSKY'S RESIGNATION FROM THE ECONOMIC DEVELOPMENT COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

Grace Jelks

From: Chrissy M. Matthews
Sent: Monday, December 11, 2023 8:18 AM
To: Autumn C. David; Grace Jelks
Subject: FW: EDC Resignation

Good morning,
Misty Danskey is resigning from the EDC due to a conflict with an ongoing commitment. Please see her email below.

Thank you,

[Chrissy Matthews](#) | Community Development Department Technician
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470
☐ 541-492-6750 | cmatthews@cityofroseburg.org

Office Hours – Monday thru Friday 8-12 and 1-5:00 excluding holidays

From: misty_ross@yahoo.com <misty_ross@yahoo.com>
Sent: Sunday, December 10, 2023 10:06 PM
To: Chrissy M. Matthews <cmatthews@cityofroseburg.org>; DON BAGLIEN <baglien007@gmail.com>; Leah Jones <leahjoyjones@gmail.com>; Mickey Beach <mbeachnw@gmail.com>; mwidmer@roguecu.org; Paul Zegers <paul@paulzegers.com>; Patrice L. Sipos <PSipos@cityofroseburg.org>; Stuart I. Cowie <SCowie@cityofroseburg.org>; CAM - ANVIL NORTHWEST <cam@anvilnorthwest.com>; DANI - ANVIL NORTHWEST <dani@anvilnorthwest.com>
Subject: EDC Resignation

Hi All,

Sadly, I just discovered that our EDC meetings have been moved to Thursdays in the future, this creates a conflict for me. I have a long ongoing commitment that prohibits me from being able to attend on this day.

I will miss this commission, I have been a member for over a decade, when it was the Visitor and Convention Commission. Hey Paul, I think you are the final hold out from those days. Keep the torch alive, lol.

I'll miss the work. I love tourism, it's one of the many things that makes our community special! Cam and Dani, keep up the good work you're doing for Roseburg Visitor Center. You guys are kill'n it!

I hope you all have a very special holiday season and a wonderful 2024!

Misty

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



LIBRARY COMMISSION RESIGNATION

Meeting Date: January 8, 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

Library Commission Member Terri Lundy has resigned from her position on the Commission.

BACKGROUND

A. Council Action History.

n/a.

B. Analysis.

Commissioner Lundy informed Staff of her resignation effective immediately. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

C. Financial/Resource Considerations.

n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner Lundy's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Lundy's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT TERRI LUNDY'S RESIGNATION FROM THE LIBRARY COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

Grace Jelks

From: Kris Wiley
Sent: Friday, December 15, 2023 9:37 AM
To: Terri Lundy
Cc: Grace Jelks; Patty Hitt; Nicole A. Messenger
Subject: RE: Library commission

Good morning, Terri,

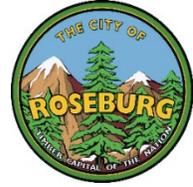
Thank you so much for your encouragement, counsel, and support over the years – we will miss you. I appreciate your kind words and wish you all the best.

Kris

From: Terri Lundy <drmom001@gmail.com>
Sent: Friday, December 15, 2023 8:57 AM
To: Kris Wiley <KWiley@cityofroseburg.org>
Subject: Library commission

It is with regret and after a great amount of thought and consideration, I have decided to resign from my position on the Library Commission. I thank you and am grateful for the fantastic work that you do. You have been an amazing asset to our community.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ROSEBURG PUBLIC LIBRARY 5-YEAR REVIEW

Meeting Date: January 8, 2024

Department: Library

www.cityofroseburg.org

Agenda Section: Special Presentation

Staff Contact: Kris Wiley, Director

Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

Roseburg Public Library opened to the public on December 27, 2018. As the library celebrates five years of providing services, it is fitting to share a visual retrospective.

BACKGROUND

A. Council Action History.

N/A

B. Analysis.

Roseburg Public Library collects statistics on data points such as circulation, programs, volunteer hours, and grants. This presentation includes information compiled from the past five years.

C. Financial/Resource Considerations.

N/A

D. Timing Considerations.

N/A

COUNCIL OPTIONS

N/A

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION

No motion needed. This is for information purposes only.

ATTACHMENTS:

Attachment #1 – Library 5-Year Review



5-Year Review

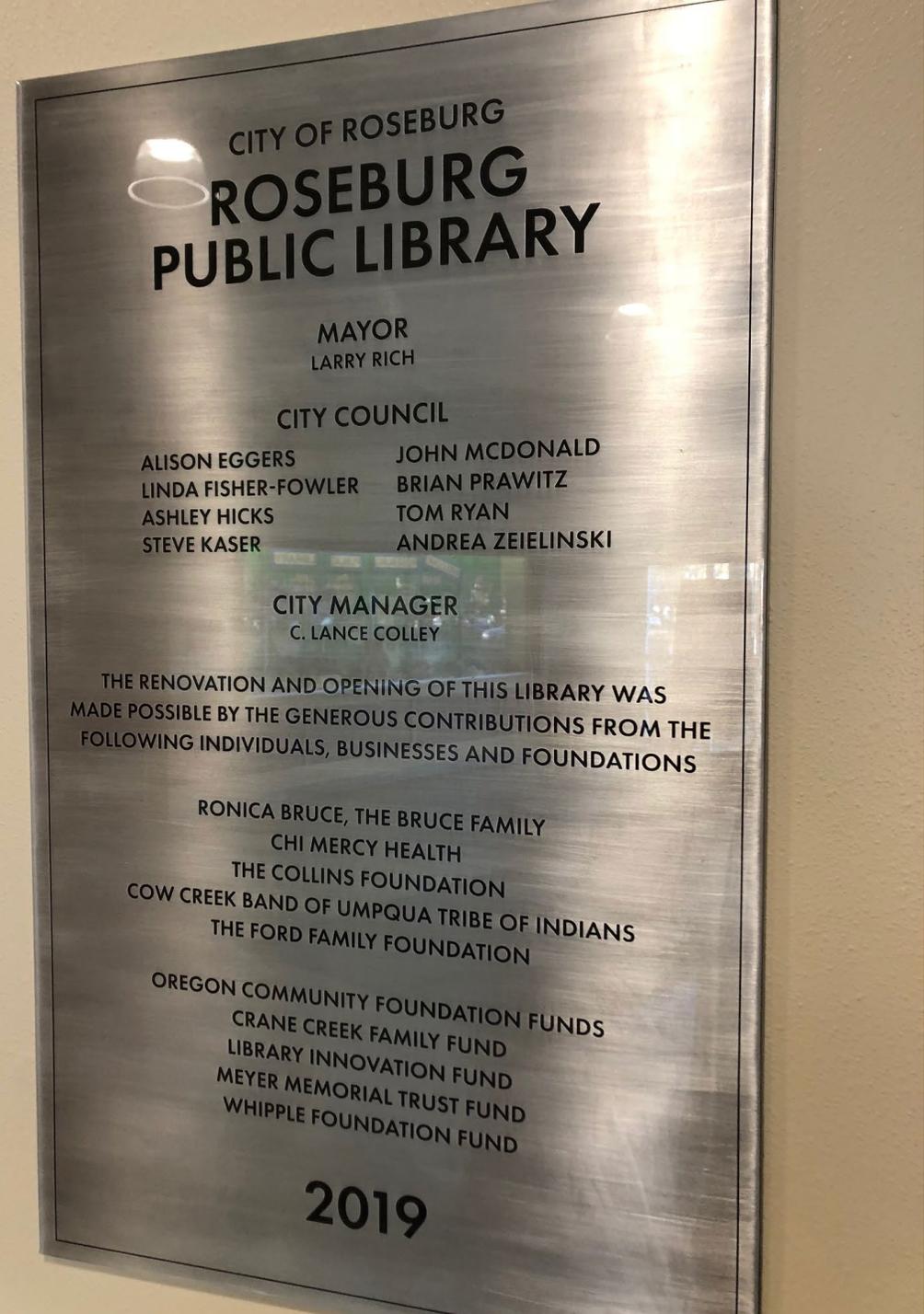
Building Renovation | July-December 2018



Grand Opening January 10, 2019



Photo credit: The News-Review



Renovation 2nd Phase | 2020-2021



Library as Community Space

285,000 visitors

25,000 public computer logins

2600 meeting room uses



Library as Community Space



Library Overview

5525 cardholders
79,000 total items
21,000 items added



Youth Services



Youth Services

33,000 items
185,000 checkouts



Youth Services



**600 children's programs
20,000 attendees**

**75 teen programs
3300 attendees**

Summer Reading Program



Adult Services

110,500 checkouts

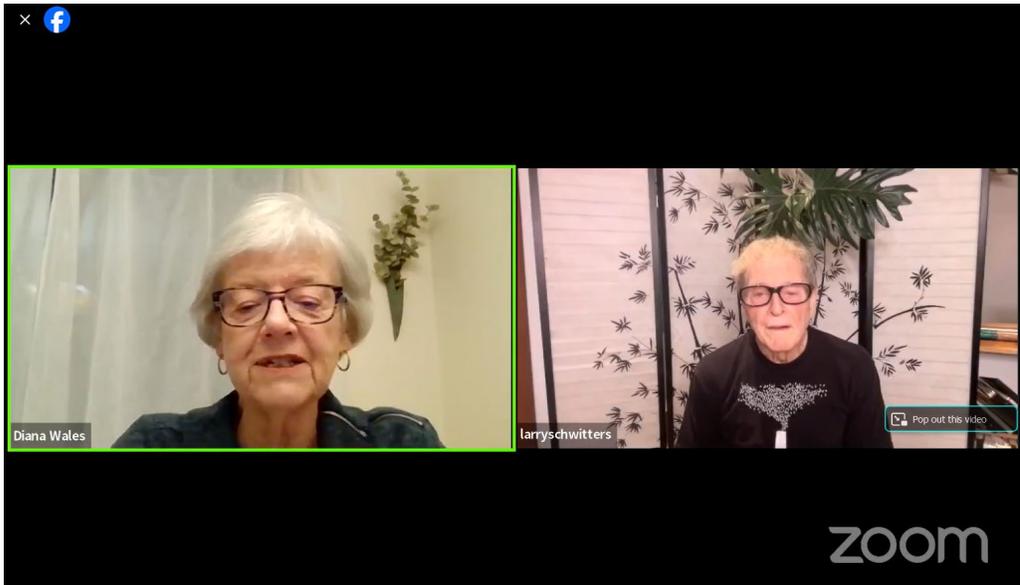


46,000 items

140,000 checkouts

Adult Services

163 programs
2300 attendees



ROSEBURG PUBLIC LIBRARY
COMMUNITY, CURIOSITY, LEARNING
ROSEBURGPUBLICLIBRARY.ORG

Join us on Zoom for a three-part series facilitated by Dr. Alma Rosa Alvarez of Southern Oregon University.

All materials for the course will be provided.

Chicanx Literature Series

...And the Earth Did Not Devour Him
I AM NOT YOUR PERFECT MEXICAN DAUGHTER
IMAGINARY PARENTS

June 9: And the Earth Did Not Devour Him
July 14: I Am Not Your Perfect Mexican Daughter
August 11: Imaginary Parents

*** 6:30 - 8 p.m. for all sessions ***

Email library@cityofroseburg.org to register.

GRANT RECIPIENT
American Rescue Plan
Borrowing Costs for Libraries
ALAC

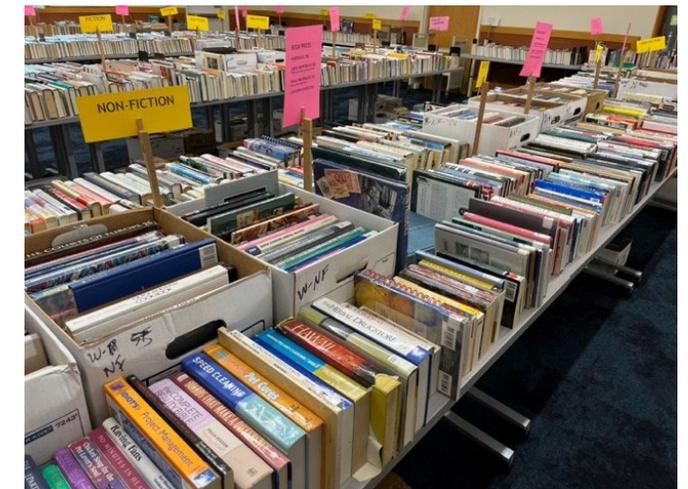


Volunteers – 9300 hours

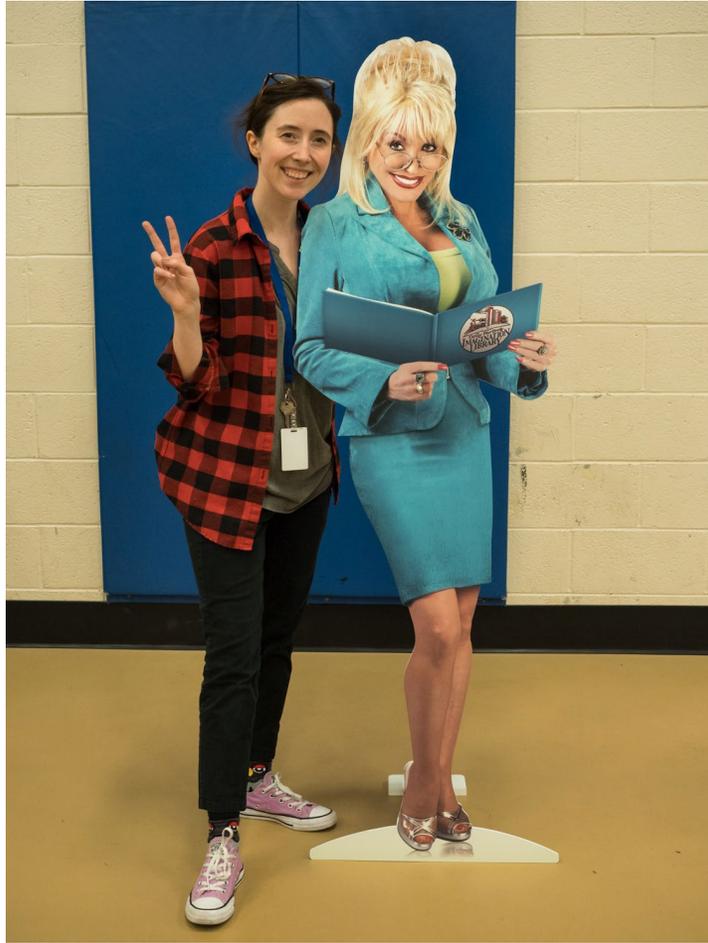


Friends of the Roseburg Public Library

\$50,000



Friends of the Roseburg Public Library



Launched October 2019

1420 active registrations

978 graduates

47,511 books mailed



Grants

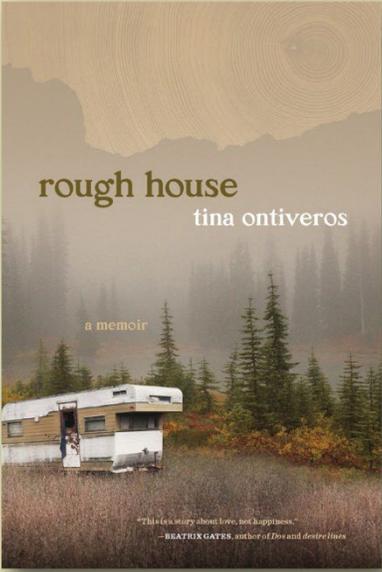
45 projects, \$562,000



Grants

ROSEBURG READS

COMMUNITY BOOK PROJECT



EVENTS

THURSDAY, APRIL 29 @ 6:30 P.M.
Group Discussion about "rough house" by Tina Ontiveros

THURSDAY, MAY 6 @ 6:30 P.M.
Conversation with Tina Ontiveros

THURSDAY, MAY 13 @ 6:00 P.M.
Memoir writing workshop with Tina Ontiveros

LEARN MORE AT
ROSEBURGPUBLICLIBRARY.ORG



DOUGLAS
EDUCATION SERVICE DISTRICT
LISTEN • LEARN • LEAD

Friends of the
Roseburg Public Library

Libraries Transforming Communities: Focus on Small and Rural Libraries is an initiative of the American Library Association (ALA) in collaboration with the Association for Rural and Small Libraries (ARSL)."



Hearing Assistance Available
Asistencia auditiva a su disposición
Aide à l'audition disponible

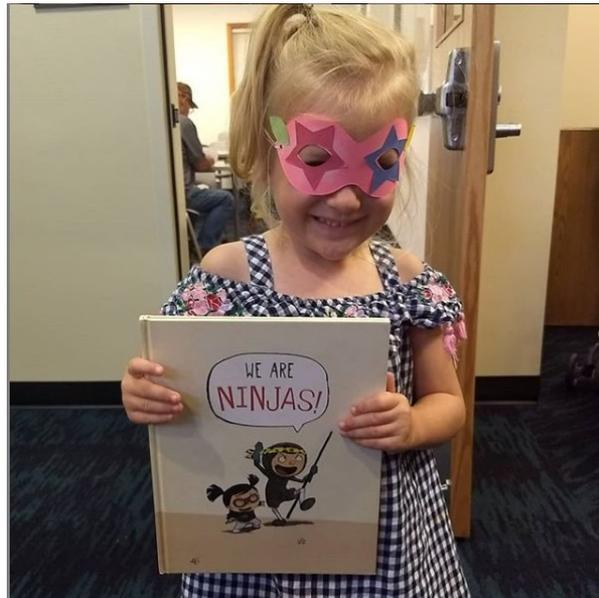
This facility is equipped with a hearing assistance system. Please ask for a receiver.
Este establecimiento está equipado con un sistema de asistencia auditiva. Por favor solicite un receptor.
Cet établissement est équipé d'un système d'aide à l'audition. S.V.P. demandez un récepteur.



WILLIAMSOUND

Staff







ROSEBURG PUBLIC LIBRARY

"There is more treasure in books than in all the pirate's loot on Treasure Island."
—Walt Disney, film producer (1901-1966)

Your library will help young minds flourish

Libraries and literacy go hand in hand. Public libraries serve as vital components of a thriving community and beacons of lifelong learning. Research has shown:

- "Library programs help prepare children and schools for kindergarten transition."
Making cities stronger: Public Library Contributions to local economic development
- "Fourth grade students who read for fun every day score the highest on reading assessment tests."
The Link between Public Libraries and Early Reading Success
- "The librarian's expertise in selecting and using materials is unique."
Books, Budgets, and Libraries: Serving Infants, Toddlers, and Young Children
- "Summer reading programs increase reading achievement."
The Role of Public Libraries in Children's Literacy Development: An Evaluation Report

Source: American Library Association

ROSEBURG PUBLIC LIBRARY
COMMUNITY, CURIOSITY, LEARNING

Thank you for your support!

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL MEETING
December 6, 2023**

Mayor Rich called the special meeting of the Roseburg City Council to order at 4:03 p.m. on December 6, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: Patrice Sipos

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

3. Council Matters

A. Messenger and Cowie presented Downtown Parking. Discussion ensued.

Councilor Porter’s comments and questions included clarification of whether assessing a fee to property owners is specific to a certain area and the Salem program’s structure of fees based on square footage and different tiers.

Mayor Rich’s comments and questions included whether there was a range of monthly fees in the Salem program.

Messenger clarified the proposed fee assessment is specific to the property owners indicated.

Cowie clarified that there needs to be a determination on the ratio or range for a fee structure.

Audience Participation

A. Gary Quist, resident and business owner, spoke in opposition of charging or penalizing customers.

B. Paul Bentley, business owner, spoke in opposition of business owners being charged extra fees to pay for a parking program, but would like to have access to daily or annual permits.

C. Phil Singleton, resident, spoke in favor a parking program using alternate programs and is available to discuss his research.

D. Janis Brown, business owner, spoke in favor of a parking program, but charging extra fees would be a hardship for business owners.

- E. Zack Weiss, business owner, spoke in favor of a parking program using a hybrid model and noted that all cities he's visited charge customers for parking.
- F. Felicia Mellor, business owner, spoke in opposition of charging business owners extra fees for a parking program.
- G. Angela Archer, business owner, spoke in opposition of charging business owners extra fees for a parking program.
- H. Richard VanderVelden, Sutherlin resident, spoke in opposition of customers being charged increased parking fees.
- I. Jamie Maneha, business owner, spoke in favor of a parking program paid for by customers using alternate methods.
- J. Richard Weckerle, business owner, spoke about business owners and employees misusing free parking and in opposition of charging business owners extra fees for a parking program.
- K. Keith Tidball, business owner, spoke in favor of a parking program that is app based.
- L. Matt Hallman, business owner, spoke in opposition of charging business owners extra fees for a parking program.

Mayor Rich's comments and questions included determining who should pay for parking, figuring out percentages, and housekeeping rules regarding sub-committee meeting coordination and notifications.

Councilor Porter's comments and questions included appreciation for the community sharing their comments and concerns, a recurring theme regarding concern for employee misuse of parking, whether Park Smart is an option, support for a sub-committee that includes input from business owners, the process should be quick so that a decision can be made, whether there has been a financial analysis to determine the cost of having a City employee dedicated to parking enforcement, analyze options for making the parking garage more secure, it would be beneficial to look back at what was already done and help expedite the process, it is not critical to have Staff at every sub-committee meeting, we need to know sooner rather than later about the cost for upgrades to the parking garage using ARPA funds, offered to assist with the sub-committee, and encouragement for downtown businesses to have frequent discussions and come already prepared to the ad hoc meetings.

Councilor Porter clarified that she did not mean that Staff shouldn't be a part of meetings with the sub-committee, rather it is not critical that they be at every meeting.

Councilor Rummel's comments and questions included adding a sub-committee made up of Councilors and business owners to discuss ideas for a solution and continue to monitor progress, we should not reinvent the wheel by starting completely over, not one single solution is going to make everyone happy, community and business owner involvement is important for buy-in to implement a solution, offered assistance with the sub-committee, and using ARPA funds to pay in the interim so that the sub-committee has more time to meet on a schedule that also works for Staff.

Councilor Michalek's comments and questions included addressing the expressed desire to have extended free parking, it is reasonable to expect customers to pay a larger portion of the parking fees, give Ace Parking more time to advise the Council on possible solutions, whether using an app requires new meter installation, the cost to install new meters is prohibitive, businesses should pay more, the cost for parking should be paid for by the whole City, and the general fund should pay for the parking deficit.

Council President Zielinski's comments and questions included the importance of enforcement, keeping some free parking, better utilization of the parking garage, replacing meters with an app, the ease of use of apps in other cities, prime parking spots should be paid, incentivize free parking further away or in the garage, discouraging employee misuse of parking, addressing the bigger issue of the Parking Fund deficit, making sure we are supportive of business owners by not making costs prohibitive, Staff has a lot invested in this issue and should be involved in the process, the Downtown Roseburg Association ran Park Smart but that went away when the association disbanded and enforcement became the City's responsibility, and we still need to come up with a funding solution that is equitable while keeping our downtown district vibrant.

Council President Zielinski noted for the record that it is Staff's job to be present at the sub-committee meetings and it is important for working with business owners, communication, and relationship building.

Councilor Mohr's comments and questions included appreciation for comments by business owners, support for adding a sub-committee to discuss possible solutions, the benefits of including business owners in the decision-making process, security and feasibility of incubating a business downtown should be part of the discussion, concerns about the environment being created, leveraging increasing security, feasibility studies, participation of local businesses to come up with a solution they will support, and offered to be an alternate on the sub-committee.

Councilor Smith's comments and questions included there is no perfect solution, we cannot keep operating at a deficit, support for adding a sub-committee to discuss possible solutions, it is important for business owners to have a voice in the matter, current interest by business owners to be involved in the sub-committee, and that following up with Staff on a regular basis about sub-committee meetings is important and doable if they are not able to attend every meeting.

Councilor Smith noted for the record that she lives and works in this Ward, which encompasses the downtown parking area, and offered to organize and Chair the sub-committee.

Councilor Briggs Loosley's comments and questions included support for a small group discussion, the importance of including community representatives and business owners, and coming up with a solution that takes into account people that have lived through different variations of parking enforcement downtown.

Messenger clarified that adding more employees for parking enforcement would cost more than what the City is paying for the Ace Parking contract, there is a recent parking assessment that was reviewed by a previous committee made up of business owners and Councilors but the solutions suggested were too costly to implement, cost will always be a determining factor, determining where this falls on the Council's priorities due to concerns about the ability to staff extra meetings and maintain a busy workload, adding other services are good ideas but paying for them is difficult when we are already trying to fill a large hole that keeps getting bigger, paying for additional services with general funds takes away from paying for other basic services, we may not be able to get everybody on the same page because they do not all have the same needs, and we are cognizant of coming up with a solution that does not harm businesses.

Messenger noted for the record that there is language in the City's Municipal Code that states that this sub-committee would be classified as a City Manager ad hoc committee, which does mean that Staff would need to attend the meetings. If we are following the Code, we want to be sure that Staff is available to provide correct information during these meetings.

Cowie clarified there is a recent parking assessment, which could be a good starting point rather than completely starting over.

Mayor Rich urged caution before moving forward with a sub-committee because this process has happened before and it didn't produce any viable solutions. Special attention needs to be given to very specific timelines, directions, and making a decision. Council still needs to make a decision on how to pay the bill every month and eliminate the larger deficit.

Hitt noted for the record that sub-committee meeting coordination and notices should include her office in order to maintain compliance with public meeting laws.

Council supported a sub-committee made up of Councilors and business owners to review the most recent parking assessment and discuss solutions, with Councilor Smith acting as coordinator.

4. Adjourn

Mayor Rich adjourned the work session at 6:00 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
December 11, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on December 11, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Mohr 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 Autumn David, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

A. VanWinkle presented Municipal Judge Pay.

Council President Zielinski moved to increase the Municipal Judge’s monthly salary by 5% to \$5,969 effective retroactive to November 1, 2023. The motion was seconded by Councilor Briggs Loosley 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.

4. Commission Reports/Council Ward Reports

Councilor Smith reported on the December 6, 2023, MedCom meeting. The Committee has decided to move forward with plans to dissolve by July 1, 2024.

Councilor Briggs Loosley reported on the December 11, 2023 Homeless Commission meeting. There was a very large turnout for audience participation and the Commission voted to remove the Winchester Street property from consideration.

5. Audience Participation

Misty Ross-Danskey, business owner, spoke about questions raised during the last downtown parking assessment regarding a parking tax, dismissed citations, and revenue to offset the deficit.

6. Consent Agenda

- A. November 1, 2023 Work Session Minutes
- B. November 9, 2023 Work Session Minutes
- C. November 13, 2023 Regular Meeting Minutes
- D. OLCC – Additional Privilege “Limited On-Premises” – Jackson Street Provisions, LLC dba Jackson Street Provisions

Council President Zielinski moved to approve item’s A through D of the consent agenda. The motion was seconded by Councilor Smith 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.

- E. OLCC – New Outlet – Darin Allaire at 254 W. Broccoli Street
This item was removed from the agenda.

7. Ordinances

- A. Ordinance No. 3596 – An Ordinance Amending Chapter 6.02 of the Roseburg Municipal Code, First Reading.

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

Councilor Sipos’ comments and questions included clarification of “other officer” in the new language of the ordinance, whether a cat is considered property, how is animal waste buildup reported, whether animal waste buildup is considered a health issue similar to a broken sewer line, how the impound rules compare to the County’s, an animal impounded by the County’s Animal Control Officer was denied release due the officer being unavailable, why does the City Manager hear appeals about ordinance violations, the City Manager is very busy, who makes the determination that a dog has rabies and needs to be disposed of, there should be heavier fines for dog owners that do not train their dogs, fine amounts, and consequences for owners of dogs that bite or attack.

Councilor Mohr’s comments and questions included clarification of the definition of multiple dogs in a meeting space that is not considered a kennel, adding language to further delineate the issue and give more options for remediation, kennel license definition, private dog parks allowed by ordinance, clarification of the time limit on holding a lost or found dog before it can be sold or destroyed, concerns about protecting owners and giving them enough time to claim their lost dog, whether acknowledgement of a notification by the owner starts the clock, nuisance citation process, limitation on the number of dogs, clarification of the City Manager being the final authority for dogs that are impounded but the owner was not cited to appear before a judge, and further clarification or language should be added to make it clear there are two different processes that can happen.

Councilor Smith’s comments and questions included clarification of creating spaces for dogs in apartment complexes.

Councilor Porter's comments and questions included clarification of the law enforcement process if a complaint is filed about a homeless person's dogs, prohibiting breeding on public property, and whether puppies are counted in the number of dogs allowed.

Councilor Michalek's comments and questions included whether cell phone videos or pictures would be considered evidence.

Klopfenstein clarified that "other officer" might include a Compliance Officer, the language was purposely kept broad to allow for possible considerations in the future, both cats and dogs are considered domestic animals under State Statute, cats are not supposed to run free on other properties and can be reported, the ordinance is complaint driven, changes to the ordinance were proposed in part because law enforcement has been made aware of some of the problems discussed tonight, it is not illegal for animal waste to buildup in the yard of the property owner, the City cannot speak for the County's Animal Control Officer or their policies on impoundment, there is an appeal process through the City Manager, there are statutory requirements for animals with rabies, a Judge has discretion within the law to impose fines and increase penalties, the ordinance is complaint driven and a tool to help alleviate the problem, kennels are more about boarding and training rather than how many dogs you have on your property, "kept" is defined as where dogs stay, the ordinance gives perimeters for law enforcement to hold lost or found dogs, the animal shelter works very hard to find them homes and that process takes a very long time, the ordinance follows the League of Oregon Cities model, notification is from the certified mail date, law enforcement uses probable cause for issuing a nuisance citation and works through a process with the owner that includes a warning first, non-compliance after the first warning will get a citation, citations go through a court hearing, most citations are heard and end with the judge, clarification was given about how complaints are handled for aggressive dogs in homeless camps, law enforcement has not found breeding to be intentional, puppies are not counted until after they are six (6) months old, State statute does not limit or ban animal breeding, cell phones videos can be used as evidence, and law enforcement sends reports to animal control about dog bites.

Forrester clarified that animal waste smell is covered under the nuisance section and can be cited, people do have some rights on their own property, County ordinances are similar and they can still enforce using their rules inside City limits, this ordinance gives the City options to enforce its rules inside City limits, dogs that exhibit signs or behaviors of rabies are required to be quarantined, animals should be seen by a veterinarian to determine a rabies diagnosis but that should be done by the owner, owners do get cited by a Judge, fines can be up to \$1500, language can be changed before the next reading, kennels are allowed and can be approved for licensure after determining the proper zoning, day use of outside spaces where dogs congregate is allowed, 72 hours/120 hours are statutory, limitation on the number of dogs is not statutory, the ordinance applies to anyone living inside the City limits, dog bites are addressed in the ordinance, owners of dogs that are impounded are either cited to appear before a judge or can appeal the impoundment to the City Manager, and the County and Municipal Judge have their own processes for impounded dogs.

Direction was given to Staff to address the number of animals allowed in multi-family housing and clarifying language that owners of impounded animals may be cited to appear before a judge and/or appeal the impoundment to the City Manager.

Hitt read Ordinance No. 3596, entitled “An Ordinance Amending Chapter 6.02 of the Roseburg Municipal Code,” for the first time.

B. Ordinance No. 3597 – An Ordinance Granting a Telecommunications Franchise to BCN Telecom Inc., First and Second Reading.

Hitt presented an overview of the ordinance.

Council agreed to a first reading of Ordinance No. 3597. Hitt read Ordinance No. 3597, entitled, “An Ordinance Granting a Telecommunications Franchise to BCN Telecom Inc., effective retroactively on April 1, 2023,” for the first time.

Council President Zielinski moved to suspend the rules and proceed with second reading of Ordinance No. 3597, An Ordinance Granting a Telecommunications Franchise to BCN Telecom Inc. and declaring an emergency. 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.

Hitt read Ordinance No. 3597, entitled, “An Ordinance Granting a Telecommunications Franchise to BCN Telecom Inc.” for the second time.

Council President Zielinski moved to adopt Ordinance No. 3597, An Ordinance Granting a Telecommunications Franchise to BCN Telecom Inc. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3597 as adopted.

C. Ordinance No. 3598 – An Ordinance Granting a Telecommunications Franchise Agreement with Qwest Corporation dba CenturyLink QC, First and Second Reading.

Hitt presented an overview of the ordinance.

Council agreed to a first reading of Ordinance No. 3598. Hitt read Ordinance No. 3598, entitled, “An Ordinance Granting a Telecommunications Franchise to Qwest Corporation, dba CenturyLink QC, effective January 1, 2024” for the first time.

Council President Zielinski moved to suspend the rules and proceed with second reading of Ordinance No. 3598, An Ordinance Granting a Telecommunications Franchise to Qwest Corporation dba CenturyLink QC and declaring an emergency. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no.

Hitt read Ordinance No. 3598, entitled, “An Ordinance Granting a Telecommunications Franchise to Qwest Corporation dba CenturyLink QC” for the second time.

Council President Zielinski moved to adopt Ordinance No. 3598, An Ordinance Granting a Telecommunications Franchise to Qwest Corporation dba CenturyLink QC. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3598 as adopted.

8. Resolutions

A. Resolution No. 2023-24 – A Resolution Approving an Intergovernmental Agreement between the City of Roseburg and the Roseburg Urban Renewal Agency.

Messenger provided an overview of the resolution. Discussion ensued.

Councilor Mohr’s comments and questions included appreciation for clarification of role of the Council and Urban Renewal Agency.

Council President Zielinski moved to adopt Resolution No. 2023-24 Approving an Intergovernmental Agreement between the City of Roseburg and the Roseburg Urban Renewal Agency. 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.

9. Department Items

A. Messenger presented an Intergovernmental Agreement with Umpqua Community College Southern Oregon Medical Workforce Center. Discussion ensued.

Councilor Porter’s comments and questions included clarification of negotiation of terms, whether the City will retain the larger portion of the funds for future use, planned infrastructure investment in the City, the City’s responsibility for grant reporting, monitoring the use of funds, benefits of parsing out the funds versus reassigning the grant to UCC, reassigning the grant would save Staff time and should be considered, whether UCC would be solely responsible for reporting requirements if the City reassigns the grant, confusion regarding the value of the City’s involvement of the grant dispersal to UCC, City Staff are not medical professionals, trust-building could happen without the City’s involvement, UCC should work directly with the medical community to address educational needs, whether grant money was specifically for the MedEd program, and we are not the experts and should not be monitoring this grant.

Councilor Mohr’s comments and questions included clarification of community leadership participation, when the first program attendees are expected to graduate, and expressed appreciation to the community for contributing comments on this issue.

Councilor Smith’s comments and questions included whether there is a time limit to use the grant.

Mayor Rich's comments and questions included clarification of reporting requirements, grant specifications, whether Idaho University is a signed partner and current online program availability, clarification that a UCC graduate with an associate's degree can then attend a bachelor program as junior, and whether the request for hiring a Dean is intended to help further building educational partnerships.

Councilor Michalek's comments and questions included UCC's preference for how the grant is dispersed and Umpqua Valley Development's role in this project.

Councilor Rummel's comments and questions included the importance of managing public perceptions by being good stewards of this funding, reassigning the grant to UCC just to get it off the books and eliminate the City's reporting requirement is irresponsible, and this funding is a great investment combined with UCC's plan.

Council President Zielinski's comments and questions included clarification that the Oregon State Legislature asked the City to be stewards of this grant money.

Messenger clarified there are still some indemnity and termination clauses to negotiate or add based on City policy, more programs and needs will be identified and anything over \$100,000 will come back to Council for approval, the grant has a lot of flexibility around use, infrastructure investment is primarily at UCC due to expansion of existing labs or adding new ones, the City is not reassigning the grant and will be responsible for reporting, the majority of funds will be used for hiring, invoicing or quarterly reporting are options, audits and recordkeeping are requirements for both the City and UCC, reassigning the grant is an option, benefits of being the named grant recipient are building relationships and public perception, community leadership will be participating in an advisory committee, there is not a time limit to use the grant funds and the grant has a lot of flexibility, annual reporting to the State will be done by the City and continue until the money is spent, reporting requirements are monitored by DAS and updated information is needed before considering reassignment of the grant, confirmation that this grant money was given to a selective group of cities trying to address medical personnel shortages through education, grant money was given for the purpose of developing the Southern Oregon Medical Workforce Center, Umpqua Valley Development Corporation was formed by the legislature to help deliver the money for the project, and the legislature made it clear that a government partner was needed and asked the City to fill that role.

Dr. Rachel Pokrandt clarified each program has an advisory committee made up of community partners and business that helps define the type of skills employers are looking for, trust building is important when forming new committees and programs, UCC would like to get the proposed grant disbursement to complete the first part of the project successfully while building trust with community partners, future requests for grant disbursements will be dependent on the successful implementation of each phase and mindful planning for next steps, UCC has signed an MOU with Idaho University to continue pursuing program partnerships, prior articulation agreements concerning four (4) year programs will continue, partnerships with other schools and community organizations are being pursued, online programming for local students is helpful for retaining potential

graduates, confirmation of hiring a Dean to oversee partnership agreements, hiring personnel is difficult right now, UCC is adding more bachelor programs, and students are already attending programs and graduating.

Patrick Hull – Executive Director, Roseburg VA Health Care System, spoke in support of the UCC program and the difficulty of hiring in healthcare.

Steve Loosley, UCC Board Chair / Umpqua Valley Development Board Chair, expressed appreciation for Kelly Morgan’s vision and involvement in this project.

Council applauded Kelly Morgan and other community partners for their efforts and involvement in this project.

Council President Zielinski moved to authorize the City Manager to negotiate and execute an Intergovernmental Agreement with Umpqua Community College for \$616,590 to develop the Southern Oregon Medical Workforce Center. The motion was seconded by Councilor Rummel 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. Klopfenstein presented the Axon Body Worn Camera Contract. Discussion ensued.

Councilor Mohr’s comments and questions included whether any officers do not have body worn cameras.

Councilor Smith’s comments and questions included whether there are enough cameras available for newly hired officers.

Mayor Rich’s comments and questions included whether the cameras include a live-feed feature.

Councilor Michalek’s comments and questions included clarification of the data storage process and contract increase amount.

Klopfenstein clarified that all officers and detectives have body worn cameras, there are policies surrounding appropriate usage, officers feel a sense of security while wearing the camera, cameras installed in vehicles are Axon Fleet with an automatic turn-on feature and easy to label, confirmation that the contract allows for enough cameras to be issued when fully staffed, cameras have an option for live-feed, permission has to be given by the user to access the live-feed feature and could be a distraction or dangerous to the officer in certain circumstances, data is downloaded and recordings are labeled automatically when cameras are docked at the end of each shift, and the amount of the contract increased to reflect the extended term of the agreement.

Messenger clarified this is a separate contract from the cameras installed in police vehicles.

Council President Zielinski moved to authorize the City Manager to execute an agreement with Axon for a Five-Year Body Worn Camera Contract for \$192,516.30 utilizing the League of Oregon Cities cooperative purchasing agreement. The motion was seconded by Council Briggs Loosley 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. VanWinkle presented the Contract Ratification – IBEW.

Council President Zielinski moved to approve the tentative three-year contract agreement between the City of Roseburg and the International Brotherhood of Electrical Workers Local 659. The motion was seconded by Council Briggs Loosley 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 Audience Participation Guidelines. Discussion ensued.

Mayor Rich provided a history of audience participation guidelines and changes during his time on the Council, including time limits, matters of a complex nature, and Council response to comments.

Mayor Rich’s comments and questions included that closing the comment period eliminates back and forth exchanges, audience participation used to be more about Council issues and topics rather than religious or political subjects, big groups are encouraged to select a spokesperson, clarification of proposed changes, shortening the time limit is easier when everyone wants to speak about the same topic, encouragement to remember that we are here to serve and listen to the public, some people come to speak about a bigger issue and need time to set the stage, and being mindful of perceptions and being the last to speak so the public knows that you took the time to listen.

Councilor Sipos’ comments and questions included clarification of back and forth comments, adding stronger language to discourage comments of a threatening nature under the decorum section, proselytizing and using the bible to dictate Councilor actions is not okay, clarification of veiled threats supported by scripture and possible remedies, and people have the right say whatever they want but not in a threatening manner.

Councilor Rummel’s comments and questions included sharing her experiences of being subjected to hate speech and feeling unsafe after meetings.

Councilor Smith’s comments and questions included possible remedies for violations of the audience participation guidelines, restricting the number of speakers regarding the same topic, worst case scenario if someone yields their time to another speaker repeatedly, and most people wrap up before they reach the current time limit.

Councilor Mohr’s comments and questions included direct threats are inappropriate, hesitation regarding time limits, addressing redundancy, reminders regarding types of communications that cause others stop listening, being cautious about restrictions, agreement to set the expectation that Councilors may respond after comments are closed in order to be respectful and consistent, appreciation for the way the Mayor observes and creates flexibility, support for keeping the current time limit and giving the Mayor flexibility to adjust as needed, and some language seems too harsh and needs to be softened.

Councilor Michalek’s comments and questions included encouraging a group that wants speak and share the same opinion to pick a spokesperson and support for setting expectations about Council responses to comments.

Councilor Porter’s comments and questions included reducing the time limit to three (3) minutes, scenario of one person speaking for sixty (60) minutes because time has been yielded to them repeatedly, and support for an adjustable block of time.

Council President Zielinski’s comments and questions included allowing six (6) minutes is often too long, three (3) minutes does not seem like enough time, and four (4) minutes seemed sufficient.

Messenger clarified that the current language regarding decorum in audience participation guidelines came from the City’s Municipal Code and any changes should be reviewed for code updates, and clarification of proposed changes to the guidelines.

Forrester clarified his research regarding case law that addressed proselytizing as free speech, it may be possible to add language to address someone that comes to meetings regularly and keeps repeating the same message, unable to find case law that allows restriction of free speech, direct threats are not allowed and language can be added, stating that Councilors are domestic terrorists is pushing the line of allowed communication, code language allows for the Council to direct someone in violation of the guidelines to leave the Council Chambers and language could be added, there is not a current provision to allow someone to yield their time and the occurrence at the Homeless Commission meeting today is not common, and the City allowing six (6) minutes to speak is abnormally long compared to the rest of the state.

Mayor Rich noted for the record that if at any time a Councilor feels threatened or unsafe, to notify Staff immediately.

Direction was given to Staff to revise the language to include and address repetitiveness, direct threats, updating the ordinances to reflect the same, removing items of a complex nature, clarify that Councilors might respond after comments are closed, and softening the language to “audience participation is for Council to receive feedback, not a question and answer session.”

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

Council President Zielinski expressed appreciation to all of the officers and volunteers that participated in “Shop-With-A-Cop” this past Saturday. It was a successful event due to great turnout and community support.

Chief Klopfenstein took a moment to express appreciation to Council President Zielinski, on behalf of the Roseburg Police Department, for organizing “Shop-With-A-Cop” and her continued support. It was a very successful event again this year (comments made before item no. 7a).

Councilor Mohr spoke about an email regarding the recent amendment to the park rules and first amendment rights.

Mayor Rich clarified that the old rule was that prior approval from the Public Works Director was required, which was eliminated by the new rules. It seems the issue is more about the legality of the old rules.

Forrester stated that the parks rules amendment is not being enforced, currently under review, and will be brought back to the Council at a date to be determined. The old rules were problematic and the new rules are overbroad. The amendment was originally brought to the Council for discussion and Councilor Sipos identified a clerical error, which caused it to be placed on the consent agenda the second time.

Councilor Porter commented on inappropriate or overuse of the consent agenda.

Mayor Rich stated for the record that if any Councilor has questions about items on the agenda or where they are placed, such as the consent agenda, they are encouraged to communicate with him, Council President Zielinski, or Staff prior to the meeting.

Recess to Convene the Roseburg Urban Renewal Agency Board

Mayor Rich temporarily recessed the meeting to the Roseburg City Council at 9:46 p.m. in order to meet as the Roseburg Urban Renewal Agency Board.

Reconvene Roseburg City Council

Mayor Rich reconvened the meeting of the Roseburg City Council at 9:48 p.m.

11. Adjourn

Mayor Rich adjourned the regular meeting at 9:48 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

**MINUTES OF THE WORK SESSION
OF THE CITY COUNCIL MEETING
December 13, 2023**

Council President Zielinski called the work session of the Roseburg City Council to order at 4:02 p.m. on December 13, 2023 at the Public Safety Center (PSC) – Umpqua Room, 700 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: Mayor Rich

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Library Director Kris Wiley, Community Development Director Stu Cowie, Human Resources Director John VanWinkle, 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. Council Matters

A. City Manager Messenger and Executive Coach Meredith Bliss – The Management Center, presented Council Goals. Discussion ensued.

Council and Staff participated in a Goal Setting Session. Strategies for communication, identifying priorities, and ranking attainable goals were discussed.

This was the second work session on this topic and a third session will be scheduled at a date to be determined.

4. Adjourn

Council President Andrea Zielinski adjourned the work session at 6:04 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET CHOPS CATERING 1308 NW PARK STREET #103

Meeting Date: January 8, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Chops Catering, as a new outlet granted for "New Outlet – Caterer" 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 CHOPS CATERING, 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:

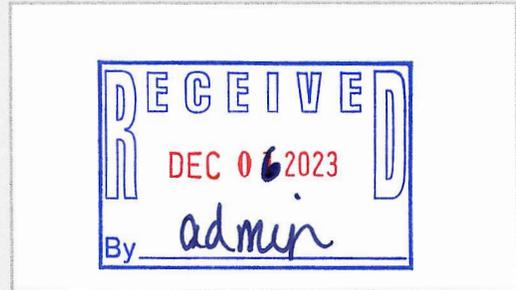
After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City **OR** County name: (not both)

City of Roseburg / Douglas County
(Please specify city **OR** county)

Date application received:

Optional: Date Stamp Received Below



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

Printed Name

Date

Signature

Chops Catering

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

pd # 465147

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: Paul Singleton	Name of entity or individual applicant #2: Devey Michaels
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): Chops Catering		
Premises street address (The physical location of the business and where the liquor license will be posted): 1308 NW Park St. #103		
City: Roseburg	Zip Code: 97470	County: Douglas
Business phone number: 541-537-6956	Business email:	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].): 254 W Broccoli St		
City: Roseburg	State: OR	Zip Code: 97471
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to:		
<input type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input type="checkbox"/> Sign application forms regarding this license/application on my behalf.		
<input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name:		
Phone number:	Email:	
Mailing address:		
City:	State:	Zip Code:

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Paul Singleton

Phone number:

541-817-5987

Email:

reachpauldarin@gmail.com

TERMS

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

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

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

Chops Catering

LIQUOR LICENSE APPLICATION

Chops Catering

Page 4 of 4

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

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

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

Paul Singleton

Print name


Signature

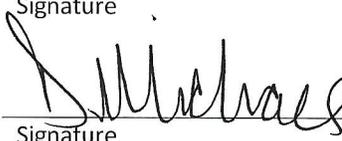
11-5-2023

Date

Atty. Bar Info (if applicable)

Devey Michael

Print name


Signature

11-5-2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

**OLCC NEW OUTLET
DARIN ALLAIRE
254 W. BROCCOLI ST**

Meeting Date: January 8, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Darin Allaire, as a new outlet granted for "Winery – Primary Location" sales, license code WYNC.

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. The applicant intends to make wine to be served at other locations as part of her catering business. The property is located across the street from a school in a residential zone. The Community Development Department has concluded this is a legal use of the property. There is a very small area in a garage where the wine-making activity will take place. After further investigation into OLCC licensing and speaking with the local OLCC investigator staff learned that, if approved, the license would be a winery with a WYNC designation, which does not allow any on-premises consumption of alcohol by patrons.

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 DARIN ALLAIRE, 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 application to the applicant WITH the recommendation marked below

City OR County name: (not both)

City of Roseburg / Douglas County
(Please specify city **OR** county)

Date application received:

Optional: Date Stamp Received Below



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

Printed Name

Date

Signature

Darin Allaire

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

pd # 405147

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:

Paul Singleton

Name of entity or individual applicant #2:

Devey Michaels

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):

Darin Allaire

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

254 W Broccoli St

City:

Roseburg

Zip Code:

97471

County:

Douglas

Business phone number:

541-537-6956

Business email:

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

254 W Broccoli St

City:

Roseburg

State:

OR

Zip Code:

97471

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

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

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

I give permission for the below named representative to:

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

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Paul Singleton

Phone number:

541-817-5987

Email:

reachpauldarwin@gmail.com

TERMS

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

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Darin Allaire

LIQUOR LICENSE APPLICATION

Darin Allaire

Page 4 of 4

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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.

Paul Singleton

Print name



Signature

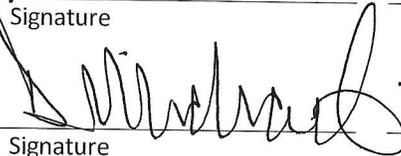
11-5-2023

Date

Atty. Bar Info (if applicable)

Devey Michaels

Print name



Signature

11-5-2023

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

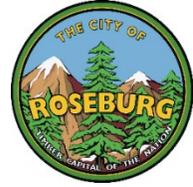
Print name

Signature

Date

Atty. Bar Info (if applicable)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AUTHORIZATION TO APPLY FOR DOUGLAS COUNTY PIER DISASTER RECOVERY GRANT

Meeting Date: January 8, 2024
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff seeks approval to apply for a Douglas County PIER Disaster Recovery Grant to support backup power at the Fulton Shop. 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 Planning, Infrastructure, and Economic Revitalization (PIER) grant program is part of ReOregon, a program offered by the Disaster Recovery and Resilience Division of the Oregon Housing and Community Services Department. ReOregon is funded by a US Department of Housing and Urban Development Community Development Block Grant (CDBG-DR). Douglas County has established a local application process to distribute just under \$2.4 million.

In February 2019, most of Douglas County experienced a significant snowstorm. As a result, Roseburg and Douglas County experienced widespread power outages that lasted for hours to several weeks. Roseburg City Hall, the Fulton Shop, the Winchester Water Treatment Plant (WTP), and some of the City's potable water booster pump stations lost power for as long as 30 hours. Some City booster pump stations lost power for four to seven days.

In August 2019, the City contracted with RH2 Engineering, Inc. to perform a study and provide recommendations for standby power generation at critical facilities within the City of Roseburg. The study, completed in January 2020, provided standby power recommendations for eight locations: the WTP, Fulton Shop, water Supervisory Control and Data Acquisition (SCADA) system, and five critical potable water booster pump stations. The City has completed standby power generation at seven of the eight critical facilities identified in the study.

The remaining critical facility recommended in the report for standby power generation was the Fulton Shop. The Fulton Shop is the City's only maintenance facility for storm, street, and water maintenance equipment, materials, and personnel. The facility also dispenses fuel for City fire, police, and utility maintenance vehicles.

The Fulton Shop includes the City's only automated bulk potable water filling station accessible to the public 24 hours per day. In the event of a power outage, this filling station is currently unavailable for water distribution. This water dispensing station is accessible and available for all Douglas County residents.

C. Financial/Resource Considerations.

Per PIER guidelines, projects must be no less than \$500,000 and are equally accessible to all applicants who meet the criteria. Design and construction costs are estimated to be \$545,000. The PIER guidelines do not indicate a grant match amount.

D. Timing Considerations.

The City submitted a letter of intent to apply for the grant on December 7, 2023. If our project meets the criteria, we may be invited to submit a complete grant application and, at that time, will receive additional instructions.

COUNCIL OPTIONS

1. Adopt the attached resolution authorizing staff to submit an application for the Douglas County PIER Grant; or
2. Request additional information; or
3. Take no action.

STAFF RECOMMENDATION

Staff recommends the Council adopt the attached resolution authorizing staff to apply for the PIER Grant to complete backup power at Fulton Public Works Maintenance Facility.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2024-01 AUTHORIZING AND SUPPORTING THE APPLICATION FOR A DOUGLAS COUNTY PIER GRANT."

ATTACHMENTS:

Attachment #1 – Resolution 2024-01

RESOLUTION NO. 2024-01

**A RESOLUTION AUTHORIZING AND SUPPORTING AN APPLICATION FOR
DOUGLAS COUNTY PIER DISASTER RECOVERY GRANT FOR STANDBY
BACKUP POWER AT THE FULTON PUBLIC WORKS MAINTENANCE FACILITY**

WHEREAS, Douglas County has announced an opportunity to apply for the the Planning, Infrastructure, and Economic Revitalization (PIER) grant program, a Community Development Block Grant – Disaster Recovery (CDBG-DR) funded program; and

WHEREAS, the City of Roseburg has recognized the installation of standby backup power at the Fulton Public Works Maintenance Facility as a high priority for emergency preparedness purposes; and

WHEREAS, the City contracted with RH2 Engineering, Inc. to perform a study and provide recommendations for standby power generation at certain critical City of Roseburg facilities; and

WHEREAS, the study, completed in January 2020, provided standby power recommendations for eight critical locations and the City has completed the installation of standby power generation at seven of those locations; and

WHEREAS, the Fulton Public Works Maintenance Facility is the remaining critical facility recommended for standby power generation and the estimated project cost is \$545,000; and

WHEREAS, the City desires to utilize the PIER grant program to the maximum extent possible; and

WHEREAS, on December 7, 2023, the City of Roseburg submitted a letter of intent to apply for the Douglas County PIER Disaster Recovery Grant.

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

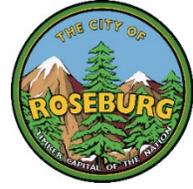
Section 1. Authorization is granted to apply for a Douglas County PIER Disaster Recovery Grant to assist with funding standby backup power at the Fulton Public Shop Works Maintenance Facility.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE ___ DAY OF _____, 2024**

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



WINCHESTER STREET PROPERTY PURCHASE

Meeting Date: December 11, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Nikki Messenger, CM

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The subcommittee working on a location for an urban campground identified two potential locations and presented them to the Homeless Commission. Since that time, one location has been withdrawn by the seller. Staff is seeking a Council decision regarding the remaining location on Winchester Street.

BACKGROUND

A. Council Action History.

Council has discussed potential property acquisitions in Executive Session.

B. Analysis.

A subcommittee consisting of Mayor Larry Rich, Commissioner/Councilor Shelley Briggs Loosley, City Manager Nikki Messenger, and the City Recorder (previously Amy Sowa, currently Patty Hitt) have been evaluating potential locations for an urban campground. Several sites have been considered. For many reasons, this is a difficult process.

Oregon statute (ORS 197.782) defines an emergency shelter as “a building or cluster of buildings that provides shelter on a temporary basis for individuals and families who lack permanent housing.” While an urban campground is not technically an emergency shelter, some of the same guiding principles may be appropriate. Statute includes the following requirements for an emergency shelter that a City is required to approve:

- a. Includes sleeping and restroom facilities for clients;
- b. Will comply with applicable building codes;
- c. Is located inside an urban growth boundary or in an area zoned for rural residential use as defined in ORS 215.501;
- d. Will not result in the development of a new building that is sited within an area designated under a statewide planning goal relating to natural disasters and hazards, including flood plains or mapped environmental health hazards, unless the development complies with regulations directly related to the hazard;
- e. Has adequate transportation access to commercial and medical services; and
- f. Will not pose any unreasonable risk to public health or safety.

In addition to those basic principles, staff has been seeking a location that is not close to a school, daycare or park and with limited exposure to residences. Another challenge has been finding a location that is safely accessible by pedestrians and has utilities available, in order to ensure fire protection and the ability to provide additional buildings and/or facilities in the future if appropriate.

A number of sites have been visited and evaluated. Challenges have included distance to services without sidewalks and/or streetlights, lack of utilities, owners unwilling to sell for this purpose, proximity to schools or residential neighborhoods, cost (purchase and development) and other issues.

This site is addressed as 588, 596, and 598 NE Winchester Avenue. It is located on the southwest corner of Winchester Avenue and Shambrook Street. The site is 0.91 acres, is zoned C-3 General Commercial, and is depicted below.



The following is a brief description of the site under consideration, including a list of “pros” and “potential negatives.”

Pros:

- Room for 50-60 tents and/or tiny shelters
- Relatively low purchase/startup costs
- Utilities at site – existing water and sewer connections
- Easily accessible by pedestrians or bicycle - existing sidewalks and streetlights, bike lanes on Winchester
- On the UTRANS route

- On-street parking available on Shambrook
- Existing fire hydrant
- Relatively close to services
- Could allow for phased development if appropriate
- In the Urban Renewal Area – potential infrastructure funding
- With low initial investment required, property should retain value if no longer needed

Potential negatives:

- High visibility/traffic
- Mixed residential and commercial area
- Not large enough to house entire population currently living outside

The site is zoned C-3 and would require a Conditional Use Permit (CUP) to serve solely as an urban campground. In order to protect the privacy of neighbors and campground users, staff would recommend installation of a solid perimeter fence. The campground operator would need to establish rules and hours of operation to ensure the campground does not become a nuisance based on noise, trash and other challenges that have been identified as potential concerns.

If the site were to include a building or buildings, it may fit under the statutory definition of an emergency shelter. If all of the statutory requirements are met, local governments are required to approve the use, regardless of any local land use regulations that may be in place.

State statute pre-empts the City's code in regards to an emergency shelter under certain conditions. Under ORS 197.782, a local government is required to approve an application for the development of an emergency shelter if it meets the requirements outlined above and is operated by:

1. A local government
2. An organization with at least two years of experience operating an emergency shelter using best practices that is:
 - A. A local housing authority
 - B. A religious corporation
 - C. A public benefit corporation (as defined in ORS 65.001), whose charitable purpose includes the support of homeless individuals, that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code for at least three years before the date of the application for a shelter;
3. A nonprofit corporation partnering with any other entity described in this subsection

Staff has drafted the attached preliminary layout to identify the number of tent sites that may be available on each site. The drawings outline 15' x 15' sites with 20 foot-wide aisles. The sketch allows for the slope of the site, but the dimensions could be adjusted to fit additional tent sites.

The Winchester site and one other site were presented to the Homeless Commission at their December 11 Special Meeting. Several concerned citizens attended and shared their concerns and/or objections to the proposed use at this site. After considering the public comment, the Commission recommended removing the Winchester Street site from consideration as an Urban Campground.

C. Financial/Resource Considerations.

The sale price is \$225,000. If a sale moves forward, the City will likely use ARPA funding to purchase the property. Basic development costs are estimated below. These same categories have been used to evaluate each property that has been considered.

596 NE Winchester						
ITEM	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	Comments
1	Water Main Extension	LF	0		\$0.00	Shambrook and Winchester have existing water mains providing fire protection
2	Water Service	EA	0	\$0.00	\$0.00	Property has an Active 3/4" water service
3	Sewer Main Extension	LF	0	\$0.00	\$0.00	Shambrook and Winchester have existing sewer mains
4	Sewer Service Connection	EA	0	\$0.00	\$0.00	Parcel has 2 capped sewer connection, RUSA indicates stand-by fee is being paid
5	6' Fencing w/ Privacy Slats	LF	780	\$40.00	\$31,200.00	
6	Clearing & Grubbing	CY	375	\$25.00	\$9,375.00	Removal of Organics
6	General Excavation	CY	750	\$15.00	\$11,250.00	Balancing of site
7	Geo-Fabric	SY	2,200	\$2.50	\$5,500.00	
8	Base Rock	TON	750	\$25.00	\$18,750.00	
	Subtotal				\$76,075.00	
	<i>Infrastructure Improvements</i>					
9	Sidewalk Improvements	SF	750	\$13.00	\$9,750.00	Existing sidewalk is 5' wide, STD is 7' wide, also about 60 LF exceeds ADA cross slope
10	Driveway Approach Improvements	SF	420	\$18.00	\$7,560.00	Driveway approaches on Shambrook have about a 10% cross slope, 2% max ADA
11	Concrete Curb & Gutter	LF	60	\$27.00	\$1,620.00	
	Subtotal Infrastructure				\$18,930.00	
				Total:	\$95,005.00	

There will be additional operational costs that are not known at this time. There could be additional capital costs associated with any amenities that may be added in the future. Initially, bathroom facilities would likely be provided by porta-potties, and we would request the use of a shower trailer at least once per week. A shower/bathroom/laundry trailer or other facility may be purchased in the future. The City will pursue grant funding to alleviate the capital costs associated with the purchase and improvement costs as appropriate, but there are no guarantees that grant funding will be available.

D. Timing Considerations.

The City has entered a purchase agreement for the Winchester property and opened an escrow account. The purchase agreement is contingent upon final approval by the City Council in a public meeting. The purpose of entering into the purchase agreement is to lock in the price and establish a timeline for making a final decision without the pressure of potentially losing the site to another buyer. The City's offer was officially accepted on October 27 and the \$5,000 earnest money was deposited on November 7. The City has 90 days to complete due diligence and an additional 30 days to close the transaction.

After the Homeless Commission meeting, staff was contacted by the property owner, who has requested the Council make a decision regarding the property as soon as practical, so that it may be placed back on the market if the City decides not to purchase it. Staff would like to accommodate this request and seeks a decision by Council at the January 8 meeting, if possible.

COUNCIL OPTIONS

The Council has the following options:

1. Given the amount of public input in opposition, Council could forgo purchase of this property and authorize the City Manager to cancel the sales agreement immediately; or
2. Council could direct the City Manager to proceed with purchase of the property; or
3. Council could request additional information.

STAFF RECOMMENDATION

The Homeless Commission considered this site at their December 11 Special Meeting. Several concerned residents attended the meeting and voiced their concerns and/or objections to the site. After considering the public comment, the Commission recommended removing the Winchester Street site from consideration as an urban campground. Staff concurs with this recommendation and would recommend cancelling the sales contract as soon as practical.

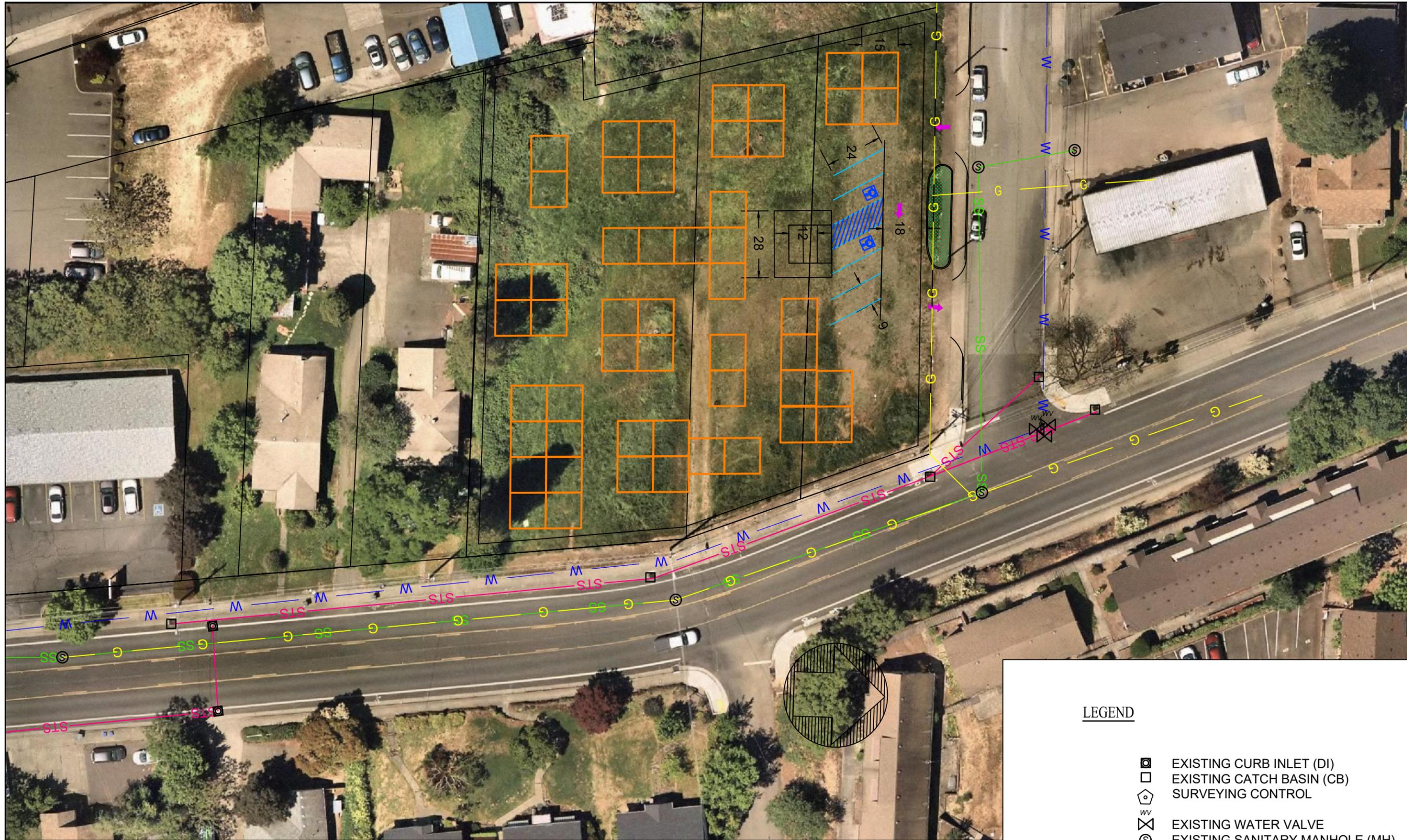
SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO CANCEL THE PURCHASE AGREEMENT FOR THE WINCHESTER STREET PROPERTY.”

ATTACHMENTS:

Attachment #1 – Preliminary Layout

DEPARTMENT ITEMS B - ATTACHMENT NO. 1



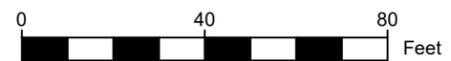
DESIGN:	GZV
DATE:	10/2/2023
DRAWN:	GZV
REVISIONS:	
SCALE:	1" = 40'
SHEET:	2/3

Tent Camping Site
Project #XXX

CITY OF ROSEBURG
Public Works Department
Dawn Easley- DIRECTOR
Water Department



ONE CALL NUMBER FOR
UTILITY LOCATIONS, 1-800-332-2344
CALL 48 HRS. BEFORE YOU DIG



SHEET INDEX
SHEET 1: PLAN VIEW
SHEET 2: PROFILE VIEW
SHEET 3: STANDARD DETAILS

LEGEND

- EXISTING CURB INLET (DI)
- EXISTING CATCH BASIN (CB)
- SURVEYING CONTROL
- EXISTING WATER VALVE
- EXISTING SANITARY MANHOLE (MH)
- EXISTING STORM MANHOLE
- G GAS LINE
- W EXISTING WATER LINE
- STS EXISTING STORM
- PROPERTY LINE
- SS EXISTING SEWER LINE

596 NE WINCHESTER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: January 8, 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

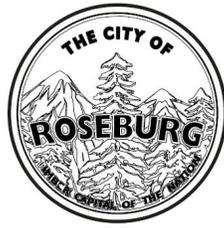
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 January 8, 2023 meeting, the following items are included:

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



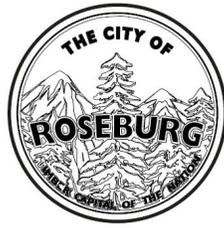
Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 14, 2023 - 10:00 a.m.

1. November 9, 2023 City Council Work Session Synopsis
2. November 13, 2023 City Council Meeting Synopsis
3. December 11, 2023 City Council Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
 - A. Community Event – Roseburg Cars and Coffee
6. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 20, 2023 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 11, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Grant Checklist – Spanish Language Collection Development
5. Discussion Items



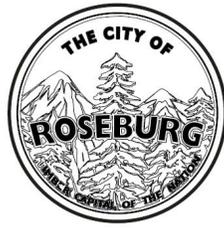
Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 28, 2023 - 10:00 a.m.

1. December 6, 2023 City Council Special Meeting Agenda
2. December 11, 2023 City Council Meeting Agenda
3. December 11, 2023 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
 - A. Grant Checklist – Spanish Language Collection Development
6. Discussion Items



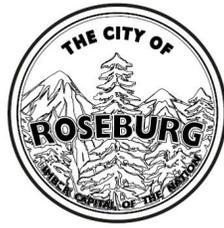
Agenda
Department Head Meeting
Public Safety Center Umpqua Room
December 4, 2023 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 6, 2023 City Council Special Meeting Agenda
3. December 11, 2023 City Council Meeting Agenda
4. December 11, 2023 Urban Renewal Agency Board Meeting Agenda
5. Review Tentative Future Council Meeting Agendas
6. Discussion Items
7. Employee Service Pins
 - A. Brooke Kelly – Police Department – 5 years
 - B. David Fregoso – Police Department – 5 years
 - C. Dawson Batsch – Police Department – 5 years
 - D. Rocky Anderson – Fire Department – 10 years
 - E. Parker Brown – Fire Department – 10 years



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
December 12, 2023 - 10:00 a.m.

1. December 11, 2023 City Council and Urban Renewal Agency Board Meeting Synopsis
2. January 4, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Community Event – Roseburg Cars and Coffee
5. Discussion Items
 - A. Axon Contract



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
December 18, 2023 - 10:00 a.m.

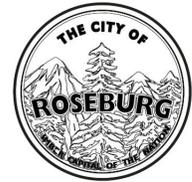
1. IT Updates and Questions – Christine, Systech
2. January 8, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
January 2, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. January 8, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Community Event Application – Walk for Life & Baby Shower to benefit Safe Haven Maternity Home
5. Discussion Items
6. Employee Service Pins
 - A. Josh Cooney – PW Street Dept. – 15 years
 - B. Ron Harker – Finance Dept. – 10 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Urban Growth Boundary Swap
- Accounting Awards
- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Police Contract
- Authorization to accept FAA Grant
- State of City Address

January 22, 2024

Consent Agenda

- A. January 8, 2024 Meeting Minutes

Resolutions

- A. Resolution No. 2024-01 – Audience Participation Guidelines
B. Resolution No. 2024-02 – Updating EEO Statement

Ordinances

- A. Ordinance No. 3596 – Amending Animal Control Ordinance, Second Reading

Department Items

- A. Authorization to apply for Connect Oregon grant
B. Amendment No. 1 – Douglas Avenue: Deer Creek Bridge No. 26T03

Informational

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

February 12, 2024

Consent Agenda

- A. January 22, 2024 Meeting Minutes

Special Presentation

- A. Quarterly Report – Quarter Ended December 31, 2023
B. 2023 – 2024 Budget Calendar

Informational

- A. City Manager Activity Report

February 26, 2024

Consent Agenda

- A. February 12, 2024 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Presentation – Brian Prawitz
B. Annual Comprehensive Financial Report (ACFR)

Resolutions

- A. Resolution No. [REDACTED] to adopt Park Rules

Informational

- A. City Manager Activity Report

March 11, 2024

Consent Agenda

- A. February 26, 2024 Meeting Minutes
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
 - B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
 - C. 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

City Manager Updates
December 8, 2023

- The City Council agenda packet was slightly delayed this week and was sent out today. There is a lot of information in the packet. If you have any questions about any of the discussion items, please contact me at your earliest convenience. I am holding Monday afternoon open in case Council has any questions, I will be available.
- The Homeless Commission is scheduled to meet Monday at 11 am. Two potential urban campground locations will be discussed. This will be the first public discussion about potential locations. Additional opportunities will be available for the public to comment in the future, prior to Council taking formal action.
- The Fall City Connection is now available online by clicking here: <https://mailchi.mp/cityofroseburg/city-of-roseburg-fall2023-e-newsletter-6214390>
- Shop with a Cop is happening tomorrow. A big thank you to Council President Zielinski for all her hard work on this event. I think it safe to say the event is meaningful for the children and the law enforcement officers that get to participate and is an important community-building event.
- Next Tuesday, staff will deliver a load of presents to the Salvation Army as part of their Angel Tree program. City staff will generously fulfill gift tags for 35-40 children as part of the program. Thank you to all that participated!
- Meetings this week included Stu and I meeting with Tribal leadership about exciting partnership opportunities, Chief Klopfenstein attended the LPSCC meeting, and I attended a virtual meeting of ODOT's Modal and Area Commission on Transportation Chairs joint meeting as the SWACT Chair. This afternoon, I hope to attend UCC's Grand Re-Opening of their improved Library.
- Thank you to Council for putting in the time to participate in extra meetings lately. We recognize it is a busy time of year for everyone and appreciate your flexibility. At the December 6 meeting, Council requested formation of a committee to discuss downtown parking. I (wrongly) thought that the policy related to committees was outlined in the municipal code. It is actually an adopted Council policy, which I have attached to this update for your information. For the parking committee, staff will await direction from Councilor Smith regarding the formation of the committee and what she needs from staff to schedule the first meeting.
- I will be off Friday, December 15. John and Patty both plan to be in the office.
- City offices will be closed on Monday, December 25 and Tuesday, December 26 in recognition of the holiday. *Personnel policy and labor contract(s) include a floating holiday, which is assigned to December 26 this year.*
- Upcoming meetings:
 - Homeless Commission – Monday, 12/11 @ 11 am City Hall Council Chambers
 - City Council Regular Meeting – Monday, 12/11 @ 7 pm City Hall Council Chambers
 - Roseburg Urban Renewal Agency – Monday, 12/11 following Council meeting
 - City Council Work Study – Goal Setting – Wednesday, 12/13 @ 4 pm PSC