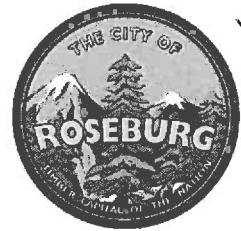


ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 24, 2020
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. Regular Meeting

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

Beverly Cole	Sheila Cox	Bob Cotterell	Alison Eggers
Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz	Andrea Zielinski
- 4. Mayor Reports**
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of February 10, 2020 Special Meeting
 - B. Minutes of February 10, 2020 Regular Meeting
 - C. OLCC New Outlet – The SunnySide Theatre located at 663 SE Jackson Street
- 8. Ordinance**
 - A. Ordinance No. 3535 – Amending Section 2.18.040 of the Roseburg Municipal Code Regarding Economic Development Commission Membership, Second Reading
 - B. Ordinance No. 3536 – Amending RMC 9.14.040(A) and RMC 9.15.040(A) Regarding Marijuana Dispensary Hours of Operation, Second Reading
- 9. Council Matter**
 - A. Potential Sanctions Against Council Member
- 10. Items from Mayor, City Council and City Manager**
- 11. Adjourn**
- 12. Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

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

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items From Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

Thank you for attending our meeting – Please come again.

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

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL
February 10, 2020**



Mayor Larry Rich called the Special Meeting of the Roseburg City Council to order at 6:00 p.m. on February 10, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Councilors Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski

Absent: Councilor Beverly Cole

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Public Works Director Brice Perkins, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Communications Specialist Eric Johnson, Management Assistant Koree Tate and Scott Carroll of the News Review.

CITY COUNCIL WARD 2, POSITION 1 INTERVIEWS


Council accepted Tom Ryan's resignation on January 13, 2020. Immediately thereafter, Staff advertised the City Council vacancy through the local news media, social media and the City website, with a deadline of January 31, 2020. Five applications were received for this position; however, Mike Baker withdrew his application on Monday, February 2, 2020, Joseph Campos' voter registration showed he resided in Ward 4 and Ashley Taylor withdrew prior to the meeting.

Mayor Rich started the interview process at 6:02 p.m. Applicant, Sheila Cox, explained City government was the core of the community and she had been involved in local government for more than half her life. She served as City Clerk in Washington for five years and then Roseburg City Recorder from 1988 until 2018. During her time as City Recorder she was tasked as Acting City Manager and Airport Manager during interim periods for coverage. Ms. Cox explained she appreciated the dedicated staff and had a clear understanding of the multitude of issues the City had to deal with on a daily basis. She loved the community and saw the vacancy as an opportunity to continue serving in a different capacity. In response to Councilor Hicks, Ms. Cox stated Ward 2 did not have issues that stood out above and beyond those of other Wards; she was proud to live in that area.

Applicant, Jeffrey Weller, had over 48 years of experience in the business world as a certified public accountant. He was familiar with financial aspects of operational entities and possessed analytical, organizational, administrative and management skills necessary for a position of leadership. He said challenges facing the City were homelessness, transportation, drug use, communication between City officials and the general population and the overall economy. He had lived in Roseburg for 4 years and felt it was time to start giving back to the community. In response to Councilor Hicks, Mr. Weller explained the main concern for Ward 2 was the Harvey and Stewart Parkway intersection. He suggested the idea of a roundabout to help slow traffic and provide more safety for pedestrians.

ADJOURN

Mayor Rich explained Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Mayor Rich adjourned the meeting at 6:30 p.m.

A handwritten signature in black ink that reads "Koree Tate". The signature is written in a cursive, flowing style.

Koree Tate
Management Assistant

02/24/2020

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 10, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 10, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Fisher-Fowler led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

Absent: Councilor Beverly Cole

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Finance Director Ron Harker, Community Development Director Stuart Cowie, Library Director Kris Wiley, Fire Chief Gary Garrisi, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Communications Specialist Eric Johnson, Management Assistant Koree Tate, Kyle Bailey of KQEN Radio and Scott Carroll of the News Review.

MAYOR REPORTS

Mayor Rich thanked applicants Sheila Cox and Jeffrey Weller for their participation in the interview process. Councilor Fisher-Fowler thanked the applicants and supported Ms. Cox for her 30 years of experience, history and commitment. Councilor Hicks also supported Ms. Cox and stated her knowledge could help move Council in the right direction. Councilor Cotterell supported the decision for Ms. Cox and suggested Mr. Weller consider applying for the Budget Committee due to his financial experience. Councilors Eggers and Zielinski supported Ms. Cox and agreed Mr. Weller would be a good addition to the Budget Committee.

Councilor Cotterell moved to appoint Sheila Cox to fill the Ward 2, Position 1 vacancy, through December 31, 2020. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Ms. Sowa provided the oath of office ceremony and signature for Ms. Cox. Mayor Rich asked Ms. Cox to come forward and join the meeting.

ECONOMIC DEVELOPMENT COMMISSION RESIGNATION

Economic Development Commission Member Gary Leif submitted his resignation from the Commission effective January 27, 2020. Councilor Prawitz moved to accept Gary Leif's resignation from the Economic Development Commission, with regrets. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

COMMISSION/COUNCIL REPORTS

Councilor Eggers had a Parks Commission Meeting on February 5, 2020 to discuss the naming of a multi-use path as the Umpqua River Trail, grant funds received for Beulah Park and the Stewart Park pavilion restoration projects. A trail concept meeting will be held on February 12, 2020 at 6:00 p.m. at the Roseburg Public Library. The Geocache event on February 1, 2020 had over 200 people in attendance with 69 from out of the area.

02/24/2020

Councilor Cotterell said he was going to have a Public Works Commission meeting on February 13, 2020 to discuss emergency generators for the water supply system. Councilor Prawitz had an Economic Development Commission meeting on February 5, 2020 to review and approve tourism grants and discussed funding requests that will go before Council at a later date.

SPECIAL PRESENTATION – COMPREHENSIVE ANNUAL FINANCIAL REPORT REVIEW BY AUDITOR JEFF COOLEY

Mr. Harker introduced Auditor Jeff Cooley who presented an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2019. Cooley indicated the City once again earned an unmodified opinion known as a clean audit, with the City holding financially steady and strong. He had a single audit for a Community Development Block Grant project where funds were filtered through the City and all was compliant and according to the guidelines. In response to Councilor Prawitz, Mr. Cooley explained on page 107-108 of the document, it reflected a decrease from 2010 to 2020 due to a capital project that was spent down over the years. Mayor Rich said he liked to hear how the City compared to other entities. Mr. Cooley explained the City was within the top five compared to others.

QUARTERLY REPORT – QUARTER ENDED DECEMBER 31, 2019

Mr. Harker reported the City once again produced the Popular Annual Financial Report, which was geared to a more understandable version of the audit report. He then presented information on multiple sections of the financial report for the quarter ended December 31, 2019. In response to Councilor Hicks, Mr. Harker stated the County Assessor's office made changes that decreased the amount of property tax the City would receive. The reductions will be \$700,000 less than what was previously projected, but some reductions may change or be reversed. Councilor Cotterell asked if receiving Urban Renewal Funds early would help increase property value in the end. Mr. Harker explained promoting growth early would increase the property value and the general fund would benefit after the Urban Renewal district sunsets. Councilor Prawitz was concerned with low numbers for the equipment replacement fund and water service Fund. Mr. Harker discussed the process for equipment replacement and the time it takes from the order to when the final product was received. Ms. Messenger added the water chlorination system replacement would be part of the water service fund. The SCADA system was partially paid during the previous budget so it seemed low now, but would be spent at a later time.

2020-2021 BUDGET CALENDAR

Mr. Harker presented the budget calendar for fiscal year 2020-2021. A Budget Committee orientation will be held on April 21, 2020 with the first Budget Committee Meeting scheduled for May 5, 2020.

CONSENT AGENDA

Councilor Cotterell moved to approve the minutes of the January 27, 2020 regular meeting with an amended change. Ms. Sowa read the revised statement per request by Councilor Hicks. Councilor Cotterell asked Council to provide changes to him prior to meetings to be addressed rather than during a meeting. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3534 – TRANSPORTATION SYSTEM PLAN, SECOND READING

02/24/2020

Ms. Sowa read Ordinance No. 3534, entitled, "An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the City of Roseburg Transportation System Plan," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3534. The motion was seconded by Councilor Zielinski. Roll call vote was taken and approved with the following vote: Councilors Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3534 as adopted.

ORDINANCE NO. 3535 – REGARDING ECONOMIC DEVELOPMENT COMMISSION MEMBERSHIP, FIRST READING

Ms. Sowa reported that due to the large number of members serving on the Economic Development Commission, it was often difficult to obtain a quorum to conduct regular quarterly meetings. The Economic Development Commission (EDC) was reorganized in 2013, when the Visitors and Convention Commission was abolished and absorbed into the EDC. It was determined at that time that both commissions were typically addressing the same issues and it would be more effective to combine the two rather than to have them meet separately. In order to make it possible for commissioners from each previous commission continue participation, the organization of the new EDC was set at ten members, including the Chair.

Staff proposed decreasing the size of the commission from ten members to seven members to be more reflective of the size of the other City commissions. The EDC supported moving forward with the amendments to the membership. Council agreed to a first reading. Ms. Sowa read Ordinance No. 3535, entitled, "An Ordinance Amending Section 2.18.040 of the Roseburg Municipal Code Regarding the Economic Development Commission Membership," for the first time.

ORDINANCE NO. 3536 – REGARDING MARIJUANA DISPENSARY HOURS OF OPERATION, FIRST READING

Ms. Sowa explained that when marijuana first became legal in the State of Oregon, cities had the option to adopt their own ordinances related to time (hours of operation), manner, and location of operation. The City of Roseburg established a Citizen's Advisory Committee (CAC) known as the Medical Marijuana Committee, which proposed hours of operation that were then adopted by the Council. Currently under the Roseburg Municipal Code, marijuana dispensaries were allowed to be open from 9:00 a.m. to 9:00 p.m. Monday through Saturday and 9:00 a.m. - 6:00 p.m. on Sunday. The state regulations regarding hours of operation are 7:00 a.m. - 10:00 p.m. every day.

In researching other cities, several were silent on the issue of hours and relied on the state standards, some included hours in their Code, which matched state standards, and some included hours in their Code, which were more restrictive than state standards. In response to Councilor Eggers, Ms. Sowa explained delivery service was currently allowed by the State and therefore the City would continue to follow State rules. Mayor Rich wanted to know if other dispensaries were aware of the change for hours of operation. Ms. Sowa said she would alert the dispensaries after adoption of the ordinance. Council agreed to a first reading. Ms. Sowa read Ordinance No. 3536, entitled, "An Ordinance Amending Sections 9.14.040(A) and 9.15.040(A) of the Roseburg Municipal Code," for the first time.

FUNDING RECOMMENDATION – SOUTHERN OREGON MEDICAL WORKFORCE CENTER

02/24/2020

Ms. Messenger stated that work to develop a medical college in the Roseburg area began in 2012 with leadership at CHI Mercy recognizing the severe shortage of healthcare workers, especially in rural areas. Shortly thereafter, the Partnership got involved with the project and solicited funding from the City for an initial financial feasibility study. In July 2019, the state legislature programmed \$10 million in funding to the City of Roseburg with the caveat that there be a match of at least \$10 million. In October 2019, the Umpqua Valley Development Corporation (UVDC) was formed as a 501c3 nonprofit organization. UVDC formed to carry on the efforts to raise funds for the college and help guide program development and construction.

UVDC continued to work with George Fox University and other academic partners on the programs that may be offered on the Roseburg campus. UVDC had contracted with PacWest to provide ongoing support and project management. The Partnership had agreed to forward the remaining funds previously dedicated to the project to UVDC. CHI Mercy had been the biggest funding partner to date and has committed to continued project funding through UVDC.

UVDC requested financial support to continue to develop the project. There would be costs associated with overall project management, including the work involved with site selection, cost estimating, lease negotiation, etc. UVDC requested \$60,000.00 from the City for calendar year 2020. The Economic Development Fund FY 19-20 budget included \$100,000 for the Med Ed project. There was a strong possibility that additional funding requests would be forthcoming to secure architectural and/or engineering services for the project. The \$10 million allocated by the legislature would be funded by a state bond sale in the spring of 2021. The program required the City to enter into an agreement with the state no later than January of 2021 to remain eligible for the funding. There was a significant amount of work that needed to be completed between now and 2021 to keep the project moving forward. The consultant UVDC hired to perform these tasks would accomplish much of that work. Money had been budgeted and was available to meet this request. In response to Councilor Hicks, Ms. Messenger stated the City had contributed \$55,000.00 to this project up to this point in time.

Councilor Cotterell moved to authorize the City Manager to negotiate and execute an agreement with UVDC to provide \$60,000.00 from the Economic Development Fund to provide funding for project management services related to the Southern Oregon Medical Workforce Center project. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

DECLARATION OF INTENT TO REIMBURSE CAPITAL COSTS FOR SOUTHERN OREGON MEDICAL WORKFORCE CENTER

Ms. Messenger reported the \$10 million allocated by the legislature would be funded by a state lottery bond sale in the spring of 2021. The grant program allowed grantees to submit a Declaration of Official Intent to Reimburse Project Costs prior to entering into the grant agreement. Without the declaration, project costs expended prior to the grant sale would not be eligible for reimbursement. Staff requested authorization to submit a declaration to reserve the ability to seek reimbursement on eligible costs that may be incurred prior to the bond sale. At this time, staff did not have an outline of what costs may be incurred between now and the state bond sale in spring of 2021. It was reasonable to expect that costs associated with site selection, architectural and/or engineering services and other expenses may be incurred.

02/24/2020

In response to Mayor Rich, Ms. Messenger confirmed the funds would go through the City. In response to Councilor Hicks, Ms. Messenger said the total amount from the State was \$10 million and this declaration of intent allowed the City to request reimbursement for funds spent on the project prior to the spring of 2021. Councilor Prawitz added the Economic Development Commission discussed and unanimously approved the City Manager to submit a declaration of intent to reimburse capital costs for the Southern Oregon Medical Workforce Center. Councilor Prawitz moved to authorize the Staff to submit a Declaration of Official Intent to reimburse project costs to the Oregon Department of Administrative Services for the Southern Oregon Medical Workforce Center project. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Cotterell asked to have an agenda item added to a future meeting regarding the discussion of staff time used for records requests by councilors. Councilor Hicks questioned how staff would be able to track the length of time for requests. Councilor Cotterell explained the difference would be the full Council asking for research verses a single Councilor seeking information. Councilor Hicks asked if no more requests could be submitted if the maximum time allowed was met. Councilor Cotterell said yes unless it went through Council. Mayor Rich agreed it would be worthwhile to review the policy and bring it back to a future meeting for discussion.

Councilor Hicks described the condition of the observation deck by the Chamber of Commerce and asked if a community group would be allowed to help or handle costs to resolve the eroding issue and be able to move the safety netting that looked like a safety hazard. Ms. Messenger explained engineer staff did not have the type of design background for that type of project and would need to be hired out elsewhere. The main concern was not having a funding source. Councilor Hicks wanted to know if a volunteer group could initiate the project if the City was unable to proceed. Ms. Messenger suggested any volunteer group could ask to be included on a Parks Commission agenda. It would be best to start with the idea and discuss options, fundraising and the steps needed to fix the issue. Councilor Hicks shared her concern for the project with new tourism coming and wanted the best for the riverfront path.

Councilor Prawitz shared information regarding the death of Janice Rose. He said it was important for homeless to have a place to go and did not want to see others die on the streets of Roseburg. Councilor Prawitz paid tribute to Chuck McCullum, recently deceased local Texaco owner, who provided great service and helped those in need and personally assisted Councilor Prawitz during his lifetime.

Councilor Fisher-Fowler reported the Sister City delegation planned a visit to Roseburg June 6-14, 2020, with a City Hall day on June 10, 2020.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW OUTLET The SunnySide Theatre – 663 SE Jackson Street

Meeting Date: February 24, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
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 Control Commission 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 Daniel Thomas and Judd Boedecker, SunnySide Theatre Owners, as a new outlet granted for "Full On-Premises, Commercial" 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 applicants and found no reason to deny the application.

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR THE SUNNYSIDE THEATRE LOCATED AT 663 SE JACKSON STREET IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: Received 2/9/2020 - go to 2/24/20 Council Mtg OK to be
<input type="checkbox"/> Brewery 2 nd Location	Name of City or County: City of Roseburg
<input type="checkbox"/> Brewery 3 rd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 st location	By: _____
<input type="checkbox"/> Brewery-Public House 2 nd location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Daniel Thomas

(Applicant #1)

Judd Boedecker

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

The SunnySide Theatre

4. Business Address (Number and Street Address of the Location that will have the liquor license)

663 SE Jackson Street

City Roseburg	County Douglas	Zip Code 97470
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OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

RECEIVED

JAN 08 2020

OLCC Eugene

5. Trade Name of the Business (Name Customers Will See) The SunnySide Theatre			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 1980 Little River Rd			
City Glide	State Oregon	Zip Code 97443	
9. Phone Number of the Business Location 541-580-5350		10. Email Contact for this Application TheSunnySideTheatre@gmail.com	
11. Contact Person for this Application Daniel Thomas		Phone Number 541-580-5350	
Contact Person's Mailing Address (if different)	City	State	Zip Code

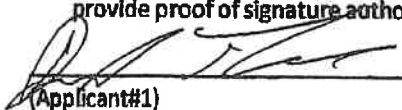
Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

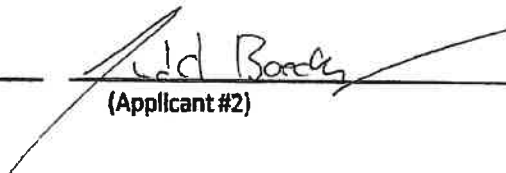
I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.


(Applicant #1)


(Applicant #2)

(Applicant #3)

(Applicant #4)

ORDINANCE NO. 3535

**AN ORDINANCE AMENDING SECTION 2.18.040 OF THE ROSEBURG MUNICIPAL
CODE REGARDING THE ECONOMIC DEVELOPMENT COMMISSION
MEMBERSHIP**

SECTION 1. Roseburg Municipal Code Section 2.18.040, titled "Organization of Commission" is hereby amended to read as follows:

2.18.040 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Chair. At least three of the members must be residents of the City; three members may either be City residents, own property in the City or have a place of business in the City and one may be at large. Except for the Chair, members shall hold no other official capacity with the City.

SECTION 2. All other Sections, Subsections and Paragraphs of Chapter 2.18 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 24th DAY OF FEBRUARY,
2020.**

APPROVED BY THE MAYOR THIS 24TH DAY OF FEBRUARY, 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ORDINANCE NO. 3536

**AN ORDINANCE AMENDING SECTIONS 9.14.040(A) AND 9.15.040(A) OF THE
ROSEBURG MUNICIPAL CODE**

SECTION 1. Roseburg Municipal Code Section 9.14.040(A), titled "Dispensary operating regulations" is hereby amended to read as follows:

9.14.040 - Dispensary operating regulations.

Each licensed medical marijuana dispensary operator shall comply with the following operating regulations in addition to any other state or local rules and regulations:

A. Medical marijuana dispensaries shall open for business no earlier than 7:00 a.m. and close no later than 10:00 p.m. any day of the week.

SECTION 2. Roseburg Municipal Code Section 9.15.040(A), titled "Dispensary operating regulations" is hereby amended to read as follows:

9.15.040 - Recreational marijuana dispensary operating regulations.

Each licensed recreational marijuana dispensary operator shall comply with the following operating regulations in addition to any other state or local rules and regulations:

A. Recreational marijuana dispensaries shall open for business no earlier than 7:00 a.m. and close no later than 10:00 p.m. any day of the week.

SECTION 3. All other sections and subsections of Sections 9.14.040 and 9.15.050 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 24TH DAY OF FEBRUARY,
2020.**

APPROVED BY THE MAYOR THIS 24TH DAY OF FEBRUARY, 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



POTENTIAL SANCTIONS AGAINST A COUNCIL MEMBER

Meeting Date: February 24, 2020
www.cityofroseburg.org

Agenda Section: Council Matter
Council Contact: Larry Rich, Mayor

ISSUE STATEMENT AND SUMMARY

At the January 27, 2020 Council meeting, Councilor Prawitz brought forth a concern regarding conduct by Councilor Hicks. The Mayor requested that Council members contact him if they were in favor of having a future agenda item to pursue this matter.

Attached to this memo is the letter sent to Councilor Hicks from the Mayor. (The letter was a confidential document because Councilor Hicks was given the choice of having either an executive or open session.) The second attachment is Councilor Hicks email response electing to have the process in public. The last attachment includes relevant sections of the Roseburg Municipal Code.

ATTACHMENTS:

- Attachment #1 – Notice of Disciplinary Procedures
- Attachment #2 – Email response requesting open session
- Attachment #3 – RMC Sections 2.34.090 and 2.34.100

City of Roseburg

900 S.E. Douglas Avenue Roseburg, Oregon 97470 | www.cityofroseburg.org | Phone (541) 492-6700

CONFIDENTIAL NOT SUBJECT TO PUBLIC DISCLOSURE ORS 192.345(12)

February 11, 2020

**Via Registered Mail - Return Receipt
Requested and First Class Mail**

Ashley Hicks
730 SE Flint St.
Roseburg, OR 97470

Re: Notice of Disciplinary Proceedings

Councilor Hicks:

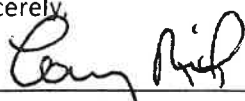
You are hereby notified that the City Council will meet in Executive Session during the regularly scheduled Council meeting on February 24, 2020 at 7:00 p.m. at City Hall, 900 SE Douglas Ave. Roseburg, Oregon to hear evidence pertaining to and consider censure for the following charges brought against you: 1) Expressing personal opinions and comments regarding a potential homeless encampment/shelter on City owned property on General Avenue without first indicating the majority position of the Council and clarifying that your statements do not represent the position of the Council. 2) Advocating or soliciting persons to illegally trespass and/or camp on said City owned property. 3) Creating an atmosphere of tension and fear by knowingly communicating false information to the Shadow Ranch neighborhood resulting in multiple calls and emails to Councilors and City staff, and testimony at the January 24, 2020 City Council meeting.

You will be permitted to offer evidence, call witnesses, cross examine witnesses and be represented by legal counsel at the hearing. Alternatively, you may choose to provide Council with written information instead before the scheduled hearing date. You are not required to attend this hearing, or provide any information. If you do not do so, Council will make a determination based on the information available at the time.

You may choose to have this hearing held in open session. If you would like an open hearing rather than executive session, please notify Amy Sowa by February 19, 2020.

Following the hearing, the City Council will consider possible disciplinary sanctions against you up to and including reprimand or formal censure; having official travel restricted (loss of travel funding and reimbursements.); and/or loss of Commission assignment.

Sincerely,



Larry Rich, Mayor

cc: City Council Members

Nicole A. Messenger

From: Amy L. Sowa
Sent: Wednesday, February 19, 2020 8:19 AM
To: Ashley A. Hicks; Larry Rich; Nicole A. Messenger
Subject: RE: Coercion Meeting February 24

Councilor Hicks,
We will schedule this discussion during the regular meeting as requested.
Thank you,
Amy

-----Original Message-----

From: Ashley A. Hicks <AHicks@cityofroseburg.org>
Sent: Tuesday, February 18, 2020 8:00 AM
To: Amy L. Sowa <ASowa@cityofroseburg.org>; Larry Rich <lrich@cityofroseburg.org>; Nicole A. Messenger <nmessenger@cityofroseburg.org>
Subject: Coercion Meeting February 24

Amy,

As I already mentioned in a previous phone call discussion. I will not meet with council or staff in executive session to coerce my elected representative position.

I agree to a Public Session so everyone can be held accountable to the public.

See you then

- Ashley

Sent from my iPad

2.34.090 - Representing the City.

When the Mayor or a Councilor represents the City before another governmental agency, a community organization or the media, the official should first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the official clarifies that those statements do not represent the position of the Council. If an elected official represents the City in a lobbying situation, the official should avoid expressions of personal dissent from an adopted Council policy. When the Mayor or a Councilor attends meetings of governmental organizations such as the League of Oregon Cities, they do so as individual elected officials and are free to express their individual views. If the Council has an adopted policy relating to an issue under discussion, the Councilor is expected to report that first.

(Ord. 3215 § 11, 2006)

2.34.100 - Sanctions.

The following situations may require the Council to apply sanctions to influence behaviors:

- A. Public Disruption. Members of the public who do not follow proper conduct in a meeting will be given a verbal warning. If they continue to disrupt the meeting, they may be barred from further testimony at that meeting or removed from the meeting room.
- B. Inappropriate Staff Behavior. Council members who witness inappropriate staff behavior should report such to the City Manager. Such employees may be disciplined in accordance with standard City procedures for such actions.
- C. Mayor or Council Members' Behavior and Conduct. Council members who do not follow proper conduct or Council rules and procedures may be subject to any or all of the following sanctions by the City Council:
 - 1. Not be recognized by the Chair to speak at a meeting;
 - 2. Reprimanded or formally censured by the Council;
 - 3. Lose all or a portion of their Commission assignments (both within the City of Roseburg or with other governmental agencies); or
 - 4. Have official travel restricted.
- D. Council members should point out any infractions of the rules and procedures to the offending Councilor. If the offense(s) continues, the matter should be referred to the Mayor and the Mayor shall discuss the matter with the Councilor. If the Mayor is the individual whose actions are being challenged, the matter should be referred to the Council President.
- E. It is the responsibility of the Mayor to initiate action if a Council member's behavior warrants sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

(Ord. 3215 § 12, 2006)



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: February 24, 2020

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 24, 2020, meeting, the following items are included:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 11, 2020 - 10:00 a.m.

1. Review February 10, 2020 City Council Meeting Synopsis
2. Review February 24, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing/Events
5. Department Items



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 18, 2020 - 10:00 a.m.

1. Review February 24, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
 - A. Library Renovations Phase II Grant Checklist
5. Department Items
 - A. Sobering Center Funding Request (GK)

TENTATIVE FUTURE COUNCIL AGENDA**Unscheduled**

- Airport Fees for Fire Agency Services
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Water Conservation Plan

March 9, 2020

Consent Agenda

- A. Minutes of February 24, 2020

Public Hearing

- A. Head Start CDBG Grant Closeout
- B. Airport Master Plan Adoption

Department Items

- A. The Umpqua Economic Development Partnership Annual Report
- B. Sobering Center Funding Request
- C. Multi-Use Path Naming
- D. Grant Request – Downtown Roseburg Association and Partnership for the Umpqua Rivers
- E. CIP Addition – Water Treatment Plant Project
- F. Umpqua Public Transportation District Funding Request

Informational

- A. City Manager Activity Report

March 23, 2020

Mayor's Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 9, 2020

Ordinances

- A. Ordinance No. _____ - Amending Title 12 of the RMC to Update ORS References Throughout and Correct to Include Amendments Originally Made in Ordinance No. 3448 in 2015, First Reading

Department Items

- A. Vehicle for Hire Annual Report
- B. Parklet Update

Informational

- A. City Manager Activity Report

April 13, 2020

Mayor Report

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 23, 2020 Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement

Ordinances

- A. Ordinance No. _____ - Amending Title 12 of the RMC to Update ORS References Throughout and Correct to Include Amendments Originally Made in Ordinance No. 3448 in 2015, Second Reading

Informational

- A. City Manager Activity Report

April 27, 2020

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. National Bike Month Proclamation

Consent Agenda

- A. Minutes of April 13, 2020

Department Items

- A. Anvil Northwest - Destination Marketing Report

Informational

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

May 11, 2020

Mayor Reports

- A. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 27, 2020

Resolutions

- A. Annual Fee Adjustments:
Resolution No. 2020- - General Fees
Resolution No. 2020 - Water Related Fees

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Semi-Annual Evaluation

June 8, 2020

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

- A. Resolution No. 2020- - 2020-2021 Budget Adoption
- B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational

- A. City Manager Activity Report

Urban Renewal Agency Board

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

June 22, 2020

Consent Agenda

A. Minutes of June 8, 2020

Informational

A. City Manager Activity Report

July 13, 2020

Mayor's Report

A. Parks and Recreation Month Proclamation

Consent Agenda

A. Minutes of June 22, 2020

Department Items

A. Authorization to Purchase Four Police Vehicles

Informational

A. City Manager Activity Report

July 27, 2020

Consent Agenda

A. Minutes of July 13, 2020

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

August 10, 2020

Consent Agenda

A. Minutes of July 27, 2020

Informational

A. City Manager Activity Report

August 24, 2020

Consent Agenda

A. Minutes of August 10, 2020

Informational

A. City Manager Activity Report

September 14, 2020

Consent Agenda

A. Minutes of August 24, 2020

Informational

A. City Manager Activity Report

Executive Session

A. City Manager Annual Evaluation

September 28, 2020

Mayors Reports

A. Walk & Bike to School Day Proclamation

Consent Agenda

A. Minutes of September 14, 2020

Informational

A. City Manager Activity Report

October 12, 2020

Consent Agenda

- A. Minutes of September 28, 2020

Informational

- A. City Manager Activity Report

October 26, 2020

Consent Agenda

- A. Minutes of October 12, 2020

Informational

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

November 9, 2020

Consent Agenda

- A. Minutes of October 26, 2020

Informational

- A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

November 23, 2020

Mayor Report

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 9, 2020

Informational

- A. City Manager Activity Report

December 14, 2020

Consent Agenda

- A. Minutes of November 23, 2020

Informational

- A. City Manager Activity Report

December 28, 2020

Consent Agenda

- A. Minutes of December 14, 2020

Informational

- A. City Manager Activity Report

January 11, 2021

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Commission/Council Reports

- A. Election of Council President

Consent Agenda

- A. Minutes of December 28, 2020

Informational

A. City Manager Activity Report

January 25, 2021

Consent Agenda

A. Minutes of January 11, 2021

Informational

A. City Manager Activity Report

Friday Message February 14, 2020

- Work has continued on Mount Nebo this week in preparation for a scheduled flight check next week to commission the precision approach path indicator (PAPI) at the airport. Once the PAPI is commissioned, the City can apply to use this as mitigation to the terrain obstruction (Mt. Nebo) and hope to get the nighttime instrument approach reinstated fairly quickly.



- The Public Works Commission met on Thursday. The Commission reviewed a report outlining options and cost estimates for providing back up power at the water treatment plant and other critical water facilities. The Commission recommended to include the project in the Capital Improvement Plan and to budget a project in the upcoming fiscal year.

- The Sunshine Parks Trails meeting was well attended on Wednesday. About 50 people showed up to listen and voice ideas and/or support for the concept.



- The Airport Master Plan is scheduled for presentation to the City Council on March 9th. This is a lengthy document (324 pages) that can be found at:

<http://www.cityofroseburg.org/storage/app/media/Airport/RBG%20Airport%20Master%20Plan%20FINAL.pdf>

- Meetings next week:
 - Library Commission – Tuesday 2/18 at 4 pm
 - Historic Commission – Wednesday 2/19 at 3:30 pm
 - Airport Commission – Thursday 2/20 at 3:30 pm

City offices will be closed on Monday, February 17th in observance of President's Day.

