



ROSEBURG CITY COUNCIL AGENDA – MARCH 9, 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**
 - A. Commission Chair Appointment
- 5. Commission Reports/Council Ward Reports**
 - A. Guest Editorial Letter
- 6. Special Presentation**
 - A. Umpqua Economic Development Partnership Annual Report
- 7. Audience Participation – See Information on the Reverse**
- 8. Consent Agenda**
 - A. Minutes of February 24, 2020 Regular Meeting
- 9. Public Hearing**
 - A. Community Development Block Grant Closeout UCAN Head Start Project
 - B. Ordinance No. 3537 - Airport Master Plan Adoption, First Reading
- 10. Department Items**
 - A. Naming of the Multi-Use Path
 - B. 2018-2023 Capital Improvement Plan Modification Standby Power Project
 - C. Umpqua Public Transportation District Funding Agreement
 - D. Grant Request – Downtown Roseburg Association and Partnership for the Umpqua Rivers (Roseburg Summer Steelhead Concert Series)
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. 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.***

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



GUEST EDITORIAL LETTER

Meeting Date: March 9, 2020
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Councilor Prawitz has drafted the attached guest editorial letter. There are two issues for Council.

1. Whether to support submitting the letter as a guest editorial from the Council; and if so,
2. Whether individual Councilors would like to have their name submitted as supporting the letter.

ATTACHMENTS:

Attachment #1 – Draft Guest Editorial – An open letter to the citizens

COUNCIL REPORTS A ATTACHMENT #1

Last Monday's Roseburg City Council censure hearing was a difficult process for everyone on council. The format developed for the process did not allow for much, if any, correction or explanation from council members on some key points.

We, the Roseburg City Council, believe the citizens of Roseburg and those who use the city's services and infrastructure deserve more information on three major topics from the meeting February 24th. We offer the following collective response in this open letter to the citizens of Roseburg.

First and foremost, it is important the public understands the Roseburg City Council stands behind and supports our city staff, specifically our City Manager Nikki Messenger. When she was hired, council agreed that Nikki's experience, professionalism and commitment to Roseburg made her the perfect fit for the crucial role of City Manager. So far, she has exceeded our expectations and we consider ourselves fortunate to have her leading the city staff.

Next, part of what makes the Roseburg city council effective is that each councilor brings their own unique experience, skill set, and areas of passion to the council. While one councilor might have knowledge and expertise in veterans affairs or law enforcement, another may have years of community engagement and civic service to offer. The diversity of interests – and quality of that work – benefits the entire community.

Collectively, the diversity and quality is evident. The current council and Mayor include three past winners of the First Citizen Award, board chairs or board members of several non-profit organizations for which our councilors have raised millions of dollars, a decorated veteran, three councilors with careers in law enforcement or parole and probation, and those with distinguished careers in education and service to the city of Roseburg. Most of the councilors have been living in and contributing to the Roseburg community for well over 30 years. It shows the kind of commitment current elected officials have while serving in their unpaid volunteer position on council.

The final point, which may be the most important of all, is how hard the Roseburg City Council is working on the big issues facing the city. Drug addiction, mental health issues, and homelessness are a three-headed monster that have devastated cities much larger and more resourced than Roseburg. Even so, citizens look to city staff and elected officials to provide some relief and solutions to the problem.

Currently, Roseburg city staff and individual councilors are working with groups including the Local Public Safety Coordination Council, the medical community, UCAN, Neighborworks Umpqua, ADAPT and Compass, Douglas County Circuit Court, HTAG and others to combine expertise and resources to find solutions within the law and taking individual civil rights into account.

That work has resulted in forward progress on the development of a sobering center and mental health respite center, conversations about the effectiveness of Drug Court and Mental Health Court, ways to address repeat offenders, providing services to those released from jail, the RSAT program, and efforts to increase housing alternatives.

The city has completed a Housing Needs Analysis to guide future development on not just affordable housing needs, but housing for everyone in the city. Community development is currently working on projects that will provide 80 new apartments, and 67 units of affordable housing for veterans. Another large, new apartment complex is in the permitting phase and could bring another 160 units to Roseburg.

COUNCIL REPORTS A ATTACHMENT #1

All of this work requires tremendous persistence and patience at a time when people are demanding results yesterday. These projects, conversations and action also require large agencies, governments, businesses, and the public to work together, within the process, and with civility.

We have seen what happens when individuals respond in frustration and take action to speed up the process. This process has a long runway. What sometimes may appear to be a short term or immediate solution can lead to rules getting broken, failed projects, and divisiveness. Those results can leave damage that lingers, impeding future efforts to address the problem.

Councilors hear ideas for solutions quite often. It is common for us to hear the question: “Why can’t the city just use that empty building or vacant lot for a homeless shelter?” There are many creative ways for people to be housed. Shipping containers, small metal shelters, large complexes, and tiny home villages are examples of solutions that might have merit. The place where these ideas develop barriers are around the more difficult questions of liability, funding, oversight and management, and possibly the most difficult of all: location.

It takes hours of work and communication to answer all of the questions around solutions to these problems. That is why the goal-setting, idea generating, and project development phases of city government move slowly.

The Roseburg City Council is only a few days away from entering into some meaningful discussions on these topics. City staff has been asked to make these meetings a priority. Several ideas worth exploring came forward during our goal-setting meetings. Councilors and staff have been looking at other communities for ideas to try here. Some of them appear to be very effective and could begin providing some forward momentum and success on this front.

It does not require everyone on council or in the community to agree. In fact, it is sometimes better to have healthy debates on these issues. However, it will take an increased level of civil conversation, clear communication, open listening, and teamwork for any project to become a reality. That is why more respect and trust is required between members of city council and between council and staff. That is why rules are in place. That is why action was required to enforce the rules last Monday.

Of course, the city has other important work to get done. Economic development is a key goal. Liveability, Safety, Transportation, and Emergency Preparedness are all on the list of goals for the city. Each of those goals has a ‘to do list’ that comes with it. Those goals also demand an increased level of focus and expertise of council and staff.

As we move forward as a team of leaders at the City of Roseburg, we want the citizens of this community and all who benefit from the services and infrastructure to know we have another unspoken goal: To work together in a spirit of cooperation and respect, to address the concerns we all have regarding the place we love. We appreciate the support of everyone who recognizes how much effort it takes to create and maintain change and humbly offer our expertise and experience to work on your behalf.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 24, 2020**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 24, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cox led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks (arrived at 7:05 p.m.), Brian Prawitz and Andrea Zielinski.

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, Management Assistant Koree Tate, Kyle Bailey of KQEN Radio and Scott Carroll of the News Review.

MAYOR REPORTS

Mayor Rich congratulated Officer Chris Bonebrake as the recipient of the Optimist Club Respect for Law banquet Officer of the Year for Roseburg Police Department. Chief Klopfenstein stated Officer Bonebrake had been with the Police Department for two years and was currently a K9 Officer/Handler and partnered with canine Axel. The award was chosen by peers and administration staff.

COMMISSION/COUNCIL REPORTS

Councilor Zielinski had a Library Commission meeting and discussed ebook and audio book platforms that allow people to listen to books on Kindle or other devices. The Commission chose to continue with the two platform options for audio books and encouraged people to listen online as another option from the library.

Councilors Cox and Fisher-Fowler attended the Sunshine Park Trail System meeting at the Roseburg Public Library that had a large attendance and included mountain bike riders who seemed very interested in the program and will most likely provide a presentation at a future Parks Commission meeting.

Councilor Fisher-Fowler had an Airport Commission meeting that did not have a quorum. Those who attended received an update regarding the precision approach path indicator (PAPI) project. Ms. Messenger reported the FAA held a flight check and reported a little more work was needed but the lights were currently on and the airport was now safer.

AUDIENCE PARTICIPATION

Gary Chasteen, 533 Terrace, explained parking concerns near Little Brothers Pub and asked Council for assistance to better enforce employees taking parking spaces away from customer use. Mayor Rich said the Downtown Roseburg Association Director was in the room and could follow up with him.

Bonnie Bischke, 1009 Shadow Ranch Lane, suggested a closer review of the new Airport Master Plan to make sure the same safeguards were in place as the previous plan. Ms. Messenger explained the new plan was in process and not yet brought forward to Council.

Todd Boyd, 546 SE Main Street, explained the Roseburg Senior Center had been a victim of graffiti multiple times and asked Councilor Hicks to cease comments and photos on the Nextdoor social media site in which she stated it was a derelict building.

Bill May, Giles Street, shared concerns about camps, hypodermic needles, garbage, shopping carts and safety for children walking barefoot along the waterfront having to deal with broken glass and needles. He commended Councilor Hicks for her clean-up efforts in the community.

John Berman, Warren Court, explained he did not receive a response from a council person from a previous meeting when asking about the homeless issue. When fishing, he pulls out garbage instead of fish. He understood when Councilor Hicks was vocal because it was about her frustration and she was speaking for people in her ward.

Manya Nicholson, 657 SE Flint, suggested creating a plan and solution for the homeless because they had nowhere to keep their things. She had helped the homeless with a home and did not tear them down. She expressed concern regarding Councilor Hicks' online posts regarding the issue. The homeless are scared, worried and have no place to put their things and asked where they should go.

James Wilkerson shared his concern regarding wildlife and the use of a tractor that cleared the brush and killed a beaver. His other concern was for future support of the railroad tracks after vegetation was removed and did not want to see a train fall down the hill into the river.

Raymond Pieren, 194 Tipton Road, recently purchased property along the river formerly known as the Freedom Camp. He had helped Councilor Hicks with many cleanup efforts along the river and commended her for all her work, patrols of Micelli Park, needle disposal and going above and beyond the duty in her Ward.

Christina Rose, 2446 W Luellen, stated there was a homeless issue in town, drug and mental health problems, but felt Councilor Hicks' message gets lost in delivery. The homeless have family and it's important the message is delivered properly.

Vickie Murphy, 123 NW Lombardy Drive, stated the homeless discussion had been repeatedly discussed by Council, but had not seen any action. In her opinion, many people post things on social media that were not liked and thought Councilor Hicks' posts were not any different.

Tami Riessbeck, 165 SE Mosher, discussed her concerns regarding the homeless, garbage, fights in the streets and drug problems. She asked Council to have more consideration for children who were afraid to play outdoors.

Sheri Minskom shared information about being homeless and asked Council to consider options and programs to help those that were unhoused, especially women.

Melody Jones, Myrtle Creek, explained she experienced the same homeless and garbage concerns in her area and asked Council to work on a solution to the problem.

CONSENT AGENDA

Councilor Cotterell moved to approve the following consent agenda items:

- 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

The minutes of the February 10, 2020 regular meeting was asked to be amended per request by Councilor Prawitz. Councilor Cotterell noted the revision was printed for each Councilor to review. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3535 – REGARDING ECONOMIC DEVELOPMENT COMMISSION MEMBERSHIP, SECOND 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 second time. Councilor Cotterell moved to adopt ordinance no. 3535. The motion was seconded by Councilor Cox. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3535 as adopted.

ORDINANCE NO. 3536 – REGARDING MARIJUANA DISPENSARY HOURS OF OPERATION, SECOND 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 second time. Councilor Hicks moved to adopt Ordinance No. 3536. The motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks and Zielinski voted yes. Councilor Prawitz abstained from voting. Mayor Rich declared Ordinance No. 3536 as adopted.

COUNCIL MATTER

Mayor Rich explained he would begin with charges regarding potential sanctions against a council member. Mayor Rich described how he would like that process to happen which included stating the charges, have council speak about facts, public participation, council discussion and then a vote. Mayor Rich read the charges:

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 for 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 multiples calls and emails to councilors and city staff and testimony at the January 24, 2020 City Council meeting.

Mayor Rich discussed the timeline of events and facts for which he was aware:

- During a December Goal Setting session, Councilor Hicks suggested General Avenue be used for an alternative supervised shelter, made a motion at the end of the meeting and it died from lack of a second.
- On January 8, 2020, Councilor Hicks contacted Ms. Sowa to ask what could be done to her if she told homeless people go to the General Avenue site rather than camping along the riverbanks. Ms. Sowa explained it would be illegal for the campers and was a bad idea.
- Councilor Hicks spoke with Ms. Messenger later the same day or next day and asked the same question. Ms. Messenger explained it would be a violation of the Municipal Code and if she told people to go there it could be misconstrued as a violation of her oath of office.
- Councilor Hicks launched a Facebook page called Crash Pad regarding the General Avenue property. Soon afterwards, City staff began receiving phone calls from Shadow Ranch residents concerned about the potential homeless shelter site.
- Councilor Hicks called Ms. Messenger about zoning information and claimed Ms. Messenger said it was a good idea. Ms. Messenger empathically denied saying that it was a good idea.
- Mayor Rich started receiving calls a few days later. Callers wanted to know why he was putting a homeless camp across from Lowe's near the Shadow Ranch neighborhood. Mayor Rich asked the caller what he was talking about and was told it was all over Facebook that the City was talking about putting a homeless shelter across from Lowes. Mayor Rich told them no and it was not true. The caller said his neighbors and family were in a panic about it. After speaking to the caller he realized the Facebook posts must have come from Councilor Hicks. He apologized to the caller and asked him to alert others the City was not talking about putting a homeless shelter in their neighborhood.
- At the January 27, 2020 Council Meeting, several residents spoke against the shelter and one person turned in almost 90 letters. Every person who spoke asked Council to reconsider putting a homeless shelter in their neighborhood. No one seemed to realize it was only Councilor Hicks that put the information out there.

Councilor Zielinski said she appreciated Councilor Hicks and her passion about the issues and her willingness to take action, but her strength could also be her weakness. She discussed the consequence of Councilor Hicks' actions and how to work better as a Council. Many people she spoke with were very misinformed and believed the City was considering a homeless camp near their neighborhood. She expressed her desire to work with Councilor Hicks, but it was difficult when she stirred up people to the point of anger, division and distrust. The issues around homelessness were too important and Council needed to work together and not against one other. Councilor Zielinski said the residents were our neighbors and needed to be listened to and heard. Even when they didn't agree, it was important for Council to respect one another.

Councilor Fisher-Fowler explained she was contacted by a number of people from Shadow Ranch and felt Councilor Hicks' comment of just being there to represent her constituents in

her Ward showed she was not willing to work together and accomplish the goals Council identified for the city. She too wanted to work together.

Councilor Eggers expressed concern over the fear that was created for the residents of Shadow Ranch. There was still a long way to go to address the camping issues. She applauded the work the City had already done, and applauded Councilor Hicks for her cleanup efforts, but was concerned with the fear instilled by the posts. She hoped they could work together.

Councilor Cotterell explained he received a large number of calls from Shadow Ranch residents when the Facebook post first came out. They all believed it was a Council decision and he had to explain it was not a Council position. What Councilor Hicks posted on social media was against the Municipal Code and Council rules and regulations. He did not see a clear definition explained that it was just her opinion and not that of Council.

Councilor Prawitz stated the word "potential" in the charges was incorrect because this site was not ever under consideration. He noted the impact the posts had on the Douglas County Commissioners who had to write a stack of letters back to the people of Shadow Ranch who were concerned.

Councilor Cole shared she was in Seattle when this occurred, but saw the newspaper article and then heard the residents from Shadow Ranch at the next Council meeting. She felt Councilor Hicks' actions were irresponsible.

Councilor Cox explained she was not yet appointed to Council when this occurred, but had watched the previous Council meetings and heard the comments made. She appreciated the facts presented by the Mayor and Councilor Zielinski's comments. Every City Councilor had to know what the rules were when they took the oath of office. One of those rules is that anytime a Councilor addresses any city issue, their first responsibility was to speak as to the majority of what the Council supports. They have a right to their own opinion, but it must be clear when it is strictly their opinion and not that of the entire Council. She expressed her concern that Councilor Hick's comments upset a whole senior citizen park full of people when the City could not placing a homeless camp at that location due to FAA regulations. Councilor Cox suggested Councilor Hicks find a different way to deliver her message and to look at the rest of Council as a team because that is what it takes to get things done.

Councilor Hicks rebutted the facts as presented. She spoke regarding her cleanup efforts over the last 8 years and information she had provided to the Council over the years regarding homeless camps, damage to the riparian area, garbage in the river, poaching wildlife, downtown business concerns, and issues at Eagle Park. She noted the homeless series in the News Review, and Commissioner Boice's actions in putting up a camp next to the library with picnic tables and a portable toilet. She felt things were trying to be worked out behind closed doors with the Commissioner; by Christmas, the shelter was removed.

Councilor Hicks discussed the second goal setting session when she spoke with City Manager Messenger about the General Avenue property, but she did not hear back from Ms. Messenger regarding density and zoning. After speaking with the Mayor, she conformed to the rules of the last goal setting session and presented her ideas. Her motion did not receive a second

which she felt meant Council did not want to discuss this topic. She recommended people listen to the audio recording of those meetings.

Councilor Hicks shared she had contacted City staff the first week of January about telling people about the General Avenue property, and to ask about the City's plans for the vacant property. She expressed frustration that Ms. Messenger did not provide her information on the FAA rules sooner. Councilor Hicks stated that Ms. Messenger later contacted her about another issue, but also explained that by taking the oath of office, she was to uphold the state constitution and the laws, which she understood. Councilor Hicks shared her reasons for suggesting General Avenue for a shelter. As someone who had spent time with people along the river and campers, Councilor Hicks was trying to figure out how this need could be addressed.

Councilor Hicks said her comments and ideas on her personal Facebook page were hers and her intellectual property, as were her Nextdoor, Twitter and Instagram accounts; she handled her Councilor Facebook page differently, sharing City news and other political information. She expressed frustration that no one on Council called her after receiving calls from people concerned about the shelter, which showed her how they were not working together. She expressed her concern with City management and the delay in discussing the issue of homelessness.

Councilor Hicks did not agree that City Council was a team, but rather each elected to represent the constituents in their ward. She felt there was a lack of transparency in the City. She questioned why Council did not have a say on what agenda items would be presented at meetings, but that it was determined by the Mayor, Council President, City Manager and Attorney. Councilor Hicks was frustrated the current agenda was sent out on Friday which did not allow enough time to review materials.

Councilor Hicks noted that she felt sanctioned from the time she began to serve on Council. She said the former City Manager had encouraged her to go to Travel Oregon events and bring back reports to the Council. She was the only one that attended all the conferences and brought back information, and removing her travel was penalizing the citizens. She had served on other committees with the LOC and felt it was never recognized. There had never been any complaints regarding her representation with the LOC. She noted the Commission Chair appointment was recently received and she chaired her first meeting.

Councilor Hicks expressed her belief that handling all of the calls from people was part of their job as elected representatives. She challenged others to come up with an idea of their own and actually help with the cleanups rather than through an organization or church that hands out items. She thanked the audience for coming out and supporting her and having a discussion on ideas of what could have been done.

Mayor Rich allowed Council an opportunity to add any additional facts that may have been missed. Councilor Zielinski noted Councilor Hicks went off the Shadow Ranch issue. Mayor Rich did not want to stop Councilor Hicks from speaking, but wanted to now stay focused on the issue.

Travis Jordy, 261 Pleasant Avenue, asked why residents of Shadow Ranch had more say than people living here.

Arlan Bischke, 1009 Shadow Ranch Lane, the newspaper article noted Councilor Hicks stated it was her personal opinion on the Facebook account, but when he spoke to Councilor Hicks on December 18, 2019 he addressed her as Councilor and was not corrected. It was on a public page called "What is Happening Douglas County Oregon", not her private page. This page had over 12,000 members. The information she posted made it sound like it was a well thought out plan and Council was ready to take action. He told her on the page he planned to tell all people about her well thought out plan, and then he and his wife alerted the members of the Shadow Ranch community about the plans. He thought she was speaking for the Council and that is why he was upset.

Diana Larson, Myrtle Creek, said Councilor Hicks should not be held responsible for what was going on in other persons' brains. This looked more like a witch hunt. She was not sure what Councilor Hicks posted, but she was not the one who was guilty. Some should not have to take the responsibility for others going over the edge.

Vicki Murphy, 123 NE Lombardy Drive, confirmed the 90 letters sent were a form letter, and were just signed. There was recently a woman who passed away on the streets. She said we were all supposed to be civilized people and yet we are letting people die. She was tired of seeing in the paper that Council was going to put this issue on the agenda. The homeless needed addressed and Council needed to deal with it.

Patti Benedict, 305 Shadow Ranch Lane, explained she was one of the ladies who collected the form letters from the Shadow Ranch residents. She said Councilor Hicks did not go to them or ask them what they thought or how they felt, she just put the information out there. Ms. Benedict said that was not right of her to do and she should have talked to the people. On Councilor Hicks' site she saw what was written about them after the last meeting and felt it was unkind.

Tami Riessbeck, 165 SE Mosher, explained she had elderly people in her neighborhood too. Everyone gets scared and has that feeling walking in town at night. The whole town matters and not just one area of town.

Theresa Goldsworthy, 806 Shadow Ranch, said that putting a homeless camp out there is not getting rid of the problem in Councilor Hicks' area as mentioned. The problem needs fixed and we need affordable housing. She asked why the old Rite Aid building could not be used for sheltering the homeless since it was close to the Rescue Mission that served food.

Bonnie Bischke, 1009 Shadow Ranch Lane, wanted to reiterate that her husband, Arlan addressed Councilor Hicks as Councilor on the social media page and she did not rebut that or correct him. She read the conversation multiple times and printed out the actual conversations to provide to others to read for themselves. On that page, Arlan stated it was cruelty to the elderly to put a shelter by their community and Councilor Hicks responded that it was better than by a school or library. Ms. Bischke felt discriminated against. Kids can yell and run away and have more supervision than an adult. Her neighbor two doors down was

pushed down by someone and it was a medical emergency due to medications and his condition.

Christina Rose, 2446 W Luellen, addressed Councilor Hicks by saying the weight of what she says carries so much more than she realized due to her position. She admitted, Councilor Hicks had passion, but she should not act as a child, roll with the punches and needed to find a new way to deliver the message while using dignity and respect. Ms. Rose again stated Councilor Hicks did not understand the weight of her words on social media.

Bill May, 17198 SE Giles Street, shared he thought this process was a good thing because it provided an awareness of what was going on that he was not being apprised of. He understood Councilor Hicks did not do things by the book, but felt others should be able to handle it. The homeless situation had shifted. People used to travel looking for work and now people did not use services available because they could not have drugs or alcohol. He did not want to see this area start looking like San Francisco, Portland or Seattle. He had nothing against the people who end up homeless by no fault of their own.

Raymond Pieren, said he thought Councilor Hicks was someone who blew things up to get things done. The core problem was the homeless and not all homeless were bad people. Some people in the situation just cannot afford things. A woman that used be on his property kept her place clean and was always sweeping around her tent. If people picked up their trash and took care of their problems by hauling it out then he would not have an issue. The root problem were the people who could not afford a home and Council had to find a place where people, especially women could go. The problem needed addressed and Councilor Hicks had brought it to the forefront.

Susie Johnston-Forte, 1545 SE Main Street, said everyone in the room knew there was a problem with drugs, alcohol, affordable housing, mental illness and people being on the streets and outside, but felt everyone had veered off the topic and suggested to bring it back to the discussion.

Mayor Rich again reviewed the charges against Councilor Hicks and said Council would have another turn to add any additional information. In his opinion, Councilor Hicks violated the rules by knowingly communicating with misleading information. She knew the Council had not talked about the shelter and had no evidence showing it was her opinion only. She was fully aware her actions were wrong because she contacted City staff regarding what could happen to her if she encouraged people to camp on the property. Mayor Rich noticed a disclaimer added to her Crash Pad site shortly after speaking with Staff. Councilor Hicks thought she was going to start a conversation about homelessness without realizing so many would be upset. Mayor Rich explained Councilor Hicks should have posted to her site explaining it was her idea only, not to panic and apologize for the mistake.

Councilor Prawitz explained this was not about Councilor Hicks' passion about the problem or restating the intensity of the problem. This was not about whether they like Councilor Hicks, about her first amendment rights to free speech, or agree with her opinions; it was about taking responsibility for ones actions. There had been a lot of things on Facebook that he did not agree with or wish had not happened, but the City had defended her opportunity for free speech

on Facebook and no action had been taken against her specifically regarding her actions on Facebook.

Councilor Prawitz said there was no question that her position was misused to push forward this idea and it upset the entire neighborhood. He believed Councilor Hicks was warned through previous processes when she may have been stepping out of line and had several conversations with the Mayor. She had been given the benefit of doubt over the years about this type of behavior before, but had never changed. He noted a previous conversation the two of them had about working together and trying to find better ways to address issues. He felt Councilor Hicks attacks Council and Staff on Facebook, but no one had done that to her. The process to get things done was messy because it required public input and democracy and not one person going out there to solve the problem.

Councilor Prawitz explained the Council had rules and those rules were worth defending and being called out, both for this Council and future Councils. He would support a social media policy for the Council to consider that included respecting one another when it came to communication. Councilor Prawitz spoke regarding the issue of comments made on social media and how they can quickly get away from the actual topic and person who made the original comment. That was why social media was so difficult to manage with commentary and not speaking for the Council.

Councilor Prawitz felt the sanctions were minor. He wanted to point out there was a sanction they were not pursuing and that was to restrict Councilor Hicks' ability to speak in a meeting. That was not on the table as it would be a clear issue of free speech. She had the right to speak how she wanted on social media, but she had to take responsibility.

Councilor Cotterell noted the hearing was not about the good work Councilor Hicks provided because she had a lot of passion. This was about her failure to follow Council rules and procedures, specifically on the Shadow Ranch matter. By not following those rules, she caused a large amount of fear and anxiety and a lack of confidence in local government. She did not preface her statement that it was not the City's position and then follow it with stating this was her opinion as required by Municipal Code.

Councilor Cole also thought Councilor Hicks did a great job in many ways, but in this matter she did not stick to the facts or to the charges. She never heard her take responsibility for what happened, but instead presented herself as a victim. She could do fantastic things for the whole city, not just their Ward, but she went about it in an inappropriate way.

Councilor Cox said Council rules say what they say and they were not followed. Those were the facts and that was all they had to look at.

Councilor Eggers advised Councilor Hicks to take responsibility. If everyone went rogue on their own, there would be a mess. She supported the sanctions.

Councilor Hicks stated there was not an opinion from Council about a homeless camp or emergency shelter. She had freedom of speech and her social media content was her intellectual content. Anything she states is her opinion and until they meet in a work discussion, she can say what she wants under her freedom of speech. Until Council has a discussion on

the issue the sanction did not match up. Council had not had a discussion and she felt the ideas had been ignored.

Councilor Hicks stated she felt Staff and Council should be sanctioned. Councilor Hicks said it was unacceptable to have drugs, shopping carts, homeless camps and fires under the bridge, and ordinances were not being enforced. The Mayor should be doing something about Eagles Park, and Councilor Prawitz should be more vocal about the vacant buildings and people laying on the sidewalks in the downtown area as the Economic Development Chair. She also wanted to put everyone in violation, including Ms. Messenger, for not enforcing City Ordinances.

Councilor Fisher-Fowler said Councilor Hicks was getting off topic and accusing others. They had meetings and goal sessions and added a new homelessness goal with a plan to have workshops. It was clear she violated her oath of office by how she put information on social media without stating it was her personal opinion and not that of the Council. It was a misrepresentation and she was in favor for some sort of sanction to get her attention to this matter.

Councilor Zielinski shared her frustration with the dysfunction and believed they were a team and should work together, sharing ideas and collaborating. Councilor Zielinski expressed concern that Council Hicks did not want to work with them and that she did not seem to care if Council decided to hold her accountable and sanction her because she violated the rules. Councilor Zielinski noted there were many people who attended meetings around homelessness and who stepped up to help. Council were looked to as leaders and people were looking to them to find solutions. Councilor Zielinski wanted to solve this problem and take action. They discussed homelessness at the Goal Session meeting and Councilor Prawitz talked about taking action as well. She wanted Councilor Hicks to be part of the process and hoped all that happened during the meeting would result in an effort to build bridges.

As no one else wished to speak, Councilor Cotterell moved that Councilor Hicks violated Council rules, Roseburg Municipal Code 2.34.090, by failing to adequately separate her personal opinion from City Council position in the matter of an unsheltered camp on General Avenue Roseburg using social media to publically express her opinion and the result of that public posting caused a significant group of people to believe Council was intending and recommending unsheltered people establish an unsheltered person camp on General Avenue, on City owned property. Further, that the social media post caused such consternation by residents of that area, Councilors and Staff were required to repeatedly attempt to calm the public's concern, additionally, Councilor Hicks was recommending folks violate municipal ordinance regarding criminal trespass and illegal camping. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler and Prawitz voted yes. Councilors Hicks and Zielinski voted no.


Councilor Cotterell moved that Council impose sanctions for Councilor Hicks' violation of Council rules (Municipal Code 2.34.090) by removing all travel funds for Councilor Hicks, except the annual League of Oregon Cities Conference, and removing her as Chairperson of the Historical Resource Review Commission. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler and Prawitz voted yes. Councilors Hicks and Zielinski voted no.

03/09/2020

Councilor Cotterell moved to have sanctions effective immediately until December 31, 2020. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler and Prawitz voted yes. Councilors Hicks and Zielinski voted no.

ADJOURNMENT

The meeting adjourned at 9:26 p.m.

A handwritten signature in black ink, appearing to read "Koree Tate". The signature is fluid and cursive, with the first name "Koree" written in a larger, more prominent script than the last name "Tate".

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE OUT UCAN HEAD START PROJECT

Meeting Date: March 9, 2020
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Stuart Cowie
Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

In January of 2017, the City of Roseburg was awarded a \$1.5 million Community Development Block Grant (CDBG) through the Oregon Business Development Dept. for the purpose of assisting the United Community Action Network (UCAN) to construct a new Head Start Building on the UCAN Campus just north of Costco on Kenneth Ford Drive. Construction of the Head Start Building was completed at the end of summer 2019. Shortly thereafter, the Head Start Building celebrated its grand opening September 26, 2019 and began utilizing the building for early educational and preschool child programs. The purpose of the public hearing this evening is to officially close out the grant, as the last payments concerning the construction of the building have been made.

BACKGROUND

A. Council Action History.

- July 28, 2014: UCAN Executive Director Mike Fieldman and Head Start Director Maureen Short presented a plan to build a permanent Head Start building on the UCAN campus on Kenneth Ford Drive: funding would use foundation and local grants, community support, and UCAN agency sources along with a CDBG grant of \$2 million from the state acquired by the City of Roseburg. At that meeting, the City Council approved the initial concept.
- August 24, 2015: Council authorized Staff to move forward with the UCAN application, which was subsequently not awarded a grant.
- May 9, 2016: Council again authorized Staff to move forward with a CDBG application on behalf of UCAN for construction of a Head Start facility.
- January 6, 2017: City received documentation of award.
- February 27, 2017: City accepted the CDBG grant in the amount of \$1.5 million.
- June 25, 2018: City awarded construction of the project to Zerbach Construction.

B. Analysis.

UCAN's Head Start programs provide comprehensive, no cost services to improve the lives of children age 0-5 and their families in Douglas County. Most children enrolled in

these programs qualify due to their family's low economic status, but children can also qualify if they have disabilities or are in foster care. Key services provided by Head Start include early education, health, nutrition, family strengthening and information and referral.

Total cost associated with construction of the Head Start Building was approximately \$3.9 million. The CDBG grant helped to contribute \$1.5 million worth of funding to this effort. As this type of grant requires a local government jurisdiction to apply on behalf of an organization like UCAN, and because the project was inside the city limits, the City of Roseburg was the logical choice to assist UCAN with the application.

C. Financial/Resource Considerations.

If the grant is not closed out properly, the City could be held responsible for re-payment of portions of the grant.

D. Timing Considerations.

Holding the public hearing will enable Staff to close out the grant with the Oregon Business Development Dept., the US Dept. of Housing and Urban Development and our local grant administrative partners, CCD Business Development Corporation.

COUNCIL OPTIONS

- Council can make a motion to close out the Head Start CDBG grant.
- Council can choose not to close out the Head Start CDBG grant.

STAFF RECOMMENDATION

Staff recommends that Council make a motion to have staff close out the Head Start CDBG grant.

SUGGESTED MOTION

I move to direct staff to officially close out the Head Start CDBG grant.

ATTACHMENTS:

Attachment #1 – Notice of Public Hearing Regarding Completion of Community Development Block Grant Project



PUBLIC HEARING A
ATTACHMENT #1

**NOTICE OF PUBLIC HEARING REGARDING COMPLETION OF COMMUNITY
DEVELOPMENT BLOCK GRANT PROJECT**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Roseburg City Council on **Monday, March 9, 2020** at 7:00 PM in the Council Chambers at 900 SE Douglas Avenue, Roseburg, Oregon 97470. The purpose of the hearing is for the Roseburg City Council to obtain citizens views about the project and to take comments about the local government's performance.

The City of Roseburg, Oregon is completing a Head Start Facility project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is Roseburg, Oregon. It is estimated that the project has benefited at least 171 persons of whom (100%) are low or moderate income.

Any person who wishes to speak on this topic may do so. Written comments are also welcome and must be received by 5:00 p.m. on March 3, 2020 at 900 SE Douglas Avenue, Roseburg, Oregon 97470. Both oral and written comments will be reviewed by the Roseburg City Council.

More information about the Oregon Community Development Block Grant program and the project is available for public review at 900 SE Douglas Avenue, Roseburg, Oregon 97470 during regular office hours: Monday through Friday from 8:00 a.m. to 12:00 p.m. or 1:00 to 5:00 p.m. Advance notice is requested. Please contact the Roseburg Community Development Department, 900 SE Douglas Avenue, Roseburg, Oregon 97470, (541) 492-6750, or by email: jlazur@cityofroseburg.org

Anyone having questions regarding the public hearing may contact Roseburg City Recorder, Amy L. Sowa, by calling 541-492-6866.



Amy L. Sowa, City Recorder

Posted on the City's website, at City Hall and published in the News Review on Thursday, February 27, 2020.

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

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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG REGIONAL AIRPORT MASTER PLAN – FILE NO. CPA-20-002

Meeting Date: March 9, 2020
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Stuart Cowie/Nikki Messenger
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Staff has been working with a consultant, the FAA, and an advisory committee on updating the Airport Master Plan and Airport Layout Plan. The issue for the Council is whether to adopt the findings of fact and amend the City's Comprehensive Plan to include the Roseburg Regional Airport Master Plan as a supporting document.

BACKGROUND

A. Council Action History.

On July 24, 2017, the Council awarded a consultant contract for the Airport Master Plan and Airport Layout Plan (ALP) update. On that same date, the Council adopted a resolution authorizing the acceptance of an FAA grant related to the master plan update.

B. Analysis.

The City began the process of updating the Airport Master Plan ALP in late 2017. The process included working with an advisory committee, made up primarily of airport users. As part of the process, the Federal Aviation Administration approves individual chapters as they are created. The chapters of the master plan include the following:

1. Inventory and Environmental Overview
2. Aviation Activity Forecasts
3. Facility Requirements
4. Improvement Alternatives
5. Financial Feasibility

All of these chapters lead to a preferred alternative that is then captured in the ALP. The ALP shows the future projects and/or uses for certain areas of the airport. If a project is not identified in the ALP, the FAA will not allow the project to proceed until the ALP is updated and the update is approved. These are often referred to as "pen and ink changes" which may occur between major updates. The FAA has reviewed and approved the ALP. The Airport Commission has reviewed the Master Plan and ALP. The Commission recommended adopting the Airport Master Plan and ALP.

The Airport Master Plan will complement the Transportation System Plan as part of the Transportation Element of the Roseburg Comprehensive Plan. The Planning Commission held a public hearing Monday, March 2, 2020, adopting Findings of Fact indicating the Airport Master Plan is consistent with statewide planning goals and local standards necessary to amend the Comprehensive Plan. The Commission voted unanimously to recommend City Council adopt the plan.

The Airport Master Plan can be found on the City's website at the following address:

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

C. Financial/Resource Considerations.

The plan identifies an estimated \$8.6 million in improvements in the first ten years of the plan (short and mid-range projects) and an additional \$30.4 million in long-term projects (10-20 years).

D. Timing Considerations.

This project has been funded primarily by grants from the Federal Aviation Administration (90%) and the Oregon Department of Aviation (9%). In order to facilitate grant closeout, it would be helpful to take action on the master plan as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the Planning Commission's findings of fact and order for File No. CPA-20-002, and proceed with first reading of the ordinance;
2. Modify the proposed action, or continue the matter for further consideration;
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends the Council adopt the Planning Commission's Findings of Fact and Order for File No. CPA-20-002, and proceed with the first reading of the ordinance to amend the Roseburg Urban Area Comprehensive Plan adopting by reference the Roseburg Regional Airport Master Plan.

SUGGESTED MOTIONS

"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. CPA-20-002, WHICH AMENDS THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN BY INCORPORATING THE ROSEBURG REGIONAL AIRPORT MASTER PLAN INTO THE DOCUMENT BY REFERENCE."

ATTACHMENTS

Attachment #1 - Draft Ordinance No. 3537

Attachment #2 - Planning Commission Findings of Fact and Order File No. CPA-20-002

ORDINANCE NO. 3537

**AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE
PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG REGIONAL
AIRPORT MASTER PLAN.**

WHEREAS, a contract was established between the City of Roseburg and Mead & Hunt, Inc. to complete and provide the City of Roseburg with a new updated Airport Master Plan; and

WHEREAS, Roseburg Municipal Code Section 12.10.020 establishes the procedures for legislative amendments of the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, after due and timely notice, the Roseburg Planning Commission conducted a public hearing on March 2, 2020, regarding the proposed adoption of the Roseburg Regional Airport Master Plan and its incorporation into the Roseburg Urban Area Comprehensive Plan. Following the conclusion of the hearing the Planning Commission adopted Findings of Fact and forwarded the matter for Council consideration. In addition, the Airport Commission met on December 19, 2019, to review the matter and provide Council with a recommendation to approve the Airport Master Plan; and

WHEREAS, after reviewing the recommendations of the Planning Commission and Airport Commission and conducting a public hearing on the Airport Master Plan on March 9, 2020, the Council concludes that the Roseburg Regional Airport Master Plan should be adopted and incorporated by reference into the Roseburg Urban Area Comprehensive Plan.

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

SECTION 1: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Comprehensive Plan Amendment.

SECTION 2: Based on the evaluation detailed in the Planning Commission Findings of Fact and Order, it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

SECTION 3: The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the Roseburg Regional Airport Master Plan into the Roseburg Urban Area Comprehensive Plan.

ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF MARCH 2020.

APPROVED BY THE MAYOR THIS ____ DAY OF MARCH 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

In the matter of legislative action) Comprehensive Plan Amendment:
by the City of Roseburg) CPA-20-002

BEFORE THE ROSEBURG PLANNING COMMISSION

FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

The Roseburg Airport Master Plan and ALP outline future needs of the airport based on identified safety and capacity priorities. Each chapter of the master plan has been reviewed and approved by the FAA as part of the process. Based on information compiled in the chapters, the ALP was updated to reflect future projects anticipated at the airport. The Airport Master Plan will complement the TSP as part of the Transportation Element of the Roseburg Comprehensive Plan.

II. PUBLIC HEARING

A public hearing was held on the application before the Roseburg Planning Commission on March 2, 2020. At that hearing the Planning Commission reviewed Land Use File CPA-20-002 and it was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3487 on July 24, 2017, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 10 days prior to the hearing.
3. The proposal consists of amending the Comprehensive Plan Land to adopt, by reference, the Roseburg Airport Master Plan.
4. The purpose of the adoption is to ensure the City of Roseburg will remain eligible for future grant funding for existing and future airport projects.

B. PROPOSAL

The city proposes a legislative amendment to the Comprehensive Plan to adopt, by reference, the Roseburg Airport Master Plan.

C. AGENCY COMMENTS

No agency comments were received as of the writing of this staff report.

D. PUBLIC COMMENTS

No written comments have been submitted.

E. ANALYSIS

Comprehensive Plan Amendments are required to satisfy approval criteria contained within Roseburg Municipal Code (RMC) 12.10.020.

F. REVIEW CRITERIA

Pursuant to RMC 12.10.020(F)(2) the following criteria must be demonstrated as being satisfied by the application for approval of the Comprehensive Plan Amendment:

- a) **That the amendment complies with the Statewide Planning Goals adopted by the Land Conservation and Development Commission, pursuant to ORS 197.240, or as revised pursuant to ORS 197.245.**

Goal No. 1 - Citizen Involvement - To ensure the opportunity for citizen involvement in all phases of the planning process.

Finding: The City of Roseburg has an adopted an acknowledged Comprehensive Plan for the Roseburg Urban Area. In order to implement the Comprehensive Plan, the City has adopted the Roseburg Municipal Code (RMC). Within RMC the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City, as well as through provisions that meet State of Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that has the responsibility to act as the conduit to the City Council on land use matters. The Planning Commission is selected through an open, well-publicized process and the Commission may include one member who resides outside the city limits.

The City of Roseburg provided notice of this proposal as mandated through ORS requirements and RMC, as well as publishing the notice in the News-Review, a newspaper of general circulation. A public hearing is held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues, influence the Commission and eventually the Council, provide technical information, and/or provide information regarding conditional approval.

Goal No. 2 - Land Use Planning - To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.

Finding: As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re adopted in Ordinance No. 2980 on December 9, 1996.) Implementation of the Comprehensive Plan is accomplished through the adopted Roseburg Municipal Code's Land Use Development Regulations (RMC). RMC has been acknowledged by the State of Oregon and has been amended from time-to-time in order to comply with ORS. (Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984, and incorporated into Roseburg Municipal Code by Ordinance No. 3497 on May 1, 2018.) Both the Comprehensive Plan and RMC have been amended from time-to-time.

Goal No. 12 – Transportation – To provide and encourage a safe, convenient and economic transportation system.

Finding:

The Roseburg Airport Master Plan and ALP outline future needs of the airport based on identified safety and capacity priorities. Each chapter of the master plan has been reviewed and approved by the FAA as part of the process. Based on information compiled in the chapters, the ALP was updated to reflect future projects anticipated at the airport. The FAA has reviewed and approved the ALP. The Roseburg Airport Commission has reviewed the master plan and ALP. The Commission recommended adopting the Airport Master Plan and Airport Layout Plan. The Airport Master Plan will complement the TSP as part of the Transportation Element of the Roseburg Comprehensive Plan.

- b) That the amendment complies with applicable policies of the Comprehensive Plan.**

Transportation Policy No. 12

The findings and recommendations contained in the Roseburg Municipal Airport Master Plan shall serve as the basis for guiding improvements to facilities and services at the airport.

Transportation Policy No. 14

Land use activities surrounding the airport shall be controlled to ensure that development does not interfere with the air space needs of the airport or pose a hazard to public health and safety.

Finding:

The Airport Master Plan and supplemental Airport Layout is a requirement by FAA regulations for all improvements to airport facilities in order to receive funding and serves as the guide for improvements to airport facilities. The Airport Master Plan also supports the regulation of adjacent land uses, including the prohibition of certain land uses that pose a hazard to public health and safety.

These regulations are called out by the Airport Overlay Zone which surrounds the airport and its surrounding air space.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in RMC 12.10.020(F)(2)

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends **APPROVAL** of this application to the City Council.



Ron Hughes, Planning Commission Chair

3/2/20

Date



Stuart Cowie, Community Development Director

3/2/20

Date

Planning Commission Members:

Ron Hughes, Chair
Dan Onchuck, Vice Chair
Kerry Atherton
Ronald Sperry
Victoria Hawks
Shelby Osborn
John Kennedy

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



NAMING OF THE MULTI-USE PATH

Meeting Date: March 9, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brice Perkins, PW Director
Contact Telephone Number: 541-492-6892

ISSUE STATEMENT AND SUMMARY

The City's multi-use path does not currently have a definitive name. The issue for the Council is to determine a name to "brand" the path system so that it is more recognizable to users and can be more easily marketed to visitors from outside the area.

BACKGROUND

A. Council Action History.

None

B. Analysis.

Staff has been working toward bringing wayfinding signs to the City's multi-use path system. Wayfinding is used to assist users of the path system in determining where they are on the path and where they want to go. Selecting a name for our path system would be beneficial to the wayfinding project by providing an easily recognizable brand for the overall path system. Branding our path system would make it more recognizable from a user standpoint and easier to market to potential users from outside our area.

In the 2008 Parks Master Plan the path system is referred to as the "Umpqua River Greenway." However, that name has not been formally adopted and is not widely known. Staff considered several formal naming options for the path system and presented them to the Parks Commission on February 5, 2020. Those options included:

- Umpqua River Trail
- Umpqua River Greenway
- Roseburg Greenway
- Roseburg Urban Path
- Roseburg Urban Trail

The Parks Commission also discussed a number of additional options at the meeting.

C. Financial/Resource Considerations.

There are no financial considerations at this time.

D. Timing Considerations.

The wayfinding project is currently in the design phase. Staff is requesting a definitive name for the path system be selected soon so that the wayfinding design consultant can integrate the name into their design.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt "Umpqua River Trail" as the name of the multi-use path system.
2. Adopt another name for the multi-use path system.
3. Elect not to name the multi-use path system.
4. Request more information.

STAFF RECOMMENDATION

The Parks Commission discussed this item at their February 5th meeting. The Commission recommended naming the path system the Umpqua River Trail. Staff concurs with the Parks Commission's recommendation.

SUGGESTED MOTION

I move to adopt Umpqua River Trail as the official name of the City of Roseburg's multi-use path.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2018-2023 CAPITAL IMPROVEMENT PLAN MODIFICATION STANDBY POWER PROJECT

Meeting Date: March 9, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brice Perkins, PW Director
Contact Telephone Number: 541-492-6892

ISSUE STATEMENT AND SUMMARY

The issue for the Council is to determine if a standby power supply project should be added to the Five Year Capital Improvement Plan.

BACKGROUND

A. Council Action History.

The Council adopted the Five Year Capital Improvement Plan on March 26, 2018.

B. Analysis.

The City of Roseburg experienced a severe weather event in February 2019. The event highlighted the need for standby power generation to support the City's critical public works infrastructure should a long-term power outage occur. RH2 Engineering Inc. was selected to conduct a Standby Generator Evaluation Study in August of 2019. The study identified a number of options for standby power generation at critical City facilities, including the Fulton Shop, the Reservoir Hill SCADA system, the Water Treatment Plant, and the major pump stations in the water distribution system. The study is available on the City's website at the following address:

<https://www.cityofroseburg.org/storage/app/media/uploaded-files/WTP%20Emergency%20Backup%20Power%20Generator%20Study.pdf>

The results of the study were presented to the Public Works Commission on February 13, 2020. After a thorough discussion, the Public Works Commission recommended staff proceed with the design and construction of standby power generation at the water treatment plant, the Reservoir Hill SCADA system, the installation of receptacles at five pump stations, and purchase two portable generators. The Commission elected not to recommend construction of standby power generation at the Fulton Shop at this time.

In order to proceed with the project it should be added to the City of Roseburg Capital Improvement Plan adopted by the City Council March 26, 2018. Contracts for design and construction of the proposed facilities will be brought to the Council as they are developed next fiscal year.

C. Financial/Resource Considerations.

The budget level estimate for standby power generation at the water treatment plant, the Reservoir Hill SCADA system, the installation of receptacles at five pump stations, and purchase two portable generators is \$1,850,000. Installation of a standby power generator at the Fulton shop would increase the project cost by \$406,000.

D. Timing Considerations.

City staff is currently developing the Fiscal Year 2020-21 budget. Modification of the Capital Improvement Plan now will allow funds for the project to be included in the upcoming budget.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the change adding the Standby Power project to the 2018 Capital Improvement Plan.
2. Elect not to adopt the change to add the Standby Power project to the 2018 Capital Improvement Plan.
3. Request more information.

STAFF RECOMMENDATION

The Public Works Commission recommended staff proceed with the design and construction of standby power generation at the water treatment plant, the reservoir hill SCADA system, the installation of receptacles at five pump stations, and purchase two portable generators. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to modify the 2018 Capital Improvement Plan to include the Standby Power Project in the Water Capital Improvement Fund.

ATTACHMENTS:

Attachment #1 – Modified Page W-1 of 2018-2023 Capital Improvement Plan

WATER PROJECTS



The Water Service Fund accounts for the operation of the City's domestic drinking water utility. The operations, debt and capital outlay are totally supported by charges for services. The City purchased the utility from Oregon Water Corporation in 1977, and has since been upgrading the system in the course of normal depreciation as well as to correct major existing deficiencies within the system. Once undertaken, these projects are designed to accommodate anticipated growth and changes in design standards.

An updated Water System Master Plan and Capital Improvement Plan was adopted in 2010. A long range Water Supply Plan and Water Treatment Facilities Preliminary Design Report were completed in 2009. Together, these documents outline the high priority projects for the next decade. The short term capital improvement projects from the Master Plan have been included in this document.

530	WATER FUND						
	WATER						
	Project Description	Estimated Cost	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	Land	25,000	5,000	5,000	5,000	5,000	5,000
	Buildings and Structures	50,000	10,000	10,000	10,000	10,000	10,000
	Equipment	235,000	20,000		130,000	85,000	
	Water Vehicles	120,000	40,000	40,000		40,000	
	Mapping/Plans	75,000	35,000	10,000	10,000	10,000	10,000
	Main Replacements	2,935,500	255,000	450,000	730,500	750,000	750,000
	New Mains	155,000	115,000	10,000	10,000	10,000	10,000
	Plant Improvements	4,730,000	1,550,000	850,000	2,041,000	132,000	157,000
	Reservoir Improvements	1,295,000	85,000	335,000	125,000	125,000	625,000
	Transmission Main	5,920,000	345,000	2,625,000	1,650,000	700,000	600,000
	LID	-	-	-	-	-	-
	WATER TOTAL	\$15,540,500	2,460,000	\$4,335,000	\$4,711,500	\$1,867,000	\$2,167,000

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



UMPQUA PUBLIC TRANSPORTATION DISTRICT FUNDING AGREEMENT

Meeting Date: March 9, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In the past, the City has supported public transit through an annual agreement with Umpqua Community Action Network (UCAN), the operator of UTrans. A new public transportation district has formed and is requesting the City's continued support. The issue for the Council is whether to authorize an agreement with the new transportation district to continue to support local transit services.

BACKGROUND

A. Council Action History.

The transit system was formed through the Umpqua Regional Council of Governments in 2000. In 2008, Douglas County took over operations and contracted with UCAN to provide the service. The Council authorized the agreement with UCAN for transit services on May 14, 2018.

B. Analysis.

In 2017, the Oregon legislature passed a comprehensive transportation-funding package known as HB2017. This bill included increased funding for transit providers. In order to take advantage of this opportunity, Douglas County formed a transit district to assume the role of transit provider. The Umpqua Public Transit District has formed and continues to contract with UCAN in the short term. While HB2017 did significantly increase funding for transit, the funding is specific to service expansion, not the provision of the existing services. The transit district will require participation from cities served in order to continue to provide the existing service routes. The district is seeking a legislative fix in order to be able to access the funding for existing services, but does not foresee that occurring prior to FY 21-22. As such, they have requested that the City continue supporting the district through June 30, 2021.

The current agreement between the City and UCAN expired at the end of 2019. Prior to that, the City made quarterly contributions of \$15,000 to support the system. The FY 19-20 budget includes \$60,000 for this purpose.

C. Financial/Resource Considerations.

When the transit service initially started in 2000, the City's contribution was \$21,000 annually. In 2008, that went up to \$75,000 annually. In 2010, UCAN reduced the contribution to \$60,000 per year. The transportation district has requested the City continue to contribute \$60,000 (\$15,000/quarter) through June 30, 2021.

D. Timing Considerations.

The existing agreement is expired. Staff is in the process of drafting the FY 20-21 budget. It would be appropriate to take action as quickly as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to negotiate and execute an agreement with Umpqua Public Transportation District to provide financial support through June 30, 2021; or
2. Authorize the City Manager to negotiate and execute an agreement with the transportation district through the end of the current fiscal year; or
3. Request additional information; or
4. Not authorize an agreement for financial support.

STAFF RECOMMENDATION

Public transportation is a vital service provided to the community. It provides the means for citizens to get to and from work, school, medical appointments, grocery stores, and any number of other services. Staff recommends the Council authorize a funding agreement through June 30, 2021.

SUGGESTED MOTION

I move to authorize the City Manager to negotiate and execute an Agreement for Transit Services between the City of Roseburg and the Umpqua Public Transportation District with the City providing \$60,000 per fiscal year through June 30, 2021.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



GRANT REQUEST – DOWNTOWN ROSEBURG ASSOCIATION & PARTNERSHIP FOR THE UMPQUA RIVERS (ROSEBURG SUMMER STEELHEAD CONCERT SERIES)

Meeting Date: March 9, 2020
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The applicants, Partnership for the Umpqua Rivers and the Downtown Roseburg Association (DRA), are requesting \$21,500 in hotel/motel tax funds in order to assist in advertising and marketing costs associated with holding three concerts in the downtown area during the annual steelhead salmon angling season from July to September.

BACKGROUND

A. Council Action History.

On February 5, 2020, the Economic Development Commission (EDC) reviewed eight tourism grant application proposals. The policy of the EDC has been that funding requests \$5,000 or greater must be recommended to City Council for approval. Of the eight applications presented, seven were requesting funding of \$4,999 or less. All seven of the grant requests were awarded by the EDC. The eighth tourism grant application submitted by the Partnership for the Umpqua Rivers and DRA, is before you now, seeking Council approve \$21,500 worth of funding. The EDC voted unanimously to recommend that Council approve the funding request at the proposed amount.

B. Analysis.

The \$21,500 worth of funding will be used to assist in advertising and marketing costs associated with holding three concert series during the annual steelhead salmon angling season from July to September. The Partnership for the Umpqua Rivers is partnering with the DRA regarding the concert series, as each concert will be held downtown, utilizing key businesses. The DRA works to increase regional and downtown patronage and is experienced in hosting downtown events.

The applicant has indicated the concerts will be a mixture of music, street fair, brews and foods. It is anticipated that advertising will consist of billboards, print, radio and social media. Experience Roseburg has provided a letter of support and will be adding \$2,500 worth of in-kind advertising and marketing design and promotion. Billboards are anticipated to be placed in the Salem/Portland area, while print advertising is anticipated in magazines such as 1859, Willamette Weekly, and the Portland Monthly. The objective

of each event is to engage anglers and visitors during the steelhead season while promoting the Umpqua Rivers as a key steelhead angling destination. The request to utilize the funding for advertising and marketing purposes is consistent with the definition of "Tourism Promotion" as provided in ORS 320.300, which enables the use of funding for advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists.

Recognition of the City's sponsorship would be provided by including the City's logo on advertising material, both printed and digital.

C. Financial/Resource Considerations.

Funding for this request, alongside other tourism promotional types of activities, comes from the Hotel/Motel Tax Fund under the Tourism Promotion account. This account is used to assist in funding the City's tourism grant application program, which is made available to the public twice a year in the spring and fall. In addition to these grant requests, the money can be used to fund other tourism promotion or tourism-related facilities as defined in ORS 320.300.

The FY 19-20 adopted budget included \$103,000 in this line item. As of the date of this report, there is a balance of \$49,531. Both tourism grant application cycles have been completed for the remainder of this fiscal year. The next cycle of tourism grant applications will be presented to the EDC in July at the beginning of fiscal year 2020-21 with a new budget in place.

D. Timing Considerations.

The applicants are currently planning these events and beginning to address initial advertising and marketing strategies for each concert, only a few months away. A decision surrounding the grant request will guide their plans moving forward.

COUNCIL OPTIONS

1. Move to award funding in the proposed amount of \$21,500; or
2. Modify the proposed funding request or continue the matter for further consideration; or
3. Decline to fund the proposed grant request.

STAFF RECOMMENDATION

The EDC recommended unanimously that Council approve the proposed request in its entirety.

SUGGESTED MOTION

N/A

ATTACHMENTS

Attachment #1 – Roseburg Summer Steelhead Concert Series Tourism Grant Application



2020

TOURISM GRANT PROGRAM



CITY OF ROSEBURG
ECONOMIC DEVELOPMENT
COMMISSION

TOURISM GRANT APPLICATION
CITY OF ROSEBURG ECONOMIC DEVELOPMENT COMMISSION
900 SE Douglas, Roseburg, OR 97470
(541) 492-6750

*Attach additional material as deemed necessary to provide
full information regarding your project/event.*

Amount Requested \$ 25,000.00

Project/Event Name: Roseburg Summer Steelhead Series

Applicant Organization: Downtown Roseburg Association (DRA)

☐

Governmental Entity

☒

Non-Profit Organization

☐

Business Enterprise

Address: 753 Main Street, Roseburg OR 97470

Phone: 541 673 3352

E-Mail Address: _____

Responsible Party: Susie Johnston-Forte, Executive Director

Co-Sponsors (if applicable): The Partnership for the Umpqua Rivers (PUR); Kevin Keller, Executive Director; Thomas McGregor, Board Treasurer; More info at www.umpquarivers.org

Description of Project/Event: Three concerts in a 'block-party' format during the annual steelhead salmon angling season (Jul thru Sept). Three locations in downtown Roseburg would benefit from hosting the series. Local angling and veteran groups would host demos of fly-fishing/tying for public.

Describe how the project will fulfill the City's objectives to increase tourism by funding tourism promotion. (Ex: Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists/Marketing special events and festivals designed to attract tourists) or tourism related facilities (Ex: Conference, convention or visitor information center or a capital project that has a substantial purpose of supporting tourism or accommodating tourist activities): Local economy would benefit from a premier event celebrating a key activity unique to the Umpqua region; fly-fishing for summer steelhead. State-wide billboards, magazine print ads, and targeted social media would result in positive influence for Roseburg.

Objectives of the Project: PUR and DRA partner for a mutually beneficial activity. PUR's primary activity is restoration of salmon runs and collaboration of stakeholders. Funds raised support PUR fiscal needs to support its ~5 FTE. DRA directly works to increase regional & downtown patronage.

Describe how this project/event may showcase the Roseburg area and provide other economic benefits to the community aside from tourism: Umpqua steelhead angling pushed alongside downtown businesses such as restaurants and breweries. Multitude of local businesses (hotels, restaurants, angling guides, real estate, retail, etc.) benefit from positive regional marketing for area.

Target Market or Audience - How and where will this be promoted? General statewide audience to learn about unique attraction of Roseburg community. Billboards in the Salem/PDX market, Magazines such as 1859, Willamette Weekly, Portland Monthly. Radio underwriting with JPR.

Project Strategy: An intersection of 'Music on the Half Shell' meets street fair meets brew fest.

Each month a new restaurant will be hosting their taps and proceeds of sales. Event reach will be tracked through social media metrics and maps at events requesting attendees to 'pin' their home.

Describe how this project/event may showcase the Roseburg area and provide other economic benefits to the community aside from tourism: Umpqua Rivers present a 'top-ten' steelhead angling destination in the country. Intentional marketing of this aspect will showcase our community's livability and culture. Project Healing Waters will also highlight support of veterans.

Have you previously applied for funding from the City?

Yes ☐ No ☐ If so, when? _____ Amount granted? _____

Upon completion of the project/event, the grantee will be required to provide a written report as to the success of the grant. Part of this report will include information on how many people visited Roseburg as a result of the project. Describe how the applicant intends to garner this information.

Cassie Johnston-Forte  Date 12/31/2019
Applicant Typed Name and Signature (This person shall be responsible for contract execution.)

Thomas McGregor Digitally signed by Thomas McGregor
Date: 2019.12.31 12:07:52 -08'00' Date 12/31/19
Co-Sponsor Typed Name and Signature

Co-Sponsor Typed Name and Signature Date _____

BUDGET PROPOSAL

Amount Requested: \$ 25,000.00

Project/Event Name: Roseburg Summer Steelhead Series

Date of Project/Event: July 23, 2020; August 20, 2020; September 17, 2020

Do you charge for attendance? Yes ☐ No ☒ If yes, how much? N/A

Expected attendance: 4,000 Expected attendance revenue: N/A

Other Revenues (Without City funds):

Type	Amount
<u>Event Sponsorships Donations to PUR</u>	<u>\$35,000.00</u>
<u>Ford FamilyFound., Good Neighbor Grant</u>	<u>\$10,000.00</u>
<u>Food Sales/Beverage Sales - Donated %</u>	<u>\$4,000.00</u>
<u>Event Merchandise Sales - T-shirt, Koozie, etc</u>	<u>\$750.00</u>
Total Non-Tourism Funds	<u>\$49,750.00</u>

Estimated Expenses:

Materials and Supplies	<u>\$3,365.00</u>
Labor Costs	<u>\$24,200.00</u>
Advertising	<u>\$27,000.00</u>
Capital Outlay	<u>\$0.00</u>
Total Expenditures	<u>\$54,565.00</u>
Net Income/Loss Without City Participation	<u>\$4,815.00</u>
City Funding Request	<u>\$25,000.00</u>

Explanation for requested amount (specifically delineate the materials, supplies, labor, advertising and capital outlay expenses, if applicable). Budget information must include anticipated expenditures and revenues:

Materials includes event supplies (banners, shirts, etc.), permits, insurance, port-a-potties, garbage. Labor includes contracted headliner musicians, contracted local musicians, audio production services, DRA event & volunteer management staff time costs, security/alcohol services. Advertising includes event poster production, urban area billboards, statewide print magazine ads, regional print ads, regional radio underwriting, marketing production fees. Tourism funds would be dedicated to fund urban area billboards, statewide print magazine ads, and regional radio underwriting expenses.

Hi Stu and Nikki,

Here is some additional information for the Economic Development Committee's consideration regarding the request for advertising funding for the Summer Steelhead Concert Series. The Partnership for the Umpqua Rivers and the DRA realize that this application is outside the normal scope of regular requests.

With the Summer Steelhead Concert Series, we believe that the marketing plan we have developed will put "heads in beds" from Thursday (concert night) through the weekend (for fishing and exploring). With 1,100 rooms available in the greater Douglas County area, we believe we can attract travelers from outside of our immediate area.

The advertising plan is as follows:

Radio spots to cover Lane, Douglas, Coos, Josephine, Jackson, Klamath, Lake, and Curry Counties. This will cost \$5,000 per month and we will run them for the three concerts in July, August, and September. There are 957,500 people living in these counties.

We will be included in the Experience Roseburg billboard event advertising for the concert series. Anvil indicated that they will invest up to \$2,500 worth of services for design and billboard placement, as well as print materials, as they strongly support this program. The billboard is slated beginning in April at a Salem I-5 interchange. Please see the letter from Experience Roseburg in support.

In addition, we plan to run ads in both 1859 Magazine and Portland Magazine. The cost for ¼ page ads for the three concerts, with a combined readership of 818,400 statewide, will be \$6,000 total.

And finally, we have budgeted \$500 to boost Facebook posts during the three months of the series.

The total cost for advertising this series is as follows:

Radio spots to cover 9 Southern Oregon counties for 3 months:	\$15,000
Advertising in statewide targeted magazines:	6,000
Facebook – boost post funds	<u>500</u>
Total	\$21,500

We would be pleased to do further research and provide specific numbers on estimated reach.

Thank you so much for your consideration!



January 9, 2020

Downtown Roseburg Association
Susie Johnston-Forte
753 SE Main Street
Roseburg, Oregon 97470

Dear Susie,

Experience Roseburg is pleased to support the Downtown Roseburg Association for the inaugural 2020 Steelhead Series.

We pledge the following event promotion support with:

- \$2500 creative support for event logo, collateral design and production.
- Billboard placement 14x48 digital billboard, located on I-5 at Salem. Artwork rotation 50% with Experience Roseburg destination branding in the following months (\$644 media placement):
 - One (1) week in July
 - Two (2) week in August
 - One (1) week in September
- Event showcase on ExperienceRoseburg.com.
- Social media posts on Experience Roseburg Facebook and Instagram.

We are very supportive of the Steelhead concert series held in Downtown Roseburg as an innovative and exciting plan.

We are pleased and proud to promote experiences in and around Roseburg. Thank you again for helping accentuate our adventures, attractions, and culinary delights in the Roseburg area.

Kind Regards,

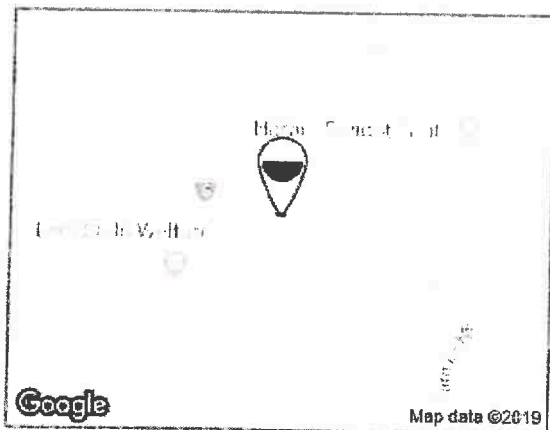
Kathy Kite on behalf of Cam Campman

Cam Campman
Experience Roseburg

PO Box 1262, Roseburg Oregon 97470

541-672-9731

info@experiencerosenburg.com



Description

This digital bulletin is located on I-5 in Salem with an impressive read for local and commuter traffic. It's on the way back to downtown Salem from Keizer Station, the major shopping destination in this area, featuring national Restaurant chains and retailers such as Target, Lowe's, REI and many more.

This bulletin is also seen by heavy tourist traffic southbound toward Albany, Corvallis, Eugene, and Southern Oregon communities. University of Oregon is in Eugene and is home to the Oregon Ducks, and Corvallis is home to the Beavers of Oregon State University.

Illuminated Digital Bulletin Location

City: Salem, OR 97305

Face ID: PDX076127

Facing: North (CR)

Latitude/Longitude: 44.98805/-122.99516

Face Size: 14' x 48'

Geopath ID#: 30654817 Impressions 18+: 138,331



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: March 9, 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 March 9, 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 25, 2020 - 10:00 a.m.

1. Review February 24, 2020 City Council Meeting Synopsis
2. March 9, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing/Events
 - A. Summer Arts Festival Permit – June 26-28
 - B. Tier 3-Site Specific Review Process and Form for 185 SE Twin Oaks Loop
 - C. Tier 3-Site Specific Review Process and Form for 501 NE Broadway Street
 - D. Tier 3-Site Specific Review Process and Form for 1257 NW Ellan Street
 - E. Tier 3-Site Specific Review Process and Form for 1946 NE Avoy Court
5. Department Items
 - A. March Work Study Session – Date Options of March 2 or 16 (NM)
 - B. PEG Channel Slides (KT)
 - C. Sister City Request (KT)



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
March 3, 2020 - 10:00 a.m.

1. March 9, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
 - A. Roseburg Pride Parade Loudspeaker Permit – May 30-31
 - B. Non-Profit RE/MAX Children's Miracle Network Fundraiser – Airport May 9th
 - C. Wildlife Safari Contract – EDC Tourism Grant for Solar Lighting Project
4. Department Items
 - A. Protective flu/virus mask discussion (NM)
5. Employee Service Pins
 - A. Lori Phillips – Municipal Court, 15 Years
 - B. Shanna Epperson – Parks & Recreation Division, 5 Years

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 16, 2020 – Work Study – 4:00 p.m. Public Safety Center Umpqua Room

Discussion Item

- A. Council Goal #6 - Explore Strategies to address issues related to unhoused individuals within the community

March 23, 2020

Mayor's Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 9, 2020

Ordinances

- A. Ordinance No. 3537 – Airport Master Plan, Second Reading
- B. Ordinance No. 3538 - 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. PEG Channel Discussion
- C. Intergovernmental Agreement Amendment with Glide School District for School Resource Officer
- D. Intergovernmental Agreement with Roseburg School District for School Resource Officer
- E. Playground Equipment Purchase – Beulah Park

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. 3538 - 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

Department Items

- A. Parklet Update
- B. Authorization for Parks Equipment Purchase of a Mower

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

February 8, 2021

Special Presentation

A. CAFR Review – Auditor Jeff Cooley

B. Quarterly Report – Quarter Ended December 31, 2020

C. 2021-2022 Budget Calendar

Consent Agenda

A. Minutes of January 25, 2021

Informational

A. City Manager Activity Report

February 22, 2021

Consent Agenda

A. Minutes of February 8, 2021

Informational

A. City Manager Activity Report

Friday Message February 21, 2020

- The Library Commission met on Tuesday and discussed e-book platforms.
 - The Historic Resource Review Commission met on Wednesday to discuss a demolition permit within the Downtown Historic District.
 - The Airport Commission did not have a quorum at its Thursday meeting. There were no decision items on the agenda, so those that attended were given updates on the obstruction removal and runway edge lighting projects.
 - The City recently foreclosed on two derelict properties due to outstanding liens – 1054 NE Cedar and 154 SE Mosher. Efforts have started to get the buildings cleaned up and out of derelict status. The building official will be visiting the Mosher site to determine if it is structurally sound prior to any clean-up efforts commencing. Both property owners have a one-year period of redemption to pay all liens and interest in full and keep the deed to the property. If that does not occur, the City will obtain deed to the property.
 - The compliance officer and Douglas County work crew were out yesterday and cleaned up the following locations:
 - Fowler Street bridge and south side of Library
 - Jackson Street bridge
 - Oak and Washington bridges
 - 600 block of NE Casper
 - 600 block of NE Bellview
 - Basco Boulders properties (Boulder Drive/Stewart Parkway)
 - The City has installed a camera focusing on Eagles Park in downtown. The camera is located on the Elks building across the street through an agreement with the Elks.
 - Next week City staff will be attending MGT 347 (Incident Command System Forms Review) and ICS 300 (Intermediate Command System for Expanding Incidents) training at the Public Safety Center. This training will occur over a four-day period and is being presented by Texas A&M Engineering Extension Service (TEEX) at no cost and was coordinated by Douglas County Fire District 2. Several City departments have been working cooperatively assessing infrastructure needs and existing plans to update them to meet current standards. This training will help support the ongoing efforts to improve the City's ability to continue to operate during an emergency incident, which was recently identified as a Council goal.
- Meetings next week: City Council -- Monday 2/24 @ 7:00 pm



Friday Message

February 28, 2020

- Congratulations and thank you to Officer Chris Bonebrake for being chosen as the Officer of the Year by his peers and supervisors. Officer Bonebrake was honored at the Optimist Club Respect for Law Banquet on February 21st. Thanks to him and K9 officer Axel for the hard work and for dropping in on Monday night's Council meeting.
- This week several department heads and mid-managers are in emergency management training. The City is hosting the training at the Public Safety Center, which is all part of addressing Council's goal on emergency preparedness.
- Library Director Kris Wiley has been busy submitting grant applications to fund the next phase of renovations at the Library. The goal is to:
 - Renovate the Ford Room with new audiovisual equipment, install new carpet, paint the walls, and replace the appliances in the attached kitchenette. (ESD is contributing to this effort as well.)
 - Replace furniture and paint a mural in the main library.
 - Replace the two sets of automatic sliding doors at the entrance.
- There has been some confusion and frustration related to camp cleanups under the Washington and Oak Avenue bridges. The Oak Bridge is under ODOT's jurisdiction. The Washington Bridge is in an easement over private property. ODOT's process for posting is a little different than the City's and takes a bit longer. Community Development Director Stu Cowie will be setting up a meeting with ODOT, City and Douglas County (work crew) to explore opportunities to better coordinate and potentially shorten the process.
- The Planning Commission has three agenda items for their March 2nd meeting, one of which is a Conditional Use Permit for construction of a 144 unit affordable multi-family housing project on Sunshine Road. The developer intends to take advantage of the SDC buydown program available in the new Urban Renewal District.
- 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>
- I will be out of the office on Friday (2/28) and back on Monday. Amy Sowa will be here (in training at PSC, but available if needed).
- Meetings next week:
 - Planning Commission – Monday 3/2 at 7:00 p.m.
 - Parks Commission – Wednesday 3/4 at 8:15 a.m.

