

**ROSEBURG CITY COUNCIL AGENDA – JUNE 22, 2020**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



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

- 1. Call to Order – Mayor Larry Rich**
- 2. Pledge of Allegiance**
- 3. Roll Call**  
Beverly Cole                      Sheila Cox                      Bob Cotterell                      Alison Eggers  
Linda Fisher-Fowler      Ashley Hicks                      Brian Prawitz                      Andrea Zielinski
- 4. Mayor Reports**
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
  - A. Minutes of June 8, 2020 Regular Meeting
  - B. Minutes of June 15, 2020 Special Work Study Session Meeting
- 8. Public Hearing**
  - A. Ordinance No. 3540 – Amending RMC Title 12 Land Use Development Regulations File No. LUDR-20-002, First Reading
  - B. Ordinance No. 3541 – Vacating a Portion of City Right-of-Way – File No. VAC-20-001, First Reading
- 9. Resolutions**
  - A. Resolution No. 2020-13 – Appropriation Transfer
- 10. Department Items**
  - A. Anvil NW Destination Marketing Presentation
  - B. 2020 Pavement Management Program Slurry Seals Bid Award Recommendation, Project 20PW02
  - C. 2020 Pavement Management Program Overlay Project Bid Award Recommendation, Project 20PW01
  - D. Task Order Authorization – Construction Management Services for 2020 Pavement Management Program, Project 20PW01
  - E. Marked Patrol Vehicle Purchase Authorization
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. Executive Session ORS 192.660(2)(i) – City Manager Semi-Annual Evaluation**

**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](http://www.cityofroseburg.org). The meeting is available to view on Facebook live.***

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
June 8, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on June 8, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

**Absent:** Councilor Alison Eggers

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Prosecutor Jim Forrester, 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 and Kyle Bailey of KQEN Radio. Police Captain Jeremy Sanders and Management Assistant Autumn David were present at a secondary location for audience participation.

**NATIONAL BIKE MONTH PROCLAMATION**

Mayor Rich proclaimed June 2020 as "Bike Month" and urged citizens to share the road safely with bicycles and to participate in safe active transportation activities including the community's Move More Challenge during the month of June. Janelle Newton, Douglas ESD Safe Routes to School Coordinator, accepted the proclamation and thanked Mayor Rich and Council for their support to promote physical activity in the community.

**COMMISSION/COUNCIL REPORTS**

Mayor Rich thanked City Staff for their assistance with the drive-through Roseburg High School Graduation event on June 6, 2020.

Councilor Cole had a Historic Resources Review Commission Meeting and discussed the partial demolition of the former Rite Aid building at 464 SE Jackson Street. Councilor Prawitz attended two MedCom Board meetings to finalize an agreement with Reach Air and approve the budget. The Board also discussed refreshing their bylaws and concerns regarding future financial impacts from the COVID-19 pandemic. Councilor Cotterell had a Public Works Commission meeting via teleconference and discussed the Water Management and Conservation Plan that was currently on the agenda for Council review.

**AUDIENCE PARTICIPATION**

Janet Lamm, 1553 Kendal Street, discussed frustrations with unhoused individuals in her neighborhood and asked for Council follow up regarding the progress made to fix the situation. Ms. Lamm discovered the property nearby where people camp was owned by the railroad. She explained she did not feel safe in her backyard and did not think writing letters to State Representative Leif was enough to help her neighborhood from the continued trespassing, thefts, noise, profanity and more. She asked for Council to make changes.

06/22/2020

Mr. Klopfenstein responded he knew there were issues in that area and the Police Department was trying to follow the Governor's executive orders and CDC recommendations while working on options to clean up the area. In response to Councilor Cotterell, Mr. Klopfenstein said it was up to the railroad to have the unhoused trespassed off the property. Councilor Hicks said she was familiar with the property and it was in the same area where she had organized cleanups over the last eight years. The Douglas County Assessor's Office went to the area to mark property lines and noted the Micelli Park Trail was sitting next to the line. The area in the cul-de-sac was in the Micelli Park property, but everything south of the trail was in the railroad right-of-way property.

Mr. Cowie explained he had discussions with the railroad who was aware of the situation and that it was their responsibility to clean up the area. He was also working with the County Work Crew to provide cleanup services for that property. In response to Mayor Rich, Mr. Cowie confirmed the railroad contact had been very responsive and recognized it was their responsibility and would work with the Douglas County Work Crew. Councilor Hicks said, in her opinion, cleanup was not the problem, it was the campers who were not trespassed from the property and the City allowing people to stay there based on the COVID-19 guidelines. She felt the campers in the area were aggressive, threatening and needed addressed.

Tim Moyer, 211 Doris Street, wanted to know why a member of the Police Department turned in a complaint to OSHA about a local business that opened, and if it was to serve and protect the public or in the interest of the State of Oregon. Mayor Rich explained the Police Department handled complaints by explaining rules in place, educating and providing a warning to file paperwork. The local restaurant had an option to appeal and go through the process and with support from people, rules could be changed. They took the risk of opening and felt it was not appropriate to blame the Police Department for doing their job and filing the paperwork. Councilor Cotterell said regardless of where people stood with the Governor's Orders expiring or not, a judge sent an appeal and until something changed, the Governor's Order remained in place.

Councilor Zielinski added clarification that when an anonymous person calls dispatch, it was up to the Police to respond accordingly to the complaint and follow the rules. Councilor Hicks stated that in a previous meeting she understood the Police Department was not going to file complaints about every business that opened, and wanted to know how much time was spent by the Police Department to handle anonymous complaints.

## CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda items:

- A. Minutes of May 11, 2020 Regular Meeting
- B. OLCC Additional License for Denny's #7743 located at 350 W Harvard Avenue

The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

**PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION GRANT CLOSE OUT**

Mayor Rich opened the Public Hearing regarding the Community Development Block Grant Housing Rehabilitation Grant close out at 7:31 p.m. Mr. Cowie began by first reading the Notice of Public Hearing Regarding Completion of Community Development Block Grant Project:

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

The City of Roseburg is completing a regional housing rehabilitation project funded with Community Development Block Grant funds from the Oregon Business Development Department. The housing rehabilitation projects have been completed within the cities of Myrtle Creek, Roseburg, and Winston, all in Douglas County, Oregon. It is estimated that the project has benefited at least 66 persons and 32 households of whom 100% are low or moderate income.

A public hearing will be held by the Roseburg City Council at 7:00 PM on Monday, June 8<sup>th</sup>, 2020 at the Council Chambers in City Hall, 900 SE Douglas Ave, Roseburg, OR 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. Written comments are also welcome and must be received by 5:00 PM on June 2, 2020 at 900 SE Douglas Ave, Roseburg, OR 97470. Both oral and written comments will be reviewed by the Roseburg City Council.

The location of the hearing is accessible to the disabled. Please contact the City Recorder's Office at 541-492-6866 if you need any special accommodations to attend or participate in the hearing.

More information about the Oregon Community Development Block Grant program and the project is available for public review at Roseburg City Hall, 900 SE Douglas Ave, Roseburg, OR 97470 during regular office hours – 8:00 AM to 12:00 PM; and 1:00 PM to 5:00 PM Monday through Friday. Advance notice is requested. Please contact the Roseburg Community Development Department, 900 SE Douglas Avenue, Roseburg, Oregon 97470, (541) 492-6750, or by email: [rhoffman@cityofroseburg.org](mailto:rhoffman@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 Tuesday, May 26, 2020.

Mr. Cowie reported that on May 25, 2018, the City of Roseburg officially entered into a contract with the Oregon Business Development Department. Shortly thereafter an additional contract was developed between the City and NeighborWorks Umpqua (NWU), in which NWU acted as the subgrantee for the project assisting in grant administration and carrying out the grant fund in accordance with CDBG program requirements.

Mr. Cowie introduced Erica Mills, NeighborWorks Home Ownership Center Director, who provided a brief presentation about the Regional Housing Rehabilitation Program. Grant funds were used for home repairs to address health and safety concerns which included: roofs, bathroom repairs, steps, ramps, decking, door replacements, window replacements, minor plumbing and minor electrical. The City proposed to complete 30 projects, but 32 homeowners were assisted with 21 in Roseburg, 5 in Winston and 6 in Myrtle Creek. Comments received from some homeowners included: ability to move freely while using a power chair, feeling safe going in and out with a new railing and home feels and smells more positive with sewage out of the yard.

Ms. Mills further discussed data information from their survey of those involved with the program: 15% had improved mobility/accessibility, 22% had decreased social isolation, 30% had increased home comfort, 85% had improved mental health, 100% had improved quality of life and 100% had improved health and safety. Repairs and modifications were performed for weatherization/energy efficiency (4), accessibility (12), life/health/safety repairs (16), major systems installation (19) and critical repairs (56).

In response to Councilors Cotterell and Hicks, Ms. Mills explained there would be more opportunities for grants to support these programs and the grant cycle would rotate with it going to Coos County next. In response to Ms. Messenger, Ms. Mill explained that there was no cost to the homeowner; these were one-year grants. Mayor Rich asked if they used their own contractors for the program. Ms. Mills confirmed a contractor list was provided to the homeowner from which to choose, but NeighborWorks assisted with the bid process and budgets to receive the most from the allotted amount of money given.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:46 p.m. Councilor Cotterell moved to direct staff to officially close out the Housing Rehabilitation CDBG Grant. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

**PUBLIC HEARING – RESOLUTION NO. 2020-10, COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 ECONOMIC RECOVERY OPPORTUNITY**

Mayor Rich opened the public hearing regarding a Community Development Block Grant opportunity COVID-19 emergency small business & microenterprise assistance Resolution No. 2020-10 at 7:47 p.m. Mr. Cowie stated that in response to the economic impact of the COVID-19 pandemic, the Community Development Block Grant (CDBG) program had been highlighted as a vehicle to provide financial relief to communities and businesses. Part of the requirement for the City was to read aloud the Public Notice which Mr. Cowie read as follows:

**NOTICE OF PUBLIC HEARING REGARDING APPLICATION FOR A 2020  
COMMUNITY DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held by the City of Roseburg City Council at 7:00 pm on **June 8, 2020**, at the City Council Chambers, City Hall, 900 SE Douglas Ave., Roseburg, OR. The purpose of this hearing is for the City of Roseburg City Council to obtain citizen views and to respond to questions and comments about COVID-19 related emergency small business and microenterprise assistance, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project.

The City of Roseburg is eligible to apply for a 2020 Community Development Block Grant from Business Oregon. Community Development Block Grant funds are available from the U.S. Department of Housing and Urban Development and can be used for both public facilities and housing improvements; primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2020. The maximum grant that a city or county can receive is \$150,000 for the Emergency Small Business & Micro-Enterprise Assistance Grant.

The City of Roseburg is preparing an application for a 2020 Community Development Block Grant from Business Oregon for The City of Roseburg – Douglas County-wide Emergency Small Business & Micro-Enterprise Assistance Grant. If awarded, this program will be offered throughout Douglas County via an intergovernmental agreement, to provide assistance to small businesses/micro-enterprises that can meet program requirements.

Written comments are also welcome and must be received by no later than 8:00 am, June 4, 2020: Attn: John K. Lazur, City Hall, 900 SE Douglas Ave., Roseburg, OR 97470 (jlazur@cityofroseburg.org). Both oral and written comments will be considered by the City of Roseburg City Council in deciding whether to apply.

More information about Oregon Community Development Block Grants, the proposed project, and records about the city's past use of Community Development Block Grant funds is available for public review at City of Roseburg, City Hall, 900 SE Douglas Ave., Roseburg, OR 97470, during regular office hours. Advance notice is requested. Please contact John K. Lazur at 541-492-6700.

Permanent involuntary displacement of persons or businesses is not anticipated as a result of the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

Amy L. Sowa, City Recorder

Posted on the City's website, at City Hall and published in the News Review on Wednesday, May 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.

Mr. Cowie explained the grant program utilized federal funding from the CDBG program. \$2 million had been allocated to the program, of which the maximum application request could be no more than \$150,000. The City would act as the lead applicant as part of the grant application, while Douglas County would be referred to as a participating county. If funded, an intergovernmental agreement would be established.

The Coos Curry Douglas Business Development Corporation (CCD) would assist throughout the entirety of the project and act as the subgrantee within the grant process. CCD would be responsible for writing the grant application, helping to administer the grant, and allocating money to qualifying businesses.

Mr. Cowie further explained the objective of the grant funding is to assist small businesses and microenterprise within the City of Roseburg and Douglas County with the following:

- Avoid job loss caused by business closure related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
- Help businesses remain solvent through the crisis and be ready/able to rebuild and/or reopen.
- Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis.
- Provide technical assistance, grants and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Business Oregon staff would review all requests against federal and state guidelines governing CDBG funds. Money would be awarded to the first eligible project and each thereafter until all funds are exhausted. If awarded, the CDBG grant would last 12 months from the date in which the grant contract was executed. Councilor Cotterell questioned the process and asked if City taxpayers would be paying for staff time used administering funds going outside the City. Mr. Cowie explained CCD would make sure Roseburg residents would benefit from the program, but others in the County would be eligible as well. In response to Councilor Hicks, Mr. Cowie confirmed applications had not been submitted and CDD would develop parameters with Oregon businesses before opening the application process.

Councilor Hicks wanted to know if there would be a cap or limit to the amount of funds awarded. Ms. Messenger explained the amount would be determined by how many employees would be saved with the grant funds. In response to Councilor Cole, Mr. Cowie said businesses would learn about the program through advertising through the CCD program. Councilor Prawitz

stated that as a business owner, there was a network serviced by the Umpqua Business Center, Umpqua Economic Development Partnership and Chamber of Commerce that kept people apprised of the options available. Councilor Hicks expressed concerned the smaller businesses would not get their fair share. Mr. Cowie explained CCD would follow closely the qualifications for the funding. In response to Mayor Rich, Mr. Cowie confirmed there were special regulations that needed met to qualify, the County was not able to meet the qualifications, and therefore, the City was asked to be lead applicant. Councilor Cox said the program seemed like a great opportunity to support businesses that were experiencing problems.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:00 p.m. Councilor Cox moved to adopt Resolution No. 2020-10, entitled, "A Resolution Authorizing an Application for Community Development Block Grant Funds for COVID-19 Emergency Small Business and Microenterprise Assistance Program," and directed Staff to move forward with the CDBG application process. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### PUBLIC HEARING – RESOLUTION NO. 2020-11, 2020-2021 BUDGET ADOPTION ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Mayor Rich opened the Public Hearing regarding Resolution No. 2020-11 for the 2020-2021 Budget Adoption at 8:01 p.m. Mr. Harker explained the budget document was distributed to members of the Budget Committee on May 5, 2020. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on May 5, 2020. City Manager Nikki Messenger presented the budget document and message on May 12, 2020, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 12, 2020, with no modifications from the proposed budget.

Councilor Hicks asked if there was an opportunity to earmark funds to rebuild a shade structure at the Skate Park. The City removed the structure because it was considered dangerous and with hot summers, she felt it was equally dangerous for the children who used the park to be without a shade option. Ms. Messenger said the structure was City property and had been repurposed from a different park where it was no longer needed. Mr. Harker explained the State Revenue Sharing funds were going into the General Fund. There could be a process for a structure that would take planning and many steps to move funds. Councilor Cotterell explained the Skate Park was gifted to the City and if a new pavilion was needed, he suggested working with community partners to seek help with fundraising or building a new structure. If the City had to post a request for proposal, review bids and then work on the project, it could take months.

Councilor Prawitz said he liked the comment at the Budget Committee Meeting that the Budget was a living document and could change, and asked for more clarification regarding COVID-19 concerns in the future. Mr. Harker explained the pandemic was unprecedented with no historical background to reference. The General Fund was largely from property taxes. A downside that could be seen would be from a delinquency rate. Property tax bills were not due until November and any impact may not be known until December. The budget was stable for this fiscal year and Mr. Harker did not see many changes when comparing to the previous year.

The transportation and hotel tax funds were projected to be impacted, but again, the outcome was uncertain. This was a status quo budget at this time.

As no one else wished to speak, Mayor Rich closed the public hearing at 8:17 p.m. Councilor Cotterell moved to adopt Resolution No. 2020-11, entitled, "A Resolution Adopting the 2020-2021 Budget; Levying and Categorizing Taxes for Said Tax Year; Electing to Receive State Revenue Sharing; and Making Appropriation," as approved by the Budget Committee. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### ORDINANCE NO. 3539 – SUSPENDING OR AMENDING PETITION FOR NOMINATION REQUIREMENTS FOR THE NOVEMBER 3, 2020 GENERAL ELECTION

Ms. Sowa reported that the State election law allowed cities to determine by charter or ordinance whether to require a filing fee and/or a petition of nomination for a candidate to qualify to run for elective office. Roseburg Municipal Code Subsection 2.02.030 required candidates for various elective city offices to provide a nominating petition signed by fifty city electors when the petition was for the office of Mayor or by twenty electors residing in the same ward when the petition was for the office of City Councilor. Due to the current COVID-19 pandemic, the Governor has issued Executive Orders for social distancing and asking citizens to "Stay Home, Save Lives." Requiring candidates to gather signatures from members of the community while the Governor's order to "Stay Home, Save Lives" was in place puts people at risk. Council could consider suspending the petition of nomination requirements for the November 3, 2020 General Election and instead require candidates to pay a filing fee as allowed by State election law. Council could also consider amending the rules to allow candidates the option to either gather the required signatures per RMC 2.02.030 or pay a filing fee. If Council chose to allow a filing fee, \$25 would be recommended as it was comparable to other Oregon cities that allow a fee for candidates to file for office.

In response to Councilor Fisher-Fowler, Ms. Sowa confirmed this would be for the November election only and then back to the original guidelines. Councilor Zielinski said she would prefer to collect signatures and saw it as an opportunity to meet neighbors, discuss concerns and show support. Councilor Cox agreed, she too preferred collecting signatures and if that seemed a difficult task, then the candidate should reconsider filing for the position. Councilor Cotterell disagreed and said it was to protect those collecting signatures and some may find it difficult with citizens hesitant to answer their door to a person wearing a mask. Councilor Cole said she felt it was best to give the candidate the option. Councilor Fisher-Fowler agreed she preferred to leave the rule alone and have candidates collect signatures. Councilor Hicks said it was important to gather signatures, let neighbors express concerns or complaints and have conversations with those you represent.

Council agreed to take no action to suspend or amend the petition for nomination requirements.

#### RESOLUTION NO. 2020-12 – INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) GRANT APPLICATION AUTHORIZATION

Ms. Wiley stated that as part of the nation's response to the COVID-19 pandemic, IMLS was funding direct grants to respond quickly, efficiently, and with significant impact to the national emergency, specifically creating opportunities for museums and libraries to support positive socio-economic change now and in a future reopened environment. The Roseburg Public

Library, in partnership with building co-locator, Douglas Education Service District (ESD), had developed a project to build capacity for digital inclusion and community engagement. The project would focus on acquiring hardware and software to create digital content that can be packaged and shared beyond the library's physical space, thereby fostering audience engagement, learning, and conversation within broader social networks.

Funding would be used to purchase a video wall and sound system for permanent installation in the Ford Room; a portable HD camera and wireless video transmission system; and studio production equipment and software. Ms. Wiley explained this would allow small in-person audiences with camera ability to digitally catch and display content with others on social media. The City Manager, City Recorder and ESD staff all helped prepare information and put out bids to have the best project move forward.

In response to Councilor Hicks, Ms. Wiley explained they would not make public service announcements, but would capture story times and other programs to share online and post to the City website similar to Council videos. Ms. Messenger added there would be many opportunities to help connect with the Sister Cities, and reach out to areas that could not come in to town. In response to Councilor Cotterell, Ms. Messenger said there was a budget for the phase 2 project at the library, but if it came in higher than budgeted an adjustment would be needed. Councilor Prawitz said this was an example of how the pandemic had forced them into the 21<sup>st</sup> century with technology and was such a win for more people to obtain services from the library. In response to Mayor Rich, Ms. Wiley explained she would need to request funds needed in the grant request.

Councilor Zielinski moved to adopt Resolution No. 2020-12, entitled, "A Resolution Authorizing Submission of an Application to the Institute of Museum and Library Services for a Cares Act Grant," to fund hardware and software to build capacity for digital inclusion and community engagement. The motion was seconded by Councilor Hicks. Councilor Hicks thanked Ms. Messenger and Wiley for continued efforts to seek grants and was excited to see the opportunity to share programs with a wider audience. Councilor Zielinski said she could not wait for the library to open again and appreciated all the programs the library had to offer. Ms. Messenger shared the digital story time was a great program and fun to watch. Councilor Cole said she had worked for government for forty-six years and was very impressed with Ms. Wiley and her successful program. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### WATER MANAGEMENT AND CONSERVATION PLAN APPROVAL RECOMMENDATION

Mr. Perkins reported that in Oregon, water rights were managed by the Oregon Water Resources Department. Obtaining a water right was basically a four step process. 1. Apply for a permit. 2. Build capacity to use the amount of water shown in the permit. 3. Prove beneficial use without waste. 4. If all of these steps were accomplished, a water right certificate was issued.

The City had three primary water rights on the North Umpqua River totaling 20 million gallons per day (mgd). This included two certificated water rights totaling 16 mgd, and one permitted water right for an additional 3.9 mgd. The City originally applied for the permitted water right in 1979 in order to accommodate future growth. To date, the City had not expanded the plant and cannot show beneficial use for this right. As such, the City had continued to apply for time

extensions in order to keep the right in a permitted status. The most recent time extension was granted on September 29, 2015, and extended the time the City had to complete construction and prove beneficial use to October 1, 2050. One of the conditions of that time extension was that the City complete a WMCP and submit it to the ORWD.

The City of Roseburg submitted a WMCP to the OWRD on October 21, 2019. After review and revision, the OWRD approved the WMCP on April 7, 2020. The Final Order Approving a WMCP required the City to continue with all current conservation measures (as identified in the WMCP), add the following conservation measures, adopt the following four stages of water curtailment, and implement a drought rate structure:

- Leak Detection and Repair: Increase leak detection and repair efforts to reduce non-revenue water loss from 13.5% to 10% or less.
- Efficient Fixtures Giveaway: Purchase \$500 per year in conservation fixture giveaways and make them available to City water customers.
- Water Curtailment Measures: Implement a detailed curtailment plan with four severity stages:
  - Stage 1 – Awareness of Potential Water Shortage
  - Stage 2 – Water Supply Shortage
  - Stage 3 – Severe Water Supply Shortage
  - Stage 4 – Critical Water Shortage
- Drought Rate Structure: Introduce a drought rate structure to be implemented temporarily when drought emergency conditions exist.

Timely adoption of the WCMP will preserve the extension of time the City has to complete construction and prove beneficial use of water right permit S-44018 to October 1, 2050. In response to Councilor Prawitz, Mr. Perkins explained this plan did not permit an increase in the number of gallons to use since the Water Treatment Plant could only treat 12 million gallons of water a day. In response to Councilor Hicks, Mr. Perkins noted that the idea was based on population growth and someone in 1979 predicted Roseburg would grow faster than it did. Ms. Messenger added that water was a finite resource. OWRD wanted to make sure the City was using water responsibly and not pulling more than needed from the river. In response to Councilor Cotterell, Ms. Messenger confirmed the Water Treatment Plant's highest production was 10.6 million gallons, but typically averages 6 million gallons daily.

In response to Mayor Rich and Councilor Hicks, Ms. Messenger discussed how the report should have been completed sooner, but many issues were worked through to make sure large users were not penalized and rates were frozen. There had been a series of rate increases over five years and there was a demand charge and consumption fee with everyone paying the same consumption fee. Ms. Messenger wanted to keep it the same and not have a punitive fee structure or differentiate between business and residential. Councilor Hicks said this was another great project the Public Works Director and City Manager were working on and thanked them for accomplishing this milestone.

Councilor Cotterell moved to adopt the Water Management and Conservation Plan. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski. No one voted no.

### SOBERING CENTER FUNDING DISCUSSION

Mr. Klopfenstein reported that when Council discussed the Sobering Center in July 2019, they authorized an annual City contribution of \$50,000 towards operating costs. The FY 2019-20 adopted budget included additional funding in the Police Department's jail cost line item to support the contribution. The proposed FY 2020-21 included the contribution in its own line item in the General Fund's Non-Departmental Fund. Since the center was not up and running and the City's contribution was slated for operating costs, the City had not contributed to the project financially. Since identifying funding partners for operating costs, Adapt has been working on identifying funding for capital and start-up costs. In February of 2020, the Police Department and City Administration both provided letters of support toward Adapt's application for Oregon Health Authority (OHA) grant funding for the Sobering Center. On May 5, 2020, Adapt was awarded an (OHA) grant for \$250,000, to be utilized for startup and initial operation for the Sobering Center.

Mr. Klopfenstein introduced Dr. Greg Brigham, CEO, who further discussed the funding request for construction and startup of the Sobering Center. Last year, Adapt took over the Sobering Center Project and made significant progress in development of the Center. Property adjacent to Adapt's Crossroads Residential and Detox facility was purchased to be used for the Sobering Center as well as other community services. They worked with the Local Public Safety Coordinating Council (LPSSC) to organize a steering committee and workgroup to help coordinate the fundraising, establishing the sobering model and develop policies and procedures. Adapt entered into a purchase agreement on property located at 3005 NE Diamond Lake Boulevard. A steering committee with all the financial stakeholders had begun meeting to give direction as the architectural and building plans for the Sobering Center move forward. Dr. Brigham explained the state funding they were awarded could be at risk due to state revenue reductions. If the funds are provided they could not be used for brick and mortar, but could be used for furnishings, equipment and training. Other funders had now modified their commitment to the program, but the City had not been invoiced for their portion.

In response to Mayor Rich, Dr. Brigham explained he did not have a final dollar amount, but the location was purchased for \$750,000, they have \$120,000 of state money to use and estimated \$500,000 to \$600,000 for projected renovation costs. He was waiting for bids to be returned before finalizing numbers. They still needed to raise more money because operational costs were estimated to be \$350,000 to \$360,000 annually. They were pursuing grant options and Adapt was providing in-kind services. If everything stayed in the current conditions, they could manage with \$220,000 and just operate at peak times, but the goal was to be operational 24/7. The original goal was to be open in the summer, but now it could be mid-fall. In response to Councilor Cotterell, Prosecutor Forrester confirmed he did not have a conflict with the discussion due to in-law relations who work for Adapt.

Councilor Cole noted the facility was to provide a safe place for people to sober up and wanted to know how a drunk driver might be in the facility without being charged for a crime. Dr. Brigham explained the facility was about avoiding a first time offense for public intoxication and giving the Police Department an alternative to jail for a person to sober up. If there was a

serious offense, jail would be answer, but he hoped this would help reduce repeat offenders and motivate people to clean up. It would be optional, but if a person resisted going to the Sobering Center, the Police would take that person to jail instead. Councilor Prawitz said this was the first major City commitment regarding intoxication and homeless issues, and was great to see how close they were to beginning the program.

Councilor Hicks stated, in her opinion, she wished there was another direction for money allocated to be for actual treatment of alcohol and drug addiction, and could not support the funding request. It was one thing for the City to support and fund operation costs, but did not agree with changing funds to cover startup costs. She did not want to have other non-profit agencies approaching the City for money to start their business. Councilor Zielinski reminded everyone they were tasked by the community to address the problems around the unhoused and intoxication was one of the items that needed action. She felt that supporting this program could make a difference in the lives of the people who need help and services. It was hard for the Police to continue dealing with the same people over and over so this was a step in the right direction to alleviate that.

Councilor Cotterell said he was very supportive of the program. Councilor Prawitz commented he did not want anyone to have the wrong impression because the funds were not to start a process or business, this was a function that had proven to be successful in Grants Pass and Klamath Falls. If others could hear information from the Grants Pass Police Chief, they would be excited and realize the benefits. There was a strong program model with Adapt offering to facilitate the program and he felt it was easy to see the positive impact for the community. Councilor Cotterell moved to authorize the City Manager to provide \$50,000 to Adapt for FY 19/20 startup funding for the Sobering Center. The motion was seconded by Councilor Cox and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

#### EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

Ms. Messenger stated the State of Oregon had extended their State of Emergency to July 6, 2020 as the COVID-19 pandemic continues to pose a threat to the health and safety of Oregonians. As this threat also exists in the City of Roseburg, and executive orders were still in place that affect citizens, an extension of the citywide declaration of emergency was reasonable. Adopting the Order to extend the declaration of emergency in the City of Roseburg would continue to provide the City with the tools to respond quickly. In response to Councilor Cox, Ms. Messenger explained she did not think things had fully calmed down and the COVID-19 pandemic was not over, but did not think they were in the same level of urgency. Councilors Cox and Hicks agreed they were comfortable with letting the declaration order expire.

Councilor Prawitz shared new statistics around the State to prove COVID-19 still existed and was all around us. He was concerned to let it expire and did not want to send the wrong message to the community that everything was back to normal. Mayor Rich agreed everything was not back to normal and did not see the harm with extending the declaration order. In response to Councilor Zielinski, Ms. Messenger confirmed the order gave her authority to make decisions for items over \$50,000 without pre-approval. Some projects were awarded early on, but she did not want Council to feel they needed to continue the extension. Councilor Cotterell said he was comfortable with the decision to let the order expire and in an emergency, the City

Manager had the ability to handle situations without a declaration of an emergency. It was not about COVID-19, but about Ms. Messenger's ability to spend money outside of meetings.

Councilor Cole agreed with Councilor Prawitz and feared it would send the wrong message to the community that the pandemic was over. Councilor Hicks said she was not voting to extend the order and felt they needed to give the public more credit of understanding the situation, and the reason to extend seemed to be another way to keep the public under their thumb and keeping the City in compliance.

Councilor Prawitz moved to adopt Order No. 2020-02, extending the Declaration of Emergency in the City of Roseburg. The motion was seconded by Councilor Cox and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler and Prawitz voted yes. Councilors Hicks and Zielinski voted no.

#### ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Hicks reported she was contacted by the Roseburg Bike Walk group seeking suggestions or comments on the information they provided to Council regarding the Transportation System Plan, and asked if Staff could reach out to the group to keep them in the loop. Mayor Rich explained that when Community Development had advertised or held open houses to receive comments and suggestions, no one or very few attended. When it came time to finalize the process and vote, then that seemed to be when the group comes forward to speak against something. He asked Council to encourage others to participate throughout the process and not just the end. In response to Councilor Hicks, Mr. Cowie confirmed it was a 20-year plan and they were in the third month after it was approved. Councilor Hicks said many members were not getting younger and would like to see the projects come to fruition.

Councilor Prawitz thanked Ms. Messenger and Mr. Klopfenstein regarding conversations around policies and use of force that had become a topic around race and how police operate in the community. He appreciated the Police Chief for his support to those protesting on Garden Valley Boulevard and attending to meet them face-to-face. He knew this was controversial, but appreciated information about hiring practices and use of force. Councilor Zielinski said she was excited to schedule the work study sessions regarding the unhoused. Mayor Rich reported the first work session would be June 15, 2020 and each Councilor would be given ten minutes to express their personal beliefs. The second work session would be a time for local agencies who worked with the unhoused to attend and discuss their programs. The third work session would be a time to bring forward all the ideas and information to determine if there were options for Council to help implement something to better the unhoused situation.

Councilor Zielinski shared information about a woman who lived in her vehicle and needed a place to shower, but the Mission and other locations were closed due to the COVID-19 pandemic. She appreciated assistance from the Salvation Army who typically removes the barriers to help get people what they need. This experience had opened her eyes and made her realize the importance of finding a solution to make sure the agencies designated to help others were really providing assistance. Councilor Zielinski appreciated the agencies, but said they were in a weird anomaly right now with COVID-19. The main things to remember was that they were talking about human beings, to not dehumanize them and treat them as their

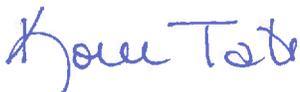
neighbors. Councilor Hicks suggested inviting the local YMCA to the meeting to discuss the option of a community pass to assist those who were in need of a shower and to connect with others with similar life experiences.

RECESS/RECONVENE

The meeting recessed at 9:40 p.m. in order for Council to meet as the Urban Renewal Agency Board. The meeting was reconvened at 9:43 p.m., at which time the Council adjourned.

ADJOURNMENT

The meeting adjourned at 9:43 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE WORK STUDY SESSION MEETING  
OF THE CITY COUNCIL  
June 15, 2020**



Mayor Larry Rich called the Work Study Session Meeting of the Roseburg City Council to order at 6:05 p.m. on June 15, 2020 in the Public Safety Center Umpqua Conference Room, 700 SE Douglas Avenue, Roseburg, Oregon. Councilor Prawitz led the Pledge of Allegiance.

**ROLL CALL**

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

**Absent:** None

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Prosecutor Jim Forrester, Finance Director Ron Harker, Public Works Director Brice Perkins, Library Director Kris Wiley, Fire Chief Gary Garrisi, Police Chief Gary Klopfenstein and Management Assistant Koree Tate.

**DISCUSSION ITEM – COUNCIL GOAL #6: TO EXPLORE STRATEGIES TO ADDRESS ISSUES RELATED TO UNHOUSED INDIVIDUALS WITHIN THE COMMUNITY**

Mayor Rich discussed the process that would allow each Councilor time to express his or her opinions or concerns regarding the unhoused within the community.

Mayor Rich explained when dealing with the homeless, he personally viewed the situation in two categories of homeless and campers. Homeless were the people who utilized services, needed assistance and would ask for help. Campers, in his opinion, were those who chose that type of lifestyle and typically had other dominant factors such as drug and/or alcohol addiction. He felt campers were the ones causing the majority of issues in the community and until they could force mandatory drug treatment, he did not see the issues getting better. He understood those with addiction problems were not in control of their own body and their progress towards success would be slow.

Mayor Rich discussed concerns around organizations providing food without restroom or handwashing stations and felt those that provided food on a consistent basis should have handwashing capabilities and restroom access or portable toilets. Mayor Rich said he was in favor of a shelter if supervised and handled correctly to avoid major cleanup issues. He knew there could be issues for the campers who did not want to follow rules, but without supervision, the shelter could become a new means to socialize and continue addiction issues. Mayor Rich explained that before the COVID-19 pandemic, the Douglas County Work Crew averaged one and a half camp cleanups a week and would like to see the program restarted. One suggestion he provided was to have a volunteer group monitor the community by picking up shopping carts and trash. He suggested the slogan of "Keep Roseburg Clean, Do Your Part."

In conclusion, Mayor Rich wanted to find a better way to communicate with local agencies that might have been enabling behaviors. One frustration he shared was when an agency handed out bags and later saw them filled with sand to use along the riverbanks to make forts and barriers for campers. He knew the group had good intentions and did not expect that type of outcome. He sees the Police reports and the same names were being cited frequently. He

would like the option to provide a better or more effective option rather than just an exclusion zone after three strikes.

Councilor Cox agreed with many points by Mayor Rich, but said she viewed the unhoused as those who were that way by choice or those that had something happen in their life and became that way. Her instincts were to assist those in need and hoped that by working with agencies and volunteers they could come up with a good solution. This was not just a city problem and had been frustrated when hearing others ask why the City was not doing anything. This was an issue for the whole city and other agencies needed to be involved. Councilor Cox was most concerned to see children in a homeless situation and there needed to be some type of shelter with sanitary facilities, a place to store belongings and something available for families to remain together. She did not have an immediate solution, but stated that if they did not get this right, it would be more of a problem than what they started with and would have to be cleaned up. It was important to share common beliefs and take care of their own.

Councilor Cotterell shared how he viewed the unhoused in three groups: homeless, those with addiction issues and the mentally ill. He felt that by taking away the addictions and helping the mentally ill, the homeless issue would not be as problematic. He understood the struggles with mental illness and knew it would take years to help those afflicted, but it was imperative to have managed care available. Councilor Cotterell explained the importance of working with the legislature to place people in managed care homes. It should not be a matter of stigmatizing people, but to ensure they were off the street and being helped. He did not have a lot of empathy towards drug users explaining that choices had consequences, but was concerned about the children involved. He was willing to give people a hand up and not a hand out.

Councilor Fisher-Fowler explained she agreed with three different groups: those who had fallen on hard times and were willing to get help, those with hard core addiction and at some point, choose that lifestyle and those with mental illness. She also agreed they needed legislative help and noted that cities much larger than Roseburg with more resources could not find a solution to the problem. Councilor Fisher-Fowler was happy the Sobering Center was moving forward because the Police Department had their hands full with camps and homeless issues. She had seen other cities contract with the unhoused to help clean up their own camps for monetary compensation and felt that option could provide them with self-worth and value.

Councilor Eggers said she agreed with the three groups discussed and how this had become a huge problem across the United States. After returning from Washington, she noted how much society had changed, especially since the beginning of the COVID-19 pandemic. She felt that as a small community, they could come together to make changes and find a way to help those in need. The Sobering Center would be a great option and believed some of the burden on the Police Department would be alleviated. Councilor Eggers discussed the need for a shelter option with supervision and wanted to work with agencies that were doing the right thing and not handing out items that would end up trashing the parks. She also expressed concern about the potential for a Hepatitis C outbreak related to sanitation issues.

Councilor Zielinski explained there were many great community groups for which they could collaborate; she had been involved with several personally and researched information to find out what was happening locally. Through volunteering for Douglas County COAD, she had witnessed the struggles of families needing assistance. Not all people could go to the

Samaritan Inn or the Rescue Mission, so it was important to her that a low barrier shelter was an option to help meet people where they were currently at in their life. Councilor Zielinski said they have to be ready to help those who want to help themselves and shared the frustration of discovering the lack of resources available during the COVID-19 pandemic shutdown. Multiple agencies in town were serving a certain set of people, but she wanted to see more collaboration of the community to help those not served.

Councilor Zielinski shared information about a program in Eureka, California called Uplift Eureka that had mentors, also called co-pilots, who worked one-on-one with people during their pathway to recovering from their unhoused situation. Special classes were available and included how to fill out job applications, get housing assistance, obtain identification and more. The co-pilot could also help navigate the system to find mental health or other services needed. Eureka spearheaded the program and obtained grant assistance, community help and volunteers. She would like to see a similar program developed in Roseburg and suggested a low barrier shelter to be included to help those that have a harder time being accepted in other programs. She distributed information on the Uplift Eureka program to the Council.

Councilor Cole stated that some people were beyond help, but having legislative support could assist the Police Department when working with the unhoused. She felt the whole nation had been cheating the mentally ill and they were not receiving appropriate treatment. She appreciated the new program that allowed a social worker to accompany Police when dispatch alerted them to a call that may need mental health assistance. The Sobering Center was another good step in the right direction. Councilor Cole said she knew there was an issue along the riverbanks occupied by the unhoused, but until there were options to properly deal with them, it was not going to change.

Councilor Prawitz explained prior to his term as a Councilor, he would attend Feed the Burg to obtain a sense of what was happening and learned how the system worked. It was well attended and he could see the impact. When discussing the unhoused, he broke it down to five sections. First, there were those with drug addiction. He knew some refused treatment and were most likely people seen living along the riverbanks and were also considered some of the most acute cases. Second, there were those with mental health issues. Some would move if given a chance and Councilor Prawitz shared a story about a local man who he connected with a local agency to find and provide necessary documents needed for him to travel and be reunited with his family. Third, there were functional homeless who were living in their vehicles, had jobs and were just trying to live. He felt that group could benefit from a tiny home or low income housing. Fourth, there were those somewhere in the middle and looking for help or going to the local Rescue Mission. Fifth, there were those that were truly transient or mobile.

Councilor Prawitz felt that around 80% of the homeless in the community were probably local. He liked the idea of a personal contact on the street to seek the needs of the unhoused. He would like to see a City homeless or unhoused commission that would work on projects and report to City Council. Although many local agencies were doing great work, he would appreciate further clarification of the Boise ruling. The Sobering Center planned to have a mental health element, which he supported. He felt a low-barrier shelter would provide a place the Police could encourage the unhoused to go rather than being left on the streets or pathways. Councilor Prawitz shared the idea of Conestoga huts similar to the program in Walla

Walla, Washington and would like to see a pilot program in Roseburg. The huts in Walla Walla were dry, clean, safe, and had security.

Councilor Prawitz said he would like to have something done about the sale of high octane alcohol at the local markets, but knew that would need legislative support. He also wanted better possession laws to keep drug dealers from distributing off the streets. He suggested changing the shopping cart ordinance to see if there could be an option to lock the wheels on carts if someone attempted to remove them from the store's property or parking lot. The final suggestion was to see if there could be limitations set for Electronic Benefit Transfer (EBT) cards. He felt there was a lot of EBT fraud and one way to fix the issue could be limiting options rather than allow any type of purchase. It would take bold leadership to do something different, and not everyone would agree with whatever approach they pursue.

Councilor Hicks started by sharing her personal story and how her desire to have a clear walking path to the river prompted her cleanup efforts over the years. It was difficult for her to see drugs, dogs tied to trees, trash, fire and people that made her feel intimidated. She approached the railroad to seek permission for access to the river from their property where she would feel safer enjoy fishing and activities with her dog. After participating in cleanups, she began volunteering to help water flower baskets in downtown when she discovered an empty location near Eagle Park that she turned into a coffee shop. While running the business, she would see many of the same people who she met during cleanups along the riverbank. She also noticed more incidents in the downtown area that she felt were just plain lawlessness.

Councilor Hicks explained she was still holding river cleanups and noted her disappointment that she had not been part of a change to the community earlier in her Council appointment. Due to the 9<sup>th</sup> Circuit Court rulings, if the City did not have a non-religious shelter option then nothing would change regarding the issues being discussed tonight. Besides providing a shelter, Councilor Hicks would like to require identification to purchase alcohol, and no food left in the parks or on the paths. She liked the police citation option because they would be able to ask their name, get their information and see if that person had a warrant. In conclusion, she would like to see agencies working closer together and hoped Council would reconsider her shelter location and idea.

Mayor Rich thanked everyone for their comments and asked for suggestions of local agencies from whom they would like to hear information regarding their program. Options listed included: Rescue Mission, Dream Center, Law Enforcement, Senator Dallas Heard, State Representative Gary Leif, Adapt, Salvation Army, St. Vincent DePaul, Goodwill, St. Vincent DePaul, Homeless Transition Action Group (HTAG), Housing First Umpqua, UCAN, Casa de Belen, Local Public Safety Coordinating Council (LPSSC), Umpqua Health Alliance Impact Project, Compass, Samaritan Inn, VA Mental Health, School District Representative Julie Morez, NeighborWorks Umpqua, Rogue Retreat, Eugene Cahoots Program, Parole and Probation, Parks Department, HIV Alliance and Douglas Public Health Network (DPHN).

Mayor Rich explained the process would not be handled in one meeting and he would like to handle this matter appropriately so they could have something for which they could be proud. Councilor Cole suggested finding something for families who were in need. Councilor Hicks suggested thinking about pets and finding something to help those with animals. Councilor Fisher-Fowler suggested seeking information from those who cannot attend the next meeting

06/22/2020

to provide a presentation. Councilor Hicks suggested to also add someone in real estate to discuss vacant and abandoned areas prone to squatters and an attorney to discuss more about information about the 9<sup>th</sup> Circuit Court Ruling. Ms. Messenger explained City Prosecutor Forrester would be available to further discuss legal information.

Mayor Rich asked each Councilor to provide their top five agencies to invite for a presentation at the next Work Study Session:

- Councilor Cox - HTAG, LPSSC, Compass, Rescue Mission and Adapt
- Councilor Cotterell - VA Mental Health, Adapt, UCAN, Rescue Mission and Compass.
- Mayor Rich - Rescue Mission, Dream Center, Compass, LPSSC and Adapt.
- Councilor Zielinski - Rescue Mission, Dream Center, UCAN, Adapt and HTAG. She also noted the importance of having law enforcement at each meeting to be available for questions or comments.
- Councilor Fisher-Fowler - Compass, HTAG, Rescue Mission, Adapt, and LPSSC.
- Councilor Eggers - Rescue Mission, HTAG, Compass, Adapt and UCAN.
- Councilor Hicks - Casa de Belen, Rescue Mission, VA Mental Health, Parks and Parole and Probation.
- Councilor Prawitz - DPHN, Rogue Retreat, Umpqua Health Alliance Impact Program, Housing First Umpqua and Salvation Army.
- Councilor Cole - Dream Center, UCAN, Roque Retreat, Compass and LPSSC.

Councilor Zielinski suggested a separate meeting after hearing from local agencies for successful outside groups like Rogue Retreat. Councilor Cox agreed they needed to review options in the community before moving forward with the out-of-the area programs or speaking with the legislative representatives. Mayor Rich explained the top six from the list would be invited to the next Work Study Session and allowed twenty minutes for their presentation and follow-up questions. The top six included: Rescue Mission, Adapt, LPSSC, HTAG, UCAN and Compass. Each of the six agencies would be asked to present on what their organization is currently doing to assist the unhoused, what works and what doesn't, and how the City could assist. Council agreed to hold the next meeting on June 29, 2020 at 6:00 p.m.

#### ADJOURNMENT

The meeting adjourned at 7:46 p.m.



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### AN ORDINANCE AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS – FILE NO. LUDR-20-002

---

**Meeting Date:** June 22, 2020  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

---

#### ISSUE STATEMENT AND SUMMARY

Staff is proposing to amend the current sidewalk code provisions as contained in the Roseburg Municipal Code to update requirements for local residents wanting to improve their residential property while still seeking to extend existing sidewalks throughout the community.

#### BACKGROUND

##### **A. Council Action History.**

None

##### **B. Analysis.**

Section 12.06.020(E) of the Roseburg Municipal Code currently requires property owners to construct or improve existing sidewalks along their property as a condition of the issuance of a development permit when the structural improvement will increase the total gross floor area on the property. This can become problematic for home owners who are looking to perform a modest addition to their home and are required by code to construct a new sidewalk. The sidewalk provisions create challenges for property owners looking to make small investments or improvements to their property and in some cases causes individuals to avoid the permitting process altogether.

Current sidewalk regulations were amended in 2016 in an effort to tighten the regulations that required the construction of sidewalks in new subdivisions and existing development. The regulations previous to the current standards required sidewalks to be constructed whenever a development was proposed to increase the gross square footage of the buildings on the property in excess of 20%. Sidewalks in new subdivisions were required when the dwelling was constructed on a vacant lot. These regulations were most problematic for completing sidewalk networks in existing neighborhoods because developers would frequently propose small additions of 19% or less to avoid installing sidewalks. As a result, very little was being accomplished in achieving the intent of the regulation, which was to provide a complete network of sidewalks along public streets.

Amendments made in 2016, through Ordinance 3459, attempted to close the “20% loophole” by requiring any development that increased the size of a structure on a property to install sidewalks. Over the last 4 years, the amendments have solved two of the most problematic issues. The first being incomplete sidewalk networks in new subdivisions and the second being the completion of missing sidewalks fronting commercial and industrial development. However, residential additions have become challenging due to the cost of sidewalk installation in relation to the cost of the improvement project. In many cases, installing sidewalks in older residential subdivisions include additional costs such as moving utility poles, fire hydrants, installing ADA access ramps and other personal property improvements like fences, retaining walls, and large trees.

Staff has evaluated the intent of the code and how to best address the sidewalk provisions pertaining to residential property improvement and still achieve the goal of providing a complete network of sidewalks along public streets. The proposed code changes maintain the majority of the existing code intact, but provides an exemption to the installation of sidewalks in certain circumstances and defers them to a point in the future if the City chooses to form a local improvement district.

In order to qualify for the proposed exemption and to defer construction, the property must be:

1. A single family residence or duplex, and;
2. The structural improvement cannot increase the total floor area of all structures on the property by more than 15%, (Only structures that would require a building permit to be constructed are included in the calculation of gross square footage of structure(s) on the property.), and;
3. No public sidewalks exist within 250 feet of the front property line on the same side of the street of any of the frontages. A corner lot or parcel has two or more front property lines and frontages.

In addition, we are proposing to amend the code to allow the Public Works Director to apply discretion when determining if sidewalks are required in residential zones where topographical features or existing public utilities or similar obstructions prevent construction to standards set by the code.

The proposed amendments went before the Public Works Commission on May 14<sup>th</sup> and the Planning Commission on June 1<sup>st</sup>. Both Commissions voted in favor of motions to recommend City Council adopt the proposed amendments.

The attached Findings of Fact and Order provides justification for the text amendments.

**C. Financial/Resource Considerations.**

None

**D. Timing Considerations.**

Starting with the process of adoption by Council this evening would help to make the necessary updates to the code and assist in helping to better administer requirements surrounding the installation of sidewalks by private property owners within the community.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the Planning Commission's findings of fact and order for File No. LUDR-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 Council adopt the Planning Commission's Findings of Fact and Order for File No. LUDR-20-002, and proceed with the first reading of the ordinance to amend RMC Title 12, Land Use and Development Regulations.

**SUGGESTED MOTIONS**

*"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. LUDR-20-002."*

To proceed with first reading of Ordinance No. 3540. No motion is needed, only consensus to proceed by the Council.

**ATTACHMENTS**

Attachment #1 - Draft Ordinance No. 3540

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

**ORDINANCE NO. 3540**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE  
ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT  
REGULATIONS AS SET FORTH HEREIN.**

**WHEREAS**, after reviewing the recommendation of the Public Works Commission on May 14, 2020 and the Planning Commission after conducting a public hearing on March 2, 2020.

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

**SECTION 1.** Section 12.06.020(E) entitled "Sidewalks, curbs, gutters, storm drainage" is hereby amended to read as follows:

E. Sidewalks, curbs, gutters, storm drainage.

1. When Construction Required. It shall be a condition of the issuance of a development permit for all property being newly developed, or ~~re~~developed to the extent that structural alteration will increase the size of the total gross floor area on the property, that sidewalks, curbs, gutters, and storm drainage facilities, conforming to the standards and guidelines established by the Public Works Director, shall be installed along the entire ~~street~~frontage of the property at the sole cost of the permittee prior to the issuance of an occupancy permit, except as provided for in Paragraphs 12.06.020(E)(3) and 12.06.020(E)(4) as outlined below.
2. Zone Change, Subdivision Plats, Planned Unit Development, and **New** Street Construction.
  - a. As a condition of approval of final plats ~~for~~ subdivisions and final plans for planned unit developments, the applicant shall be required to provide for installation of the permanent improvements described in Paragraph 12.06.020(E)(1) above.
  - b. Subject to the limitations and exceptions set forth in Paragraph 12.06.020(E)(4) below, the construction of curbs, gutters, sidewalks, and storm drainage facilities conforming to standards and guidelines of the Public Works Director shall be completed prior to issuance of an occupancy permit for all property where there is a change in zoning and actual use from a residential district to any other zone and use.
  - c. Where the construction of a ~~new~~public street is to take place, whether through assessment proceedings, developer construction, or a government sponsored or funded project, said street shall be constructed with the improvements specified in Paragraph 12.06.020(E)(1) above.

3. Financing For Single Property Improvements. The improvements specified in Paragraph 12.06.020(E)(1) above may be constructed by the City and paid for by the property owner via an assessment against the property in accordance with financing alternatives, if any, provided in this Code, and subject to approval by the Public Works Director.
  
4. Limitations and Exceptions. The improvements specified in Paragraph 12.06.020(E)(1) above shall not be required at the time of issuance of a development permit for new construction or redevelopment adjacent to public streets, or at the time of a zoning and actual use change from a residential district when:
  - a. An existing single family dwelling, duplex and/or its accessory structure(s) is replaced without increasing the size of the floor area or altered by one or more increases in the size of the floor area adding up to a total increase of less than fifteen percent of the total gross floor area of all structures<sup>1</sup> on the property during a fifteen-year period, and  
  
No public sidewalks exist within 250 feet of the front property line on the same side of the street of any of the frontages. A corner lot or parcel has two or more front property lines and frontages.
  
  - b. No final profile grade elevation for the street can be established by the Public Works Director based on then existing knowledge of planned street widening or improvements or where in residential zones, topographical features or existing public utilities or similar obstructions prevent construction to standards set by this code as determined by the Public Works Director; or
  
  - cb. When unsolved problems relating to drainage or other street construction factors prevent or make impracticable final sidewalk construction on said street at a time prior to the expected completion date of the construction for which the permit is sought. However, the property owner, or the permittee, prior to issuance of a certificate of occupancy, shall be required to grade, either by cutting or filling or a combination thereof, the public right-of-way from the nearest edge of the existing traveled way to the right-of-way margin of the street adjacent to the property to provide for drainage in accordance with standards and as directed by the Public Works Director.
  
  - de. When the property is located in an RO, R10, R7.5, or R6 District and has been exempted by street, block or neighborhood under this Paragraph 12.06.010(E)(4).

---

<sup>1</sup> Only structures that would require a building permit to be constructed are included in the calculation of gross square footage of structure(s) on the property.

ed. When improvements are not constructed at the time of issuance of a development permit, pursuant to "a," "b," ~~or~~ "c" or "d" above, the applicant or property owner shall also agree in a signed written and subsequently recorded agreement to install permanent sidewalk improvements at his/her sole cost, or in accordance with other agreed financing alternatives, at such time, if any, as the street is improved and conditions permit said construction, all as directed by the Public Works Director.

5. Relief and Appeal. The jurisdiction may from time to time establish, revise, delete, or otherwise determine what streets, blocks, or neighborhoods may be exempted from these standards due to terrain, physical restrictions, available right-of-way width, or other substantial reason. The City Council shall have authority to grant relief from the application of provisions of Subsection 12.06.020(E) upon due notice and hearing, and upon a finding by the City Council that, due to physical conditions beyond the control of the applicant, application of these requirements would result in unworkable or unsafe conditions, including adverse effects on use or access to the premises.
6. Standards to be Developed by the Public Works Director. Standards and guidelines shall be developed by the Public Works Director for sidewalk improvements and associated construction.
7. Conditions to Issuance of Permit to be in Writing. The applicable conditions to issuance of a development permit which are imposed by this Section shall be written upon the permit or embodied in a separate written agreement and attached to the permit, which shall be made a part of the permanent records of the Building Official.

**SECTION 2.** All other Chapters, Sections and Subsections of Title 12 of the Roseburg Municipal Code shall remain in full force & effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

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

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

In the Matter of the Legislative Action  
by the City of Roseburg

) Text Amendment  
) File # LUDR-20-002

**BEFORE THE ROSEBURG PLANNING COMMISSION  
FINDINGS OF FACT AND ORDER**

**I. NATURE OF AMENDMENTS**

The Community Development Department proposes changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) to amend the Roseburg Municipal Code that affects when different types of development require the construction of public sidewalks.

**II. PUBLIC HEARING**

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on June 1, 2020. At the hearing, the Planning Commission reviewed Land Use File LUDR-20-002 for legislative text amendments 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 # 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance # 2363, as originally adopted July 1, 1982, 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. Opportunities were provided for all interested parties to be involved in the planning process through the public hearing.
3. The proposal is to legislatively amend text within the Land Use Development Regulations in the Roseburg Municipal Code.

**B. PROPOSAL**

The full text of the changes made in this amendment are attached.

**C. AGENCY COMMENTS**

Coordination occurred between the Community Development Department and Public Works Departments while the proposed amendments were being drafted. The Public Works Commission was presented with the sidewalk amendments at their June 14<sup>th</sup> meeting in which they made a motion to request the Planning Commission approve and the City Council adopt the proposed amendments.

- D. PUBLIC COMMENTS  
No public comments were received prior to the hearing.
- E. ANALYSIS  
Text Amendments are required to satisfy approval criteria contained within RMC Section 12.10.020.
- F. REVIEW CRITERIA  
Pursuant to RMC Section 12.10.020(F)(2) all legislative action proposals shall be analyzed for consistency with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Code.

The Roseburg Comprehensive Plan, as mandated by ORS Chapter 197, must conform to the Oregon Statewide Planning Goals and maintain an implementing ordinance, through which the Roseburg Municipal Code carries out the goals and policies of the Comprehensive Plan. The intent of these ordinance amendments are to maintain consistency with ORS as the State makes changes from time to time and to comply with the intent of the Comprehensive Plan.

**Comprehensive Plan**

Pertinent policies that apply to the proposal have been evaluated as follows:

***Transportation Policy No. 1***

*The City will continue to develop and refine street standards as necessary, particularly for local streets where site-specific characteristics are most important. Flexibility in the design of local streets shall be encouraged.*

**Finding:**

Section 12.06.020(E) of the Roseburg Municipal Code currently requires property owners to construct or improve existing sidewalks along their property as a condition of the issuance of a development permit when the structural improvement will increase the total gross floor area on the property regardless of site-specific characteristics. The current amendments align with this policy by allowing for some flexibility in the design of local streets in instances where there are topographical constraints, significant utility infrastructure, or other similar obstructions that would prevent the reasonable construction of a sidewalk. However, these provisions do not exempt sidewalk construction entirely. Instead, in lieu of construction at the time of development, they require a property owner to enter into an agreement with the City that the construction would take place at a future date as the street is improved and conditions permit said construction.

**Transportation System Plan**

Pertinent Transportation System Plan policies that apply to the proposal have been evaluated as follows:

***Transportation Options***

- *As development occurs, maintain a network of arterials, collectors, local streets, and paths that are interconnected, appropriately spaced, and reasonably direct.*

- *Ensure neighborhood and local connections provide adequate circulation into and out of neighborhoods.*

Finding:

The intent of the proposed amendments is to provide an opportunity for minor residential construction projects that are greater than 250 feet from an existing sidewalk network to defer constructing sidewalks at a later date, ideally the time of a City initiated street construction project. However, construction projects that increase the square footage of a structure and are within 250 feet of an existing sidewalk are not eligible for a deferral and will still be required to construct a sidewalk at the time of construction. The reason for this is to provide for the reasonable extension and connectivity of existing sidewalk networks.

**Implementation**

- *Plan for an economically viable and cost-effective transportation system.*

Finding:

Current code requires property owners to construct or improve existing sidewalks along their property as a condition of the issuance of a development permit when the structural improvement will increase the total gross floor area on the property. This standard is financially and economically problematic for home owners who are looking to perform small improvements to their home and are required by code to construct a new sidewalk. In many cases, installing sidewalks in older residential subdivisions include additional costs such as moving utility poles, fire hydrants, installing ADA access ramps and other personal property improvements like fences, retaining walls, and large trees. The proposed amendments seek to alleviate these issues and still achieve the goal of providing a complete network of sidewalks along public streets but provide an exemption to the installation of sidewalks in certain circumstances and defers them to a point in the future if the City chooses to form a local improvement district as part of a planned capital improvement project. Thus, promoting a cost-effective and economically viable transportation system.

**Statewide Planning Goals**

Pertinent Statewide Planning Goals that apply to the proposal have been evaluated as follows:

***Statewide Planning Goal # 1 - Citizen Involvement***

*To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

The City of Roseburg and Douglas County have an adopted and acknowledged Comprehensive Plan for the Roseburg Urban Area. The Comprehensive Plan is implemented via the adopted Code, in which 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 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 public process and the Commission may include one member who resides outside the city limits. All meetings were advertised to local media. The proposed amendments were the result of input from the public who were affected by the current sidewalk requirements, staff, and members of the Public Works Commission and Planning Commission members.

The City of Roseburg provided notice of this proposal as mandated through ORS and Municipal Code requirements, as well as publishing the notice in the News Review, a newspaper of general circulation. A public hearing(s) 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.

***Statewide Planning Goal # 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.*

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 Code. The Land Use and Development Regulations Chapter of Roseburg Municipal Code 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) Both the Comprehensive Plan and LUDR have been amended from time-to-time.

***Statewide Planning Goal #12 – Transportation Planning***

*To provide and encourage a safe, convenient and economic transportation system.*

The City of Roseburg has recently adopted a Transportation System Plan together with cooperation from the Oregon Department of Transportation (ODOT), which is the reviewing state agency that determines consistency with the Transportation Planning Rule (TPR) and Statewide Planning Goal 12. The TSP, in coordination with ODOT, was drafted under the guidance of OAR 660-015-0000(12), Goal 12 guidelines, and other applicable administrative rules and statutes relating to development and adoption of a Transportation System Plan in order to fully comply with all applicable state requirements, while still tailoring the TSP to meet and address the transportation needs of the citizens of Roseburg. In addition, periodic coordination with ODOT occurred prior to, during, and after completion of the project to ensure consistency with the TPR.

**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, Chair

June 1, 2020  
Date

  
\_\_\_\_\_  
Stuart Cowie, Community Development Director

JUNE 1, 2020  
Date

**Planning Commission Members:**

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

**Text Amendments (Clean Version)**

**RMC 12.06.020(E) Sidewalks, curbs, gutters, storm drainage.**

**E. Sidewalks, curbs, gutters, storm drainage.**

1. When Construction Required. It shall be a condition of the issuance of a development permit for all property being newly developed, or developed to the extent that structural alteration will increase the size of the total gross floor area on the property, that sidewalks, curbs, gutters, and storm drainage facilities, conforming to the standards and guidelines established by the Public Works Director, shall be installed along the entire frontage of the property at the sole cost of the permittee prior to the issuance of an occupancy permit, except as provided for in Paragraphs 12.06.020(E)(3) and 12.06.020(E)(4) as outlined below.
2. Zone Change, Subdivision Plats, Planned Unit Development, and Street Construction.
  - a. As a condition of approval of final plats for subdivisions and final plans for planned unit developments, the applicant shall be required to provide for installation of the permanent improvements described in Paragraph 12.06.020(E)(1) above.
  - b. Subject to the limitations and exceptions set forth in Paragraph 12.06.020(E)(4) below, the construction of curbs, gutters, sidewalks, and storm drainage facilities conforming to standards and guidelines of the Public Works Director shall be completed prior to issuance of an occupancy permit for all property where there is a change in zoning and actual use from a residential district to any other zone and use.
  - c. Where the construction of a public street is to take place, whether through assessment proceedings, developer construction, or a government sponsored or funded project, said street shall be constructed with the improvements specified in Paragraph 12.06.020(E)(1) above.
3. Financing For Single Property Improvements. The improvements specified in Paragraph 12.06.020(E)(1) above may be constructed by the City and paid for by the property owner via an assessment against the property in accordance with financing alternatives, if any, provided in this Code, and subject to approval by the Public Works Director.
4. Limitations and Exceptions. The improvements specified in Paragraph 12.06.020(E)(1) above shall not be required at the time of issuance of a development permit for new construction or development adjacent to public

streets, or at the time of a zoning and actual use change from a residential district when:

- a. An existing single family dwelling, duplex and/or its accessory structure(s) is replaced without increasing the size of the floor area or altered by one or more increases in the size of the floor area adding up to a total increase of less than fifteen percent of the total gross floor area of all structures<sup>1</sup> on the property during a fifteen-year period, and  
  
No public sidewalks exist within 250 feet of the property frontage on the same side of the street of any of the frontages. A corner lot or parcel has two or more frontages.
- b. No final profile grade elevation for the street can be established by the Public Works Director based on then existing knowledge of planned street widening or improvements or where in residential zones, topographical features or existing public utilities or similar obstructions prevent construction to standards set by this code as determined by the Public Works Director; or
- c. When unsolved problems relating to drainage or other street construction factors prevent or make impracticable final sidewalk construction on said street at a time prior to the expected completion date of the construction for which the permit is sought. However, the property owner, or the permittee, prior to issuance of a certificate of occupancy, shall be required to grade, either by cutting or filling or a combination thereof, the public right-of-way from the nearest edge of the existing traveled way to the right-of-way margin of the street adjacent to the property to provide for drainage in accordance with standards and as directed by the Public Works Director.
- d. When the property is located in an RO, R10, R7.5, or R6 District and has been exempted by street, block or neighborhood under this Paragraph 12.06.010(E)(4).
- e. When improvements are not constructed at the time of issuance of a development permit, pursuant to "a," "b," "c" or "d" above, the applicant or property owner shall also agree in a signed written and subsequently recorded agreement to install permanent sidewalk improvements at his/her sole cost, or in accordance with other agreed financing alternatives, at such

---

<sup>1</sup> Only structures that would require a building permit to be constructed are included in the calculation of gross square footage of structure(s) on the property.

time, if any, as the street is improved and conditions permit said construction, all as directed by the Public Works Director.

5. **Relief and Appeal.** The jurisdiction may from time to time establish, revise, delete, or otherwise determine what streets, blocks, or neighborhoods may be exempted from these standards due to terrain, physical restrictions, available right-of-way width, or other substantial reason. The City Council shall have authority to grant relief from the application of provisions of Subsection 12.06.020(E) upon due notice and hearing, and upon a finding by the City Council that, due to physical conditions beyond the control of the applicant, application of these requirements would result in unworkable or unsafe conditions, including adverse effects on use or access to the premises.
6. **Standards to be Developed by the Public Works Director.** Standards and guidelines shall be developed by the Public Works Director for sidewalk improvements and associated construction.
7. **Conditions to Issuance of Permit to be in Writing.** The applicable conditions to issuance of a development permit which are imposed by this Section shall be written upon the permit or embodied in a separate written agreement and attached to the permit, which shall be made a part of the permanent records of the Building Official.

Text Amendments (Edited Version)

Proposed Changes: Add text ~~Remove text~~

**RMC 12.06.020(E) Sidewalks, curbs, gutters, storm drainage.**

E. Sidewalks, curbs, gutters, storm drainage.

1. When Construction Required. It shall be a condition of the issuance of a development permit for all property being newly developed, or ~~re~~developed to the extent that structural alteration will increase the size of the total gross floor area on the property, that sidewalks, curbs, gutters, and storm drainage facilities, conforming to the standards and guidelines established by the Public Works Director, shall be installed along the entire ~~street~~ street frontage of the property at the sole cost of the permittee prior to the issuance of an occupancy permit, except as provided for in Paragraphs 12.06.020(E)(3) and 12.06.020(E)(4) as outlined below.
2. Zone Change, Subdivision Plats, Planned Unit Development, and New Street Construction.
  - a. As a condition of approval of final plats for subdivisions and final plans for planned unit developments, the applicant shall be required to provide for installation of the permanent improvements described in Paragraph 12.06.020(E)(1) above.
  - b. Subject to the limitations and exceptions set forth in Paragraph 12.06.020(E)(4) below, the construction of curbs, gutters, sidewalks, and storm drainage facilities conforming to standards and guidelines of the Public Works Director shall be completed prior to issuance of an occupancy permit for all property where there is a change in zoning and actual use from a residential district to any other zone and use.
  - c. Where the construction of a new public street is to take place, whether through assessment proceedings, developer construction, or a government sponsored or funded project, said street shall be constructed with the improvements specified in Paragraph 12.06.020(E)(1) above.
3. Financing For Single Property Improvements. The improvements specified in Paragraph 12.06.020(E)(1) above may be constructed by the City and paid for by the property owner via an assessment against the property in accordance with financing alternatives, if any, provided in this Code, and subject to approval by the Public Works Director.

4. Limitations and Exceptions. The improvements specified in Paragraph 12.06.020(E)(1) above shall not be required at the time of issuance of a development permit for new construction or redevelopment adjacent to public streets, or at the time of a zoning and actual use change from a residential district when:

a. An existing single family dwelling, duplex and/or its accessory structure(s) is replaced without increasing the size of the floor area or altered by one or more increases in the size of the floor area adding up to a total increase of less than fifteen percent of the total gross floor area of all structures<sup>1</sup> on the property during a fifteen-year period, and

No public sidewalks exist within 250 feet of the front property line on the same side of the street of any of the frontages. A corner lot or parcel has two or more front property lines and frontages.

b. No final profile grade elevation for the street can be established by the Public Works Director based on then existing knowledge of planned street widening or improvements or where in residential zones, topographical features or existing public utilities or similar obstructions prevent construction to standards set by this code as determined by the Public Works Director; or

cb. When unsolved problems relating to drainage or other street construction factors prevent or make impracticable final sidewalk construction on said street at a time prior to the expected completion date of the construction for which the permit is sought. However, the property owner, or the permittee, prior to issuance of a certificate of occupancy, shall be required to grade, either by cutting or filling or a combination thereof, the public right-of-way from the nearest edge of the existing traveled way to the right-of-way margin of the street adjacent to the property to provide for drainage in accordance with standards and as directed by the Public Works Director.

de. When the property is located in an RO, R10, R7.5, or R6 District and has been exempted by street, block or neighborhood under this Paragraph 12.06.010(E)(4).

<sup>1</sup> Only structures that would require a building permit to be constructed are included in the calculation of gross square footage of structure(s) on the property.

- ed. When improvements are not constructed at the time of issuance of a development permit, pursuant to "a," "b," ~~or "c"~~ or "d" above, the applicant or property owner shall also agree in a signed written and subsequently recorded agreement to install permanent sidewalk improvements at his/her sole cost, or in accordance with other agreed financing alternatives, at such time, if any, as the street is improved and conditions permit said construction, all as directed by the Public Works Director.
5. Relief and Appeal. The jurisdiction may from time to time establish, revise, delete, or otherwise determine what streets, blocks, or neighborhoods may be exempted from these standards due to terrain, physical restrictions, available right-of-way width, or other substantial reason. The City Council shall have authority to grant relief from the application of provisions of Subsection 12.06.020(E) upon due notice and hearing, and upon a finding by the City Council that, due to physical conditions beyond the control of the applicant, application of these requirements would result in unworkable or unsafe conditions, including adverse effects on use or access to the premises.
  6. Standards to be Developed by the Public Works Director. Standards and guidelines shall be developed by the Public Works Director for sidewalk improvements and associated construction.
  7. Conditions to Issuance of Permit to be in Writing. The applicable conditions to issuance of a development permit which are imposed by this Section shall be written upon the permit or embodied in a separate written agreement and attached to the permit, which shall be made a part of the permanent records of the Building Official.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### AN ORDINANCE VACATING A PORTION OF CITY RIGHT-OF-WAY FILE NO. VAC-20-001

---

**Meeting Date: June 22, 2020**  
**Department: Community Development**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

---

#### ISSUE STATEMENT AND SUMMARY

Lynn Antis, representing the Lighthouse of God Mission (Roseburg Rescue Mission), Inc. which owns property surrounding a portion of SE Sheridan Alley right of way has requested the vacation of a portion of said right of way in order to address a preexisting building encroachment. The Mission requests the vacation so it can secure financing for a proposed remodel to the Men's dormitory.

#### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

The right-of-way to be vacated includes a portion of SE Sheridan Alley (1,445 sq. ft.) right-of-way, indicated on the attached map. The vacation will not create land-locked parcels and is completely surrounded by property commonly owned by the Roseburg Mission. The building encroachment was discovered by the applicants lending institution who would not finance a project to remodel the men's dormitory due to the encroachment.

Public notice of the vacation was posted in The News-Review on June 5 and June 12, 2020 and posted on-site in two conspicuous places and circulated to affected City Departments, public utility providers and affected property owners. As of the writing of this memo, Staff has received no response to the notice.

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

The Roseburg Rescue Mission agree to provide public utility easements over vacated rights-of-way in order to provide access to all current and future utility installations. The entire area shall be maintained as utility easement upon the vacation.

**C. Financial/Resource Considerations.**

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

Due to the limited value of the 1,445 sq. ft. of right-of-way being vacated, the City Manager waived the requirement for a professional appraisal to be done on the property. Therefore staff is recommending that the benefitting property owner (Roseburg Mission) not be assessed a value for the property. However, in accordance with RMC 4.06.110, if Council is interested in potentially assessing the benefitting property owner for the value of the right-of-way, the Council may choose to require an appraisal in order to determine what amount, if any, should be assessed.

**D. Timing Considerations.**

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

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

**COUNCIL OPTIONS**

The Council has the following options:

1. Approve the applicant's request 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 Council approve File No. VAC-20-001, and proceed with the first reading of the ordinance to vacate a portion of SE Sheridan Alley right of way.

**SUGGESTED MOTIONS**

*"I MOVE TO APPROVE FILE NO. VAC-20-001- VACATION OF A PORTION OF CITY RIGHT OF WAY."*

Proceed with first reading of Ordinance No. 3541. No motion is needed, only consensus to proceed by the Council.

**ATTACHMENTS**

Attachment #1 - Draft Ordinance No. 3541 with map of subject area

**ORDINANCE NO. 3541  
AN ORDINANCE VACATING A PORTION OF SE SHERIDAN ALLEY  
RIGHT-OF-WAY IN THE CITY OF ROSEBURG**

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

**WHEREAS**, the City Recorder published a notice of a public hearing on the proposed vacation to be held before the Roseburg City Council on June 22, 2020, in The News-Review, a newspaper of general circulation in the City of Roseburg, Oregon, on June 5 and June 12, 2020, posted said notice at or near each end of the vacation area and mailed the same to all affected property owners, not less than 14 days prior to the date of the hearing, all of which more fully appear in the proof of publication, posting and mailing on file in the City Recorder's Office; and

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

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

**SECTION 1.** A portion of SE Sheridan Alley, further described as follows:

All of that alley in Block 52, Rail Road Addition To The City Of Roseburg, as recorded in Volume 2, Page 10, plat records of Douglas County, Oregon that was not vacated per Ordinance Number 1451 (Instrument Number 295338, Douglas County Clerk's records); said portion hereinafter being referred to as "remaining alley" and being more particularly described as follows:

Beginning at the Southeast corner of Lot 12 of said Block 52, Rail Road Addition To The City Of Roseburg; said corner also being the Southwest corner of said remaining alley; thence along the West line of said alley, North 26°55'00" East, 85.34 feet to the Southwest corner of said alley vacated in Instrument Number 295338; thence along the South line of said vacated alley, South 63°05'00" East, 17.67 feet to the Southeast corner of said vacated alley; thence along the East line of said remaining alley, South 26°55'00" West, 85.34 feet to the Southwest corner of Lot 1 of said Block 52, Rail Road Addition To The City Of Roseburg; thence along the South line of said remaining alley, North 63°05'00" West, 17.67 feet to the

point of beginning and containing 0.03 acres (1508 square feet), more or less.

**BASIS OF BEARING**

Rail Road Addition To The City Of Roseburg (Volume 2, Page 10, plat records of Douglas County)

**SECTION 2.** A public and private utility easement shall be granted and reserved over the entire property described in the above Section 1, and being vacated by this ordinance, to allow for possible future utility installation.

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

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

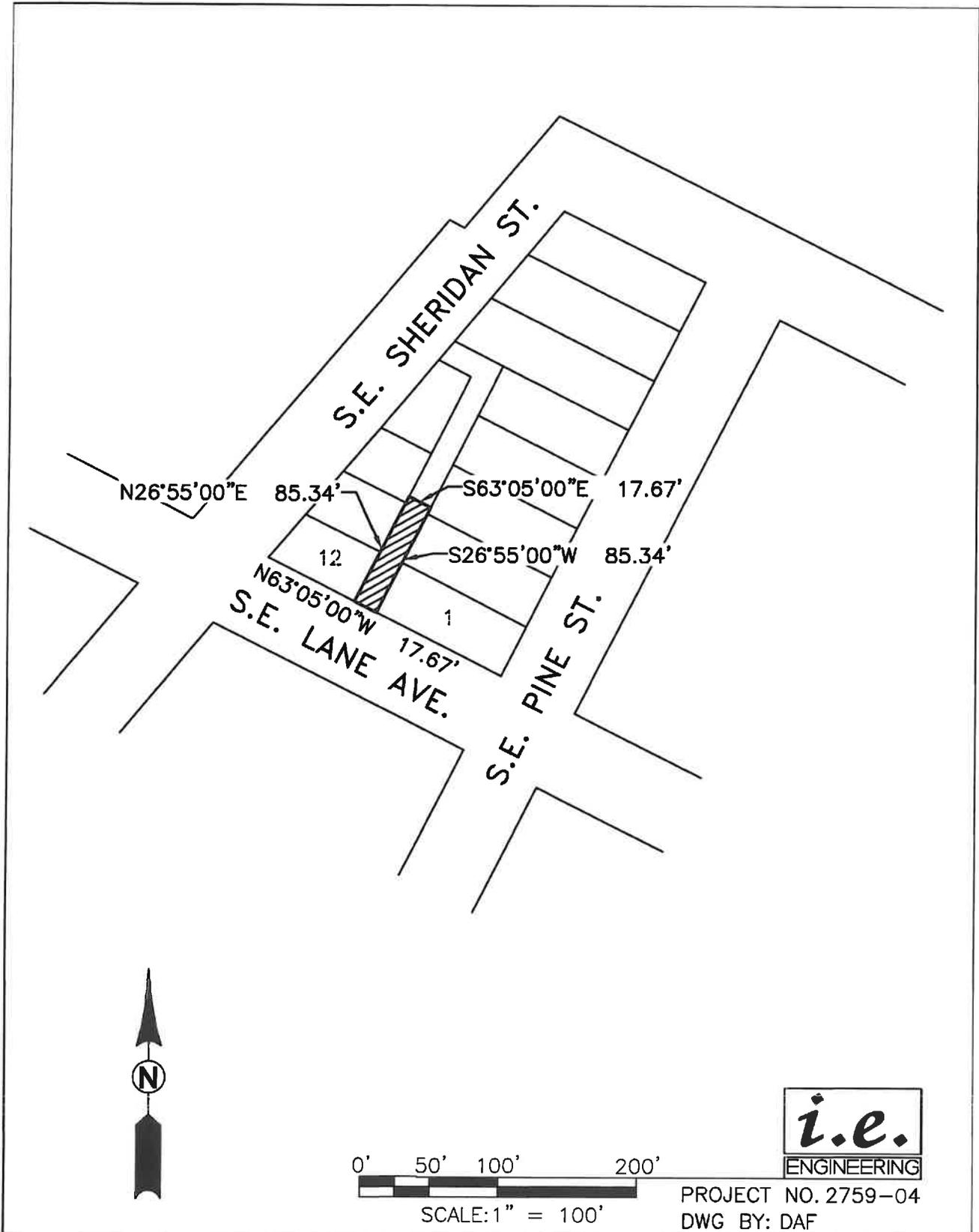
**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

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

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

EXHIBIT "A"





## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

---

### RESOLUTION 2020-13 - APPROPRIATION TRANSFER FOR FISCAL YEAR 2019-20

---

**Meeting Date:** June 22, 2020  
**Department:** Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Ron Harker, Finance Director  
**Contact Telephone Number:** 541-492-6710

---

#### ISSUE STATEMENT AND SUMMARY

There are two mid-year corrections that are required in order to provide adequate appropriation authority for Municipal Court and a change order for repairs to the video equipment in the Council Chambers. In order to maintain compliance with Oregon Budget Law a resolution transferring contingency funds and surplus appropriation authority to the needed appropriation categories is required. Resolution No. 2020-13 is prepared to effect the necessary changes to the General Fund budget to accommodate the requested changes.

#### BACKGROUND

**A. Council Action History.** On April 13, 2020, City Council adopted an appropriation transfer to provide capital funding for repairs to the Council Chambers equipment and supporting equipment.

**B. Analysis.** There are two separate matters affecting the General Fund, which need addressing; each matter is discussed separately below.

Projections for the General Fund Municipal Court have the current budget close to full expenditure with the cash out of accrued benefits of an employee who is leaving the City. Consequently, in order to ensure compliance with Oregon Budget Law, by not over-expending appropriations for the Municipal Court, it is proposed that appropriations be increased by \$5,000 through a transfer of funds from the General Fund contingency.

A change order for the Council Chambers camera upgrade project was required in order to utilize Ethernet network cables versus coaxial cables. Ethernet cables provide greater flexibility for future use and maintenance of the system. Additional software was required to allow the cameras to function as Ethernet cameras, which resulted in a project net increase of \$470. A transfer of appropriations from the IT Department's materials and services budget to the General Fund's Capital Outlay budget is proposed to address the need.

**C. Financial and/or Resource Considerations.** The net impact to the General Fund is negligible and immaterial.

**D. Timing Issues.** As this is the last Council meeting prior to the end of the fiscal year, adoption of the appropriation transfer is required to ensure compliance with Oregon Budget Law.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures.

**STAFF RECOMMENDATION**

Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

**SUGGESTED MOTION**

***"I move to adopt Resolution No. 2020-13 authorizing appropriation transfers within the General Fund (Fund 100) for fiscal year 2019-20."***

**ATTACHMENTS**

Attachment #1 Resolution No. 2020-13 entitled "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2019-20."

**RESOLUTION NO. 2020 – 13**

**A RESOLUTION AUTHORIZING A BUDGET RE-APPROPRIATION FOR  
FISCAL YEAR 2019-20**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2019-20 by Resolution 2019-09; and

**WHEREAS**, projections for the General Fund Municipal Court has the current budget close to full expenditure with the cash out of accrued benefits of an employee who is leaving the City. Consequently, in order to ensure compliance with Oregon Budget Law, by not over-expending appropriations for the Municipal Court, appropriations are to be increased by \$5,000 through a transfer of funds from the General Fund contingency; and

**WHEREAS**, a change order for the Council Chambers camera upgrade project was required in order to utilize Ethernet network cables versus coaxial cables. Additional software was required to allow the cameras to function as Ethernet cameras, which resulted in a project net increase of \$470. A transfer of appropriations from the IT Department's materials and services budget to the General Fund's Capital Outlay budget is to be effected; and

**WHEREAS**, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted.

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

**Section 1.** Resources and appropriations in the Fiscal Year 2019-20 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
<b>General Fund (100)</b>			
<b>Resources</b>			
Beginning Fund Balance	6,874,988	-	6,874,988
Other Revenues	<u>25,905,080</u>	<u>-</u>	<u>25,905,080</u>
<b>Total Resources:</b>	32,780,068	-	32,780,068
<b>Appropriations</b>			
Administration Department	2,759,278	(470)	2,758,808
Capital Outlay	76,500	470	76,970
Municipal Court	510,551	5,000	515,551
Operating Contingency	587,233	(5,000)	582,233
Other Requirements	<u>28,846,506</u>	<u>-</u>	<u>28,846,506</u>
<b>Total Appropriations:</b>	32,780,068	-	32,780,068

RESOLUTIONS A  
ATTACHMENT #1

To provide appropriation authority to support the Municipal Court Department and sufficient funds to facilitate video capital improvements in the Council Chambers.

**Section 2.** The Finance Director is to make the proper adjustments to the budget.

**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 22<sup>nd</sup> DAY OF JUNE, 2020.**

---

**Amy L. Sowa, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## 2020 PAVEMENT MANAGEMENT PROGRAM SLURRY SEALS PROJECT BID AWARD RECOMMENDATION – 20PW02

---

Meeting Date: June 22, 2020  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Brice Perkins, PW Director  
Contact Telephone Number: 541-492-6730

---

### ISSUE STATEMENT AND SUMMARY

The City received bids for the 2020 Pavement Management Program Slurry Seals Project on June 2, 2020. The issue for the Council is whether to award the construction contract.

### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to a paved surface. Slurry seals are a preventative maintenance treatment used to prolong the life of the paved surface. The following streets are scheduled for slurry seals as part of this project.

<u>Street</u>	<u>Section</u>
Beaumont Ave.	W. Cul de Sac to Kline St.
Berdine St.	Sharp Ave. to Gilbert Ave
Cardinal St.	Gilbert Ave. to Sharp Ave.
Channon Ave.	Stephens St. to Madison St.
Channon Ave.	Madison St. to Vine St.
Gilbert Ave.	Berdine St. to Cardinal St.
Jay Ave.	Lookingglass Rd. to Broccoli St.
Jay Ave.	Luellen Dr. to Kenwood St.
Jefferson St.	Harvey Ave. to Whipple Ave.
Jefferson St.	Whipple Ave to Calkins Ave.
Lorraine Ave.	Lookingglass Rd. to Broccoli St.
Lorraine Ave.	Indianola St. to Kenwood St.
Russell Ave.	Stephens St. to End
<b>Total</b>	<b>1.9 miles</b>

The project was advertised for bid on May 12, 2020. Three bids were received and are summarized below.

#	Bidder	Total Bid Amount
1	Pave Northwest, Inc.	\$ 90,259.24
2	VSS International, Inc.	\$ 98,474.00
3	Intermountain Slurry Seal	\$109,109.00
	<i>Engineer's Estimate</i>	<i>\$ 94,726.70</i>

### C. Financial/Resource Considerations.

The draft FY 20-21 Transportation Fund Materials & Services budget includes \$150,000 to complete this project. Total project costs are estimated below.

Construction	\$ 90,259.24
Contingency (10% of const.)	\$ 9,025.93
<u>Materials &amp; Supplies</u>	<u>\$ 7,000.00</u>
<i>Total Estimated Costs</i>	<i>\$106,285.17</i>

### D. Timing Considerations.

If awarded, the Notice to Proceed will not be issued until after July 1, 2020. The contractor is allowed 60 calendar days to complete the project.

### COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Pave Northwest, Inc., for \$90,259.24; or
2. Request additional information; or
3. Reject all bids

### STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The bids appear both responsive and responsible. The Public Works Commission discussed this project at their June 11, 2020 meeting. The Commission unanimously recommended the City Council award the 2020 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc., for \$90,259.24. Staff concurs with this recommendation.

### SUGGESTED MOTION

***"I move to award the 2020 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc., for \$90,259.24."***

### ATTACHMENTS:

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## 2020 PAVEMENT MANAGEMENT PROGRAM OVERLAY PROJECT BID AWARD RECOMMENDATION - 20PW01

---

**Meeting Date: June 22, 2020**  
**Department: Public Works**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Brice Perkins, PW Director**  
**Contact Telephone Number: 541-492-6730**

---

### ISSUE STATEMENT AND SUMMARY

The City received bids for the 2020 Pavement Management Program Overlay Project on June 9, 2020. The issue for the Council is whether to award the construction contract.

### BACKGROUND

#### **A. Council Action History.**

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith. That contract has subsequently expired. However, final design of the 2020 Overlay Project was completed by Murraysmith.

#### **B. Analysis.**

In order to ensure adequate funding was available, the two sections of pavement rehabilitation were broken out separately into schedules as follows:

- Schedule A includes Winchester Street from Stephens Street to Diamond Lake Blvd.
- Schedule B includes Beulah Avenue from Central Avenue to its end.

The pavement rehabilitation work will involve a 2" grind and inlay on Winchester Street and a 2" overlay on Beulah Avenue. The work for all schedules above represents approximately 1.1 miles of pavement rehabilitation. The project will also include Americans with Disability Act (ADA) ramp improvements.

The project was advertised on May 19, 2020. One bid was received on June 9, 2020 as outlined in the table below.

<b>Bidder</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Total Bid</b>
Knife River Materials	\$708,562.00	\$213,165.60	<b>\$921,727.60</b>
<i>Engineer's Estimate</i>	<i>\$715,100.04</i>	<i>\$191,705.60</i>	<b>\$906,805.64</b>

**C. Financial/Resource Considerations.**

The draft FY 20-21 Transportation Fund budget includes \$1,175,000 for design and construction of overlay projects. Total project costs are estimated below.

Construction	\$ 921,727.60
Contingency (10% of const.)	\$ 92,172.76
<u>Engineering Construction Svcs.</u>	<u>\$ 63,993.00</u>
<i>Total Estimated Costs</i>	<b>\$1,077,893.36</b>

**D. Timing Considerations.**

If awarded, the Notice to Proceed will not be issued until after July 1, 2020. The contractor is allowed 100 calendar days to complete the project.

**COUNCIL OPTIONS**

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Knife River Materials for \$921,727.60; or
2. Request additional information; or
3. Reject the bid

**STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 11, 2020 meeting. The Commission unanimously recommended awarding all schedules of the project to the lowest responsible bidder, Knife River Materials for \$921,727.60. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to award the 2020 Pavement Management Program Overlay Project to the lowest responsible bidder, Knife River Materials for \$921,727.60."***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### TASK ORDER AUTHORIZATION – CONSTRUCTION MANAGEMENT SERVICES FOR 2020 PAVEMENT MANAGEMENT PROGRAM, PROJECT NO. 20PW01

---

**Meeting Date:** June 22, 2020

**Department:** Public Works

[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items

**Staff Contact:** Brice Perkins, PW Director

**Contact Telephone Number:** 541-492-6730

---

#### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management (CM) services for the 2020 Overlay Project with Century West Engineering. The issue for the Council is whether to authorize a task order for these CM services.

#### BACKGROUND

##### **A. Council Action History.**

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. On March 11, 2019, Council authorized a task order to provide design services required to prepare biddable construction documents for the Pavement Management Program.

On September 23, 2019, Council awarded a new Five Year Pavement Management Program engineering contract to Century West Engineering. Century West Engineering will provide construction management (CM) services for the 2020 Overlay Project that was previously designed by Murraysmith.

##### **B. Analysis.**

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, preparation of record drawings, and other miscellaneous services.

##### **C. Financial/Resource Considerations.**

The cost of the proposed CM task order is \$63,993.00. The FY 2020-21 Transportation Fund includes \$1.175 million for design and construction of pavement management overlay projects.

**D. Timing Considerations.**

If the Council awards the construction project, construction could begin in July. Accordingly, it would be appropriate to authorize the CM services task order as soon as practical after award of the project.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize a task order for construction management services with Century West Engineering for an amount not to exceed \$63,993.00; or
2. Request additional information; or
3. Not authorize the task order, which will require another solution for construction management and may delay the project.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this task order at their June 11, 2020 meeting. The Commission recommended the City Council authorize a task order with Century West Engineering for construction management services for the 2020 Pavement Management Overlay Project for an amount not to exceed \$63,993.00. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to authorize a task order with Century West Engineering for construction management services for the 2020 Pavement Management Overlay Project for an amount not to exceed \$63,993.00."***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## MARKED PATROL VEHICLE PURCHASE

**Meeting Date:** June 22, 2020  
**Department:** Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Gary Klopfenstein  
**Contact Telephone Number:** 541-492-6760

### ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of four new fully equipped police vehicles to replace older models as part of a standard and scheduled vehicle fleet rotation. The 2021 Ford utility vehicles will be procured from the State of Oregon state-bid pricing agreement.

### BACKGROUND

#### A. Council Action History.

Council has approved the police department's process of purchasing marked police vehicles in past budget cycles.

#### B. Analysis.

The regular patrol fleet of nine vehicles is historically on a three-year rotation, as past history and maintenance records have shown this to be the best time for replacement after 3 years of continuous 24/7 use. We will be replacing four older patrol vehicles.

The Roseburg Police Department has used Lehr (formerly named Auto Additions) to up-fit police vehicles for the past several procurement rotations, and they have previously been designated as a sole-source provider for this service.

We now utilize a local vender in Green, FX Design, for patrol vehicle graphics.

#### C. Financial/Resource Considerations.

Council adopted the FY 20-21 budget including the purchase of four police vehicles. A total of \$222,400 has been allotted and is available in the equipment replacement fund to accomplish this purchase.

Gresham Ford - 2021 Ford police utility vehicle:	\$34,856.61
Lehr's up-fit cost:	\$19,617.59
FX Design's cost for vehicle graphics:	<u>\$995.00</u>
Total cost per vehicle:	\$55,469.20
<b>Total cost:</b>	<b>\$221,876.80</b>

#### D. Timing Considerations.

Ford is anticipating a six-month acquisition delay because of manufacturing interruptions due to COVID-19 caused factory shutdowns. It is therefore important to get our vehicle order in as soon as possible. If authorized, purchase would occur after July 1, 2020.

**COUNCIL OPTIONS**

Council may choose to approve or not approve the bid.

**STAFF RECOMMENDATION**

Staff recommends that the City Council approve the purchase of four (4) 2021, fully equipped and up-fitted police utility vehicles.

**SUGGESTED MOTION**

**“I MOVE TO APPROVE THE BID AWARD OF FOUR (4) 2021, FULLY EQUIPPED AND UP-FITTED POLICE UTILITY VEHICLES IN THE AMOUNT NOT TO EXCEED \$221,876.80.”**

**ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## CITY MANAGER ACTIVITY REPORT

---

**Meeting Date:** June 22, 2020  
**Informational**

**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:**

**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 June 22, 2020, meeting, the following items are included:

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



**Agenda**  
**Department Head Meeting**  
**PSC Umpqua Conference Room**  
**June 9, 2020 - 10:00 a.m.**

1. Review June 8, 2020 City Council and Urban Renewal Agency Board Meeting Synopsis
2. Review June 15, 2020 Council Work Study Session Agenda
3. Review June 22, 2020 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents and/or Grants to review and/or sign
6. Department Items
  - a. Social Media Report (EJ)

**City Connection: Articles Due By Friday, July 17 (or sooner if ready)**  
**Publishing Date: Goal is by July 27 to Council, July 28 to public**



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
June 15, 2020 - 10:00 a.m.

1. Review June 22, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
  - a. Annual 4<sup>th</sup> of July Block Party Parade – July 4
4. Department Items
  - a. Illegal signs posted on public property (NM/AS)

City Connection: Articles Due By Friday, July 17 (or sooner if ready)  
Publishing Date: Goal is by July 27 to Council, July 28 to public

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- Parklet Update
- PEG Channel Discussion
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Southern Oregon Medical Workforce Center Update
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Umpqua Economic Department Partnership Annual Report/Presentation

\*\*\*\*\*  
June 29, 2020

Council Work Study Session – 6:00 p.m.

Discussion Items

- A. Local Agency Presentations

\*\*\*\*\*  
July 13, 2020

Special Meeting – 6:30 p.m.

- A. Planning Commission Interviews:  
6:30 p.m. Stephanie Newman  
6:45 p.m. Jaime Yraguen

\_\_\_\_\_  
Mayor's Report

- A. Parks and Recreation Month Proclamation

Commission Reports

- A. Planning Commission Appointment

Special Presentation

- A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

- A. Minutes of June 22, 2020

Public Hearing

- A. Authorization to Purchase a Pierce Manufacturing Triple Combination Pumper Through an Interstate Cooperative Procurement by H-GAC

Resolutions

- A. Resolution No. – Correcting Water Fee – Stacie Court

Ordinances

- A. Ordinance No. 3539 - LUDR – Sidewalk Amendments, Second Reading
- B. Ordinance No. 3540 - Vacation of Public Alley on Sheridan, Second Reading

Department Items

- A. Declaration of Emergency in the City of Roseburg

Informational

- A. City Manager Activity Report

\*\*\*\*\*  
July 27, 2020

Consent Agenda

- A. Minutes of July 13, 2020

Department Items

- A. Stewart Parkway Bridge End Panel Repair Bid Award Recommendation
- B. Safe Routes to School Grant Submittal

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

Department Items

- A. Cast in Place Pipe (CIPP) Bid Award Recommendation
- B. Stewart Park Pavilion Improvements Bid Award Recommendation

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
- B. Cancellation of December 28, 2020 Regular Meeting

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

\*\*\*\*\*

**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

\*\*\*\*\*

**March 8, 2021**

Consent Agenda

- A. Minutes of February 22, 2021

Informational

- A. City Manager Activity Report

\*\*\*\*\*

**March 22, 2021**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 8, 2021

Informational

- A. City Manager Activity Report
- B. Vehicle for Hire Annual Update

\*\*\*\*\*

**April 12, 2021**

Mayor Reports

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

Consent Agenda

- A. Minutes of March 22, 2021
- B. 2021 OLCC License Renewal Endorsement

Informational

- A. City Manager Activity Report

\*\*\*\*\*

**April 26, 2021**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 12, 2021

Department Items

- A. Annual Fee Update

Informational

- A. City Manager Activity Report

\*\*\*\*\*

**May 10, 2021**

Consent Agenda

- A. Minutes of April 26, 2021

Resolutions

- A. Resolution No. 2021- -- - Annual Fee Updates

Informational

- A. City Manager Activity Report

\*\*\*\*\*

**May 24, 2021**

Consent Agenda

- A. Minutes of May 10, 2021

Informational

- A. City Manager Activity Report

\*\*\*\*\*

## Friday Message June 5, 2020

The Governor has approved Douglas County to enter Phase 2 reopening today. This is great news, but there is a lot of information to digest. Staff continues to wade through the various sector guidance to ensure our understanding of what City facilities/activities can reopen and how to stay in compliance. The sector guidance can be found on this website (you have to scroll down from the top): <https://govstatus.egov.com/or-covid-19>.

- Sector guidance started to roll out on Wednesday. Additional guidance came out Thursday morning. Webinars explaining much of it are happening Friday afternoon. What we do know is that while some things are opening, not everything is and there are specific restrictions on what does open up. We also know that we will not have all of the answers to the questions that are flowing in today. Many of the restrictions are placed on the person/organization that is putting on an event, game, gathering, etc. We will need to develop permit language that reflects the new requirements. We hope to have that in place by next week, so we can start facilitating the numerous requests. More to come....here is what we do know:

- Sunshine Park and the skate park reopened today.
- Playgrounds remain closed. This includes the Splash Pad.
- Pavilions can reopen – with capacity/space limitations.
- Staff will be raising the halfshell cover.
- Softball and baseball can resume.
- Contact sports (football, soccer, basketball) are still prohibited. We have inquired about volleyball and are hoping to hear back today.
- Library guidance has been issued separately and staff has already addressed many of the requirements. The Library Commission will meet on June 16<sup>th</sup> to discuss the proposed changes. We anticipate the Library reopening by the end of the month.

- Roseburg High School will be holding a virtual graduation ceremony tomorrow, followed by a parade through town. The parade starts at Kmart and goes east on Stewart Parkway, south on Stephens, west on Washington/Harvard and then turns into the RHS parking lot. The City has teamed with Umpqua Dairy to provide ice cream bars to the graduates and their car occupants at the beginning of the parade. Congrats to all of the graduating seniors and their families!



- There will be a fireworks show in Roseburg on July 4th. The Roseburg Hometown 4th of July committee is working with the Cow Creek Tribe to use their property adjacent to reservoir hill as the launch site. This will allow most City residents to stay home and still be able to view the show.



- Coos Curry Douglas Development Corporation was awarded \$115,000 from Business Oregon to be used to provide COVID related grants to local businesses. You may recall, the City has contributed \$20,000 to this fund.
- Staff submitted an application to the State for reimbursement of COVID related expenses. This funding has been made available via the federal CARES Act. The City's request was just under \$40k.
- Last week, the City teamed with the Douglas County Juvenile Department to have juvenile offenders paint over graffiti in the parking structure. Staff has been working towards a program that gives the youth opportunities to meet their community service requirements, but those efforts were delayed by the pandemic. This is a first step towards a more robust program.
- A Request for Proposals for a Parking Consultant was issued this week.
- New cameras have been installed in the Council Chambers. The installation is nearly complete, with a few components that will need to be finalized next week.
- Zoom meetings I attended this week included a meeting hosted by Representative DeFazio outlining the INVEST in America Act. This is a comprehensive transportation funding bill that was introduced on the floor earlier this week. I also attended the Coos, Curry, Douglas Regional Economic Response Team meeting, where we discussed Broadband funding opportunities and the Governor's sector guidance.
- As everyone is aware, there is a lot of unrest happening around our state and country. Last weekend, social media posts indicated there might be violence in Downtown Roseburg Saturday night. The Roseburg Police Department and Douglas County Sheriff's Office took this threat seriously and prepared accordingly. Fortunately, the threat did not come to fruition. I would like to thank our officers, and specifically Chief Klopfenstein and Captain Sanders, for their leadership and tireless work to evaluate and prepare for the situation. The next day, a peaceful demonstration occurred on Garden Valley. The Chief and Captain attended, interacting with the crowd and working to keep everyone safe. While this will be an ongoing, important discussion, I think it is important to take a moment and express pride in our community for reacting peacefully and respectfully.
- The City is hosting a blood drive next week. Information has been attached if you would like to participate.
- Meetings next week:
  - City Council – Monday, June 8 @ 7 pm, followed by Urban Renewal Agency
  - Public Works Commission – Thursday, June 11 @ 3:30 pm

## Friday Message June 12, 2020

- Staff continues to monitor changes to the Phase 2 reopening guidance. We learned on Tuesday that OHA is allowing playgrounds to be open. This was different from what was in the previous guidance. We reopened City playgrounds as quickly as possible and will continue to adjust to any new guidance that is published.
- In other parks related news, now that some team sports are allowed to resume, parks administration staff has been busy processing user permit agreements. Staff worked with the City attorney to create language for parks permit holders to ensure they are aware of OHA requirements related to park/sport field usage.
- Coos Curry Douglas Business Development Corporation received news that it has received additional grant funding via Business Oregon. You may recall that CCD previously received an award of \$115,000. This week, CCD was awarded an additional \$300,000 in “round 2” funding. Half of the latest grant award is allocated for Douglas County. This funding will provide emergency business assistance grants.
- Staff was notified last week that the Sheriff’s Department is again expanding jail capacity and working its way towards full capacity.
- It was another busy week of Zoom, in-person, and conference call meetings.
  - Met separately with the board chair and executive director of Partnership.
  - Participated in bi-weekly COVID related call hosted by Commissioner Freeman.
  - Met with Commissioner Kress on issues related to abandoned RVs and the landfill.
  - Participated in Zoom meeting with Regional Economic Recovery Team.
  - Participated in LOC conference call. This week’s topics ranged from equity and diversity to CARES Act reimbursements the state is currently processing.
  - Chief Klopfenstein and I participated in a conference call between Congressman DeFazio and several local police chiefs from southern Oregon.
- The Public Works Commission met this week and forwarded recommendations to Council on the two Pavement Management Projects and a related construction management contract.
- The Library had its busiest drive-thru event to date. Yesterday, 106 different vehicles picked up materials including 32 preschool craft kits and 90 children/teen crafts.
- Meetings next week:
  - Council work-study session, Monday, June 15, 6 – 8 pm at the PSC
  - Library Commission, Tuesday, June 16 @ 3:30 pm