



8-6-2020

## ROSEBURG CITY COUNCIL AGENDA – AUGUST 10, 2020

### Electronic Meeting

#### Public Access:

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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

Charter Cable PEG Channel 191

*Comments on Agenda Items Only can be provided via email to the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) prior to 4:00 p.m. on Monday, August 10, 2020.*

### 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 – Email Submittals/See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of July 27, 2020 Special Meeting
  - B. Minutes of July 27, 2020 Regular Meeting
  - C. Minutes of August 3, 2020 Work Study Session Meeting
  - D. OLCC New Outlet – Rio Nightclub/Lotus House at 1969 SE Stephens Street
8. **Department Items**
  - A. Air Compressor Fill Station Purchase Authorization
  - B. Coronavirus Relief Fund Reimbursement Grant
  - C. Goal #6 – Potential Municipal Code Amendments
  - D. Next Steps – Goal #6 Public Input Procedures
9. **Items from Mayor, City Council and City Manager**
10. **Adjourn**
11. **Executive Session ORS 192.660(2)**

### Informational

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

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

**Persons providing comments via email to the Council must include 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.**

### **CITIZEN PARTICIPATION**

Anyone wishing to provide comments may do so by emailing the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) by 4:00 p.m. Monday, August 10, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council.

***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). This meeting is also available to view on Facebook live.***

**MINUTES OF THE SPECIAL MEETING  
OF THE ROSEBURG CITY COUNCIL  
July 27, 2020**



Mayor Larry Rich called the Special Meeting of the Roseburg City Council to order at 6:18 p.m. on July 27, 2020 electronically via Zoom, Roseburg, Oregon.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Ashley Hicks (arrived at 6:37 p.m.), Brian Prawitz and Andrea Zielinski

Absent: Councilors Sheila Cox, Alison Eggers and Linda Fisher-Fowler

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Public Works Director Brice Perkins, Planning Commission Chair Ron Hughes and Management Assistant Koree Tate.

PLANNING COMMISSION INTERVIEWS

Mr. Jaime Yraguen said he had been a lifelong resident of Roseburg, started his company in 1981 with his brother and continued to expand his business over time. He had served on many Boards over the years, been an auctioneer, raised money for a variety of programs, Roseburg Country Club member and past Board member and had helped many non-profit organizations, schools and churches in the area. He was interested in the Planning Commission because it was important to serve in the community and represent voices that needed heard. He had worked in the parameters of laws and rules of planning, but admitted he was not up to speed on all aspects. He felt he was a quick study and could obtain information and skills necessary for the position in a reasonable amount of time. He had seen positive outcomes from policies set by the Planning Commission with overall benefits to the community.

Mr. Yraguen explained that after forty-four years in the field, he had dealt with many different people and conflicts. He knew that looking people in the eye and being honest was the best way to represent himself in any situation and considered it a good way to interact. He knew laws could affect neighborhoods negatively and said it was important to discuss concerns with citizens and take time when presenting to the Commission other viewpoints and feedback to help find the best solutions. It was important for Planning Commission and Council to be transparent and consider both sides, have an open dialogue and lay things out to discuss the best way to proceed on items. If chosen for the Commission, he would seek insight from others who had experience. In closing, he said he was a hard worker, had a good record of getting things resolved and completed, and would do his best to attend every meeting. He hoped he could be of benefit and help the community.

Ms. Stephanie Newman said she moved to Roseburg seven and a half years ago and currently lived with her family in Hucrest. She grew up in southern California, obtained her Master's Degree, did freelance work in theater and marketing, was a professor at Umpqua Community College and now worked from home for a law firm in California. She had wanted to serve in some type of capacity as she saw Roseburg continue to grow. She was in support of Blue Zones, eco-friendly factors and loved bike riding around town. She did not have much Planning Commission experience, but considered herself as a fast learner with the ability to absorb a lot from others.

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Ms. Newman stated that as an average citizen, she heard about most new developments through news sources, but wanted to be more involved in the community. She had served on many committees in the past where several opinions were at the table. To deal with conflict, it was important to look at the problem or issue and set aside the person. It would be her duty to review the negative impacts, make sure the neighborhood had a voice and work as a group for a solution. With her experience at the law firm, she knew things could change. It would be important to consider the whole picture and not just one piece. Her understanding of the Planning Commission was that they served the people and City Council, researched, adhered to policies so they could provide formal recommendations to the Council. She wanted Council to know she was very dedicated and thanked them for their time.

Ms. Erica Mills said she had been a Roseburg resident for the last five years. She currently worked for NeighborWorks Umpqua, and was an Oregon State University graduate. She began her career in mortgage, and worked her way up to management. She felt she had experience in the lending world and NeighborWorks which would help with the skills necessary to be part of the Commission. She admitted she had an experience gap for land use laws but was a quick learner. She noted that many people did not think about planning issues until it interfered with their life, which could range from their work, home, playgrounds, etc. She explained that being in management she had to deal with conflict resolution and conflict was not necessarily unhealthy. All conflict was a result of an unmet need or fear. It was important to get to the root of the issue and determine where the other person is coming from. Some people just needed to be heard and it was good to use the five "Why's" as a tool which was to assemble a team, define the problem, ask the first why and ask it four more times.

Ms. Mills said she looked at Planning Commission and Council as those with a duty to serve the community and the individual. Many items were not just black and white issues and they needed to be thorough to review how something could affect the community and future generations. She felt the Commission was the eyes and ears to hear the problems, ask questions and get the answers. She would like to make an impact in the community and develop in the area. She had heard from many that when growing up students wanted to get through school and move away. She would like to see the perception change and have Roseburg be a place where people grew up and want to stay or come back. A stable community was one of her goals and by working with NeighborWorks, she felt she was making a difference and wanted to help with barriers by serving others.

Ron Hughes, Planning Commission Chair, said he thought all the candidates appeared to have been knowledgeable in their particular field and would be happy to have any one of them on the Planning Commission. In response to Mayor Rich, Mr. Hughes said he only knew Mr. Yraguen from working with him in the private sector, but was fine with any decision Council made to fill the vacancies on the Commission.

#### ADJOURN

Mayor Rich explained Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Mayor Rich adjourned the meeting at 6:55 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
July 27, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on July 27, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Prawitz led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Ashley Hicks (arrived at 7:09 p.m.), Brian Prawitz and Andrea Zielinski.

**Absent:** Councilors Alison Eggers and Linda Fisher-Fowler

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely to address the increase in the number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by the State legislature. The public could watch the meeting live on YouTube, the City's Facebook page and on Charter Cable channel 191. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

**MAYOR REPORTS**

Mayor Rich reported the next Work Study Session would be on August 3, 2020 beginning at 6:00 p.m. Council was asked to choose which agencies to invite aside from the top three on the list that included the State Legislators, Parole and Probation and Rogue Retreat. Others to consider were Law Enforcement, Douglas County Public Health and local Judges. Councilor Prawitz suggested including Judge Simmons and Judge Mahan to discuss mandated drug treatment and how the legal system worked. Councilor Zielinski agreed to include the judges, but was not in favor of Parole and Probation because they were state mandated and was not sure how they could help make decisions. Besides the judges, she wanted to hear from State Legislators and Rogue Retreat.

Councilor Cotterell explained he felt Council was not given time to ask follow up questions. He personally met with several local groups and asked questions. He suggested others do the same if there were items for which they wanted to seek answers. He was ready to stop conversations and start making decisions. Councilor Cole said the State Legislators were most important. Parole and Probation could discuss how many people might be participants in programs, but agreed they were state mandated. If Rogue Retreat was successful then she was interested to hear more about their program. Councilor Cole was unsure about inviting the judges because it all went back to the individual and if they wanted to succeed and participate. Mayor Rich said Council did not have to stop hearing from agencies after the next meeting, but would like to know how Council wished to proceed.

Councilor Cox said she was interested in hearing from the Legislators, Parole and Probation and the Judges. Councilor Hicks said her preference was to hear from Parole and Probation, Judges and State Legislators to learn more about supervision, citation and the release process and the 9<sup>th</sup> Circuit Court decision. Councilor Cotterell moved to invite State Legislators, Parole

and Probation, Rogue Retreat and Law Enforcement. The motion was seconded by Councilor Cole.

Councilor Prawitz reiterated he wanted to hear from the judges because they dealt with this issue on the front line. Councilor Zielinski said she was fine adding a fifth presentation to include the judges. Councilor Cotterell amended his motion to include Judge Simmons and Judge Mahan. Councilor Cole seconded the amended motion.

Mayor Rich said by adding a fifth group the meeting could be extended to 9:00 p.m. to allow twenty minutes for presentations and ten minutes for follow up questions from Council. Ms. Messenger asked when Staff should present their ideas for addressing the unhoused. Mayor Rich explained Staff had been putting together ideas for small to large items, but wanted to hear from agencies first. The next Work Study would allow thirty minutes per group and time at the end after presentations for Council to discuss the next steps. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Prawitz had an Economic Development Commission Meeting that included an update from the Umpqua Economic Development Partnership and a marketing presentation from Anvil Northwest. They discussed the need of childcare during the COVID-19 pandemic and encouraged people to contact the Coos Curry Douglas (CCD) Business Office for more information for COVID-19 recovery options in the community.

Councilor Cotterell thanked the Parks Department for their work in the parks and at the SplashPad. He visited Fir Grove Park and noted how the children enjoyed the SplashPad and playground while parents wore masks and were cognizant of social distancing.

#### PLANNING COMMISSION APPOINTMENTS

Councilor Cotterell said he was satisfied with all candidates interviewed, but was disappointed none of them knew more about the relationship between Council and the Planning Commission. He understood any of the candidates would learn the proper procedures once appointed. Councilor Hicks explained she arrived late to the Special Meeting and missed the first applicant, but after reviewing all applications, she suggested Jaime Yraguen be appointed to the commission. Councilor Cole stated she agreed, and added that either Stephanie or Erica would be good candidates for the second shorter-term position.

Councilor Prawitz explained that an extra vacancy occurred due to the recent passing of Planning Commissioner John Kennedy. He suggested Stephanie Newman to be appointed the shorter term and Jaime Yraguen to the full term position. Councilor Zielinski was impressed with all the applicants. Mayor Rich agreed with the discussion to have Jaime Yraguen fulfill the full term vacancy and Stephanie Newman for the shorter term. Councilor Prawitz moved to appoint Jaime Yraguen to the Planning Commission with the term expiration of December 31, 2023 and Stephanie Newman to the Planning Commission with the term expiration of December 31, 2021. The motion was seconded by Councilor Cotterell.

Councilor Hicks explained she had interviewed for the Planning Commission in the past and was told she lacked experience even though she had twenty year's experience as a contractor.

She was frustrated hearing Council say the experience did not matter this time and applicants could learn as they go. She felt if that would have been conveyed to the public more applicants would have applied. Councilor Zielinski said they all did a fantastic job and encouraged Erica Mills to apply for other Commission appointments as they became open. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Prawitz and Zielinski voted yes. Councilor Hicks voted no, but stated she supported the vote for Jaime Yraguen.

### AUDIENCE PARTICIPATION

Janet Lamm, received via email, shared her concern regarding frequent illegal camp fires in the area of Micelli Park and the railroad property and asked that the campers be trespassed. She did not think fires were necessary with the hot temperatures and did not feel it should be a requirement for her to check the riverbank nightly.

### CONSENT AGENDA

Councilor Cotterell moved to approve the following consent agenda items:

- A. Minutes of July 13, 2020 Meeting Minutes
- B. Minutes of July 20, 2020 Work Study Session Minutes

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

### PUBLIC HEARING – RESOLUTION NO. 2020-16 –SPECIAL SOLICITATION AND EXEMPTION APPROVAL PROCESS FOR ENGINEERING SERVICES CONTRACT FOR THE DOUGLAS AVENUE PROJECT

Mayor Rich opened the public hearing regarding special solicitation and exemption approval process for engineering services contract for the Douglas Avenue project at 7:39 p.m. Mr. Perkins reported that in February 2019, the City Council authorized a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements Project by direct selection in accordance with RMC 3.06.050. The contract scope was for development of the roadway design to approximately 75% completion in order to establish street alignment and grade to accommodate proposed multi-family housing projects on Douglas Avenue.

At this time it was desirable to advance the plans and specifications to the 100% completion and bid ready stage. In order to complete the design at the lowest cost due to the level of complexity of the project, and to maintain design continuity and responsibility with one engineering firm, staff negotiated with Century West Engineering to complete the project design. The proposed scope of work included subsurface exploration to determine bedrock elevations, final roadway and utility design, including a 12" water main in Douglas Ave., final design of a rectangular rapid flashing beacon at the intersection of NE Douglas Avenue and Eastwood Park, and bidding period services. Construction Management services were not included.

Since the total contract costs would exceed \$100,000, this required Council to undertake an exemption process prior to contract award. The process required a public hearing, which was advertised for the July 27, 2020, Council meeting. The cost of the proposed final design contract with Century West Engineering was \$91,910.00. Staff was preparing a Safe Routes to School grant application, that was due August 31, 2020 and if awarded, it would be advantageous to have the final design under way. If the Council approved the exemption from

competitive bidding and awarded the final design contract, notice to proceed would be issued as soon as possible.

Councilor Hicks questioned that with the COVID-19 pandemic affecting the community, if there were any ideas on changing course or to have a time out for projects. She felt City Staff had spent a lot of time to get to this point, it was a lot of money and wondered if the City should be saving money for the future. Ms. Messenger explained COVID-19 was part of the reason for Public Works to advance the design. When the Federal Government had stimulus packages, they looked for shovel ready projects. The City did not have the money to build the project, but if there were funds available this could be one that would be in a good position to move forward. Councilor Prawitz said he noticed construction was one thing that continued to move forward and was excited seeing fences go up at the corner of Harvard and Bellows for a new project. He was also happy to see a grant for the Safe Routes to School and wanted families to have bike and walk friendly areas.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:45 p.m. Councilor Cotterell moved to adopt Resolution No. 2020-16, entitled, "A Resolution Regarding Exemption from Competition in Public Contracting for Final Design Services for the Douglas Avenue Improvements Project," to Century West Engineering for an amount not to exceed \$91,910.00. The motion was seconded by Councilor Zielinski. Councilor Hicks said the Bike Walk Roseburg group had expressed interest of involvement for planning phases and wanted to know if they had been consulted. She also wanted to know if the City could make sure the project work was not outsourced to a company outside the Roseburg area. Mayor Rich explained he had comments to read aloud later in the meeting from the Bike Walk Roseburg group on another topic. Mr. Perkins reported all projects were required to be given to the lowest bidder and the City did not have control over where a company resided. It was illegal to require local contractors only based on state law. Councilor Hicks suggested Council to change rules to allow the City the option of not only choosing the lowest bidder. Attorney Forrester explained it was state law and if Council sought a legal opinion, it would have to be directed by the full Council for him to proceed. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Prawitz and Zielinski vote yes. Councilor Hicks voted no.

#### RESOLUTION NO. 2020-17 – CORRECTING WATER FEE SCHEDULE – STACIE COURT

Ms. Sowa explained the 1990 development agreement between the City and John Atkinson included an additional connection charge of \$500 for one water service or an additional connection fee in the amount of 50 percent of the prevailing multiple block unit rate for two or more water services. It also included an additional \$10 per month service charge for each residential or business unit. Both charges were to remain in force until the City recovered the cost of constructing the public improvements. All connections had been made, leaving only the monthly service charge.

In 2015, a Water Rate Study was completed for the City and included the monthly service charge for Stacie Court. The rate was inadvertently listed as the rate per cycle (every two months) rather than monthly. Based on this study, rates were approved by Council in Resolution No. 2015-16. To correct the error in the Stacie Court Surcharge, a new resolution must be adopted by Council. The correct service charge was \$10 a month. This correction was brought to the Public Works Commission during their July 9, 2020 meeting and they unanimously approved the resolution to correct the discrepancy. Councilor Hicks moved to

adopt Resolution No. 2020-17, entitled, "A Resolution Amending Resolution No. 2015-16 Regarding Fees." The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Cox, Hicks, Prawitz and Zielinski voted yes. No one voted no.

STEWART PARKWAY BRIDGE END PANEL REPAIR – BID REJECTION RECOMMENDATION

Mr. Perkins stated in March 2019 the City contracted with OBEC Engineers for the design of repairs to address defective joints on the Stewart Parkway Bridge end panels and to address settlement of the approach sidewalks adjacent to the bridge. The project was advertised for construction bids on June 10, 2020, and bids were opened on July 1, 2020. One bid was received from Conway Construction Company for the amount of \$343,975.00. The lowest bidder submitted all required documentation and was considered responsive. However, staff reviewed the bid with the design engineer and could not find justification for the bid being over the engineer's estimate; and the total project costs exceeded the amount budgeted. The Public Works Commission discussed this project at their July 9, 2020, meeting and unanimously recommended rejecting all bids. In response to Mayor Rich, Mr. Perkins explained the bridge ends abutment were when cars approached the bridge and it kept them from rutting and were joints that needed repaired and addressed. Councilor Hicks stated it was an important project and hoped it went back out to bid.

Councilor Hicks moved to reject all bids received for the Stewart Parkway Bridge End Panel Repair Project. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Cox, Hicks, Prawitz and Zielinski voted yes. No one voted no.

LEAGUE OF OREGON CITIES LEGISLATIVE PRIORITIES

Ms. Sowa reported Staff had compiled the results received by the Council prioritizing the League of Oregon Cities (LOC) legislative topics. Based on the input from those who responded, there were 3 topics that ranked the highest:

- COVID-19 Economic Recovery Investments (6)
- Expedited Siting for Shelter and Affordable Housing (5)
- Mental Health Service Delivery (5)

Other priorities received two or more votes:

- Housing and Services Investment (3)
- Long Term Transportation Infrastructure Funding (2)
- Low-Income Energy Efficiency and Affordability Programs (2)
- Property Tax Reform (2)

After review, Ms. Sowa stated Council could select a total of four priorities to submit to the LOC Board. The deadline to return the City's priorities list to the LOC was Friday, August 7, 2020. In response to Mayor Rich, Ms. Sowa confirmed it was sufficient to only send their top three rather than four choices. Councilor Cotterell moved to submit the top three priorities to the LOC Board prior to the August 7, 2020 deadline. The motion was seconded by Council Cox. Councilor Hicks said it was important to submit priorities and suggested Council, at any point, could send an email to the LOC. Councilor Zielinski added she was on the LOC Committee this year and if Council had any questions they could reach out to her as well. The motion was

approved with the following vote: Councilors Cole, Cotterell, Cox, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

### BUSINESS USE OF RIGHT-OF-WAY PERMIT APPLICATION

Mr. Cowie stated the idea of utilizing a designated parking space in the public right-of-way to help provide additional options for business to serve more customers while still maintaining social distancing requirements was not unique to Roseburg. Since the COVID-19 pandemic had spread across the country, cities both big and small had adopted similar types of programs and was occurring throughout the state of Oregon. The Business Use of Right-of-Way Permit Program and Application packet provided to Council was derived from the program the City of Corvallis currently used. The mechanism in which a City may offer the use of public right-of-way was done through a right-of-way permit. In the City of Roseburg, right-of-way permits were issued by the Public Works Department.

Mr. Cowie stated as part of the application one must submit a scaled site plan, including the parking spaces to be used, location and types of barricades proposed for delineating the location, and the location and type of furniture and fixtures that would be placed in the right-of-way. In addition, one must confirm that neighboring businesses on either side of the subject business had been notified of the application, and a temporary right-of-way use permit agreement must be signed by the business owner. No fee would be associated with the permit, and the review process was designed to provide a quick turnaround in order for the business owner to start utilizing the space. There were no direct financial impacts to the City concerning this proposal. Staff time would be utilized when reviewing each application. A "hold harmless" section within the Temporary Right-of-Way Use Permit Agreement must be signed by the business owner and that section of the agreement would help to protect and hold the City harmless against any claim for injury, loss or liability. Spaces had to be in front of the business and could be an allowed use until October 30, 2020.

Councilor Cole said downtown businesses needed to have input for this process and noted how some business owners did not get along and thought approval by neighboring businesses could be an issue. Mr. Cowie said they had been consulted on the topic and the process of notifying neighbors was simple, plus this was an approval for a limited time. Councilor Cole stated she knew of conflicts in the downtown area and just wanted to make sure they all had input. Councilor Zielinski noted a few months prior a couple businesses came forward from the downtown area that wanted outdoor seating. Mr. Cowie explained that was when they discussed the Parklet idea for a physical structure that would have been in a parking space. This new concept was more temporary and a quicker process. Councilor Zielinski said if successful, she could see Parklets being allowed in the future. She recently visited Grants Pass, Oregon and their downtown had a similar setup with dividers for outdoor seating. She was happy to see this concept come forward in Roseburg.

Ms. Messenger explained that as an early response to COVID-19, the Oregon Liquor Control Commission allowed service in outdoor spaces and sent information to cities in preparation. To date, Roseburg had not received any applications. Councilor Prawitz said this was a good compromise from what they heard about Parklets and thought Council should do anything to help restaurants in Roseburg. In response to Councilor Prawitz, Mr. Cowie confirmed there would not be a limit to the number of applicants allowed. In response to Councilor Cotterell, Mr. Cowie explained the parking spaces had to be one space and not split with another store.

Conversations with neighbors would be noted on the application by the applicant's signature. At this time, there was not an opportunity for an appeal because the process could potentially take longer than the allowed timespan of use which ends October 30, 2020.

Councilor Cole said she was concerned about the process because when Parklets were discussed, some were not included which made them feel like there was favoritism. She did not want to vote for that because owners needed a say in how something might affect their business by a neighbor. Councilor Cox felt like they were overthinking this and noted this was one thing that could be offered to local businesses that may need help during the COVID-19 pandemic. It was not going to be permanent and not all businesses were going to utilize the option. She felt comfortable that City Staff could manage the process on a case-by-case basis.

Councilor Hicks stated she had outdoor seating when she had her downtown business and it did well. She thought seating on sidewalks was a better option than to use up parking spaces. Some people did not park in front of the business for which they wanted to shop or eat because it may have been full. The arch in the road did not sound safe to her for usage of tables and chairs and if the City wanted to keep squatters from laying on sidewalks then she felt lining them with eateries was a better option. In response to Mayor Rich, Mr. Cowie explained the October 30, 2020 deadline was partially due to weather and to the yearly Neewollah Parade event.

Dick Dolgonas, via email, stated this was a practical way to help local businesses and with the relatively simple application procedure, there was assurance that the use was safe and not detrimental to the neighborhood. It was an imaginative way to allow a beneficial use of City right-of-way and he fully supported the proposal.

Jessica Hand, Blue Zones Executive Director via email, said they were supportive of the adoption of the Business Use right-of-way permit program. She felt this program achieved many of the Blue Zones goals and would provide numerous benefits to the downtown district that included safe physical distancing while providing opportunities for social connection, providing an economical solution, supporting the local business community and supporting local businesses in being able to expand their dining and retail spaces to service additional customers. Ms. Hand had seen the success of this model in numerous other cities and applauded the City for evolving the Parklet concept to creatively respond to critical business needs.

Susie Johnston-Forte, Downtown Roseburg Association (DRA) Executive Director via email, said the DRA strongly supported the permit opportunity.

Councilor Hicks said there had to be a better idea and putting a new name on the subject because of COVID-19 was not the right reason or excuse. She felt working with Environmental Health or reducing fees for license renewals was a better option to keep money in the business's pockets. Let them be on the sidewalk with dividers and avoid a cookie cutter situation by allowing the owners to think for themselves. Ms. Messenger explained the business owners did not have an annual license fees and the business license process was a one-time fee. Councilor Prawitz said it was simple, there was no fee with this permit and they could help the restaurants put more money in their pockets. Mr. Cowie added seating on sidewalks was already allowed for up to twelve people. The issue of the size or width of the

sidewalk hinders some on having enough space or separation for social distancing. Councilor Zielinski said she had seen this process in other cities and enjoyed it. Traffic barriers would make it safer and she did not feel threatened by traffic passing by.

Councilor Hicks said the City should listen to the business owners, and if they were not going to listen to someone who had a business downtown or actual owners that would be impacted then she was not behind it. It did not make sense to create another permit for Staff to process. If the process had to do with zoning then they could do something about that. She did not believe this was the only way to help. Councilor Prawitz said he was also a downtown business owner and knew most of the restaurants in the downtown area wanted help. Mayor Rich said it was worth a try because COVID-19 devastated restaurants and businesses and this was one thing that could help. When a business can only allow 50% occupancy then it was harder for them to survive.

Councilor Cotterell moved to approve the proposed Business Use of Right-of-Way Permit Program and Application. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cotterell, Cox, Prawitz and Zielinski voted yes. Councilors Cole and Hicks voted no.

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

Councilor Cotterell thanked the Fire Chief and Fire Marshal for their assistance to have five large trees removed adjacent to City property that would have created an issue to 5 or 6 homes. The project was completed in two weeks and he was thankful everything took place amid the budget season.

Ms. Messenger reported she signed a grant agreement that allowed the City up to \$771,000 in credit relief funds. She would provide a written report in the next Council agenda packet. Ms. Messenger alerted Council there could be a potential delay for the next Work Study Session if State Legislators were called back into session. She would continue to provide updates.

Councilor Hicks said she had ongoing complaints regarding camping and unattended fires by Micelli Park south of the cul-de-sac and railroad property. She had received more calls regarding Umpqua Dairy and the vibration or noise heard during the evening and said there had been interaction on the subject with people on Council that was ignored. Councilor Hicks shared she visited the SplashPad and felt a lot of water was being wasted because other cities had a button or motion sensor for it to run.

Councilor Hicks was frustrated that markets could sell marijuana paraphernalia without requiring proper identification and said that should be a requirement. She had a problem with it being visible to children and said it should not be mixed with common items. Councilor Hicks asked if the City could work with the railroad or whoever was responsible to clean up the wires hanging to the ground that were between Aviation and Garden Valley because they seemed dangerous to leave.

Councilor Zielinski supported Councilor Hick's request to have drug paraphernalia removed from markets and also wanted to know if there was a way for Council to address the issue or have an Ordinance created. Mayor Rich explained there were strict guidelines they had to follow with the state. Councilor Cox said it was outlined in state law and agreed it would be

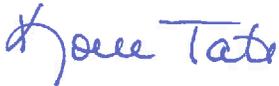
08/10/2020

difficult, if even possible, for the City to do something different than state law. Councilor Zielinski suggested going to State Legislators to discuss the issue further. Items were being sold in the open and she felt it attributed to children experimenting with drugs and was frustrated Council could not do something. She encouraged Council to call or write letters to State Legislators to promote a change.

Ms. Messenger confirmed the SplashPad was a recirculating water system. Water started with the press of a button that allowed water to flow for a short period of time before shutting off. The button would need pressed again to start the cycle.

ADJOURNMENT

The meeting adjourned at 8:41 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE WORK STUDY SESSION MEETING  
OF THE CITY COUNCIL  
August 3, 2020**



Mayor Larry Rich called the Work Study Session Meeting of the Roseburg City Council to order at 6:01 p.m. on August 3, 2020 electronically via Zoom in Roseburg, Oregon.

**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 Attorney Jim Forrester, 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 explained the meeting was being conducted remotely to address the increase in number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by State Legislature. The procedure for the meeting was to allow the scheduled agencies/speakers 30 minutes each for their presentation with time at the end for Council to determine the next step.

**HOUSE REPRESENTATIVE GARY LEIF AND STAFF MIKE FIELDMAN**

House Representative Gary Leif stated he had lived and worked in the downtown Roseburg area most of his life. He had deep love and appreciation for the downtown area which was why he cosponsored the creation of the Downtown Roseburg Association (DRA) 20 years ago. He had seen the downtown area thrive, die, thrive again and now struggle during the COVID-19 crisis. Homeless issues had become worse over the years, not just in Roseburg, but throughout Oregon, but he had compassion for the unhoused. As a State Legislator, he saw opportunity to help make changes especially in the area of funding. When Mike Fieldman retired from UCAN, he took the opportunity to ask Mike to come work with him. Mr. Fieldman had specific knowledge and skills from working with the homeless that included housing and mental health issues. Mr. Fieldman took on the new position and was helping him move forward in different legislative areas. Representative Leif noted that with the many discussions about the unhoused, he still felt the struggle and need to find good solutions. He was hopeful with bipartisan efforts in Salem to specifically work on homeless issues and had been working with Oregon Speaker of the House, Tina Kotek, who was supportive of rural southern Oregon. He believed they could be successful if they worked as a team.

Mike Fieldman, House Representative Staff, provided a presentation to further explain their work. He retired from UCAN after working there for twenty years and in human services prior giving him over forty years of experience. He started and operated two different shelters in two different communities and for the last 5 years, had worked on homeless issues that included a Sobering Center, Navigation/Engagement Center, Warming Center and tiny homes. When first talking about the Sobering Center, it was not well received in the community, but after talking with community members about their concerns they were now at a point where they had strong support and were able to see how it should make a real positive change to provide treatment to those in need. The Navigation/Engagement Center received less than enthusiastic support,

but that is slowly changing. Mr. Fieldman had worked with warming centers over the last couple years, but they were on an unstable foundation. There used to be two available warming centers in Roseburg, but the First Lutheran Church stopped their option which only left the Dream Center. It was important to meet the needs of people when the weather got cold and a better and stable foundation was needed for this to happen. He worked on the concept of tiny homes and noted that a couple of them had been built with the help of volunteers, and should be ready for occupants soon. While creating the tiny homes he realized City codes were not conducive so they had to get creative. He appreciated City Staff for working with them to help make Municipal Code changes.

Mr. Fieldman continued by stating there were two major needs to be met. First, there needed to be full engagement by the City regarding this issue. Minimally there needed to be a working commission or committee established to deal with homelessness solutions. He received an email from Oregon Speaker of the House Kotex where he quoted, "As you recall, we hoped to spend \$16.5 million directly to local jurisdictions that were pretty far along in their planning to set up navigation centers (Salem, Eugene, McMinnville, Bend, and Medford)." Mr. Fieldman said that was the first indication they were looking at communities who were further along in their planning. He continued, "It sounds like Roseburg could possibly join that group (if/when we actually get funding identified). You'll note that the money was going directly to cities. That was intentional – i.e., to make sure any navigation center for individuals experiencing unsheltered homelessness was part of a broader local government plan." Mr. Fieldman stated that in order for them to be successful at the legislative level, they needed the full engagement of the City. Funding would go through the City, needed to be part of a government plan, and be a fairly fully developed plan. He gave the example of the medical college which received a strong commitment from the state for funding because the City backed the idea and project to move it forward.

Mr. Fieldman explained the second major need was to have necessary resources readily available. There needed to be the development of a navigation/engagement center or MARC that provided day services to include integrated social services, meals, bathrooms, showers, grooming resources, mail, laundry and clothing, storage units, employment opportunities, medical, dental and behavioral health services, a warming center and low barrier shelter. He suggested having an approved and supervised place to camp or to park vehicles with sanitation and social services. They were not going to be able to solve all the housing needs with a low barrier shelter because the need was going to be too great, but there had to be some alternatives. An alternative could include tiny homes throughout the community or other creative solutions to meet the needs of people who were unhoused. This would require coordination and resources from a cross section of organizations such as Adapt, Compass, UCAN, Aviva Health, South River Health, UHA, Hospital, City, County, Dream Center, Peace at Home Advocacy Center, Casa de Belen, Housing First Umpqua and others. The need for all these services and organizations to be involved was to help deal with medical issues, addiction, mental illness, those with head trauma, PTSD, or survivors of other types of trauma.

Mr. Fieldman expressed the need to understand that some individuals may never fully get better, but it was important to know how to make a stable situation for living options. Until everyone started to realize what the unhoused were dealing with, it would be difficult to assist with their limitations to help them make better choices. There were some legislative efforts to address the needs of the unhoused. Mr. Fieldman discussed House Bills 4001 and 4212. They

put in an ask to the Speaker for \$2.75 million for the Roseburg area that would flow through the City for a navigation center. The unhoused was the number one issue for the Speaker of the House in the short session and he hoped it would surface again. The issue of homelessness was something that was very important to both political parties and they were starting to look at civil commitment laws to see if they could be improved to get people treatment sooner.

Mr. Fieldman explained that for the long term it would require the City to obtain or put in financial and/or in kind resources at some time to help deal with the issue. The City would also need to follow up on the lessons from the development of the tiny homes. Representative Leif reiterated he could not have picked a better person for this job and had worked with Mr. Fieldman on other issues that included the Transportation District, Sobering Center, Navigation Center, housing and now the option to look at tiny homes. The average cost of an apartment was about \$300,000 for one unit, yet a tiny home could be built for around \$50,000 or an elaborate one for \$90,000. It was important to see the cost difference and Eugene had a great example with their Emerald Village. Drug Court was a phenomenal system that helped people through their navigation of problems while giving them accountability. You cannot have good services without accountability or have a program that just opens the door to provide food and send a person back out in the world. He spoke with Councilor Cotterell about civil commitment and a way for those with mental illness to take their medications. They had to work congruently and make a partnership to bring others in. Representative Leif thanked everyone for their time and said he really wants to help with this topic and to keep Roseburg as the hub of Douglas County.

### ROGUE RETREAT

Matthew Vorderstrasse, Development Director, thanked Council for the invitation to discuss their program. He liked hearing about the different areas in southern Oregon that wanted to be engaged in their work. Chad McComas, Executive Director, shared a flow chart showing the different options for their housing and shelter tiers which included:

- Hope Village – Tiny House Transitional Shelter
- Group Housing – The Haven’s Recovery/MAT Housing, Summit House and Recuperative Housing
- Housing Retreat – Subsidized Apartment Program
- Restart Retreat – Unsubsidized Apartment Program
- Kelly Shelter – Year round emergency shelter
- Organized Campground – Partnership with County and Livability Team
- Street Outreach – Conducted weekly with Set Free

Services were available to participants in all levels of shelters and housing which included job training, funds for recovery, and supportive services. If they were to obtain funds from the Legislative Session they would have used it to work with a navigation center. The more you help the homeless the more it helps the community. To leave people on the ground ends up costing far more money so he believed in tiny homes and shelter work. Mr. McComas said they now had a campground with 25 sites by the fairgrounds along with their 54 bed low barrier shelter and a full-time warming shelter. They have had their tiny house village for three years and it was doing well with a 60% success rate. He described some of the other programs such as Clean Sweeper in which participants clean the streets of Medford and receive a stipend.

Having the different programs for the unhoused helped change the attitude about homelessness.

Mr. Vorderstrasse shared a video created by a group from Chico, California called Hope Village in Medford, Oregon Episode 12 through YouTube. The video went through the life of residents at Hope Village. Residents had chores to assist with keeping the area clean, and residents felt safe by being part of a community. An area was used for a community garden to provide food and assist with gardening skills. Case Managers were provided to create action plans unique to each individual. When someone first arrived at the village they were asked if assistance was needed to acquire certain documents, healthcare, addiction services or mental health services. After that, they were helped with credit scores, looking at barriers and developing case plans. This was for people who wanted to reintegrate themselves and get a job or collect income to get back on their own feet. The first 3 months residents pay \$60 monthly and then it jumps to \$160, with part of that going into savings for them as they move forward. The point of the program was to give them a sense of dignity to build them back up. Many residents had a bad break, lived paycheck to paycheck and did not have savings or a place to stay. There were many emotional stories and that was how Council changed their mind to give the program a try. It cost just over \$600,000 to build Hope Village.

Mr. Vorderstrasse provided another video called Rogue Retreat – The Next Right Thing. When someone homeless was out there on their own with nowhere to go they would feel helpless. It was hard for people to get a job without credentials. Shelter managers try to help make sure needs were met and sometimes those who received help ended up coming back to offer assistance to the program. Having a place to stay meant a person no longer had to look over their shoulder and watching people get back to some type of normal was rewarding. In response to Mayor Rich, Mr. Vorderstrasse explained they were a 501(c)(3) non-profit agency that had their own employees. Councilor Cotterell said it was an impressive program and wanted to know more about the investment from the community and City. Mr. McComas said funding came from donations, foundations and \$100,000 from the State of Oregon. Mr. Vorderstrasse worked with local funders and was able to expand to 34 tiny homes. Mr. McComas explained there was an Oregon Revised Statute that superseded local codes, which in turn, allowed them to build the tiny home village. The City of Medford also adopted an ordinance that allowed the process to move forward.

In response to Councilor Cotterell, Mr. Vorderstrasse confirmed the village was paid for and staffing costs were paid from the CCO's (Coordinated Care Organization) in the area and private donations. Case management was paid similar to medical billing. In response to Councilor Cole, Mr. McComas explained the cost of the village came from private donations and from the CCO's with the average cost around \$20,000 a month. Councilor Fisher-Fowler questioned the process to select who qualified to live in the tiny homes. Mr. McComas said many who stayed in the shelter ended up in the village to then hopefully continue on to more permanent housing. Ms. Messenger asked about the first steps in getting to where they are now. Mr. McComas said the organization has been in place for 22 years, but things really began to move forward when the tiny homes came to fruition 4 years ago. They had to go through the process of working with the local community and once the tiny house village was built and results came in, it was easier to move things along more quickly. Mr. Vorderstrasse added they experienced a complete change from the community because their concerns did not come to fruition. Law enforcement and attorneys visited the site and admitted it was not

what they expected and was a positive thing. The campground opened one week ago with the support and advocacy of the local Police Chief.

In response to Ms. Messenger, Mr. Fieldman explained UCAN served as the Continuum of Care (COC) organization, and Umpqua Health Alliance was the Coordinated Care Organization (CCO). In response to Councilor Prawitz, Mr. Vorderstrasse said his role was to help with fundraising and marketing. He had a political science degree but always worked in the public sector. The location was chosen by having a strong relationship with the City, working with the Planning and Administration Offices and Chamber of Commerce to identify the best area. They tried to be as collaborative as possible to build trust. They worked with Access and the CCO to help procure the Kelly Shelter location. It was \$1.2 million to secure, renovate, staff the program and was close to \$1 million a year for operation costs. In response to Mayor Rich, Mr. Vorderstrasse confirmed the tiny homes were in an industrial area in the City and many residents were able to obtain jobs and save money to purchase their own transportation. In response to Mayor Rich, Mr. McComas added they had a 60% success rate of residents who were able to move on to more permanent housing. Case management was the key in meeting their basic needs and having the barriers lifted. The tiny home village used a 1.3 acre parcel of land for their 34 homes. The temporary urban campground was a 90 by 200 foot location for camping. Mr. McComas offered Council to come take a field trip and would be honored if Roseburg chose to copy their program.

#### PAROLE AND PROBATION

Mr. Joseph Garcia, Douglas County Community Corrections Director provided an overview of the parole and probation department. In 2004 Douglas County decided to opt out of being responsible for local parole and probation services, and was now under the Oregon Department of Corrections. It was beneficial for this community and had been working for the last 16 years. The office worked with convicted felons, some misdemeanors, and provided supervision services during probation. Charges had changed over the years, but at times, local control had the option to allow someone to serve locally or at the jail rather than prison. When someone was released from prison, probation service would be provided. They currently had 16 probation officers, 4 support staff, 3 managers and himself. They had 1,000 people actively supervised and all except 28 were felony offenders. Out of those, they supervised people on a risk level basis from assessment tools using evidence based practices to determine if they were at a high to medium to low level of risk. Those tools had been researched and validated and currently Douglas County averaged 30-34% high risk offenders where other counties fluctuated at 20-25%. Douglas County had a tendency to have more high risk levels and were currently at 307. For repeat offenders they worked on case plans that included antisocial behavior, attitude and beliefs, and a whole set of secondary things like substance abuse, housing and employment. They then tried to supervise them to make improvements and engage in services by holding them accountable.

Mr. Garcia discussed their types of caseloads. Geographic supervision meant they had 5 or 6 probation officers solely for Roseburg due to the number of people who required supervision. They had specialty courts probation officers with one specific to the adult drug court program. Another program used was the Residential Substance Abuse Treatment (RSAT) Program for the in-custody jail program for high risk persons that were diverted from prison to give them an opportunity to do in-custody treatment and then transition back into drug court prior to being released. If they were successful they could remain in the community. They also had a mental

health court case load, DHS high risk case load and low risk case load of people who rated lower on the risk level based on their assessment tools. With the programs they have they make sure people comply with the conditions. Case load numbers had been declining which started 3 years ago. They used to be the fastest growing area for 4 years in a row. The decline was attributed to a few changes in laws around possession. In the past if someone was not successfully completing a program for a misdemeanor they would be given up to 45 days in jail. Now misdemeanors were just given time and not the supervision afterward.

Councilor Hicks wanted to know the percentage out of the 1,000 supervised who were part of the sex offender group. Mr. Garcia explained there were 120-130 currently being supervised by 2 Probation Officers. Out of that group, there were 50 considered to be low risk offenders. Many in this category did not have a lot of arrest history. His division took a higher approach for low risk offenders compared to other areas and they contracted out for treatment. They have someone trained to help those on a wait list to see someone for treatment. In response to Councilor Hicks, Mr. Garcia added they received around \$11 million in state funding per biennium. A person from Grants Pass comes to Roseburg 2-3 days a week to provide therapy sessions. Councilor Prawitz was interested in the supervision for misdemeanors and those that were considered frequent offenders. Mr. Garcia explained there were times when they provided courtesy supervision, but they did not receive funds for them and could not take away funding from the higher risk category. Once the law changed, there was conversation at the State Legislature level for person to person Class A misdemeanors to be supervised.

In response to Councilor Cole, Mr. Garcia confirmed the new laws did affect the sentencing guidelines. He understood some changes in the statutes, but it impacted cities by having fewer people supervised or without treatment or accountability. With capacity issues in the jail, he rarely sees longer sentences imposed by the bench. In response to Councilor Cotterell, Mr. Garcia explained it was a challenge with their system to track who was homeless. They asked for a new update to have a better collection of data for the community and lawmakers. The system they used went back to the 1980's so they tried to collect addresses and search for words like transient or homeless. They continually deal with different categories of homelessness from severely mentally ill to those couch surfing or those that consider themselves anti-authority or antisocial and do not want to follow the rules or stay in a place that enforces rules. They did have a little money to help with housing needs that could give them enough time to find transitional housing. In response to Councilor Cole, they did not have a current case load for women.

#### CIRCUIT COURT JUDGE ANNE MARIE SIMMONS AND MUNICIPAL COURT JUDGE JASON MAHAN

Judge Anne Marie Simmons explained she was the judge for Mental Health Court and Drug Court where individuals had been assessed as a high risk and/or high needs for either type of court or both. When talking about a serious mental disorder, a person needed to have a qualifying or diagnosed bipolar, major depressive disorder, schizophrenia or other serious issue. All of those were in need of services and close to 75% did not have housing unless they had been through the Residential Substance Abuse Treatment (RSAT) Program or the aftercare program for people on downward departures. The Oxford House was an option for some people as they were going through the program for drug treatment. All participants that were successful could get up to \$200 monthly for the first three months to help with living expenses. In each, grant money was set aside for housing assistance to try and help a

significant number of people. When people go through court it was short term, but sometimes people were able to stay with a friend or their parents. Other people served were those that were homeless and would just check in for their report each week.

Judge Jason Mahan explained he handled Municipal Court and did not have a treatment court or ability to place someone on supervised care. The homeless population in Roseburg made up a huge part of his daily court docket. The vast majority of crimes were petty theft, theft in 2<sup>nd</sup> degree, and most were related to homelessness. Substance abuse problems with drugs and alcohol were also a good portion of the court docket. It was not uncommon to have cases with mental health issues. Often those in court could have all three problems going on in their life. Without having a drug court program, he was left with spending time talking about services available for assistance in the city. He asked people to get engaged in mental health with the Compass or Adapt programs and tried to refer others to the Department of Human Services for housing options.

In response to Councilor Cole, Judge Simmons explained when someone had been determined as high risk for Mental Health Court, it typically came from multiple problems and an assessment from Parole and Probation. For mental health, serious and persistent mental illness would determine the level of care needed and was ranked as a 2.5 or higher. With many cases involving mental health, a victim may have perceived the crime differently not knowing a mental illness was involved. Compass helps assess individuals and would go through their history, talk with them and have them back for a full assessment after Mental Health Court ended. She noted the drastic change in the photo of someone first entering the program and a photo at the end after being clean and sober.

In response to Councilor Cole, Judge Simmons discussed that some individuals were evaluated for Mental Health Court prior to sentencing and could be part of the sentencing process. It was best to have someone go through Mental Health Court to receive help. Unless all parties agreed a person could go to Mental Health Court, it was not an internal sanction. People were held accountable in Mental Health Court by a variety of sanctions. Jail was used for the ultimate sanction, but that was currently on hold with the COVID-19 crisis. What she knew now to emphasize were incentives such as help with housing and acknowledging milestones. Some would have a weekly workbook to complete. If someone had been successful since court without any issues then that person would be part of the 100% Club and be excused from court. That was an incentive to pull from the line of going to court. Writing essays was another option to use to have a person really look at the reason of why they did what they did. It was similar to a behavioral autopsy where they would talk about what happened. Other sanctions included sit sanctions where a person had to sit outside court or the meeting, or a requirement to attend additional meetings per week if they forgot a meeting.

Councilor Cole wanted to know if women were found to be more motivated to be successful in programs. Judge Simmons said it could run in either direction, but women's criminal behavior had different origins than men. Empowering women in treatment court went a long way to help resolve their criminality. Many women did not enter into a life of crime on their own and many were dependent or codependent on drugs. Many women had trauma or severe trauma in their life. Some received cognitive behavioral psychotherapy and intensive therapeutic treatment after going through bigger hurdles of their drug treatment. If they could get through the programs then they were more stable in the long run. Again, there was always a big difference

looking at someone on the first day and again on the last day of treatment and court to see how they had changed.

Councilor Prawitz said he had been reviewing the court system and wanted to know how to get the frequent offenders with the stack of tickets into a situation where they were accountable to complete the program. He wanted a level of accountability and to know that in the City people would be referred to Mental Health or Drug Court in the county system whether by referrals or state law. Judge Mahan said he had talked about this in the past and he was able to send some individuals to Judge Simmons for her court. The City Prosecutor had been able to send some cases in the past to the District Attorney to be filed. Some of the biggest problems were funding issues, supervision and that Municipal Court did not have a say on who could be entered into Circuit Court. Judge Simmons confirmed she had taken some of Judge Mahan's cases. There was not a clean way for grabbing cases and many crimes in Municipal Court were lower level crimes that would not meet the needs to get into Drug Court. They could not use Mental Health Court funding for those cases either, but agreed they needed connected to services and sometimes cross supervision was more successful.

Councilor Cotterell suggested connecting with a County Health Officer to issue a warrant to have someone picked up by law enforcement to force them to mental health treatment. Judge Simmons said as far as Mental Health Court, one of the foundations was volunteering. People being told to do mental health were not always interested and most times not successful. If someone did not want service or was stable on medication, they it would not be good for court. Umpqua Health Alliance, Mobile Crisis and Compass were working together to stop the cycle from jail to emergency room visits and to work with the frequent users to turn things around by intervening and getting them connected to services before ending up in court. Ms. Messenger added that Judge Simmons along with others was part of the Local Public Safety Coordinating Council (LPSCC) group and had been very helpful with their coordinating efforts.

#### LAW ENFORCEMENT - CITY POLICE CHIEF GARY KLOPFENSTEIN AND CITY PROSECUTOR JIM FORRESTER

Police Chief Gary Klopfenstein began by sharing the Police Department mission statement, "It is the mission of the Roseburg Police Department to consistently earn the public's trust by contributing to our community's reputation as a safe place to live, work, play and visit." Officers review this statement throughout the year. In 2018, the 9<sup>th</sup> Circuit Court of Appeals ruled in Martin vs. City of Boise, that camping must be decriminalized unless alternate no-barrier shelters were available which changed how the police department could then respond to calls. He and staff worked with the defense community, CIS attorneys and the City Attorney to establish a process for camp cleanups compliant with the Boise decision. As part of the camp cleanup efforts they:

- Notified UCAN to advise of location of camps to give opportunity to provide resources prior to cleanup.
- Posted notification of camp cleanups at least 24 hours prior.
- Coordinated with the Community Development Department and utilized Douglas County Community Service Workers to perform camp cleanups.
- Collected and logged items of utility and stored them for a minimum of 30 days.
- Collected and disposed garbage and debris.

Chief Klopfenstein reported the City had spent \$46,081.98 from 2018 to present for cleanup efforts. They posted 163 camps during that time period and dedicated over 704.5 hours on focused patrols from July 2019 to July 2020, addressing unlawful behavior and nuisance offenses associated with the unhoused. He sits on the Local Public Safety Coordinating Council that developed a Douglas County Resources card to provide the unhoused that was also used by the Municipal Court Judge and handed out by police officers to anyone who may benefit from the information. Chief Klopfenstein provided a demonstration showing live camera footage of the downtown Jackson Street section of Eagle Park. The camera was of high quality, rotated, and allowed them to zoom. The camera had been helpful for their department to remain engaged, have an overview of the park and to see what was happening. If there was something that needed their attention they could quickly take action. The camera rotated every fifteen seconds.

Chief Klopfenstein said through interaction they learned numerous unhoused were in search of funding or resources for bus tickets out of the community. The Salvation Army agreed to provide the service. When the Police Department had been approached by business owners on what to do to help, they were advised to donate to the Salvation Army bus fund. Initially someone donated \$300 and last year a downtown business owner donated \$5,000. Chief Klopfenstein shared a potential court diversion program he was working on for the unhoused. It would be available to individuals sentenced for offenses related to unhoused, such as offensive littering, prohibited camping, etc. If an offender met the criteria, the Roseburg Municipal Court Judge could suspend their sentence for 30 days. The individual would then have to go to a resource connecting point such as Adapt or UCAN and meet with the appropriate social worker who would help them make a set of goals towards improving their unhoused situation. If the offender met their goals then the Judge would end their sentence.

Chief Klopfenstein discussed mental health as it related to the unhoused. Compass provided weekly ride-a-longs with Officer Powers to make field contacts with mental health clients and to see where people were at mentally. The program was currently suspended due to the COVID-19 crisis, but previously did two ride-a-longs per week. They worked with Adapt for a crisis intervention program and partnered with the National Alliance on Mental Illness (NAMI) to host a 40-hour advanced crisis intervention training. They started the crisis intervention training (CIT) push in Douglas County and continued to spearhead the program with about one quarter of police officers who had gone through the training. All officers receive mandatory annual CIT training through the Lexipol Police-One subscription. CIT trainers also teach a session on CIT at Roseburg's Law Enforcement Citizen Academy. One final topic was in regards to the local Douglas County jail. Due to COVID-19 restrictions, the local jail had not been able to accommodate community lodging needs as they had been accustomed to which created more cite/releases, no immediate consequences and limited the ability to proactively avoid repeat offenders.

Jim Forrester, City Prosecutor, began working with the City in 2009, previously worked in the District Attorney's office, and had maintained a relationship with them. There had been cases he talked to them about when someone needed to go to Circuit Court, but there was a limit to how many cases they could accept. With the COVID-19 pandemic, they had a more difficult time with cases and Class C misdemeanors were not enough to have at stake to get someone else to take action, and not enough punishment to get them there. If a person continued to offend and ended up at the level of a felony then he focused on that. It was more problematic

dealing with the disorderly and criminal trespass, but it was a good system when the jail was housing people. Often times when people were in jail they would miss a court date which led to a warrant for their arrest.

Prosecutor Forrester provided information regarding the 9<sup>th</sup> Circuit Court ruling. There was a new case involving Grants Pass, Oregon he was watching. The Martin vs the City of Boise case said illegal camping could not be criminalized. The case with camps was Anderson vs Portland. In 2018, the Martin vs Boise case made its way to the Supreme Court and was denied certiorari which meant they were not going to look at the case. The 9<sup>th</sup> Circuit included most of Oregon and the west coast. From the case, it was said to be cruel and unusual punishment when citing someone for prohibited camping that had no house or place to go. Because of that ruling, the City of Roseburg stopped citing people criminally for prohibited camping. If the City wished to prosecute for camping, the City had to show on the day there was an available shelter bed. It did not mean every available bed, only secular beds at non-religious shelters. There were religious components to the ruling where a shelter could not be religious or iconic, so you could not count the beds at the Rescue Mission. The Boise case was not clear on what level the beds were secularized which meant, could it be run by a church group if they were not pushing religion? Listening to a sermon invalidated the program. They ruled the way they did to make it so sleeping or lying down was an involuntary behavior and someone could not be prosecuted for something involuntary. The Boise case did not say that a City could not prohibit camping at any time or any place if they set aside one area where camping was allowed. That information was from the legal opinion itself and was something to think about when determining what the City can do under the Boise ruling.

Prosecutor Forrester said the Grants Pass legal opinion was not out yet. On July 23, 2020, Grants Pass lost a case in Federal Court because the Federal Judge ruled that issuing citations and fines was a violation of their 8<sup>th</sup> amendment under the Boise ruling. This led to the question of how could we prosecute or do anything. Grants Pass would most likely take that up on appeal and he would see what happens. Mayor Rich said if the homeless had rights to sleep on the sidewalk then what about the rights for others being able to walk without stepping on them. Prosecutor Forrester explained the City could tell the person on the sidewalk it was not allowed if there was a designated area for that person to go. Councilor Cotterell posed the question of banning sleeping in the downtown area on sidewalks and benches. Prosecutor Forrester said the City would have to look into how the Boise rulings were written. The court itself was not limiting cities from being able to punish in certain locations.

In response to Councilor Prawitz, Chief Klopfenstein confirmed the potential court diversion program he was drafting was not in place, but rather an outline. He was working with Wayne Ellsworth to help obtain a solid plan. If someone refused mental health treatment then Compass would be involved. The struggle was when someone had just enough mental capacity to walk away and not participate in a program. Councilor Prawitz wondered if there could be a place where cross mandating for drug treatment with criminals could occur. He liked the idea of shortened sentences due to successful completion of programs and hoped to be in a place with City court to allow mandated court as well. Prosecutor Forrester explained the issue with certain cases that would not go into drug court, but cases for meth and others could still go through Circuit Court for drugs.

### FOLLOW UP DISCUSSION

Mayor Rich said Council had been meeting on Monday's between regular Council meetings. The next date would be August 17, 2020 and wanted to know if Council needed more time. Councilor Cotterell said he was ready to meet on August 17, 2020 and would like to have an in-person meeting with public input. They had a lot of information to mull over, try to figure out three things to do, and then check back in six months to see if it was working. Councilor Fisher-Fowler agreed and said it was time for a discussion and to narrow down what Council wanted to contribute to solve the homelessness issues. What she heard during the meeting was that most problems attributed to bad behavior, drug use and mental health. More information needed to be provided to the public so they could realize all things police were doing.

Ms. Messenger suggested combining the August 10, 2020 meeting because they had a light agenda scheduled. Councilor Zielinski said she did not want to make a decision without discussion with the public. Mayor Rich explained he wanted to decide some options and get public input. It was hard to have input during zoom meetings online. He also wanted to have Council take a field trip to Rogue Retreat to see firsthand how their program worked. He asked Council to identify three things they felt the City could do to help the unhoused population.

Councilor Hicks wanted to know if Staff could provide a report on building fees to construct tiny homes, a village or alternative multi-community living options. She also wanted to know which codes were restricting tiny homes on multiple-use property and would like to hear from staff regarding in-kind contributions for property or land, considering city owned property inventory and which parcels could work for a shelter. She was a little apprehensive placing the homelessness issue on a regular meeting at this time. She did not want to see a motion during a regular meeting when things were not final in their work study meetings. For public input, she suggested meeting in a park. She was thankful for the Judges and prosecutor information that was transparent and helpful. She appreciated the Eagle's Park camera feed, but suggested focusing on the benches and specific areas where people tend to do things they should not.

Councilor Cole liked the idea of visiting Rogue Retreat and was ready for a discussion on where they go next as a Council decision. She knew there was a lot to discuss, but wanted public input. Zoom meetings were difficult but she appreciated all presenters and the time they took to help the City discuss and learn more about this issue. Councilor Prawitz said it was a good idea to bring three items to the August 10, 2020 meeting and there would be no harm in making best arguments, put them out to the public and let Council have a week or two after hearing from the public before making a decision on what to do.

Mayor Rich confirmed during the August 10, 2020 meeting they would have their regular meeting, followed by a work study with time for Staff to present their ideas, public input and if time allowed, three ideas shared from Councilors on what to do next.

### ADJOURNMENT

The meeting adjourned at 8:53 p.m.



Koree Tate  
Management Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## OLCC NEW OUTLET RIO NIGHTCLUB/LOTUS HOUSE – 1969 SE STEPHENS STREET

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**Meeting Date: August 10, 2020**

**Department: Administration**

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

**Agenda Section: Consent**

**Staff Contact: Koree Tate, Management Asst**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

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

### BACKGROUND

OLCC has received an application from Alan Sanchez and Michele Karpontinis, Rio Nightclub/Lotus House Owners, as a new outlet for a "Full On-Premises, Commercial" liquor license.

#### A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

#### B. Analysis.

The Police Department conducted a background investigation on the applicants and found no reason to deny the application.

#### C. Financial/Resource Considerations.

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

#### D. Timing Considerations.

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

### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR RIO NIGHTCLUB/LOTUS HOUSE LOCATED AT 1969 SE STEPHENS STREET IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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



OREGON LIQUOR CONTROL COMMISSION  
**LIQUOR LICENSE APPLICATION**

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

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp: <u>July 24, 2020</u>
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	Name of City or County: <u>City of Roseburg</u>
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	By: _____ Date: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	<b>OLCC USE ONLY</b> Date application received: <u>07/23/2020</u> By: <u>(Signature)</u> License Action(s): <u>New Outlet</u>
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1st Location	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	
<input type="checkbox"/> Grower Sales Privilege 3rd Location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

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

ALAN MADEIRA SANCHEZ  
(Applicant #1)

MICHAEL LEE KARTONINIS  
(Applicant #2)

(Applicant #3)

(Applicant #4)

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

RIO NIGHTCLUB / LOTUS HOUSE

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

1969 SE STEPHENS

City <u>ROSEBURG</u>	County <u>DOUGLAS</u>	Zip Code <u>97470</u>
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OREGON LIQUOR CONTROL COMMISSION  
BUSINESS INFORMATION

\*

Please Print or Type

Applicant Name: ALAN MADEIRA SANCHES Phone: 541-5304402  
Trade Name (dba): RIO NIGHTCLUB / LOTUS HOUSE  
Business Location Address: 1969 SE STEPHENS  
City: ROSEBURG ZIP Code: 97470

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11 AM to 2:30 AM  
Monday 11 AM to 2:30 AM  
Tuesday 11 AM to 2:30 AM  
Wednesday 11 AM to 2:30 AM  
Thursday 11 AM to 2:30 AM  
Friday 11 AM to 2:30 AM  
Saturday 11 AM to 2:30 AM

Outdoor Area Hours:

Sunday 11:00 am to 2:30 am  
Monday 11:00 am to 2:30 am  
Tuesday 11:00 am to 2:30 am  
Wednesday 11:00 am to 2:30 am  
Thursday 11:00 am to 2:30 am  
Friday 11:00 am to 2:30 am  
Saturday 11:00 am to 2:30 am

The outdoor area is used for:

Food service Hours: 11 AM to 2:30 AM  
 Alcohol service Hours: 11 AM to 2:30 AM  
 Enclosed, how FENCED & ROOFED  
The exterior area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_  
(investigator's initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday 7 pm to 2 AM

SEATING COUNT

Restaurant: 36 Outdoor: 20  
Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
Banquet: \_\_\_\_\_ Total Seating: 56

OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_\_ (Y) \_\_\_\_\_ (N)

Investigator Initials: \_\_\_\_\_

Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 7/8/2020

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### PURCHASE OF A BREATHING AIR COMPRESSOR

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**Meeting Date: August 11, 2020**

**Department: Fire**

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

**Agenda Section: Department Item**

**Staff Contact: Gary Garrisi**

**Contact Telephone Number: 541- 492-6770**

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#### ISSUE STATEMENT AND SUMMARY

The Fire Department is budgeted to purchase a new breathing air compressor this fiscal year. The issue for Council is whether to authorize the purchase of this equipment.

#### BACKGROUND

**A. Council Action History.**

None.

**B. Analysis.**

The breathing air compressor is used to recharge the department's self-contained breathing apparatus (SCBA) air tanks. The air compressor that is being replaced is a 2001 Bauer Unicus II with a two cascade bottle storage capacity. Industry standard for the useful life of a breathing air compressor is fifteen years, and the current compressor is in need of a costly repair. Staff is proposing replacing this compressor with a new Arctic Air Breathing Compressor with a six cascade storage capacity that will greatly increase bottle fill capacity.

Staff is proposing to utilize an interstate cooperative procurement established by Public Safety Group Purchasing Organization (PS/GPO) and enter into an agreement with Cascade Fire Equipment Company (CFE Co.) for the purchase of an Arctic Air Breathing Compressor. CFE Co. qualified as a supplier through PS/GPO, having gone through a competitive process which allows other agencies across the nation to access the contract.

Public notice of the City's proposal to enter into a contract through an interstate cooperative procurement was published on July 28, 2020, with the seven-day comment period ending August 4, 2020. No comments were received.

**C. Financial/Resource Considerations.**

The FY 2020-2021 Equipment Replacement Fund budget includes \$83,000 for the replacement of a breathing air compressor. Staff has received a quote for \$53,220 from

CFE Co. to replace this unit. The purchase will be made using the Public Safety GPO through NPPGov.

**D. Timing Considerations.**

Staff would like to complete this purchase as soon as practical due to the ongoing maintenance issue with the current breathing air compressor.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the purchase of a new breathing air compressor; or
2. Request additional information; or
3. Not authorize the purchase at this time.

**STAFF RECOMMENDATION**

Staff recommends the Council authorize the purchase of a new breathing air compressor from Cascade Fire Equipment Company.

**SUGGESTED MOTION**

***"I move to approve the purchase of a new breathing air compressor from Cascade Fire Equipment Company in the amount not to exceed \$53,220.00 utilizing the interstate cooperative purchasing agreement through NPPGov."***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### CORONAVIRUS RELIEF FUND GRANT ACCEPTANCE INFORMATIONAL ONLY

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**Meeting Date: August 10, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Acting under Resolution No. 2020-14, the City Manager executed a grant agreement with the Oregon Department of Administrative Services to become eligible to receive reimbursement funding under the state's CARES Act Relief Fund (CRF). The amount of the grant would normally exceed the City Manager's authority, but is allowed by state statute during an emergency. As such, this item is informational and no Council action is required.

#### BACKGROUND

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

On July 13, 2020, the Council adopted Resolution No. 2020-14, A Resolution Declaring a State of Emergency Due to the Continuing COVID-19 Pandemic.

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

The State of Oregon received approximately \$1.65 billion in federal CARES Act funding. Cities and counties with populations over 500,000 received a direct allocation of funding. Cities and counties under 500,000 are eligible to receive reimbursement of COVID related expenses up to a maximum amount based on the state's formula. The City of Roseburg is eligible to receive up to \$771,520.24.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

City incurred expenses related to purchase of cleaning supplies and personal protective equipment are eligible for reimbursement. Other anticipated expenses include changes at the library and other city owned facilities to protect the staff and the public. One example may be the costs associated with installing new wiring at the library that will allow the computer desks to be separated to provide appropriate distancing. The funding cannot be used as revenue replacement for the City. In other words, the City cannot use the funding to pay property taxes or city utility bills for individuals or businesses.

There are a variety of things that the funding can be used for. Categories include medical expenses, public health expenses, payroll expenses for employees dedicated to COVID response, expenses to facilitate compliance with public health measures, and economic support through grants. Staff anticipates that a majority of the funding will be distributed within the community for economic support and recovery planning. Some examples of economic support are providing funds for food security, rental assistance to prevent evictions, and grants to businesses negatively impacted by the pandemic. Staff anticipates partnering with other local agencies that currently provide these types of assistance to get advice and to get the funding into the hands of the people that need it most.

**C. Financial/Resource Considerations.**

Staff will be bringing a supplemental budget for Council's consideration to a future meeting. This will include additional detail and is necessary to appropriate the funding and authorize expenditures.

**D. Timing Considerations.**

In order to be eligible for reimbursement, the funds have to be expended by the end of the calendar year. The state has indicated they expect each eligible recipient to have a plan in place by mid-October or the state may request that any underutilized funds be reallocated back to the state to ensure full utilization of the funds allocated to Oregon.

**COUNCIL OPTIONS**

N/A

**STAFF RECOMMENDATION**

The acceptance of these grant funds and execution of the grant agreement are authorized under ORS 401.505 and Resolution No. 2020-14.

**SUGGESTED MOTION**

N/A

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## GOAL 6 – POTENTIAL MUNICIPAL CODE UPDATES

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**Meeting Date:** August 10, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Staff seeks direction regarding potential code updates to address temporary shelters and other temporary housing.

### BACKGROUND

#### A. Council Action History.

The City Council held goal setting sessions on November 12, December 3, and December 16, 2019. On January 13, 2020, the Council adopted Resolution No. 2020-01, the 2020-2022 Goals and Actions Items. The Council held work-study sessions related to Goal 6 on June 15, 2020, June 29, 2020, July 20, 2020, and August 3, 2020.

#### B. Analysis.

Council has held multiple work-study sessions related to unhoused residents in Roseburg. Many of the suggested ideas are longer-term projects. If the Council decides to pursue any of these, it will take some time to develop. One of the areas that the City can affect change in the short term is by revising code language as it relates to temporary shelters, car camping and other temporary situations. The current land use regulations do not address temporary shelters, but rather addresses homeless shelters in certain zones by conditional use permit only.

During the last short session, the legislature passed temporary rules suspending all land use and zoning codes related to shelters for a period of ninety days (beginning June 30, 2020). The temporary rules will expire before winter weather sets in and staff is seeking consensus to begin drafting proposed changes to the City's land use code section to better address temporary and/or weather related emergency shelters.

#### C. Financial/Resource Considerations.

The preparation of draft code language will involve staff time only.

#### D. Timing Considerations.

The process to complete a code update is fairly lengthy. The city is required to send a notice of a proposed change to the Department of Land Conservation and Development at least 35 days prior to the item being presented to the Planning Commission. In order

to have something for Council consideration prior to winter, staff would need to get started as soon as practical.

**COUNCIL OPTIONS**

Council can provide direction to staff to begin preparing updated municipal code language or direct staff to wait until Council has held additional work-study sessions and made additional decisions.

**STAFF RECOMMENDATION**

Staff recommends Council directing staff to begin preparing draft code language updates to outline conditions under which temporary shelters and other temporary housing may be allowed.

**SUGGESTED MOTION**

*"I move to direct staff to begin the process of preparing draft municipal code language related to temporary shelters and other temporary housing for Council consideration."*

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### NEXT STEPS – GOAL #6 PUBLIC INPUT PROCEDURES

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**Meeting Date: August 10, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Larry Rich/Amy L. Sowa**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

Council will discuss how best to accommodate public input regarding Goal #6 - Explore Strategies to Address Issues Related to Unhoused Individuals Within the Community.

### BACKGROUND

#### A. Council Action History.

The City Council held goal setting sessions on November 12, December 3, and December 16, 2019. On January 13, 2020, the Council adopted Resolution No. 2020-01, the 2020-2022 Goals and Actions Items.

The Council held work-study sessions related to Goal #6 – Explore Strategies to Address Issues Related to Unhoused Individuals Within the Community on June 15, 2020, June 29, 2020, July 20, 2020, and August 3, 2020.

#### B. Analysis.

During the August 3, 2020 Council Work Study Session, Council expressed interest in hearing from the public before moving forward with any decisions on how best to address Goal #6 regarding the unhoused within the community. In looking at possible options, there are a number of things for the Council to consider. Some possible options include:

1. Conduct the meeting in person, allowing the public to provide comments to the Council in person, over the phone or via email by a deadline prior to the meeting. Logistically, this would be best accomplished in the Council Chambers with everyone in attendance wearing a face covering and rotating speakers in the room as needed to maintain social distancing and occupancy requirements. This venue has video capability already in place, as well as audio for those speaking.
2. Conduct the meeting via Zoom, allowing the public to contact the City by a deadline prior to the meeting and request to be 'invited' to participate via Zoom. Each speaker would be placed in the 'waiting room' until it was their turn to speak, similar to how Council conducted the Planning Commission interviews. Comments could also be provided via email submitted by a deadline prior to the meeting and read aloud during the meeting.

The idea of holding a meeting in a park or outdoor arena has been suggested. Logistical concerns with this type of public meeting would include adequate audio/visual equipment to allow the Council and the public to be heard, interruptions from others in the area, and capability to broadcast the meeting in that type of setting.

**C. Financial/Resource Considerations.**

There may be additional audio/visual costs if the meeting were to be held in an outside arena. Those costs are unknown.

**D. Timing Considerations.**

Council wants to move the discussion on Goal #6 forward in a timely manner in order to make some decisions on how to move forward.

**COUNCIL OPTIONS**

Council could direct staff regarding which meeting format they would like for the public input procedures related to the Goal #6 discussions.

**STAFF RECOMMENDATION**

Staff has no recommendation.

**SUGGESTED MOTION**

No motion is needed, just direction from Council on which meeting format to use for the public input procedures related to the Goal #6 discussions.

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: August 10, 2020**

**Department: Administration**

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

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

**Contact Telephone Number: 541-492-6866**

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### 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 August 10, 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**  
**July 28, 2020 - 10:00 a.m.**

1. Review July 27, 2020 City Council Meeting Synopsis
2. Review August 3, 2020 Work Study Session Meeting Agenda
3. Review August 10, 2020 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents and/or Grants to review and/or sign
  - a. Temporary Gathering Permit – July 30, 2020
  - b. Loudspeaker Permit – August 2, 2020
6. Department Items
  - a. Emergency Weather Shelter (NM)



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
August 3, 2020 - 10:00 a.m.

1. Review August 10, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items
5. Employee Service Pin
  - a. Dennis Randolph, Community Development Department – 5 years

## 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
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

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### August 24, 2020

#### Special Presentation

- A. Southern Oregon Medical Workforce Center Update

#### Consent Agenda

- A. Minutes of August 10, 2020

#### Public Hearing

- A. Supplemental Budget – CARES Funds

#### Department Items

- A. ODOT Safe Routes to School Grant Application Approval
- B. Washington Avenue Bore Crossing Design Contract Approval
- C. Water Treatment Plant Standby Power Design Contract Approval
- D. 2020 Cast in Place Pipe (CIPP) Storm Rehabilitation Bid Award Recommendation
- E. America's Water Infrastructure Act (AWIA) Risk Assessment Contract Approval
- F. Fir Grove Field Improvement Request

#### Informational

- A. City Manager Activity Report

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### September 14, 2020

#### Consent Agenda

- A. Minutes of August 24, 2020

#### Department Items

- A. Stewart Park Pavilion Improvements Bid Award Recommendation

#### Informational

- A. City Manager Activity Report

#### Executive Session

- A. City Manager Annual Evaluation

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### September 28, 2020

#### Mayors Reports

- A. Walk & Bike to School Day Proclamation

#### Consent Agenda

- A. Minutes of September 14, 2020

#### Department Items

- A. 24-Inch Transmission Main Hooker Road to Isabell Design Contract Approval

#### Informational

- A. City Manager Activity Report

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### October 12, 2020

#### Consent Agenda

- A. Minutes of September 28, 2020

Informational

- A. City Manager Activity Report

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**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

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**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

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**November 23, 2020**

Mayor Report

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 9, 2020

Department Items

- A. 2020 Oregon Public Library Statistical Report

Informational

- A. City Manager Activity Report

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**December 14, 2020**

Consent Agenda

- A. Minutes of November 23, 2020

Informational

- A. City Manager Activity Report

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**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

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**January 25, 2021**

Consent Agenda

- A. Minutes of January 11, 2021

Informational

A. City Manager Activity Report

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**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

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**February 22, 2021**

Consent Agenda

- A. Minutes of February 8, 2021

Informational

- A. City Manager Activity Report

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**March 8, 2021**

Consent Agenda

- A. Minutes of February 22, 2021

Informational

- A. City Manager Activity Report

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**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

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**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

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**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

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**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

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**May 24, 2021**

Consent Agenda

- A. Minutes of May 10, 2021

Informational

- A. City Manager Activity Report

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**June 14, 2021**

Consent Agenda

- A. Minutes of May 24, 2021

Public Hearing

- A. Resolution No. 2021- -- - 2021-22 Budget Adoption

Informational

- A. City Manager Activity Report

**Urban Renewal Agency Board Meeting**

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2021- -- - 2021-22 Budget Adoption

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**June 21, 2021**

Consent Agenda

- A. Minutes of June 14, 2021

Informational

- A. City Manager Activity Report

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**July 12, 2021**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

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

Consent Agenda

- A. Minutes of June 21, 2021

Informational

- A. City Manager Activity Report

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**July 26, 2021**

Consent Agenda

- A. Minutes of July 12, 2021

Informational

- A. City Manager Activity Report
-

## Friday Message July 24, 2020

- Unfortunately, this week's Douglas County Covid-19 numbers were not good. As of today, the DPHN is reporting a total of 113 positive or presumptive cases. This is up from a total of 79 cases one week ago. The Douglas County COVID Response Team is reminding people to "help prevent the spread of COVID-19 by following the **3W's – wear, watch, and wash**".



- New guidance came out from the Governor's office this week. Starting today, additional mask requirements are in effect, indoor venues allowed to operate under phase two guidelines are limited to 100 people, and restaurants and bars are required to quit serving at 10:00 p.m. More information can be found here: <https://govstatus.egov.com/OR-OHA-COVID-19>



- On Tuesday, staff held a conference call with representatives from Rick Williams Consulting, the parking assessment consultant, to finalize the scope of work. The contract has since been executed and work will begin right away.
- The Library Commission met on Tuesday. There was no quorum, but staff presented information on the library's reopening process, programs, and grants to those that attended.
- Staff has been working hard to produce the latest edition of the City Connection for release next week.
- It was another busy week for conference calls and Zoom meetings. These included the bi-weekly call with Commissioner Freeman and Douglas County cities, an LOC teleconference on the Coronavirus Relief Funds and next steps, the weekly LOC coronavirus conference call, and a Zoom meeting with the DC Child Care Coalition. The child care group is working on solutions to the shortage of child care providers, which has been amplified by the COVID pandemic. There is a significant concern that without adequate child care in the county, employees and employers will suffer, which will further delay any economic recovery. The state released new draft guidance on the subject today, which may help, but will not solve the issue.
- CCD Business Development Corporation was notified this week that they have been awarded a \$1.5 million grant to assist in regional economic recovery related to the pandemic. Unlike other grants awarded to date, this is a longer-term (24 months) grant that will take the form of a revolving loan fund. CCD has been working incredibly hard to distribute grant funds and support local small businesses.
- Meetings next week: City Council – Monday, July 27 electronically via Zoom
  - Planning Commissioner applicant interviews – 6:15 p.m.
  - Regular Meeting – 7:00 p.m.

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## Friday Message July 31, 2020

- The big news this week is related to the Governor's requirements for school reopenings. In a nutshell, for K-12 to resume in person instruction the state *and* county weekly positivity rate needs to be less than 5% and there needs to be less than 10 new cases per 100,000 residents per week. For K-3 to reopen, the county weekly positivity rate needs to be under 5% and there need to be less than 30 new cases per 100,000 residents per week. In each scenario, the metrics must be met for three weeks in a row. Douglas County does not currently meet this metric, so the Roseburg School District announced they would begin the school year with remote education.

The following is a helpful link for finding case rate per 100,000 and positive test rate:

<https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Emerging%20Respiratory%20Infections/Weekly-County-Metrics.pdf>

- The Umpqua Valley Development Corporation met virtually on Tuesday to receive updates on the funding issue. It appears that the Governor will call a special session either the first or second week of August. One agenda item may be to reduce the project list that was included in the omnibus bill to a list of projects that can fit within the lottery bond revenue requirements. UVDC believes the Southern Oregon Medical Workforce Development Center (Med Ed) is in an excellent position to compete for funding. Work is continuing on defining the curriculum for each phase and working with partners on what each program may need for startup. The project is continuing with the Oregon Solutions process and I am tentatively scheduling an update to the Council at the August 24 meeting.
- The Sobering Center is continuing to move forward. The steering committee met virtually on Thursday and reviewed the latest plans. After working with the contractor, it was determined that it was more cost efficient to build a new stand-alone structure versus retrofitting one of the existing structures. Plans have been submitted to the City Community Development Department for review and construction is expected to start this fall, shortly after the building permits are issued by Douglas County. This is exciting progress!
- The Southern Oregon Economic Recovery Team met virtually on Thursday. We learned that Business Oregon has awarded Douglas Fast Net a grant for \$1.049 million for broadband deployment. DFN will be installing eight fiber cabinets and 24 miles of fiber as a result of the grant. Total project costs are approximately \$1.67 million. Much of the discussion with the ERT group was around the lack of childcare and the impact that may have on employees, employers and the economy. A lot of effort is being directed to this issue, but there is a very short time line to have anything in place before the start of the school year. This is a huge challenge.
- I will be out of the office Friday, July 31<sup>st</sup>, returning Monday, August 3<sup>rd</sup>. Amy and John will both be available.
- Meetings next week:
  - City Council Work Study Session – 6 pm, Monday, August 3<sup>rd</sup> via Zoom
  - Parks Commission – 8:15 am, Wednesday, August 5<sup>th</sup>