



ROSEBURG CITY COUNCIL AGENDA – JANUARY 11, 2021

Electronic Meeting

Public Access:

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

Facebook Live at 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 prior to 4:00 p.m. on Monday, January 11, 2021.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Beverly Cole

Bob Cotterell

Sheila Cox

Alison Eggers

Sheri Moothart

Brian Prawitz

Patrice Sipos

Andrea Zielinski

4. Mayor Reports

A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

D. Homeless Commission Appointments

E. Resolution No. 2021-01 – Declaring a State of Emergency in the City of Roseburg

5. Commission Reports/Council Ward Reports

A. Election of Council President

6. Audience Participation – Email Submittals/See Information on the Reverse

7. Consent Agenda

A. Minutes of December 14, 2020 Meeting

B. OLCC Change of Ownership – Burton PNW LLC dba Grocery Outlet Inc. located at 930 W Harvard Avenue

8. Ordinance

A. Ordinance No. 3546 – Amending a Portion of the City's Zoning Map from R10 (Low Density Residential) to R7.5 (Single-Family Residential), Second Reading

B. Ordinance No. 3547 – Amending RMC Chapter 7.02.100 – Prohibited Camping, First Reading

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 by 4:00 p.m. Monday, January 11, 2021. 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. All comments provided shall be new and shall not have been previously presented to 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. This meeting is also available to view on Facebook live.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COMMISSION APPOINTMENTS

Meeting Date: January 11, 2021

Agenda Section: Mayor Reports

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired December 31, 2020.

BACKGROUND

A. Council Action History.

Similar action is taken by the Council each January.

B. Analysis.

Known vacancies are advertised; commission members who would like to be reappointed merely need to express their interest to the Commission Chair or Staff. The Commission Chair is to make a recommendation as to the Commission appointments. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote.

The following denotes the status of Commission membership needs, interest from existing members and applications received to fill vacancies.

Airport Commission

1 term expiration – Daniel Sprague requested reappointment

1 vacant position – Three applications received:

- Vincent Rose
- Jim Daniel
- Tom Cusack

Budget Committee

3 term expirations:

- Knut Torvik requested reappointment
- Bob Scott requested reappointment
- Bryan Sykes requested reappointment

2 vacant positions – no applications have been received at this time

Economic Development Commission

3 term expirations:

- Don Baglien requested reappointment
- Michael Widmer requested reappointment
- Angela Brown did not choose reappointment

1 vacant position – no applications have been received at this time

Historic Resource Review Commission

3 term expirations:

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

No vacancies for this Commission

Library Commission

2 term expirations:

- Marcia Belzner requested reappointment
- Kelly Peter requested reappointment

No vacancies for this Commission

Parks and Recreation Commission

2 term expirations:

- Ryan Finlay requested reappointment
- Diana Wales requested reappointment

No vacancies for this Commission

Public Works Commission

1 term expiration – Fred Dayton Jr. requested reappointment

No vacancies for this Commission

C. Financial and/or Resource Considerations.

N/A

D. Timing Issues.

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

STAFF RECOMMENDATION

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

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



HOMELESS COMMISSION APPOINTMENTS

Meeting Date: January 11, 2021

Department: Administration

www.cityofroseburg.org

Agenda Section: Mayor Reports

Staff Contact: Mayor Larry Rich

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are six positions on the new Homeless Commission which need to be filled.

BACKGROUND

A. Council Action History.

Council adopted Ordinance No. 3544 on December 14, 2020, establishing a Homeless Commission with the Mayor serving as Chair.

B. Analysis.

Per Roseburg Municipal Code Subsection 2.20.040, the Homeless Commission shall consist of seven members, one of whom shall be the Chair. Four members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, and Umpqua Health Alliance. Two members shall be at-large.

As Chair, the Mayor has chosen to start this commission by appointment only. He has reached out to representatives from the four agencies listed in the Code, as well as two at-large community members, and selected those he would like to serve on the commission. Therefore, the City did not advertise for the at-large positions. In the future when vacancies occur for the at-large positions, the City will advertise and accept applications.

C. Financial/Resource Considerations. N/A

D. Timing Considerations.

It is recommended appointments be confirmed as soon as practical to allow the Commission to begin meeting at the end of January.

COUNCIL OPTIONS

The City Council has the option to confirm the appointments of the following to the Homeless Commission, or to request additional information:

- Gregory Brigham (Adapt)
- Shaun Pritchard (UCAN)
- KC Bolton (Aviva Health)
- Brent Eichman (Umpqua Health Alliance)
- Shelley Briggs-Loosley (at-large)
- Mike Fieldman (at-large)

STAFF RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made recommendations regarding appointments as that responsibility lies with the Mayor.

SUGGESTED MOTION

"I MOVE TO CONFIRM THE APPOINTMENT OF GREGORY BRIGHAM, SHAUN PRITCHARD, KC BOLTON, BRENT EICHMAN, SHELLEY BRIGGS-LOOSLEY, AND MIKE FIELDMAN TO THE HOMELESS COMMISSION."

ATTACHMENTS:

- Attachment #1 – Gregory Brigham's Application
- Attachment #2 – Shaun Pritchard's Application
- Attachment #3 – KC Bolton's Application
- Attachment #4 – Brent Eichman's Application
- Attachment #5 – Shelley Briggs-Loosley's Application
- Attachment #6 – Mike Fieldman's Application



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **HOMELESS COMMISSION**

Meets at 10:00 a.m. on the fourth Monday of each month to research current practices related to addressing the needs of the unhoused population, make recommendations to the City Council on addressing the needs of the unhoused population, review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused, and receive and consider comments and suggestions from the general public and local businesses regarding homelessness.

Name: Brigham Gregory
Last First

Home Address: 85280 Ridgetop Dr. 97405
Street Zip Code

Phone Number: _____ Cell Phone: _____

Email Address: gbrigham@adaptoregon.org

Occupation CEO / Adapt _____
Place of Employment

Business Address 621 W. Madrone St. (541) 672-2691
Phone

1. Do you reside within the Roseburg city limits? Yes ☐ No ☒
2. Do you own property or a business within the City? Yes ☒ No ☐
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☒
Other ☐ Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have worked in non-profit homeless serving safety net programs for 40 years. I am experienced with providing housing, behavioral health and medical care for this population. I also have over 20 years of experience conducting clinical research with un-housed persons.

CONSENT AGENDA D
ATTACHMENT #1

6. Please give a brief description of your involvement in community groups and activities.

I am on the Board of Directors, the Board Executive Committee and the Quality Metrics Committee for our local CCO UHA. I am a voting member of the LPSCC and a member of the LPSCC Behavioral Health Subcommittee. I am a member of the Children's System of Care Steering Committee. I am currently President of the Oregon Council on Behavioral Health.

7. Please list community topics of particular concern to you that relate to this appointment.

I am the CEO of Adapt which provides health care to over 12,000 Southern Oregon Community members annually. Adapt operates a federally qualified health care center with a mission to provide medical care to persons experiencing homelessness and has over 1,000 homeless primary care patients in Douglass County mostly in Roseburg. We are concerned with all of the social determinants of health and housing is a major determiner of health and well being. Adapt is the oldest and largest provider of behavioral health services in Southern Oregon and persons with behavioral health disorders are disproportionately over-represented in the homeless.

8. Please list your reasons for wishing to be appointed.

Homelessness is a complex problem requiring many hands to address it. I consider the problem to be both a high priority and great opportunity to opportunity to make our community a better place to live for both the housed and the un-housed.

Gregory S. Brigham

Digitally signed by Gregory S. Brigham
Date: 2020.12.16 16:24:37 -08'00'

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

All applications shall be submitted to the Mayor and Commission Chair, with a copy provided to Council. After reviewing all applications, the Commission Chair shall recommend to the Mayor persons to fill any vacancies on the Commission. The Mayor will then present his recommendation to Council for confirmation and formal appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

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Name: Pritchard Shaun
Last First

Home Address: 339 Oakview 97471
Street Zip Code

Phone Number: _____ Cell Phone: (541) 670-1757

Email Address: shaun.pritchard@ucancap.org

Occupation Executive Director / UCAN
Place of Employment

Business Address 280 Kenneth Ford Dr (541) 492-3501
Phone

1. Do you reside within the Roseburg city limits? Yes ☐ No ☒

2. Do you own property or a business within the City? Yes ☐ No ☒

3. How did you learn about this vacancy?

Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☒

Other ☐ Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes ☒ No ☐

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

20+ years of experience as executive director for community action agencies and regional development agencies. Member of various boards and commissions

6. Please give a brief description of your involvement in community groups and activities.

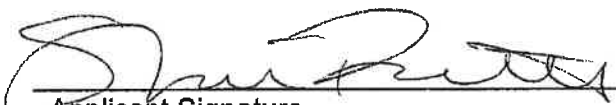
Executive Director for the United Community Action Network. UCAN's programs address low-income populations, including the homeless.

7. Please list community topics of particular concern to you that relate to this appointment.

Homelessness, quality of life, community enhancement.

8. Please list your reasons for wishing to be appointed.

Would like to be part of the solution in bringing interests together for the reduction of homelessness in the Roseburg area.


Applicant Signature

12/25/2020
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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Name: Bolton KC
Last First

Home Address: 298 River Club Drive, Roseburg 97471
Street Zip Code

Phone Number: (541) 671-5095 Cell Phone: (541) 671-5095

Email Address: kbolton@aviva.health

Occupation Chief Executive Officer / Aviva Health
Place of Employment

Business Address 150 NE Kenneth Ford Drive (541) 672-9596
Phone

1. Do you reside within the Roseburg city limits? Yes ☐ No ☒
2. Do you own property or a business within the City? Yes ☐ No ☒
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☐
Other ☒ Please Specify: Was approached by a citizen to see if interested
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have an extensive background in healthcare (30+ years), as well as a variety of experience due to service in the Army 28+ years at the senior officer level including inter-agency operations, working with tribal and host-nation governmental entities, cross-cultural projects, refugee/displaced indigenous population support, etc.

6. Please give a brief description of your involvement in community groups and activities.

A real part of my work at Aviva Health is optimizing community resources to help build systems and solutions to improve the well-being of our county citizens. I am an advisor or participant with workgroups that involve Ford Family, the county, UCAN, all healthcare organizations just to name a few areas. I currently work on the Douglas County Covid-19 Response Team (DCCRT) serving as the Incident Commander. In that capacity I help coordinate and synchronize efforts in our response, most all having a healthcare aspect to them.

7. Please list community topics of particular concern to you that relate to this appointment.

I've been part of discussions about the challenge of homelessness in general, and specifically for our city and area. I think there is an important element of treating people with dignity and respect regardless of where they've landed in their life journey, and that it's part of a civilized society to provide ways to help people improve their lives if they want the help.

-Adequate, affordable and safe shelter

-Food availability

-Behavioral and Mental Health Counseling and addiction support resources

8. Please list your reasons for wishing to be appointed.

I've been told I am a "get r done" sort of guy and that's pretty much true. However, homelessness is an incredibly complex problem set that I have much to learn about. I hope I can assist, and I intend to bring my experience and occasional "outside the box" thinking to help address the challenge and develop solutions.

KC Bolton

Digitally signed by KC Bolton
DN: cn=KC Bolton, o=Douglas County Health Center, ou, email=kbolton@cmgprnchc.org, c=US
Date: 2020.12.16 11:55:47 -0500

12/16/2020

Applicant Signature

Date

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Name: Eichman Brent
Last First

Home Address: 3031 NE Stephens Street 97470
Street Zip Code

Phone Number: 541.677.6177 Cell Phone: 541.680.0801

Email Address: beichman@umpquahealth.com

Occupation CEO /Umpqua Health
Place of Employment

Business Address 3031 NE Stephens 541.677.6177
Phone

1. Do you reside within the Roseburg city limits? Yes ☒ No ☐

2. Do you own property or a business within the City? Yes ☒ No ☐

3. How did you learn about this vacancy?

Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☐

Other ☒ Please Specify: Invitation

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes ☒ No ☐

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

As the CEO of Douglas County's Coordinated Care Organization (CCO), I hope to bring a range of perspectives on the impact of homelessness on our community as well as Umpqua Health Alliance (UHA) beneficiaries who may be struggling with stable housing. UHA provides several programs to the community related to homelessness and other social determinants of health related challenges. UHA has a social contract with the Douglas County community to seek solutions to homelessness and other social challenges which create health disparities in our community.

6. Please give a brief description of your involvement in community groups and activities.

7. Please list community topics of particular concern to you that relate to this appointment.

Social Determinants of Health and Health Disparities, such as homelessness, which lead to lower than optimal health outcomes for the Douglas County community. The adverse impact of homelessness on individuals, criminal justice systems, health care facilities, and community image.

8. Please list your reasons for wishing to be appointed.

My interest in seeking appointment is based on a desire to be part of a key community stakeholder group that could be well positioned to deploy local resources and programs that could make a direct impact on reducing homelessness in our community.



Applicant Signature

1/4/2021

Date

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Name: Briggs Loosley Shelley
Last First

Home Address: 1940 NW Excello Dr., Roseburg, OR 97471
Street Zip Code

Phone Number: _____ Cell Phone: (541) 784-6858

Email Address: shelley@shelleybriggs.com

Occupation Retired, Volunteer / _____
Place of Employment

Business Address _____
Phone

1. Do you reside within the Roseburg city limits? Yes ☒ No ☐
2. Do you own property or a business within the City? Yes ☒ No ☐
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☒
Other ☐ Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have extensive experience serving on a wide-range of local nonprofit boards. Additionally, I have strong connections in the private sector. I hope to leverage my connections and experiences to serve the commission.

6. Please give a brief description of your involvement in community groups and activities.

I have served on the board of directors of Adapt, Peace at Home (BPA), and Mercy Foundation. Currently, I serve on the Boys and Girls Club board, and I am board chair of the YMCA, Family Development, and Casa de Belen.

7. Please list community topics of particular concern to you that relate to this appointment.

Homelessness affects all of us, from those who are disadvantaged and suffer the ill effects to businesses and residents. I love our community and want to build a better future for everyone.

8. Please list your reasons for wishing to be appointed.

Our community must find a long-term, sustainable solution to homelessness. We need a broad coalition of businesses, nonprofits, and government. I'm hopeful that we can work together to help those who are disadvantaged improve their lives and to enhance the quality of our community for our children tomorrow.

Shelley Briggs

Applicant Signature

01/01/2021

Date

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Name: Fieldman Michael
Last First

Home Address: 415 W. Elizabeth 97471
Street Zip Code

Phone Number: (541) 679-5305 Cell Phone: (541) 680-9558

Email Address: fieldman@cmspan.net

Occupation Legislative Assistant / Oregon State Legislature
Place of Employment

Business Address 900 Court St. NE, Salem OR 97301 (503) 986-1402
Phone

1. Do you reside within the Roseburg city limits? Yes ☒ No ☐
2. Do you own property or a business within the City? Yes ☒ No ☐
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☐
Other ☒ Please Specify: Watching City Council meetings
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Over 40 years work experience dealing with low income issues and programs including services for homeless with the last 20 years as the past director of the United Community Action Network (UCAN). Currently working with Representative Gary Leif dealing specifically with homeless, housing and behavioral health issues.

6. Please give a brief description of your involvement in community groups and activities.

Past director of UCAN (20 years), 18 year member and past chair of the Peace at Home Advocacy Center (BPA) board of directors overseeing an agency operating domestic violence and sexual assault programs, 20 year member and past president of the Roseburg Optimist Club, member of the Roseburg First Presbyterian Church, past board member of DC Cares, Board member and current chair of the Health Care Coalition of Southern Oregon (HCCSO), past member of the LPSCC housing and the behavioral health subcommittees.

7. Please list community topics of particular concern to you that relate to this appointment.

I am interested in being able to find solutions to homelessness including the development of a navigation center, creation of an approved encampment area, development of a low barrier shelter, provision of sanitation and shower facilities for homeless, enhancement of medical services for homeless, development of work and mentoring programs, creation of tiny home villages, as well as other efforts that have been proven to be successful in other communities.

8. Please list your reasons for wishing to be appointed.

I have had a life long focus of developing and providing services to low income people and to people in need and look forward to using my experiences to help the City address this important need. I feel my years of experience and commitment to this area can bring an expertise and knowledge base that will help to identify, inform, and implement successful solutions. Also in my role with Representative Leif I have the opportunity to try and bring funding to the community to implement projects that are identified. It is my desire to be part of a group that will be actively working toward finding solutions for many of the unhoused people and issues in our community.

Applicant Signature

Date

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF ROSEBURG

Meeting Date: January 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Larry Rich/Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Novel Coronavirus (COVID-19) pandemic and the Governor's orders continue to have an impact on the community.

BACKGROUND

A. Council Action History.

On March 9, 2020, Council adopted Resolution No. 2020-02, declaring a State of Emergency in the City of Roseburg. The declaration was scheduled to expire on May 12, 2020, unless terminated sooner or extended by Order of the Common Council.

On May 11, 2020, Council adopted Order No. 2020-01, extending the Declaration through July 6, 2020, to match the State Declaration from the Governor.

On June 22, 2020, Council reviewed the Declaration, taking into account the current situation with the pandemic and reopening of the county, and chose to let the Declaration expire as scheduled on July 6, 2020.

On July 13, 2020, Council adopted Resolution No. 2020-14, declaring a State of Emergency in the City of Roseburg. The declaration was scheduled to expire on September 4, 2020, unless terminated sooner or extended by Order of the Common Council.

On August 24, 2020, Council adopted Order No. 2020-03, extending the Declaration through December 31, 2020, to match the State Declaration from the Governor.

B. Analysis.

COVID-19 continues to present a high potential public health threat, both globally and in the United States. Over the past three months, the number of COVID-19 cases in Douglas County increased substantially.

ORS 401.305 provides authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency. A resolution adopted by Council will provide a formal recognition of that authority and declare a State of Emergency for the City of Roseburg.

C. Financial/Resource Considerations.

Unanticipated/unknown costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic.

D. Timing Considerations.

The effects of the pandemic are changing daily. Adopting the resolution declaring a State of Emergency for the City of Roseburg would provide the City with the tools to respond quickly.

COUNCIL OPTIONS

1. Adopt the resolution declaring a State of Emergency for the City of Roseburg with an expiration date of March 3, 2021 (to match the State); or
2. Request more information from staff; or
3. Do nothing.

STAFF RECOMMENDATION

Staff recommends Council adopt the attached resolution declaring a State of Emergency due to the present COVID-19 pandemic.

SUGGESTED MOTION

"I move to adopt Resolution No. 2021-01, Declaring a State of Emergency Due to the Continuing COVID-19 Pandemic, to expire on _____, 2021."

ATTACHMENTS:

Attachment #1 – Resolution No. 2021-01

RESOLUTION NO. 2021-01

**A RESOLUTION DECLARING A STATE OF EMERGENCY DUE TO THE
CONTINUING COVID-19 PANDEMIC**

WHEREAS, ORS 401.305 provides authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency; and

WHEREAS, Coronaviruses are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life; and

WHEREAS, the novel coronavirus causes an illness known as COVID-19. According to the U.S. Centers for Disease Control and Prevention, COVID-19 presents a "high" potential public health threat, both globally and in the United States; the novel infectious coronavirus has created a threat to public health and safety, and constitutes a citywide emergency under ORS 401.025(1); and

WHEREAS, on March 8, 2020, the Governor declared a State of Emergency for the entire State of Oregon which extended 60 days through May 7, 2020; on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic; and on March 13, 2020, the President declared a National State of Emergency; and

WHEREAS, on May 1, 2020, the Governor extended the State of Emergency through July 6, 2020, unless extended or terminated earlier by the Governor; and

WHEREAS, on June 30, 2020, the Governor extended the State of Emergency through September 4, 2020, unless extended or terminated earlier by the Governor; and

WHEREAS, on September 1, 2020, the Governor extended the State of Emergency through November 3, 2020, unless extended or terminated earlier by the Governor; and

WHEREAS, on October 27, 2020, the Governor extended the State of Emergency through January 2, 2021, unless extended or terminated earlier by the Governor; and

WHEREAS, on December 17, 2020, the Governor extended the State of Emergency through March 3, 2021, unless extended or terminated earlier by the Governor.

WHEREAS, ORS Chapter 401 authorizes certain actions to be taken during a State of Emergency when necessary for public safety or for the efficient conduct of activities to minimize or mitigate the effects of the emergency; and

WHEREAS, the unknown duration of the novel coronavirus pandemic will have a significant impact to the City of Roseburg and the community at large; and

WHEREAS, to ensure the City continues to be fully prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19, a declaration of emergency is necessary; and

WHEREAS, the entire City of Roseburg is in a state of emergency that constitutes a Level 3 emergency in the City's adopted Emergency Operation Plan (EOP).

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

Section 1. A State of Emergency is declared for the entire City of Roseburg, effective on January 11, 2021, at _____ pm.

Section 2. Upon this declaration of a State of Emergency, the City Manager or designee is empowered to carry out the appropriate functions and duties identified in the Roseburg Municipal Code (RMC) during the time of emergency, including entering into contracts required by emergency circumstances per RMC 3.06.025(F).

Section 3. The City Manager or designee shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including, but not limited to, requesting assistance and potential reimbursement from Douglas County, the State of Oregon, and appropriate federal agencies; or taking any actions needed to enforce orders and rules issued by the State of Oregon under ORS Chapter 401 or by the federal government.

Section 4. Emergency procurement is authorized under ORS 279B.080.

Section 5. The declaration of emergency and special regulations and emergency measures shall expire on _____, unless terminated sooner or extended by Order of the Common Council.

Section 6. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 11th DAY OF JANUARY, 2021.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ELECTION OF COUNCIL PRESIDENT

Meeting Date: January 11, 2021

Agenda Section: Council Reports

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR _____ TO ACT AS THE 2021 CITY COUNCIL PRESIDENT."

ATTACHMENTS:

None

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
December 14, 2020**



Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on December 14, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks (arrived at 7:07 p.m.), Brian Prawitz and Andrea Zielinski.

Absent: None

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins 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.

MUNICIPAL COURT JUDGE COMPENSATION

Mayor Rich explained the Judge was generally given the same salary adjustment granted to management employees, which is a 3% increase for 2020-21. Councilor Cotterell moved to adjust compensation for Judge Mahan as presented. The motion was seconded by Councilor Cox. Councilor Prawitz added the Judge was doing a great job working on everything Council directed and commended him for thinking outside the box. The many workings of what takes place in Municipal Court was not typically discussed or are shared with the community. Judge Mahan had been creative with resources during a time of strict rules and felt more people would support his position if information was available. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. No one voted no.

2020 GENERAL ELECTION RESULT AND SCHEDULING OF OATH OF OFFICE

Mayor Rich read aloud the General Election results:

POSITION	SUCCESSFUL CANDIDATE	NUMBER OF VOTES
Mayor	Larry Rich	7778
Councilor, Position 1		
Ward 2	Sheila Cox	1878
Councilor, Position 2		
Ward 1	Sheri Moothart	1201
Ward 2	Andrea Zielinski	1971
Ward 3	Brian Prawitz	1896
Ward 4	Patrice Sipos	1341

Mayor Rich announced the Oath of Office ceremony for newly elected officials was scheduled for January 4, 2021 in the Public Safety Center Umpqua Conference Room beginning at 3:00 p.m. Due to COVID-19 restrictions, each candidate would be scheduled to receive their oath separately in 10-minute intervals and would be available to view on Facebook live.

MAYOR REPORTS

Mayor Rich shared information regarding the annual tree lighting ceremony at the Douglas County Courthouse and thanked City Staff, Councilor Zielinski for being the story reader, Roseburg Fire Department for delivering Santa on the ladder truck to hang the ceremonial ornament, and to the Police Chief for managing the spotlight during the event. The tree lighting was pre-filmed and aired on Sunday, November 29, 2020 on social media.

COMMISSION AND COUNCIL REPORTS

Councilor Cotterell reported the Public Works Commission met and discussed items that would be presented during the Council Meeting. Councilor Cotterell shared he had taken online HopeU courses from Rogue Retreat, appreciated their quick response to questions, and was excited about the program.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda items:

- A. Minutes of November 9, 2020 Council Meeting
- B. ODOT ARTS Program – Grant Applications
- C. Douglas Avenue and Stewart Park Drive Bridge Projects – Intergovernmental Agreements
- D. Banking Services Contract
- E. Coronavirus Relief Funds Update
- F. OLCC New Outlet for Mountain Mike's Pizza located at 722 W Harvard Avenue, Suite 108
- G. Peggy Avenue Water Main bid Award Recommendation – 20WA08

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

PUBLIC HEARING – ORDINANCE NO. 3545 – AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS – FILE NO. LUDR-20-003 ALLOWING SEVERE EVENT SHELTERS, FIRST AND SECOND READING

Mayor Rich opened the Public Hearing at 7:11 p.m. Mr. Cowie reported the Roseburg Municipal Code currently allowed for homeless shelters within the Professional Office (PO) and General Commercial (C3) zones. Those facilities were typically designed to be operated by well-established non-profit organizations prepared to address the financial and logistical issues of creating a full-time dedicated shelter. However, homeless shelters required a conditional use permit, and given the time frames and cost involved in the conditional use permit process, homeless shelters could not be established on short notice in response to a severe event, such as extreme weather or fire. The proposed severe event shelters would allow community-based organizations to establish a shelter during an identified severe event without requiring a conditional use permit.

Buildings in which a shelter may be used to provide overnight accommodations, regardless of the number of nights in which the shelter may operate throughout the year, were required to

be sprinkled in order to meet fire, life, and safety requirements. Retrofitting structures to meet this requirement could be cost prohibitive for organizations simply looking to provide temporary shelter, such as a warming center during extremely cold winter periods or temporary shelter for those displaced by local fires. Although buildings used as Severe Event Shelters were required to have sprinklers, the proposed code amendments enabled an exemption to this standard if appropriate “fire watch” measures were implemented. This exemption would help local community organizations to establish the use of a Severe Event Shelter in structures such as a church, gymnasium, or other commercial type structure for limited time periods by not having to find a building that was already sprinkled or ultimately not incurring the costs associated with retro-fitting a building with sprinkler systems.

The proposed code changes allowing for Severe Event Shelters were intended to fill a gap between (1) full-time homeless shelters and (2) short-term shelters for those affected by a severe event under Chapter 12 of the Roseburg Municipal Code (RMC). The proposed Severe Event Shelter system relied in part on amendments to the Land Use Development Regulations, but also in significant part on a Severe Event Shelter Policy. The current draft shelter policy document was created through the combined efforts of the City Fire, Community Development, and Administration Departments. Much of what had been utilized had been derived from the City of Medford, which implemented similar code provisions and policy last year. Using a policy to address specific requirements (such as the temperatures that trigger the opening of Severe Event Shelters) instead of the municipal code allowed for the policy to be revised rapidly in response to lessons learned, additional input from stakeholders, or unexpected developments.

The Severe Event Shelter Policy contained applicable definitions and explained the process for obtaining approval for Severe Event Shelters. It also identified the criteria in which an operator may open a Severe Event Shelter and provided an option in which the Mayor or City Manager could consider declaring a Severe Event in order to allow for the operation of a Severe Event Shelter. This allowed, for example, the triggering temperatures to be adjusted without substantial process required to amend the Land Use Development Code. It also summarized key Oregon Fire Code and other life-safety requirements applicable to such shelters. Finally, it described the procedural process related to Severe Event Shelters, from preparation beforehand, through identification of a severe event, if necessary declaration of an event by the Mayor or City Manager, appropriate inspections by the Fire Marshal, monitoring, and the end of a severe event.

Although important for City Council to review the Severe Event Policy document, the purpose of the public hearing before City Council was to determine whether the proposed text amendment that accompanied the Severe Event Shelter Policy met the requirements necessary to constitute an amendment to the municipal code. It was important to note that if there was a Severe Event Shelter policy change in the future and a conflict between the policy and code were to occur, the municipal code requirements for Severe Event Shelters would take precedence.

RMC Section 12.10.020(F)(2) contained the criteria by which a proposed text amendment must be evaluated. The criteria indicated the proposed amendments must be consistent with the policies of the City’s Comprehensive Plan, the Statewide Planning Goals, and other provisions of the Municipal Code. In addition to evaluating their consistency with the criteria, the Findings of Fact and Order outlined the amendments themselves and provided justification for the location of where the proposed code would be housed within the Land Use Development Regulations of the Municipal Code.

Mr. Cowie explained he had been working with the Dream Center and they were currently the only organization who had come forward to operate a shelter. When they or another location wanted to open a severe event shelter, they would contact the Community Development Department, go through the site review process, and once complete, they would be approved for a year before repeating the process. In response to Councilor Hicks, Mr. Cowie noted the difference for this process was that the Roseburg Rescue Mission and Good Samaritan were full-time shelters and this was something new for those who would like to participate, but are not considered a shelter year-round. If someone wanted to open a year-round shelter, it would already be part of the current Municipal Code and there were two specific zones for shelters which were C3 and PO.

Councilor Zielinski questioned if 48-hour notice was waived if there was some type of emergency or major incident. Mr. Cowie confirmed there would be times when something could occur and an organization could not provide adequate notice. In response to Councilor Hicks, Mr. Cowie stated no other organizations besides the Dream Center had shown interest in this option.

Mayor Rich explained there were three public comments that were received prior to the Council Meeting via email:

Kim Stallings, 719 W Wharton Street, supported code revisions in order to allow severe event shelters. The Roseburg Dream Center saved lives by opening an overnight shelter during extremely cold nights. Protecting people from freezing overnight temperatures was not the only reason for updating the code, but new regulations would also provide opportunities for sheltering neighbors impacted by severe heat or snow events and may provide relief from wildfires and smoke.

Tim Edmonson, Roseburg Dream Center, supported changes to City ordinances in regards to warming centers within the city limits to allow them and other similar organizations to step in and meet the needs for emergency shelters. Due to COVID-19 restrictions, the Dream Center was only able to house 25 people due to social distancing. At some point, the need and the risk was going to collide. Mr. Edmonson encouraged more organizations to step up and open more venues for warming centers.

Mike Fieldman, 415 W Elizabeth, supported issues regarding unhoused individuals and families such as the establishment of a City Homeless Commission and the creation of ordinances allowing for the establishment of a Severe Event Shelter. Both actions would greatly help address the needs of unhoused individuals and families in the community. The Commission would provide a much needed and formalized focal point for addressing the issues of homelessness in the community. It could be a group that was actively tasked with identifying and implementing solutions to the needs of the unhoused. The need for ordinance changes had been evident in the challenges the Dream Center has had in reestablishing service at their new location under existing requirements. Without those changes, any other organization wanting to help meet emergency shelter needs would encounter the same obstacles. The need for emergency shelter actually goes beyond the needs of the traditionally unhoused population as natural disasters, like the recent wildfires, could also create the need for emergency shelter.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:32 p.m. Councilor Cotterell moved to adopt the Findings of Fact and Order approved by the Planning Commission for File No. LUDR-20-003. The motion was seconded by Councilor Cox. In response to Councilor Hicks, Mr. Cowie explained residential zones were included because some facilities like churches may want to participate. Many churches have gyms or other types of facilities large enough to assist as a warming shelter. In regards to allowing pets, it would be determined by each facility as to what could be accommodated. The motion was approved by the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

At the request of Mayor Rich, Council agreed to proceed with a first reading of Ordinance No. 3545. Ms. Sowa read Ordinance No. 3545, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein," for the first time.

Councilor Cotterell moved to suspend the rules and proceed with a second reading of Ordinance No. 3545. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one vote no.

Ms. Sowa read Ordinance No. 3545, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein," for the second time. Councilor Cotterell moved to adopt Ordinance no. 3545, declaring an emergency. The motion was seconded by Councilor Fisher-Fowler. In response to Councilor Hicks, Mr. Cowie explained if there were zoning changes in the future, it could be changed by amending the Municipal Code. Roll call vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3545 as adopted.

Councilor Cotterell moved to adopt Resolution No. 2020-22, entitled, "A Resolution Adopting the City of Roseburg's Sever Event Shelter Policy." The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Councilor Prawitz added this was another step for putting something in place to continue with the response to challenges around homelessness. This would allow organizations besides the Dream Center to open warming shelters. Councilor Cox commended staff and the Planning Commission for their work on this subject and said it was apparent the time it took to research and put together the information provided. In response to Councilor Hicks, Mr. Cowie confirmed this would help the Dream Center expedite plans to move forward and apply to participate. Councilor Cotterell appreciated the process of staff bringing information and Council being able to move forward after collection of information was presented.

PUBLIC HEARING – ORDINANCE NO. 3546 – AMENDING A PORTION OF THE CITY'S ZONING MAP FROM R10 (LOW DENSITY RESIDENTIAL) TO R7.5 (SINGLE FAMILY RESIDENTIAL), FIRST READING

Mayor Rich opened the Public Hearing at 7:40 p.m. Mr. Cowie stated the Roseburg Municipal Code prohibited one from completing a boundary line adjustment when adjacent properties had differing zoning designations. The purpose of this regulation was to eliminate problems that could occur when having multiple zones located on one property.

In this situation, the applicant was looking to obtain an additional 20 feet of property from the adjacent neighbor along the eastern edge of his lot. The applicant's property was zoned R7.5 (Single-Family Residential) and the 20x50 section he is trying to acquire through a boundary line adjustment is zoned R10 (Low-Density Residential). The break in zoning between the two properties stemmed from the applicant's property being on the edge of the Cloverdale Subdivision platted in 1985 and the neighboring property to the east being part of the Rose Village Planned Unit Development created in 2003. Those two areas were developed at different times, by different developers and with different requirements and density standards. In order to complete the boundary line adjustment that was now being proposed, the R10 zoning would need to be amended on the City's official Zoning Map to R7.5.

The boundary line adjustment application had been processed concurrently with this zone change application. As a condition of the boundary line adjustment being approved, the zone change must first be officially amended. The proposal went before the Planning Commission at a public hearing on November 2, 2020. At that meeting the Planning Commission approved a motion to adopt the attached Findings of Fact and Order and refer the request to City Council recommending that Council approve the proposed zone change. Councilor Hicks questioned if this was a private issue between the two property owners and to do things legally they had to go to the City. Mr. Cowie confirmed, it was not initiated by the City and the owner requested the boundary line adjustment. In response to Mayor Rich, Mr. Cowie explained the apron would not be widened. They were taking the ten feet to widen the area by the garage.

Mayor Rich noted public comment was not received prior to the meeting. As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:53 p.m. Councilor Cotterell moved to adopt the Findings of Fact and Order approved by the Planning Commission for File No. ZC-20-001. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski. No one voted no. Council agreed to proceed with a first reading of Ordinance No. 3546. Ms. Sowa read Ordinance No. 3546, entitled, "An Ordinance Amending a Portion of the City's Zoning Map from R10 (Low Density Residential) to R7.5 (Single Family Residential)," for the first time.

RESOLUTION NO. 2020-23 – APPROPRIATION TRANSFER

Mr. Harker explained that when the City Council adopted a supplemental budget that established spending authority for the CARES funded state grant revenues the City's response to mitigate the COVID-19 pandemic was developing and the actual need by classification was unknown. Subsequent to the adoption of the supplemental budget, the City had been able to finalize many of its responses to the pandemic. In addressing public safety measures, some of the City's actions were deemed capital improvements and needed funded through the Grant Fund's capital outlay. Such improvements included: moving the electronic dropdowns at the library so that public workstations can be socially distanced, new Library furniture to ensure adequate social distancing, and touchless faucets in City facilities. The initial allocation of \$25,000 for capital outlay improvements was insufficient, and an additional allocation of \$14,000 was required to fulfill those improvements.

An appropriation transfer of \$14,000 from the Grant Fund's material and services classification to its capital outlay could provide the necessary spending authority to carry out the planned improvements. In response to Councilor Cole, Mr. Harker explained this was different from the interfund loan previous approved by Council. Councilor Cotterell added this was a housekeeping method to move funds to the appropriate location. Councilor Hicks asked if any

funds were used towards outdoor furnishings for the public. Mr. Harker confirmed outdoor furnishings were not included.

Councilor Cotterell moved to adopt Resolution No. 2020-23, entitled, "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2020-21." The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2020-24 – COMPLETE STREETS POLICY

Mr. Cowie discussed how a complete street was a transportation facility that supported all modes of transportation, including but not limited to walking, driving, biking and public transit. Multiple factors affect the mode choice of users in a community, and a complete street was designed to safely accommodate all users in as efficient a manner as possible. It was the intent of the City of Roseburg to develop and provide an integrated multimodal transportation network that contributed directly to the safety, health, economic vitality and quality of life of all residents. Adoption of a Complete Streets Policy acknowledged that the City valued street design that offered opportunities for all modes of transportation. All modes should be included in transportation planning and project development. Persons of all ages, abilities and circumstances should have access to a diverse range of transportation choices for all types of trips. Transportation needs for all should be met cost effectively, safely, conveniently, reliably, and efficiently.

Mr. Cowie continued by stating that Complete Streets Policies came in all shapes and sizes and should be tailored to the specific needs of the users in the community it serves. The City of Roseburg had been fortunate to work with the Blue Zones organization who helped to promote the need for a complete street policy. Constructing complete streets helped to promote alternative modes of transportation like biking or walking that could in turn help to encourage an active healthy life style. Individuals associated with Blue Zones, including members of the Built Environment Committee had discussed the idea of a complete streets policy since the beginning of Blue Zones involvement with the community. Blue Zones had included adoption of a future policy as an objective in obtaining Blue Zones certification for the area. The Built Environment Committee had recently reviewed the policy and the Public Works Commission included the policy as a discussion item, in which they recommended City Council adopt the policy at their November 12, 2020 meeting.

In response to Councilor Cole, Mr. Cowie explained this was more for the streets that the City would be constructing and not necessarily for existing streets. There were situations such as Stewart Parkway that had road improvements to include sidewalks and bike lanes due to major reconstruction. Most local streets would not justify a bike lane or sidewalk if one was not already part of the area, but newer subdivisions could have the requirement. Councilor Prawitz asked if this would be like the Transportation System Plan where it was a document that would sit on a shelf until needed for reference. Mr. Cowie explained this would be a policy to implement and would mainly come into play for streets the City was constructing or updating. Councilor Cox moved to adopt Resolution No. 2020-24, entitled, "A Resolution Adopting the City of Roseburg's Complete Streets Policy." The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3543 –AMENDING RMC CHAPTER 7.02 – OFFENSES, SECOND READING

01/11/2021

Ms. Sowa read Ordinance No. 3543, entitled, "An Ordinance Amending Chapter 7.02 "Offenses", of the Roseburg Municipal Code," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3543. The motion was seconded by Councilor Hicks. A roll call vote was taken: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3543 as adopted.

ORDINANCE NO. 3544 – ADDING RMC SUBSECTION 2.20 – ESTABLISHING A HOMELESS COMMISSION, SECOND READING

Ms. Sowa read Ordinance No. 3544, entitled, "An Ordinance Adding Subsection 2.20 to the Roseburg Municipal Code Establishing a Homeless Commission," for the second time. In response to Councilor Hicks, Ms. Sowa explained if an agency dissolved or Council chose to allow a difference agency to participate, an amendment to the Municipal Code would be required. Councilor Hicks moved to adopt Ordinance No. 3544. The motion was seconded by Councilor Zielinski. A roll call vote was taken: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hick, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3544 as adopted.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Hicks discussed a citizen complaint regarding Umpqua Dairy and the increased activity, noise and trucks in the area. Councilor Hicks shared information regarding an article from the News Review discussing the Winchester Dam. She was concerned about recreational use above the dam where the City had the Water Treatment Plant and the wanted to know if pesticides, fertilizer, fuels, etc. were harmful where the City pulled the community's drinking water. Mr. Perkins explained the water was routinely tested and his concern was more about runoff from the wildfire burn area up the river. It would be cost prohibitive to consider relocating the Water Treatment Plant. There had been discussion about removing the dam for many years and an engineer's study would need to take place regarding the intake if the dam was truly considered for removal.

Councilor Eggers shared a thank you from St. Vincent DePaul who was able to order a two stall shower with a washer and dryer from being a CARES Funds grant recipient from the City. Councilor Hicks thanked the County Commissioners for planting a tree in the front Courthouse lawn to use each year to decorate for the tree lighting ceremony.

RECOGNITION OF OUTGOING COUNCILORS LINDA FISHER-FOWLER AND ASHLEY HICKS

Mayor Rich explained this was the last Council Meeting of the year and wanted to thank all of Council and City Staff for their patience and hard work during the challenges from COVID-19 and conducting meetings with Zoom. He preferred meetings in person and hoped they would be able to get back to normal very soon. Mayor Rich thanked Councilor Fisher-Fowler and Hicks for their time on Council and serving the community.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.



Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET BURTON PNW LLC DBA GROCERY OUTLET INC. – 930 W HARVARD AVENUE

Meeting Date: January 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Kelly Burton and Stephen Burton, Burton PNW LLC dba Grocery Outlet Inc. owners, as a change of ownership for an "Off-Premises" 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 CHANGE OF OWNER APPLICATION FOR BURTON PNW LLC DBA GROCERY OUTLET INC. LOCATED AT 930 W HARVARD AVENUE IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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

8

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

RECEIVED

SEP 09 2020

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: **OLCC - Eugene**

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received: <u>12/28/2020</u>
<input type="checkbox"/> Brewery 2 nd Location	Name of City or County: <u>City of Roseburg</u>
<input type="checkbox"/> Brewery 3 rd Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 st location	By: _____
<input type="checkbox"/> Brewery-Public House 2 nd location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	
	OLCC USE ONLY Date application received: <u>09/09/2020</u> By: <u>OC</u> Date application accepted as initially complete: <u>10/09/2020</u> By: <u>OC</u> License Action(s): <u>Q/LOR, D/LOR & C/M</u>

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

Burton PNW LLC

(Applicant #1)

Grocery Outlet Inc.

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

3. Applicant #1 Burton PNW LLC		Applicant #2 Grocery Outlet Inc.	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Roseburg Grocery Outlet			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 930 W Harvard Ave			
City Roseburg	County Douglas	Zip Code 97471	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 930 W Harvard Ave			
City Roseburg	State OR	Zip Code 97471	
9. Phone Number of the Business Location 541-672-8440		Email Contact for this Application smburton9@gmail.com	
Contact Person for this Application Stephen Burton		Phone Number 971-261-7771	
Mailing Address 930 W Harvard Ave	City Roseburg	State OR	Zip Code 97471

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

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

Applicant Signature(s)

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

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

ORDINANCE NO. 3546

AN ORDINANCE AMENDING A PORTION OF THE CITY'S ZONING MAP FROM R10 (LOW DENSITY RESIDENTIAL) TO R7.5 (SINGLE-FAMILY RESIDENTIAL).

WHEREAS, a land use application (ZC-20-001) was submitted to the Community Development Department August 19, 2020, by Mr. David Ayers, owner of property identified as 1522 NE Alameda Ave., to re-zone an adjacent 20x50 foot section of property from R10 to R7.5, he is planning to obtain through a boundary line adjustment (BLA-20-005) upon adoption of this ordinance; and

WHEREAS, the Planning Commission held a Public Hearing on File No. ZC-20-001 after duly and timely notice on November 2, 2020; and

WHEREAS, the Planning Commission adopted Findings of Fact and Order supporting a recommendation to approve the Zone Change.

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact dated November 2, 2020, recommending approval of the proposed Zone Change.

SECTION 2: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Zone Change.

SECTION 3: Based on the evaluation detailed in the Planning Commission's Findings of Fact and Order, it has been determined that the proposal complies with the standards identified within Roseburg Municipal Code Section 12.10.040 (Zone Change).

SECTION 4: The City Council hereby approves the Zone Change from R10 (Low Density Residential) to R7.5 (Single-Family Residential) as indicated on the map on attached Exhibit "A" and Exhibit "B".

ADOPTED BY THE CITY COUNCIL THIS 11TH DAY OF JANUARY 2021.

APPROVED BY THE MAYOR THIS 11TH DAY OF JANUARY 2021.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE AMENDING ROSEBURG MUNICIPAL CODE SUBSECTION 7.02.100(A), PROHIBITED CAMPING

Meeting Date: January 11, 2020

Department: Police Department

www.cityofroseburg.org

Agenda Section: Ordinances

Staff Contact: Gary Klopfenstein

Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

Council will consider a proposed update to Roseburg Municipal Code (RMC) Subsection 7.02.100(A), Prohibited Camping, which will bring the code in line with a recent court decision.

BACKGROUND

A. Council Action History.

In October 2018, in order to adhere to precedents, set in the U.S. 9th Circuit Court case Martin vs. Boise, Council updated RMC Section 7.02.100 Prohibited Camping to ensure prohibited camping could be prosecuted only as a violation.

B. Analysis.

In July 2020, a Federal Court ruling in Blake vs. Grants Pass again changed how cities are able to enforce Prohibited Camping. This ruling made specific distinctions between sleeping and camping; Federal Court referred to sleeping as an “unavoidable human act.” The Federal Court went further to advise that homeless people can take necessary minimal measures to keep themselves warm and dry while sleeping when there are no alternative forms of shelter available.

Staff and the City Attorney researched how Roseburg can best follow the precedent set by Blake vs. Grants Pass. The following changes to RMC Subsection 7.02.100(A) will ensure compliance with the aforementioned Federal Court decision, and help reduce future liability:

7.02.100 - Prohibited camping.

A. As used in this Section:

1. ~~"To camp" means to~~ **Camp/Camping. To** set up or to remain in or at a campsite, **for the purpose of establishing or maintaining a temporary or permanent place to live/reside. Using or maintaining a fire or stove without other evidence of a temporary place to live/reside shall also be considered camping.**

2. ~~—"Campsite" means any place where any bedding, sleeping bag or other sleeping matter, or any stove or fire, is placed, established or maintained, whether or not such place incorporates the use of any tent, lean-to, shack or any other structure erected or maintained for shelter, or any vehicle or part thereof.~~
Campsite. Any place where any indicia of camping is placed, established or maintained.
3. **Indicia of camping. Items or activities that may include, but are not limited to: any stove or fire or cooking activity outside of authorized areas; storage of personal belongings; use of tents, lean-tos, shacks, vehicles or any other temporary structures or any part thereof for sleeping or storage of personal belongings; designation of an area in a manner to exclude other members of the public by maintaining, using or storing personal belongings or items. Bedding (such as blankets, sleeping bags, or other sleeping matter), by itself, is not indicia of camping.**

C. Financial/Resource Considerations.

There is no financial impact.

D. Timing Considerations.

The Blake vs. Grants Pass ruling is now binding precedent in Oregon, and it is important that the municipal code regarding Prohibited Camping reflect the precedents set by that ruling.

COUNCIL OPTIONS

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to make changes; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends Council move forward with first reading of Ordinance No. 3547.

SUGGESTED MOTION

No motion required at this time. First Reading.

ATTACHMENTS:

Attachment #1 - Ordinance No. 3547

ORDINANCE NO. 3547

**AN ORDINANCE AMENDING SUBSECTION 7.02.100(A), PROHIBITED CAMPING,
OF THE ROSEBURG MUNICIPAL CODE**

WHEREAS, In July 2020, a Federal Court ruling in Blake vs Grants Pass made specific distinctions between sleeping and camping; Federal Court referred to sleeping as an “unavoidable human act”; and

WHEREAS, The Federal Court went further to advise that homeless people can take necessary minimal measures to keep themselves warm and dry while sleeping when there are no alternative forms of shelter available; and

WHEREAS, The following changes to Roseburg Municipal Code Subsection 7.02.100(A) will ensure compliance with the aforementioned Federal Court precedents.

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

SECTION 1. Roseburg Municipal Code Subsection 7.02.100(A), titled “Prohibited Camping” is hereby amended to read as follows:

7.02.100 - Prohibited camping.

A. As used in this Section:

1. ~~“To camp” means to~~ **Camp/Camping. To** set up or to remain in or at a campsite, **for the purpose of establishing or maintaining a temporary or permanent place to live/reside. Using or maintaining a fire or stove without other evidence of a temporary place to live/reside shall also be considered camping.**
2. ~~—“Campsite” means any place where any bedding, sleeping bag or other sleeping matter, or any stove or fire, is placed, established or maintained, whether or not such place incorporates the use of any tent, lean-to, shack or any other structure erected or maintained for shelter, or any vehicle or part thereof.~~ **Campsite. Any place where any indicia of camping is placed, established or maintained.**
3. **Indicia of camping. Items or activities that may include, but are not limited to: any stove or fire or cooking activity outside of authorized areas; storage of personal belongings; use of tents, lean-tos, shacks, vehicles or any other temporary structures or any part thereof for sleeping or storage of personal belongings; designation of an area in a manner to exclude other members of the public by maintaining, using or storing personal belongings or items. Bedding (such as blankets, sleeping bags, or other sleeping matter), by itself, is not indicia of camping.**

SECTION 3. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.”

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF
_____, 2021.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2021.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: January 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 11, 2021 meeting, the following items are included:

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



Agenda
Department Head Meeting
Electronically via Zoom
December 15, 2020 - 10:00 a.m.

1. December 14, 2020 City Council Meeting Synopsis
2. January 11, 2021 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
 - A. 2020 Walk for Life and Baby Shower Permit
5. Department Items
 - A. COVID Impacts, Changes or Updates (NM)



Agenda
Department Head Meeting
Electronically via Zoom
December 21, 2020 - 10:00 a.m.

1. January 11, 2021 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items
 - A. COVID Impacts, Changes or Updates (NM)



Agenda
Department Head Meeting
Electronically via Zoom
December 29, 2020 - 10:00 a.m.

1. January 11, 2021 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Department Items
 - A. COVID Impacts, Changes or Updates (NM)



Agenda
Department Head Meeting
Electronically via Zoom
January 4, 2021 - 10:00 a.m.

1. January 11, 2021 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
 - A. Northwest Control-Line Regions Permit – May 28-30 (rescheduled due to COVID)
4. Department Items
 - A. COVID Impacts, Changes or Updates (NM)
 - B. Goats at Cemetery (GK)
5. Employee Service Pins
 - A. Tyler Christopherson, Fire Department – 15 years
 - B. Ronda Tew, Finance Department – 15 years
 - C. Savannah Scriven, Municipal Court – 10 years
 - D. John VanWinkle, Human Resources – 10 years
 - E. Andy Albee, Water Treatment Plant – 5 years
 - F. Gary Garrisi, Fire Department Chief – 5 years
 - G. Tonya Iannuzzo, Finance Department – 5 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Airport Fees for Fire Agency Services
- Parklet Update
- PEG Channel Discussion
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

January 25, 2021

Special Meeting – 6:15 p.m.

- A. Planning Commission Interviews
 - 6:15 p.m. -
 - 6:30 p.m. -
 - 6:45 p.m. -

Council Meeting

Commission/Council reports

- A. Planning Commission Appointment
- B. Airport Commission Appointment
- C. Economic Development Commission Appointment

Special Presentation

- A. Sobering Center Update

Consent Agenda

- A. Minutes of January 11, 2021

Resolutions

- A. Resolution No. 2021-02 – Property Tax Exemption for UCAN Property located at 1844 SE Douglas Avenue
- B. Resolution No. 2021-03 – Budget Appropriation Transfer
- C. Resolution No. 2021-04 – Oregon Community Paths Grant

Ordinances

- A. Ordinance No. 3547 – Amending RMC Chapter 7.02.100 – Prohibited Camping, Second Reading
- B. Ordinance No. 3548 – Amending RMC Chapter 5.04 (Definitions) and 5.04.300 (Emergency Powers) - Water System Rules and Regulations, First Reading
- B. Ordinance No. 3549 – Amending RMC Chapter 3.06 – Contracts, First Reading

Department Items

- A. Solid Waste Disposal Rates

Informational

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

Urban Renewal Agency Board Meeting

Consent

- A. Minutes of June 8, 2020

Resolutions

- A. Resolution No. UR2021-01 – Property Tax Exemption for UCAN Property located at 1844 SE Douglas Avenue

Executive Session

- A. City Manager Evaluation

February 8, 2021

Mayor Report

- A. Future Business Leaders of America Week Proclamation

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 Special Meeting
- B. Minutes of January 25, 2021 Regular Meeting

Public Hearing

- A. Resolution No. 2021-05 - Roseburg Public Library Furniture Authorization

Ordinances

- A. Ordinance No. 3548 – Amending RMC Chapter 5.04 (Definitions) and 5.04.300 (Emergency Powers) - Water System Rules and Regulations, Second Reading
- B. Ordinance No. 3549 – Amending RMC Chapter 3.06 – Contracts, Second Reading
- C. Ordinance No. 3550 – Granting a Telecommunications Franchise to XO Communications Services, LLC - First and Second Reading

Informational

- A. City Manager Activity Report

February 22, 2021

Consent Agenda

- A. Minutes of February 8, 2021

Ordinances

- A. Ordinance No. 3550 – Amending RMC Chapter 6.04 – Keeping Farm Animals, First Reading
- B. Ordinance No. 3551 – Amending RMC Chapter 9.02 – General Business Registration Requirements, First Reading

Department Items

- A. Extension of Declaration of Emergency in the City of Roseburg
- B. Council Operating Policies and Procedures Review

Informational

- A. City Manager Activity Report

March 8, 2021

Consent Agenda

- A. Minutes of February 22, 2021

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Ordinances

- A. Ordinance No. 3550 – Amending RMC Chapter 6.04 – Keeping Farm Animals, Second Reading
- B. Ordinance No. 3551 – Amending RMC Chapter 9.02 – General Business Registration Requirements, Second Reading

Informational

- A. City Manager Activity Report

March 22, 2021

Mayor Reports

- A. Child Abuse Prevention Month Proclamation

Special Presentation

- A. Roseburg Public Library Strategic Plan Report

Consent Agenda

- A. Minutes of March 8, 2021

Informational

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

April 12, 2021

Mayor Reports

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

Consent Agenda

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

Informational

- A. City Manager Activity Report

April 26, 2021

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. EMS Week Proclamation
- C. Bike to School Day Proclamation

Consent Agenda

- A. Minutes of April 12, 2021

Department Items

- A. Annual Fee Update

Informational

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

May 10, 2021

Consent Agenda

- A. Minutes of April 26, 2021

Resolutions

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

Informational

- A. City Manager Activity Report

May 24, 2021

Consent Agenda

- A. Minutes of May 10, 2021

Informational

- A. City Manager Activity Report

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. UR2021-02 - 2021-22 Budget Adoption

June 21, 2021

Consent Agenda

A. Minutes of June 14, 2021

Informational

A. City Manager Activity Report

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

July 26, 2021

Consent Agenda

A. Minutes of July 12, 2021

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

August 9, 2021

Consent Agenda

A. Minutes of July 26, 2021

Informational

A. City Manager Activity Report

August 23 2021

Consent Agenda

A. Minutes of August 9, 2021

Informational

A. City Manager Activity Report

September 13, 2021

Consent Agenda

A. Minutes of August 23, 2021

Informational

A. City Manager Activity Report

September 27, 2021

Consent Agenda

- A. Minutes of September 13, 2021
- Informational
- A. City Manager Activity Report
-

October 11, 2021

Consent Agenda

- A. Minutes of September 27, 2021
- Informational
- A. City Manager Activity Report
-

October 25, 2021

Consent Agenda

- A. Minutes of October 11, 2021

Department Items

- A. 2021 Oregon Public Library Statistical Report

Informational

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

Friday Message December 11, 2020

- In response to the uptick in local COVID-19 cases, non-public safety staff have made adjustments to work schedules. Given our relatively small staff, it would be easy for one positive employee case to require an entire department (or floor) to quarantine. In an effort to prevent this possibility, each department has worked out an alternating work schedule for office staff. The intent is for each department to split into two teams that rotate when they work on-site and when they work remotely. Maintenance crews continue to work on-site, but have split into cohorts with separate start, lunch, and end times. It is not a perfect system, but we are trying to avoid a much larger impact. We anticipate maintaining a rotating staff as long as Douglas County is in the "Extreme Risk" category.
- The Public Works Commission met virtually yesterday. The Commission recommended the Council approve three items that are on the December 14 agenda: authorization to apply for two ODOT ARTS grants; authorization to execute two IGAs with ODOT for bridge grants (Stewart Park Drive, Douglas Ave.); and award of the Peggy Avenue Water Main Replacement Project.
- In a typical year, City employees hold an annual holiday potluck. Money collected throughout the year from returning cans and bottles is used to purchase the main course and some small raffle prizes. Pajamas are collected for donation to CASA. All of which didn't happen this year. Instead, employees decided to give back to area children through the Salvation Army's Angel Tree program. City-wide, employees fulfilled the wishes of 39 local children. The pictures below show only a fraction of what was donated. Way to go City Staff!



- Meetings next week (all via Zoom):
 - City Council – Monday, 12/14 @ 7 pm
 - Library Commission – Tuesday, 12/15 @ 4pm
 - Historic Resources – Wednesday, 12/16 @ 3:30 pm
 - Airport Commission – Thursday, 12/17 @ 3:30 pm

Friday Message December 18, 2020

- The Library is continuing to have great success with providing drive-up services. Last week, staff served 110 customers. This week, they set a new record with 122 customers!
- The Library Commission met on Tuesday and discussed conceptual design on the upcoming mural project and the progress on the Library's Strategic Plan.
- The Historic Resource Review Commission met on Wednesday and approved the City's application for the demolition of a derelict structure located at 154 SE Mosher that the City has taken possession of through the lien/foreclosure process.
- The Airport Commission met on Thursday and recommended approval of the 2021-2026 Capital Improvement Plan for the Airport Fund and received general airport updates.
- Staff held two virtual meetings with incoming Councilors Sipos and Moothart this week. One was an orientation with all of the department heads and one was with the City Recorder, City Manager and City Attorney.
- The Douglas County Childcare Coalition met virtually on Thursday to narrow the group's focus on next steps in the continuing effort to support childcare providers during and after the pandemic.
- On Thursday, staff participated in a virtual meeting for the I-5 Bottleneck Study/Plan. The consultant is currently working on potential solutions. Staff expects ODOT and/or their consultant to make a presentation to Council in the first quarter of 2021.
- Last week, Dennis Randolph and the work crew spent seven hours cleaning up abandoned and active homeless camps around town. During that cleanup, approximately 2 tons of trash and debris were picked up. The next cleanup is scheduled for Tuesday, December 22.
- Earlier this afternoon, the LOC held a virtual meeting that included presentations from Business Oregon regarding available CBDG grants related to the COVID pandemic. One program provides rental assistance to low and mid-income families affected by COVID. After the meeting I reached out by email to UCAN, who has indicated they would be interested in partnering with the City on applying for funds. More to come.
- The City received two very nice notes from recipients of CRF grant funds this week. St. Vincent De Paul and the Roseburg Senior Center both sent their appreciation to Council for providing this funding.
- City Hall will be closed December 24 & 25 in observance of the Christmas Holiday.

***Staff would like to wish Council a very Happy and Safe Holiday.
Thank you for all that you do for our Community!***

Thursday Message December 31, 2020

- The big news this week is that Douglas County will be moving from the “extreme” risk category to the “high” risk category of the state’s COVID risk matrix on January 1. The high designation allows restaurants and gyms to open up indoor operations with capacity limitations. For further detailed information regarding County risk levels, you can go to: <https://coronavirus.oregon.gov/Pages/guidance.aspx>.

For City operations, not much will change, at least not for the next couple of weeks. We will continue to allow the public into the lobby of City Hall and the Public Safety Center, but limit access beyond the lobbies to employees only. Employees will continue to work the alternating shifts they are currently working, with about half City Hall employees working remotely at any given time. Maintenance crews will continue on their existing schedules, which puts them into smaller cohorts starting at different times in the morning. We will re-evaluate in two weeks and adjust accordingly. We are hopeful that we will not return to the extreme category.

- We received word from OHA last week that Fire Fighters and Police are eligible to receive the COVID vaccine in the first group of 1A, which is good news. We are waiting for details on when it will become available.
- Amy and I met with Doug and Dori John at Roseburg Disposal yesterday. The County is making some changes to their franchise agreements with solid waste haulers, and it was interesting to learn how that may impact their operations. We know that Roseburg Disposal will be requesting a rate increase to cover increased fees. This will be presented to the Council in the near future as required under their licensing agreement with the City.
- Staff has been working on the annual report and intend to provide it to the Mayor early next week in preparation for his State of the City Address at the January 11, 2021 City Council Meeting.
- I will be out of the office the afternoon of December 30 and returning January 4. Amy and John will be available should you need anything.
- Meetings next week: Parks & Recreation Commission on Wednesday, January 6, 2021 at 8:15 a.m.
- City Offices will be closed Friday, January 1, 2021 in observance of the New Year’s Day holiday.

