

# ROSEBURG CITY COUNCIL AGENDA – MARCH 8, 2021



## Electronic Meeting

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

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, March 8, 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. Problem Gambling Awareness Month Proclamation
  - B. City Manager Compensation and Contract Amendment
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – Email Submittals/See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of February 22, 2021 Meeting
8. **Resolutions**
  - A. Resolution No. 2021-06 – Declaring Certain Real Property as Surplus
9. **Ordinances**
  - A. Ordinance No. 3551 – Amending RMC Chapter 6.04 Keeping of Farm Animals, Second Reading
  - B. Ordinance No. 3552 – Amending RMC Chapter 9.02 – General Business Registration Requirements, Second Reading
  - C. Ordinance No. 3553 – Amending RMC Title 2 –Governmental Provisions – Second Reading
10. **Department Items**
  - A. Airport Parking Lot Improvements Bid Award Recommendation – 20PW22
  - B. Housing Needs Analysis Update
  - C. Public Education and Government (PEG) Channel Update
11. **Items from Mayor, City Council and City Manager**
12. **Adjourn**
13. **Executive Session ORS 192.660(2)(s) – IAFF Labor Negotiations**

## 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, March 8, 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 on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>***

***The full agenda packet is available on the City's website at: <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>.***



# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### PROBLEM GAMBLING AWARENESS MONTH

**WHEREAS:** Problem gambling is a public health concern, potentially impacting more than 264,000 Oregonians of all ages and backgrounds in all communities, and has significant personal, social, health and financial repercussions; and

**WHEREAS:** Problem gambling is estimated to cost Oregonians more than \$500 million dollars every year in higher rates of bankruptcy, loss of relationships, criminal activity, loss of productivity in the workforce, and other mental health addiction problems; and

**WHEREAS:** Thousands of Oregonians have successfully sought treatment, are in recovery, and have benefited from the expertise of professionals in the treatment field who are dedicated to helping people recover from problem gambling; and

**WHEREAS:** Oregon is dedicated to reducing the negative effects of gambling for all Oregonians through balanced policies and effective systems of problem gambling services, such as targeted prevention programs and treatment services; and

**WHEREAS:** Adapt's Problem Gambling Prevention and Treatment programs invite all residents of Roseburg, Oregon to participate in Problem Gambling Awareness Month;

**NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim**  
the month of March 2021 as

### PROBLEM GAMBLING AWARENESS MONTH

in Roseburg and encourage citizens to participate in this observance.

**DATED** this 8th Day of March 2021.

  
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**THE HONORABLE MAYOR LARRY RICH**



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER COMPENSATION

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**Meeting Date:** March 8, 2021

**Department:** Administration

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

**Agenda Section:** Mayor Reports

**Staff Contact:** John VanWinkle

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

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### ISSUE STATEMENT AND SUMMARY

The City Manager is under contract for services with the City. Council reviews the City Manager's performance and compensation level on an annual basis, unless otherwise decided. Issue for Council is whether to adjust the City Manager's salary.

### BACKGROUND

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

Council's annual evaluation process with the City Manager concluded at the February 22, 2021 meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the City Manager's salary.

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

For comparison purposes, other non-represented employees received a 3% cost of living adjustment effective July 1, 2020. Council may also choose to grant a merit increase in addition to any cost of living adjustment.

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

The City Manager's current salary is \$12,917 per month and has not been adjusted since her September 1, 2019 hire date. As an example, a 3% adjustment would increase the City Manager's salary to \$13,305 per month, effective back to her September 1, 2020 anniversary date.

#### **D. Timing Considerations.**

In order to make timely adjustments to the City Manager's salary, this is the appropriate time to adopt any changes.

In addition, Council elected to revise the City Manager evaluation process at the February 8, 2021 Council meeting. Now would be the appropriate time to amend the City Manager's contract to reflect those changes.

### COUNCIL OPTIONS

Council may choose to:

1. Adjust compensation for the City Manager and revise the City Manager's contract to reflect changes in the evaluation process.
2. Make no changes to the compensation package or evaluation process for the City Manager.
3. Request additional information before making a determination regarding the City Manager's compensation and evaluation process.

**STAFF RECOMMENDATION**

As this is a direct contractual arrangement between Council and the City Manager, Staff makes no specific recommendation.



**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
February 22, 2021**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 22, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Moothart led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Finance Director Ron Harker, Police Chief Gary Klopfenstein, Management Assistant Koree Tate and Scott Carroll with the News Review.

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 and the City's Facebook page. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

**RED CROSS MONTH PROCLAMATION**

Mayor Rich proclaimed March 2021 as Red Cross Month and encouraged citizens to participate in the observance. Carisa Hettich, American Red Cross Executive Director for Southwest Oregon Chapter, thanked Mayor Rich and Council. She appreciated continued local support and Assistant Fire Chief Merrill Gonterman for serving as a Board Member and organizing blood drives. Ms. Hettich discussed how the American Red Cross provided assistance with lodging, meals and more for those affected by the summer wildfires. They handled 40% of the blood supply and because of the COVID-19 pandemic; they test each donation for antibodies that could be used to administer to people hospitalized from the virus. Due to the recent ice storm in northern and western Oregon, many scheduled blood drives were cancelled. With new current blood drives, they would be able to backfill other areas in need. Ms. Hettich again thanked the Mayor and Council for their ongoing support in Roseburg.

**COMMISSION AND WARD REPORTS**

Councilor Cole had a MedCom Board meeting on February 18, 2021 to review financial reports, and provide reports from Douglas County Fire District #2, Roseburg Fire Department and Umpqua Valley Ambulance. They discussed the COVID-19 vaccination process and expressed concern regarding severe weather that had postponed shipments. The Board decided to meet monthly through the budget process and then return to quarterly meetings.

Councilor Cox had an Airport Commission Meeting on February 18, 2021 and received an update from the FAA regarding a problem with the nighttime landing approach and how it could take one to two years to finalize a solution. The Commission approved an Airport Parking Lot Improvements bid award and recommended it proceed to City Council, and Ms. Messenger shared the City was a recipient of a \$23,000 FAA CARES fund grant.

03/08/2021

Councilor Zielinski had a Library Commission meeting on February 16, 2021 to review monthly statistics, programs, renovations and received a presentation regarding the 2021-2025 Roseburg Public Library Strategic Plan.

Mayor Rich had a Homeless Commission meeting on February 22, 2021 to discuss a low barrier shelter. Rogue Retreat expressed interest to conduct an unhoused assessment for Roseburg and provide feedback on necessary steps to proceed with the Commission's shelter goals.

#### AUDIENCE PARTICIPATION – EMAILED COMMENTS PRIOR TO THE MEETING

Mayor Rich announced three comments were received electronically prior to the meeting for a specific agenda item which would be discussed during that section of the meeting.

#### CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda Items:

- a. Minutes of February 8, 2021 Council Meeting
- b. Authorization for the City Manager to sign Intergovernmental Agreements for Surface Transportation Block Grant (STBG) Funds

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

#### RESOLUTION NO. 2021-05 – BUDGET APPROPRIATION TRANSFER

Mr. Harker reported when the City Council adopted the supplemental budget and the appropriation transfer to account for the use of the CARES funds, the City's response to mitigate the COVID-19 pandemic was developing and the actual need by classification was still emerging. He noted this was a unique grant from the State that did not have a budget or clear guidance. All of the funds had been drawn down, expended and the final budget revisions were required to accurately reflect how they were utilized. As a point of interest, the City's COVID related expenses during the grant period were:

Medical and Protective Supplies.....	\$37,152
Disinfecting Public Areas and Other Facilities .....	\$14,122
Public Safety Measures.....	\$57,205
Paid Sick and Family and Medical Leave .....	\$147,361
Economic Supports to the Community .....	\$495,259

Actual COVID related expenses exceeded the City's CARES funding by \$51,100. The excess COVID related expenses would be accommodated through the General Fund as part of each impacted department's regular budgets. In order to accurately reflect the utilization of the CARES funding, the following adjustments were proposed:

#### *General Fund (100)*

Revenues

Intergovernmental ..... \$70,498

Appropriations

## CONSENT AGENDA A

03/08/2021

Administration Department.....	\$(8,161)
Parks Department .....	\$(1,766)
Police Department.....	\$11,299
Fire Department .....	<u>\$69,126</u>
Total Appropriations .....	\$70,498

(Changes in revenues and appropriations are offsetting, thereby maintaining a balanced budget)

### *Grant Fund (220)*

#### Revenues

State Grants .....	\$(70,498)
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#### Appropriations

Materials and Services.....	\$(57,887)
Capital Outlay.....	\$(12,611)
Total Appropriations .....	\$(70,498)

(Changes in revenues and appropriations are offsetting, thereby maintaining a balanced budget)

Mr. Harker said it was proposed to re-allocate \$70,498 of the CARES funding from the Grant Fund to the General Fund, to be allocated to the Police and Fire Departments. Additional re-allocation of \$9,927 from the General Fund's Administration and Parks Departments to the Police and Fire Departments was required to cover their portion of the COVID related expenses. In response to Councilor Eggers, Mr. Harker confirmed this process was to move funds to help offset unanticipated costs in certain departments.

Councilor Cotterell moved to adopt Resolution No. 2021-05, entitled, "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2020-21." The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2021-05 as adopted.

### ORDINANCE NO. 3551 – AMENDING RMC CHAPTER 6.04, KEEPING FARM ANIMALS, FIRST READING

Mr. Klopfenstein stated that with most City code violations, code enforcement regarding livestock was complaint driven. Staff received complaints from neighbors of residents who had livestock permits. One was a complaint of unsanitary conditions due to a large number of chickens and ducks residing in a small backyard of a duplex, and another was a complaint of chickens roaming free-range. During this investigation, Staff found that the current code regarding livestock was extremely broad, with no restrictions on the number of livestock a permittee could have on their property. Staff reviewed code related to livestock of over 20 Oregon cities. To put Roseburg more in line with other Oregon cities, provide clarity for those seeking a livestock permit, and to decrease livestock-related complaints, Staff made a number of proposed amendments to Chapter 6.04.

The main proposed amendments included:

- Prohibiting roosters
- Prohibiting livestock over 50 pounds on real property less than two acres



- Restricting the number of poultry allowed to five for most properties
- Restricting the number of bee hives allowed on real property
- Defining space required for different livestock
- Specifying required livestock enclosures
- Language clarifying permit issuance requirements and processes
- Language clarifying permit revocation processes

Councilor Cole wanted to know if the ordinance change would affect those with current livestock permits. Mr. Klopfenstein explained current permit holders needed to have sanitary areas to avoid pest issues, smell, noise, etc. He did not foresee the changes to the ordinance to have much effect on current permit holders. Ms. Messenger asked what the expected timeline would be for a complaint of too many chickens. Mr. Klopfenstein said he preferred the reasonable approach and allowed thirty days to avoid a hardship. If there were an extreme situation with rats or other rodents causing problems, he would likely decrease the timeline to ten days.

In response to Mayor Rich, Mr. Klopfenstein explained a short-term permit was from a request to allow goats at a cemetery off Douglas Avenue for a weekend to take care of the overgrown landscape. The owner of the goats would have electric fencing to keep the goats in a good parameter while being used for a short-term purpose. Councilor Sipos said she was familiar with that type of process to use goats to eat tall grass and weeds in preparation of fire season. She thought it was a win-win situation and good idea.

Mayor Rich read aloud email comments received prior to the meeting:

Julie Hammond, 838 SE Blakely Avenue, did not agree with the proposed ordinance changes and asked Council to leave the ordinance alone or eliminate it completely. She said local governments should not create policy that prevented citizens from feeding themselves.

Donna Fellows stated she did not agree with the proposed changes to the livestock policy and asked to leave the ordinance along or have it eliminated. Local government should not create a policy that prevented citizens from feeding themselves.

Ashley Hicks, 730 SE Flint Street, did not think two verbal complaints were enough to create the need for an ordinance change. She was a victim from an at-large canine that killed two ducks and injured two hens. During this unprecedented time in history and active state of emergency, Ms. Hicks did not agree with taking away food from seniors and families and felt it was not the appropriate time to increase risk for the need of signatures to fulfill a livestock permit process. Roseburg was the largest city in Douglas County and all was classified as rural. It was her opinion that the local government should reduce the red tape and lessen oversight on citizens.

Councilor Zielinski noted unsanitary conditions could bring in rodents, possums, raccoons and other critters. Councilor Moothart shared her experience growing up with farm animals and confirmed rodents were very attracted to their food, hay and bedding. She had seen when situations had gotten out of hand and had mixed emotions about the topic, but stated how it was needed for citizens to take care of the hygiene and health of the animals. Councilor Sipos questioned if someone raising livestock for food could have it slaughtered on their property.

03/08/2021

Mr. Klopfenstein confirmed swine was not allowed currently or with the new ordinance, but others could be slaughtered if done properly without creating problems for surrounding neighbors. In response to Councilor Cotterell, Mr. Klopfenstein explained hunters would still be able to bring home their tagged deer or elk to do their normal routine of skinning and meat preparation. Mayor Rich questioned if chickens should be properly caged or housed. Mr. Klopfenstein noted there needed to be adequate space with a standalone chicken run or some type of configuration to separate them from other areas.

Council agreed to have the City Recorder proceed with a first reading. Ms. Sowa read Ordinance No. 3551, entitled, "An Ordinance Amending Certain Sections of Chapter 6.04 of the Roseburg Municipal Code," for the first time.

ORDINANCE NO. 3552 – AMENDING TITLE 9, BUSINESS PERMITS, LICENSES, TAXES AND REGULATIONS, FIRST READING

Ms. Sowa explained there were suggested changes for RMC Section 9.02.030. The application for a registration certificate outlined the information required on the business registration application. Staff proposed adding email addresses as a requirement in addition to the applicant or business owner's name and mailing address. Current code requirements included any known consumer complaints filed against the owner or business, but was not something the City used to base the decision to deny or revoke a license. Complaints were taken by the City Recorder's office and handled appropriately based on the complaint. Staff proposed removing that requirement from the code.

Ms. Sowa reported that another current code requirement was for the owner/applicant to provide the zoning designation of the business location. Standard practice for many years had been for Community Development Staff to determine the zoning. That information was not listed on current application forms and Staff proposed removing that requirement from the code.

RMC Section 9.12.070, OLCC Standards and criteria, Subsection (D) referred to Package Stores. That was a term not used by OLCC or the City, and the correct term was "Off-Premises License". Staff proposed renaming that subsection with the correct term.

Ms. Sowa discussed RMC Section 9.100.020, Denial: The changes to the background check requirements approved by Council in 2019 were in part to match those of the newly adopted requirements for Vehicle for Hire drivers, and reduce the time limit on felonies from 'ever' to 'the past seven (7) years'. One section in the background check requirements that was important to Council for vehicle for hire drivers was the provision that any person on the sex offender list or felonies involving physical harm could not be approved as a driver. Staff did not propose to change that language for Vehicle for Hire drivers. When the changes were made to the Vehicle for Hire driver section, the same language was also added to the general business license/permits subsection. RMC 9.100.020 outlined when the Recorder may deny an application for any business registration. In that section it stated, "Any person who was on a sex offender registry, or any person that had a record of felony conviction within the previous seven years may not receive a registration, certificate, license or permit." With the current code language, there was no opportunity for the applicant to appeal the denial to the City Manager and the City Manager had no authority to look at those situations on a case-by-case basis to make a final determination. Staff proposed an amendment to the language to retain guidance

for the City Recorder to deny an application, while providing the opportunity for the appeal process.

Ms. Sowa continued with RMC Section 9.100.040, Summary Suspension: Subsection (A) of this Section stated, "Upon the determination that the conduct of a registered business owner, licensee or permittee created an imminent threat to life or property, the City Recorder may summarily suspend the registration certificate, license or permit." The word "imminent" restricted situations where the business may be a threat to life or property, but not in that moment. Staff proposed removing the word "imminent" to provide more flexibility in determining when a business posed a threat to life or property.

Councilor Sipos noted under the denial section, the first part was clear, but wanted to know if the second paragraph should be more specific to clarify taxi and Uber drivers specifically could not obtain a permit if on the sex offender registry. She did not think a driver handling goods needed to be treated the same. Ms. Sowa confirmed there was a separate code section that was specific for the vehicle for hire and taxi services with a defined explanation. Council agreed for the City Recorder to proceed with a first reading of the ordinance. Ms. Sowa read Ordinance No. 3552, entitled, "An Ordinance Amending Title 9 – Business Permits, Licenses, Taxes and Regulations, of the Roseburg Municipal Code," for the first time.

#### ORDINANCE NO. 3553 – AMENDING TITLE 2 – GOVERNMENTAL PROVISIONS OF THE ROSEBURG MUNICIPAL CODE, FIRST READING

Ms. Sowa explained that over the past few years, two new commissions had been established and added to Title 2 of the Roseburg Municipal Code. Although language had remained fairly consistent in the code sections as those commissions were added, the language regarding the position of Chair was not always clear. The language included in the Library Commission section provided the most clarity; therefore, Staff proposed amending language throughout all of the commission code sections regarding appointment of the Chair to match the Library Commission, with the addition of the Mayor having the option to serve as Chair. Exceptions include the Budget Committee and Planning Commission, which have a separate process for election of the Chair. In response to Councilor Cole, Ms. Sowa explained the MedCom Board was not a City Commission and did not need to comply with the Municipal Code changes.

Ms. Sowa discussed RMC Chapter 2.32 - general commission provisions. In the description of commission organization, it stated that unless otherwise stated in the Code regarding a specific commission, commissions shall meet at least once each month. Two of the commissions, the Airport Commission and Economic Development Commission, had a different, less frequent meeting schedule. The meeting schedule for those commissions should be reflected in the code section related to each of those commissions. Staff also proposed amended language to subsection 2.34.110(C) of the Council Rules and Procedures to reflect the change requested by the Council during their January 25, 2021 meeting pertaining to review of the Rules to be every other year post new elections.

Council agreed to have the City Recorder proceed with a first reading of the ordinance. Ms. Sowa read Ordinance No. 3553, entitled, "An Ordinance Amending Title 2 – Governmental Provisions, of the Roseburg Municipal Code," for the first time.

EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

Ms. Messenger stated the State of Oregon had extended the State of Emergency numerous times as the COVID-19 pandemic continued to pose a threat to the health and safety of Oregonians. The most current declaration was scheduled to expire March 3, 2021, and it was likely the Governor would extend the current declaration another 60 days. As this threat also existed in the City of Roseburg, and executive orders were still in place that affected our citizens, an extension of the citywide declaration of emergency was reasonable. Council may choose to extend the declaration longer than 60 days, retaining the option to terminate or extend if needed. The draft Order extended the declaration through August 31, 2021.

Ms. Messenger explained the extension did not impact separate guidance to citizens beyond OHA and Governor guidance, nor did it impact businesses or gyms. Ms. Messenger reported the number of COVID cases in the last two weeks had been poor and expected the Governor to move Douglas County back to the extreme level. She wanted Council aware of how they were handling complaints moving forward. Mr. Klopfenstein stated as things evolved, the Police Department routed COVID related complaints or concerns back to the citizen to report directly to the state agency personally and did not see that process changing. Councilor Cotterell clarified that the emergency clause allowed the City Manager to spend more money if opportunities arose without seeking prior approval from Council; the City Manager would then report back to Council how funds were spent. The declaration had nothing to do with restrictions for the general public and he liked the idea of extending the expiration to August 2021. Mayor Rich agreed it made more sense to have a longer extension and know it could be cancelled earlier if needed.

Councilor Moothart moved to adopt Order No. 2021-01, Extending the Declaration of Emergency in the City of Roseburg. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Eggers shared St. Vincent DePaul was closer to receiving their shower trailer, were putting volunteers together to run it and would be able to provide laundry services.

Ms. Messenger stated the equipment used to operate and broadcast the PEG Channel on Charter Cable Channel 191 was currently inoperable and Staff was working to obtain an estimated cost to have it replaced. The cost associated with the equipment would be presented to Council at a later time; it could be upwards of \$20,000 or more.

ADJOURNMENT

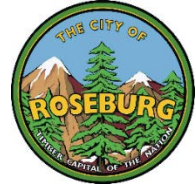
Mayor Rich adjourned the meeting at 7:59 p.m.



Koree Tate  
Management Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION DECLARING CERTAIN REAL PROPERTY AS SURPLUS

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**Meeting Date:** March 8, 2021

**Department:** Administration

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

**Agenda Section:** Resolutions

**Staff Contact:** Amy L. Sowa

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

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#### ISSUE STATEMENT AND SUMMARY

Council will consider whether or not to declare two properties owned by the City as surplus.

#### BACKGROUND

**A. Council Action History.**

None

**B. Analysis.**

Two properties, 1054 NE Cedar and 154 SE Mosher Avenue, were registered as Derelict by the City in 2018. Over the next year and a half, the property owners failed to abate the nuisance, bring the properties into compliance and pay the fines. Roseburg Municipal Code Section 4.04.190 gives the City authority to foreclose on real property on which city liens have been filed if the property owner remains delinquent on the total assessment.

On January 30, 2020, the City conducted a public auction on the two properties. No one from the public bid on either property, so the City chose to purchase both properties. State statute requires a one-year redemption period following sale of the property to provide the owner or legal representative of the owner an opportunity to pay final assessments and redeem ownership of the property. The one-year redemption period ended January 30, 2021, and the properties were deeded to the City on February 3, 2021. The building on 154 SE Mosher Avenue was deemed dangerous and was demolished by the City, leaving it as a vacant lot.

Several people have expressed interest in purchasing one or both of the properties. Before going through the process of selling the properties, the City must determine the properties are not needed for public use or that the public interest may be furthered by disposal of such property. Staff from all City departments have confirmed that the properties are not needed for public use.

The following real market values for the properties are listed on the Douglas County Assessor's webpage:

- 1054 NE Cedar Street: \$99,178
- 154 SE Mosher Avenue (vacant lot only): \$37,500

Council is asked to determine whether or not to declare the properties as surplus through adoption of the attached resolution.

Council is also asked to provide direction to Staff on the following:

- Value of the Properties: Use the values listed on the County Assessor's page (above); get a formal appraisal; or determine market value of the property through other evidence, such as consulting with a realtor.
- Procedure for Sale: Direct the City Manager to list the properties with a licensed realtor; or direct the City Manager to privately solicit proposals.

Once a proposal is received, a public hearing will be scheduled for the potential sale.

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

Declaring the properties as surplus will allow the City to move forward with the process of selling the properties to recoup the costs of abatement, the foreclosure process and demolition. Those costs are as follows:

- 1054 NE Cedar Street: **\$11,499.42**
  - ✓ Purchase Price including liens, delinquent building fees, recording, attorney fees, etc.: \$5906.79
  - ✓ 2018-2020 Property Taxes: \$5,592.63
- 154 SE Mosher Avenue: **\$34,450.74**
  - ✓ Purchase Price including liens, delinquent building fees, attorney fees, recording, etc.: \$6,189.63
  - ✓ 2017-2020 Property Taxes: \$5,454.11
  - ✓ Asbestos & Radon Testing: \$595.00
  - ✓ Demolition Costs: \$22,212.00

#### **D. Timing Considerations.**

Starting the process to sell the properties now would be appropriate as there is currently interest in these properties.

#### **COUNCIL OPTIONS**

Council has the option to:

- Adopt the attached resolution declaring the two properties as surplus; or
- Request additional information; or
- Do nothing

#### **STAFF RECOMMENDATION**

Staff recommends Council adopt the resolution declaring the two properties as surplus.

**SUGGESTED MOTIONS**

***"I move to Adopt Resolution No. 2021-06, Declaring Certain City of Roseburg Real Property as Surplus."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2021-06

**RESOLUTION NO. 2021-06**

**A RESOLUTION DECLARING CERTAIN CITY OF ROSEBURG  
REAL PROPERTY AS SURPLUS.**

**WHEREAS**, Roseburg Municipal Code Section 3.20.010 provides that certain real property owned by the City of Roseburg may be disposed of under certain conditions and through a public process.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG** that the following properties, not needed for public use and the public interest may be furthered by disposal of such real property, be declared surplus and that the provisions of Roseburg Municipal Code Section 3.20.020 be followed for the disposition of said properties:

**Section 1.** The North half of Lot 4, and all of Lots 5 and 6, Black 2, RIVERSIDE ADDITION to Roseburg, Douglas County, Oregon. (1054 NE Cedar Street).

**Section 2.** Beginning at a point 80 feet Westerly from the corner of Mosher and Ford Streets and on the north boundary of Mosher Street; thence Northerly, parallel with Ford Street, 186 feet 10 inches; thence Westerly parallel with Mosher Street, 50 feet; thence Southerly, parallel with Ford Street, 186 feet, more or less, to Mosher Street; thence Easterly along the northerly boundary of Mosher Street, 50 feet to the place of beginning, all in Douglas County, Oregon. Also known as T27S, R6W, Sec. 24AC, TL 1000. (154 SE Mosher Avenue)

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 8<sup>TH</sup> DAY OF MARCH, 2021**

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**Amy L. Sowa, City Recorder**



**ORDINANCE NO. 3551**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 6.04 OF THE  
ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Chapter 6.04 of the Roseburg Municipal Code, "Keeping Farm Animals," is very broad, presenting potential issues; and

**WHEREAS**, The proposed amendments will bring Roseburg Municipal Code more in line with other Oregon Cities, provide clarity for those seeking a livestock permit, and decrease livestock-related complaints.

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

**SECTION 1.** Section 6.04.005, "Definitions" is hereby amended as follows:

6.04.005 - Definitions.

- A. "Livestock" as defined in ORS 609.125 includes, but is not limited to, a horse, mule, jackass, cattle, sheep, goat, chicken, goose or other poultry as defined in ORS 603.038, llama, ostrich, rabbit, bees or other domestic animal, excluding swine and roosters, but including fur-bearing animals bred and maintained commercially or otherwise.

**SECTION 2.** Section 6.04.010, "Swine Prohibited" is hereby amended as follows:

6.04.010 - Specific livestock prohibited.

- 1.) No person shall cause or allow the keeping of swine on real property.
- 2.) No person shall cause or allow the keeping of roosters on real property.
- 3.) No person shall cause or allow the keeping of livestock over 50 pounds on real property that is less than two acres.

**SECTION 3.** Section 6.04.020, "Permit required" is hereby amended as follows:

6.04.020 - Permit Requirements.

- 1.) No person shall cause or allow the keeping of any livestock on real property without a current, valid livestock permit.
- 2.) Permit requests for short term (not more than two weeks) use of livestock on real property will be individually evaluated by the Police Chief.
- 3.) No person shall have more than five (5) poultry on real property.
  - a.) Exception: one (1) additional poultry may be allowed for each additional acre over two (2) acres, not to exceed twenty (20) total poultry.
- 4.) No person shall have more than six (6) rabbits on real property.
  - a.) Exception: one (1) additional rabbit may be allowed for each additional acre over two (2) acres, not to exceed twenty (20) total.

- 5.) No person shall have more than three (3) bee hives on real property.
- a.) Exception; a beekeeper who picks up a swarm of bees may hold them for a period of not more than two (2) weeks.
  - b.) Colonies shall be maintained in small movable frame hives.
  - c.) Adequate space shall be maintained in the hives to prevent overcrowding and swarming.
  - d.) Colonies shall be requeened with a young hybrid queen annually, or as often as necessary to prevent any swarming or aggressive behavior.
  - e.) Hives shall not be located within twenty-five (25) feet of any property line.
- 6.) Horses shall have a fenced corral or pasture, or a combination of the two, with a usable area of at least 10,000 square feet for one horse, 20,000 square feet for two horses, and 5,000 square feet for each additional horse.
- 7.) Cows, mules, jackasses, goats, and sheep shall have a fenced corral or pasture, or a combination of the two, with a usable area of at least 10,000 square feet per animal.
- 8.) Unless authorized by the Police Chief, enclosures for livestock, to include barns, animal runs, and poultry pens, shall be located on the rear half of the property not closer than twenty-five (25) feet from any dwelling off of the permittee's property.
- 9.) Livestock, to include poultry, shall be properly caged or housed, and proper sanitation shall be maintained at all times. All animal or poultry food shall be stored in metal or other rodent-proof containers.
- 10.) Fences used for enclosing livestock shall be kept in good repair and be at least four feet in height.

**SECTION 4.** Section 6.04.040, "Permit – Issuance" is hereby amended as follows:

**6.04.040 - Permit – Issuance.**

The Police Chief shall issue a permit for keeping livestock upon application on a form prescribed by the City and payment of the permit fee as set by Council resolution; if:

- A. The requested livestock would not impact the quality of life that is expected in populated urban areas; i.e., unsafe livestock for the area, aggressive animals, excessive noise, obnoxious smell, rodent infestation, flies, etc.
- B. The premises where the livestock will be kept are sanitary and adequately enclosed from other persons' property.
- C. The premises' property boundaries lie not less than two hundred feet from any dwelling, or the applicant obtains signatures from owners or residents of all occupied dwellings within 200' of their property boundaries.
- D. As a condition of the issuance of a permit, the premises shall remain open for inspection at reasonable times by the Police Chief or their designee for compliance with this Chapter.

The Police Chief may grant permits for short term livestock use without the requirement of subsection C, and with exceptions to 6.04.020 (3-10).

**SECTION 5.** Section 6.04.050, "Permit – Revocation" is hereby amended as follows:

6.04.050 - Permit – Revocation.

A livestock permit shall be revoked if the Police Chief finds that the premises are no longer sanitary or adequately enclosed, or reasonably open to inspection, or that fifty percent or more of the owners or residents of abutting property (adjoining with a common boundary line as defined in Municipal Code 12.02.090) now object in writing to the permittee's keeping of livestock, or that the livestock presents an unreasonable risk of danger to other persons or property, or that the livestock adversely affects the quality of life that is expected in populated urban areas. Any permittee whose permit is revoked shall have ten days to relocate or otherwise dispose of the livestock, unless the Police Chief finds that the livestock pose an unreasonable threat to the health or safety of the public, in which case any revocation shall be effective immediately.

**SECTION 6.** "All other sections and subsections of Chapter 6.04 of the Roseburg Municipal Code shall remain in full force and effect as written."

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 8TH DAY OF MARCH, 2021.**

**APPROVED BY THE MAYOR THIS 8TH DAY OF MARCH, 2021.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**AMY L. SOWA, CITY RECORDER**

**ORDINANCE NO. 3552****AN ORDINANCE AMENDING TITLE 9 – BUSINESS PERMITS, LICENSES, TAXES  
AND REGULATIONS, OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, RMC Section 9.02.030 – Application for registration certificate, outlines information required on the business registration application which is out of date in relation to current practices; and

**WHEREAS**, RMC Section 9.12.070 – OLCC Standards and criteria, includes terminology that is outdated and irrelevant; and

**WHEREAS**, RMC Section 9.100.020 – Denial, includes language prohibiting applicants with certain prior offenses from receiving a business registration, certificate, license or permit without the possibility of an appeal to the City Manager; and

**WHEREAS**, RMC Section 9.100.040 – Summary suspension, includes the word “imminent,” which restricts the City from taking action in situations where a business may be a threat to life or property, but not at that moment.

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

**SECTION 1.** Roseburg Municipal Code Section 9.02.030 – Application for registration certificate, is hereby amended to read as follows:

**9.02.030 - Application for registration certificate.**

Applications for a business registration certificate shall be submitted to the City Recorder and shall provide the following information:

A. The true name, date and place of birth, driver's license number and permanent address of the business owner, and a physical and email address which the City may use for purposes of notice to the business;

B. For corporate ownership:

1. The true name and address of the president or chief executive officer of the corporation;

2. The address and telephone number of the registered office of the corporation, and

3. The name, address, phone number and email address of the registered local agent of the corporation. If the applicant is acting as the agent of a foreign corporation, additional information including the place and date of incorporation, home office, right to do business within the state, firm or organization's officers and/or its duly authorized local agent may be required;

C. The name under which the business will be operated and a description of the business to be conducted;



D. A description of the goods, wares, merchandise or services the business will offer for sale;

E. The location from which the business will be operated;

F. The length of time (temporary or ongoing) the business will be conducted and the hours and days of the week during which the business will be operated;

G. The past business experience of the owner and applicant, including any prior denial, suspension or revocation of a business license issued to, or applied for by, the owner or applicant;

H. The owner's or applicant's history of any conviction within the past seven (7) years of any felony or of any misdemeanor that relates to fraud or theft or any law or statute where the elements of such law or statute reasonably relate to the business activity to be conducted.

I. Verification of compliance with all relevant federal and state bonding and licensing requirements;

J. Any other information which the City Recorder may reasonably feel is necessary to accomplish the purposes of this Chapter.

Before awarding a business license, permit or registration, the City will confirm appropriate zoning.

**SECTION 2.** Roseburg Municipal Code Section 9.12.070 – Standards and criteria, is hereby amended to read as follows:

9.12.070 - Standards and criteria.

A. General Criteria. The criteria used by the City for recommending the denial, issuance, maintenance and/or renewal of OLCC licenses shall be current state statutes and regulations, the criteria in this Chapter and the general ordinances of the City.

B. The Council may also refuse to recommend approval if it determines that public opinion weighs against the issuance of a license. Such public opinion will be evaluated in light of the reasons expressed and the extent to which the persons expressing it are likely to be affected by the issuance of the license. Greater weight will be given to opinions of persons residing, working or owning businesses within a one-mile radius of the proposed premises. The number of persons expressing support or opposition will not, in and of itself, be controlling.

C. A finding that one or more of the criteria in this Section is not met shall be grounds for a Council recommendation of denial unless the applicant can demonstrate that good cause exists for the Council to find to the contrary.

D. Off-Premises License. In addition to the criteria in the above Subsections A and B, the following special standards and criteria shall apply to applications for off-premises liquor licenses within the City:

1. A history of sale of alcoholic liquor to any person who is visibly intoxicated as shown by police reports and/or testimony of persons residing, working or owning a business in the neighborhood; or
2. An unreasonable number of detoxification holds by the City Police Department from the area around the store premises

**SECTION 3.** Roseburg Municipal Code Section 9.100.020 – Denial, is hereby amended to read as follows:

**9.100.020 - Denial.**

In addition to any other criteria established in this Chapter or otherwise reasonably deemed necessary to accomplish the purpose of this Chapter, the City Recorder may deny any application for a registration certificate, license or permit if:

- A. The applicant includes any false or misleading information in the application or if any requested information is omitted from the application;
- B. The applicant is unable to provide proof of compliance with all relevant federal, state and local bonding and licensing requirements upon request;
- C. The applicant or owner has previously owned or operated a business regulated by this Chapter and the business has been found to constitute a public nuisance and abatement has been ordered;
- D. The applicant or owner has been convicted within the past seven (7) years of any felony or of any misdemeanor relating to fraud or theft or any law or statute where the elements of such law or statute reasonably relate to the business activity to be conducted, unless the applicant demonstrates that the offense has no bearing on the applicant's fitness to undertake the licensed activity without endangering property or public health, safety or welfare.
- E. The applicant is on a sex offender registry, or has a record of a felony conviction within the previous seven years, or a record of a conviction of any of the following: crimes involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person, or a misdemeanor that relates to the manufacture or delivery of a CFR Schedule I or Schedule II controlled substance.
- F. The operation as proposed by the applicant would not comply with all applicable requirements of the City including but not limited to the Roseburg Municipal Code, including Title 12; or
- G. The applicant or owner has violated any applicable federal, state or local licensing or bonding requirements.

**9.100.040 - Summary suspension.**

- A. Upon the determination that the conduct of a registered business owner, licensee or permittee creates a threat to life or property, the City Recorder may summarily suspend the registration certificate, license or permit. If the activities of the registered

03/08/2021

business owner, licensee or permittee cause any property to be or remain in the public way, the City Recorder may cause the property of the registered business owner, licensee or permittee to be removed from the public way and assess the costs of such removal to the registered business owner, licensee or permittee.

B. The suspension takes effect immediately upon notice of suspension being received by the holder of the certificate, license or permit, or being delivered to the business address as stated on the certificate, license or permit being suspended. Such notice shall state the reason for the suspension.

C. The City may continue the suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 9.100.050.

D. A summary suspension under this Section may be appealed by the registered business owner, licensee or permittee in the manner set forth in Section 9.100.050.

**SECTION 9.** All other sections and subsections of Title 9 of the Roseburg Municipal Code shall remain in full force and effect as written.”

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 8TH DAY OF MARCH, 2021.**

**APPROVED BY THE MAYOR THIS 8TH DAY OF MARCH, 2021.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**AMY L. SOWA, CITY RECORDER**

**ORDINANCE NO. 3553****AN ORDINANCE AMENDING TITLE 2 – GOVERNMENTAL PROVISIONS, OF THE  
ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Language in Roseburg Municipal Code (RMC) sections regarding appointment of the Chair to City commissions should be clear and consistent throughout the Code; and

**WHEREAS**, The Airport Commission and the Economic Development Commission meet on a different schedule than the standard as outlined in Section 2.32.020, and code language should reflect their current schedule; and

**WHEREAS**, Council directed Staff to amend Subsection 2.34.110(C) to state the City Council Rules and Procedures will be reviewed every two years, following the appointment of newly elected councilors.

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

**SECTION 1.** Roseburg Municipal Code Chapter 2.14, Airport Commission, Section 2.14.040, Organization of Commission, is hereby amended to read as follows:

**2.14.040 – Organization of Commission.**

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. The Fixed Based Operator of the Airport shall serve as an ex-officio, non-voting member of the Commission. The remaining members shall have a demonstrated interest and knowledge of the aviation industry. A majority of the membership (four) shall be licensed pilots. A majority of the members (four) shall also be residents of the City.

Meetings. The Airport Commission shall meet once during each even month starting in February of each year, unless their meetings are formally cancelled, and also shall meet on the call of the Mayor, the Chair of the Commission, or upon call by a majority of the members.

**SECTION 2.** Roseburg Municipal Code Chapter 2.18, Economic Development Commission, Section 2.14.040, Organization of Commission, is hereby amended to read as follows:

**2.18.040 – Organization of Commission.**

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

Meetings. The Economic Development Commission shall meet once during the months of January, April, July and October of each year, unless their meetings are formally cancelled, and also shall meet on the call of the Mayor, the Chair of the Commission, or upon call by a majority of the members.

**SECTION 3.** Roseburg Municipal Code Chapter 2.20, Homeless Commission, Section 2.20.040, Organization of Commission, is hereby amended to read as follows:

2.20.040 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. 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.

**SECTION 4.** Roseburg Municipal Code Chapter 2.22, Historic Resource Review Commission, Section 2.22.050, Organization of Commission, is hereby amended to read as follows:

2.22.050 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. All members shall have a demonstrated interest, competence or knowledge of historic preservation. At least four of the members must be residents of the City; two members may be either residents of the City, have a place of business in the City or own property in the City; and one member shall be at large. In making such appointments, the Mayor and Council shall consider the applicants' qualifications in the fields of archaeology, architectural history, conservation, cultural anthropology, curatorial experience, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning or history in general, to the extent that professionals meeting those standards are available in the community.

**SECTION 5.** Roseburg Municipal Code Chapter 2.23, Library Commission, Section 2.23.040, Organization of Commission, is hereby amended to read as follows:

2.23.040 - Organization of commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council, appointed by the Mayor, to serve as Chair of the Commission. At least five members must be residents of the City. Any member not residing in the City must reside within the City's Urban Growth Boundary. No member of the Commission shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor receive a salary or any payment for materials or services rendered by the Commission.

**SECTION 6.** Roseburg Municipal Code Chapter 2.24, Parks and Recreation Commission, Section 2.24.030, Organization of Commission, is hereby amended to read as follows:

2.24.030 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. At least five of the members must be residents of the City. Any member not residing in the City must reside within the boundary of the Roseburg School District.

**SECTION 7.** Roseburg Municipal Code Chapter 2.26, Public Works Commission, Section 2.26.040, Organization of Commission, is hereby amended to read as follows:

2.26.040 - Organization of Commission.

The Commission shall consist of nine members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. At least six of the members must be residents of the City; the three other members must either own a business or property within the City's urban services boundary which shall include all land served by the City of Roseburg's water system.

**SECTION 8.** Roseburg Municipal Code Chapter 2.34, City Council Rules and Procedures, is hereby amended to read as follows:

2.34.010 - Laws, rules and policies governing meetings of the Council.

The following shall apply to the conduct and procedures to be followed for all meetings and proceedings of the Council:

- M. Order and Decorum. Councilors and citizens shall maintain order and decorum at Council meetings (including public hearings) and at Commission meetings. At the direction of the Mayor, or by a majority of the Council present, any audience member may be directed to leave the Council Chambers or Commission meeting place for the duration of the meeting if they:
  - 1. Use unreasonably loud or disruptive language.
  - 2. Make loud or disruptive noise.
  - 3. Engage in violent or distracting action.
  - 4. Willfully damage furnishings or the interior of the Council Chambers or any City meeting room.
  - 5. Refuse to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
  - 6. Refuse to obey an order of the Mayor or an order issued by a Councilor which has been approved by a majority of the Council present.

2.34.110 - Effect, suspension and review of rules.

- A. Effect of Rules. These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules shall also, when applicable by law, be followed by the Roseburg Urban Renewal Agency and all City Commissions, except when the Chapter of this Code which governs said Commission provides to the contrary and then that provision shall be followed.

- B. Suspension of Rules. These rules may be suspended upon an affirmative vote of five Councilors. Suspension of the rules should only occur in cases of extreme necessity and for no other reason.
- C. Review of Rules. The Council shall review these rules at least once during each odd-numbered years. Amendments shall be approved by ordinance adoption. These rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances, policies or provisions of the City Charter.

**SECTION 9.** All other sections and subsections of Title 9 of the Roseburg Municipal Code shall remain in full force and effect as written.”

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 8TH DAY OF MARCH, 2021.**

**APPROVED BY THE MAYOR THIS 8TH DAY OF MARCH, 2021.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**AMY L. SOWA, CITY RECORDER**



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### AIRPORT PARKING LOT IMPROVEMENTS BID AWARD RECOMMENDATION – 20PW22

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Meeting Date: March 8, 2021  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

The City recently received bids for the Airport Parking Lot Improvements project. The issue for the City Council is whether to award the construction contract.

#### BACKGROUND

##### A. Council Action History.

None.

##### B. Analysis.

In 2004 Commercial Hangars A and B that were located to the southwest of the Fixed Base Operator (FBO) Hangar were demolished. As a result, the entrance into the Roseburg Airport and FBO changed and is now through the gravel area that remained after the demolition project. This parking lot improvement project will surface this area with asphalt and include the following additional elements:

- Concrete sidewalk along the south side of the FBO Hangar with an ADA access ramp onto the sidewalk.
- An ADA parking space and unloading zone adjacent to the new ADA access ramp.
- A landscape planter along the south side of the FBO between the existing building and new concrete sidewalk.
- ADA access path from the FBO to Aviation Dr.
- A new driveway approach along Aviation Dr.
- Landscaping along Aviation Dr. on both sides of the new driveway approach.
- Storm drainage to collect storm water runoff from the new asphalt surface.

The project was advertised on January 21, 2021. The bids were separated into Schedule A for the majority of the work with an additive alternate Schedule B for fencing. Three bids were received on February 11, 2021. They are as follows:

<b>Bidder</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Total Bid</b>
Black Pearl Asphalt Maintenance, LLC	\$ 117,588.50	\$8,100.00	\$ 125,688.50
LTM Inc. DBA Knife River Materials	\$ 123,736.00	\$7,850.00	\$ 131,586.00
Wildish Construction Co.	\$ 141,774.00	\$10,040.00	\$ 151,814.00
<b><i>Engineer's Estimate</i></b>	<b><i>\$ 117,821.00</i></b>	<b><i>\$7,005.00</i></b>	<b><i>\$ 124,826.00</i></b>

**C. Financial/Resource Considerations.**

The FY 2020-21 Airport Capital budget includes funds for this project. The project was designed in-house and staff will be providing construction management. Total project costs for both schedules are estimated below.

Construction (Sch. A & B)	\$125,688.50
Contingency (5%)	<u>\$ 6,284.43</u>
<b>Total</b>	<b><i>\$131,972.93</i></b>

**D. Timing Considerations.**

If awarded, the Notice to Proceed will be issued as soon as possible. The contractor is allowed 70 calendar days to complete the project.

**COUNCIL OPTIONS**

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Black Pearl Asphalt Maintenance, LLC for \$125,688.50; or
2. Request additional information; or
3. Reject all bids

**STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Airport Commission discussed this project at their February 18, 2021 meeting and unanimously recommended awarding both schedules of the project to the lowest responsible bidder, Black Pearl Asphalt Maintenance, LLC for \$125,688.50. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to award Schedules A and B of the Airport Parking Lot Improvements Project to the lowest responsible bidder, Black Pearl Asphalt Maintenance, LLC for \$125,688.50."***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## HOUSING NEEDS ANALYSIS UPDATE

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**Meeting Date: March 8, 2021**  
**Department: Community Development**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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### ISSUE STATEMENT AND SUMMARY

The purpose of this memo is to give Council a status update on work the Community Development Department has been doing to implement actions identified within the Housing Needs Analysis (HNA) adopted September of 2019.

### BACKGROUND

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

*April 24, 2017* – Council adopted Resolution 2017-09, identifying goals for the City to achieve in 2017 – 2019. Goal #2 indicates, “Support and adopt policy development and implementation to enhance housing and community development.”

*December 19, 2017* – Council adopted Resolution 2017-14, authorizing an application for CDBG funds for Business Oregon’s Regional Housing Rehabilitation Program.

*September 24, 2018* – Through a work study session Council was presented with a proposal for the City to begin evaluating the possibility of an Urban Growth Boundary (UGB) swap to assist in providing land more suitable for residential development.

*March 11, 2019* – Council adopted Ordinance 3520, streamlining zoning requirements concerning Accessory Dwelling Units (ADUs).

*September 9, 2019* – Council adopted Ordinance 3528, amending the Roseburg Urban Area Comprehensive Plan adopting by reference the City of Roseburg Housing Needs Analysis (HNA).

*January 13, 2020* - Council adopted Resolution 2020-01, identifying goals for the City to achieve in 2020 – 2022. Goal #1 indicates, “Develop and implement policies to enhance housing opportunities.”

*June 8, 2020* – Council directed staff to close out the CDBG grant for the Regional Housing Rehabilitation Project. \$400,000 was awarded. 32 homeowners received

financial assistance in order to complete home repair projects within Roseburg, Winston and Myrtle Creek. Of these 32 homes, 21 were located within the City of Roseburg.

*December 14, 2020* – Council adopted Ordinance 3545, amending the City's Land Use and Development Regulations to better enable the use of Emergency Shelters to assist those who are unhoused.

## **B. Analysis.**

Since adoption of the HNA in September of 2019, the Community Development Department has been actively working on implementing action items provided in the document. As part of the HNA's development, five housing policies were created. They include the following:

1. Land Availability
2. Opportunities for housing development to meet the City's identified housing needs
3. Affordable Housing
4. Infrastructure Planning
5. Funding

Forty-four implementation items were created as ways in which the policies identified above could be implemented. Some of these implementation items are general in nature and could be interpreted as ongoing activity, while others are very specific. Some point to a single action, while others could be combined to achieve one particular outcome. Over the last year the City has been working on 15 of these implementation items. This includes (1) items the City was working on prior to the HNA, (2) indirect work that has resulted from new development proposals and permits, (3) work the City has initiated to stay consistent with recent changes to state law, and (4) action items identified under City Goal #1; "Develop and implement policies to enhance housing opportunities" for 2020-2022.

For the purpose of this report I will focus on the action items identified under Goal #1, adopted through Resolution 2020-01.

### *Implement House Bill 2001 Provisions (Middle Housing Project)*

In 2019, the Oregon Legislature passed House Bill 2001 to help provide citizens with more housing choices, beyond that of a typical detached single-family residence. Under the bill, by June 30, 2021, cities with a population of less than 25,000 must allow duplexes in areas zoned for single-family dwellings. By June 30, 2022, cities with a population of more than 25,000 must allow people to build duplexes, triplexes, fourplexes, cottage clusters, and townhouses in residential areas.

Roseburg sits in a unique situation, in that our current population is 24,890, just short of the 25,000 to require triplexes, fourplexes, cottage clusters and townhouses. Recognizing these future changes, the City applied for a grant through the Department of Land Conservation and Development (DLCD) in April of 2020. The grant is designed to assist in amending our code to better enable the use of duplexes in residential areas and to also

help prepare future amendments to allow triplexes, fourplexes, cottage clusters and townhouses, recognizing that by June 30, 2022, most likely our population will exceed 25,000. The City was awarded the grant in June of 2020, and a contract was executed between the City, DLCD and 3J Consulting in August of 2020. Since that time, a Steering Advisory Committee has been formed and has met three times to discuss the project and review draft code; a community survey was launched that saw 353 individuals provide feedback; a public open house was held on December 8, 2020; and a second open house has been tentatively scheduled for April 2021.

It is anticipated that the Planning Commission will hold a public hearing surrounding duplex-related amendments to the code in May, with Council reviewing the amendments in June to ensure the City is compliant with new state law. Amendments concerning triplexes, fourplexes, cottage clusters and townhomes will be provided to the City by the consultant at the end of the grant in June, giving the City the opportunity to fine-tune the amendments the following year prior to required implementation in June of 2022.

#### *Pursue UGB Swap*

Although this project has moved slowly, the City has taken necessary steps in helping to complete items that will bolster a future application. Adoption of the HNA into the City Comprehensive Plan, was a vital step in identifying the UGB swap as a potential option for providing more suitable residential land for development. In addition, studies concerning traffic impacts and the feasibility of future infrastructure improvements are currently underway, in an effort to help strengthen an application that is scheduled to be presented this summer. Ongoing discussion has occurred with the two property owners, whose property would be moved outside the UGB to help facilitate the swap. Two public meetings were held, primarily consisting of people living in and owning property within the Charter Oaks area. A future public meeting with the Charter Oaks neighborhood will be conducted prior to submittal of an application.

#### *Continue Urban Renewal Multi-Family Housing Incentives*

Since adoption of the Diamond Lake Urban Renewal Plan on June 25, 2018, the City has reviewed or is in the process of reviewing 400 new apartment units along the Diamond Lake corridor within the Urban Renewal District.

Significant multi-family dwelling projects currently under construction include Deer Creek Village apartments, which consists of 68-units of affordable housing geared toward serving the veteran population. This facility was able to partner with the City to qualify for the SDC buydown program in which \$314,367 of SDC fees were deferred by the Urban Renewal Agency. Completion of this project is anticipated this spring.

In addition, Oak Springs apartments located on NE Pomona St. is also under construction with several buildings nearing completion. Three of the eight buildings were recently granted a temporary certificate of occupancy, meaning 36 new units are now available for rent. The remaining buildings are slated to be completed in the coming months. Oak Springs will consist of a total of 89 two bedroom units of market rate housing. This facility

was also able to partner with the City to qualify for the SDC buydown program in which \$409,968 of SDC fees were deferred by the Urban Renewal Agency.

Although unable to qualify for the SDC buydown option, as the owner has indicated a desire to request tax exemption status once constructed, the City in March of 2020 issued Conditional Use Permit approval, and is currently processing a Site Review application for Sunshine Apartments. This new apartment complex will be located on the corner of Sunshine Rd. and Hwy 138, across from Sunshine Park. The apartments will consist of 144 units of affordable housing, including both one, two and three bedroom units.

The owner and developer of the property, Wishcamper Development Partners, was the recipient of \$9.8 million state grant designed to increase affordable housing. The grant was among \$75 million distributed in July of 2020 in Local Innovation and Fast Track (LIFT) funding. The LIFT program was approved during the 2016 session of the Oregon Legislature to help spur affordable housing across the state for low-income families, including those in rural communities.

Finally, within the last month the City received a Conditional Use Permit application for a 100-unit apartment complex adjacent to Oak Springs Apartments on the corner of Pomona St. and Hwy 138. This development proposal is being submitted by Timberview Construction, the same developer currently constructing Oak Springs Apartments. The application is currently being processed. Additional SDC buydown options are being evaluated.

**C. Financial/Resource Considerations.**

N/A

**D. Timing Considerations.**

The remaining action item identified within Goal #1 for 2020-2022, is to: "Prioritize recommendations from the Housing Needs Analysis." It is anticipated upon completion of the Middle Housing Project and submittal of a future UGB swap application, staff will return to Council to discuss other recommendations in the HNA, and which of those staff should prioritize and work on.

**COUNCIL OPTIONS**

N/A

**STAFF RECOMMENDATION**

No motion needed. This is for information purposes only.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PUBLIC EDUCATION AND GOVERNMENT (PEG) CHANNEL UPDATE

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**Meeting Date:** March 8, 2021

**Department:** Finance / IT

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

**Agenda Section:** Department Items

**Staff Contact:** Ron Harker, Finance Director

**Contact Telephone Number:** 541-492-6710

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg has a long history of broadcasting its City Council meetings through a Public Education and Government (PEG) Channel that is provided free of charge through a franchise agreement with Charter Cable. During the past year, the City also began to broadcast its Council and other meetings using social media platforms.

Recently the City has experienced failures with the city owned PEG equipment and, due to its age, ongoing maintenance has become impossible. In order to continue supporting and using the PEG channel the City would need to invest approximately \$20,000 to upgrade the equipment.

Staff is seeking guidance from Council as to whether investments should be made to continue the use of the PEG channel.

### BACKGROUND

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

No action in the last several years.

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

The City of Roseburg has a long history of broadcasting its City Council meetings through a Public Education and Government (PEG) Channel that is provided free of charge through a franchise agreement with Charter Cable.

In order to record and broadcast City Council meetings, the City must own, operate, and support several pieces of equipment within City Hall and the Council Chambers. In the past, the City has made upgrades to audio and visual equipment, including microphones and camera upgrades. The PEG channel equipment that is specifically required to broadcast over the Charter channel is currently failing and needs to be replaced should the City choose to continue to broadcast its meetings through this medium.

In order to continue to broadcast over the PEG channel the City would need to invest in the following equipment:



# DEPARTMENT ITEMS C

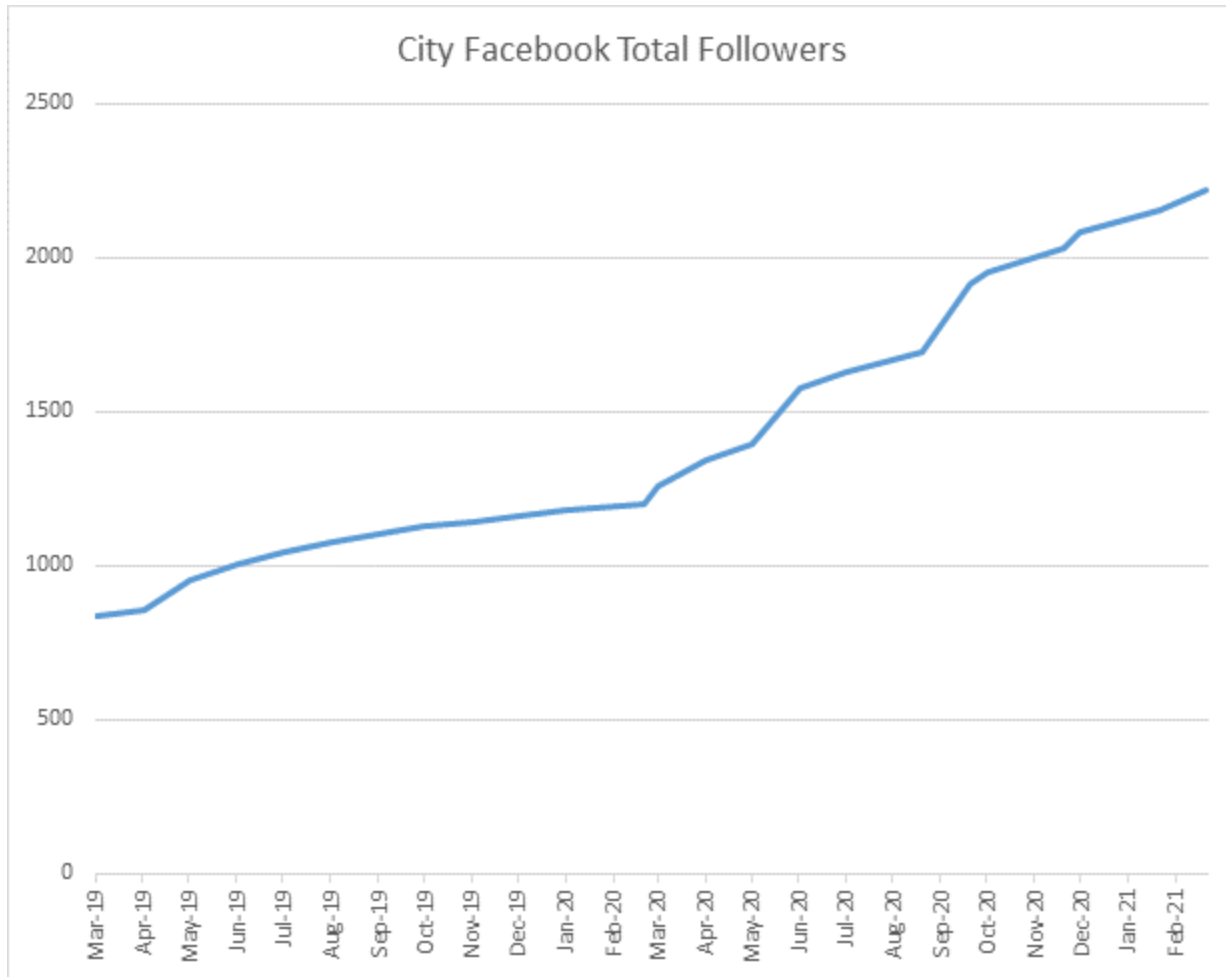
03/08/2021

• Teradeck Slice 756 Decoder .....	\$ 3,990
• Teradeck Slice 776 Encoder .....	\$ 3,990
• Miscellaneous Cables .....	\$ 250
• Leightronix Ultranexus HD X2 .....	<u>\$10,995</u>
	\$19,225

The City's history using the PEG Channel to broadcast City Council meetings goes back decades, and in the beginning a local cable channel was the only viable way of broadcasting public meetings to the general population. However, due to developments in satellite, internet, and streaming video technologies, cable TV is no longer a sole source for video media content for the City's residents. While we currently do not have statistical information regarding the level of penetration that Charter continues to maintain in the community, it is certain that the PEG channel would gain access to only a portion of our population.

With advancements in live streaming technologies over the last decade, it has become much more feasible and affordable to broadcast public meetings over social media such as Facebook Live. Recording meetings and making them available for later viewing has also become feasible and affordable. During this past year, due to COVID restrictions, the City initiated efforts to broadcast not only City Council meetings but Special Meetings and hearings using Facebook Live and recording and posting the recordings to the City's website.

The City started presenting our Council meetings live on Facebook in April 2020. Then, around October 2020, the City transitioned all of its public meetings onto Facebook Live. Since that transition, the City Facebook page has grown exponentially. The City has gained over 1,500 new followers on the City of Roseburg page; bringing the City to 2,221 followers. Below is a chart that demonstrates the City's audience growth over a period of time. Note the significant increase in spring 2020, when the City began livestreaming its Council meetings on Facebook. The City's average engagement rate with its followers, since implementing the Council meetings on Facebook, is 8.6 percent. To give perspective, typically a "good" engagement rate on Facebook is anything above 5 percent. Based on this metric, the City is doing a good job of posting content that seems to resonate with its audience.



For the videos themselves, the City has seen a gain in public interest. The City's most popular public meeting video in the past six months was its first Homeless Commission meeting on January 25<sup>th</sup>. That video alone was watched by over 6,700 people on Facebook. It was shared 32 times in the community, and the City received over 98 comments on the post. Looking at the Council meeting videos in general, the City averages around 2,500 views per video. Depending on the topics at the meeting, the viewership is typically in the 2,400 to 2,600 range; based on the last six months of data. For Commission meeting videos (not including the Homeless Commission), they have a lower average viewership of around 400 to 500.

**C. Financial/Resource Considerations.**

Should the Council decide to continue with broadcasting over the PEG channel, there would be a one-time outlay of approximately \$20,000. If the Council decides to not continue use of the PEG channel, then the city would not incur any additional expenses.

**D. Timing Considerations.**

City staff is currently working on developing the 2021-22 budget. Council direction regarding the future of the PEG channel would help in finalizing the draft budget.

**COUNCIL OPTIONS**

Council could direct staff to take steps to continue to utilize the PEG channel to broadcast its Council meetings or direct staff not to maintain the PEG channel operations. Council could also ask for additional information to be presented at a future meeting.

**STAFF RECOMMENDATION**

Staff has no recommendation.

**SUGGESTED MOTION**

No motion is required on this item. Staff is simply looking for direction.

**ATTACHMENTS:**

None.



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** March 8, 2021  
**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 March 8, 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  
February 23, 2021 - 10:00 a.m.

1. Review February 22, 2021 City Council Meeting Synopsis
2. Review March 8, 2021 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
  - A. Grant Check List – Youth Literacy Computer Workstations
5. Department Items
  - A. COVID Impacts, Changes, Numbers and/or Updates (NM)



Agenda  
Department Head Meeting  
Electronically via Zoom  
March 1, 2021 - 10:00 a.m.

1. IT Department Updates/Information - BW
2. Review March 8, 2021 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Grant Check List – Oregon Communication Foundation – Oregon Parks Foundation Fund
  - B. Elk's Lodge Trailer Raffle Outdoor Event Permit – March 13, 2021
5. Department Items
  - A. COVID Impacts, Changes, Numbers and/or Updates (NM)

## **TENTATIVE FUTURE COUNCIL AGENDA**



### **Unscheduled**

- Airport Fees for Fire Agency Services
- CDBG Grants
- Parklet Update
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

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### **March 22, 2021**

#### Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. Parks and Recreation Commission Appointment
- C. Budget Committee Appointments

#### Special Presentation

- A. Roseburg Public Library Strategic Plan Report
- B. Downtown Parking Assessment and Plan Presentation

#### Consent Agenda

- A. Minutes of March 8, 2021

#### Public Hearing

- A. Budget Adjustment

#### Department Items

- A. West Avenue Water Main Extension Bid Award Recommendation
- B. West Avenue Transmission Main CM Services Contract
- C. Storm Replacement Harrison at Harvard Bid Award Recommendation
- D. Lincoln Street ADA Ramps Bid Award Recommendation
- E. i.e. Engineering Contract Management Services Task Order

#### Informational

- A. City Manager Activity Report

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### **April 12, 2021**

#### Mayor Reports

- A. Volunteer Recognition Month and Proclamation
- B. Arbor Day Proclamation
- C. National Library Week Proclamation

#### Consent Agenda

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

#### Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

#### Public Hearing

- A. Ordinance No. 3553 – Crescent Street Vacation, First Reading

#### Department Items

- A. Beulah Park Bid Award Recommendation
- B. Capital Improvement Plan Adoption

#### Informational

- A. City Manager Activity Report

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### **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
- Ordinances
  - A. Ordinance No. 3553 – Crescent Street Vacation, Second Reading
- Department Items
  - A. Annual Fee Update
  - B. Stewart Parkway Bridge End Panel Bid Award Recommendation
- Informational
  - A. City Manager Activity Report
  - B. Municipal Court Quarterly Report
  - C. Financial Quarterly Report

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#### **May 10, 2021**

- Mayors Reports
  - A. National Public Works Week Proclamation
- 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
- Department Items
  - A. Water Treatment Plant Standby Generator Bid Award (CM Services awarded with Design Contract)
- 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
- Resolutions
  - A. Resolution No. 2021- -- - Budget Appropriation
- 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

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#### **June 28, 2021**

- Consent Agenda
  - A. Minutes of June 14, 2021
- Department Items
  - A. 24-inch Hooker to Isabell Bid Award

- B. 24-inch Hooker to Isabell Contract Management Services
- C. Washington Avenue Bore Crossing (CM Services awarded with Design Contract)
- D. 2021 Storm CIPP Bid Award

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 28, 2021

Department Items

- A. Lincoln Street Grin Inlay Bid Award
- B. Fulton Shop Roof Bid Award

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

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**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
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## **Friday Message**

### **February 19, 2021**

- The Airport Commission met on Thursday and were briefed on (yet another) new issue that impacts the nighttime instrument approach. During a nighttime flight check to commission the new runway lighting, the FAA flight check pilot noted that he/she lost sight of the “airport environment” when flying the circling procedure, which takes the aircraft west of the Kline/Moorea Drive area. This will require a new solution for a nighttime instrument approach. An FAA representative was able to attend the virtual meeting and explain the issue and proposed solution(s) to the Commission members, most of whom are pilots. We believe we have a viable solution, but implementation will take another 12-24 months. Not great news, but at least there appears to be a path forward. The Commission also discussed a project to pave the parking lot and entrance to the FBO hangar. The Commission’s recommendation will be presented to Council at the March 8 meeting.
- In other airport news, staff was notified yesterday that we will be receiving an additional \$23,000 in FAA CARES Act grant funding. Earlier this year, the airport received \$69,000. Both amounts will be applied to debt repayment, which frees up resource that was previously committed for this purpose.
- The Library Commission met on Tuesday and formally adopted the Library’s Strategic Plan. The Commission also received a number of operational updates. A presentation to Council is scheduled for the March 22 meeting.
- The equipment required for the City to broadcast Council and Planning Commission meetings on Charter’s PEG channel has officially died. IT staff are working on estimates to replace/upgrade the equipment. Once we have sufficient information, this will be brought to the Council for discussion on whether to invest in order to continue to broadcast on Charter Cable. For now, we are not able to broadcast the meetings on Charter. They will continue to broadcast on Facebook Live and through the City’s website.
- Given the surge in local cases, it appears imminent that Douglas County will be moving back into the “extreme risk” COVID category established by OHA. The official numbers won’t be available until early next week, but staff has been preparing to re-implement rotating work schedules for City Hall beginning March 1. Our fingers are crossed that something will change, but we are preparing for the change in category.
- The second (and final) open house related to the Downtown Parking Assessment was held on Wednesday night. The draft plan was presented and appeared to be well received.
- Meetings next week (virtual via Zoom):
  - City Council – Monday, 2/22 @ 7 pm
  - Homeless Commission – Monday, 2/22 @ 11 am

## Friday Message February 26, 2021

- The Homeless Commission met on Monday. Mayor Rich provided a thorough recap at the Council meeting, so I won't revisit that. Staff is working with Mike Fieldman from Rep. Leif's office on submitting a letter/funding request to Speaker Kotek to consider funding a navigation center/low barrier shelter in Roseburg. In order to be considered, the City would need to be the recipient of the funding. Staff expects to submit a letter to Speaker Kotek early next week for consideration. More to come on this.
- Adapt/Compass hosted a Mobile Crisis Stakeholder meeting on Monday to provide updates on the three year grant funded project. This is the second year of the program that couples a mental health provider with RPD and other police agencies to assist in police calls that involve mental health issues.
- Beginning March 1, Amy Sowa will take on the title of Assistant City Manager/City Recorder. This well-deserved adjustment better reflects Amy's roles and responsibilities within the organization.
- Staff is working with the Parking Assessment consultant to finalize the report and has tentatively scheduled a presentation at the March 22 Council meeting.
- Staff has received inquiries regarding the Urban Renewal SDC buydown incentive for multi-family housing. An additional 100 units is being considered. The original allotment for multi-family incentives in the Urban Renewal Plan was \$800,000, which has been expended. Staff is analyzing additional data and will bring information for the Urban Renewal Board to consider expanding the program. This would require cutting funding from other areas in the plan, at least in the short term. More to come on this either March 22 or April 12.
- Compliance Specialist Dennis Randolph has been working with RPD and the Public Works Department on dismantling and filling two caves that were discovered on Reservoir Hill. A few pictures have been included on the following page. Other cleanup work this week included Fowler Street bridge, Stewart Parkway bridge, Duck Pond area, Templin Beach Park, and behind Carl's Jr.
- CCD development Corporation completed the delivery of the CBDG funded Microenterprise/Small Business grant program. The City and County sponsored this grant, and the City served as the grant recipient. With the \$150,000 grant, CCD was able to assist 21 Douglas County companies, including 9 in Roseburg. Assistance to the nine Roseburg companies totaled \$70,000 and impacted 48 employees. Staff anticipates applying for the next round of funding soon.
- Meetings next week: Parks Commission – Wednesday 3/3 @ 8:15 am via Zoom

Grants by Location			
Location	Grants	\$	Employees
Roseburg	9	\$ 70,000.00	48
Days Creek	1	\$ 5,000.00	2
Glide	1	\$ 5,000.00	1
Myrtle Creek	1	\$ 5,000.00	1
Gardiner	1	\$ 7,500.00	3
Oakland	2	\$ 10,000.00	2
Sutherlin	3	\$ 20,000.00	20
Elkton	2	\$ 10,000.00	6
Winston	1	\$ 5,000.00	1



