



## ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 13, 2021

### Electronic Meeting

#### Public Access:

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

*Comments on Agenda Items and Audience Participation can be provided in person electronically via Zoom.  
See next page for instructions on how to participate in virtual meetings.*

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

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Shelley Briggs Loosley	Beverly Cole	Bob Cotterell	Alison Eggers
Sheri Moothart	Brian Prawitz	Patrice Sipos	Andrea Zielinski
4. **Mayor Reports**
  - A. Constitution Day and Week Proclamation
  - B. 2020 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting and 2020 GFOA Certificate of Achievement for Excellence in Financial Reporting
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – In Person via Zoom/See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of August 23, 2021 Meeting
  - B. OLCC Off-Premises License and Change of Ownership for Oak Street Market located at 711 SE Oak Avenue
8. **Department Items**
  - A. Authorization to apply for Oregon Department of Aviation Grants
  - B. Roseburg Disposal Service and Rate
9. **Items from Mayor, City Council and City Manager**
10. **Adjourn**
11. **Executive Session ORS 192.660(2)**

### **Informational**

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

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

**To provide comment during virtual meetings, contact the City Recorder by phone (541-492-6866) or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 4:00 p.m. the day of the meeting. Provide your name, address, phone number and which item on the agenda you wish to speak. You will then be provided with a link and phone number to the Council meeting. Log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, you will be asked to enter your email and name. After entering your email and name, click "Join Webinar" to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a "waiting room" until called on to speak.

**Persons addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **TIME LIMITATIONS**

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council.

A total of 30 minutes shall be allocated for the "Audience Participation" portion of the meeting.

### **CITIZEN PARTICIPATION**

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.

Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening's agenda, may do so under "Audience Participation."

### **PROVIDING COMMENTS**

If you join the meeting via Zoom, please select the "raise hand" button when the Mayor calls for speakers. You will be moved out of the "waiting room" to speak. After you have provided your comments, you will be moved back into the "waiting room".

If you join the meeting on the phone number you provided to the City Recorder, you will be brought into the meeting to speak when the Mayor calls for speakers, then moved back to the "waiting room".

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to "Items From Mayor, Councilors or City Manager" after completion of the Council's business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

**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

### Constitution Day and Week

**WHEREAS:** Our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

**WHEREAS:** September 17, 2021 marks the two hundred thirty-fourth anniversary of the drafting of the Constitution by the Constitutional Convention; and

**WHEREAS:** It is of the greatest importance that all citizens understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend it against all enemies; and

**WHEREAS:** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

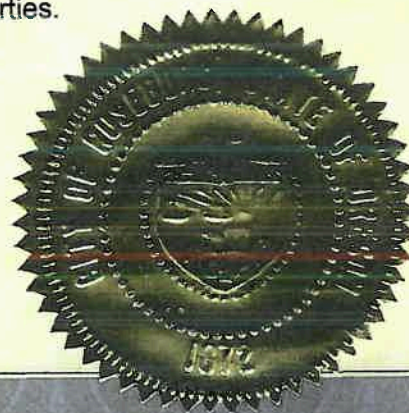
**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim September 17, 2021 as

### Constitution Day with the week of September 17-23, 2021 as Constitution Week

And ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by protecting the freedoms guaranteed to us through this guardian of our liberties.

**DATED** this 13th day of September 2021.

  
\_\_\_\_\_  
Honorable Mayor Larry Rich





## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### 2020 GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR FINANCIAL REPORTING AND 2020 GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

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**Meeting Date: September 13, 2021**

**Department: CMO / Finance**

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

**Agenda Section: Mayor Report**

**Staff Contact: Nikki Messenger / Ron Harker**

**Contact Telephone Number: 492-6710**

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### ISSUE STATEMENT AND SUMMARY

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ended June, 30, 2020. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal.

The City's 2020 Popular Annual Financial Report is the 6<sup>th</sup> PAFR produced by the City and the Award for Outstanding Achievement in Popular Annual Financial Reporting is the City's 6<sup>th</sup> received.

Additionally, the City recently received its 28th GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2020 Comprehensive Annual Financial Report. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The City's Annual Report has been judged by an impartial panel to meet the high standards of the program including demonstrating a consecutive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the Annual Report.

The GFOA is a nonprofit professional association serving the needs of over 21,000 government finance professionals across the United States and Canada.

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
August 23, 2021**



Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on August 23, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

**ROLL CALL**

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

**Absent:** None

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Library Director Kris Wiley, Finance Director Ron Harker, Public Works Director Brice Perkins, Downtown Roseburg Association Executive Director Jessica Bogardus and Management Assistant Koree Tate.

**COMMISSION REPORTS**

Councilor Sipos had an Airport Commission Meeting August 19, 2021. They discussed Oregon Department of Aviation grants, how important the airport had become and with the recent wildfires in Oregon, the need for more fuel and updated runways.

Councilor Cotterell had a Public Works Commission on August 12, 2021. They discussed items that were currently on the Council agenda.

Mayor Rich had a Homeless Commission Meeting earlier in the day. They received an update from HTAG Outreach Coordinator Wayne Ellsworth and discussed trying to find a sustainable funding source. They talked about the request for proposals for a non-profit, property search for a homeless navigation shelter and received an update from Ms. Messenger regarding extreme heat measures.

**LIBRARY COMMISSION APPOINTMENT**

Councilor Zielinski said the Library Commission had a vacancy to fill and Ms. Juliet Rutter applied to fulfill that position. She was impressed with the application and moved to appoint Juliet Rutter to the Library Commission. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

**AUDIENCE PARTICIPATION**

No comments or requests to speak during the meeting were received.

**CONSENT AGENDA**

Councilor Cotterell moved to approve the minutes of the August 9, 2021 meeting. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs

Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2021-20 – DEBT FORGIVENESS – DOWNTOWN ROSEBURG ASSOCIATION PARKING ENFORCEMENT SERVICES CONTRACT

Ms. Messenger reported the City previously had two contracts with the Downtown Roseburg Association (DRA). One was to run the Main Street Program and the other was to provide parking enforcement services. Under the parking enforcement contract, DRA was responsible for managing the entire program, including managing parking permits, servicing parking meters, patrolling and issuing citations for violations, handling appeals and appearing in court. For a variety of reasons, the parking program began to fall behind and DRA was unable to make its monthly payments beginning in late 2019. The pandemic only exacerbated those issues, and eventually the contract was cancelled with the agreement the City and DRA would work towards a payment plan to resolve the debt of \$18,006. Almost a year and a half later, everyone was still dealing with the pandemic and DRA was still dealing with its negative fiscal impacts and had not been able to identify a funding source to begin repayment of the debt.

Ms. Messenger noted that one of the key components of the ARPA funding was revenue replacement for local governments. Utilizing the revenue calculation formula included in the legislation, Finance Director Harker calculated that the Off Street Parking Fund was eligible for \$20,726 in revenue replacement, should the Council choose to use the ARPA funding for that purpose. She did not see a scenario where DRA could pay the debt in a timely manner. They now had a new director who had begun seeking grants. Grantors want to make sure the DRA was not under debt. The City had a viable resource to help pay the parking fund and put revenue back in the fund to give DRA a fresh start.

DRA Director Jessica Bogardus said she started in the beginning of May 2021. She was the Chamber of Commerce Director in Lakeview, Oregon and graduated from Sutherlin High School. She was trying to help the DRA get back on their feet by looking at a new model and membership options. She was working with the Ford Family Foundation for a grant to help fund her wage going forward so she could work with the DRA Board and businesses to make downtown thrive again. In response to Mayor Rich, Ms. Bogardus confirmed part of her wage came from funds from the City contract. She was looking for more stable funding because they did not have a stable revenue stream coming in. She wanted something achievable for businesses and the grant would help fund her position and get money back in the organization. In response to Councilor Eggers, Ms. Messenger confirmed the Main Street funds were helping to fund the Director position and the off street parking fund was separate. They did not have any extra funds to offset the debt. Councilor Cotterell supported the request and agreed that it was best to take care of the debt now rather than have it paid over multiple years.

Councilor Cotterell moved to adopt Resolution No. 2021-20, entitled, “A Resolution Forgiving the Debt Owed by the Downtown Roseburg Association Related to the Parking Enforcement Services Contract.” The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos, and Zielinski voted year. No one voted no.

### 2021 TOTAL MAXIMUM DAILY LOAD (TMDL) IMPLEMENTATION PLAN UPDATE

Mr. Perkins explained the Department of Environmental Quality (DEQ) established Total Maximum Daily Loads (TMDL) for the South Umpqua River and Deer Creek in 2006. Subsequently, the City of Roseburg completed a TMDL Implementation Plan which was adopted by Council in April of 2009. In 1987 the Clean Water Act created a comprehensive national program for storm water discharges. That created a process to designate uses for streams that included fishing, swimming and water to drink. Water quality standards were created to watch for toxic chemicals, nutrients and temperatures. The City was notified in December 2020 that DEQ required an updated TMDL Implementation Plan. DEQ took a very proactive and collaborative approach to this project and worked with the City of Roseburg and other agencies in the Umpqua Basin to accomplish the goal of getting the Implementation Plans updated. DEQ's primary focus was on updating the implementation plan matrices that addressed the proactive management strategies needed for successful implementation. They designate specific water bodies that were impaired. The South Umpqua and Deer Creek were on the list for limited specific pollutant parameters. Each had a numerical standard to meet. DEQ also advised the City to focus on strategies that were reasonably achievable and provided direction on the minimum requirements for the plan update. The City submitted an updated Plan on May 24, 2021, and received DEQ approval on June 4, 2021. The implementation plan included a matrix of Best Management Practices that the City was required to implement, many of which were practices that the City already did that simply needed to be documented.

Mr. Perkins said they reviewed their processes to see what they were doing well and what was not documented very well. He dedicated \$100,000 for the TMDL in the Storm Drain Fund and wanted to make sure they were diligent on the reporting side. In response to Mayor Rich, Mr. Perkins confirmed the chart provided as an attachment showed the strategy, goals and action items. DEQ borrowed the City's format to share with others to use. When using the chart, the City would track and measure items to put in a report each year and bring back another update in five years to Council. Mayor Rich questioned the expense for the program. Mr. Perkins explained the disks on the storm drain were expensive and not in the budget. They may have to hire a consultant to determine which species of trees to plant along streams to shade to keep water temperature cooler. Educational brochures on what people could and could not do next to the creek may also be distributed. The education component was the expensive piece.

In response to Councilor Cotterell, Mr. Perkins confirmed the City would not receive a penalty if an item or items did not meet a timeline. As part of the Clean Water Act, large cities had to acquire permits for storm water and waste water, but Roseburg was not quite large enough so the city fell under a best management practice without fines attached. Councilor Cotterell moved to adopt the TMDL Implementation Plan Update. The motion was seconded by Councilor Briggs Loosley and approved by the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

### ASSET MANAGEMENT SOFTWARE AGREEMENT

Mr. Perkins discussed that the Public Works maintenance crews had been using CarteGraph software for asset management for more than ten years. The software allowed various modules to be added as the need would arise. Currently the City utilized the water valve module, the pump station module, the sign module, the treatment plant module, and the work management module. The work management module was added and launched in February 2020. The City had licenses for 16 users, and additional modules could be added in the future. The system

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was map based via the City's GIS mapping and allowed the crew to document work performed on any given asset from a tablet in the field, in real time. It also allowed the Department Technician to take calls at City Hall and create work tasks in the system to be assigned to specific crews after review by a supervisor. A member of the crew had the ability to take a photo to add and it would update the system in real time. They would also be able to go to the map and point to a water valve and know how many times it took to close it. This was very powerful software and execution of a three-year licensing and maintenance contract locked in price increases at 3% per year. Price increases for annual contracts ranged from 5%-7%. Funding was available in the FY 21-22 Water and Storm Drain Fund M&S budgets. The total cost for the three-year contract was \$61,323.46 as follows:

FY 21-22 \$19,840.00

FY 22-23 \$20,435.20

FY 23-24 \$21,048.26

Councilor Sipos asked if the software had a firewall to keep it safe from being compromised from outside user attempts. Mr. Perkins explained it was not connected to the internet so the risk to the City was low. Councilor Cotterell moved to authorize the City Manager to execute a three year contract with CarteGraph Systems, LLC in the amount of \$61,323.46 for asset management software licensing and maintenance. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

#### 5 YEAR PAVEMENT MAINTENANCE PLAN

Mr. Perkins discussed that in September of 2019, the City awarded a Five Year Pavement Management Plan master engineering contract to Century West Engineering (CWE). As part of the master services agreement, task orders were negotiated with CWE to prepare a Five Year Pavement Maintenance Plan that analyzed the City street system for FY2021 through FY2026. The implementation of pavement rehabilitation and preventative maintenance projects had and would continue to have a positive impact on City streets. Due to the mandatory inclusion of curb ramp retrofits to meet federal ADA requirements and increases in construction costs, the City would complete less pavement maintenance with respect to prior years at current budget levels. As a result, the system wide average Pavement Condition Index (PCI) was anticipated to decline over the next several years and deferred maintenance was anticipated to increase based on the current budget.

The City currently dedicated \$1,325,000 annually to pavement preservation and rehabilitation projects, including slurry seals, overlays and grind/inlays. Assuming 20% of the budget was invested in preventive maintenance:

- PCI would decrease from 74 to 72 by 2026.
- PCI would further decrease to 67 by 2030.
- Deferred maintenance would increase from \$11.1 million to \$15.7 million by 2026.
- Deferred maintenance would further increase to over \$24.3 million by 2030.
- Percentage of streets in Good condition (PCI > 70) would decrease from 72.1% to 70.4% by 2030.

To maintain the PCI at the current level the City would need to invest an additional \$1,491,000 per year and increase the total pavement maintenance budget to \$2,816,000 per year including engineering and construction management. The following summarized the effects of increasing the total budget to \$2.816 million.

- PCI would be maintained at 74.
- Deferred maintenance would increase from \$11.1 million to \$11.7 million.
- Percentage of streets in Good condition (PCI > 70) would increase from 72.1% to 89.3%.

At the current funding level of \$1,325,000 per year, the ending fund balance in the Transportation Fund was projected to decline approximately 24% over the next five years from \$1.608 million to \$1.210 million. At the current funding level, the network PCI rating would decrease from 74 to 72 in the next five years and further decrease to 67 by 2030. The annual budget required to maintain the current PCI rating of 74 was estimated to be \$2.816 million. In order to maintain the current PCI, the City would need to identify additional resources to supplement the Transportation Fund of approximately \$1.491 million. Due to the funding shortage, many City streets were not able to be treated with lower cost methods in the near-term and could degrade to a point where treatments would be needed that were more expensive. Delays in implementing funding increases could cause the amount of additional funding needed to increase further, and result in rapidly increasing costs of deferred maintenance. Those on Council in 2016 had heard this before. Mr. Perkins explained there was a tsunami coming of transportation expense and it needed addressed soon. They were seeing a critical funding shortage and had a serious need for sustainable funds. He suggested Council consider this toward the top of their Council goals.

In response to Councilor Cotterell, Ms. Messenger said she did not know at this time if Federal funds could alleviate some of this issue. Sometimes it would help them complete a project, but was not sustainable revenue. Councilor Cotterell moved to accept the Five Year Pavement Maintenance Plan. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

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

Ms. Sowa explained 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 State declaration was scheduled to expire December 31, 2021. As the threat also existed in the City of Roseburg, and executive orders were again in place that affect our citizens, an extension of the citywide declaration of emergency was reasonable. Council may choose to extend the declaration adopted as Resolution No. 2021-01 and extended as Order No. 2021-01, retaining the option to terminate or extend if needed. The draft Order extended the declaration through December 31, 2021.

Councilor Cotterell moved to adopt Order No. 2021-02, Extending the Declaration of emergency in the City of Roseburg. The motion was seconded by Councilor Briggs Loosley and approved by the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted now.

AMERICAN RESCUE PLAN ACT FUNDING PRELIMINARY DISCUSSION

Ms. Messenger provided information that Staff was still learning the intricacies of the rules related to the use of ARPA funding, but in general, the funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Interim Final Rule:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

Much of the advice distributed to cities encouraged municipalities to perform the revenue loss calculations as step one. The revenue loss calculations could be performed annually over the life of the ARPA program (through 12/31/2024). Following the procedures outlined in the legislation and using a spreadsheet/tool provided by GFOA, Finance Director Ron Harker calculated the following:

Base Year Revenue (ending June 30, 2019)	\$33,364,212
Growth Factor (4.1%)	x 1.041
Estimated Revenue w/out COVID	\$35,437,001
Actual revenue through 12/31/2020	\$26,848,261
Calculated Revenue Loss	\$ 8,588,640

The revenue loss calculation may seem somewhat counter intuitive given the City's stable financial condition. There were two notable factors contributing to the calculated revenue loss.

- **Property Taxes** – 2019 (the base year calculation) was the final year of imposing property taxes on the North Roseburg UR Area which of course provided an increase in property taxes as we also received what would later be returned to the other overlapping taxing entities. Consequently, between the two measurement dates there was a reduction of property tax revenues of \$1.6 million.
- **Intergovernmental Revenues** – In 2019, the City received significant grants from the state and other local governments totaling \$4,503,512. Included in this revenue were contributions to the library renovation project and a portion of the seismic retrofit grants for Fire Stations 2 and 3. For the 12 months ending 12/31/2020, the City received only \$542,170 from these same sources. Resulting loss in revenue was \$3.961 million.

Ms. Messenger continued that the calculated lost revenue in the first period (through 12/31/2020) exceeded the City's available ARPA funding. In other words, the City could dedicate the entire \$5.2 million allocation to revenue loss. While this provided additional

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flexibility for the use of the funds, it did not remove all restrictions. According to the FAQ, "the Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. Government services could include, but were not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services."

As a next step, Finance Director Harker used the same formula to calculate revenue losses in specific funds that staff suspected may have been impacted by the pandemic. The additional calculations revealed that for the first calculation cycle, the General Fund did not have a revenue loss.

The following funds did have calculated revenue losses shown below:

Transportation Fund	\$190,580
Bike Trail Fund	\$ 4,173
Park Improvement Fund	\$ 17,971
Off-Street Parking Fund	\$ 20,726
<i>Total</i>	<i>\$233,450</i>

In addition to revenue losses, there were certain costs associated with the pandemic that the Council should consider. Those included additional Personal Protective Equipment (PPE) and cleaning supplies that continued to be purchased and certain capital improvements that staff would like to consider to help combat the virus. Those included things like improved drinking fountains with bottle fillers and an improved HVAC system at the library to replace the existing one that was at the end of its useful life. Another consideration was funding to support the navigation center the City was working towards. It may be important to set aside or dedicate a portion of the ARPA funds to help ensure the navigation center was funded through the ARPA time period. The good news was there was not the same rush to spend and/or distribute the funding that previous CRF funding had. The funding must be obligated by December 31, 2024, and spent by December 31, 2026. They were still learning about the funds and she planned to participate in a webinar.

Ms. Messenger said that if Council wanted to make transfers to other funds, there would be budget amendments that would go before Council. The goal was to have every dollar leveraged with some type of funding to receive the most out of the money as possible. There was a lot of potential. In response to Mayor Rich, Ms. Messenger said she had no intention of going out and spending money right away. They needed to be conservative as they moved forward. Because there were so many programs in place in the community, it would take some time to identify any gaps that would need filled. Mr. Harker added the City would receive funds in two payments so they wanted time to determine the best benefit for the community. Councilor Cottareil said he appreciated the information and wanted to wait for a work study to better determine the appropriate use of funds. Mayor Rich said it was wise to have focus on future expenses because he did not want to find themselves with a problem. Councilor Prawitz thanked Ms. Messenger for the explanation and felt confident that Staff would be as transparent as possible.

ADJOURNMENT

Mayor Rich adjourned the meeting at 8:02 p.m.



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### OLCC OFF-PREMISES LICENSE AND CHANGE OF OWNERSHIP FOR OAK STREET MARKET LOCATED AT 711 SE OAK AVENUE

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**Meeting Date:** September 13, 2021

**Agenda Section:** Consent Agenda

**Department:** Administration

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

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

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

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#### ISSUE STATEMENT AND SUMMARY

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

#### BACKGROUND

OLCC has received an application from Ashok Kumar and Binder Kaur, new owners for Droov Diya Enterprises, LLC dba Oak Street Market, located at 711 SE Oak Avenue for an "Off-Premises" license.

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

**B. Analysis.** The Police Department previously conducted a background investigation on the applicant and found no reason to deny the application.

**C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.

**D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

#### COUNCIL OPTIONS

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

#### STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

*"I MOVE TO RECOMMEND APPROVAL OF THE OFF-PREMISES LICENSE APPLICATION FOR OAK STREET MARKET LOCATED AT 711 SE OAK AVENUE IN ROSEBURG, OREGON."*

**ATTACHMENTS**

Attachment #1 - Subject Application

**cc:** License Applicant w/copy of agenda  
Jonathan Crawl and Amanda Cooper, OLCC Representatives  
OLCC License File



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

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

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp:
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Name of City or County:
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input type="checkbox"/> Full On-Premises, Commercial	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	Date: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Limited On-Premises	<b>OLCC USE ONLY</b>
<input checked="" type="checkbox"/> Off-Premises	Date application received: <u>08/24/2021</u>
<input type="checkbox"/> Warehouse	Date application accepted: <u>09/08/2021</u>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	License Action(s):
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<u>C/O &amp; C/TN</u>
(4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

DROOV DIYA ENTERPRISES, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

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

Oak Street Market

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

711 SE Oak Avenue

City  
Roseburg

County  
OR

Zip Code  
97470

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

<b>5. Trade Name of the Business (Name Customers Will See)</b> Oak Street Market			
<b>6. Does the business address currently have an OLCC liquor license?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
<b>7. Does the business address currently have an OLCC marijuana license?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <a href="#">OAR 845-004-0065(11)</a>.)</b> 711 Oak Avenue			
<b>City</b> Roseburg	<b>State</b> OR	<b>Zip Code</b> 97470	
<b>9. Phone Number of the Business Location</b> (541) 673-7711		<b>10. Email Contact for this Application and for the Business</b> ashokkumar3317@gmail.com	
<b>11. Contact Person for this Application</b> Ronald L. Sperry III		<b>Phone Number</b> (541) 673-4451	
<b>Contact Person's Mailing Address (if different)</b> 435 SE Kane Street	<b>City</b> Roseburg	<b>State</b> OR	<b>Zip Code</b> 97470

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

**ATTESTATION: \*\*READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM\*\***

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per [OAR 845-005-0311\(6\)](#)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

**Applicant(s) Signature**

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Ashok Kumar

August 24, 2021

App. #1: (PRINT NAME)

App #1: (SIGNATURE)

App #1: Signature Date

Atty. Bar Information (if applicable)

Binder Kaur

August 24, 2021

App. #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION  
**BUSINESS INFORMATION**

Please Print or Type

Applicant Name: DROOV DIYA ENTERPRISES, LLC Phone: 1(425) 628-9286

Trade Name (dba): Oak Street Market

Business Location Address: 711 SE Oak Avenue

City: Roseburg ZIP Code: 97470

**DAYS AND HOURS OF OPERATION**

**Business Hours:**

Sunday	7:00 AM	to	10:00 PM
Monday	6:00 AM	to	11:00 PM
Tuesday	6:00 AM	to	11:00 PM
Wednesday	6:00 AM	to	11:00 PM
Thursday	6:00 AM	to	11:00 PM
Friday	6:00 AM	to	11:00 PM
Saturday	7:00 AM	to	11:00 PM

**Outdoor Area Hours:**

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

☐ Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_ (Investigator's Initials)

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

**ENTERTAINMENT**

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____           |

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

**SEATING COUNT**

Restaurant: _____	Outdoor: _____
Lounge: _____	Other (explain): _____
Banquet: _____	Total Seating: _____

**OLCC USE ONLY**

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

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

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

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

Applicant Signature: Binder Kaur Date: 8-24-2021

1-800-452-OLCC (6522)

[www.oregon.gov/olcc](http://www.oregon.gov/olcc)

(rev. 12/07)

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### AUTHORIZATION TO APPLY FOR OREGON DEPARTMENT OF AVIATION GRANTS

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**Meeting Date: September 13, 2021**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

The Oregon Department of Aviation (ODA) has opened the application process for the Critical Oregon Airport Relief (COAR) grant program. The issue for the Council is whether to authorize the submission of two grant applications.

#### BACKGROUND

**A. Council Action History.**  
None.

**B. Analysis.**

The ODA has announced the opening of the FY 2022 COAR grant cycle. This program allows airports to apply for three types of projects: to assist with match requirements for FAA Airport Improvement Program (AIP) grants; to assist with emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan; and to assist in aviation related economic development. Staff seeks to apply for grants in the first two categories.

FAA AIP grants require a local match of ten percent. The COAR program can provide up to ninety percent of the local match requirement. For FY 22, the airport is programmed to receive \$200,000 towards the design of the Taxiway Extension Project. The City's matching requirement would be \$22,222. The COAR grant could cover \$20,000 of that match.

The second grant staff recommends pursuing would be for the installation of backup power at the airport. The project has not yet been designed, but could include standby power supply for the runway and taxiway lighting and navigation aids including the PAPI and the fuel system. The Oregon Resilience Plan lists Roseburg Regional Airport as a "Tier 1" airport, meaning it is an "essential airport that will allow access to major population centers and areas considered vital for both rescue operations and economic restoration". In other words, the airport is considered essential in responding during a natural disaster, especially during a major seismic event that may eliminate other forms of transportation.

In order to provide service, backup power will be an essential component. Staff is working on an estimate for this project. The maximum grant amount is \$150,000 with a ten percent match requirement.

**C. Financial/Resource Considerations.**

The financial impacts of one or both grants are estimated as follows. If the FAA grant is issued for the full \$200,000, the grant request to ODA would be \$20,000 for the AIP matching funds. Depending on the cost of the backup power project, the City may request a grant up to \$150,000 with a match requirement of \$30,000. The FY 2021-2022 Airport Budget includes funding for a portion of both projects. Both projects would be expected to continue through the following fiscal year.

**D. Timing Considerations.**

Grant applications are due September 24, 2021.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize staff to apply for two ODA COAR grants for fiscal year 2022;
2. Authorize staff to apply for one ODA COAR grant for fiscal year 2022; or
3. Request additional information.

**STAFF RECOMMENDATION**

The Airport Commission discussed these grant applications at their August 19 meeting. The Commission recommended the Council authorize staff to apply for both grants through the ODA's Critical Airports Relief program. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to authorize staff to apply for two grants through the Oregon Department of Aviation's Critical Oregon Airports Relief program, one for AIP matching funds and one for backup power at the airport."***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ROSEBURG DISPOSAL SERVICE AND RATE

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**Meeting Date: September 13, 2021**

**Agenda Section: Department Items**

**Department: Administration**

**Staff Contact: Amy L. Sowa, ACM/City Recorder**

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

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

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#### ISSUE STATEMENT AND SUMMARY

On August 4, 2021, General Manager Dori John of Roseburg Disposal Company advised the City of a new limited service and rate being implemented, effective September 14, 2021.

#### BACKGROUND

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

Roseburg Municipal Code (RMC) 9.20.050 requires the solid waste licensee to keep a current rate schedule on file in the Recorder's office and to give 90 day notice to the City and all affected customers when establishing a new service and fee. Such notice is then forwarded for Council consideration. Council can either approve the new service and rate or declare its intent to require a licensee to give further notice to customers and/or present more evidence as to the need for the service. If Council decides to review the licensee's request further, the new service and rate is suspended until Council's final review.

Roseburg Disposal has also provided notice to Douglas County as required by their franchise agreement.

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

Roseburg Disposal will be adding a 10-yard drop box to their rotation. Currently they have 20-yard and 30-yard drop boxes. The new 10-yard drop box will be specifically for hauling extra heavy materials such as rock and concrete they currently cannot haul with their equipment. Those materials are being hauled by dump trucks. Roseburg Disposal has purchased a new drop box truck that will haul the heavier materials, and has built two of the 10-yard boxes. These heavy materials are covered in their franchise/license agreement, but they cannot meet the full demand with their current equipment. The larger boxes will continue to haul lighter "regular" garbage.

The charge for the new 10-yard drop box will be the same as that of their 20-yard drop box - \$75.50/City and \$102.50/County (See Attachment 1, page 3). At this time, they have only two of these boxes ready. Because this will be a limited service for specific businesses upon request, Council may waive the 90-day notice requirement.

**C. Financial/Resource Considerations.**

There are no financial or resource considerations for the City related to this matter.

**D. Timing Considerations.**

If Council approves the request, the new service and rate will become effective September 14, 2021. If Council wants to review the matter further, the service and rate will be suspended until Council reaches a final decision.

**COUNCIL OPTIONS**

Council has the following options:

- Waive the 90-day notice requirement and approve the requested service and rate effective September 14, 2021; or
- Require the 90-day notice before approving the requested service and rate; or
- Request further review of the requested service and rate.

**STAFF RECOMMENDATION**

Due to the need to meet the demand for hauling these heavy materials, and the purchase of the truck to haul these new boxes, Staff recommends Council waive the 90 day notice requirement and approve the new service and rate requested by Roseburg Disposal Company with an effective date of September 14, 2021.

**SUGGESTED MOTION**

***"I MOVE TO WAIVE THE 90-DAY NOTICE REQUIREMENT AND APPROVE ROSEBURG DISPOSAL COMPANY'S REQUEST TO ADD THE NEW SERVICE AND FEE AS DESCRIBED EFFECTIVE SEPTEMBER 14, 2021."***

**ATTACHMENTS:**

ATT1 – Updated Service and Rate Sheet

CC: Dori John, Roseburg Disposal Company, 1308 NW Park Street, Roseburg, OR  
Subject License File

## Roseburg Disposal Co. Fee Schedule

### Residential Service

	40 gallon	60 gallon	90 gallon
City 3 month	\$17.25/mo. \$51.75	\$27.50/mo. \$82.50	\$39.75/mo. \$119.25
County 3 month	\$19.00/mo. \$57.00	\$30.00/mo. \$90.00	\$42.75/mo. \$128.25

On Demand - \$6.00/\$6.75 each pick-up

Each additional 35 gal can/bag -\$5.00/\$5.50 each pick-up

Each additional 13 gal bag - \$2.50/\$3.00 each pick-up

Extra charge for long driveways \$5.00 (instead of bringing to the street – if accessible for trucks)

\$15.00 for reconnect after stop for non-payment

\$30.00 metro for return of carts pulled for non-payment

\$35.00 rural for return of carts pulled for non-payment

\$15.00 for non-returned recycle bins

\$9.00/\$10.00 minimum call-back fee

### Multi-residential

Same as commercial if paid by one account (includes pick-up at one recycling depot)

Same as residential if cans are individually paid and curb recycling is included

## Roseburg Disposal Co. Fee Schedule

### Commercial Can Service (per month)

Pick-up/week	1	2	3	4	5
40 gal					
City	\$13.50	\$26.25	\$40.25	\$53.50	\$67.00
County	\$14.25	\$27.75	\$42.50	\$56.50	\$70.75
60 gal					
City	\$21.00	\$44.25	\$64.00	\$84.25	\$104.00
County	\$22.25	\$46.50	\$67.25	\$88.50	\$109.25
90 gal					
City	\$30.50	\$63.00	\$92.25	\$122.00	\$151.00
County	\$32.25	\$66.50	\$97.25	\$128.25	\$159.00

\$15.00 for reconnect after stop for non-payment

\$30.00 metro for return of carts pulled for (non-payment

\$35.00 rural for return of carts pulled for non-payment

\$15.00 for non-returned recycle bins

\$9.00/\$10.00 minimum call-back fee

### Multi-residential

Same as commercial if paid by one account (includes pick-up at one recycling depot)

Same as residential if cans are individually paid and curb recycling is included

## Roseburg Disposal Co. Fee Schedule

### Drop Box Service

#### Permanent Placement

Size	City	County
20 yard	\$70.25	\$97.00
25 yard	\$87.75	\$121.25
30 yard	\$105.25	\$145.25

Plus \$65.50 month rental fee & \$100/ton disposal fee

#### Temporary Placement

Size	City	County
20 yard	\$75.50	\$102.50
25 yard	\$94.50	\$128.25
30 yard	\$113.50	\$154.00
10 yard	\$75.50	\$102.50

Plus \$6.00 day rental fee \$100/ton disposal fee. \$5.50 per ton for rock or concrete

**Compactors** (These are not owned by Roseburg Disposal Co.)

City	County
\$5.25 per yard	\$7.00 per yard

Plus \$100/ton disposal fee

Rental fee not charged on the day delivered, day picked-up or Saturday & Sunday

### 5 yard trailers

City	\$78.25
County	\$88.25

## Roseburg Disposal Co. Fee Schedule

### Commercial Container Service (per month)

Pickup/week	1	2	3	4	5
1 YD (200 GAL)					
City	\$66.25	\$116.75	\$164.50	\$214.00	\$263.00
County	\$69.25	\$122.00	\$172.25	\$223.75	\$274.75
1.5 YD (300 GAL)					
City	\$91.50	\$164.00	\$237.00	\$304.50	\$368.75
County	\$95.75	\$171.75	\$248.00	\$318.25	\$385.50
2 YD					
City	\$115.75	\$208.50	\$301.00	\$384.50	\$471.50
County	\$121.25	\$218.00	\$315.00	\$402.25	\$493.00
\$3 YD					
City	\$163.25	\$289.50	\$416.50	\$543.75	\$666.75
County	\$170.75	\$302.75	\$435.50	\$568.50	\$697.50
4 YD					
City	\$212.00	\$370.75	\$531.00	\$690.00	\$851.25
County	\$221.75	\$387.75	\$555.50	\$721.75	\$890.25
6 YD					
City	\$303.00	\$527.50	\$775.25	\$1003.75	\$1232.25
County	\$317.00	\$551.75	\$810.75	\$1050.00	\$1288.75

6 yard is grand fathered – no longer taking new customers

\$15.00 for reconnect after stop for non-payment

\$50.00 metro for return of containers/tubs pulled for non-payment

\$55.00 rural for return of containers/tubs pulled for non-payment

\$15.00 for non-returned recycle bins

\$5.00 gates fee per occurrence (open\$5.00 close \$5.00)

Special Services

1 Person & Truck - \$100/ hr.

Additional person - \$50/hr.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date: September 13, 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 September 13, 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  
September 7, 2021 - 10:00 a.m.

1. Review September 13, 2021 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Outdoor Permit – September 12, 2021
4. Department Items
  - A. COVID impacts, Changes, Numbers and/or Updates (NM)
  - B. KMTR News Segment Update (SH)
  - C. Flash Alert (NM)
5. Employee Service Acknowledgement and Pins
  - A. Daryn Anderson, Public Works Civil Engineer II – 10 years
  - B. Dennis Chrisenbery, Police Sergeant/Detective – 20 years
  - C. Jeff Eichenbusch, Police Sergeant – 25 years

## **TENTATIVE FUTURE COUNCIL AGENDA**



### **Unscheduled**

- Airport Fees for Fire Agency Services
- Umpqua Basin Urban Services Agreement

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### **September 27, 2021**

#### Mayor Reports

- A. City Manager Compensation

#### Consent Agenda

- A. Minutes of September 13, 2021

#### Department Item

- A. Oregon Community Foundation (OCF) Grant Presentation
- B. Parking Enforcement Services Contract Award Recommendation

#### Informational

- A. City Manager Activity Report

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### **October 11, 2021**

#### Work Study – 6:00 p.m. (tentative)

- A. Goal Setting Review

#### Consent Agenda

- A. Minutes of September 27, 2021

#### Informational

- A. City Manager Activity Report

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### **October 25, 2021**

#### Consent Agenda

- A. Minutes of October 11, 2021
- B. Cancellation of November 22, 2021 Meeting

#### Department Items

- A. 2021 Oregon Public Library Statistical Report
- B. Water Treatment Plant Standby Generator Bid Award
- C. Flexible Maintenance Agreement with Douglas County

#### Informational

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

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### **November 8, 2021**

#### Mayor Reports

- A. 125 Year Elks Lodge Anniversary Proclamation

#### Consent Agenda

- A. Minutes of October 25, 2021
- B. Cancellation of December 27, 2021 Meeting

#### Department Items

- A. Navigation Center, Shelter and Support Services Bid Award

#### Informational

- A. City Manager Activity Report

#### Executive Session ORS 192.660(2)

- A. Municipal Court Judge Annual Performance Evaluation
-

**December 13, 2021**

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 8, 2021

Informational

- A. City Manager Activity Report
- 

**January 10, 2022**

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointment
- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. Minutes of December 13, 2021

Informational

- A. City Manager Activity Report
- 

**January 24, 2022**

Consent Agenda

- A. Minutes of January 10, 2022

Informational

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

**February 14, 2022**

Consent Agenda

- A. Minutes of January 24, 2022

Informational

- A. City Manager Activity Report
- 

**February 28, 2022**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. Minutes of February 14, 2022

Informational

- A. City Manager Activity Report
- 

**March 14, 2022**

Consent Agenda

- A. Minutes of February 28, 2022

Informational

- A. City Manager Activity Report
-

**March 28, 2022**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda


- A. Minutes of March 14, 2022

Informational

- A. City Manager Activity Report
-

## Friday Message

### August 20, 2021

- The local COVID numbers continue to be worrisome, to say the least. The Oregon National Guard has been deployed to provide assistance, including at Mercy Medical Center. There will be a ceremonial gathering of support on Monday, August 23 at 8:00 a.m. as the Guard members walk from the old Kmart site to Mercy to begin working. RPD will be present to assist in controlling traffic for the event.
  - Staff continues to monitor the Governor's updated mandates. Vaccination mandates appear to apply to firefighters that maintain EMS certifications (all of our line staff) and potentially the school resource officers.
  - We received two responses to the Request for Proposals for Parking Enforcement Services. The selection team virtually interviewed both proposers on Friday and is in the process of ranking the proposals. More to come.
  - On Monday, the department heads attended the virtual open house for the new Sobering Center, which opened last Friday. You may have noticed entries in the police logs, which note transporting clients to the center. To view their website you can [click here](#).
- 
- This week, the Police and Community Development Departments coordinated camp cleanups at Riverside Park and the Duck Pond. According to information provided by the Compliance Officer, in the last five weeks, they have collected approximately 21 tons of debris.
  - The Library Commission met on Tuesday and received updates on various library programs.
  - The StoryWalk will be at Eastwood Park next week, Monday, August 23, through Saturday, August 28.
  - The Airport Commission met on Thursday and recommended the Council authorize staff to apply for two Oregon Department of Aviation grants and discussed potential FAA Airport Improvement projects for fiscal year 2027.
  - I will be out of the office on vacation August 30 – September 7. City offices will be closed Monday, September 6 in observation of the Labor Day holiday.
  - Meetings next week (virtual via Zoom):
    - Homeless Commission – Monday, August 23 @ 11:00 a.m.
    - City Council – Monday, August 23 @ 7:00 p.m.

## Friday Message August 27, 2021

- COVID continues to take a devastating toll on our community. According to the DPHN data, there have been 3,592 new cases reported and 37 deaths so far *this month (August)*. That is more new cases than were reported between January 1 and July 31, 2021 (seven months). The Oregon National Guard arrived Monday and began assisting at Mercy. Wednesday, the Governor announced she was sending crisis response teams to central and southern Oregon hospitals. Aviva Health has set up a triage area outside of the hospital to help ease the burden on the ER. And the County has acquired morgue trailers. I apologize for the doom and gloom, but numbers don't lie. Please take care of yourselves and those around you. Get vaccinated if you can and are willing, wash your hands, wear your mask, and maintain your distance. The efforts of the healthcare community are inspiring, but they cannot do it by themselves. If you want to show your support to the staff at Mercy, they are funneling donations of food and other items through Mercy Foundation – (541) 677-4818.
- The Homeless Commission met virtually on Monday and received updates related to the Request for Proposals (RFP) for the Navigation Center and the efforts of the Homeless Transition Action Group (HTAG).
- On Thursday, staff held an optional pre-bid conference for the Navigation Center RFP. The intent was to answer questions from potential proposers and take feedback. The consensus was that proposers needed more time to put together a proposal. As such, staff issued an addendum moving the bid opening date from September 9 to October 13.
- The City received two proposals in response to the RFP for Parking Enforcement Services. After further review, it is unclear whether the City can financially afford either proposal. Staff requested additional financial analysis from both vendors prior to completing the ranking process.
- In other quick snippets, Ron Harker and I attended another ARPA webinar hosted by LOC on Tuesday, I attended a very short LPSCC meeting on Monday, Amy Sowa attended the HTAG meeting on Wednesday, and the subcommittee looking at various properties for a potential navigation center site visited two sites on Thursday.
- As a reminder, I am on vacation next week and will return to the office on Tuesday, September 7. I will not be checking email, so if you need anything, please call or text my cell phone. Amy Sowa will be in the office and available to help.
- Swift Watch is happening Fridays at Fir Grove Park from 6 to 8 pm.
- No meetings next week.

*City Offices will be closed Monday, September 6 in observance of Labor Day.*