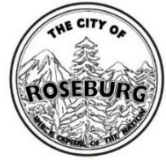


ROSEBURG CITY COUNCIL AGENDA – AUGUST 11, 2025

City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

See Audience Participation Information for instructions on how to participate in meetings.

6:00 p.m. Special Meeting

Anvil Northwest Presentation

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Ruth Smith

Zack Weiss

Andrea Zielinski

Ellen Porter

Shelley Briggs Loosley

Jason Tate

Katie Williams

3. Mayor Reports

4. Commission Reports/Council Ward Reports

A. Parks and Recreation Commission Appointment

5. Audience Participation – In Person or via Zoom/See Information on the Reverse

6. Consent Agenda

A. July 28, 2025 Meeting Minutes

B. OLCC New Outlet – ROEX, LLC dba Holiday Inn Express & Suites – North
Roseburg located at 1530 NW Mulholland Dr.

7. Ordinance

A. Ordinance No. 3613 - Amending Chapter 2.20 of the Roseburg Municipal Code,
Second Reading

8. Department Items

A. Options for Allowing Distribution of Injectable Overdose Reversal Kits on City
Property

B. Downtown Parking Committee Recommendations – Discussion Continued

9. Items from Mayor, City Council and City Manager

A. Reading of Executive Session Disclaimer ORS 192.660(2)(e)

10. Adjourn

11. Executive Session ORS 192.660(2)(e)

A. Real Property Discussion

Informational

A. Future Tentative Council Agendas

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397
(Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation.

TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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:

Comments may be provided in one of three ways:

- **IN PERSON** during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL** by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY** during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to 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, click "Join Webinar" to join the meeting as an attendee. All attendees will be held in a "waiting room" until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council's understanding.
- 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."
 1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the "waiting room" into the meeting to provide comments, then moved back to the "waiting room" upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the "Audience Participation" portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after "Audience Participation" has been closed or during "Items from Mayor, Councilors or City Manager" after completion of the Council's business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PARKS AND RECREATION COMMISSION APPOINTMENT

Meeting Date: August 11, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission Reports
Staff Contact: Grace Jelks, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Parks and Recreation Commission, with respective term expiration dates of December 31, 2025 or December 31, 2027. The City Council will determine which of the two available terms the selected applicant will be appointed to.

BACKGROUND

Analysis

Staff advertised the Parks and Recreation Commission vacancies through the local news media, social media and the City's website. One application was received and forwarded to the Mayor and the Commission Chair prior to this meeting.

RECOMMENDATION

Pursuant to the Roseburg Municipal Code, Staff has not made a recommendation for an appointment as that responsibility lies with the Commission Chair and the Mayor.

ATTACHMENTS: Applications
Attachment No. 1 – Joshua James



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PARKS & RECREATION COMMISSION**

Parks & Recreation Commission meets at 8:15 a.m. on the first Wednesday of each month to consider and prepare long and short-range operation and management programs for the park system, investigate means of economic operations, consider/evaluate rules for park usage, establish operation parameters for the Stewart Park Golf Course, including long range goals, maintenance standards, financing and capital improvement. Applicants must either reside within the City or within the boundary of the Roseburg School District.

Name: James Joshua
Last First

Home Address: [REDACTED] 97471
Street Zip Code

Phone Number: [REDACTED] Cell Phone: [REDACTED]

Email Address: [REDACTED]

Occupation Operations Manager / [REDACTED]
Place of Employment

Business Address [REDACTED] [REDACTED]
Phone

1. Do you reside within the Roseburg city limits or Roseburg School District? Yes ☒ No ☐
2. Do you own property or a business within the City? Yes ☐ No ☒
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☒ City Website ☐ Word of Mouth ☐
Other ☐ Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I work with many parks departments across the country for my day job as well as attending large parks and recreation conferences in different parts of the country. I think this backgrounds gives me insight into what new things are coming in the park space as well as insight into where to get quotes from on different park items. I am also great with numbers and budgets should that be of use.

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

I have participated in many community groups during my time in Roseburg. Most recently I am a member of the Thrive Umpqua Built Environment Committee and was a part of organizing the recent Eagles Park improvements. We also continue to work on events and possible improvements for Eagles park.

Before Leaving Roseburg to further my education I was also involved with Altrusa and Be the Change Club doing volunteer work around the community and worked at the YMCA. I also was involved in multiple sports growing up and feel that I can contribute from an athletes perspective on sports facilities.

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

Bike Paths, Parks, and Sports Fields

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

I am looking to be more involved in the community again. I also take my toddler to many parks around the city and county on a regular basis.

I really enjoy being a part of the community and utilizing public spaces. I value our bike path system and many city parks. I think it is important to take care of the city property in a manor that benefits the community. I also love seeing the many improvements that have been happening around roseburg, we may have lost some big box stores but the small business community and downtown have been thriving which goes hand and hand with improving and maintaining our parks.


Applicant Signature

6/12/2025

Date

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

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

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

Note: City of Roseburg employees may not serve on an elected body.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
July 28, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on July 28, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

Present: Mayor Larry Rich, Councilors Shelley Briggs Loosley, Tom Michalek, Ellen Porter (via Zoom), Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: Ruth Smith

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stu Cowie, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, Human Resources Director John VanWinkle, City Recorder Amy Nytes, Management Assistant Grace Jelks, Umpqua Community College President and CEO Rachel Pokrandt, Umpqua Community College Dean of Advanced Medical Program Partnerships Randy Hubbard, i.e. Engineering Civil Engineer and Co-Owner Alex Palm, and The News Review Reporter Patrick Moore

3. Mayor Reports

Mayor Rich informed participants that item no. 10b – Fir Grove Turf Field Project Authorization to Seek Grant Funding would be discussed immediately following item no. 7 – Consent Agenda.

4. Commission Reports/Council Ward Reports

Councilor Weiss spoke about the July 24, 2025, Economic Development Commission meeting.

Councilor Zielinski spoke about the July 15, 2025, Library Commission meeting.

Councilor Michalek spoke about ongoing construction and improvements underway at the airport.

A. Mayor Rich presented Parks and Recreation Commission Resignation.

Councilor Zielinski moved to accept Tobiah Mogavero's resignation from the Parks and Recreation Commission, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs

Loosley, Michalek, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Special Presentations

- A. Umpqua Community College President and CEO Rachel Pokrandt and Dean of Advanced Medical Program Partnerships Randy Hubbard presented Southern Oregon Medical Workforce Center Update. Discussion ensued.

Mayor Rich's questions included clarification of the program length, placement availability for surgical technicians, and how many participants there are from Douglas County.

Randy Hubbard clarified they are experiencing challenges with student placement opportunities, Mercy Hospital can accept one student and The Oregon Surgery Center can accept one student surgical tech each, we are confident that more students will be accepted in the future as vacancy gaps are filled and programs expand, this is a yearlong course that can be done online, hands-on training is completed at the hospital or surgery center, and all applicants were from Douglas County.

Councilor Porter asked about available job opportunities and placement for graduates with a social work degree.

Randy Hubbard and Rachel Pokrandt responded that UCC works closely with community partners and has an affiliation agreement with Idaho State University to support student placements. They noted that both community and state feedback indicated a significant number of unfilled positions in the social work field, which helped guide UCC's efforts to develop the program.

6. Audience Participation

Kelly Wyatt, resident, spoke about doing the best we can with the resources that we have to make progress on homelessness issues and would like to see a designated homeless camp.

Ryan Ferguson, resident, spoke about civic concerns.

Received three written comments that were provided to Council prior to the meeting.

7. Consent Agenda

- A. July 14, 2025 Regular Meeting Minutes.
B. OLCC Change of Ownership – American Fuel II LLC dba American Fuel Roseburg located at 792 NW Garden Valley Blvd.
C. OLCC – Change of Ownership – Backside Brewing Co. LLC dba Backside Brewing Co. located at 1640 NE Odell Ave.

Councilor Zielinski moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Department Items

- B. Herinckx presented Fir Grove Turf Field Project Authorization to Seek Grant Funding. Discussion ensued.

Councilor Tate asked whether the temperature stays relatively the same with the infill product.

Alex Palm clarified the infill will create a lower temperature field.

Councilor Porter asked for clarification of the heat reduction, plans to address the Total Maximum Daily Load (TMDL) of pollutants that wash down into the river during the breakdown of the artificial turf, and possible filtration of microplastics prior to running off into the river.

Herinckx clarified the 30% heat reduction as compared to the rubber crumb infill, traditional turf could shed about 16% over the course of its lifetime and estimates this field will shed about 375 pounds of microplastic.

Alex Palm stated the OSAA that governs school sports have very specific guidelines about playing in the heat and there is a natural filtration system under the turf field that will filter some of the microplastics out.

Councilor Weiss asked for clarification about community outreach events, public opposition, groups that have endorsed the project, whether making improvements to the natural grass fields was part of the discussions during the Master Plan Update, and planning for turf replacement at the end of the warranty.

Messenger clarified that Umpqua Health received a Community Health Improvement Plan (CHIP) grant, they held open discussions with representatives from many different groups, there was feedback from the community about wanting more multi-use fields and looking for a better space for outdoor events, very supportive of this project at that time, Thrive Umpqua took over facilitating further conversations, there were many opportunities for public comments at Commission and Council meetings during the last fifteen years about making improvements to that space before the Master Plan Update was adopted in 2020, there was a push for turf installation rather than using natural grass, and we have time to come up with a plan and policy that includes replacement and maintenance.

Councilor Weiss asked whether adjusting the maintenance schedule would offset the need for the artificial turf, current schedule for field use and rotation, having enough room for multiple sports and heavy use, and planning for paid use of fenced off fields.

Herinckx clarified the natural grass fields are too heavily used at least six days a week, that is not enough downtime to re-seed effectively, better maintenance happens during the downtime in the spring, and there has not been any discussion about setting a fee for public use.

Alex Palm stated the average turf lifespan is fourteen years or longer if it is well maintained and our climate presents challenges that make maintenance of natural grass fields difficult.

Councilor Zielinski's questions included clarification of any scheduling restrictions, free for public use, whether this project will help the natural grass areas to recover and be available for use again, and having multiple teams play on that field at one time.

Herinckx clarified that we receive a calendar of activities and events annually, we can update the calendar to reflect free public use time, the hope is to get the higher traffic to use the turf fields, refurbish the grass fields on the west side that are smaller and easier to maintain, and lighting installation to allow for more playtime hours when it gets dark.

Alex Palm stated there can be eight games happening on the field at the same time.

Councilor Michalek's comments and questions included concern about the temperature, recyclability, maintenance, costs, and where the data about the turf and maintenance came from.

Alex Palm stated that Hellas Construction, Inc. provided the specifications for the turf and there will be fencing 3 ½ feet tall to protect the fields.

Herinckx clarified that the manufacturer recommends vacuuming the turf every two weeks and disinfecting it once a year.

Mayor Rich asked for more information about the DEQ's concerns regarding the use of pesticides or chemicals to maintain natural grass fields and runoff into waterways.

Herinckx clarified that the DEQ is concerned about using chemicals that could enter the river and felt the bigger benefit was not having to use water from the river for irrigation. We report annually how many pounds of fertilizer, pesticides, and herbicides we put down. They indicated this would be better than applying those chemicals on the ground adjacent to the river.

Councilor Porter asked why additional staff would be needed to maintain natural grass in areas that seem so lush and nice.

Messenger clarified there are areas that have natural turf, much larger field crews that are dedicated to maintaining them, and they have a lot more money and a bigger budget to work with. We have a small Parks department that maintains the entire park system and sports fields that are paid from the General Fund. If we want a pristine, competition-ready type of field to draw tournaments, it will require more staff, maintenance, and resources.

Councilor Weiss asked about the injury rate on artificial turf versus natural grass and whether better maintenance of natural grass fields would provide the same reduction in the rate of injuries as artificial turf.

Alex Palm clarified there are more injuries on unmaintained natural grass fields than artificial turf, turf gets better every year with technological advances in material and concussion padding, and it would be difficult maintain the natural grass fields to reduce injuries considering the high usage.

Public Comments

Sam Starnes, resident, spoke in opposition of the Fir Grove Turf Field project.

Craig Jackson, Umpqua Community College Director of Athletics and Events, spoke in favor of the Fir Grove Turf Field project.

Julia Hurtienne, Family Tree Medical Center Practice Manager, spoke in favor of the Fir Grove Turf Field project.

Ryan Sweeney, Umpqua United Soccer Club Competitive Director, spoke in favor of the Fir Grove Turf Field project.

Sebastian Antonio, resident, spoke in favor of the Fir Grove Turf Field project.

Kyle Dever, Roseburg High School Lacrosse Head Coach, spoke in favor of the Fir Grove Turf Field project.

Kelly Lowman, Roseburg Youth Football Board President, spoke in favor of the Fir Grove Turf Field project.

Summer Fox, Umpqua United Soccer Club President, spoke in favor of the Fir Grove Turf Field project.

Massimo Falleni, resident, spoke in favor of the Fir Grove Turf Field project.

Annika Arroyo, Umpqua Community College Head Women's Soccer and Assistant Athletic Director, spoke in favor of the Fir Grove Turf Field project.

Zack Whitworth, resident, spoke in opposition of the Fir Grove Turf Field project.

Julian Gomez, resident, spoke in opposition of the Fir Grove Turf Field project.

Adam Blue, Roseburg High School Athletic Director, spoke in favor of the Fir Grove Turf Field project.

Blair Bailey, resident, spoke in opposition of the Fir Grove Turf Field project.

Brennan Garrelts, resident, spoke in favor of the Fir Grove Turf Field project.

Melena Brundige, Umpqua United Soccer Club Coach, spoke in favor of the Fir Grove Turf Field project.

Jerad Jennings, Umpqua United Soccer Club Coach, spoke in favor of the Fir Grove Turf Field project.

John Lazur, resident, spoke in favor of the Fir Grove Turf Field project.

Bart Bruns, Umpqua Health Alliance Board Chairman and Mercy Medical Center physician, spoke in favor of the Fir Grove Turf Field project.

Ryan Sanada, Roseburg High School Head Soccer Coach, spoke in favor of the Fir Grove Turf Field project.

Savannah Hall, resident, spoke in favor of the Fir Grove Turf Field project.

Dave Larecy, business owner, spoke in favor of the Fir Grove Turf Field project.

Received fifteen written comments in favor and one written comment in opposition of the Fir Grove Turf Field that were provided to Council prior to the meeting.

Messenger clarified there is a pre-application requirement to be entered into the invitation cue for submitting a grant application. Staff will proceed with the pre-

application submittal. If Council decides not to approve the item, we will not apply for the grant.

Due to the amount of time spent on Council questions and audience participation, no official action was taken on this item, and there was a consensus to continue the discussion at a future Council meeting, date to be determined.

8. Public Hearings

Mayor Rich opened the public hearing at 9:54 p.m. and clarified the rules governing public hearings for procurement matters.

- A. Christopherson and Harker presented Fire Engine Cooperative Purchase. Discussion ensued.

Councilor Michalek's questions included clarification of the financial impact of paying off the loan right away versus making payments and which fund will be used to make the payments.

Harker clarified there is a greater benefit to the City with Option No. 2 because the timing of the payments allows us to keep more money in the fund that we can utilize for other objectives. The money will come out of the Equipment Replacement Fund.

Councilor Porter asked for clarification of the interest rate break point and timing.

Harker clarified that interest rates adjust based on many factors that can change often, the Fed is expected to issue new directives about making adjustments to interest rates this week, and we are currently at 4.6%.

Councilor Weiss asked whether the discount would be flexible if there was an early payoff.

Harker clarified the interest rates are locked in for all the options presented and the final delivery date will impact interest earnings.

As no one wished to speak, Mayor Rich closed the public hearing at 10:07 p.m.

Councilor Zielinski moved to approve the purchase of the Triple Combination Pumper in the amount not to exceed \$1,047,504. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Ordinances

- A. Ordinance No. 3613 – Amending Chapter 2.20 of the Roseburg Municipal Code, Second Reading.

This item was not discussed and has been rescheduled for the August 11, 2025, Council meeting.

10. Department Items

- A. Herinckx presented SE Pine Street Water Main Replacement Bid Award Recommendation – 25WA03.

Councilor Porter moved to award the SE Pine Water Main Replacement Project to the lowest responsible bidder, Northcore USA LLC, for \$1,222,445.82. The motion was seconded by Councilor Michalek and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- C. Options for Allowing Distribution of Injectable Overdose Reversal Kits on City Property.

This item was not discussed and has been rescheduled for the August 11, 2025, Council meeting.

11. Items from Mayor, City Council, and City Manager

None.

12. Adjourn

Mayor Rich adjourned the regular meeting at 10:15 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW LICENSE ROEX, LLC DBA HOLIDAY INN EXPRESS & SUITES – NORTH ROSEBURG 1530 NW MULHOLLAND DRIVE

Meeting Date: August 11, 2025

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from ROEX, LLC dba Holiday Inn Express & Suites – North Roseburg, for a “New License” – Retail Off-Premises Sales”. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) 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

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted, no recommendation, or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR ROEX, LLC DBA HOLIDAY INN EXPRESS & SUITES – NORTH ROSEBURG LOCATED AT 1530 NW MULHOLLAND DRIVE, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:	
License Information	
Legal Entity/Individual Applicant Name(s): ROEX, LLC	
Proposed Trade Name: Holiday Inn Express & Suites - North Roseburg	
Premises Address: 1530 Mulholland Drive N.W.	Unit:
City: Roseburg	County: Zip: 97470
Application Type: <input checked="" type="radio"/> New License Application <input type="radio"/> Change of Ownership <input type="radio"/> Change of Location	
License Type: Off-Premises Sales <input type="checkbox"/> Additional Location for an Existing License	
Application Contact Information	
Contact Name: Bobbi Kearney	Phone: 541-284-0650
Mailing Address: 840 Beltline Road, Suite 202	
City: Springfield	State: OR Zip: 97477
Email Address: bkearney@sycan.com	
Business Details	
Please check all that apply to your proposed business operations at this location:	
<input type="checkbox"/> Manufacturing/Production	
<input checked="" type="checkbox"/> Retail Off-Premises Sales	
<input type="checkbox"/> Retail On-Premises Sales & Consumption	
If there will be On-Premises Consumption at this location:	
<input type="checkbox"/> Indoor Consumption	<input type="checkbox"/> Outdoor Consumption
<input type="checkbox"/> Proposing to Allow Minors	
Section 1 continued on next page	



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): ROEX, LLC

Proposed Trade Name: Holiday Inn Express & Suites - North Roseburg

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

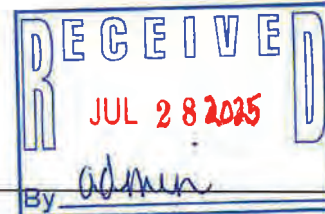
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Roseburg

Optional Date Received Stamp

Date Application Received: 07/28/2025

Received by: admin



Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

pd \$100. / #579115 on 07/28/2025

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3613 AMENDING CHAPTER 2.20 OF THE ROSEBURG MUNICIPAL CODE

Meeting Date: 8/11/2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Amy Nytes, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At the July 14, 2025, meeting the Council heard the first reading of Ordinance 3613. In order to complete the process, Council will need to hear a second reading and adopt the ordinance. For second reading, no motion is needed only consensus to proceed. After the second reading occurs, the following motion would be appropriate.

SUGGESTED MOTION

"I MOVE TO ADOPT ORDINANCE NO. 3613"

ATTACHMENTS:

Attachment #1 - Ordinance No. 3613

ORDINANCE NO. 3613

AN ORDINANCE AMENDING CHAPTER 2.20.040 OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, The Homeless Commission meets on a different schedule than the standard as outlined in Section 2.32.020, and code language should reflect their current schedule.

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

SECTION 1. Roseburg Municipal Code Chapter 2.20.040, titled "Organization of Commission," is hereby amended to read as follows:

2.20.040 - Organization of Commission.

The Commission shall consist of eight members, one of whom shall be the Chair. Five members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, Umpqua Health Alliance, and the Cow Creek Band of Umpqua Tribe of Indians. Two members shall be at-large.

Meetings. The Homeless 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. All other sections and subsections of Chapter 2.20 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 20__.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 20__.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OPTIONS FOR ALLOWING DISTRIBUTION OF INJECTABLE OVERDOSE REVERSAL KITS ON CITY PROPERTY

Meeting Date: August 11, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At the June 23, 2025, meeting, Council directed staff to bring back information for allowing distribution of injectable overdose reversal medication kits on city property.

BACKGROUND

A. Council Action History.

- On April 21, 2025, the Council held a work study session regarding homeless issues. Staff introduced the concept of prohibiting needle distribution or exchange on public property. Council indicated they wanted staff to draft an ordinance for their consideration.
- On June 9, 2025, the Council adopted Ordinance No. 3610, which added a prohibition on distribution of hypodermic needles on city property to the Roseburg Municipal Code.
- On June 23, 2025, Council directed staff to bring back information on options for allowing distribution of injectable overdose reversal kits on city property.

B. Analysis.

The intent of prohibiting needle distribution or exchange on city-owned public property was to reduce the number of needles being used and discarded in public spaces. Discarded needles are one of citizens' leading concerns regarding unhoused occupying parks and public spaces.

Naloxone is an opioid overdose reversal drug that can be administered in two different ways. It can be injected into the muscle, using an intramuscular needle. This is a larger needle than one typically used to deliver drugs, which are taken intravenously. Naloxone can also be delivered through a nasal spray, usually referred to by the brand name Narcan.

According to testimony provided previously by Dane Zahner from HIV Alliance, many I.V. drug users prefer to administer naloxone by needle. Chief Klopfenstein indicated this method may allow the recipient to "feather the dose" to avoid the withdrawal symptoms associated with naloxone. The nasal delivery does not allow this and often makes the

person who needed the overdose reversal sick with withdrawal symptoms. The current ordinance does not prohibit possession of any of these materials; it prohibits distribution of hypodermic needles on city property.

Staff researched the availability of Naloxone within the community and found the following information:

- Naloxone access is explicitly listed among services (alongside hygiene kits, food, and substance use service connections) via Connecting Point flyer. Locations and times:
 - Roseburg Dream Center – Mondays, 10:00 AM to 12:00 PM
 - Seventh Day Adventist Church, Roseburg – Tuesdays, 10:00 AM to 12:00 PM
 - Adapt South River Clinic, Winston – Wednesdays, 12:00 PM to 3:00 PM (1st/3rd/5th)
 - Opioid Treatment Center, Roseburg – Thursdays, 10:00 AM to 12:00 PM
 - Hastings Village, Sutherlin – Fridays, 10:00 AM to 12:00 PM
 - Harvest Christian Assembly, Myrtle Creek – 2nd Wednesdays, 9:00 AM to 12:00 PM
 - Living Hope Outreach, Drain – 4th Wednesdays, 12:00 PM to 2:30 PM
- Over the Counter @ Pharmacy (contacted Walgreens on NE Stephens St)
 - \$49.99 for two doses – Name Brand
 - \$39.99 for two doses – Walgreens Brand
 - Injectable available only with prescription and costs vary based on insurance and dosage
- Wellpath – Douglas County Jail
 - Nasal Spray Only - Naloxone/Narcan
- Adapt Treatment Center (provided for patients only)
 - Narcan “Vending Machine” for free access in lobby

Collaborating Agencies

- HIV Alliance, ADAPT, Umpqua Health Alliance among others train on naloxone use, co-locate with health and harm reduction services, and coordinate distribution efforts.
- UCAN (Gary Leif Navigation Center) has an outreach team that also makes naloxone/narcan available and they work closely with HIV Alliance.

The following are potential options for allowing distribution of overdose reversing naloxone kits with needles on city-owned property.

1. Identify a location and modify the ordinance to except that location or locations.
2. Modify the ordinance to allow for and enact a permitting process. Staff would need direction from Council on the following:
 - a. What locations may be appropriate for permitting distribution?
 - b. Is there a limit to the number of kits that can be distributed at each event?
 - c. How often could distribution events occur?
 - d. Would the permittee be required to provide insurance with the City as additional insured (same as other event permit holders)?
 - e. Is there a cost for the permit?
 - f. Is there an appeal process if a permit application is denied?
3. If the Council only wants to allow distribution of the nasal version of naloxone, the existing ordinance does not prevent that. No additional action is needed for this option.

If Council recommends allowing locations (with or without a permit) within the parks system, it would be appropriate for that item to be considered by the Parks Commission before coming back to the Council for adoption.

C. Financial/Resource Considerations.

If a permitting process is enacted, staff time will be needed to create and administer the program.

D. Timing Considerations.

There are no timing considerations.

COUNCIL OPTIONS

The Council has the following options:

1. Provide staff direction regarding changes to the ordinance related to allowing distribution of injectable overdose reversal kits on city property; or
2. Do nothing, which allows the continued distribution of the nasal form of overdose reversal medications.

STAFF RECOMMENDATION

Given that injectable overdose reversal kits are currently available at HIV Alliance, Connecting Point and other locations, and that the City does not prohibit distribution of the nasal delivery form of overdose reversal medications, and the level of heightened public concern surrounding needles in public spaces, staff recommends making no changes at this time.

SUGGESTED MOTION

Staff is seeking direction from Council at this time.

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



DOWNTOWN PARKING COMMITTEE RECOMMENDATIONS

Meeting Date: August 11, 2025
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

On July 14, 2025, Council was presented with the recommendations provided by the Downtown Parking Committee. Council directed staff to establish a parking committee reflective of downtown businesses and stakeholders. The purpose of the committee was to review the performance of the downtown and Laurelwood parking program and provide City Council with recommendations on how the program could balance the Off-Street Parking Fund. Attached to this memo is a copy of their written recommendations. During the July 14th meeting Council ran out of time to continue their discussion about the parking program and the recommendations provided. The Mayor indicated that the discussion would continue at a later meeting.

BACKGROUND

A. Council Action History.

On March 22, 2021, the Council received and accepted the Downtown Parking Assessment and Plan after a presentation from Rick Williams Consulting.

On December 13, 2021, the Council awarded the contract for parking enforcement services to ACE Parking.

On January 24, 2022, the Council authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

On August 22, 2022, the Council authorized the use of ARPA funds to pay for janitorial and security services at the parking structure. Council authorized changes to meters, parking spaces, time limits and permit sales at meetings on August 22, 2022, September 26, 2022, and November 11, 2022.

Council authorized the use of ARPA funds to directly cover the cash flow needs of the Off-Street Parking Fund up to \$50,000 on seven separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, November 13, 2023, February 26, 2024, and June 24, 2024.

On October 23, 2023, the Council authorized an appropriation transfer of \$20,000 from the General Fund Contingency to the Off-Street Parking Fund.

On November 1, 2023, the Council held a work study session to discuss options for funding the downtown parking program.

On December 6, 2023, the Council held a special meeting to discuss funding options for the parking program, and consensus was to establish a Council-led committee to work with stakeholders and discuss solutions.

On April 22, 2024, Council directed staff to review options submitted by ACE Parking, whether water meters outside city limits can be assessed a fee, identify groups that could be charged a fee, equitable fees based on water meter sizes, and to schedule a work session to discuss these options.

On July 29, 2024, Council held a work study session and directed staff to bring back comparison charts for 75/25, 70/30, and 65/35 revenue splits.

On October 14, 2024, Council directed staff to renew the contract with ACE Parking and further evaluate the parameters in which 25% of the Off-Street Parking Fund would be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE presented in order to generate 75% of the funds necessary to balance the Off-Street Parking Fund.

On March 10, 2025, Council authorized the use of \$50,000 of the General Fund's – Other Requirements to provide cash flow assistance for the Off-Street Parking Fund. Council also directed staff to establish a parking committee that includes staff, downtown businesses, and stakeholders, instead of bringing back proposals for the 75/25 revenue funding split.

On March 24, 2025, Council authorized staff to begin advertising for downtown Parking Committee applicants.

On April 14, 2025, Council passed Resolution No. 2025-05, adopting a supplemental budget which recognized additional revenues and increased appropriations in the Off-Street Parking Fund. Additional appropriations increased parking enforcement program appropriations and repairs to the elevator in the parking garage.

From April 28, 2025, through June 23, 2025, Council received a Downtown Parking Committee update during Council meetings from Councilor Zack Weiss, who served as the Chair of the committee.

On June 9, 2025, Council authorized the use of \$25,000 of the General Fund's – Other Requirements to provide cash flow assistance for the Off-Street Parking Fund.

On July 14, 2025, Council was presented with recommendations provided by the Downtown Parking Committee on how the program could balance the Off-Street Parking Fund and heard from the public regarding the matter.

B. Analysis.

The purpose of the Downtown Parking Committee was to develop recommendations to the existing parking program to help balance the Off-Street Parking Fund. The committee held four meetings over the months of May and June. The committee developed twenty-two different recommendations for Council to consider (See attachment #1).

Please note that although the recommendations provided will generate additional revenue, there will still be a deficit in balancing the Off-Street Parking Fund. It is projected that roughly \$59,193 of additional revenue could be produced through implementation of the recommendations provided. Rough estimates indicate that the parking program may generate a total yearly revenue of \$187,320. This is a 46 percent increase from the \$128,127 produced in 2024. However, it is still only a little more than half of what is necessary to cover the entirety of the yearly, \$366,928, total expense to operate the downtown and Laurelwood parking program.

The Downtown Parking Committee made it clear they value the need for parking enforcement and want to continue with the existing ACE contract. However, they were also clear that if there is a gap in balancing the Off-Street Parking Fund, they would rather cancel the contract than have downtown businesses or property owners pay the deficit. This means Council will need to evaluate how important downtown/Laurelwood parking enforcement is to the community, specifically if it means continuing to supplement off-street parking with General Fund dollars for the long term.

Many of the recommendations made by the committee stem from existing recommendations ACE has provided in order to generate additional revenue. The implementation of these recommendations will require significant capital investment into the existing parking system (e.g., removal of existing meters, new signs, centralized meter kiosks, paid on-street parking, updated striping, etc.). It is anticipated that the costs associated with making these improvements will be approximately \$125,000. These recommendations will also require substantial educational and promotional efforts. Any adjustments will have a significant impact on the public perception of the existing parking program. Making these investments when uncertainty remains around the way in which the entirety of the Off-Street Parking Fund will be balanced creates complexity to this issue. Council needs to determine if it values the parking program enough to make significant capital investments into the program based upon the recommendations provided. It is anticipated that funding for this effort would come from the "General Fund-Council Priorities" section of the current-year budget.

Council should consider each recommendation made by the Committee but must make a decision around the more significant issue of how the Off-Street Parking Fund will be balanced. Staff recommends evaluating this issue prior to making any decisions involving the way in which the existing parking program may be adjusted to generate more revenue.

C. Financial/Resource Considerations.

Council has authorized cash flow assistance every few months to balance the Off-Street Parking Fund. The 2025/26 Off-Street Parking Fund includes a transfer of \$195,000 from the General Fund to the Off-Street Parking Fund. This was done in order to eliminate the need for Council to authorize cash flow assistance over and over again throughout the year. The Off-Street Parking Fund is an Enterprise Fund. Ideally, Enterprise Funds are designed to be self-sufficient. Operations are financed and recovered through user charges. The additional \$195,000 in General Fund dollars transferred to the Off-Street Parking Fund should provide enough cash flow to cover costs for the program through the 2025/26 fiscal year, but the continual use of General Fund dollars necessary to subsidize the fund will need to be determined by Council.

D. Timing Considerations.

As the Parking Program continues to operate at a deficit, up to \$195,000 of General Fund money will be used to backfill the fund for fiscal year 2025-26. If this continues into future budgets, this may impact other General Fund programs. Council needs to determine whether it will continue to subsidize the Off-Street Parking Fund utilizing General Fund dollars next fiscal year and long term.

COUNCIL OPTIONS

The Council has the option of directing staff to implement some, none, or all of the Parking Committee's recommendations.

STAFF RECOMMENDATION

Staff is seeking direction from Council.

SUGGESTED MOTION

No suggested motion. Staff is seeking direction on next steps.

ATTACHMENTS:

Attachment #1 – Downtown Parking Committee Recommendation

Downtown Parking Committee Draft Recommendations

1. The Committee recommends that City Council maintain the parking enforcement contract with ACE.
2. The Committee recommends that ACE continue to provide parking enforcement services Monday-Saturday from 9:00am to 5:00pm, excluding holidays.
3. The Committee recommends that all existing parking meters be removed and that all on-street parking spaces located within the parking district not marked with a free time limit be marked to indicate a two-hour free parking limit with the ability to pay for additional time utilizing scanned pay signs or the ACE mobile parking app. In addition, the Committee recommends several centralized parking meter kiosks to be placed in the downtown core to enable those not wanting to use scanned pay signs or app with the ability to pay at a parking meter kiosk. Downtown on-street spaces marked with a three-hour free time limit should be changed to reflect a two-hour time limit with the option to pay for additional time utilizing scanned pay signs or the ACE mobile parking app. Adjusting all time-limited on-street parking spaces to a two-hour free time limit with the ability to pay for additional time will help to increase uniformity.

Rough cost estimates for existing meter removal and new sign installation.

		Cost Est.	
Sign w/existing pole	130	\$50	\$6,500
New sign & Pole	92	\$250	\$23,000
Remove Meter & Pole	171	\$50	\$8,550
			\$38,050

A new parking kiosk costs approximately \$10,000 with approximate installation costs at \$2,500 if located strategically near existing power. Costs associated with the installation of five parking kiosks within the downtown area would be approximately \$62,500.

4. The Committee recommends a payment of \$1.50 per hour to be paid via scanned pay signs, ACE mobile app or centralized kiosk for those wanting to park beyond the free two-hour time limit for on-street parking within the downtown parking district.

Data from ACE parking was used to provide rough estimates about how much revenue this new model could possibly generate. Utilizing license plate recognition software, ACE was able to determine the number of vehicles that parked beyond the two-hour time limit within the district both on-street and within the Rose St. parking lot and first floor of the parking garage. This data was evaluated over a 3-month time frame. Based on these numbers, it was determined that the average net revenue from charging \$1.50 an hour, after the two-hour free

time limit, and deducting credit card and transaction fees, would be \$1,880 per month. The yearly projected revenue is estimated to be \$22,560.

5. The Committee recommends implementation of \$50.00 a month on-street parking permits at the following street locations as recommended by ACE.

- 400 Blk SE Rose St.
- 700 Blk SE Rose St.
- 1000 Blk SE Lane Ave.
- 800 Blk SE Main St.
- 1100 Blk SE Washington Ave.
- 700 Blk SE Pine St.
- 700 Blk SE Kane St.

It is estimated that 20 of these types of permits could possibly be issued per month generating \$1,000 worth of revenue. Total yearly revenue is estimated to be \$12,000 per year.

6. The Committee recommends installing a new consistent signage package to integrate the on and off-street parking system. This would mean creating a simple and recognizable “logo” intended to communicate public parking. This identifier would then be integrated into all signage within the City’s on and off-street parking system.

7. The Committee recommends that parking lots with faded striping be re-striped and on-street parallel parking stalls with faded thermoplastic “L’s” and “T’s” be replaced including new paint or thermoplastic along curbed areas where parking is restricted. Rough estimates indicate that it would cost \$20,000 to complete this work.

8. The Committee recommends adjusting the cost of off-street parking permits at each of the City parking lots and parking garage. These parking permit fees should be adjusted by City Council annually. Permit fees should be set in a tiered system with costs set for the most desirable parking spaces being at the highest and the least desirable locations being the lowest.

9. The Committee recommends the following off-street parking permit fee adjustments.

Garage Fl. 1, Oversize - \$25 to \$35 a month

Garage Fl. 2 - \$22 to \$30 a month

Garage Fl. 3 - \$17 to \$25 a month

Armory Lot - \$35 to \$45 a month

Court Lot - \$22 to \$30 a month

Rose Lot - \$30 to \$35 a month

Phillips Lot - \$28 to \$20 a month

Shalimar Lot - \$32 to \$20 a month

Rough estimates based on the number of permits currently issued for each of these parking lots indicate that the fee increases for each parking lot could generate a total of \$7,840 per month. Total yearly revenue is estimated to be \$94,080 per year.

10. The Committee recommends an increase in residential on-street permits within the Laurelwood neighborhood of \$10 to \$70 per school year (180 days). An average of 30 minutes of enforcement is provided within Laurelwood per school day. Total operating costs for enforcement in Laurelwood per school year is \$5,342.56. There are currently 77 permits issued in Laurelwood. The breakeven point for annual permits is \$69.38. Currently Roseburg High School students pay \$80 per school year for a parking permit to park on the high school campus.

11. The Committee does not recommend an increase in citation fees currently. Citation fees are set by the municipal judge. The Committee recommends the possibility of an increase in citation fees be evaluated later after an adjustment period to free time-limited parking with the use of an app to pay for additional time, on-street permitting, and an increase in off-street permit rates has occurred.

12. The Committee recommends exploring options to generate additional revenue by having ACE enforce private parking lots.

13. The Committee does not recommend a divestment of the property on which the underutilized Phillips or Shalimar parking lots are located.

14. The Committee recommends implementing an incentive program for off-street parking permits. For example:

- One month free through the purchase of a prorated 3-month permit.
- Discount for buying permits for the entirety of the year.
- Continuation of 10% off for 10 or more permits and 15% off for 15 or more.
- Discount for purchasing permit within a specific time frame of new parking permit fees being implemented.

15. The Committee recommends providing additional oversized parking permit spaces to the first floor of the parking garage. Currently there are only four oversized parking spaces.

16. The Committee recommends adjusting the 4-hour free parking on the first floor of the parking garage and within the Rose St. lot to become 2-hour free parking with the ability to pay \$1.50 per hour for additional time utilizing scanned pay signs within the parking area, the ACE mobile app, or nearby parking meter kiosk.

17. The Committee recommends adding motorcycle spaces to the downtown area on SE Jackson St. and SE Main St.

18. The Committee recommends creating a social media campaign used to educate the public and promote the new parking program. The campaign should emphasize improvements to the parking garage including cleanliness and safety.

19. The Committee recommends that businesses and/or property owners within the downtown parking district not be required to pay any remaining deficit necessary to balance the Off-Street Parking Fund. The Committee desires to continue utilizing money from the General Fund – Other Requirements to provide cash flow assistance until it is determined how much of a deficit may remain once changes are made to increase parking revenue. The Committee recommends that the ACE contract be cancelled, and no parking enforcement occur if businesses or property owners within the downtown parking district are required to pay for the balance of the remaining expenses of the Off-Street Fund.

20. The Committee recommends that parking meters removed from the parking district should be donated, sold or provided to others for future reuse.

21. The Committee recommends meeting every other month while the new parking program is being implemented in order to evaluate and assess progress being made.

22. The Committee recommends that once operational after a 6-month period a re-assessment of the program should occur to evaluate revenue and expenses to determine the state of the Off-Street Parking Fund.



TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Council Goals Adoption
- Five Year Capital Improvement Plan Update
- City Manager Evaluation Process Presentation (Work Study)
- City Manager Evaluation Process Adoption
- UCC Land Transfer
- Thrive Smoking/Vaping Presentation
- Tent Camping Rules Discussion from April Work Session
- Parks CIP
- Water System Master Plan Contract Award

August 25, 2025

Mayor Reports

Consent Agenda

A. August 11, 2025 Meeting Minutes

Resolution

A. Resolution No. 2025-12 Authorizing FAA Grant Acceptance

Ordinance

A. Ordinance No. 3614 – Franchise Agreement, First Reading

Department Items

A. Airport Fencing and Security Upgrades – Bid Award

B. Leaf Collection Machine Purchase Approval

Informational

A. Future Tentative Council Agendas

B. Finance Quarterly Report

September 8, 2025

Mayor Reports

Commission Reports

A. Planning Commission Resignation

Consent Agenda

A. August 25, 2025 Meeting Minutes

Ordinance

A. Ordinance No. 3614 – Franchise Agreement, Second Reading

Department Items

A. Fireworks Risk Assessment

B. Solid Waste Management License Fee

Executive Session ORS 192.660(2)(i)

A. City Manager Evaluation

Informational

A. Future Tentative Council Agendas

September 22, 2025

Mayor Reports

Consent Agenda

A. September 8, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

October 13, 2025

Mayor Reports

Consent Agenda

A. September 22, 2025 Meeting Minutes

Ordinances

A. Ordinance No. _____ Planning Commission Code Update – First Reading

Department Items

A. 2025 Oregon Library Statistical Report

B. Parrott Creek Culvert – Bid Award

Informational

A. Future Tentative Council Agendas

October 27, 2025

Mayor Reports

A. Veteran’s and Military Families Appreciation Month

Consent Agenda

A. October 13, 2025 Meeting Minutes

Ordinances

A. Ordinance No. _____ Planning Commission Code Update – Second Reading

Informational

A. Future Tentative Council Agendas

November 10, 2025

Mayor Reports

Consent Agenda

A. October 27, 2025 Meeting Minutes

Executive Session

A. ORS192.660(2)(i) – Municipal Court Judge Evaluation

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

C. Finance Quarterly Report

December 8, 2025

Mayor Reports

Consent Agenda

A. November 10, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas
