

# ROSEBURG CITY COUNCIL AGENDA – JANUARY 12, 2026

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](https://www.facebook.com/CityofRoseburg)

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

## **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**

A. State of the City Address

B. Commission Chair Appointments

C. Homeless Commission Discussion

D. Commission Appointments

### **4. Commission Reports/Council Ward Reports**

A. Election of Council President

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

### **6. Consent Agenda**

A. December 8, 2025 Regular Meeting Minutes

### **7. Resolution**

A. Resolution No. 2026-01 – Appropriation Transfer for Fiscal Year 2025-26  
Affecting the Grant Fund

### **8. Department Item**

A. Tennis Center Fee Schedule Modification

### **9. Items from Mayor, City Council and City Manager**

### **10. Adjourn**

### **11. Executive Session ORS 192.660(2)**

## **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](mailto: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](mailto: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**

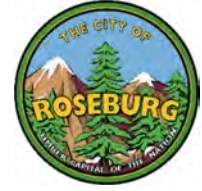
Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, 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



---

## HOMELESS COMMISSION DISCUSSION

---

**Meeting Date:** January 12, 2026  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Mayor's Reports  
**Staff Contact:** Larry Rich, Nikki Messenger  
**Contact Telephone Number:** 541-492-6866

---

### ISSUE STATEMENT AND SUMMARY

The Homeless Commission has recently had two member organizations submit their resignations and relinquish their designated seats. The issue for Council is to discuss the future of the Homeless Commission and provide direction to staff so they may prepare the corresponding ordinance update(s).

### BACKGROUND

#### A. Council Action History.

- On December 14, 2020, the Council adopted Ordinance No. 3544, establishing the Homeless Commission.
- On March 8, 2021, the Council adopted Ordinance No. 3553, clarifying language regarding the Commission Chair.
- On December 12, 2022, the Council adopted Ordinance No. 3578, increasing the membership to eight by adding a representative of the Cow Creek Band of Umpqua Tribe of Indians to the organization of the Commission.
- On August 11, 2025, the Council adopted Ordinance No. 3613, changing the frequency of the meetings to every even month.
- On November 10, 2025, the Council directed staff to prepare an ordinance to reduce the Homeless Commission membership to seven by removing the UCAN representative, following UCAN's decision to relinquish their seat on the Commission.
- On December 8, 2025, the Council accepted the Umpqua Health Alliance (UHA) representative's resignation and was notified that UHA was relinquishing their seat on the Commission.

#### B. Analysis.

The Roseburg Municipal Code Chapter 2.20 contains the following information regarding the Homeless Commission.

#### **2.20.010. Creation of the Commission.**

*There is created and established a Commission of the City to be designated as the "Homeless Commission."*

**2.20.020 Purpose.**

*Research, gather information and explore options in order to make recommendations to the City Council addressing the needs of the unhoused.*

**2.20.030. Duties—Responsibilities.**

*The duties and responsibilities of the Commission shall include, but not be limited to, the following:*

- A. Research current practices related to addressing the needs of the unhoused population.*
- B. Make recommendations to the City Council on addressing the needs of the unhoused population.*
- C. Review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused.*
- D. Receive and consider comments and suggestions from the general public and local businesses regarding homelessness.*

**2.20.040 Organization of Commission; meetings**

*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.*

Two of the five dedicated seats have now been relinquished by their organizations. Private discussions indicated these decisions were influenced by concerns about organizational exposure and administrative burden associated with responding to ethics complaints, regardless of their outcome.

Attached to the memo is a synopsis of Homeless Commission meetings since 2021. The Commission initially focused on identifying a warming center location and later shifted focus to a navigation center, once funding was allocated by the Legislature. Other major work included recommendations on code changes for the prohibited camping section of the municipal code, and work on a location for an urban campground. Eventually, the Commission decided to step away from the decision regarding an urban campground location and leave that decision to the Council. In recent months, there have been fewer policy issues for consideration by the Commission.

To achieve a quorum, five members must be present to have a Homeless Commission meeting. With three open seats, all five remaining members must be present for a meeting to occur. Staff will need direction from Council regarding the future of the Homeless Commission and its membership.

Currently, all other City commissions have an odd number of members. The Airport, Economic Development, Historic Resource Review, Library, Parks & Recreation, and Planning commissions each have seven members. The Public Works Commission has nine members.

**C. Financial/Resource Considerations.**

Staff time for drafting any ordinance changes.

**D. Timing Considerations.**

None.

**COUNCIL OPTIONS**

The Council has the following options:

1. Direct staff to prepare an ordinance amending Section 2.20.040 of the Roseburg Municipal Code regarding the composition of the Homeless Commission; or
2. Direct staff to prepare an ordinance repealing Chapter 2.20 of the Roseburg Municipal Code, thereby eliminating the Homeless Commission; or
3. Request additional information; or
4. Provide staff with alternative direction.

**STAFF RECOMMENDATION**

Staff is seeking direction from Council.

**SUGGESTED MOTION**

Staff is seeking direction from Council regarding the future of the Homeless Commission.

**ATTACHMENTS:**

Attachment No. 1 - Homeless Commission Synopsis 2021 - 2025



## Homeless Commission Synopsis – 2021 - 2025

### January 25, 2021

1. Reviewed Commission Purpose, Duties and Responsibilities.
2. Discussed Council directive for short term and long term items.
3. Discussed meeting time management and audience participation.
4. Reviewed current City Programs and efforts for homelessness.
5. Discussed the short term goal of a Warming Center.
6. Discussed a long term goal of a low barrier shelter similar to the Rogue Retreat model and the need for a Non-Profit Organization, location and funding source.
7. Elected Mike Fieldman as Vice Chair of the Commission.

### February 22, 2021

1. Approved the January 25, 2021 Meeting Minutes.
2. Approved the February 2, 2021 Special Meeting Minutes.
3. Received a Sheltering in Place update.
4. Received a Rogue Retreat update.
5. Discussed a Low-Barrier Shelter, timeline and schedule.

### March 22, 2021

1. Approved the February 22, 2021 Meeting Minutes.
2. Reviewed Potential Roseburg Municipal Code Updates regarding Warming Fires.
3. Reviewed Time/Place Camping Restrictions for Potential Municipal Code Update.
4. Reviewed the Community Homelessness Assessment Agreement with Rogue Retreat.
5. Received a House Bill 2004 Update from Commissioner Mike Fieldman.

### Monday, April 26, 2021

1. Approved the March 22, 2021 Meeting Minutes.
2. Rogue Retreat provided a Special Presentation regarding their Community Homeless Needs Assessment.
3. Commissioner Mike Fieldman provided a House Bill 2004 Update.

### May 24, 2021

1. Approved the April 26, 2021 Meeting Minutes.
2. Assistant City Manager/City Recorded provided an Immediate Needs Ad Hoc Committee update.
3. City Manager Nikki Messenger provided information regarding House Bill 5042 and House Bill 2006 related to a Navigation Center in Roseburg.

### July 26, 2021

1. Approved the May 24, 2021 Meeting Minutes.
2. Commissioner Bolton discussed the dissolution of the Immediate Needs Ad Hoc Committee.

3. Commissioner Pritchard provided the Navigation Center survey results and summary.
4. Discussed the Request for Proposals for Non-Profit process.
5. Chair Rich provided an update regarding current property search efforts.

#### **August 23, 2021**

1. Approved the July 26, 2021 Meeting Minutes.
2. HTAG Outreach Coordinator Wayne Ellsworth provided an HTAG update.
3. Assistant City Manager/Recorder Amy Sowa provided a Request for Proposals for Non-Profit update.
4. Chair Larry Rich provided a property search update.
5. City Manager Nikki Messenger provided an Extreme Heat Measures update.

#### **October 25, 2021**

1. Approved the August 23, 2021 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Facilitator, Wayne Ellsworth, provided an HTAG update.
3. Recommended the City Council authorize the City Manager to negotiate and enter into an agreement with Aviva Health to pay up to \$140,000.00 for Aviva to hire and employ an HTAG Coordinator for two years.
4. City Manager Nikki Messenger provided a Navigation Center update.
5. Chair Larry Rich provided a property search update.
6. Rogue Retreat photos and tour information was shared by Commissioner Briggs Loosley, Commissioner Prichard and Wayne Ellsworth from their October 22, 2021 tour.

#### **November 22, 2021**

1. Approved the October 25, 2021 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Facilitator, Wayne Ellsworth, provided an HTAG update.
3. City Manager Nikki Messenger and Assistant City Manager/Recorder Amy Sowa provided a Navigation Center update.
4. Police Captain Jeremy Sanders provided information regarding RV's on public property.

#### **January 24, 2022**

1. Approved the November 22, 2021 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Facilitator, Wayne Ellsworth, provided an HTAG update.
3. Recommended the City Council authorize the City Manager to Execute the required documents to purchase the property at 948 SE Mill Street for \$270,000 for use as a Navigation Center.
4. Commissioner Pritchard provided a Warming Shelter update.

#### **February 28, 2022**

1. Approved the January 24, 2022 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Facilitator, Wayne Ellsworth, provided an HTAG update.
3. Amy L. Sowa, Assistant City Manager/Recorder, reported the purchase of the property at 948 SE Mill Street closed on Friday, February 25, 2022, UCAN was

in the process of vacating the location, and the City hired an architect to evaluate the building for conversion to a Navigation Center.

4. Recommended the City Council adopt the Resolution and approve an exemption from competition in the public contracting process for operating services of the Navigation Center and award a contract to United Community Action Network.

#### **March 28, 2022**

1. Approved the February 28, 2022 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Facilitator, Wayne Ellsworth, provided an HTAG update.
3. Recommended the City Council approve naming the Navigation Center the Gary Leif Navigation Center.
4. Recommended the City Council Authorize the City Manager to enter into two master agreements with Umpqua Health Alliance for a total of \$300,000 in funding for the Navigation Center.

#### **April 25, 2022**

1. Approved the March 28, 2022 Meeting Minutes.
2. South River Community Health Center Outreach Coordinator and HTAG Chair, Wayne Ellsworth, provided an HTAG update.
3. Recommended the City Council accept grant funding from Oregon Housing and Community Services in the amount of \$1 million for the Navigation Center.
4. Received a Navigation Center update from City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa and Commissioner Shaun Pritchard.

#### **May 23, 2022**

1. Approved the April 25, 2022 Meeting Minutes.
2. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
3. Received a Navigation Center update from Commissioner Pritchard and Assistant City Manager/Recorder Amy Sowa.
4. Discussed future commission meetings format and audience participation.

#### **June 27, 2022**

1. Approved the May 23, 2022 Meeting Minutes.
2. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
3. Recommended the City Council adopt Resolution No. 2022-21 authorizing the Tent Camping Program.
4. Received a Navigation Center update from Commissioner Pritchard and Assistant City Manager/Recorder Amy Sowa.

#### **August 22, 2022**

1. Approved the June 27, 2022 Meeting Minutes.
2. Chair Rich announced Erica Kimrey, Gary Leif Navigation Center Program Manager, as the new UCAN representative in Commissioner Pritchard's place.
3. Elected Commissioner Shelley Briggs Loosley to serve as the Vice-Chair.
4. Recommended City Council award a master CM/GC Contract for the renovation of the Gary Leif Navigation Center to S & B James Company.



5. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update. Wayne Ellsworth, Umpqua Heart President, provided additional information regarding the self-governed camp in Sutherlin, Oregon and the efforts to bring a similar option to Roseburg.
6. Received a Navigation Center update from Commissioner Kimrey.
7. Chair Rich discussed the need for a new Warming Shelter location.

### **September 26, 2022**

1. Approved the August 22, 2022 Meeting Minutes.
2. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
3. Received a Navigation Center update from Commissioner Kimrey.
4. Urban Campground
5. Chair Rich provided a Warming Center update.
6. The October 24, 2022 meeting has been cancelled to allow Commissioners to attend a League of Oregon Cities Homelessness in Public Spaces workshop.

### **November 28, 2022**

1. Approved the September 26, 2022 Meeting Minutes.
2. Kelly Wyatt, Roseburg Resident, shared information regarding air rifle use across the river from his neighborhood.
3. Wayne Ellsworth, Umpqua Heart, provided information regarding his process with seeking property in Roseburg for camping services similar to the Hastings Village in Sutherlin.
4. City Manager Messenger provided a Homeless Commission member update.
5. Recommended the City Council adopt a Resolution authorizing the City Manager to negotiate and execute an agreement with Oregon Housing and Community Services (OHCS) to accept grant funding up to \$1,490,835 to assist with the cost of operations of the Navigation Center.
6. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
7. Construction and Design Manager Herinckx provided a Navigation Center remodel update.
8. Commissioner Kimrey provided a Navigation Center operations update.
9. Chair Rich provided an Urban Campground update.
10. Ruth Smith, NeighborWorks Umpqua Resident Service Coordinator and Warming Center liaison provided a Warming Center update.
11. The December 26, 2022 meeting has been cancelled due to City offices holiday closure.

### **January 23, 2023**

1. Approved the November 28, 2022 Meeting Minutes.
2. Jerry O'Sullivan, Adapt Chief of Regional Business Operations and Gene McVae, Adapt Director of Housing and Recovery Community Development provided a presentation regarding Adapt Downtown Services.
3. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
4. Commissioner Pritchard provided a Gary Leif Navigation Center operations update.
5. Chair Rich provided an Urban Campground update.
6. Chair Rich shared email information received from Janet Lamm.

### **February 27, 2023**

1. Approved the January 23, 2023 and February 8, 2023 Meeting Minutes.
2. Elaine Brady, Roseburg resident, spoke on behalf of a consortium of concerned citizens about a petition outlining the need for a campground for the unhoused.
3. Bernie Woodard, Roseburg resident, spoke regarding the need for the City to approve camping on private or public reserve property.
4. Eric Soder, Roseburg resident, acknowledged the work being done by Councilor Ellen Porter in Salem.
5. Councilor Porter provided an update on the legislation she has been working on with the League of Oregon Cities (LOC).
6. Councilor Ruth Smith and Kimetha Stallings, Onward Roseburg, provided an update on the warming center.
7. Kimetha Stallings, Onward Roseburg, provided information on the work being done by Onward Roseburg.
8. HADCO Executive Director and HTAG Coordinator, Janeal Kohler, provided an HTAG update.
9. Design and Construction Manager Ryan Henrickx provided a Gary Leif Navigation Center construction update.
10. United Community Action Network (UCAN) Program Manager Kimrey provided a Gary Leif Navigation Center operations update.
11. Chair Rich provided an Urban Campground update.

### **March 27, 2023**

1. Approved the February 27, 2023 Meeting Minutes.
2. Ben Tatone, Roseburg resident, spoke regarding the need for the Homeless Commission to have a mission statement with goals and policies.
3. Dale Farmer, Roseburg resident, thanked the commission for their work and for giving the community an opportunity to provide input and comments.
4. City Councilor Ellen Porter, thanked the many organizations who had provided logos and letters in support of legislation regarding urban campgrounds she had presented.
5. City Manager Nikki Messenger presented a summary of time, place and manner regulations related to camping on public property for discussion.

### **April 24, 2023**

1. Approved the March 27, 2023 Meeting Minutes.
2. City Manager Nikki Messenger and City Attorney Forrester presented draft ordinance language regarding prohibited camping in order to address court decisions and new legislation.
3. Design and Construction Manager Ryan Henrickx provided a Gary Leif Navigation Center construction update.
4. United Community Action Network (UCAN) Program Manager Kimrey provided a Gary Leif Navigation Center operations update.
5. HTAG Chair Wayne Ellsworth, provided an HTAG update.
6. Chair Rich provided an Urban Campground update.

### **May 22, 2023**

1. There was not a quorum to conduct official business.
2. City Manager Nikki Messenger shared an update on the ordinance regulating time, place and manner as it relates to camping on public property, which would have a second reading at Council's next meeting.

3. Design and Construction Manager Ryan Herinckx provided a Gary Leif Navigation Center construction update.
4. United Community Action Network (UCAN) Program Manager Erica Kimrey provided a Gary Leif Navigation Center operations update.
5. HADCO Executive Director and HTAG Facilitator Janeal Kohler, provided an HTAG update.
6. Chair Rich provided an Urban Campground update.

#### **June 26, 2023**

1. Approved the April 24, 2023 Meeting Minutes.
2. Received public comment from Manya Nicholson and Devon Paasch.
3. Design and Construction Manager Ryan Henrickx provided a Gary Leif Navigation Center construction update.
4. United Community Action Network (UCAN) Program Manager Kimrey provided a Gary Leif Navigation Center operations update.
5. Chair Rich provided an Urban Campground update.

#### **September 25, 2023**

1. Approved the June 26, 2023 Meeting Minutes.
2. Shaun Pritchard provided an update on the Navigation Center.
3. Janeal Kohler provided an update on HTAG.
4. Capt. Jeremy Sanders provided an update on Time, Place, and Manner.
5. Chair Rich provided an Urban Campground update.

#### **December 11, 2023**

1. Approved the September 25, 2023 Meeting Minutes.
2. Staff provided an overview of two (2) possible urban campground sites, located on Winchester St. and Ivan St.
3. The Commission heard public comments from many business and homeowners in the community.
4. The Commission voted to remove the Winchester St. site from consideration.

#### **January 22, 2024**

1. Approved the December 11, 2023 Meeting Minutes.
2. Received public comment from twelve (12) residents or business owners in opposition of the Dream Center property.
3. Recommended to endorse the City's plan to continue due diligence with the Dream Center as a potential manager for this property and others.

#### **February 26, 2024**

1. Approved the January 22, 2024 Meeting Minutes.
2. Received public comment from seven (7) residents or business owners in opposition of the Bogard Street property.
3. Recommended not to make any recommendations to the City Council regarding 225 Bogard Street.

#### **March 25, 2024**

1. Approved the February 26, 2024 Meeting Minutes.
2. Received public comment from a resident in opposition of the Dream Center property and one property owner about the negative impacts of increased homelessness in the community.

3. Direction was given for new Commissioners to discuss the experience their predecessors had on the Commission and for each Commissioner to be ready to provide feedback at the next meeting.

#### **April 22, 2024**

1. Approved the March 25, 2024 Meeting Minutes.
2. Received public comment from Bill Coopride about possible urban campground locations.
3. The Commission will continue to meet monthly.
4. Direction was given to Staff to review the guidelines and provide information about the criteria for selecting a campsite, holding work group meetings, provide framework ideas for developing a strategic plan, and an update about the Supreme Court ruling on the Grants Pass case, if available, at the next meeting.

#### **August 26, 2024**

1. Approved the April 22, 2024 Meeting Minutes.
2. The Commission agreed that members will continue to provide updates from their respective agencies and meet monthly.
3. For the September meeting, each Commission member will provide the following information to the City Recorder in order to compile an inventory of resources:
  - What do you think is important for the public to know about your agency regarding homelessness?
  - Changes and/or updates from the Navigation Center.
  - Changes and/or updates from law enforcement.
  - Bed count – total number and currently available.

#### **September 23, 2024**

1. Approved the August 26, 2024 Meeting Minutes.
2. Received bed count updates from UCAN, Adapt, Roseburg Rescue Mission, and Peace at Home Advocacy Center.
3. Received updates regarding partner organizations and the services they provide.

#### **February 24, 2025**

1. Approved the September 23, 2024 Meeting Minutes.
2. Elected Commissioner Michele Moore as Homeless Commission Vice Chair.
3. Received six public comments.
4. Received updates on Navigation Warming Center and Warming Centers.

#### **April 28, 2025**

1. Approved the February 14, 2025 Meeting Minutes.
2. Received six public comments.
3. Received update on Time, Place, and Manner Regulations.
4. Discussed proposed Prohibition of Distribution of Hypodermic Needles.
5. May 26, 2025 Homeless Commission meeting was cancelled due to the Memorial Day Holiday.

#### **June 23, 2025**

1. Approved the April 28, 2025 Meeting Minutes.

2. Received two public comments.
3. Moved to direct staff to prepare an amendment to the Roseburg Municipal Code to change the Homeless Commission's regular meeting frequency from monthly to every other month, on even months, to be considered by the Roseburg City Council for adoption.
4. Received general updates about the Gary Lief Navigation Center, OHCS Fiscal Monitoring (Audit), HB 3644 – Shelter Funding/Framework, UHA System of Care Inquiry, Urban Campground, and Special Projects Coordinator job status.

**October 27, 2025**

1. Due to lack of a quorum, this meeting was cancelled. Staff is working to reschedule this meeting to a date to be determined.
2. The next regular meeting date is scheduled for Monday, December 22, 2025.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## COMMISSION APPOINTMENTS

---

Meeting Date: January 12, 2026

Agenda Section: Mayor Reports

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

---

### ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired on December 31, 2025.

### BACKGROUND

#### A. Council Action History.

Similar action is taken by the Council each January.

#### B. Analysis.

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

The following denotes the status of Commission membership needs, interest from existing members and any new vacancies that would need to be filled.

### Airport Commission

One Commission member had a term expiration:

- Clint Newell – requested reappointment

*If approved, the following motion is suggested, "I move to reappoint Commission member Clint Newell to the Airport Commission for another three-year term."*

### Budget Committee

One Committee member had a term expiration:

- Stephen Krimetz – requested reappointment

There is currently one vacancy, which we recruited for in 2025, but did not receive any applications.

*If approved, the following motion is suggested, “I move to reappoint Committee member Stephen Krimetz to the Budget Committee for another three-year term.”*

### **Economic Development Commission**

Two Commission members had term expirations:

- Mickey Beach – chose not to request reappointment
- Theresa Haga – requested reappointment

*If approved, the following motion is suggested, “I move to reappoint Commission member Theresea Haga to the Economic Development Commission for another three-year term.”*

### **Historic Resource Review Commission**

One Commission member had a term expiration:

- Nicholas Lehrbach – requested reappointment

*If approved, the following motion is suggested, “I move to reappoint Commission member Nicholas Lehrbach to the Historic Resource Review Commission for another three-year-term.”*

### **Homeless Commission**

One Commission member has a term expiration:

- Michele Moore – requested reappointment

There are currently three vacancies, two of which are assigned seats that have been relinquished. The at-large position was recruited for in 2025. New appointments may be made by Council at a future date.

*If approved, the following motion is suggested, “I move to reappoint Commission member Michele Moore to the Homeless Commission for another three-year term.”*

### **Library Commission**

Two Commission members had term expirations:

- Marcy Tassano – requested reappointment
- Francesca Guyer – requestion reappointment

*If approved, the following motion is suggested, “I move to reappoint Commission members Marcy Tassano and Francesca Guyer to the Library Commission for another three-year term.”*

### **Parks and Recreation Commission**

Three Commission members had term expirations:

- Kyle Bailey – requested reappointment
- Robert Grubbs – requested reappointment
- Joshua James – requestion reappointment

*If approved the following motion is suggested, “I move to reappoint Commission members Kyle Bailey, Robert Grubbs, and Joshua James to the Parks and Recreation Commission for another three-year term.”*

#### **Planning Commission**

There are currently two vacancies that are being advertised. No appointments are requested at the time. Council interviews and potential appointment(s) are scheduled for January 26.

#### **Public Works Commission**

Two Commission members had term expirations:

- Bradley Johnson – requested reappointment
- John Seward – requested reappointment

There are currently two vacancies that are being advertised.

*If approved, the following motion is suggested, “I move to reappoint Commission members Bradley Johnson and John Seward to the Public Works Commission for another three-year term.”*

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

N/A

#### **D. Timing Issues.**

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

#### **STAFF RECOMMENDATION**

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

#### **ATTACHMENTS:**

None



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### ELECTION OF COUNCIL PRESIDENT

---

Meeting Date: January 12, 2026

Agenda Section: Council Reports

Department: Administration Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

---

### ISSUE STATEMENT AND SUMMARY

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

### SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR \_\_\_\_\_ TO ACT AS THE 2026 CITY COUNCIL PRESIDENT."

### ATTACHMENTS:

None

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
December 8, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on December 8, 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, Ruth Smith, Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Finance Director Ron Harker, Community Development Director Stu Cowie, Public Works Director Ryan Herinckx, Human Resources Director John VanWinkle, Library Director Kris Wiley, Special Projects Coordinator Jennifer Bragg, City Recorder Amy Nytes, The News Review Reporter Pat Moore, and Destination Downtown Roseburg Board President Sara Everman

3. Mayor Reports

A. VanWinkle presented information regarding the City Manager's Compensation.

Councilors asked clarifying questions regarding the compensation comparison methodology, COLA calculations, union and management employee classifications, the CPI rate, and whether the City Manager's salary is required to remain a percentage above the highest- paid department head. VanWinkle clarified that comparable data was based on similarly sized cities, management staff are unrepresented employees, the current Consumer Price Index (CPI) rate is 2.8%, there was previous Council direction to keep salary 10% above the next highest paid department head, the current differential is approximately 5.8% above the highest paid department head, and comparable data assumes that those cities have already implemented a COLA for their jurisdiction.

Public Comment

Linda Rohnmeyer and David Martin expressed concerns regarding the proposed salary increase, community economic conditions, comparability of salary data, affordability with the City's budget, and whether salary increases should be performance-based.

Council President Smith moved to approve an increase of the City Manager's monthly salary by 2.8% effective retroactive to September 1, 2025. The motion was seconded by Councilor Porter.

Councilors discussed community impacts, COLA methodology, government salary growth, and whether the proposed increase was appropriate.

VanWinkle and Messenger provided clarification regarding union contracts, COLA calculations, and population-based comparisons.

The motion was approved with following vote: Councilors Michalek, Porter, Smith, Tate, and Weiss voted yes. Councilors Briggs Loosley, Williams, and Zielinski voted no. The motion passed (5-3).

Mayor Rich asked whether the 2.8% COLA increase will keep the city manager's salary 10% above the highest paid department head.

VanWinkle clarified that a 2.8% COLA increase will not maintain the City Manager's salary at 10% above the highest paid department head and stated that he would research whether an official Council rule or policy applies and follow up with Council.

B. Messenger and Forrester presented Council Procedure for Conflict of Interest.

Councilors shared their experiences and concerns with the varying methods of demonstrating the conflict of interest, implementing best practices learned during the League of Oregon Cities training, perception of intimidation or bullying, developing a rule for flexibility, and making sure the rule is consistent.

Mayor Rich shared that Councilors should be able to hear the discussion, asking them to leave the room could create quorum issues.

After discussion, the council consensus was to have councilors roll their chair back against the wall after declaring a conflict of interest, allowing them to remain in the room but clearly removed from the discussion.

4. Commission Reports/Council Ward Reports

Councilor Williams spoke about the November 18, 2025 Library Commission meeting. The library has met with a consultant to update the 5-yr strategic plan and expect to have it finalized in March 2026. The winter reading program for all ages begins on December 1<sup>st</sup>, continues through December 31<sup>st</sup>, and the reading for prizes program is sponsored by the Friends of the Library. More information about activities at the library can be found at [roseburgpubliclibrary.org](http://roseburgpubliclibrary.org), including the newly added digital newspapers.

Councilor Weiss spoke about installation of Christmas lights in time for the tree lighting ceremony and thanked Council for approving the funds to purchase new lights, which are easily repairable. We appreciated all the volunteers that helped put up lights. The hope is to work with the newly formed Destination Downtown Roseburg Board next year to ensure the new lighting system is sustainable.

Councilor Porter spoke about concerns shared by constituents that would like to clear abandoned vehicles, clean up abandoned properties, and pick up excess garbage around their neighborhood. They would like to volunteer in more meaningful ways than

the limited programs the city offers. Due to inquiries from constituents, she would like updates on any lawsuits against the city.

Messenger clarified there are opportunities to volunteer for cleanup at city-owned parks, citizens wanting to assist with cleanup on private properties can contact the property owners, there are currently two lawsuits against the city, and will work with the attorney to provide updates.

Councilor Michalek spoke about citizen concerns regarding property erosion along Ridgeview Lane at Mt. Nebo due to installation of a culvert on Military Avenue and Herinckx was able to provide information to help resolve the matter.

Council President Smith spoke about an accident over the weekend on Pine Street due excessive speeding, would like this section of roadway to be reviewed during upcoming transportation studies and planning, and have the speed as you come into town be lowered to 25mph.

Mayor asked if the section of Pine Street is now owned by the city from a trade of bridges with the State.

Messenger confirmed that the city now owns Pine Street south of Oak Street.

Councilor Michalek asked for an update on the Pickle Ball Courts.

Herinckx confirmed the project will be completed next week.

- A. Council President Smith moved to accept Diana Wales' resignation from the Parks and Recreation Commission, with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski. No Councilors voted no. The motion passed unanimously.
- B. Council President Smith moved to appoint Max Gimble for a term ending in 2027 and Samuel Denney for a term ending in 2026 to the Parks and Recreation Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski. No Councilors voted no. The motion passed unanimously.
- C. Councilor Briggs Loosley moved to accept Keith Lowther's resignation from the Homeless Commission, with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

Max Smoot, announced the formation of a i "People's Homeless Commission" to be held at Frog Leg Studio on SE Stephens, Fridays, from 2:00 p.m. – 6:00 p.m. He invited community members to participate and stated they would be making demands

including providing bedding, porta potties, and requesting police to stop homeless sweeps until a cost analysis is done.

Keith Tidball, co-owner of the Wine Destination on Jackson Street, spoke about the increase in homeless activity and issues at the downtown courtyard, service alley, and parking structure. It has impacted usability for customers and business owners. There has been increased trash, vandalism, camping in doorways and cars, open urination and defecation, and removal of newly placed plants and irrigation. He requested immediate city assistance, noting that the downtown area had been improving but was now “backsliding”.

Linda Rohnmeyer commented on several issues from the meeting, suggesting that more staff is needed to enforce city ordinances and that the Council should consistently apply its rules regarding conflicts of interest.

Received one written comment that was provided to the Council prior to the meeting.

6. Consent Agenda

- A. November 10, 2025 Regular Meeting Minutes.
- B. November 17, 2025 Work Study Minutes.
- C. OLCC – Change of Ownership – SSR Holdings LLC dba Mod Pizza located at 1176 NW Garden Valley Blvd.
- D. Property Tax Exemption Approval Douglas County Baseball Association – Legion Field Resolution No. 2025-20.

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

7. Public Hearings

Mayor Rich opened the public hearing at 8:39 p.m.

- A. Harker presented Supplemental Budget for the Airport Fund, Fiscal Year 2025-26 Resolution No. 2025-17.

Councilor Porter asked whether the grant funding reimbursement is likely to happen before the next budget season and whether the airport project will be completed on time.

Harker clarified that project completion can be variable and we have received reimbursements for airport projects quickly.

Messenger clarified that some of this funding will be reimbursed by grants during the fiscal year, we get reimbursements at various stages of the projects rather than all at once at the end, the taxiway project at the airport is done, the fencing project has been awarded, and the grant for the runway design will be submitted upon FAA approval in March or April.

As no one wished to speak, Mayor Rich closed the public hearing at 8:46 p.m.

Councilor Michalek moved to adopt Resolution No. 2025-17 authorizing supplemental budget adjustments in the Airport Fund for Fiscal Year 2025-26.

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

- A. Mayor Rich opened the public hearing at 8:46 p.m. and Klopfenstein presented Resolution No. 2025-18 Exemption from Public Contracting – Radio Equipment Purchase.

Mayor Rich asked if other cities have already placed their order for radios.

Klopfenstein clarified that some cities have already upgraded their equipment, the County is placing their order for equipment no later than tomorrow, and they are waiting for us to place our order so that we all get the best rate for a bulk order directly from the manufacturer.

Council President Smith asked for clarification of the grant reimbursement.

Messenger clarified that the grant application is on hold due to legal issues at the federal level and we would make sure there was enough money in the Grant Fund to cover the expense, which would be reimbursed upon receipt of any federal grant funds.

As no one wished to speak, Mayor Rich closed the public hearing at 8:54 p.m.

Council President Smith moved to adopt Resolution No. 2025-18, exempting the purchase from competitive bidding and authorizing the city manager to execute a contract with EF Johnson Technologies, Inc. for \$453,280.84 for stationary, mobile, and portable radios with installation and programming. The motion was seconded by Councilor Briggs Loosley.

The motion was approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

There was a consensus to use General Funds to pay for the purchase of Stationary, Mobile, and Portable Radios.

8. Resolution

- A. Messenger presented Resolution No. 2025-19 Supporting Destination Downtown Roseburg's Affiliated Main Street Application.

Sara Everman, Board President of Destination Downtown Roseburg Board provided additional information. The organization is in its early stages, with four active board members working to expand to up to eleven members. They plan to hold open community update meetings monthly, with the next one scheduled for January 5<sup>th</sup> at The Rosebud Theater.

Councilor Weiss moved to adopt Resolution No. 2025-19, supporting Destination Downtown Roseburg's Affiliated Main Street application. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Ordinance

A. Ordinance No. 3617 Planning Commission Code Update, Second Reading.

Nytes read Ordinance No. 3617, entitled, "An Ordinance Amending Section 2.25.030 of the Roseburg Municipal Code," for the second time.

Council President Smith moved to adopt Ordinance No. 3617. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Department Item

A. Herinckx presented Umpqua Valley Arts Association Lease Agreement.

The proposed new agreement is for another 10-year period with two 5-year extension options. Conditions remain essentially the same as the previous agreement, with updated liability insurance requirements. The Arts Association offers galleries open to the public, a summer arts festival, holiday markets, youth camps, and various workshops throughout the year.

Council President Smith moved to authorize the city manager to negotiate and execute the lease agreement with Umpqua Valley Arts Association. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

- Councilor Porter moved to remove the attorney-client protection from the draft investigation report. The motion was seconded by Council President Smith.

The motion was approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- Councilor Weiss asked whether the increase in issues at the parking garage mentioned earlier during public comment by Keith Tidball were possibly due to changes in the security contract.

Herinckx clarified that staff will be following up with them in the morning.

Council President Smith asked if the porta potties at the parking structure and near the bus stop had been removed, which is contributing to some the issues.

Herinckx clarified that the unit near the elevator was removed.

Messenger clarified that the unit near the stairwell was placed by UCAN and they had it removed.

- Councilor Zielinski shared that the annual Shop with a Cop event will be held on Saturday, December 13, 2025, sponsored by the nonprofit Christmas for Kids, 38 children will be participating this year, donations can be made at [info@c4kdc.org](mailto:info@c4kdc.org).
- Mayor Rich read the Executive Session Disclaimer into the record.

12. Adjourn

Mayor Rich adjourned the regular meeting at 9:35 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### RESOLUTION NO. 2026-01 APPROPRIATION TRANSFER FOR FISCAL YEAR 2025-26 AFFECTING THE GRANT FUND

---

Meeting Date: January 12, 2026  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Ron Harker, Finance Director  
Contact Telephone Number: 541-492-6710

---

#### ISSUE STATEMENT AND SUMMARY

The City received \$75,000 in grant funding from Umpqua Health Alliance (UHA) for the Gary Leif Navigation Center. Originally, staff anticipated using the funds for operations but will be using the funds to purchase additional pods, which is a capital expense. The current Grant Fund budget did not include appropriations for this project, and an appropriation transfer needs to be adopted to provide the capital appropriations needed to facilitate this project in compliance with Oregon Budget Law.

#### BACKGROUND

##### A. Council Action History.

On June 9, 2025, City Council adopted Resolution 2025-09, adopting the 2025-2026 Budget.

On November 10, 2025, City Council adopted Resolution 2025-15, adopting a supplemental budget recognizing grant revenues and expenditures for the replacement of the electronic fingerprinting machine.

##### B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The City received a \$75,000 grant from UHA for operations at the Gary Leif Navigation Center. The City is purchasing two four-plex pods that can be configured in several ways, allowing them to be used as either duplexes, four single units for double occupancy, or as family units. This project will help achieve the long-term goal of transitioning from

congregate beds to individual pods, thereby allowing access to wraparound services within the main center while gaining increased privacy and stability.

The current budget did not take into account this project when it was adopted, and as grant funds are to be used in its facilitation, adequate appropriation authority needs to be provided in the Grant Fund. A transfer of \$75,000 in appropriations from the materials & services (1010) classification to the capital outlay appropriations classification can be made to facilitate the requirements of Oregon Budget Law.

*Proposed adjustments summary*

In order to accommodate the proposed changes, the following adjustments are proposed:

*Grant Fund (220)*

Expenditures

Materials & Services (1010)..... \$-75,000

Capital Outlay ..... \$ 75,000

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

**C. Financial/Resource Considerations.**

As this project is to be fully funded by the UHA grant, there are no negative impacts to the Grant Fund.

**D. Timing Considerations.**

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority; therefore, the appropriation transfers and adjustments need to be made as soon as practicable so as not to delay the project.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the funds and/or accounts;  
or
- 3) Not adopt the attached resolution, which would inhibit compliance with Oregon Budget Law.

**STAFF RECOMMENDATION**

Given the need to comply with Oregon Budget Law, staff recommends the adoption of the appropriation transfer as presented.

**SUGGESTED MOTION**

***“I MOVE TO ADOPT RESOLUTION NO. 2026-01 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2025-26 AFFECTING THE GRANT FUND.”***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2026-01 entitled “A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2025-26 AFFECTING THE GRANT FUND”

**RESOLUTION NO. 2026 – 01**

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR  
FISCAL YEAR 2025-26 AFFECTING THE GRANT FUND**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2025-26 by Resolution 2025-09; and

**WHEREAS**, the City received a \$75,000 grant from Umpqua Health Alliance (UHA) for the Gary Leif Navigation Center. The City is purchasing two four-plex pods that can be configured in several ways, allowing them to be used as either duplexes, four single units for double occupancy, or as family units. This project will help achieve the long-term goal of transitioning from congregate beds to individual pods, thereby allowing access to wraparound services within the main center while gaining increased privacy and stability; and

**WHEREAS**, the current budget did not take into account this project when it was adopted, and as grant funds are to be used in its facilitation, adequate appropriation authority needs to be provided in the Grant Fund. A transfer of \$75,000 in appropriations from the materials & services (1010) classification to the capital outlay appropriations classification can be made to facilitate the requirements of Oregon Budget Law; and

**WHEREAS**, in order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the Grant Fund, appropriation transfers are needed as summarized below:

*Grant Fund (220)*

Expenditures

Material & Services (1010).....	\$-75,000
Capital Outlay .....	\$ 75,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

**WHEREAS**, ORS 294.463 allows appropriations to be transferred within a fund and between funds after the budget has been adopted.

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

**Section 1.** Appropriations in the Fiscal Year 2025-26 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Grant Fund (220)			
Resources			
Beginning Fund Balance	\$ 2,419,218	\$ -	\$ 2,419,218
Revenues	<u>\$ 379,460</u>	<u>\$ -</u>	<u>\$ 379,460</u>
Total Resources:	\$ 2,798,678	\$ -	\$ 2,798,678
Appropriations			
Materials and Services	\$ 2,016,245	\$ (75,000)	\$ 1,941,245
Capital Outlay	\$ 28,000	\$ 75,000	\$ 103,000
Reserved for Future Years	<u>\$ 754,433</u>	<u>\$ -</u>	<u>\$ 754,433</u>
Total Appropriations:	\$ 2,798,678	\$ -	\$ 2,798,678

To provide adequate appropriations for capital projects.

**Section 2.** The Finance Director is to make the proper adjustments to the budget.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 12<sup>th</sup> DAY OF JANUARY, 2026.**

---

**Amy Nytes, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### TENNIS CENTER FEE SCHEDULE MODIFICATION

---

Meeting Date: January 12, 2026  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Ryan Herinckx, Director  
Contact Telephone Number: 541-492-6730

---

#### ISSUE STATEMENT AND SUMMARY

The Umpqua Valley Tennis Center (UVTC) is requesting approval to offer a month-to-month membership for the outdoor tennis and pickleball courts.

#### BACKGROUND

##### A. Council Action History.

- On November 8, 2010, the Council authorized the City Manager to execute the 2010 Stewart Park Tennis Center Ground Lease and Operating Agreement with UVTC.
- On December 12, 2012, the Council authorized a 15% increase in membership fees.
- On February 13, 2017, the Council authorized a 5% increase in membership fees.
- On November 25, 2019, the Council authorized a 4% increase in membership fees.

##### B. Analysis.

Pursuant to the 2010 Stewart Park Tennis Center Ground Lease and Operating Agreement, and subject to the City's right to review and modify, UVTC may occasionally adjust the fees charged for the use of the facilities. UVTC shall notify the City in writing at least 90 days prior to any proposed change in fees. Also, in establishing fees, the City shall consider the condition of the facilities, any outstanding debt, the cost of maintenance and operation, the existing fees, UVTC's obligations under the agreement, and other economic conditions within the community. The agreement further states that the City shall not be unreasonable in adjusting the fees, and no fees set by the City shall be adjusted by UVTC for at least one year thereafter without first obtaining City's approval.

The last fee adjustment request from the Umpqua Valley Tennis Center was in November of 2019. At that time, UVTC proposed a 4% fee increase only to its members using the indoor facilities. The fees for the public use of the outdoor courts remained the same at \$2.00 per day, and youth play for free.

At this time, UVTC is proposing to add outdoor-only monthly memberships to its fee schedule, with the following fees:

- |                       |            |
|-----------------------|------------|
| • Family or Couple    | \$45/month |
| • Single              | \$25/month |
| • Junior 18 and under | free       |

**C. Financial/Resource Considerations.**

There are no financial impacts expected for the City.

**D. Timing Considerations.**

The agreement requires a 90-day notification prior to any proposed changes in fees. UVTC contacted City staff on October 8, 2025, with the proposed changes to the fee structure. In consideration of these timing issues, UVTC requests that the proposal takes effect February 1, 2026.

**COUNCIL OPTIONS**

1. Approve Umpqua Valley Tennis Center's request to offer a Monthly Outdoor Court Membership; or
2. Request additional information; or
3. Deny the request.

**STAFF RECOMMENDATION**

The Parks Commission discussed this fee schedule modification at their November 5, 2025, meeting and unanimously recommended the Council approve UVTC's request to offer a Monthly Outdoor Court Membership. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I MOVE TO AUTHORIZE THE UMPQUA VALLEY TENNIS CENTER TO OFFER A MONTHLY OUTDOOR COURT MEMBERSHIP."***

**ATTACHMENTS:**

Attachment #1 – UVTC Membership Options

## UVTC MEMBERSHIP OPTIONS

<b>INDOOR &amp; OUTDOOR COURT MEMBERSHIP</b>		
<b>FAMILY</b>	<b>CURRENT</b>	<b>PROPOSED</b>
Annual Commitment - Single Payment	\$1,068	no change
Annual Commitment - Monthly Payment	\$103	no change
Monthly (no commitment)	\$133	no change
<b>COUPLE</b>		
Annual Commitment - Single Payment	\$998	no change
Annual Commitment - Monthly Payment	\$96	no change
Monthly (no commitment)	\$125	no change
<b>SINGLE</b>		
Annual Commitment - Single Payment	\$742	no change
Annual Commitment - Monthly Payment	\$71	no change
Monthly (no commitment)	\$93	no change
<b>JUNIOR 18 and under</b>		
Annual Commitment - Single Payment	\$251	no change
Annual Commitment - Monthly Payment	\$24	no change
Monthly (no commitment)	\$31	no change

<b>NON-MEMBER DAILY COURT FEES</b>		
Indoor Daily Fee	\$15/day	no change
Outdoor Adult Daily Fee	\$2/day	no change
Outdoor Junior 18 & under Daily Fee	free	no change

<b>OUTDOOR-ONLY MONTHLY MEMBERSHIP (no annual commitment)</b>		
Family or Couple	NA	\$45
Single	NA	\$25
Junior 18 and under	free	no change



## **TENTATIVE FUTURE COUNCIL AGENDA**

### **Unscheduled**

- City Manager Evaluation Process Presentation (Work Study)
  - City Manager Evaluation Process Adoption
  - UCC Land Transfer
  - Thrive Smoking/Vaping Presentation
  - Tent Camping Rules Discussion
  - Speed Reduction Program (2026)
  - Council Goals Adoption (2026)
- 

### **January 26, 2026 – 6:30 P.M.**

Planning Commission Interview

### **January 26, 2026**

Mayor Reports

A. Planning Commission Appointment

Consent Agenda

A. January 12, 2026 Meeting Minutes

Resolutions

A. Resolution No. 2026-02 - Legal Fee Reimbursement

Ordinances

A. Ordinance No. 3619 Solid Waste Management Code Update, First Reading

B. Ordinance No. 3620 Homeless Commission Code Amendment, First Reading

Department Items

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

---

### **February 9, 2026**

Consent Agenda

A. January 26, 2025 Special Meeting Minutes (PC Interviews)

B. January 26, 2026 Meeting Minutes

Resolutions

A. Resolution No. 2026 - \_\_\_\_\_ - OPRD Grant Application Authorization

Ordinances

A. Ordinance No. 3619 Solid Waste Management Code Update, Second Reading

B. Ordinance No. 3620 Homeless Commission Code Amendment, Second Reading

Department Items

A. Umpqua Health Alliance Grant Acceptance, Fir Grove

Informational

A. Future Tentative Council Agendas

---

### **February 23, 2026**

Mayor Reports

A. 2024 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2024 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

A. Annual Comprehensive Financial Report (ACFR)

B. Quarterly Report Ending December 31, 2025

C. 2026 – 2027 Budget Calendar

Consent Agenda

A. February 23, 2026 Meeting Minutes



Department Items

- A. Water System Master Plan Contract Award
- B. 5-Year Pavement Maintenance Plan
- C. Sunshine Mountain Bike Trail Construction Bid Award

Informational

- A. Future Tentative Council Agendas
- 

**March 9, 2026**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 23, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 -\_\_\_ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

Department Items

- A. Police Accreditation Presentation
- B. Inmate Housing Intergovernmental Agreement Extension
- C. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. Future Tentative Council Agendas

***Urban Renewal Agency Board Meeting***

Consent Agenda

- A. June 9, 2025 URA Work Study Meeting Minutes
- B. June 9, 2025 Regular URA Meeting Minutes

Department Items

- A. Resolution No. UR2026 -\_\_\_ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road
- 

**March 23, 2026**

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 9, 2026 Meeting Minutes

Department Items

- A. Parrott Creek Culvert Replacement Bid Award
- B. Airport Runway 16/34 Rehabilitation Design Contract
- C. 5-Year Capital Improvement Plan

Informational

- A. Future Tentative Council Agendas
- 

**April 13, 2026**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 23, 2026 Meeting Minutes
- B. 2026 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. Future Tentative Council Agendas
- 

**April 27, 2026**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 13, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
  - B. Finance Quarterly Report
  - C. Municipal Court Quarterly Report
- 

**May 11, 2026**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation

Consent Agenda

- A. April 27, 2026 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
  - i. Resolution No. 2026 - \_\_\_\_: General Fees
  - ii. Resolution No. 2026 - \_\_\_\_: Water Related Fees

Informational

- A. Future Tentative Council Agendas
- 

**May 25, 2026      MEMORIAL DAY**

---

**June 8, 2026**

Mayor Reports

Consent Agenda

May 11, 2026 Meeting Minutes

Resolution

- A. Resolution No. 2026 - \_\_\_\_ - 2025-26 Budget Adoption

Informational

- A. Future Tentative Council Agendas

***Urban Renewal Agency Board Meeting***

Consent Agenda

- A. March 9, 2026 Meeting Minutes

Resolution

- A. Resolution No. UR2026 - \_\_\_\_ - 2025-26 Budget Adoption
- 

**June 22, 2026**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. June 8, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
- 

**July 13, 2026**

Mayor Reports

Consent Agenda

- A. June 22, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---

**July 27, 2026**

Mayor Reports

Consent Agenda

A. July 13, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

---

**August 10, 2026**

Mayor Reports

Consent Agenda

A. July 27, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---

**August 24, 2026**

Mayor Reports

Consent Agenda

A. August 10, 2026 Meeting Minutes

Executive Session

A. ORS192.660(2)(i) – City Manager Evaluation

Informational

A. Future Tentative Council Agendas

B. Quarterly Financial Report

---

**September 14, 2026**

Mayor Reports

Consent Agenda

A. August 24, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---

**September 28, 2026**

Mayor Reports

Consent Agenda

A. September 14, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---

**October 12, 2026**

Mayor Reports

Consent Agenda

A. September 28, 2026 Meeting Minutes

Department Items

A. 2026 Oregon Public Library Statistical Report

Informational

A. Future Tentative Council Agendas

---

**October 26, 2026**

Consent Agenda

A. October 12, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---

**November 9, 2026**

Mayor Reports

A. Veterans Day and Military Families Month Proclamation

Consent Agenda

A. October 26, 2026 Meeting Minutes

Executive Session

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

Informational

A. Future Tentative Council Agendas

---

**December 14, 2026**

Mayor Reports

Consent Agenda

A. November 9, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

---