

ROSEBURG CITY COUNCIL AGENDA – JANUARY 26, 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

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

6:45 p.m. Special Meeting

Planning Commission Interview

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Jason Tate

Ruth Smith

Ellen Porter

Katie Williams

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

- A. Planning Commission Appointment
- B. City Manager Compensation

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. Resolution

- A. Policy on Reimbursement of Legal Fees Related to Oregon Government Ethics Commission (OGEC) Ethics Complaints - Resolution No. 2026-02

7. Ordinance

- A. Ordinance No. 3620 – Amending RMC Section 2.20.040 – Homeless Commission Organization, First Reading and Second Reading

8. Department Item

9. Items from Mayor, City Council and City Manager

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

10. Adjourn

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

- A. Litigation Update

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

PLANNING COMMISSION INTERVIEW / APPOINTMENT

Meeting Date: January 26, 2026
Department: Administration
www.cityofrooseburg.org

Agenda Section: Special Meeting/Mayor Reports
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Planning Commission that may be filled by a City resident.

BACKGROUND

A. Council Action History.

- On May 12, 2025, the Council accepted the resignation of Emily Brandt from the Planning Commission.
- On September 8, 2025, the Council accepted the resignation of Matthew Keller from the Planning Commission.
- On December 8, 2025, the Council adopted Ordinance No. 3917, updated the Section 2.25.030 related to the Planning Commission.

B. Analysis. Staff advertised the Planning Commission vacancies through the local news media, social media and the City's website. Two applications were received. One was later withdrawn, leaving one candidate, Daniel Prather. Mr. Prather has also applied for the Public Works Commission.

The Roseburg Municipal Code (RMC) requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting at which candidates are interviewed. Following the interview, the Council may make appointments during the regular meeting or solicit additional candidates for consideration at a later meeting before making appointments.

In accordance with RMC 2.25.030, not more than two members of the Planning Commission may be engaged in the same kind of occupation, business, trade or profession.

C. Financial and/or Resource Considerations. N/A.

D. Timing Issues. It is recommended appointments be made as soon as practical.

COUNCIL OPTIONS

- 1) Interview the applicant and make an appointment during the regular meeting; or
- 2) Choose to continue solicitation for additional applicants.

STAFF RECOMMENDATION

Pursuant to the Roseburg Municipal Code, staff do not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

ATTACHMENTS

Attachment No. 1 – Interview Questions

Attachment No. 2 – Daniel Prather application



PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background.
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Prather Daniel
Last First
Home Address: [REDACTED] Roseburg OR 97471
Street Zip Code
Phone Number: [REDACTED] Cell Phone: [REDACTED]
Email Address: [REDACTED]
Occupation Project Manager / [REDACTED] Place of Employment
Business Address [REDACTED] Roseburg OR 97471 [REDACTED] Phone

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

I am the project manager at the RUSA wastewater plant. I chose to move to Roseburg in June of 2024 to pursue this career opportunity and specifically to Roseburg because of the people and beauty of this city. As PM, I handle planning and scheduling for the crew and the wastewater treatment facility. I review and draft contracts, create and implement plans relating to facility improvement and upkeep as well as process activities. I help foster a positive and ambitious work environment and help my crew achieve their career goals. I hope to bring my broad skillset as well as my methodical and technical approach to this committee and be a part of helping this city to thrive now and in the future.

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

I work with my wife to give to the FISH food pantry. We partner to collect green bags in our neighborhood. We are involved in UVA and many of its functions. I attend and present at RUSA board meetings.

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

Maintaining and growing economic strength for Roseburg. Growing our community and our city. Urban growth and providing an environment that will attract businesses and residents to Roseburg.

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

I love Roseburg and want to contribute to the workload that it takes to make it run.

I have a skillset that can be of use and I want to apply it to help my community.

I want to invest my time and efforts to have a positive impact for the people and businesses of Roseburg.

I want to be an example to my team and show that you should put work and energy into the things that you care about.

A large black rectangular redaction box covering a signature.

Applicant Signature

11/20/25
Date

Return completed application to the City Hall lobby, 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.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER COMPENSATION

Meeting Date: January 26, 2026
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Larry Rich, John VanWinkle
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City Manager is under contract for services with the City. Council reviews the City Manager's performance and compensation level on an annual basis, unless otherwise decided. After the December 8, 2025 Council meeting, Mayor Rich asked for background information on the 10% Council rule, and how much of an increase in salary it would take to stay in compliance with that rule. The issue for Council is whether to honor the 10% rule.

BACKGROUND

A. Council Action History.

Council's annual evaluation process with the City Manager concluded at the November 10, 2025 Council meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the City Manager's salary. At the December 8, 2025 Council meeting, Council voted to approve a 2.8% salary increase for the City Manager. During the meeting, there was discussion regarding a past practice in which the City Manager has historically received an increase, if necessary, to provide a minimum 10% differential between the City Manager and highest paid Department Head.

B. Analysis.

After the December 8, 2025 meeting, Mayor Rich requested additional information regarding the history of the 10% differential practice.

Council discussed and implemented the 10% rule in 2012.

Council minutes and agenda item summaries indicate that when City Manager Lance Colley was hired in 2012, Council established the City Manager's salary at 10% above the highest paid department heads, which at that time were the Fire Chief and Police Chief. Council continued this practice throughout Mr. Colley's tenure, and during the past six years of current City Manager Nikki Messenger's tenure until the December 8, 2025 Council meeting. The 10% rule has been in place for the last 13 years.

C. Financial/Resource Considerations.

The highest paid department head currently receives a monthly salary of \$14,702. Establishing the City Manager's salary at 10% above the highest paid Department Head would increase the City Manager's salary from \$15,998, as approved at the December 8,

2025 Council meeting, to \$16,172.20, an increase of \$174.20 per month, or a total increase of 3.92%, applied retroactively to her September 1, 2025, anniversary date.

D. Timing Considerations.

There are no specific timing considerations.

COUNCIL OPTIONS

Council has the following options:

- Approve a compensation adjustment for the City Manager; or
- Make no changes to the current compensation for the City Manager; or
- Request additional information before making a determination regarding the City Manager's compensation.

STAFF RECOMMENDATION

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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ELECTION OF COUNCIL PRESIDENT

Meeting Date: January 26, 2026

Agenda Section: Council Reports

Department: Administration **Staff Contact:** Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

SUGGESTED MOTION

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

ATTACHMENTS:

None



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

POLICY ON REIMBURSEMENT OF LEGAL FEES RELATED TO OREGON GOVERNMENT ETHICS COMMISSION (OGEC) ETHICS COMPLAINTS RESOLUTION NO. 2026 - 02

Meeting Date: January 26, 2026
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Jennifer Bragg, SPC
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At the November 10, 2025 meeting, Council discussed considering a policy for reimbursing legal fees related to Oregon Government Ethics Commission (OGEC) ethics complaints that are ultimately dismissed. Staff has prepared a draft policy for Council consideration. The policy allows reimbursement only when OGEC issues an Order of Dismissal and establishes approval authority and documentation requirements. The issue for the Council is whether to adopt the attached resolution adopting the policy.

BACKGROUND

A. Council Action History.

At the November 10, 2025 meeting, the Council and Mayor directed staff to develop and present a formal OGEC legal fee reimbursement policy for Council consideration.

B. Analysis.

There are three categories that fall under purview of the Oregon Government Ethics Commission. They are Lobbying, Public Officials (Ethics), and Public Meetings Law. Lobbying is governed by ORS Chapter 171. Ethics is governed by ORS Chapter 244. Public Meetings Law is governed by ORS 192.610 through 192.705. More information on each of these topics can be found on the OGEC website here: <https://www.oregon.gov/ogec/Pages/default.aspx>

The topic of the proposed policy is reimbursement of personal legal fees incurred defending ethics complaints, if the complaint is ultimately dismissed.

Adopting a policy would ensure consistency, compliance with state law, and clear administrative procedures. Under Oregon Government Ethics Law, public officials must defend OGEC complaints individually. Without approval of the governing board, the City cannot legally reimburse these costs. The proposed policy:

- Applies uniformly to all employees, commissioners, Councilors, and the Mayor.

- Allows reimbursement only after OGEC issues an Order of Dismissal confirming the complaint was unfounded.
- Authorizes the City Manager to reimburse the first \$5,000.00 (or any amount up to \$5,000.00) in documented legal fees.
- Requires City Council approval for any reimbursement beyond the initial \$5,000.00.
- Establishes uniform documentation and eligibility standards.
- Ensures compliance with ORS 244.040(1) by prohibiting personal financial benefit without formal governing body approval.
- Prevents an official from participating in approval of their own reimbursement request.

This policy provides the procedural framework necessary for fair and consistent handling of ethics-related legal fee reimbursement while protecting the City from improper expenditures.

C. Financial/Resource Considerations.

Costs will vary depending on future OGEC complaints. Eligible reimbursements up to \$5,000.00 may be approved and paid by the City Manager. Any reimbursement exceeding the first \$5,000.00 must be approved by City Council prior to payment.

D. Timing Considerations.

The Council has previously authorized reimbursement of legal fees related to a complaint filed against Councilor Briggs Loosely that OGEC dismissed. The City Manager has received a reimbursement request from former Homeless Commission member Shaun Pritchard. He also incurred legal fees related to a complaint that was filed and ultimately dismissed by OGEC. Adoption of a policy will provide guidance for the City Manager to respond to the request and will ensure the City has a legally compliant reimbursement framework in place before any further OGEC matters arise.

COUNCIL OPTIONS

1. Adopt the proposed OGEC Legal Fee Reimbursement Policy as presented; or
2. Modify the proposed policy and adopt as amended; or
3. Provide directions to staff for additional changes; or
4. Decline to adopt the policy.

STAFF RECOMMENDATION

Staff recommend that Council adopt the OGEC Legal Fee Reimbursement Policy as presented.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2026-02, A RESOLUTION ADOPTING A POLICY ON REIMBURSEMENT OF LEGAL FEES RELATED TO OREGON GOVERNMENT ETHICS COMMISSION ETHICS COMPLAINTS."

ATTACHMENTS:

Attachment #1 – Resolution No. 2026-02

RESOLUTION NO. 2026-02

**A RESOLUTION ADOPTING A POLICY ON REIMBURSEMENT OF LEGAL FEES
RELATED TO OREGON GOVERNMENT ETHICS COMMISSION (OGEC) ETHICS
COMPLAINTS**

WHEREAS, Oregon Government Ethics Commission (OGEC) ethics complaints are filed against individuals, not against the City of Roseburg; and

WHEREAS, under Oregon law, including ORS 244.040 and ORS 244.270, public officials and employees are individually responsible for defending OGEC complaints unless reimbursement is formally authorized by governing body action; and

WHEREAS, ORS 244.040(1) prohibits personal financial gain by public officials without proper governing body authorization; and

WHEREAS, the City Council desires to establish clear, consistent, and legally compliant standards governing when the City may reimburse legal fees incurred by City employees, City commissioners, City councilors, or the Mayor in responding to OGEC complaints arising from official duties; and

WHEREAS, the City Council finds that reimbursement should occur only when OGEC has issued a formal Order of Dismissal confirming that a complaint is unfounded and no violation occurred; and

WHEREAS, the City Council finds that adoption of a formal policy promotes transparency, consistency, fiscal accountability, and compliance with Oregon law;

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

Section 1. The City Council hereby adopts the OGEC Legal Fee Reimbursement Policy, attached hereto as Exhibit A and incorporated by this reference.

Section 2. The policy shall apply uniformly to City employees, members of City boards and commissions, City councilors, and the Mayor, as provided in Exhibit A.

Section 3. The City Manager is authorized to administer the policy and to approve reimbursement of eligible legal fees up to \$5,000.00, consistent with the terms of the policy. Any reimbursement exceeding \$5,000.00 shall require City Council approval at a public meeting.

Section 4. This resolution shall become effective immediately upon adoption.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 26th DAY OF JANUARY 2026.**

Amy Nyties, City Recorder

**RESOLUTION NO. 2026-02
EXHIBIT A
OGEC LEGAL FEE REIMBURSEMENT POLICY**

1. PURPOSE

The purpose of this policy is to establish clear, consistent, and legally compliant standards under which the City of Roseburg may reimburse legal fees incurred by City employees, members of City boards and commissions, City Councilors, or the Mayor when responding to ethics complaints filed with the Oregon Government Ethics Commission (OGEC). This policy is intended to ensure compliance with Oregon Government Ethics Law, including ORS Chapter 244, while preventing unauthorized personal financial benefit and providing a fair reimbursement framework when an OGEC complaint is determined to be unfounded.

2. APPLICABILITY

This policy applies uniformly to:

- All City employees
- All members of City boards and commissions
- All City Councilors
- The Mayor

This policy applies only to legal fees incurred in connection with OGEC complaints arising directly from actions taken within the individual's official duties on behalf of the City of Roseburg.

3. LEGAL CONTEXT AND GENERAL PRINCIPLES

3.1 OGEC ethics complaints are filed against individuals, not against the City of Roseburg.

3.2 Under Oregon law, including ORS 244.040 and ORS 244.270, public officials and employees are individually responsible for defending OGEC complaints unless reimbursement is formally authorized by governing body policy.

3.3 ORS 244.040(1) prohibits public officials from receiving personal financial gain without proper governing body authorization.

Accordingly, reimbursement under this policy is limited, conditional, and subject to strict eligibility and documentation requirements.

4. DEFINITIONS

4.1 Official Duties

Actions taken by an individual in their capacity as a City employee, appointee, or elected official that are authorized by the City Charter, Roseburg Municipal Code, job description, Council rules, or other formal City authorization. Actions related to campaign activity, political activity, personal matters, or non-City business do not constitute official duties.

4.2 OGEC Order of Dismissal

A formal written determination issued by the Oregon Government Ethics Commission concluding that a complaint is unfounded, no violation occurred, and the matter is dismissed. Only an OGEC Order of Dismissal qualifies a request for reimbursement under this policy.

5. INDIVIDUAL RESPONSIBILITY FOR OGEC DEFENSE

There is no requirement under this policy to acquire legal representation to respond to an OGEC ethics complaint. That is a personal decision that should be made in consultation with appropriate legal advice. All individuals covered by this policy are responsible for securing and paying for their own legal representation throughout the OGEC process, regardless of the merit of the allegation. The City shall not provide advance payment, legal representation, or reimbursement unless and until all eligibility requirements under this policy are satisfied.

6. ELIGIBILITY FOR REIMBURSEMENT

A request for reimbursement may be approved only when all of the following conditions are met:

1. OGEC has issued a formal Order of Dismissal.
2. The complaint arose directly from actions taken within the individual's official duties for the City of Roseburg.
3. The individual has personally paid the legal fees for which reimbursement is requested.
4. The individual submits all required documentation as set forth in Section 8.
5. The request complies with all limitations and prohibitions in this policy.

7. FUNDING AUTHORITY AND APPROVAL

7.1 The City Manager is authorized to approve reimbursement of documented, eligible legal fees up to \$5,000.00.

7.2 Any reimbursement exceeding \$5,000.00 shall require approval by the City Council at a regular or special public meeting.

7.3 An individual requesting reimbursement under this policy shall not participate in any approval discussion, recommendation, or vote related to their own reimbursement request.

8. LIMITATIONS AND PROHIBITED REIMBURSEMENTS

The City shall not reimburse:

- Legal fees associated with any OGEC matter resulting in a violation, civil penalty, stipulated agreement, or settlement.
- Costs unrelated to defending the OGEC complaint, including but not limited to media strategy, political consulting, or personal matters.
- Legal expenses incurred by spouses, household members, campaign staff, or any person other than the individual named in the complaint.

- Legal fees related to campaign, political, personal, or non-City activities.

All reimbursements must comply with ORS 244.040(1) and shall not result in unauthorized personal financial benefit.

9. DOCUMENTATION REQUIREMENTS

To request reimbursement, an individual must submit the following to the City Manager:

1. A copy of the OGEC Order of Dismissal.
2. Itemized legal invoices identifying dates of service, services provided, hourly rates, and total charges.
3. A signed statement affirming that:
 - o The legal fees were personally paid by the individual;
 - o The fees were incurred solely to defend the specific OGEC complaint; and
 - o The matter arose from actions taken within the individual's official duties.

Incomplete or insufficient documentation shall not be processed.

10. ADMINISTRATION

The City Manager is responsible for administering this policy, maintaining reimbursement records, and ensuring compliance with Oregon law. Requests requiring City Council approval shall be placed on a public meeting agenda.

11. AMENDMENTS

This policy may be amended by majority vote of the City Council at a public meeting. The City Manager may recommend revisions as necessary to maintain compliance with state law and administrative best practices.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ORDINANCE NO. 3620 AMENDING RMC SECTION 2.20.040 HOMELESS COMMISSION ORGANIZATION

Meeting Date: January 26, 2026
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6700

ISSUE STATEMENT AND SUMMARY

Council is being asked to consider first and second reading of an ordinance amending Roseburg Municipal Code Section 2.20.040 regarding the organization of the Homeless Commission.

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, changing 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 reducing the Homeless Commission membership to seven by removing the UCAN representative.
- At the January 12, 2026 meeting, Council directed staff to bring back an ordinance reflecting a change to seven members, including three named seats and three seats to be filled by persons located within the Roseburg School District boundary.

B. Analysis.

When the Homeless Commission was established in December of 2020, the initial organization of the Commission was seven members, including the director or designated representative from Adapt, UCAN, Aviva Health, and Umpqua Health Alliance, the chair, and two at-large members. In December 2022, the Commission was changed to eight members with the addition of a seat for the Cow Creek Band of Umpqua Tribe of Indians.

Umpqua Community Action Network and Umpqua Health Alliance have both relinquished their seats on the Commission. At the January 12, 2026 meeting, the Council directed staff to bring back an ordinance reflecting a change to the Homeless Commission membership as follows:

- Seven members including the chair (city councilor)
- Three seats assigned to Adapt, Aviva, and the Cow Creek Band of Umpqua Tribe of Indians
- Three seats for persons living or working within the boundary of the Roseburg School District

In addition, the Council directed that the Commission should go back to monthly meetings. In the Roseburg Municipal Code, monthly meetings are the normal occurrence under Chapter 2.32 General Commission Provisions. As such, the reference to the meeting schedule is being removed from the ordinance.

If adopted, the proposed changes to the municipal code would read as follows:

2.20.040 Organization of Commission; meetings.

The Commission shall consist of ~~eight~~ seven members, one of whom shall be the Chair. ~~Five~~ Three 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~~ Three members shall be at large live or work within the boundary of the Roseburg School District.

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.

C. Financial/Resource Considerations.

None.

D. Timing Considerations.

In order to fill the three vacant positions as efficiently as practical, staff is recommending that the Council proceed with first reading, suspend the rules, hear second reading and consider adoption of the ordinance. Immediate effectiveness is necessary to allow timely recruitment and appointments of Commission members and to ensure continuity of advisory services related to homelessness.

COUNCIL OPTIONS

The Council has the following options:

1. Proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption; or

2. Recommend change(s) to the ordinance and proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption; or
3. Proceed with first reading only, which will delay implementation of the changes; or
4. Request additional information; or
5. Take no action at this time.

STAFF RECOMMENDATION

Staff recommends Council proceed with first reading of Ordinance No. 3620, followed by suspension of the rules, second reading and adoption of the ordinance with an emergency clause making it effective immediately.

SUGGESTED MOTION

If Council concurs with staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate:

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3620, AN ORDINANCE AMENDING SECTION 2.20.040 OF THE ROSEBURG MUNICIPAL CODE."

"I MOVE TO ADOPT ORDINANCE NO. 3620."

ATTACHMENTS:

Attachment #1 – Ordinance No. 3620

ORDINANCE NO. 3620

AN ORDINANCE AMENDING SECTION 2.20.040 OF THE ROSEBURG MUNICIPAL CODE AND DECLARING AN IMMEDIATE EFFECTIVE DATE

WHEREAS, the Roseburg City Council adopted Ordinance No. 3544 on December 14, 2020, adding Chapter 2.20 to the Roseburg Municipal Code establishing a Homeless Commission; and

WHEREAS, since the inception of the Homeless Commission, the director or designated representative of United Community Action Network (UCAN) and Umpqua Health Alliance (UHA) have served as members of the Commission; and

WHEREAS, UCAN and UHA have notified the City of their desire to relinquish their seats on the Homeless Commission.

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

SECTION 1. Roseburg Municipal Code Section 2.20.040, titled “Organization of Commission; meetings,” is hereby amended to read as follows:

2.20.040 Organization of Commission.

The Commission shall consist of seven members, one of whom shall serve as the Chair. Three members shall be the director or designated representative from the following local agencies: Adapt, Aviva Health, and the Cow Creek Band of Umpqua Tribe of Indians. Three members shall live or work within the boundary of the Roseburg School District.

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.

SECTION 3. This ordinance shall become effective immediately upon adoption and approval by the Mayor.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS _____ DAY OF _____, 2026.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2026.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER



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)

February 9, 2026

Consent Agenda

- A. January 12, 2026 Meeting Minutes
- B. January 26, 2025 Special Meeting Minutes (PC Interviews)
- C. January 26, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 - 03 - OPRD Grant Application Authorization

Department Items

- A. Umpqua Health Alliance Grant Acceptance, Fir Grove

Informational

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

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 Presentation

- 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

Special Presentation

- A. Police Accreditation Presentation

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
- B. Updates to Tent Camping Resolution – Resolution No. _____

Ordinance

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

Department Items

A. Inmate Housing Intergovernmental Agreement Extension

B. 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 Item

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

Ordinance

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

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

Resolution

A. Council Goals Adoption Resolution No. ____

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
