

ROSEBURG CITY COUNCIL AGENDA – JANUARY 9, 2023
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470
Public Online Access:



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1-5-2023

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Facebook Live at www.Facebook.com/CityofRoseburg

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page 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**
- 3. Roll Call**

Shelley Briggs Loosley	David Mohr	Ellen Porter	Brian Prawitz
Kylee Rummel	Patrice Sipos	Ruth Smith	Andrea Zielinski
- 4. Mayor Reports**
 - A. State of the City Address
 - B. Commission Chair Appointments
 - C. Commission Appointments
- 5. Commission Reports/Council Ward Reports**
 - A. Election of Council President
- 6. Audience Participation – In Person or via Zoom/See Information on the Reverse**
- 7. Consent Agenda**
 - A. December 12, 2022 Council Special Meeting Minutes
 - B. December 12, 2022 Council Meeting Minutes
- 8. Ordinances**
 - A. Ordinance No. 3579 - Comprehensive Plan Amendment and Zone Change – Terra Firma, Second Reading
- 9. Items from Mayor, City Council and City Manager**
- 10. Adjourn**
- 11. Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

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.
- Email by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 p.m. the day of the meeting to get a link to the meeting.

When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.

When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to info@cityofroseburg.org.

When participating virtually, 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.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Council must state their name and city of residence for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

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

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

CITIZEN PARTICIPATION

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

PROVIDING COMMENTS

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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

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

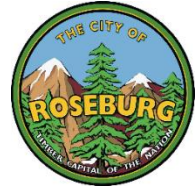
The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

The City Council meetings are on Facebook Live and available to view on the City website the next day at:

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

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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COMMISSION APPOINTMENTS

Meeting Date: January 9, 2023

Agenda Section: Mayor Reports

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

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 December 31, 2022.

BACKGROUND

A. Council Action History.

Similar action is taken by the Council each January.

B. Analysis.

Known vacancies are 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. The Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

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. The Committee member has asked to continue on the Committee for another three year term.

There are no vacancies at this time.

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 and Misty Ross. Both Commission members have asked to continue on the Commission for another three year term.

There are no vacancies at this time.

If approved, the following motion is suggested, "I move to reappoint Commission members Mickey Beach and Misty Ross to the Economic Development Commission for another three year term."

Historic Resource Review Commission

One Commission member had a term expiration: Nicholas Lehrbach. The Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

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."

Library Commission

Two Commission members had term expirations: Marcy Tassano and Francesca Guyer. Both Commission members have asked to continue on the Commission for another three year term.

There are no vacancies at this time.

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, Robert Grubbs and Tobiah Mogavero. All Commission members have asked to continue on the Commission for another three year term.

There are no vacancies at this time.

If approved, the following motion is suggested, "I move to reappoint Commission members Kyle Bailey, Robert Grubbs and Tobiah Mogavero to the Parks and Recreation Commission for another three year term."

Planning Commission

Three Commission members had term expirations: Victoria Hawks, Daniel Onchuck and Shelby Osborn. Commission members Onchuck and Osborn have asked to continue on the Commission for another four year term.

Commission Member Hawks resigned from the Commission on November 10, 2022. Council accepted her resignation at the December 12, 2022 Council Meeting. Staff opened a recruitment and is accepting applications until January 13, 2023. Interviews for the vacancy are tentatively scheduled for January 23, 2023 in a special meeting. There is only the one vacancy on the Commission at this time.

If approved, the following motion is suggested, "I move to reappoint Commission members Daniel Onchuck and Shelby Osborn to the Planning Commission for another four year term."

Public Works Commission

Two Commission members had term expirations: John Seward and Tim Swensen. Both Commission members have asked to continue on the Commission for another three year term.

There are no vacancies at this time.

If approved, the following motion is suggested, "I move to reappoint Commission members John Seward and Tim Swensen 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 9, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate, Management Assistant
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 2023 CITY COUNCIL PRESIDENT."

ATTACHMENTS:

None

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
December 12, 2022**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:43 p.m. on December 12, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue in Roseburg, Oregon.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Patrice Sipos and Andrea Zielinski.

Absent: Councilors Brian Prawitz and Kylee Rummel

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, Community Development Director Stuart Cowie, Finance Director Ron Harker, Fire Chief Tyler Christopherson, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Dawn Easley, Management Staff Assistant Autumn David, Management Assistant Koree Tate (remotely), Communications Specialist Suzanne Hurt and Kyle Bailey of KQEN.

CITY COUNCILOR INTERVIEWS FOR WARD 1, POSITION 2

COUNCILOR APPLICANT DAVID MOHR

David Mohr shared he was a Roseburg native, spent 9 years in the Marine Corp, and his career was in IT and cyber security. His involvement with the community had varied, but he volunteered at the Veterans Administration and high school. His background was with technology and business while working for and with many fortune 500 companies, insourcing and outsourcing security. If appointed to Council, there were questions and feedback he could supply to help with conversations. He watched Roseburg transform over the years and noticed many opportunities for how the area could be even better. He was not aware if the role allowed for any significant influence, but wanted to contribute to help with positive change. He saw the Councilor role similar to a board of directors to set policies, ensure adequate resources and to monitor and measure outcomes to best determine if Council had to change things moving forward. His priorities included safety and security of citizens, an environment for people to be successful, grow, reach goals and build a livelihood, and a good government that worked for the people.

COUNCILOR APPLICANT RICHARD FILLEY

Richard Filley said he was a semi-retired real estate broker for Colt Mortgage. He moved to Roseburg 50 years ago and had been a member of the Roseburg Elks Lodge, founder of the University of Oregon Club, founder of the Electric Light Society, Douglas County Treasurer, board member for Douglas County, Roseburg optimist club, and more. He was previously a Roseburg City Councilor from 1992 to 1996. Safety of the community was important and Fire and Police Departments were a critical component for their services. He wanted to see better community relations to help make citizens aware of all the good things happening. His priorities included abolishing the request to have the City Manager only live in city limits, expand the Urban Growth Boundary, work closely with the County Commissioners regarding homelessness, and better communicate with the news media to bring the City in a better light.

ADJOURNMENT

Mayor Rich explained the Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Mayor Rich adjourned the meeting at 7:13 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
December 12, 2022**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:15 p.m. on December 12, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Bob Cotterell, Patrice Sipos and Andrea Zielinski.

Absent: Councilors Brian Prawitz and Kylee Rummel

Others Present: City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Finance Director Ron Harker, Fire Chief Tyler Christopherson, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Dawn Easley, Management Assistant Autumn David, Management Assistant Korea Tate (remotely), Communications Specialist Suzanne Hurt and Kyle Bailey of KQEN.

SPECIAL PRESENTATION – SESQUICENTENNIAL ARTWORK

Ms. Hurt introduced Susan Applegate who was a well-known Douglas County artist and a descendant of one of Oregon's earliest pioneer families which created the famous Applegate Trail used by early immigrants. Her work as a Douglas County artist had a long history. The Douglas County Museum of Natural and Cultural History had two large dioramas designed and painted by Ms. Applegate. Her many years of participation and exhibitions at the Umpqua Valley Arts Association, and the mural of the Umpqua Trail on Umpqua Bank, testified to her engagement with the community. Ms. Applegate was commissioned to create a new painting that represented the sesquicentennial (150th birthday) of the City in 2022. The painting would be displayed in the City Hall lobby by the centennial artwork and a restored cutout of founder Aaron Rose.

Susan Applegate along with Ms. Hurt, unveiled her painting and shared with Council her thought process for the depiction of the items painted. Ms. Applegate included a Deer Creek representation by two deer, an Umpqua woman with a basket of acorns, a grove of oak trees, founder Aaron Rose and his home that was also an inn for people coming to the area, the 1872 O&C Railroad, three depictions of City Hall and Music on the Half Shell at Stewart Park to show the culture of today in Roseburg. There were many other important items she contemplated on adding, but decided there was not adequate spacing. Her main focus was to show a community in good spirit and to have people looking at the painting and thinking they were glad to live here, it's a beautiful place to be.

Mayor Rich recognized the talent and work of the three artists who made important contributions to City Hall artwork used to celebrate and remember Roseburg's 150th birthday on October 3, 2022. Susan Applegate created the new painting just discussed that was meant to serve as a lasting tribute to Roseburg's sesquicentennial. The painting would hang in the

City Hall lobby on the same wall as two art pieces produced for Roseburg's Centennial in 1972 and a newly restored, life-sized cutout of city founder Aaron Rose. He thanked Roseburg artist Susan Comerford, who was commissioned to paint a wooden mural of Aaron Rose by the Roseburg Visitors and Convention Commission in 1996. Working from an 1890 photo taken by early local photographer H.D. Graves, she asked an Umpqua Dairy truck driver to cut out a silhouette of Rose and his cane from a piece of wood. Comerford then painted Aaron Rose holding the cane, and the painting was installed outside the front door to City Hall where it stood for more than a decade. Mayor Rich thanked wife, Roseburg artist Alpha Rich, who volunteered to restore the weather-damaged Aaron Rose cutout. The restoration was underway when City Staff discovered Susan Comerford was the original painter. Mayor Rich thanked Susan Comerford for restoring the original sign that would once again hang next to Aaron Rose. Both artists have now signed the back of the Aaron Rose cutout.

Mayor Rich called for a brief recess at 7:27 p.m. to allow Council to view the artwork and meet the local artists. At 7:37 p.m., Mayor Rich called the meeting back to order.

CITY COUNCILORS RETIREMENT RECOGNITION

Mayor Rich announced Councilors Bob Cotterell and Beverly Cole had chosen to retire from their seat on Council. He and Council thanked them for their service and provided them with their Council portrait and a plaque commemorating time on Council and their service to the community. Mayor Rich provided past examples that exemplified the community involvement and work the councilors have done.

CITY COUNCILOR APPOINTMENT

Mayor Rich explained interviews were conducted during a special meeting prior to the Council meeting. Council accepted Sheri Moothart's resignation on October 10, 2022 and interviewed David Mohr and Richard Filley. Councilors Cotterell, Briggs Loosley and Sipos agreed Mr. Filley had previous experience from once holding a position on Council from 1992-1996, but Mr. Mohr seemed to be a better candidate with concise responses and being someone new who could provide a benefit to the Council. Councilors Zielinski and Cole appreciated the candidates thoughtful input and responses, but were also leaning towards Mr. Mohr. Mayor Rich said although he did not vote, he leaned towards Mr. Filley based on his skillset and knowledge of the issues, but agreed both were quality candidates. Councilor Cotterell suggested that if Mr. Mohr were to be appointed, his military background could be useful to continue the position as liaison with the Roseburg Veterans Administration.

Councilor Cotterell moved to appoint David Mohr to fill the Ward 1, Position 2 vacancy, through December 31, 2024. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no. Mayor Rich congratulated David Mohr as the new City Councilor for Ward 1.

2022 GENERAL ELECTION RESULTS AND SCHEDULING OATH OF OFFICE

Mayor Rich read results of the General Election into the record:

POSITION	SUCCESSFUL CANDIDATE	NUMBER OF VOTES
Mayor	Larry Rich	5,941
Councilor, Position 1		
Ward 1	Kylee Rummel	1,305
Ward 2	Shelley Briggs Loosley	1,643
Ward 3	Ellen E. Porter	1,353
Ward 4	Ruth M. Smith	1,350

BALLOT MEASURE 10-204: Concerning Psilocybin-Related Businesses within the City of Roseburg, Oregon. Failed with 3,121 “yes” votes compared to 6,444 “no” votes.

Mayor Rich announced the Oath of Office ceremony for the newly elected officials was tentatively scheduled for 4:00 p.m. on Tuesday, January 3, 2023 in the Public Safety Center Umpqua Conference Room.

MUNICIPAL COURT JUDGE COMPENSATION

Mr. VanWinkle discussed the judge generally received the same salary adjustment granted to management employees, which was 3% for 2022-23. Judge Mahan had not requested any other adjustments. A 3% adjustment would increase his salary from \$5,519 to \$5,685 per month, effective on his November 1, 2022 anniversary date. Councilor Cotterell moved to adjust compensation for Judge Mahan as presented. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no.

2021 GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORT (PAFR) AND 2021 GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN ANNUAL COMPREHENSIVE FINANCIAL REPORTING (ACFR)

Mr. Harker shared the City recently received its 29th GFOA (Government Finance Officers Association of the United States and Canada) Certificate of Achievement for Excellence in Financial Reporting for its 2021 Annual Comprehensive Financial Report. The Certificate of Achievement was the highest form of recognition in governmental accounting and financial reporting, and its attainment represented a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Annual Comprehensive Financial Report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. The City’s Annual Report was judged by an impartial panel to meet the high standards of the program, including demonstrating a consecutive “spirit of full disclosure” to clearly communicate its financial story and motivate potential users and user groups to read the Annual Report.

The GFOA had given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ended June 30, 2021. The Award for Outstanding Achievement in Popular Annual Financial Reporting was a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports. Mayor Rich added it was quite an accomplishment to be recognized for twenty-nine years.

PLANNING COMMISSION RESIGNATION – VICTORIA HAWKS

Mayor Rich explained Victoria Hawks informed Staff of her resignation from the Planning Commission effective November 10, 2022. An appointee to this position must reside in the city. Upon Council's acceptance of the resignation, Staff would begin soliciting from interested parties through the local news media, social media and City's website. Councilor Sipos moved to accept Victoria Hawk's resignation from the Planning Commission, with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

Bernie Woodard, Roseburg resident and member of the Elk Island Trading Group, asked Council to consider starting a Waterfront Commission or task force to look at how the waterfront could be developed. In 2002, a Waterfront Committee was formed to redevelop the South Umpqua and Pine Street to Deer Creek, now called Pine Street Overlay. The Chamber of Commerce also created a Waterfront Enhancement Task Force to talk about the entrance to downtown Roseburg. In 2006, the Roseburg Waterfront Master Plan was approved. Mr. Woodard said over the years he had seen vagrant camps, and illegal issues that moved through the park systems. He currently had twenty properties that included the Point, Elk Island, a Laurelwood lot and property under the Washington Street Bridge. He wanted to know why the task force or committee dissolved and asked if Council could start one again to provide better direction on how to proceed with building and revitalization of the waterfront areas. Mr. Woodard felt the waterfront area was the future and hoped Council would consider his suggestion.

CONSENT AGENDA

Councilor Cotterell moved to approve the following items:

- A. November 14, 2022 Council Meeting Minutes
- B. Resolution No. 2022-33 – Oregon Housing and Community Services (OHCS) Grant Agreement
- C. OLCC New Outlet – Fast Break of Oregon, LLC dba Garden Valley Market located at 792 NW Garden Valley Boulevard in Roseburg, Oregon

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

PUBLIC HEARING – ORDINANCE NO. 3579 – COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE – 761 AND 797 NE GARDEN VALLEY BOULEVARD (TERRAFIRMA), FILE NOS. CPA-22-001 AND ZC-22-001, FIRST READING

Mayor Rich opened the Public Hearing regarding Ordinance No. 3579 – Comprehensive Plan Amendment and Zone Change for 761 and 797 NE Garden Valley Boulevard (TerraFirma), File Nos. CPA-22-001 and ZC-22-001 at 8:10 p.m. Mr. Cowie explained beginning in 2020, the property owners initiated the process for expanding their existing business, TerraFirma Foundation Systems, into southern and eastern portions of the subject properties. This included grading and shotcrete wall improvements along the southern and eastern ends of the

existing business. Additionally in 2020, the property owners began the process for vacating an existing undeveloped right-of-way along the western property line of NE Crescent Street.

The request for a CPA/ZC was intended to finalize the land use requirements for expansion of the TerraFirma business. Portions of the area intended to be utilized for future expansion of the business have a Comprehensive Plan designation of Medium Density Residential and is zoned MR14 (Multifamily Residential). Therefore in order to obtain future land use approval to expand the business within these areas, the applicant must obtain approval for the proposed CPA/ZC, which would amend the Comprehensive Plan designation to Commercial and change the zoning to C3 (General Commercial) providing the opportunity for the commercial business expansion. As a note of procedure, the applicant has held off on proposing the CPA/ZC process in order to be able to propose a boundary of the proposed comprehensive plan and zoning designation that accurately reflects the physical boundaries of the grading work and new shotcrete wall and future expansion of the business.

Mr. Cowie said the applicant had submitted a boundary line adjustment application identifying the location of the new property line, which subsequently followed the same line delineating the CPA/ZC boundaries. As a condition of the boundary line adjustment being approved, the CPA/ZC must first be officially amended. The applicant's request for a Comprehensive Plan Map Amendment and Zone Change application was reviewed by City staff and the Planning Commission based on the applicable criteria from the Roseburg Municipal Code:

- RMC Section 12.10.030(D.)(2.)(3.) – “Application form content and amendment standards”
- RMC Section 12.10.040(C) – “Criteria for Zone Change”

In addition to the applicable criteria, the request was sent to the City Public Works Department, Roseburg Fire Department and Roseburg Urban Sanitary Authority. Where applicable, City Staff incorporated comments from those departments and agencies within the drafted findings of fact. The proposal went before the Planning Commission at a public hearing on November 7, 2022. At that meeting, the Planning Commission approved a motion to adopt the Findings of Fact and Order and referred the request to City Council recommending approval of the proposed CPA/ZC. As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:20 p.m. Councilor Cotterell moved to approve the requested Comprehensive Plan Map amendment and zone change and adopt the Findings of Fact and Order approved by the Planning Commission for File Nos. CPA-22-001 and ZC-22-001. The motion was seconded by Councilor Cole and was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no.

Council agreed to a first reading of Ordinance No. 3579. Ms. Sowa read Ordinance No. 3579, entitled, “An Ordinance Amending the Roseburg Comprehensive Plan Map and Zoning Map Involving Property Located at 761 and 797 NE Garden Valley Boulevard,” for the first time.

PUBLIC HEARING – RESOLUTION NO. 2022-34 – SOLE SOURCE PROCUREMENT OF IT MANAGEMENT SERVICES

Mayor Rich opened the Public Hearing regarding sole source procurement of IT Management Services at 8:21 p.m. Ms. Messenger explained during fiscal year 21-22, the City employed

three full-time staff in the IT division. During the past five months, all three employees had left their positions at the City for various reasons. After two of the three staff had left, the City Manager began researching options for having an IT assessment conducted by a third party. The intent was to bring in outside experts to evaluate the City's existing IT infrastructure and make recommendations for improvements and/or potential cost savings measures. On September 29, 2022, the City entered into an agreement with Systech Consulting, LLC (Systech) to perform that evaluation. At the same time, discussions occurred regarding the potential for an ongoing, part-time contract for Systech to assist the City IT Department. A second contract was executed for IT Support and Engineering Support to supplement the City's remaining IT staff. The second contract was for an estimated twenty hours per month.

On October 3, 2022, the third IT employee quit, leaving the City without any in-house IT staff. Systech immediately began providing support services to the City and diving in to learn the city's systems. On October 17, 2022, the IT management contract with Systech was amended to provide full support through the end of the calendar year. Systech has spent the last three (3) months learning the City's technology infrastructure, programs and staffing needs, and providing support service to all City departments. With the knowledge they have gained, Systech was able to continue to provide IT support and enhance their service delivery without delay, allowing the City to continue to provide outstanding customer service and work efficiently. Given staff's experience with Systech and their abilities, staff believes a contract with Systech would result in substantial cost savings. The City's technology infrastructure was unique and diverse, and Systech's knowledge of the City's systems was such that staff believed it was in the public's interest to proceed with a sole source contract.

Even though the assessment was not yet complete, Systech identified several areas of improvement that could lead to future cost savings for the City. Those improvements may involve an initial capital investment. Each one of those would be evaluated individually for cost/benefit and available budget and would be prioritized in the assessment. If there were any major labor components involved with a project, those would be negotiated outside of the scope of this contract. In response to Councilor Sipos, Ms. Messenger confirmed security was a main priority during their assessment. They also reviewed the number of servers for consolidation that would ultimately save money in maintenance contracts and hardware. To answer Mayor Rich, Ms. Messenger explained Systech had 15-20 employees to assist with City needs; an employee just needed to submit a helpdesk ticket. Systech's office was approximately three minutes from City Hall and they were able to provide 24/7 service. Councilor Cotterell said this helped to avoid paying PERS benefits or medical and said it was a good idea.

David Mohr, Roseburg resident and newly appointed Councilor, said he had been through similar situations with different groups. He warned against rushing into a decision and to instead extend the current contract for 90 to 180 days to allow more time to review their assessment and provide the opportunity for a proper RFP process. He offered assistance, if needed, to review contractual obligations. Ms. Messenger noted they had a termination clause in their contracts and either party could terminate with notice. Attorney Forrester agreed that either party could terminate a contract with a 30 day notice which allowed a way out if the agreement was not working for either party.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:34 p.m. Councilor Cotterell moved to adopt Resolution No. 2022-34, entitled, "A Resolution Exempting a Contract for Information Technology (IT) Management Services from the Competitive Bid Process and Awarding a Sole Source Contract to Systech, LLC," for an amount not to exceed \$441,000 per year. The motion was seconded by Councilor Zielinski and was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-34 as adopted.

PUBLIC HEARING – RESOLUTION NO. 2022-35 – COMMUNITY DEVELOPMENT BLOCK GRANT OPPORTUNITY, CITY OF ROSEBURG, DOUGLAS COUNTY, AND LANE COUNTY-WIDE NON-CONSTRUCTION TECHNICAL ASSISTANCE PROGRAM

Mayor Rich, on December 12, 2022 opened the Public Hearing regarding a Community Development Block Grant opportunity for the City of Roseburg, Douglas County and Lane County-wide non-construction technical assistance program at 8:35 p.m.

Mayor Rich read verbatim the following Legal Notice into record:

CITY OF ROSEBURG NOTICE OF PUBLIC HEARING REGARDING APPLICATION FOR A 2022 COMMUNITY DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON

NOTICE IS HEREBY GIVEN, the City is eligible to apply for a 2022 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for housing and other public benefit assistance, primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2022. The maximum grant that a county can receive under the COVID-19 Impact Assistance Program for non-construction, technical assistance is \$250,000.

The City of Roseburg is preparing an application for a 2022 Community Development Block Grant from Business Oregon for the City of Roseburg, Douglas County, and Lane County-wide Non-Construction, Technical Assistance program. If awarded, this program will be offered throughout Douglas and Lane County via an inter-governmental agreement, to provide online distance job skills training for young adults who experience intellectual and developmental disabilities, that can meet program requirements. It is estimated that the proposed project will benefit at least 14 persons, of whom 100% will be low or moderate income.

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Roseburg City Council at 7 p.m. on December 12, 2022, at the City Council Chambers, City Hall 900 SE Douglas Ave., Roseburg, Oregon. The purpose of this hearing is for the City of Roseburg City Council to obtain citizen views and to respond to questions and comments about COVID-19 related impact assistance, non-construction, technical assistance project that will assist in designing and implementing a pilot program throughout Douglas and Lane Counties that will provide online distance job skills training

for young adults who experience intellectual and developmental disabilities, especially the needs of low-and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project.

Written comments are also welcome and must be received by 12 p.m., December 12, 2022 at City Hall, 900 SE Douglas Ave., Roseburg OR 97470 (info@cityofroseburg.org). Both oral and written comments will be considered by the City of Roseburg City Council in deciding whether to apply.

More information about Oregon Community Development Block Grants, the proposed project, and records about the city's past use of Community Development Block Grant funds is available for public review at City of Roseburg, City Hall, 900 SE Douglas Ave., Roseburg, OR 97470, during regular office hours. Advance notice is requested. Please contact Amy Sowa at 541-492-6866.

Permanent involuntary displacement of persons or businesses is not anticipated as a result for the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low-and moderate-income housing that is demolished or converted to another use will be replaced.

Amy L. Sowa, Assistant City Manager/Recorder

Dated this 23rd day of November and published in The News-Review on December 2, 2022.

Ms. Messenger reported Reality Kitchen was a Eugene based non-profit that provided training and employment path experiences for people with disabilities. Reality Kitchen owned and operated a bakery and café where young adults experiencing intellectual and developmental disabilities could gain life skills and experience. Their operations had been severely impacted by COVID, and they had worked with Business Oregon to obtain grant funding to develop curriculum to provide similar training and life experiences virtually. This allowed them to expand their geographic reach and positive impact on this underserved population. Business Oregon reached out to the City and CCD Business Development Corporation staff because, together, they earned a reputation for successful delivery of CDBG grants. By partnering with both Lane and Douglas counties, the City, CCD, and Reality Kitchen could deliver a program benefitting individuals throughout our collective areas.

Staff worked with CCD to prepare the grant application and an intergovernmental agreement with Lane and Douglas counties. If awarded, Reality Kitchen would develop the program to provide virtual skills training for young adults who experienced intellectual and developmental disabilities and could meet program requirements. The program would be available in both Douglas and Lane counties. It was estimated that the proposed project would benefit at least 14 persons, of whom 100% were low- or moderate-income.

The purpose of the hearing was for the City Council to obtain citizen views and to respond to questions and comments about the COVID-19 related impact assistance, non-construction,

technical assistance project that assisted in designing and implementing a pilot program throughout Douglas and Lane counties that provided virtual skills training for young adults who experience intellectual and developmental disabilities, especially the needs of low-and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project. Business Oregon had been looking to help restaurants that were impacted by COVID-19 and wanted to deliver the program in a virtual environment to reach rural areas they could not reach before.

Lynn Egli, Reality Kitchen and parent of an autistic child, said his child benefited from the program. It was a life changing experience and he learned how to bake, serve the public, and work a cash register. COVID upset the program because persons with disabilities had additional health risks that others did not. A hybrid program was formed with cohorts of 4 students at a time. This was something that could be available to people anywhere since many families in rural areas did not have many options. They looked forward to placing Douglas County students in the program and planned outreach to local organizations to find the best people to fit in the program. A curriculum would be developed and they could run two cohorts by end of summer. They planned to continue the program even after the money was gone.

Jim Evangelista, Reality Kitchen, thanked Council for allowing them to bring the opportunity to the area. They planned to partner with Roseburg for this forward thinking and ambitious program. They had Lane and Douglas County together to spearhead what would happen throughout the state of Oregon. There was nothing like this outside of Oregon. After coming out of COVID, the lights went on because people needed the opportunity to go forward. They needed to deliver services that were personal, direct and a partnership with people and organizations. They planned to hire locally and would have a rural assessment specialist to help identify and onboard each person for the program. They would work with local organizations and agencies already doing frontline work. They were grateful for the opportunity and looked forward to building peer to peer relationships. Mr. Evangelista said the pilot program would be home cooking. Those in the program would be in their residential setting and have standardized equipment available for use along with fresh food. Once the pilot program was accomplished, other services would be available.

In response to Mayor Rich, Mr. Evangelista explained the program would be entirely online and educating those in Roseburg or throughout Douglas County via Zoom. The program was meant to help those involved learn and develop skills to then seek employment in the community. The cohorts would be four to five people at the same time, but in their own homes sharing recipes and information. Mr. Egli added it was a long process for his son to gain self-reliance. The power of this program was it being handled in a person's home with fresh ingredients and pots and pans supplied through the program. The grant was focused on home cooking. They had been doing this for years in Eugene teaching people how to take care of themselves so they can gain employment. He agreed, in Eugene they had a location for people to go and learn, but even though it will be online, they can begin with being comfortable to produce a meal, enjoy it, have success, and share with family, friends or caregivers. It was a confidence builder. It was more than just food, they could bring in a conversation in class about civics in their home or learn public speaking or write a short story. Right now, they were focused on creating the model for something that would benefit folks in Roseburg, Douglas County and Lane County.

Councilor Sipos applauded the program and had a similar experience in California where she frequented a restaurant that hired the disabled. It was very popular and amazing to see how much they thrived from self-confidence. When the perception from others in the community changed, it changed the minds and lives of those in the program. In response to Councilor Briggs Loosley, Mr. Evangelista said Reality Kitchen was located at 645 River Road in Eugene. Councilor Cotterell shared information regarding a local autistic baker in town who had thrived owning a business. He was very supportive of programs that could offer help and guidance to be successful.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:59 p.m. Councilor Cotterell moved to adopt Resolution No. 2022-35, entitled, "A Resolution Authorizing an Application for Community Development Block Grant Funds for City of Roseburg, Douglas County and Lane County-Wide Non-Construction, Technical Assistance Program." The motion was seconded by Councilor Zielinski and was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-35 as adopted.

ORDINANCE NO. 3578 – AMENDING SUBSECTION 2.20.040 “ORGANIZATION OF COMMISSION” OF THE ROSEBURG MUNICIPAL CODE, SECOND READING

Ms. Sowa read Ordinance No. 3578, entitled, "An Ordinance Amending Subsection 2.20.040, "Organization of Commission" of the Roseburg Municipal Code," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3578. The motion was seconded by Councilor Zielinski. Roll Call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3578 as adopted.

ROSEBURG CITY CHARTER REVIEW COMMITTEE RECOMMENDED AMENDMENTS

Ms. Sowa explained the current Roseburg City Charter had not been updated since 1983. Many of the sections were outdated, out of compliance with current laws and practices, or in need of clarification. The City Charter Review Committee began meeting on June 22, 2022. During the first meeting, they elected to use the League of Oregon Cities (LOC) model charter to compare with the City's current Charter for possible amendments and updates. In each subsequent meeting, two to three sections of the Charter were reviewed and discussed in depth by the committee members. Staff and the City Attorney provided information and responded to questions regarding legal requirements and current practices. After all sections were reviewed and amendments proposed, the committee held an additional meeting to re-review and discuss all proposed amendments. Their final meeting was on Wednesday, October 26, 2022.

Most of the proposed amendments were to clarify language, update pronouns, and remove sections that were no longer relevant or fall under state law and were not needed in the City Charter. Ms. Sowa provided a chart showing the current Charter language, the LOC model language, which language the committee chose to use, and justification for any proposed amendments. Some of the more substantial proposed changes included:

- Section 3.3 – Mayor: Election. The proposed amendment changes the term of the office of mayor to a four-year term, rather than a two-year term. This is common for many cities and provides consistency with councilor terms. If approved during the May

election, the term of the mayor in office at that time would end December 31, 2024. The person elected mayor in November of 2024 would serve for a four-year term beginning January 2025.

Councilor Cotterell discussed the concern of changing the Mayor's term from two years to four years. There was a recall process in place so he did not think it was necessary to change current language in the Charter. Mayor Rich explained his reason of concern stemmed from potential abuse of power. The convenience did not outweigh the potential of issues that could transpire from a Mayor that mishandled the position or for someone who was overwhelmed and did not want to be in the position over two years. He would recommend keeping the term at two years. Councilor Sipos agreed with Mayor Rich. There were two Councilors per Ward which allowed a checks and balances process, but there was only one Mayor. Councilor Zielinski agreed that when the Committee reviewed the Charter they wanted to have a document that was concise, well thought out and something voters would feel good about approving the suggested changes. They went back and forth on this section as to whether or not they should keep the term two years or make it the same as Councilors for four years.

- Section 4.1 – City Manager: Appointment and Qualifications. The proposed change removes the residency requirement for the position of city manager. A city manager shall be chosen solely on the basis of executive and administrative qualifications. Due to a number of factors out of their control, qualified applicants or appointees may not be able to find a home inside city limits. The Council retains the authority to remove the city manager with a two-thirds vote if they feel they are not performing the duties required or working for the city's best interests.

Councilor Cotterell noted this was part of the League of Oregon Cities (LOC) model. Mayor Rich said it was nice to have a City Manager in city limits, but it was up to the Council to weigh the facts and make the determination. Attorney Forrester said he could draft language that would allow Council discretion with terms regarding residency in the contract. Councilor Zielinski explained they needed the most qualified applicant whether inside the city limits or not and was against a residency requirement because flexibility was important. Ms. Messenger worried the community may think the change was about her, but it was not. She gave the example of someone qualified to be City Manager who had 4H animals and would need something outside city limits. Councilor Zielinski said flexibility was important during recruitment. Mayor Rich said Council needed the option to make the final decision.

- Section 4.3 – City Manager: Powers and Duties. New language under 4.3(e) is proposed to add delegation of some duties by the city manager to other staff when appropriate. This provides the city manager more flexibility and efficiency in administering the daily work of the City.

Council agreed to the change without comments.

- Section 6.6 (New) – Filling Vacancies. Adding this section allows the person filling a vacancy to serve the remainder of the term of the person last elected to that office, rather than having to run mid-way through the term and again when the term expires. It keeps election of Council positions in original term end dates, causing less confusion.

Council agreed to the change without comments.

Removal of the following sections are being proposed:

- Section 3.10 – Council and Mayor: Immunity. This section is outdated and is not enforceable or relevant.
- Section 4.6 – City Manager: Exclusive Powers. Current Charter language restricts the City Manager from delegating powers when appropriate. Delegation is being added to Section 4.3 (see above).
- Section 5.2(1) – Municipal Court: Powers. A home rule charter may not grant the authority listed under 5.2(1) to a municipal judge; such authority may only be granted by state statute.
- Section 6.6 (Old) – Compensation. If compensation is something the Council wants to consider in the future, it would be better addressed in the Roseburg Municipal Code. Approval of this change does not approve Council compensation. A separate Council action would be required to implement compensation.
- Section 6.7(2) – Liability for Unauthorized Expenditures. The current language states that a citizen can bring a civil action suit in the name of the city. A citizen cannot file a civil suit in the name of the city.
- Section 9.3 – Liens. Liens are covered by state law, with additional local processes in the Roseburg Municipal Code.
- Section 10.1 – Revenue Bonds. The City is covered under state provisions regarding revenue bonds.
- Section 10.2 – City Manager Tax Levy. This language is outdated. The City does not and cannot implement a City Manager Tax Levy. To issue a special operating levy would require voter approval.
- Section 10.4 – Terms, Proceeds and Retirement of Bonds. These bonds are all part of the bond covenants under state law.
- Section 10.5 – Presumption of Validity of City Action. This is covered by state law.

Ms. Sowa explained if Council chose to send the proposed amendments to the voters for the May 16, 2023, special election, there would be a cost of approximately \$1500-\$2000. If the measure passed, there would be costs associated with updating the Charter document online and in paper format at a cost of approximately \$500. Funds were available in the current budget. To meet the March 16, 2023, deadline to submit a measure for the May 16, 2023, election, Council would need to take action to place a measure on the ballot during a regular Council meeting no later than February 20, 2023.

Councilors Zielinski and Cotterell said they had a great team on the committee who had a lot of questions and information on how the community could interpret changes. They hoped the community would be supportive and felt good about the outcome. In response to Councilor Sipos, Attorney Forrester explained the process would be cumbersome to take the Charter to voters every ten years. Council directed Staff to bring back a Resolution referring a measure for the May 16, 2023 special election with the amendments as proposed by the City Charter Review Committee at the January 23, 2023 meeting.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Briggs Loosley asked if Council could receive more information about the Urban Growth Boundary Swap process. Ms. Messenger explained information could be provided soon to outline where the City was in the process.

Councilor Cotterell thanked City Staff and Council for the respect received during his four years on City Council. It had been a joy to work with such professionals and would miss everyone.

ADJOURNMENT

The meeting adjourned at 9:28 p.m.



Koree Tate
Management Assistant

ORDINANCE NO. 3579

AN ORDINANCE AMENDING THE ROSEBURG COMPREHENSIVE PLAN MAP AND ZONING MAP INVOLVING PROPERTY LOCATED AT 761 & 797 NE GARDEN VALLEY BLVD.

WHEREAS, a land use application (CPA-22-01 & ZC-22-001) was submitted to the Community Development Department by Terra Firma requesting that two 14,980 square foot portions of property located at 761 & 797 NE Garden Valley Blvd. have their Comprehensive Plan Map designations of Commercial (COM) and Medium Density Residential (MDR) and zoning designations of General Commercial (C3) and Multi-Family Residential (MR14) swapped to create a new zoning boundary to facilitate the further commercial growth of the Terra Firma business; and

WHEREAS, the Planning Commission held a Public Hearing of File No. CPA-22-001 and ZC-22-001 after duly and timely notice on November 7, 2022; and

WHEREAS, the Planning Commission adopted Findings of Fact and Order supporting a recommendation to approve the Comprehensive Plan Map Amendment and Zone Change;

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact and Order dated November 7, 2022, recommending approval of the proposed Comprehensive Plan Map Amendment and Zone Change.

SECTION 2: Based on the evaluation detailed in the Planning Commission's Findings of Fact and Order, City Council hereby determines that the application request conforms to the criteria contained in the Roseburg Municipal Code, Section 12.10.030 and Section 12.10.040.

SECTION 3: The City Council hereby adopts the Planning Commission's Findings of Fact and Order as their own Findings of Fact and Order regarding the proposed Comprehensive Plan Map Amendment.

SECTION 4: The City Council hereby approves the Comprehensive Plan Map Amendment and Zone Change as described on the map in attached Exhibit "A".

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

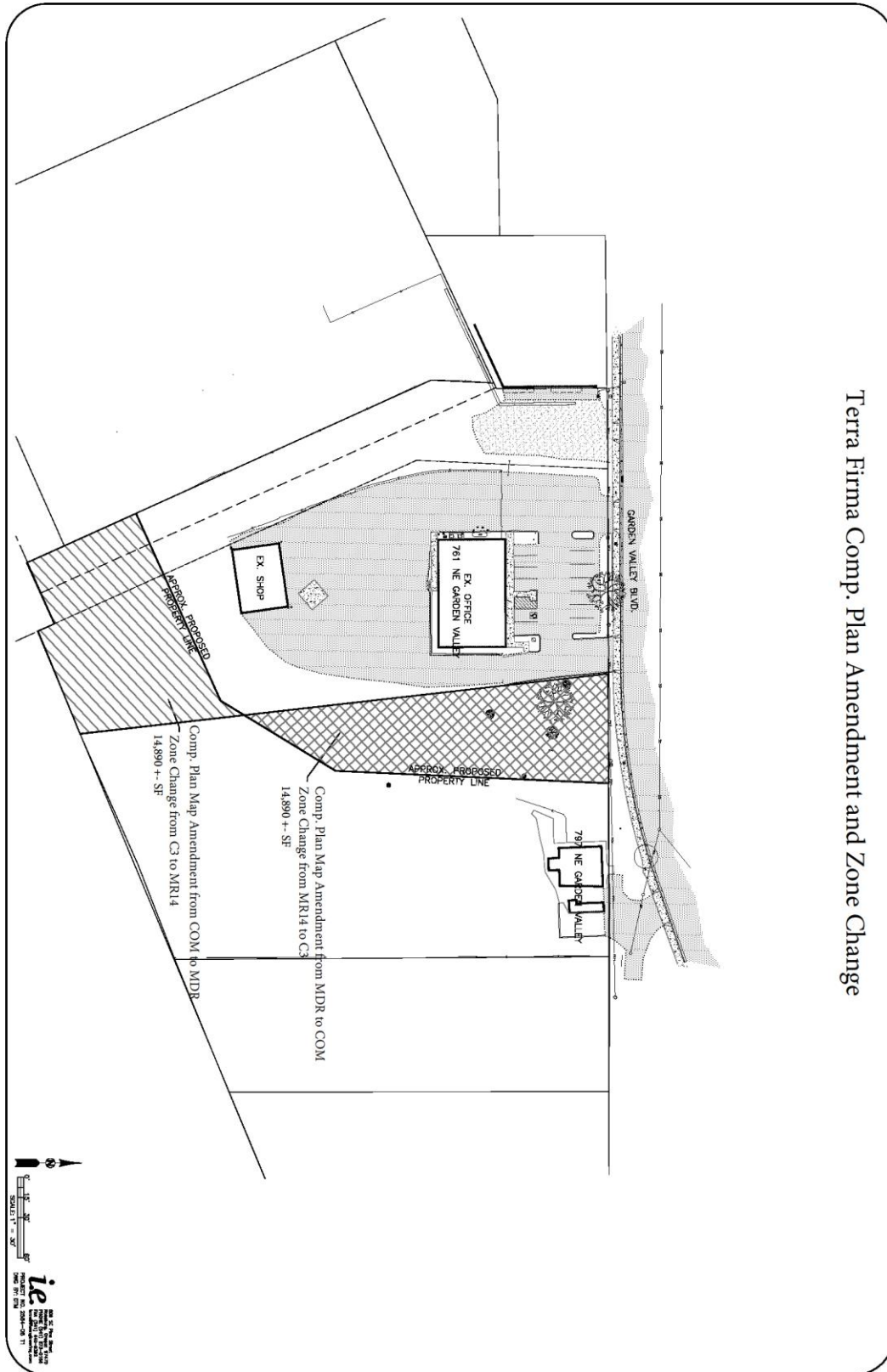
APPROVED BY THE MAYOR THIS __ DAY OF _____, 20__.

LARRY RICH, MAYOR

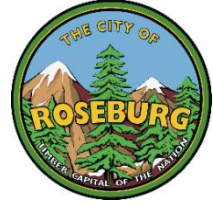
ATTEST:

AMY L. SOWA, ASSISTANT CITY MANAGER/CITY RECORDER

Exhibit "A"



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: January 9, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 9, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Friday Message



Agenda
Department Head Meeting
PSC Umpqua Conference Room
December 13, 2022 - 10:00 a.m.

1. December 12, 2022 City Council Meeting Agenda Synopsis
2. January 9, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. New Councilor Parking Permits
5. Discussion Items



Agenda
Department Head Meeting
PSC Umpqua Conference Room
December 27, 2022 - 10:00 a.m.

1. January 9, 2023 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Sanctity of Life Outreach event permit – January 22, 2023
4. Discussion Items



Agenda
Department Head Meeting
PSC Umpqua Conference Room
January 3, 2023 - 10:00 a.m.

1. January 9, 2023 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Outdoor permit – January 20, 2023
 - B. Outdoor permit – January 26, 2023
4. Discussion Items

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- 2023-2025 Council Goals
- ARPA Funds Discussion
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

January 23, 2023

Special Meeting – Planning Commission Interviews

- A. Planning Commission Interviews
Time - TBD

Mayors Report

- A. Goal Setting Discussion

Commission Reports

- A. Planning Commission Appointment

Consent Agenda

- A. January 9, 2023 Meeting Minutes
- B. Parker Road Bridge Project – Intergovernmental Agreement

Resolutions

- A. Resolution No. 2023-01 – City Charter Amendments Ballot Title
- B. Resolution No. 2023-02 – Off Street Parking

Ordinances

- A. Ordinance No. 3579 - Amending RMC Chapter 9.25 Telecommunication Providers, First Reading
- B. Ordinance No. 3580 - Amending Section 10.02.010 of the Roseburg Municipal Code Regarding the Oregon Fire Code, First Reading

Department Items

- A. Navigation Center Improvement Contract
- B. Roseburg Police Employees Association (RPEA) Contract Ratification

Informational

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

February 13, 2023

Special Presentation

- A. Annual Comprehensive Financial Report (ACFR) – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2022
- C. 2023-2024 Budget Calendar
- D. Adapt Downtown Services

Consent Agenda

- A. January 23, 2023 Special Meeting Minutes
- B. January 23, 2023 Meeting Minutes

Resolutions

- A. Resolution No. 2023-03 - Adding Small Cell Telecommunications Fee

Ordinances

- A. Ordinance No. 3579 - Amending RMC Chapter 9.25 Telecommunication Providers, Second Reading
- B. Ordinance No. 3580 - Amending Section 10.02.010 of the Roseburg Municipal Code Regarding the Oregon Fire Code, Second Reading

Department Items

- A. Five-Year Water Distribution Main Replacement Program Statement of Qualifications Award, Project No. WA-23-01

Informational

- A. City Manager Activity Report
-

February 27, 2023

Consent Agenda

- A. February 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 13, 2023

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 27, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 27, 2023

Mayor Reports

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

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

April 10, 2023

Mayor Reports

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

Consent Agenda

- A. March 27, 2023 Meeting Minutes
- B. 2023 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. City Manager Activity Report
-

April 24, 2023

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

- A. City Manager Activity Report

- B. Finance Quarterly Report
- C. Municipal Court Quarterly Report

May 8, 2023

Mayor Reports

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

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

May 22, 2023

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Resolutions

Annual Fee Adjustment

- A. Resolution No. 2023- --- - General Fees
- B. Resolution No. 2023- --- - Water Related Fees

Informational

- A. City Manager Activity Report

June 12, 2023

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- --- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

Roseburg Urban Renewal Agency Board Meeting

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption

June 26, 2023

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

July 10, 2023

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report
-

July 24, 2023

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Informational

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

August 14, 2023

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
 - B. Quarterly Financial Report
-

August 28, 2023

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

Informational

- A. City Manager Activity Report

Friday Message
December 30, 2022

Happy New Year and thanks for everything you have done for our community this past year. Wishing you a happy and healthy 2023!

Things continue to be incredibly busy as we head into the new year. Below is a short synopsis of things that have been happening lately.....

- In December, volunteers from CASA picked up a bunch of pajamas donated by City employees for their holiday pajama drive for children in foster care and City staff delivered a generous amount of gifts to the Salvation Army as part of their Angel Tree program. RPD participated in Shop with a Cop and RFD helped deliver holiday meals and toys to cancer patients. I am proud of the generosity of the staff. They really enjoy helping others during the holidays and year-round!



- The Parks Commission met on December 7 and recommended Council support a grant application to the state Local Government Grant program to renovate the outdoor tennis courts in Stewart Park. This is a great opportunity to partner with UVTC to replace the courts, which are over 50 years old.
- The Airport Commission met December 19 and approved a new plan for the vehicle access gate at the north end of the airport. The owners of Hangar 12 have applied for a conditional use permit for DFN to temporarily occupy the first floor of the non-aviation space during the renovation of their building. According to the applicant, this will be for technicians and will not involve DFN customers visiting the hangar.
- Amy and I have been working with representatives from Oregon Housing & Community Services to finalize the grant agreement for \$1.29 million for the navigation center. We have also been working with the Oregon Mayors Association to provide Roseburg specific information to include in the legislative ask for financial support in dealing with unhoused issues.
- Both Chiefs and I continue to participate in a community DEI discussion hosted by the Douglas ESD. This is interesting and challenging work and is beginning to expand as we invite other community representatives to join us.
- Earlier this month I submitted information regarding the new apartment complexes on Diamond Lake Boulevard to PSU Population Center and asked them to

reconsider our population estimate. As a result, they were able to raise the estimate. This is important since it affects our state shared revenues. We will continue to monitor estimates over the next couple of years to ensure the new multi-family housing developments are being included.

- December 9, department heads and the city attorney met with incoming councilors Ruth Smith and Ellen Porter to do our informal orientation. It was a great opportunity to share what each department does and answer some questions regarding communication and what to expect in the upcoming year. Thanks to everyone for participating. A similar meeting is scheduled on January 6 for David Mohr.
- On December 12, I had the opportunity to speak to the 2022-23 cohort for REAL Oregon (Resource Education & Agriculture Leadership). This group of professionals from all around the state came to Roseburg for three days as part of their training program.
- Given the staff turnover in the Community Development Department, we have struggled to move the Urban Growth Boundary swap forward as quickly as we had hoped. The good news is we were able to engage with a consultant that has capacity to help us get this to the finish line! We are currently negotiating a contract and expect to execute it early next week.
- Other meetings I have attended.... UVDC board meeting and meet and greet with a potential academic partner, LPSCC, LOC Lobbying 101 webinar, Rachel Pokrandt (UCC), warming center coordination meeting, Roseburg vision group, volunteer process streamline group, turf field & youth sports groups.
- Demolition continues at the Gary Leif Navigation Center. The first phase of the demolition (north half of the building) was completed yesterday. The CM/GC contractor is having the pre-bid meeting for sub-contractors next week, with bids due back to the contractor January 12. Once these bids are back, we will have a better picture of the complete renovation costs. Vinyl privacy fencing has been installed around the perimeter of the mod-pod complex.
- Upcoming Meetings
 - Oath of Office Ceremony – Tuesday, January 3 at 4 pm, Public Safety Center
 - City Council – Monday, January 9 at 7 pm, City Hall Council Chambers
 - Economic Development Commission – Tuesday, January 10, 3:30 pm, Library Deer Creek Room

In observance of the New Year's Holiday, City Offices will be closed Monday, January 2, 2023.

