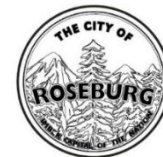


**ROSEBURG CITY COUNCIL AGENDA – JULY 10, 2023**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



UK  
7-6-2023

**Public Online Access:**

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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://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	Vacant
Kylee Rummel	Patrice Sipos	Ruth Smith	Andrea Zielinski
4. **Mayor Reports**
  - A. Parks and Recreation Month Proclamation
5. **Commission Reports/Council Ward Reports**
  - A. Library Commission Appointment
6. **Audience Participation** – In Person or via Zoom/See Information on the Reverse
7. **Special Presentation**
  - A. Gary Leif Navigation Center One-Year Report
8. **Consent Agenda**
  - A. June 26, 2023 Meeting Minutes
  - B. Vine Street and Alameda Avenue Storm Rehabilitation Project Change Order  
Authorization: Project No. 23PW05
9. **Public Hearings**
  - A. Resolution No. 2023-18: A Resolution Exempting the Purchase of Cardiac Defibrillator Units from the Competitive Bid Process
10. **Ordinances**
  - A. Ordinance No. 3590: Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024, First Reading
11. **Department Items**
  - A. Workers' Compensation Program
12. **Items from Mayor, City Council and City Manager**
13. **Adjourn**
14. **Executive Session ORS 192.660(2)(i)**
  - A. City Manager Report/Evaluation

**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](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto: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, 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](mailto: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.

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

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

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

**The City Council meetings are on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>**

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

# PROCLAMATION

CITY OF ROSEBURG, OREGON

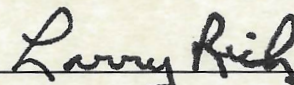
## PARKS AND RECREATION MONTH

- WHEREAS:** Our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and
- WHEREAS:** Parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and also improve the mental and emotional health of all citizens; and
- WHEREAS:** Parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and
- WHEREAS:** Parks and recreation areas are fundamental to the environmental well-being of our community. They improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development and protect habitat for wildlife; and
- WHEREAS:** Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and
- WHEREAS:** The City of Roseburg recognizes the benefits derived from parks and recreation resources;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim July 2023 as

## PARKS AND RECREATION MONTH

**DATED** this 11<sup>th</sup> day of July 2023.

  
 Larry Rich, Mayor



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## LIBRARY COMMISSION APPOINTMENT

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**Meeting Date:** July 10, 2023  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Library Commission that may be filled by a city or urban growth boundary resident.

### BACKGROUND

**A. Council Action History.** Council accepted Kelly Peter's resignation from the Library Commission on May 22, 2023.

**B. Analysis.** The Roseburg Municipal Code requires a city or urban growth boundary resident to fill the vacancy. Staff has advertised the Library Commission vacancy through the local news media, social media and the City's website since May 25, 2023 with a closing date for applications on June 26, 2023. One application was received from city resident Shirley Lindell.

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

**D. Timing Issues.** It is recommended an appointment be made as soon as practical.

### COUNCIL OPTIONS

The City Council has the option to appoint the applicant to the Library Commission or direct Staff to continue soliciting for more applications.

### STAFF RECOMMENDATION

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

### SUGGESTED MOTION

***"I MOVE TO APPOINT SHIRLEY LINDELL TO THE LIBRARY COMMISSION."***

### ATTACHMENTS

Attachment #1 – Shirley Lindell Application

RECEIVED



JUN 24 2023

CITY OF ROSEBURG COMMISSION APPLICATION

CITY OF ROSEBURG  
City Administration Office

Applications are due by 5:00 p.m. Monday, June 26, 2023

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Lindell, Shirley  
Last First

Home Address: 1244 SE Germond Ave, Roseburg 97470  
Street Zip Code

Phone Number: 541-430-2014 Cell Phone:

Email Address: slindell2@icloud.com

Occupation retired teacher / JOLane  
Place of Employment

Business Address  Phone

- 1. Do you reside within the Roseburg city limits? Yes  No
- 2. Do you reside within the Urban Growth Boundary? Yes  No
- 3. Do you own property or a business within the City? Yes  No

4. How did you learn about this vacancy?

Newspaper  Social Media  City Website  Word of Mouth

Other  Please Specify:

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes  No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

BA in history from Willamette U.  
Many post graduate classes - mostly from U of O  
Taught English/social studies for seventh graders at JOLane (33 years)  
Life long reader of a wide variety of books; love wandering in libraries and book stores.  
Hope to use my knowledge and experience to help the Roseburg Library work on its goals.

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

Until Covid:

20 years on Douglas County's Historic Resource Review Committee  
16 or so with CASA of Douglas County representing and advocating for foster children

After Covid:

So far only volunteering for Umpqua Symphony Association

Concert Chorus

Costuming for UCC Summer Musicals, etc.

Tutoring for UCC

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

Providing materials that will interest all age groups and a variety of topics — as diverse and inclusive as possible  
Expanding learning opportunities not only for children but for all ages — and being creative in drawing in those who might be reluctant.

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

Looking for a new volunteer experience — feel library would be a good match for me.  
Libraries are an essential resource in communities, I would like to do my part to help with Roseburg's.

Shirley Lindell

Applicant Signature

6-21-23

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

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

Information on this form is public information.

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

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

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
June 26, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on June 26, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos, and Andrea Zielinski

Absent: Councilor Brian Prawitz and Ruth Smith

Others Present: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Design and Construction Manager Ryan Herinckx, City Recorder Patty Hitt, Management Assistant Autumn David, and Management Assistant Grace Jelks

1. Mayor Reports

A. 2023 Election Results

Mayor Rich read into the record and accepted the 2023 Election Results for Ballot Measure 10-205, concerning the City of Roseburg Charter Amendment.

B. Councilor Resignation

Mayor Rich read into the record and accepted the resignation of Councilor Prawitz.

Messenger discussed next steps for filling the vacant seat, including advertising the position and candidate interviews.

Council comments and questions included concerns about filling the vacancy quickly and scheduling interviews around vacations and the Planning Commission candidate interviews.

There was a consensus to direct staff to advertise the vacant position and schedule candidate interviews at the July 24<sup>th</sup> or August 14<sup>th</sup> City Council meeting.

2. Commission Reports/Council Ward Reports

A. Council President Zielinski reported on the Library Commission meeting on Tuesday, June 20<sup>th</sup>. The Summer Reading Program had begun and will continue through August 26<sup>th</sup>, with various activities and prizes for all age groups.

B. Councilor Briggs Loosley reported on the Homeless Commission meeting held earlier in the day. The Navigation Center (Phase II) is on schedule for completion by July 18<sup>th</sup> and open for business in early August. As discussed in the Operation Report, there were currently fifteen (15) adults and two (2) children living in the pods, ninety-three (93) requests for outreach services, and one

hundred eighty four (184) adults and twenty (20) children on the waiting list. Discussion ensued.

Council comments and questions included clarification on whether the July tour at the Navigation Center by the Homeless Commission was open to the Council.

Messenger will review any quorum issues for the Council and provide an update.

- C. Councilor Sipos reported she attended a MedCom Board meeting and the budget for the 2023/2024 fiscal year was approved.

3. Audience Participation

Sarah Morin, 569 SE Jackson, asked if the Council was going to meet and discuss the materials she previously provided about parking garage issues.

4. Special Presentation

- A. Cam Campman, Anvil NW / Experience Roseburg, presented the Destination Marketing Annual Report. Discussion ensued.

Council questions and comments included clarification of the focal areas, revenue, best use of marketing, data trends based on marketing investment, whether Wildlife Safari was included in the report, and the impact of installing murals on local buildings.

Campman discussed the data that identified Crater Lake, water falls in the North Umpqua corridor, and wine country as top attractions. Wine tasting was a top performer. Many businesses were looking to improve the outside of their buildings by installing murals, which were typically not bothered by vandals or damaged by graffiti.

Messenger clarified that the Social Media Report provided by Anvil on a quarterly basis included a large amount of data, but was available for review.

5. Consent Agenda

Councilor Zielinski moved to approve the following consent agenda items:

- A. June 12, 2023 Meeting Minutes
- B. OLCC New Outlet – Cattle Dogs Golf Center LLC at 1807 NE Diamond Lake Blvd

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

6. Ordinances

- A. Ordinance No. 3588 – 2023 Bike Routes Plan Adoption, File No. CPA-23-001, Second Reading

Hitt read Ordinance No. 3588, entitled, “An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the 2023 Roseburg Bike Routes Plan” for the second time.



Councilor Zielinski moved to adopt Ordinance No. 3588, entitled, “An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the 2023 Roseburg Bike Routes Plan.” The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Mohr, Porter, Rummel, and Zielinski voted yes. No Councilors voted no. Mayor Rich declared Ordinance No. 3588 as adopted.

B. Ordinance No. 3589 Granting Renewal of a Telecommunications Franchise to Origin Networks, Second Reading

Hitt read Ordinance No. 3589, entitled, “An Ordinance Granting Renewal of a Telecommunications Franchise to Douglas Services, Inc. dba Douglas Fast Net, effective January 1, 2024,” for the second time.

Councilor Zielinski moved to adopt Ordinance No. 3589, entitled, “An Ordinance Granting Renewal of a Telecommunications Franchise to Origin Networks, LLC, effective January 1, 2024.” The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Mohr, Porter, Rummel, and Zielinski voted yes. No Councilors voted no. Mayor Rich declared Ordinance No. 3589 as adopted.

7. Department Items

A. Bid Award: Pavement Management Program Slurry Seals 2023, Project No. 23PW02.

Herinckx reported the City received bids for the Pavement Management Slurry Seals project as outlined in the staff report. Discussion ensued.

Council comments and questions included clarification of the criteria for obtaining responsible/responsive designation, the ranking system, and the company base location.

Herinckx stated that the company needs to be registered on the ODOT prequalification list, all required documents are submitted, and have all the necessary drug testing certifications. This company is based in the Eugene/Springfield area, has been awarded previous bids, and the City is familiar their work product. The rankings/scoring takes place as part of the review process.

Councilor Porter moved to award the 2023 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc., for \$101,706.80. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Zielinski, Briggs Loosley, Mohr, Porter, Rummel, and Sipos voted yes. No Councilors voted no.

B. Bid Award: Stewart Parkway and Pine Street Improvement, Project No. 23PW01.

Herinckx reported the City received bids for the Stewart Parkway and Pine Street Improvement project as outlined in the staff report. Discussion ensued.

Council comments and questions included the earliest start date for the project, whether the project would negatively impact 4<sup>th</sup> of July and Graffiti activities, and the level of difficulty for the project and possible remedies.

Herinckx stated that Knife River could begin the project as early as mid-July. The Pine Street project was more involved because there were more failures showing up in the asphalt due to the 1960 Blast, which impacted the area. Remedies include road structural work and several inches of asphalt to stop cracks from reaching the surface.

Councilor Porter moved to award the Stewart Parkway and Pine Street Pavement Rehabilitation Project to the lowest responsible bidder, Knife River Materials, for \$598,895. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Zielinski, Briggs Loosley, Mohr, Porter, Rummel, and Sipos voted yes. No Councilors voted no.

C. Bid Award: Kline Street ADA Ramps, Project No. 23PW13

Herinckx reported the City received bids for the Kline Street ADA Ramps project as outlined in the staff report. Discussion ensued.

Council comments and questions included the remaining number of ADA ramp replacement projects throughout the City and the cutoff percentage used for bids in excess of the engineer's estimate.

Herinckx stated there were two hundred and fifty (250) completed projects out of one thousand five hundred and fifty four (1554). Budgeting for this project was challenging due to rising costs, which had now doubled from 2018 estimates. There was an error in the engineer's estimate, which accounted for the overage during the bidding process.

Messenger stated there was not a set cutoff percentage for bids that came over the engineer's estimate. The project could still move forward if it was deemed to be in the "best interest" of the City. There had been times when bids were rejected or projects were put on hold if the bid amount was excessive and determined not to be a responsible use of tax payer dollars. This project was time sensitive because it needed to be done before school starts or it would be pushed back another year.

Councilor Porter moved to award the Kline Street ADA Ramps Project to the lowest responsible bidder, Guido Construction, Inc., for \$212,899.50. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Zielinski, Briggs Loosley, Mohr, Porter, Rummel, and Sipos voted yes. No Councilors voted no.

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

Messenger provided an update on the Navigation Center grant. The City filed an amendment to receive the remainder of the grant funds, which had been approved.

Council comments and questions included clarification for addressing the waitlist reported at the Homeless Commission meeting, prioritization for children, and current services for the homeless population on the waitlist.

Mayor Rich discussed the number of beds that would open up when the Navigation Center (Phase II) opened and suggested that would help alleviate the backlog. Additional needs were identified and services offered for those currently on the waiting list.

Messenger and Herinckx clarified the use of pods for families, including children. There would be more flexibility when the Navigation Center (Phase II) opened.

9. Adjourn

Mayor Rich adjourned the regular meeting at 8:17 p.m.

*Grace Jelks*

Grace Jelks  
Management Staff Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### VINE STREET AND ALAMEDA AVENUE STORM REHABILITATION PROJECT CHANGE ORDER AUTHORIZATION – 23PW05

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Meeting Date: July 10, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Dawn Easley, Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

As part of the project to rehabilitate storm drainage piping on Vine and Alameda, staff identified an opportunity to treat additional sections of adjacent piping within the FY 22-23 budget. The issue for the Council is whether to authorize the change order increasing the total contract amount.

#### BACKGROUND

##### A. Council Action History.

At the August 22, 2022, meeting, the Council awarded the contract for the Storm Pipe Rehabilitation Vine Street and Alameda Avenue Project.

##### B. Analysis.

In 2015, staff identified a failing storm drainage pipe on Harvard Avenue where the bottom of the pipe had corroded out. As a result of that failure, staff investigated all of the storm drainage piping that had been installed using that type of aluminized steel spiral piping and found similar issues with pipes installed in the late 1980s and early 1990s. In order to prevent additional failures, the City has been installing Cured-In-Place-Piping (CIPP) within the existing pipes to restore the pipes' structural integrity and extend their useful life.

This project originally included rehabilitating approximately 904 feet of 42-inch diameter and 483 feet of 48-inch diameter storm drain pipe utilizing CIPP on Vine Street between Church and Alameda avenues and in Alameda Avenue between Vine and Sunset streets. The FY 22-23 Storm Drainage Fund budget included \$625,000 for this project. The total project cost authorized by the City Council was just under \$595,000.

Knowing that the funding was budgeted and available, staff identified an opportunity to get additional needed work completed while the contractor was performing the project and processed a Proposal Request for an additional 253 lineal feet of piping on Alameda Avenue. The additional cost was \$82,165. Under some circumstances, this is within the City Manager's authority, and staff believed this to be the case and the work was completed. In actuality, this requires Council authorization because it exceeds the total project authorization.

**C. Financial/Resource Considerations.**

The FY 2022-23 Storm Drainage Fund budget includes \$625,000 for this project. The total estimated project costs presented to Council at the August 22, 2022 meeting were as follows:

Construction	\$ 540,750
Contingency (10% of const.)	<u>\$ 54,075</u>
<i>Total Estimated Costs</i>	<i>\$ 594,825</i>

The new total estimated project costs with the additional work are:

Construction	\$540,750
Change Order 1	<u>\$ 82,165</u>
<i>Total</i>	<i>\$622,915</i>

**D. Timing Considerations.**

The work has been completed. In order for staff to process payment to the contractor, Council will need to authorize the City Manager to execute the change order as soon as practical. There are contractual penalties if the City delays payment to the contractor.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the City Manager to execute a change order in the amount of \$82,165;  
or
2. Request additional information.

**STAFF RECOMMENDATION**

Staff erred on process when authorizing the additional work to occur. The basis of the decision to perform additional work – a good price, contractor on site willing and able to complete the work quickly, limited disruption to the public, and budget availability – were all solid. The mistake was made on process when staff did not recognize the limits on City Manager authority beyond total project authorization, and the City Manager was on vacation and did not catch the process issue until her return. This additional work was informally discussed with the Public Works Commission at their June meeting as part of a project update.

At this point, the work has been completed and the City is obligated to make payment. In order to authorize that expenditure, staff recommends that the Council authorize the City Manager to execute a change order in the amount of \$82,165.

**SUGGESTED MOTION**

***I move to authorize the City Manager to execute a Change Order to the Storm Rehabilitation Vine and Alameda Project contract in an amount not to exceed \$82,165.***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION NO. 2023-18 – EXEMPTION FROM COMPETITION IN PUBLIC CONTRACTING FOR PURCHASE OF CARDIAC DEFIBRILLATOR UNITS

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Meeting Date: July 10, 2023  
Department: Fire  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Public Hearing  
Staff Contact: Dave Newquist  
Contact Telephone Number: 541-492-6770

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#### ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of three new EMS defibrillator units, and an update to the fourth unit to replace older models as part of a standard and scheduled fleet rotation. Staff is proposing to purchase the defibrillator units utilizing National Purchasing Partners (NPP) cooperative contract pricing.

#### BACKGROUND

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

**B. Analysis.**

In 2016, the City purchased new defibrillator machines from Zoll manufacturing, replacing the aging Physio Control defibrillators. Zoll defibrillators are utilized county wide by all responding ambulance providers, making compatibility seamless during an incident. EMS Defibrillator units are on a seven year replacement schedule, and the purchase of these units will replace outdated and refurbished equipment that was purchased in 2016. The defibrillator units will be purchased using the NPP 2020 Contract No. PS20200. The price includes the trade in for our current cardiac monitor/defibrillators and a five year warranty and maintenance contract.

The functionality and available features allow emergency responders to provide immediate high quality EMS care seamlessly, and interchangeably with ambulance providers throughout the area. The new units will see medical field advances such as 12 lead capability to identify heart attacks quickly while still on scene, and advanced CPR feedback which will improve out of hospital patient survival.

Because staff is proposing to use an interstate cooperative purchasing agreement, a notice of intent to utilize this mechanism was published in the News Review and Daily Journal of Commerce.

**C. Financial/Resource Considerations.**

The Equipment Replacement Fund budget includes \$128,000 in FY 23-24 for a replacement and upgrade of all 4 defibrillator units.

(3) X- Series Zoll cardiac defibrillators:	\$119,724.08
EMS accessories and cables:	\$ 6,895.72
X – Series upgrade for 1 existing unit	\$ 16,359.00
<b>Subtotal</b>	<b>\$142,978.80</b>
Trade in value:	<u>\$ 22,500.00</u>
<b>Total:</b>	<b>\$120,478.80</b>

**D. Timing Considerations.**

Staff would like to complete this purchase as soon as practical to ensure the equipment is purchased under the current pricing contract that expires at the end of July 2023.

**COUNCIL OPTIONS**

The Council has the following options:

- 1) Adopt the attached resolution and award the contract for the Zoll cardiac defibrillators for \$120,478.80; or
- 2) Request additional information; or
- 3) Recommend not moving forward with the contract, which will require another solution for purchase.

**STAFF RECOMMENDATION**

Staff recommends adopting the attached resolution and awarding the contract to Zoll Medical Corporation in the amount of \$120,478.80

**SUGGESTED MOTION**

***I move to adopt Resolution No. 2023-18, exempting from competitive bidding and awarding the purchase of new cardiac defibrillator units to Zoll Medical Corporation for \$120,478.80 utilizing NPP contract pricing.***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-18: A Resolution Exempting the Purchase of Zoll Defibrillators

**RESOLUTION NO. 2023-18**

**A RESOLUTION EXEMPTING THE PURCHASE OF CARDIAC DEFIBRILLATOR UNITS FROM  
THE COMPETITIVE BID PROCESS**

**WHEREAS**, under the authority of ORS 279A.220, the City plans to utilize National Purchasing Partners, an interstate cooperative purchasing group, Contract #PS20200 to purchase new cardiac defibrillator units; and

**WHEREAS**, Zoll Medical Corporation is the regional supplier of Zoll medical equipment and has provided a quote for the purchase and update of new cardiac defibrillators that meets the City's needs; and

**WHEREAS**, the use of Zoll defibrillators ensures compatibility with equipment used by local ambulance companies throughout the local area; and

**WHEREAS**, the City recently published its intent to procure the Zoll medical units through an interstate cooperative procurement process in the News Review and the Daily Journal of Commerce for seven days and, therefore, finds using such procurement process is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

**WHEREAS**, the procurement further substantially promotes the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065 or 279B.070

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

**SECTION 1.** Based on the above findings, which are incorporated herein by this reference, and under Roseburg Municipal Code Section 3.06.025(E), the Council hereby determines that entering into a contract with Zoll Medical Corporation for the purchase and upgrade of 4 defibrillator units utilizing NPP Contract# PS20200, will ensure the City will have quality and compatible cardiac defibrillators in order to provide a high level of EMS care.

**SECTION 2.** The Council hereby exempts the contract between the City and Zoll Medical for purchase of cardiac defibrillators from competitive bidding. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified vendors.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS  
REGULAR MEETING ON THE 10<sup>th</sup> DAY OF JULY, 2023.**

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**PATTY HITT / CITY RECORDER**



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO SPRINT COMMUNICATIONS COMPANY, LP

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Meeting Date: July 10, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Patty Hitt  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

The City has received an application for renewal of a telecommunications franchise from Sprint Communications Company, LP located in Delaware.

#### BACKGROUND

##### A. Council Action History.

August 8, 2011: Council adopted Ordinance No. 3377 granting a telecommunications franchise agreement with Sprint Communications Company, LP.

##### B. Analysis.

The subject application was received on June 28, 2023, and the application processing fee was received on July 5, 2023. The provider has requested renewal of franchise agreement effective January 1, 2024.

##### C. Financial/Resource Considerations.

Under our definitions of telecommunications "provider" and telecommunication "service," Sprint Communications Company is a Carrier with City Customers and is required to pay a franchise fee of \$2.6768 per linear foot based on the aggregate number of linear feet of public way occupied by its facilities. The fee is adjusted annually in accordance with the CPI-U West index.

##### D. Timing Considerations.

Sprint Communications Company, LP began serving Roseburg on September 4, 2001, under their original franchise agreement. The fifth and final term of the existing franchise agreement expires December 31, 2023. Per Roseburg Municipal Code 9.25.100(D), after the term of the existing franchise and maximum renewals, a grantee must apply for a new franchise under the same terms and conditions as are currently in place. The application must be received not less than 180 days prior to expiration of the existing franchise. The final term of the franchise agreement with Sprint Communications Company, LP expires December 31, 2023; therefore, the deadline for the application was June 30, 2023. The effective date of the new franchise agreement will be January 1, 2024, and the initial term of the franchise is three years, with an expiration date of December 31, 2026. The ordinance will also allow renewal options of three years each, for a total of five terms.

**COUNCIL OPTIONS**

Council has the following options:

- Proceed with first reading of the ordinance; or
- Request additional information; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends that Council proceed with first reading of the ordinance.

**SUGGESTED MOTION**

No action required, just first reading of the ordinance.

**ATTACHMENTS:**

Attachment #1 – Ordinance #3590

**ORDINANCE NO. 3590**

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE  
TO SPRINT COMMUNICATIONS COMPANY LP  
EFFECTIVE JANUARY 1, 2024**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City”, hereby grants Sprint Communications Company, LP, a Delaware limited partnership, hereinafter called “Franchisee”, the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, beginning January 1, 2024 and ending December 31, 2026 following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

**SECTION 2. Incorporation of Roseburg Municipal Code.** This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers”, and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A”. It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

**SECTION 3. Amendment and Renewal.** The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

**SECTION 4. Franchise Territory.** The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

**SECTION 5. Services to be Provided.** Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

**SECTION 6. Franchise Fees.** Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

**A. Fee Base.** For the privileges granted by this Franchise, Franchisee shall pay \$2.00 per linear foot based on the aggregate number of linear feet of public way occupied by its facilities. The fee shall be adjusted annually in accordance with the Consumer Price Index for Portland, Oregon.

**B. Payment.** The City shall invoice Franchisee in January of each year for its annual franchise fee based on the City’s calculation of the aggregate number of linear feet of public way occupied by Franchisee’s facilities as of the December 31

of the year just passed. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

**C. Due Date.** Franchise fees shall be paid to the City by January 31 of each year, based on the aggregate number of linear feet of public way occupied by the Franchisee's facilities as of December 31 of the prior year.

**D. Late Fee.** If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

### **SECTION 7. Notices and Authorized Representatives.**

**A.** Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

**If to City:**

City of Roseburg  
ATTN: Patty Hitt, City Recorder  
900 SE Douglas  
Roseburg, OR 97470  
E-mail: [phitt@cityofroseburg.org](mailto:phitt@cityofroseburg.org)  
Phone: 541-492-6866

**If to Franchisee:**

Sprint Communications Company LP  
ATTN: Steve Knotts  
2450 N Street, NW, 4th Floor  
Washington, DC 20037  
E-mail: [sknotts@cogentco.com](mailto:sknotts@cogentco.com)  
Phone: 202-295-4200

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

**B.** In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

**Contact Person's Name:** Steve Knotts

**Mailing Address:** 2450 N Street, NW, 4th Floor, Washington DC 20037

**Telephone:** 202-295-4200

**SECTION 8. Location, Relocation and/or Removal of Facilities.** RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

**SECTION 9. Representation and Warranty of Franchisee.** By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to

be bound by all terms, conditions and provisions set forth herein.

**SECTION 10. Franchise Effective Date.** Franchisee submitted an application requesting a renewal of their existing telecommunications franchise and paid the application processing fee on June 30, 2023. The existing franchise agreement began on September 1, 2011 and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on July 24, 2023; and hereby authorizes this Franchise to take effect January 1, 2024 and expire on December 31, 2026, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

**SECTION 11. Acceptance of Franchise.** Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

**ADOPTED BY THE CITY COUNCIL ON THIS 24th DAY OF JULY, 2023.**

**APPROVED BY THE MAYOR ON THIS 24TH DAY OF JULY, 2023.**

**MAYOR**

\_\_\_\_\_  
**Larry Rich**

**ATTEST:**

\_\_\_\_\_  
**Patty Hitt, City Recorder**

**(Franchisee's Acceptance on Following Page)**

ORDINANCES A  
ATTACHMENT NO. 1

**FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. \_\_\_\_\_.** This Ordinance is hereby accepted by Sprint Communications Company, LP on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**By:** \_\_\_\_\_  
(Signature)

**Name:** \_\_\_\_\_  
(Printed)

**Title:** \_\_\_\_\_

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

State of \_\_\_\_\_)

) ss.

County of \_\_\_\_\_)

This acceptance was signed before me on \_\_\_\_\_, 20\_\_ by, \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

Notary Public for \_\_\_\_\_

Name: \_\_\_\_\_

My commission expires on: \_\_\_\_\_

.....  
Acceptance received by City Recorder on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Patty Hitt, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## WORKERS' COMPENSATION PROGRAM

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Meeting Date: July 10, 2023  
Department: Human Resources  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: John VanWinkle  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The city has received a proposal for workers' compensation services from the State Accident Insurance Fund (SAIF Corporation). The issue for Council is whether to grant the City Manager authority to transition away from self-insurance and enter into an agreement for workers' compensation services with SAIF Corporation.

### BACKGROUND

#### A. Council Action History.

The City Council granted the City Manager authority to move to a self-insured model for workers' compensation coverage in July of 1987.

#### B. Analysis.

The City has run an effective self-insured workers' compensation program since 1987. Since that time, a number of risk factors have changed, leading the City to explore returning to a fully insured model. Those risks include:

- **Rising claim retention levels:** Retention levels, or the dollar amount the City is responsible for on each individual claim, has risen periodically and incrementally from \$200,000 in 1987, to the current \$750,000 for Public Safety employees and \$500,000 for all other employees. In the example of a Public Safety employee with a catastrophic injury, the City would be responsible for all claim costs up to \$750,000 before an excess insurance policy would become effective, reimbursing additional costs beyond \$750,000.
- **Cancer and mental health presumptions:** In 2009, the Oregon State Legislature enacted legislation deeming a number of cancers as presumptive occupational disease for Firefighters. The number of presumptive cancers increased in 2022, and in 2019, the legislature added acute stress disorders as presumptive occupational disease for both fire and law enforcement personnel.
- **General rise in the cost of medical treatment and prescription medication**

**C. Financial/Resource Considerations.**

SAIF has proposed a total cost of \$231,107.82 for guaranteed cost workers' compensation services for the 2023-24 plan year. That premium is reassessed on an annual basis. The city will continue to be responsible for ongoing costs for administration and payment of active prior claims.

The current workers' compensation fund budget for 2023-24 includes \$406,370 for third party claims administration, excess insurance premium and expected claims costs.

**D. Timing Considerations.**

The agreement with SAIF is proposed to begin on October 1, 2023. Approval now would be appropriate to allow for the transition process to occur.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Authorize the City Manager to enter into an agreement with SAIF Corporation for workers' compensation services; or
2. Do not authorize the City Manager to enter into an agreement with SAIF Corporation; or
3. Request additional information.

**STAFF RECOMMENDATION**

Staff respectfully recommends Council authorize the City Manager to enter into an agreement with SAIF Corporation.

**SUGGESTED MOTION**

*I move to authorize the City Manager to enter into an agreement with SAIF Corporation for workers' compensation services.*



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: July 10, 2023**

**Department: Administration**

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

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

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

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your July 10, 2023, meeting, the following items are included:

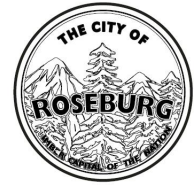
- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Friday Message



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
June 27, 2023 - 10:00 a.m.

1. June 26, 2023, City Council Meeting Synopsis
2. July 10, 2023, City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign  
None
5. Discussion Items

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- ARPA Quarterly Reports (add to quarterly reports)
- Highway 138 Water Line Replacement, Project No. 22WA16
- Umpqua Actors Community Theater (UACT) – Improvement Project
- CRS Flood Insurance Assessment
- Dog Ordinance Update

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**July 24, 2023**

Special Meeting

- A. City Council Interviews – Time: TBD

Special Presentation

- A. UCAN - Feeding Umpqua Presentation by Sarah McGregor, Program Manager

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Department Items

- A. Bid Award – 24-inch Transmission Main Isabell Avenue to Newton Creek Road, *if*  
B. Patrol Vehicles Purchase

Informational

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

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**August 14, 2023**

Special Meeting

- A. Planning Commission Interviews – Time: TBD

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

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

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**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

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**September 11, 2023**

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**September 25, 2023**

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Department Items

- A. 2023 Oregon Public Library Statistical Report

A.

Informational

- A. City Manager Activity Report
- 

**October 9, 2023**

Consent Agenda

- A. September 25, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**October 23, 2023**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**November 13, 2023**

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**December 11, 2023**

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

## Grace Jelks

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**From:** Nicole A. Messenger  
**Sent:** Friday, June 30, 2023 3:49 PM  
**To:** All.CouncilandDepartmentHeads  
**Cc:** Autumn C. David; Grace Jelks; Suzanne E. Hurt  
**Subject:** Quick Updates

Good afternoon -

This week has flown by after returning from vacation! I wanted to send a quick note with a few highlights/updates/information.

The following are a few highlights from the month of June:

- Attended two "Balance of State" listening sessions (Zoom webinars) through OHCS to learn more about upcoming funding opportunities related to the navigation center and homeless services. OHCS is requiring regional groups to form to make funding decisions. Shaun Pritchard, UCAN Executive Director, will be leading the Douglas County group.
- Welcomed the Kuki Sister City delegation to City Hall and attended their kick off dinner.
- Separately met with DFPA, Umpqua National Forest, Oregon Department of Forestry and the FBO at the airport to discuss summer firefighting operations and get contracts in place as needed.
- Met with UCC President Rachel Pokrandt to catch up and discuss their ongoing investments in downtown.
- Chief Klopfenstein and I did an on-air interview with Kyle Bailey regarding new time, place, and manner regulations.
- Attended a virtual Navigation Center Cohort meeting coordinated by OHCS.
- Mayor Rich and I met with the new Japanese Consul General from the Portland office.
- Met with Michael Rondeau and Alicia McAuley at the Cow Creek headquarters.
- Attended the ACT and Modal Advisory Chairs' meeting with Oregon Transportation Commission Chair Julie Brown and Vice Chair Lee Beyer in Salem on Thursday. This was a great opportunity to hear from high level staff in ODOT on their upcoming strategic plan updates and give regional input into program priorities.

### ***Other info....***

The time, place and manner regulations officially go into effect tomorrow. The Roseburg PD will start in an educational phase, so please do not expect huge changes overnight. The final map is nearing completion and once available, additional training and education will occur. RPD will continue handing out advisory fliers to those impacted.

The application process is open for the City Council Ward 3 position vacated by Brian Prawitz. The applications close July 17.

Several construction projects are underway. Information on those and other city events can be found here: <https://www.cityofroseburg.org/news>

Longtime Senior Accountant Debbie Rackleff retired last week. Debbie was a huge asset to the Finance Department and the entire organization and will be greatly missed.

I will be out of the office Monday, July 3 and return Wednesday, July 5. City offices are closed Tuesday, July 4.

Have a great holiday!

*Nikki Messenger, P.E.*

City Manager

City of Roseburg

(541) 492-6866

[nmessenger@cityofroseburg.org](mailto:nmessenger@cityofroseburg.org)