ROSEBURG CITY COUNCIL AGENDA – APRIL 12, 2021

04.08.21

Electronic Meeting
Public Access:
City website at https://www.cityofroseburg.org/your-government/mayor-council/council-videos
Facebook Live at www.Facebook.com/CityofRoseburg

Comments on Agenda Items and Audience Participation can be provided in person electronically via Zoom. See next page for instructions on how to participate in virtual meetings.

6:00 p.m. Executive Session ORS 192.355(1) and (9), and ORS 40.225 Lawyer/Client Privilege

6:15 p.m. Work Study

A. 2021-2026 Capital Improvement Plan

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Beverly Cole	Bob Cotterell	Sheila Cox	Alison Eggers
Sheri Moothart	Brian Prawitz	Patrice Sipos	Andrea Zielinski

4. **Mayor Reports**
   A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
   B. Arbor Day Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation –In Person via Zoom/See Information on the Reverse**
7. **Special Presentation**
   A. Roseburg Public Library Strategic Plan Report
8. **Consent Agenda**
   A. Minutes of March 22, 2021 Meeting
   B. 2021 OLCC Annual License Renewal Endorsement
   C. OLCC Limited On-Premises License – Round Table Pizza #236 located at 2040 NW Stewart Parkway in Roseburg, Oregon
   D. Boundary Line Agreement/Clarification and Conveyance
9. **Public Hearing**
   A. Resolution No. 2021-07 – Supplemental Budget for the Equipment Replacement Fund and Appropriation Revisions for the Water Fund, Fiscal Year 2020-21
   B. Community Development Block Grant Close Out – COVID-19 Emergency Small Business and Microenterprise Assistance
   C. Resolution No. 2021-08 – Community Development Block Grant Opportunity COVID-19 Emergency Small Business and Microenterprise Assistance
10. **Department Items**
    A. Settlement Agreement
    B. Annual Fee Increases Discussion
    C. Ground Lease Agreement – AT&T Cell Tower
    D. Beulah Park Improvements Bid Award Recommendation – 18GR10
    E. 2021 – 2026 Capital Improvement Plan

11. Items from Mayor, City Council and City Manager

12. Adjourn

Informational

A. City Manager Activity Report

ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING TO IMMEDIATELY FOLLOW

AUDIENCE PARTICIPATION INFORMATION

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:

To provide comment during virtual meetings, contact the City Recorder by phone (541-492-6866) or email (info@cityofroseburg.org) by 4:00 p.m. the day of the meeting. Provide your name, address, phone number and which item on the agenda you wish to speak. You will then be provided with a link and phone number to the Council meeting. 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**, you will be asked to enter your email and name. After entering your email and name, 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 address for the record, including whether or not they are a resident of the City of Roseburg. 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

If you join the meeting via Zoom, please select the "raise hand" button when the Mayor calls for speakers. You will be moved out of the "waiting room" to speak. After you have provided your comments, you will be moved back into the "waiting room".
If you join the meeting on the phone number you provided to the City Recorder, you will be brought into the meeting to speak when the Mayor calls for speakers, then moved back to the "waiting room".

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.

WORK STUDY
04/12/2021

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

2021 – 2026 CAPITAL IMPROVEMENT PLAN

Meeting Date: April 12, 2021 | **Agenda Section: Work Study/Department Item**
Department: Public Works | **Staff Contact: Brice Perkins, PW Director**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6730**

ISSUE STATEMENT AND SUMMARY
Staff has been working on updating the Five Year Capital Improvement Plan (CIP). The issue for Council is whether to adopt the 2021-2026 CIP.

BACKGROUND

A. Council Action History.
The Council adopted a Five Year CIP on March 14, 2016, and most recently adopted a Five Year CIP on March 26, 2018.

B. Analysis.
The City of Roseburg has an established goal to review and update the Capital Improvement Plan (CIP) at least every two years to reflect the needs of the community and changes in resources for financing capital projects. However, in the case of this plan, it has been three years due to a leadership transition in the Public Works Department. The plan is presented to the Airport, Parks, and Public Works Commissions prior to adoption by Council. The updated draft CIP is a sizeable document that can be found at:

https://www.cityofroseburg.org/departments/public-works/permitsforms

When preparing an update to the plan, staff reviews the existing master plans and various other studies previously prepared to better define future projects. “Other” plans include documents such as storm drainage studies, traffic corridor studies, etc. Consideration is given to existing problem areas, as well as to new funding opportunities.

The CIP is divided into several different funds including the following:

- IT/General
- Bike Trail
- Sidewalk/Streetlight
- Transportation
- Park Improvement/Stewart Trust
- Equipment Replacement

- Urban Renewal
- Facilities Replacement
- Airport
- Water
- Storm Drainage

Also included in the plan is information concerning revenue projections, beginning fund balances, costs for materials and services (M&S), capital costs, and projected ending fund balances. Materials and services generally include the City's overhead costs associated with staffing, supplies, maintenance and fees.

Staff will provide a brief PowerPoint presentation outlining the plan at a Council study session prior to the Council meeting.

C. Financial/Resource Considerations.

The following table outlines the projected expenditures over the next five years by fund.

Fund	*5 Year Total*	2021-22	2022-23	2023-24	2024-25	2025-26
General Fund	*$150,000*	$9,000	$9,000	$9,000	$69,000	$54,000
Bike Trail	*$750,000*	$160,000	$10,000	$260,000	$160,000	$160,000
Sidewalk/Streetlight/Traffic Signals	*$1,700,000*	$410,000	$260,000	$360,000	$360,000	$310,000
Transportation	*$9,301,000*	$1,550,000	$1,200,000	$1,600,000	$3,181,000	$1,770,000
Park Improvement/Stewart Trust	*$430,000*	$40,000	$45,000	$90,000	$90,000	$165,000
Equipment Replacement	*$3,809,000*	$308,500	$469,500	$713,000	$973,500	$1,344,500
Urban Renewal	*$1,150,000*	$0	$0	$150,000	$550,000	$450,000
Facilities	*$300,000*	$40,000	$100,000	$85,000	$25,000	$50,000
Airport	*$4,800,000*	$150,000	$150,000	$1,500,000	$100,000	$2,900,000
Water	*$20,977,500*	$7,142,500	$3,320,000	$5,175,000	$2,035,000	$3,305,000
Storm Drainage	*$8,005,000*	$1,480,000	$1,080,000	$2,305,000	$2,315,000	$825,000
Total All Funds	***$51,372,500***	*$11,290,000*	*$6,643,500*	*$12,247,000*	*$9,858,500*	*$11,333,500*

D. Timing Considerations.

Staff is currently working on the budget for FY 2021–22. It is timely to update the CIP as part of that budget process.

COUNCIL OPTIONS

Council has the following options:

1. Adopt the 2021-2026 Capital Improvement Plan; or
2. Recommend changes to the plan and adopt with changes; or
3. Recommend changes to the plan and direct staff to bring back an updated draft.

STAFF RECOMMENDATION
The draft Capital Improvement Plan has been presented to each of the responsible Commissions for consideration. The following Commissions have forwarded recommendations to adopt the 2021-2026 CIP.

- Airport Commission – December 17, 2020
- Public Works Commission – February 11, 2021
- Parks Commission – April 7, 2021

Staff concurs with their recommendations to adopt the plan.

SUGGESTED MOTION
"I move to adopt the 2021-2026 Capital Improvement Plan for the City of Roseburg as presented."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

RECOGNITION OF CITY VOLUNTEERS

Meeting Date: April 12, 2021 | **Agenda Section: Mayor Reports**
Department: Parks & Recreation | **Staff Contact: Velorie Ligon, Coordinator**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6730**

ISSUE STATEMENT AND SUMMARY

In conjunction with "Volunteer Recognition Month," the City wishes to honor publicly those volunteers who have devoted their time and efforts for the betterment of the Roseburg community. These efforts range from commission service to Volunteers in Police Service to individuals and groups that plant flowers and trees in our parks or help as part of the 'Adopt-A-Trail' program – all providing invaluable and greatly appreciated contributions.

The following volunteers will be acknowledged in an advertisement with local news media:

COUNCIL/COMMISSION MEMBERS

City Council
Larry Rich, Mayor
Alison Eggers
Andrea Zielinski
Ashley Hicks
Beverly Cole
Bob Cotterell
Brian Prawitz
Linda Fisher-Fowler
Patrice Sipos
Sheila Cox
Sheri Moothart

Airport Commission
Chris Berquist
Clint Newell
Daniel Sprague
David Morrison
Frank Inman
Robb Paul
Steve Skenzick

Parks & Recreation
Diana Wales
Kyle Bailey
Leila Heislein
Marsha LaVerne
Robert Grubbs
Ryan Finlay

Budget Committee
Bob Scott
Bryan Sykes
Jeffrey Weller
Jerry Smead
Knut Torvik
Mike Baker
Patrice Sipos

Planning Commission
Christy Palmini
Daniel Onchuck
Jaime Yraguen
John Kennedy
Ron Hughes
Ronald Sperry
Shelby Osborn
Stephanie Newman
Victoria Hawks

Library
Francesca Guyer
Kelly Peter
Laura Harvey
Mandy Elder
Marcy Belzner
Theresa Lundy

Public Works
Fred Dayton Jr
John Seward
Ken Hoffine
Noel Groshong
Patrick Lewandowski
Roger Whitcomb
Stuart Liebowitz
Vernon Munion

Historic Resources
Bentley Gilbert
James De Lap
Lisa Gogal
Marilyn Aller
Nicholas Lehrbach
Stephanie Giles

Economic Development
Angela Brown
Don Baglien
Leah Jones
Michael Widmer
Mickey Beach
Misty Ross
Paul Zegers

Homeless Commission
Brent Eichman
Gregory Brigham
KC Bolton
Mike Feldman
Shaun Pritchard
Shelley Briggs-Loosley

VOLUNTEERS IN POLICE SERVICE
Bernadette Stepney
Doug Burbridge

CITY BEAUTIFICATION/PARKS ASSISTANCE
Art & Marliene Swanson
Ashley Hicks
Bruce Chambers
Danny Quinn
David Johnston
Ellen Porter
Imani Skoglie
Jeff & Shirley Woodcock
Katherine Elisar
Ken Ferguson
Kevin Carson
Leila Heislein
Lisa & Eric Soder
Maureen Williams
Stacey Crowe
Steve Erickson
Toni Marchwick

ORGANIZATIONAL AND COMMUNITY SUPPORT
Bike Walk Roseburg
Blue Zones Project Umpqua
Community Rights Douglas County
FCR Roseburg
Friends of the Roseburg Public Library
Friends of Umpqua Valley Police K9 Programs
Phoenix Youth Corps
Roseburg Tracker
S.E. Neighborhood Watch
SERVICE
Small Planet Solutions
SORB – Open People Group
Source One Serenity dba Heal Terra
Umpqua Kennel Club
Umpqua Valley Audubon Society
Umpqua Valley Chapter of NPSO
Wolf Creek Job Corps

LIBRARY SUPPORT
Anita Nettleton
Barbara Egli
Bettina Bloomberg
Capri Moore
Cindy Strahl
Coreen Harker
Corrie Sommerfeld
Dell Olson
Diana Young
Dianne Holborow
Dianne Muscarello
Earl Bates
Francesca Guyer
Gary Dubois
Gaylene Lyda
Helen Laurence
Helen Thiessen
James Henry
James Jamison
Joan Seitz
Joy Garrelts
Karen Sickler
Kay Rogers
Kim Turner
LeaVa Eddings
Leslie Walker
Linda Bahr
Linda Tavenner
Lori Stevenson
Louise Peterson
Lynn Mathweg
Marcie Vega
Maris Wilson
Mary Cornell
Michele Cooper
Nancy Tague
Pat Mehlhoff
Pat Sherman
Patricia Duerfeldt
Paul Sherman
Paula Nolet
Robin Kladke
Steve Bahr
Steve Wood
Sue Dobson
Susan Massey
Susan Uravich
Tanveer Bokhari
Terry Garrelts
Tim Grisso

ATTACHMENTS
Attachment #1 – Volunteer Recognition Month Proclamation

PROCLAMATION

CITY OF ROSEBURG, OREGON

VOLUNTEER RECOGNITION MONTH

WHEREAS: the utilization of volunteer services has become crucial in providing needed services to our community; and

WHEREAS: our citizens have graciously donated time and talent toward quality programs and services in all aspects of municipal operations; and

WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their continued cooperation and to encourage the voluntary participation of others in this valuable service; and

WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their dedicated efforts toward developing a sense of community spirit through their service;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2021 as

VOLUNTEER RECOGNITION MONTH

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

DATED this 12th day of April, 2021.

Larry Rich

The Honorable Mayor Larry Rich

CITY OF ROSEBURG, STATE OF OREGON
1872

PROCLAMATION

CITY OF ROSEBURG, OREGON

ARBOR DAY

WHEREAS: In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS: This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS: Arbor Day is now observed throughout the nation and the world; and

WHEREAS: Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

WHEREAS: Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS: Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS: In honor of Arbor Day, the City of Roseburg Parks department is offering a self-guided tour of the Japanese Garden behind the Roseburg Public Library on Friday, April 30th (National Arbor Day). There will be plant markers in place with Common and Scientific names of each plant (more than 100 total).

NOW, THEREFORE, I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 30, 2021, as

ARBOR DAY

and urge all citizens to celebrate this day and to plant trees to promote the well-being of this and future generations.

DATED this 12th day of April, 2021.

Larry Rich

The Honorable Mayor Larry Rich

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ROSEBURG PUBLIC LIBRARY STRATEGIC PLAN REPORT

Meeting Date: April 12, 2021 | **Agenda Section: Special Presentation**
Department: Library | **Staff Contact: Kris Wiley**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-7051**

ISSUE STATEMENT AND SUMMARY
Roseburg Public Library conducted its first strategic planning process in 2020. Resource Assistance for Rural Environments (RARE) AmeriCorps Participant Katie Fischer facilitated the process and will present information about the strategic planning committee's work, including the library's new mission statement, vision statement, and goals for the next five years.

BACKGROUND

A. Council Action History.
N/A

B. Analysis.
The strategic plan provides a working blueprint that library staff will use to focus their energy and efforts. The plan includes four goals with objectives and activities for staff to implement over the next five years. The plan will be reviewed annually by the Library Commission.

C. Financial/Resource Considerations.
N/A

D. Timing Considerations.
The Library Commission approved the adoption and implementation of the 2021-2025 Roseburg Public Library strategic plan on February 16, 2021.

COUNCIL OPTIONS
N/A

STAFF RECOMMENDATION
N/A

SUGGESTED MOTION
No motion needed. This is for information purposes only.

ATTACHMENTS:
Attachment #1 – Strategic plan brochure
Attachment #2 – Strategic plan outline of goals

"Promote community, inspire curiosity, encourage learning"

These mission, vision, and values statements guided Roseburg Public Library's strategic planning.

Values Statement

The library...

- is accessible to all, offering open and affordable resources and services.
- serves as a focal point for community engagement and connection.
- collaborates with groups and organizations to create new opportunities for the community.
- promotes literacy and provides educational opportunities for independent lifelong learning.
- is a safe space that honors inclusivity, equity, and respect.
- is a resource to engage curiosity, creativity, and imagination.
- upholds transparency, in both operations and funding.
- supports the ideals of intellectual freedom.
- protects the privacy and confidentiality of all patrons.

Why does the library need a strategic plan?

As an active and vital part of the community, Roseburg Public Library's first strategic plan provides a working blueprint that represents what the community wants to see from its library. The plan, approved by the City of Roseburg's Library Commission on 2/16/2021, gives the library focus and direction in its efforts and energy.

How was the strategic plan made?

The library staff gathered community feedback from a Use Assessment Survey and by gathering quick feedback from library patrons. A group of passionate community members, staff, and other stakeholders collectively informed the strategic planning process as a Strategic Planning Committee. This plan is the result of a year-long collaboration, with the aim of best serving the Roseburg community for the five year period.

Acknowledgements

We want to acknowledge and express our deep appreciation to all those who contributed to the strategic planning process, especially our patrons, the City of Roseburg Library Commission, Roseburg Public Library Staff and the Strategic Planning Committee:

Michelle Altermatt; Steve Bahr; Marcy Belzner; Lance Colley; Katie Fischer; Betina Frost; Laura Harvey; Sandra J. Henry; Elaine Rodriguez; Amy Sowa; Kris Wiley

Welcome to

ROSEBURG PUBLIC LIBRARY

2021-2025 STRATEGIC PLAN

1409 NE Diamond Lake Blvd.,
Suite 100
Roseburg, OR 97470
541.492.7050
library@cityofroseburg.org
www.roseburgpubliclibrary.org

Our vision: "Roseburg Public Library recognizes its ongoing responsibility to grow as a vibrant and dependable community resource."

Goal 1: Collection development education and awareness

- *Participate in regular community engagement and feedback*
- *Practice transparency in collection development goals and decisions*
- *Update community on changes and updates to the collection*
- *Increase awareness of collections that represent underserved communities*

Goal 2: Create opportunities for lifelong learning

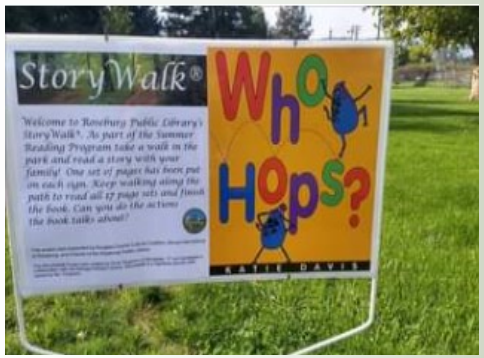
- *Retain young readers as they mature*
- *Bridge the digital divide*
- *Increase educational opportunities for all ages*

Goal 3: Enhance community outreach and awareness

- *Expand the homebound program*
- *Foster community book groups*
- *Bolster communications and avenues for information sharing*
- *Connect community groups and expand library services beyond the confines of the building.*
- *Increase outreach to underserved communities*

Goal 4: Explore opportunities for long-range, enhanced funding

- *Assess funding sourced by grants*
- *Increase ease of applying for grants*
- *Review opportunities for enhanced funding.*



The four goals will guide Roseburg Public Library's efforts in developing and implementing specific projects and initiatives. From 2021-2025 the library will monitor the needs and priorities of the community and adjust the goals accordingly.

2021-2025 Strategic Plan Outline of Goals

Collection development education and awareness: The library's collection of books, DVDs, and audiobooks is ever evolving, with the goal of providing popular and current titles to readers of all interests, levels, and ages. Keeping the community aware of Roseburg Public Library's collection development goals is vital, as is listening to our patrons' collection development feedback.

1. Regular community engagement and feedback:
    a. Post a monthly, quick question around the library: examples include asking for patron feedback on preferred genres, authors, booklists they are interested in, etc. **Implementation: 2021 and ongoing.**
    b. Post monthly prompts to the community via the library's social media platforms, which closely resemble the question(s) posted around the library. **Implementation: 2021 and ongoing.**
    c. Include a semi-regular question with Kris's newspaper articles with the News Review; again, these questions will be similar to those posted on other platforms. **Implementation: 2021 and ongoing.**
2. Practice transparency in collection development goals and decisions:
    a. Write newspaper articles twice a year on collection development, including outlining RPL's specific goals with collection development**. Implementation: 2021 and ongoing.**
    b. Review the collection development policy once a year, to ensure day-to-day goals with collection development align with stated goals within the policy. This review will be done with the Library Commission. **Implementation: 2022.**
    c. Regularly post on social media about additions to the collection, newly curated booklists, underappreciated parts of the collection, and more. **Implementation: 2021 and ongoing.**
3. Increase awareness of collections that represent underserved communities:
    a. Conduct a collection diversity survey to ensure that diverse perspectives are being appropriately represented in our youth and adult collection. **Implementation: 2025.**
    b. Regular social media posts highlighting diverse collections, including additions to the collection, new booklists, etc. **Implementation: 2021 and ongoing.**
    c. Curate and update booklists quarterly that focus on promoting diverse perspectives, authors, and stories from our catalog. **Implementation: 2023 and ongoing.**
    d. Make connections with the local Cow Creek Band of Umpqua Tribe of Indians to potentially promote their education centers and bibliographies, and promote these resources through newspaper articles, social media, etc. **Implementation: begin outreach in the spring with summer reading, 2021 and ongoing.**

Create opportunities for lifelong learning: The library serves as a unique setting for lifelong learning, especially by providing educational opportunities for all ages. Opportunities include computer classes, informative and fun STEAM programming, and learning about other cultures and perspectives.

4. Retain young readers as they mature:
    a. Host monthly tween programs, with particular emphasis on educational programs in a relaxed setting. Reach out to middle school libraries and the Douglas County Boys and Girls Club to supplement existing programs and resources. **Implementation: 2022 and ongoing.**
    b. Provide a short survey for program participants in order to gather feedback on engagement, interest in future programs, etc. **Implementation: 2022 and ongoing.**
5. Bridge the digital divide:
    a. Add a section to the collection development policy regarding electronic resources. **Implementation: 2023.**
    b. Advertise access to databases provided by the State Library of Oregon on social media, articles, and other platforms. **Implementation: 2022 and ongoing.**
    c. Create and teach a free basic computer skills class curriculum for adults. Each class will be held at least once a month. **Implementation: 2021 and ongoing.**
        i. Reach out to local organizations and groups that would be interested in free computer skills classes for initial feedback on what specific skills to emphasize in the curriculum. **Implementation: 2021.**
    d. Host monthly or twice monthly "Tech Time" walk-in opportunities for patrons to get individualized technology assistance. **Implementation: 2022 and ongoing.**
    e. Establish a volunteer-run desk at the front to focus on providing as-needed technical help, including printing services and library computer use. Staff will step in for volunteers as needed. **Implementation: 2022 and ongoing.**
6. Increase educational opportunities for all ages:
    a. Strengthen partnerships with schools, such as through class field trips to the library, cross-promotion of programs and opportunities, and advertising relevant library resources to the schools (for example, the teacher library card system). **Implementation: contact schools annually to arrange tours starting in the fall, reach out to schools about summer reading in the spring, 2022 and ongoing.**
    b. Develop a robust educational programming schedule for youth and adults, including inviting subject experts to come to the library to speak or conduct a workshop four times a year. **Implementation: plan programs in the early fall and spring, run programs throughout the following months, 2022 and ongoing.**

Enhance community outreach and awareness: The library is more than just a physical building, and often serves as a mechanism for community connections and engagement. Outreach is a particularly powerful method of bringing a community together. Outreach not only makes the library's services and materials more accessible, it also gives a voice to underserved and underrepresented groups within the community.

1. Work with local nursing homes and senior living facilities to expand the homebound program:
    a. Analyze the homebound program for effectiveness, and the potential for using this model on expanding to other parts of the community, such as with HADCO locations. **Implementation: 2023.**
2. Foster community book groups:
    a. Work with Blue Zones to start a monthly walking book group. **Implementation: 2024.**
    b. Explore grant opportunities for ordering book club kits. **Implementation: 2024.**
3. Bolster communications and avenues for information sharing:
    a. Distribute a communications survey once every five years to find out how the community gathers information and news. **Implementation: 2024.**
    b. Review the library's social media platforms twice a year to assure that we are maximizing their potential according to community interests and staff capacity. **Implementation: 2024.**
4. Connect community groups and expand library services beyond the confines of the building:
    a. Participate in outreach events at least four times a year, such as at the Umpqua Farmers' Market and Music on the Half Shell. **Implementation: 2022 and ongoing.**
5. Increase outreach to underserved communities.
    a. Host workshops and/or programs in Spanish twice a year, working with local community influencers in the Latinx community to help with promotion and program design. **Implementation: 2022 and ongoing.**
    b. Strengthen partnerships with the Cow Creek Band of Umpqua Tribe of Indians in order to host workshops and/or programs centered on Native American history, culture, events, and more twice a year. **Implementation: 2022 and ongoing.**
    c. Explore opportunities to support English as a Second Language (ESL) learners. Working to supplement the local school system's existing ESL resources. **Implementation: 2023.**

Explore opportunities for long-range, enhanced funding: A library's capacity, programming, and access to resources goes beyond the passion of its staff, volunteers and patrons. Regular funding is an essential component of a library's functioning, which can be supplemented with grants and donations.

1. Assess funding sourced by grants
    a. Create a plan outlining grant opportunities and year-long grant application timeline, to document what grants are available and when applications are open. **Implementation: 2025.**
    b. Assess the budget to see what areas are most impacted by grant funding, and analyze what areas need more funding, in order to set clear goals with grant opportunities in the future. **Implementation: 2025.**
    c. Create a standard document to be referenced for future grant applications, in order to make grant applications less time consuming, and potentially allowing other staff members to write grants as well. **Implementation: 2025.**
2. Review with city manager potential opportunities for enhanced funding in the next five years. **Implementation: 2023.**

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL MEETING March 22, 2021

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:04 p.m. on March 22, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

Absent: None

Others Present: City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Public Works Director Brice Perkins, Library Director Kris Wiley, Community Development Director Stuart Cowie and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely to address the increase in the number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by the State legislature. The public could watch the meeting live on YouTube and the City's Facebook page. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

CHILD ABUSE PREVENTION MONTH PROCLAMATION

Mayor Rich proclaimed April 2021 as Child Abuse Prevention Month and called upon all citizens, community agencies, faith groups, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

NATIONAL LIBRARY WEEK PROCLAMATION

Mayor Rich proclaimed April 4-10, 2021 as National Library Week. Ms. Wiley accepted the proclamation and thanked the Mayor and Council. She noted she was proud to be part of the 150 public libraries in the state serving literacy information and lifelong learning needs of the communities. She often focuses on the numbers related to the library, but as important as those statistics are to quantify value, it did not let others know who they really were. She commended the seven employees she worked with who brought talent and energy while being committed to public service and personal connections to continue growing the library as a community space. National Library Day was Tuesday, April 6, 2021 and was part of National Library Week. She thanked her Library team for their service and Mayor, Council and Staff for their support of the Roseburg Public Library.

BUDGET COMMITTEE APPOINTMENT

Mayor Rich said Staff had advertised the availability of the positions on the Budget Committee and received two applications from Ms. Kelly Peter and Mr. Stephen Krimetz. Councilor Cotterell moved to appoint Ms. Kelly Peter and Mr. Stephen Krimetz to the Budget Committee. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Prawitz, Moothart, Sipos and Zielinski voted yes. No one voted no. Mayor Rich congratulated the newly appointed Budget Committee members.

COMMISSION AND WARD REPORTS

Councilor Cotterell had a Public Works Commission Meeting on March 11, 2021 to discuss project items that were on the current agenda for review. Councilor Zielinski had a Library Commission Meeting on March 16, 2021 and discussed monthly statistics, programing, grants and renovation updates. She commended Staff for handling everything so well during the COVID-19 pandemic and keeping the program successful. Mayor Rich had a Homeless Commission Meeting on March 22, 2021. They discussed warmings fires for the unhoused and determined they would not pursue code amendments due to safety concerns. Staff provided information regarding potential time and place camping restrictions and would provide a report at their next meeting. An agreement with Rogue Retreat was signed to allow them to provide an assessment of Roseburg concerning the unhoused. The Commission would review their report at the April meeting. The final item was regarding House Bills 2004 and 2006 where Roseburg was in line to receive $1.5 million to put together a navigation center and shelter, and were awaiting the Governor's final approval and signature.

PARKS COMMISSION APPOINTMENT

Councilor Eggers said Staff had advertised the Parks and Recreation Commission vacancy and received two applications from Mr. Mike Baker and Mr. Tobiah Mogavero. After interviewing both applicants, Councilor Eggers moved to appoint Tobiah Mogavero to the Parks and Recreation Commission. The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Prawitz, Moothart, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

No comments were received asking to speak during the meeting.

DOWNTOWN PARKING ASSESSMENT AND PLAN PRESENTATION

Mr. Cowie reported the City terminated the Parking Services Contract with the Downtown Roseburg Association by mutual consent effective March 31, 2020. On July 23, 2020, the City entered into a contract with Rick Williams Consulting to have them perform a parking assessment for the downtown area and Laurelwood neighborhood. A draft assessment and plan was provided for review. The Plan identified guiding principles in which a future parking program could operate. It also outlined specific parking management strategies that could be implemented over an immediate, short-term, mid-term, or long-term time frame. Each strategy was classified within one of the following criteria: Management and Administration, Policy and Code, Downtown Parking Operations, Residential Parking Operations, Communications and Outreach. Attached to the plan were five appendices that helped to shape the guiding principles and strategy recommendations provided within the Plan. The appendix included Parking Inventory and Field Assessment, Review and Assessment of Policy and Code, Summary of Guiding Principles, Parking Management & Financial Review, and Summary of Public Outreach.

Mr. Cowie stated the consultant team worked with a Stakeholder Advisory Committee (SAC), comprised of downtown property and business owners, and Laurelwood residents. The SAC met over the course of four work sessions to review information completed by the consultant to provide feedback and input. The work of the SAC was also informed by a strong outreach effort to the community, comprised of an online survey and two public open houses.

Rick Williams, Parking and Transportation Consultant, thanked the Mayor and Council for allowing him to provide the report. Early in the project he was able to have a team on the ground to do a complete inventory for on-street and off-street parking. They had a great SAC that met from September to December 2020 and dealt with some very targeted agendas. The issues they researched and analyzed were inventory and existing conditions, draft guiding principles, finance and enforcement review and code review and recommendations. They established a website, online survey, had two public open houses and created a public engagement summary. They received 303 survey responses that consisted of 62% Roseburg residents. Some common input included: customers and visitors to downtown typically first seek out parking on the street in the free parking zone; a majority, 58%, felt the garage and/or public parking lots were dark and unsafe; difficulty of finding parking in downtown was somewhat mixed; signage, communication of regulations and maintenance of equipment were commonly cited as key issues to address; and safety was a priority issue.

Mr. Williams discussed the key findings: implementation of the recommended strategies should be a priority for downtown; the City would need to lead the effort to initiate the solutions; cost of new programs were likely to exceed existing staff and budget capacity; recommendations would need to be strategically based in an immediate, mid and long-term format; there was a need for a continuing role of the current SAC to review implementation of recommendations; and the outcome of plan implementation would be a more vibrant downtown, supporting existing businesses and commercial, residential growth and assuring priority parking for residents and their guests in neighborhoods. Mr. Williams suggested where to begin and recommended formalizing policy and municipal code recommendations, continuing the role of the existing downtown SAC and initiating a new contract for enforcement and parking management with a third party vendor. Mr. Williams suggested amending the code, consolidating all parking permits, defining the downtown core implementing time limited parking, and soliciting for a new contract to manage the program.

Mr. Williams continued that over the next 1-2 years, funding options would need explored, a reasonable schedule of routine data implemented, and permit rates adjusted based on the data. The City needed to begin targeting how funds could be allocated for enhancements that were recommended in the parking plan. The hope was at the end of 24 months important “if’ questions would be raised. Because of COVID-19, his team was not able to go in and collect specific data. It was important to continue to refresh and present information to Council regarding core data. He suggested investing improvements to the public lots, the parking garage and phasing in multispace pay stations when the parking demand exceeded the 85% threshold in the downtown area. Pay stations would take debit and credit cards, could be paid by phone, and could link license plates for special permits.

Mr. Williams explained Roseburg had an active downtown and vital neighborhoods. With growth there would come increasing pressure on parking supply. Key policy questions to consider included: the City’s role and priority for managing parking; implications of this plan on the organization; administration and daily operation of the City’s current parking program; and what resources could be leveraged with parking funds to support implementation of recommendations within this plan. Estimated costs for parking were right around $300,000.00 and could be broken out over a four-year period.

Councilor Cotterell said he read the full report and was very impressed with the work, but questioned if the City had enough personnel to actively pursue the goals mentioned. Mr. Cowie explained that was something they were thinking about and trying to recognize items that needed implemented immediately. The City currently had limited enforcement. He was looking at what Staff could do to hire a third party consultant and begin some code amendments to address some current issues. There were other items that needed more time and Staff attention to determine funding. Ms. Messenger noted there would be a lot of balancing and priorities to consider. Mr. Cowie explained the information provided was to seek Council acceptance of the Assessment and Plan and recognize not all items would happen right away. The program needed to be up and running again while they work on balancing items and working with Council for costs associated with the program and how to generate revenue for the plan.

In response to Councilor Eggers, Mr. Williams said he had done this type of work with thirty-five Oregon cities similar to the size of Roseburg. Some included Ashland, Hood River, McMinnville, Newberg, Prineville, Redmond and Bend. He also worked in another twenty-five cities in Washington. Free parking would remain through the next four years of the plan depending on the data, but it was suggested to have timed free parking unless it proved more appropriate to move to a pay-park system again. Pay stations, as previously mentioned, were a good way to manage parking options. Permits and citations generated revenue, but the systems needed cleaned up with clarification from courts to see where Roseburg sat compared to other cities regarding number of citations waived. In response to Councilor Eggers, Mr. Cowie added they would first get a contract in place for a vendor, work on code amendments, new signs, new fees and fine tune items as needed. Ms. Messenger noted that with budgeting, they would make their best estimate and may have to come back in a year if adjustments were needed. Mr. Cowie stated that the parking program was unique when looking at downtown. There was a cost associated with having a parking program and it would need evaluated very closely as the new program moves forward, and to work with downtown business owners to determine the direction they would like to proceed.

In response to Mayor Rich, Ms. Messenger explained they would not create a new Parking Commission, but could work with the SAC for quarterly meetings as an advisory group to keep the plan moving forward. Mr. Williams added that some people on the SAC might choose to continue while others may decide to leave the group. Councilor Prawitz said the SAC seemed like a good cross section with a mix of many different perspectives. He remembered pointed conversations within the meetings, but said they needed to start somewhere and have a reboot of the program. Councilor Cotterell moved to accept the Downtown Parking Assessment and Plan. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda items:

A. Minutes of March 8, 2021
B. OLCC Additional Off-Premises License to Hacienda Vieja Mexican Restaurant at 780 NW Garden Valley Boulevard in Roseburg, Oregon

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

Councilor Cox excused herself from the meeting due to technical difficulties at 8:02 p.m.

WEST AVENUE WATER MAIN EXTENSION BID AWARD RECOMMENDATION – 19WA04

Mr. Perkins reported there were two major transmission mains between the water treatment plant in Winchester and the City's main reservoir complex located on Bellview Court (Reservoir Hill). The mains were installed in phases between 1934 and 2013. The existing transmission mains varied in size from 20-inch to 30-inch and consisted of various pipe materials. The 30-inch transmission main terminated north of Reservoir Hill at West Avenue where it connected back into the 24-inch transmission main. The 24-inch main then functioned as a single supply transmission main the remaining distance of approximately 1600 feet to the storage facilities at Reservoir Hill. The adopted Water System Master Plan recommended an extension of the 30-inch transmission main between West Avenue and Reservoir #7 in order to provide system redundancy to the reservoirs.

Murraysmith's design calculations determined that a 24-inch pipeline extension was adequate for current and future capacity of the Water Treatment Plant. Five bids were received:

#	**Bidder**	**Total Bid Amount**
1	Trench Line Excavation, Inc.	$1,225,000.00
2	Black Pearl Paving & Excavation	$1,101,944.00
3	Cradar Enterprise, Inc.	$1,277,280.00
4	Laskey-Clifton Corp.	$1,405,895.00
5	Emery & Sons Construction Group LLC	$1,228.533.00
	Engineer's Estimate	*$ 1,457,027.00*

Mr. Perkins explained if awarded, the Notice to Proceed would be issued in May after execution of the construction contract. The contractor would be allowed 120 calendar days to complete the project. In response to Mayor Rich and Councilor Cotterell, Mr. Perkins confirmed the two pipes were meant for redundancy and safety in case one broke, and Black Pearl Paving & Excavation were capable of handling the work. Councilor Sipos said she was happy to see a local company being awarded the bid.

Councilor Cotterell moved to award the West Avenue Water Main Extension Project to the lowest responsible bidder, Black Pearl Paving & Excavation, LLC, for $1,101,944.00. The motion was seconded by Councilor Moothart and approved by the following vote: Councilors Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

CONTRACT AWARD – CONSTRUCTION MANAGEMENT SERVICES WEST AVENUE WATER MAIN EXTENSION – 19WA04

Mr. Perkins stated that construction documents were completed in December 2020 and construction bids were opened on March 4, 2021. Considering their role as the design engineer, staff negotiated directly with Murraysmith for the Construction Management (CM) Services required for this project. It was anticipated that construction would begin in May 2021. The

proposed scope of work included project management and coordination, pre-construction services, clarifications and interpretations, submittal review, request for information support, weekly progress meetings, monthly site visits, preparation of record drawings, and other miscellaneous services. Additionally, the scope of work includes geotechnical and cathodic protection system support during construction. He liked the idea of having more boots on the ground with inspection. Historically, the City had contracts with local firms to save money. In response to Councilor Cotterell, Mr. Perkins said Murraysmith had been working with the City well before he or the City Manager and had a long history with the City.

Councilor Cotterell moved to award the West Avenue Water Main Extension Construction Management Services contract to Murraysmith for an amount not to exceed $61,004.00. The motion as seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

HARRISON ST. – HARVARD AVE. STORM DRAIN IMPROVEMENTS BID AWARD RECOMMENDATION – 20PW21

Mr. Perkins stated the project consisted of replacing approximately 325 linear feet of undersized 8-inch concrete storm sewer pipe in Harrison Street where it crossed Harvard Avenue. Harrison Street had a large flat low area with poor drainage and a history of standing water, which was a problem. The 2011 Roseburg Storm Water Master Plan identified the area west of I-5 and east of Keady Court as being a problem area where the storm drainage system was under capacity. In 2013, i.e. Engineering, Inc. performed a study of the area which included hydraulic modeling and recommended improvements. One of the recommendations was to replace the 8-inch storm drain on Harrison Street with larger capacity 12-inch storm drain. There was a spot on Harrison that was known to have a lot of standing water. It was too small. Due to their familiarity with the storm system in that area, staff negotiated directly with i.e. Engineering, Inc. to provide civil design services to develop construction drawings for this project. Staff assembled the bid documents and special provisions. One bid was received on February 23, 2021:

#	**Bidder**	**Total Bid Amount**
1	Black Pearl Paving & Excavation	$ 205,604.00
	Engineer's Estimate	*$ 185,295.00*

Mr. Perkins said if the project was approved, the Notice of Intent to award would be issued in April and they would be allowed sixty days for completion. They would work at night on Harvard Avenue and keep one lane open at all times. In response to Councilor Moothart, Mr. Perkins explained work would begin within ten days after approved. They chose night work because it was a busy time of year and should create less inconvenience. Ms. Messenger added night work typically consisted of a schedule from 7:00 p.m. to 7:00 a.m. Mayor Rich noted this was a second project for Black Pearl Paving & Excavation and they seemed to overlap. Mr. Perkins said he spoke with them about the workload and they were confident they could handle both projects at the same time. Councilor Cotterell moved to award the Harrison St. – Harvard Ave. Storm Drain Improvement Project to the lowest responsible bidder, Black Pearl Paving & Improvements Project to the lowest responsible bidder, Black earl Paving and Excavation for $205,604.00. The motion was seconded by Councilor Cole and approved with the following

vote: Councilors Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

2021 PAVEMENT MANAGEMENT PROGRAM – PHASE 1 BID AWARD RECOMMENDATION – 21PW01

Mr. Perkins explained that as part of the City's annual pavement rehabilitation work, the City identified the rehabilitation of Lincoln Street from Sunset Street to Malheur Avenue as the priority for 2021. The project consisted of utility trench restoration, grinding and repaving 37 feet wide and roughly 3,300 lineal feet of roadway and the replacement of 12 Americans with Disabilities (ADA) ramps. To encourage competitive bidding, staff divided this year's PMP project into phases. Phase I would be constructed this fiscal year and consisted of removing and replacing the 12 ADA ramps. Phase II will bid later in the spring for summer construction and would include the 2" grind and inlay. Phase I of this project was advertised for bid on February 11, 2021. Three bids were received on March 4, 2021:

No.	**Bidder**	**Total Bid Amount**
1	Guido Construction, Inc.	$185,897.00
2	Pacific Excavation	$201,691.00
3	Brown Construction	$248,386.00
	Engineer's Estimate	*$172,760.00*

In response to Mayor Rich, Mr. Perkins confirmed this was only for the ADA ramps, and Phase 2 would be the other construction project and more expensive. ADA ramps were very specific and had to be precise. In response to Councilor Cole, Mr. Perkins explained that anytime the City modified a street, they were required to have ADA ramps brought up to code. The City's ADA Transition Plan provided information on recommended areas in Roseburg where ramps needed replacement. When Winchester Street was improved, the ramps were part of the project as well. Councilor Cotterell moved to award the 2021 Pavement Management Program – Phase 1 Project to the lowest responsible bidder, Guido Construction, Inc. for $185,897.00. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

RESIDENT OBSERVATION MASTER CONTRACT AWARD

Mr. Perkins reported it was Staff's intent to execute a master contract with i.e. Engineering, Inc. for resident observation services. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work, and work that would be accomplished under this contract was field inspection services for construction projects. Staff determined that entering into a contract with i.e. Engineering, Inc. was the most cost effective method to provide field inspection services required to successfully complete the projects currently scheduled this construction season. Council previously awarded this contract to i.e. Engineering in 2018 and another in 2019. This allowed the City to have more inspections at a time when he did not have enough City Staff to handle the process for less. At this time, Staff intended to utilize the contract for inspection services on the West Avenue Water Main Extension, Phase I of the Lincoln Street Improvements, and the 24" Water Transmission Main from Hooker Road to Isabell Avenue projects. In response to Mayor Rich, Mr. Perkins said he

thought the $100,000 was close to what it would cost for all three projects. Councilor Cotterell said he liked using a local engineer service and said it was good to receive the extra help while not having to pay the employee salary and PERS.

Councilor Cotterell moved to award a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed $100,000.00. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Ms. Messenger reminded Council she would be on vacation beginning March 26 and returning on April 5. In her Friday message to Council, she discussed the multifamily incentive and when Finance Director Harker did some research, he found that the Urban Renewal Agency Board had authorized the incentive for the full $2 million.

Councilor Cotterell suggested a potential business replacement program where the City would pay for labor and the business owner pay for the cement to fix sidewalks in front of their building. This type of program was available for residential property owners, but he hoped the City might be able to do something similar for businesses. There were areas on Harvard Avenue that needed attention and were problematic for walkers, bicyclists, or people in wheel chairs. He wanted to know if money unused could have a portion dedicated for businesses. Ms. Messenger explained the money was not from the General Fund, but rather, it stayed in the sidewalk fund and rolled over to the next year if unused. The difference would be the volume of area. A residential section was smaller, but a commercial business could have a large area of sidewalk that would need repaired. Such a program would need an agreement with the City for repayment, a bid process, and assessment cost for the concrete. In response to Mayor Rich, the City could work with businesses for such improvements and have a Local Improvement District (LID) agreement for repayment up to a ten-year period. In response to Councilor Cole, Councilor Cotterell said he was only looking to have the broken sections of sidewalks replaced, not the whole length of the road. Councilor Sipos said she was familiar with the program and had work done at her personal property. Councilor Zielinski said sidewalks were an ongoing problem and that was the biggest complaint she received from constituents regarding sidewalk conditions. She would like to encourage people to fix the sidewalks in front of their business.

Mayor and Council agreed to have Staff review what it would take to have such a program available for businesses. Ms. Messenger added they would not just look at a panel or two, but would also have to measure slopes and all other guidelines to make sure the sidewalks were in compliance.

ADJOURNMENT

Mayor Rich adjourned the meeting at 8:37 p.m.

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

2021 OLCC ANNUAL LICENSE RENEWAL ENDORSEMENT

Meeting Date: April 12, 2021 **Agenda Section: Consent Agenda**
Department: Administration **Staff Contact: Koree Tate, Management Assistant**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY
All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1st of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

BACKGROUND
Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2021. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

A. Council Action History.
Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.

B. Analysis.
The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.

C. Financial/Resource Considerations.
Each licensee will be required to pay a renewal fee of $35.00 per license.

D. Timing Considerations.
As noted, all current licenses will expire on June 30, 2021.

COUNCIL OPTIONS
Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

STAFF RECOMMENDATION
Staff recommends approval of renewal applications for all licensees.

SUGGESTED MOTION
"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2021 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."

ATTACHMENTS
Attachment #1 - List of Current Licensees

Oregon Liquor Control Commission 2021 Licensee List

Renewal Fee

Per license type - $35.00

	Licensee	Local Location
1	1 AM Market	1931 NE Stephens Street
2	Abby's Pizza	1661 NE Stephens Street
3	Abby's Pizza	2585 Diamond Lake Boulevard
4	Albertson's Food Center #515	3013 NW Stewart Parkway
5	Alexander's Greek Cuisine	643 SE Jackson Street
6	Ami Japanese Restaurant	634 SE Cass Avenue
7	Anderson Market & Deli	1030 W Harvard Avenue
8	Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard
9	ARS 537	2610 NW Edenbower Boulevard
10	Asia Garden	2405 NE Diamond Lake Boulevard
11	Associated Cellars & Grifts	444 NE Winchester Street
12	Backside Brewing, Co	1640 NE Odell Avenue
13	Bangkok West	2521 W Harvard Avenue
14	Bi-Mart #609	1381 NW Garden Valley Boulevard
15	Big Bear Growler Station LLC	2587 W Harvard Avenue
16	Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101
17	Bob's Deli	1147 NE Stephens Street
18	Brix 527	527 SE Jackson Street
19	Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard
20	Buy2 011	1859 Diamond Lake Boulevard
21	Buy2 013	334 W Harvard Avenue
22	Chen's Family Dish House	968 NE Stephens Street
23	Chi's Garden Restaurant	1023 NE Stephens Street
24	Colony Market & Deli	1612 NE Keasey Street
25	Costco Wholesale #1073	4141 NE Stephens Street
26	Craft 22	809 SE Main Street
27	Deathtrap Dressed to Kill	516 SE Jackson Street Ste. 102
28	Denny's #7743	350 W Harvard Avenue
29	Diamond Lake Market	2976 Diamond Lake Boulevard
30	Dinos Ristorante Italiano	404 SE Jackson Street
31	Dollar General Store #19709	2141 NE Diamond Lake Blvd
32	Douglas County Farmers Co-op	3171 NE Stephens Street
33	Downtown Market	741 SE Jackson Street
34	El Dorado Restaurant	368 NE Winchester Street

35	Elk's Lodge #326 Roseburg	749 SE Jackson Street
36	Elmer's Breakfast Lunch Dinner	1440 NW Mulholland
37	Family Mart	346 NW Garden Valley Boulevard
38	Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard
39	Fred Meyer #281	929 NW Garden Valley Boulevard
40	Garden Valley Liquor	780 Garden Valley Boulevard #84
41	Garden Valley Market	247 NW Garden Valley Boulevard
42	Gilberto's Mexican Restaurant	1347 NE Stephens Street
43	G N Market	508 NE Winchester Street
44	Grocery Outlet Inc.	930 W Harvard Avenue
45	Hacienda Vieja Mexican Restaurant	780 NW Garden Valley Boulevard #45
46	Hair Garage	1035 SE Oak Street
47	Hampton Inn & Suites of Roseburg	1620 NW Mulholland
48	Idle Hour Tavern	216 NE Jackson Street
49	J&J Market	1532 SE Stephens Street
50	Lee's Restaurant	2011 NE Stephens Street
51	Lil' Pantry	2611 NW Edenbower Boulevard
52	Linus Oakes	2665 Van Pelt Boulevard
53	Little Brothers Pub	428 SE Main Street
54	Loggers Tap House	2060 NW Stewart Parkway
55	Los Dos Amigos	1390 NE Stephens Street
56	Mariachi Loco Restaurant	647-649 SE Jackson Street
57	McMenamin's Roseburg	700 SE Sheridan
58	North Forty Beer Company	435 SE Jackson Street
59	Oak Market	711 SE Oak Street
60	Old Soul Pizza	525 SE Main Street
61	Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101
62	R Mart	2646 W Harvard Avenue
63	Red Robin	2200 NE Stewart Parkway
64	Renard’s Deli	2230 NW Stewart Parkway A-3
65	Ridgeway Market	1800 NW Garden Valley Boulevard
66	Rite Aid #5380	1430 NW Garden Valley Boulevard
67	Rite Aid #5382	444 SE Stephens Street
68	Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard
69	Roseburg Chevron	2625 NE Diamond Lake Boulevard
70	Roseburg Cinemas	1750 NW Hughwood
71	Roseburg Tobacco & Food Mart	2050 NE Stephens Street
72	Round Table Clubhouse 236	2040 NW Stewart Parkway
73	Rumors	2686 NE Diamond Lake Boulevard
74	Safeway Stores #1666	1539 NE Stephens Street
75	Salud Brewery	723 SE Lane Avenue

76	Scoreboard Sports Bar	920 SE Stephens Street
77	7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101
78	Shari's of Roseburg #243	3030 NW Aviation Drive
79	Shazaam's	2421 W Harvard Avenue
80	Sherm's Thunderbird Market #4	2553 NW Stewart Parkway
81	Si Casa Mexican Restaurant and Bar	227 NW Garden Valley Boulevard
82	Sizzler #228	1156 NW Garden Valley Boulevard
83	South Gate Market & Deli	1967 SE Stephens Street
84	Stephens Arco AM PM	2530 NE Stephens Street
85	Stephens Market	1498 SE Stephens Street
86	Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive
87	SunnySide Theatre, The	663 SE Jackson Street
88	Tee Pee Tavern	1830 NE Stephens Street
89	TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard
90	The Fox Den Eatery	838 NW Garden Valley Boulevard
91	The Jersey Lily Tavern	1430 NE Dee Street
92	The Kodiak Bar & Grill	929 SE Stephens Street
93	The Place in Roseburg	841 SE Cass Avenue
94	The Wild Rose Bar & Grill	805 SE Stephens Street
95	The Wine Destination	526 SE Jackson Street
96	T-Mart	1515 W Harvard Avenue
97	Trella Vineyards	646 SE Jackson Street
98	True Kitchen & Bar	629 SE Main Street
99	Two Shy Brewing	1308 NW Park Street, Ste. 100
100	Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue
101	Vapor Krave	250 NE Garden Valley Boulevard #3
102	Walgreens #12068	1377 NE Stephens Street
103	Walgreens #13819	1236 NW Garden Valley Boulevard
104	Walmart #2477	2125 NW Stewart Parkway
105	Yellow Flamingo #2	177 NW Garden Valley Boulevard

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

OLCC LIMITED ON-PREMISES LICENSE FOR ROUND TABLE PIZZA #236 LOCATED AT 2040 NW STEWART PARKWAY IN ROSEBURG, OREGON

Meeting Date: April 12, 2021 **Agenda Section: Consent Agenda**
Department: Administration **Staff Contact: Koree Tate, Management Assistant**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY
Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND
OLCC has received an application from Round Table Pizza #236 located at 2040 NW Stewart Parkway for a limited "On-Premises" license. Round Table Pizza was previously approved by the Council during the June 12, 2017 meeting and has recently changed ownership.

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

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

C. Financial and/or Resource Considerations. The applicant has paid the appropriate fee for City review of the application.

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

COUNCIL OPTIONS
Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION
Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION
"I MOVE TO RECOMMEND APPROVAL OF THE ON-PREMISES LICENSE APPLICATION FOR ROUND TABLE PIZZA #236 LOCATED AT 2040 NW STEWART PARKWAY IN ROSEBURG, OREGON."

ATTACHMENTS
Attachment #1 - Subject Application

cc: License Applicant w/copy of agenda
Jonathan Crowl and Amanda Cooper, OLCC Representatives
OLCC License File

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:
☐ Brewery 1st Location
Brewery Additional location (2nd) ☐ (3rd) ☐
☐ Brewery-Public House (BPH) 1st location
BPH Additional location (2nd) ☐ (3rd) ☐
☐ Distillery
☐ Full On-Premises, Commercial
☐ Full On-Premises, Caterer
☐ Full On-Premises, Passenger Carrier
☐ Full On-Premises, Other Public Location
☐ Full On-Premises, For Profit Private Club
☐ Full On-Premises, Nonprofit Private Club
☐ Grower Sales Privilege (GSP) 1st location
GSP Additional location (2nd) ☐ (3rd) ☐
☒ Limited On-Premises
☐ Off-Premises
☐ Warehouse
☐ Wholesale Malt Beverage & Wine
☐ Winery 1st Location
Winery Additional location (2nd) ☐ (3rd) ☐ (4th) ☐ (5th) ☐

CITY AND COUNTY USE ONLY

Date application received and/or date stamp:

03/19/2021

Name of City or County:

City of Roseburg

Recommends this license be:

☐ Granted ☐ Denied

By: _____

Date: _____

OLCC USE ONLY

Date application received: 2/22/21

Date application accepted: 2/22/21

License Action(s):

C/O; C/TN

2. Identify the applicant(s) applying for the license(s). ***ENTITY (example: corporation or LLC) or INDIVIDUAL(S)[1]*** applying for the license(s):

Investier LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)

Round Table Pizza #236

4. Business Address (Number and Street Address of the Location that will have the liquor license)

2040 NW Stewart Pkwy

City	County	Zip Code
Roseburg	Douglas	97471

[1] **Read the instructions on page 1 *carefully*.** If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Round Table Pizza #236			
6. Does the business address currently have an OLCC liquor license? ☒ YES ☐ NO			
7. Does the business address currently have an OLCC marijuana license? ☐ YES ☒ NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065[1].) 100 N. Howard St., STE 4124			
City Spokane	State Washington	Zip Code 99201	
9. Phone Number of the Business Location (541) 673-2047	**10.** Email Contact for this Application and for the Business investierllc@gmail.com		
11. Contact Person for this Application Ramnik Thind	Phone Number 510-507-9700		
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one ***INDIVIDUAL who is authorized to sign for the entity*** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. ***Applicants are still responsible for all information on this form.***

App. #1: (PRINT NAME)	App #1: (SIGNATURE)	App #1: Signature Date	Atty. Bar Information (if applicable)
Ramnik Thind	Ramnik Thind	12/10/21	
App. #2: (PRINT NAME)	App #2: (SIGNATURE)	App #2: Signature Date	Atty. Bar Information (if applicable)
App. #3: (PRINT NAME)	App #3: (SIGNATURE)	App #3: Signature Date	Atty. Bar Information (if applicable)
App. #4: (PRINT NAME)	App #4: (SIGNATURE)	App #4: Signature Date	Atty. Bar Information (if applicable)

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

BOUNDARY LINE AGREEMENT/CLARIFICATION AND CONVEYANCE

Meeting Date: April 12, 2021 **Agenda Section: Consent Agenda**
Department: Community Development Dept. **Staff Contact: Stuart Cowie**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6750**

ISSUE STATEMENT AND SUMMARY

The attached "Boundary Line Adjustment/Clarification and Conveyance" instrument is being presented to the City Council in order to fix a property description error that left the City owning a small sliver of property on which the rear wall of the old Brown's Shoe store building is located. Providing the City Manager with the authority to sign the instrument will convey this property to the new owners, so that the rear wall of the building, which abuts the alley between the building and the parking garage, is on their property.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
The property description error was discovered by local surveyor Neil Hibbs. Mr. Hibbs was hired by Keith Tidball and Sarah Everman to assist them in performing a land partition in order to divide the property into two storefronts as it originally existed prior to becoming Brown's Shoe store. Mr. Tidball and Ms. Everman are in contract to purchase one of the two new properties and a portion of the building, with plans to use the space for retail purposes. They applied for a partition on behalf of the current owner, Ricky Whelchel, with the Community Development Department to achieve their objective on October 19, 2020.

While completing the surveying work necessary to record a new plat, it was discovered that the description of the property at the rear of the building was incorrect, leaving the City owning a small sliver of property only two feet wide, on which the rear wall of the building is located. The City owns and maintains the alleyway at the rear of the building adjacent to the City parking garage. The applicants have provided a summary and maps outlining the requested adjustment (see Attachment 1).

In order to correct the situation, the City was presented with the attached instrument (Attachment 2), referred to as a "Boundary Line Agreement/Clarification and Conveyance." City staff has reviewed the instrument and has confirmed it may be used

in order to convey this small portion of property to the new owners and ensure that the rear wall of the building is located on their property, rather than the City's.

C. Financial/Resource Considerations.
None.

D. Timing Considerations.
Correcting this situation will help Mr. Tidball and Ms. Everman close on their portion of the divided property, separate the building along the interior as it was originally, and move forward with their plans to utilize the building for retail space.

COUNCIL OPTIONS

1. Authorize the City Manager to sign the attached Boundary Line Agreement/Clarification and Conveyance; or
2. Take no action.

STAFF RECOMMENDATION
Staff recommends Council authorize the City Manager to sign the attached Boundary Line Agreement/Clarification and Conveyance fixing the property description error and conveying the small strip of property to the new owners so that the rear wall of their building is located on their property.

SUGGESTED MOTION
"I move to authorize the City Manager to sign the attached Boundary Line Agreement/Clarification and Conveyance."

ATTACHMENTS:
Attachment #1 – Boundary Line Adjustment Summary and Maps from Applicant
Attachment #2 – Boundary Line Agreement/Clarification and Conveyance

Easement Boundary Line Adjustment for 526 & 530 SE Jackson St

- This is a request to adjust the boundary of the easement against Lot 3, Block 29 in Downtown Roseburg.
- The easement allows for the City of Roseburg to own and maintain the entire area between the parking garage and SE Jackson Street. This area is the brick courtyard, access path, and alleyway south and west of the parcel lots in question.
- During course of partitioning Lot 3, Block 29 to split it into two parcels for purchase, it was discovered by the surveyor (Neil Hibbs) the existing easement on the lot had been measured and recorded incorrectly.
- The existing easement boundary actually goes slightly beyond the courtyard and garage access areas into the walls of the buildings located at 526 & 530 SE Jackson Street on these parcels.
- We have spoken with City Manager and Community Development regarding the boundary definitions. Both offices made it clear they want no ownership nor responsibility of any part of the structures on these lot parcels and the easement boundaries should terminate at the exterior of these building walls.

Easement Boundary Line Adjustment for 526 & 530 SE Jackson St (cont.)

- The new, corrected boundaries have been filed & recorded as part of Plat 2021-0013B with the Douglas County Surveyors Office and County Clerk.
- However, in order to effect this requested boundary change for Title purposes, the City Council must vote to approve it since it is a portion of City property being released of ownership (albeit a very small portion) to be reclaimed by the respective parcels on this Lot.
- The purchasers of these parcels are waiting for this Boundary Line Adjustment (BLA) to be approved and recorded in order to close on said properties with updated (and correct) title exceptions describing the easement.
- The boundary areas in question are described and outlined on the following pages.

Existing Easement Description (circa 1981)

Order No.: WT0199379
Revision 1 - Delete Exc 6, Add Exc 13 & Revise Note C

EXHIBIT "A"
Legal Description

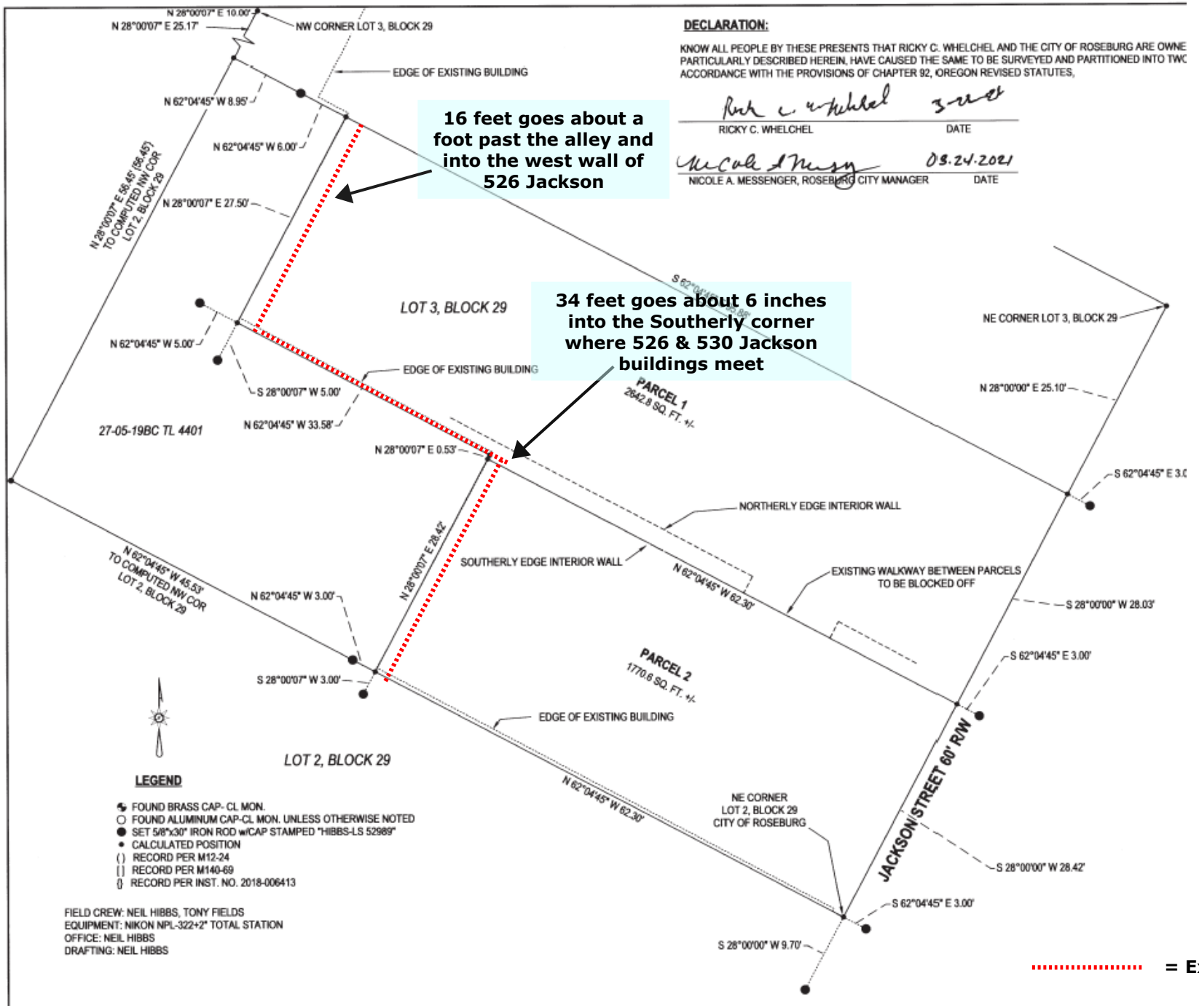
The Southerly 56.45 feet of Lot 3, Block 29, CITY OF ROSEBURG, Douglas County, Oregon.

EXCEPTING THEREFROM a portion of that parcel of land described in the memorandum of contract to J. E. Whelchel, et ux, recorded at Book 681, Page 544 (78-12393) in the County Clerk's Office, Douglas County, Oregon, more particularly described as follows:

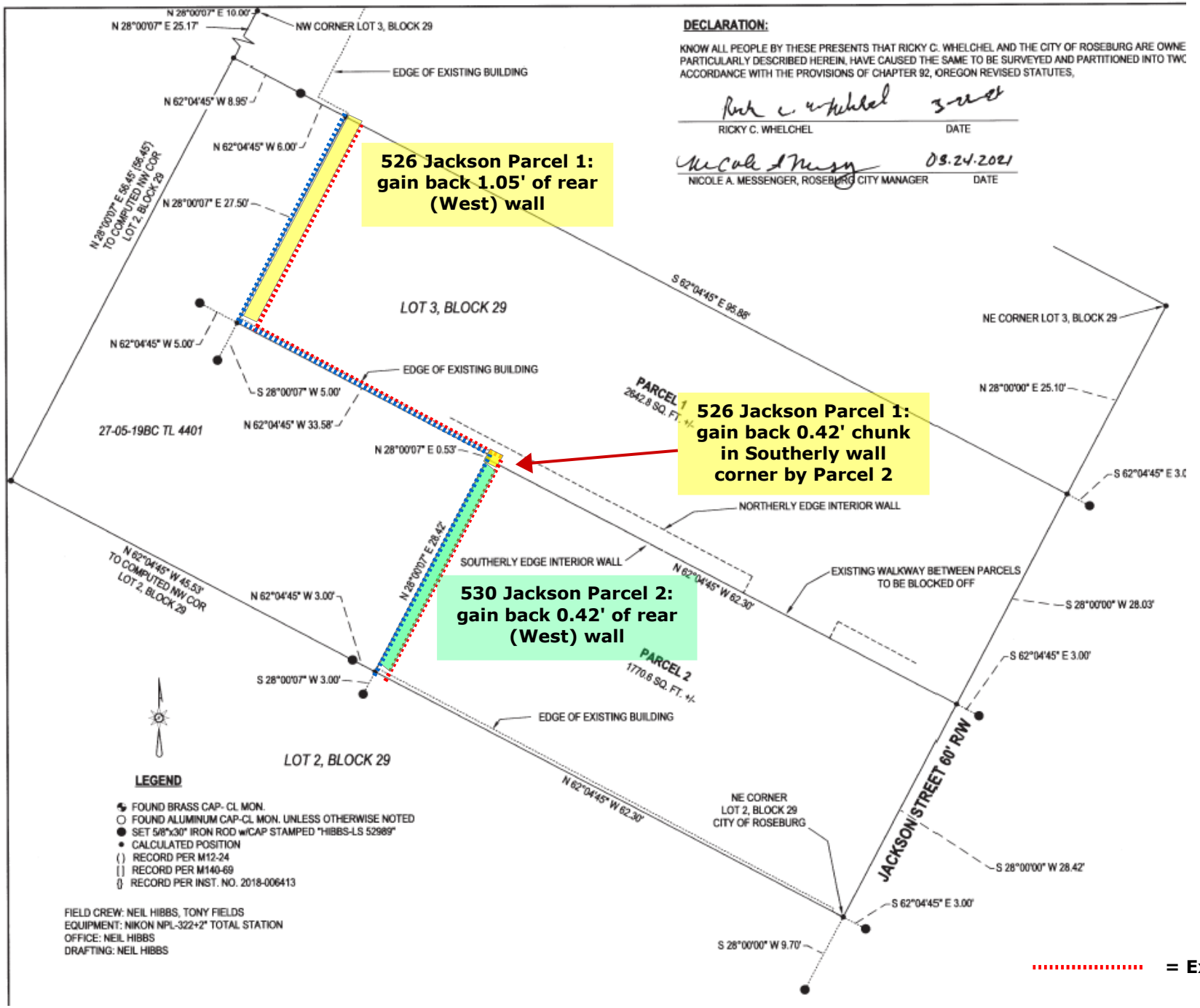
Beginning at a point on the northwest corner of said parcel; thence easterly along the north line of said parcel, 16.00 feet; thence southerly along a line constructed parallel with the west line of said parcel and distant 16.00 feet therefrom measured at right angles, 27.5 feet more or less; thence easterly along a line constructed parallel with the north line of said parcel and distant 27.5 feet therefrom measured at right angles 34.00 feet; thence southerly along a line constructed parallel with the west line of said parcel, and distant 50.0 feet therefrom measured at right angles 29.00 feet more or less, to the south line of said parcel; thence, westerly along the south line of said parcel 50.0 feet more or less to the southwest corner of said parcel; thence northerly along the west line of said parcel 56.45 feet to the point of beginning.

- There are two measurements highlighted above in blue which are incorrect by being slightly longer than the intended easement space.
- The first measurement of 16.00 feet should actually be **14.95 feet**
- The second measurement of 34.00 feet should actually be **33.58 feet**
- The incorrect distances pushed the easement area into the adjacent buildings on Lot 3. The following maps of the Lot parcels will demonstrate the error and the proposed Boundary Line Adjustment corrections.

Existing Easement Boundary Lines



Proposed Boundary Line Adjustment



Easement Boundary Line Adjustment for 526 & 530 SE Jackson St (cont.)

- As shown on the previous maps, the BLA is pretty minor and involves very small portions of the Lot.
- Neil Hibbs drafted a document that will act as the new terms of the BLA and adhere to the boundaries outlined on Plat 2021-0013B. This document is available for the City Council to review.
- Voting to approve the Easement BLA relieves the City of any future maintenance or ownership of the building walls in question.
- New retail businesses are planned for both the 526 and 530 building spaces. These businesses will continue to enhance the vibrancy and livability of downtown Roseburg.
- A timely resolution of this BLA will allow the buyers to close on these properties and open their businesses in time for the busy spring and summer seasons.
- We appreciate the City of Roseburg personnel working faithfully with us on this lot partition project for the past several months and we hope this matter can be settled promptly and efficiently. Thank you!

BOUNDARY LINE AGEEMENT/ CLARIFICATION AND CONVEYANCE

First Party: City of Roseburg
900 S.E. Douglas Avenue
Roseburg, OR. 97470

Second Party: Ricky C. Whelchel
P.O. Box 748
Roseburg, OR. 97470

THIS AGREEMENT made and entered into on _____, by and between the **CITY OF ROSEBURG,** hereinafter called the first party, and **RICKY C. WHELCHEL,** hereinafter called the second party, WITNESSETH:

WHEREAS: Above mentioned parties are owners of adjacent parcels of land in Douglas County, Oregon, to-wit:

The first party owning that land described in Instrument No. 81-08464 of the Deed Records of Douglas County, Oregon. Property ID No. R69674. T27S R5W Sec. 19BC TL 4401

The second party owning that land described in Instrument No.2018-6413 of the Deed Records of Douglas County, Oregon. Property ID No. R69681. T27S R5W Sec. 19BC TL 4300

NOW, THEREFORE, it has been discovered, during the course of a survey being performed to partition the Whelchel property, that there is a long history of confusion as to where the actual old Lot lines are that are called for in the deeds in the area. After surveying the entire block, it was found that the description of Inst. No. 81-08464 was created in error and in reality would put the common boundary inside the western end of the existing buildings and this was obviously not the intent. Also, when the deed for Whelchel was created per Inst. No. 2018-6413, it totally ignores the fact that a portion of the description was sold to the City per Inst. No. 81-08464. For these reasons, the parties are hereby agreeing that the newly monumented boundary for the Land Partition approved per City of Roseburg Planning Dept. File No. P-20-002 will be held as the actual boundary between the two parties. The new boundary between the parties will be as described as beginning on the Northern boundary of Lot 2, Block 29 of the City of Roseburg at a point that bears S 62°04’45” W 48.53 feet from the Northwest corner of said Lot 2; thence N 28°00’07” E 28.95 feet; thence N 62°04’45” W 33.58 feet; thence N 28°00’07” E 27.50 feet to the northern boundary of both properties and will be shown as such on the upcoming Land Partition Plat.

FURTHER, to supplement this boundary line agreement, the first party does hereby remise, release and quitclaim unto the second party all rights, title and interest that they may have to land lying easterly of said line. At the same time, the second party does hereby remise, release and quitclaim unto the first party all rights, title and interest that they may have to land lying westerly of said line.

The consideration for each party’s conveyance is the Boundary Line Agreement.

It is the intent of the parties hereto that under this agreement and conveyance, the common boundary of the two parcels described above shall at all times hereafter be as agreed herein and shall be binding upon not only the parties hereto but also their respective heirs, assigns and successors in interest forever.
After recording, return to:

City of Roseburg
900 SE Douglas Avenue
Roseburg, OR. 97470

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first written above.

_____
NICOLE MESSENGER, ROSEBURG CITY MANAGER- FIRST PARTY

STATE OF OREGON, County of _____) ss.
This instrument was acknowledged before me on_____,

by _____.

_____
Notary Public for Oregon
My commission expires_____

_____
RICKY C. WHELCHEL - SECOND PARTY

STATE OF OREGON, County of _____) ss.
This instrument was acknowledged before me on_____,

by _____.

_____
Notary Public for Oregon
My commission expires _____

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

SUPPLEMENTAL BUDGET FOR THE EQUIPMENT REPLACEMENT FUND AND APPROPRIATION REVISIONS FOR THE WATER FUND, FISCAL YEAR 2020-21 RESOLUTION NO. 2021-07

Meeting Date: April 12, 2021 **Agenda Section: Public Hearing**
Department: Finance **Staff Contact: Ron Harker, Finance Director**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6710**

ISSUE STATEMENT AND SUMMARY

There are two budget adjustments that are required in order to comply with Oregon Budget Law.

The first adjustment pertains to increasing appropriation authority in the Equipment Replacement Fund to finalize the acquisition of Self Contained Breathing Apparatuses (SCBA) for the Fire Department. This purchase was authorized in the previous fiscal year but due to service delivery issues will be finalized in the coming months, thereby requiring appropriation authority in the current fiscal year. This transaction requires a supplemental budget with a public hearing.

The second adjustment pertains to a reclassification of expenditure within the Water Fund to move mapping expenses out of capital outlay to materials and services as this item is not directly tied to any single project. This transaction requires an appropriation transfer and is not part of the public hearing.

BACKGROUND

A. Council Action History.

On June 10, 2019, the City Council adopted Resolution 2019-09, which adopted the 2019-2020 Budget that included appropriation authority for the purchase of SCBAs for the Fire Department.

On December 9, 2019, the City Council, by consent, approved the purchase of the SCBAs for $263,362.

On June 8, 2020, the City Council adopted Resolution 2020-11 which adopted the 2020-21 Budget which did not include appropriation authority for the purchase of SCBAs for the Fire Department because delivery was expected during the previous fiscal year. This action also adopted a budget for the Water Fund that appropriated funds for mapping within the Water Fund's Capital Outlay budget.

B. Analysis.

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

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is usually required. If the change is a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer is allowed.

SCBAs Acquisition (Supplemental Budget action requiring Public Hearing)

The City entered into a contract with Cascade Fire Equipment Company for the purchase of SCBAs for $263,362. The funds were appropriated in the 2019-2020 budget as delivery was to occur during that fiscal period. Due to delivery issues, the SCBAs were delivered in the current fiscal year, but the budget does not provide appropriation authority to complete the purchase. In order to finalize the purchase, a supplemental budget needs to be adopted that will move funds out of the Equipment Replacement Fund's Reserved For Future Expenditure and into Materials and Services. For simplicity and rounding it is proposed to re-appropriate $263,500.

Water Fund Mapping Reclassification (Appropriation Transfer not requiring Public Hearing)

A water conservation study for the Water Department was budgeted as a Capital Outlay expense in the 2020-21 Budget. Since this study does not serve any one project it has since been determined that it would be more appropriately categorized as a Materials and Services expense. In order to reclassify this expense an appropriation transfer of $50,000 from the Water Fund's Capital Outlay needs to be moved to Materials and Services.

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

Equipment Replacement Fund (330)

Appropriations

Reserved For Future Expenditure	$(263,500)
Materials and Services	$ 263,500

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

Water Fund (530)

Appropriations

Capital Outlay	$ (50,000)

Materials and Services..... $ 50,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)

C. Financial/Resource Considerations.

Since the appropriation authority for the purchase of the SCBAs was not utilized during the 2019-2020 budget, the unspent funds carried over into the current budget as part of the Beginning Fund Balance. Consequently, there is no detrimental impact to the Equipment Replacement Fund as the actual Beginning Fund Balance was larger than what was budgeted in the current fiscal year.

Regarding the reclassification of the study from Water Fund's Capital Outlay to Materials and Services, there is no impact on the fund as this is simply a reclassification of expenditures.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority and as the purchase of the SCBAs will be finalized in the near future, it is important to have the appropriation authority in place.

COUNCIL OPTIONS

1) Adopt the attached resolution as written; or
2) Adopt the attached resolution with modifications to the fund and/or accounts; or
3) Not adopt the attached resolution.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, it is Staffs' recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

"I move to adopt Resolution No. 2021-07 authorizing supplemental budget and appropriation revisions for fiscal year 2020-21."

ATTACHMENTS:

Attachment #1 – Resolution No. 2021-07 entitled "A Resolution Authorizing a Supplemental Budget and Budget Appropriation Revisions for Fiscal Year 2020-21."

RESOLUTION NO. 2021 – 07

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2020-21

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 2020-11; and

WHEREAS, on December 9, 2019, the City Council approved by consent the acquisition of SCBAs for the Fire Department totaling $263,362; and

WHEREAS, the SCBAs were not delivered during the 2019-2020 budget due to delivery issues, but have been delivered during the current fiscal year; and

WHEREAS, because the 2020-2021 budget does not provide appropriation authority for the SCBAs, appropriation authority needs to be established by transferring $263,500 from the Equipment Replacement Fund's Reserved For Future Expenditure to Materials and Services; and

WHEREAS, a conservation study for the Water Department was budgeted as a Capital Outlay expense in the 2020-21 Budget. Since this study does not serve any one project it has been determined that it would be more appropriately categorized as a Materials and Services expense. In order to reclassify this expense, an appropriation transfer of $50,000 from the Water Fund's Capital Outlay needs to be moved to Materials and Services; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget; and

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

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

Section 1 Resources and appropriations in the Fiscal Year 2020-21 budget shall be adjusted as follows:

	Current	Amount	Amended
Equipment Replacement Fund (330)			
Resources			
Beginning Fund Balance	1,407,463	-	1,407,463
Revenues	818,000	-	818,000
Other Revenues		-	-
Total Resources:	2,225,463	-	2,225,463
Appropriations			
Materials And Services	37,000	263,500	300,500
Capital Outlay	1,241,400	-	1,241,400
Reserved for Future Expenditures	947,063	(263,500)	683,563
Total Appropriations:	2,225,463	-	2,225,463

To provide appropriation authority for the acquisition of SCBAs.

	Current	Amount	Amended
Water Fund (530)			
Resources			
Beginning Fund Balance	9,799,943	-	9,799,943
Revenues	7,069,750	-	7,069,750
Total Resources:	16,869,693	-	16,869,693
Appropriations			
General Overhead (Admin.)	1,798,232	50,000	1,848,232
Capital Outlay	5,333,000	(50,000)	5,283,000
Other Departments	2,822,107		2,822,107
Contingency	1,000,000		1,000,000
Unappropriated Fund Balance	5,916,354		5,916,354
Total Appropriations:	16,869,693	-	16,869,693

To reclassify water conservation study expense.

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

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on April 12, 2021.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 12TH DAY OF APRIL, 2021.

_____

Amy L. Sowa, Assistant City Manager/City Recorder

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE OUT
COVID-19 EMERGENCY SMALL BUSINESS & MICROENTERPRISE ASSISTANCE

Meeting Date: April 12, 2021 **Agenda Section:** Public Hearing
Department: Community Development **Staff Contact:** Stuart Cowie, Director
www.cityofroseburg.org **Telephone Number:** 541-492-6750

ISSUE STATEMENT AND SUMMARY
On August 18, 2020, the City of Roseburg was awarded a $150,000 Community Development Block Grant (CDBG) through the Oregon Business Development Dept. in order to provide financial relief to small businesses and microenterprises within the City of Roseburg and Douglas County affected by COVID-19. The purpose of the public hearing is to make City Council aware that the funds were distributed and to officially close out the grant.

BACKGROUND

A. Council Action History.
On June 8, 2020, the Council held a public hearing and adopted Resolution 2020-10 authorizing an application for CDBG funds for COVID-19 emergency small business and microenterprise assistance.

B. Analysis.
On October 1, 2020, the City of Roseburg officially entered into a contract with the Oregon Business Development Department. Shortly thereafter, an additional contract was developed between the City and the CCD Business Development Corporation, in which CCD acted as the subgrantee for the project assisting in grant administration and allocating money to qualifying businesses in accordance with CDBG program requirements.

With the assistance of CCD, twenty-one businesses received financial assistance throughout the County. Of these twenty-one businesses, nine were located within the City of Roseburg. Grants ranged from between $5,000 and $10,000. A wide variety of industry was assisted with funding, including:

- Restaurants
- Health/Fitness
- Recreation
- Retail

- Personal Service
- Hotel/Motel
- Marketing/Sales

In all, $137,500 were distributed throughout the community. $12,500 was used by CCD to help cover administrative costs.

C. Financial/Resource Considerations.
If the grant is not closed out properly, the City could be held responsible for re-payment of portions of the grant.

D. Timing Considerations.
Holding the public hearing will enable Staff to close out the grant with the Oregon Business Development Dept., the US Dept. of Housing and Urban Development and our local grant administrative partners, CCD.

COUNCIL OPTIONS

1. Make a motion to close out the COVID-19 emergency small business and microenterprise assistance CDBG grant; or
2. Choose not to close out the COVID-19 emergency small business and microenterprise assistance CDBG grant.

STAFF RECOMMENDATION
Staff recommends that Council make a motion to have staff close out the COVID-19 emergency small business and microenterprise assistance CDBG grant.

SUGGESTED MOTION
"I move to direct staff to officially close out the COVID-19 emergency small business and microenterprise assistance CDBG grant."

ATTACHMENTS:
Attachment #1 – Legal Notice Published April 4, 2021

PUBLIC HEARING B
ATTACHMENT #1

NOTICE OF PUBLIC HEARING REGARDING APPLICATION FOR A 2021 COMMUNITY DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Roseburg City Council at 7:00 p.m. on Monday, April 12, 2021 electronically via Zoom and will be available to view on the City's website and Facebook Live at www.cityofroseburg.org.

The City of Roseburg, partnering with Douglas County, is completing a COVID-19 related emergency small business and microenterprise assistance project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is: Douglas County, Oregon. It is estimated that the project has benefited at least 55 persons of whom 100% are low or moderate income.

The purpose of the hearing is for the City Council to obtain citizens views about the project and to take comments about the local government's performance. Public comment related to this topic may be provided during the meeting via Zoom. To provide comment, contact the City Recorder at 541-492-6866 or info@cityofroseburg.org by 4:00 p.m. on April 12, 2021 to receive a link to the meeting. Written comments are also welcome and must be received by 4:00 p.m. on April 12, 2021 at City Hall, 900 SE Douglas Ave., Roseburg OR 97470 or to the following e-mail jlazur@cityofroseburg.org. Both oral and written comments will be reviewed by the City Council.

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470 (phone 541-492-6866) at least 48 hours prior to the schedule meeting time if you need any special accommodations to participate in the hearing. TDD users please call Oregon Telecommunications Relay at 1-800-735-2900.

More information about the Oregon Community Development Block Grant program and the project 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 John K. Lazur at 541-492-6750 or jlazur@cityofroseburg.

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

COMMUNITY DEVELOPMENT BLOCK GRANT OPPORTUNITY
COVID-19 EMERGENCY SMALL BUSINESS & MICROENTERPRISE ASSISTANCE
RESOLUTION 2021-08

Meeting Date: April 12, 2021 **Agenda Section: Public Hearing**
Department: Community Development **Staff Contact: Stuart Cowie, Director**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6750**

ISSUE STATEMENT AND SUMMARY

In response to the economic impact of the COVID-19 pandemic, the Community Development Block Grant (CDBG) program has been highlighted as a vehicle to provide financial relief to communities and businesses. This grant program is utilizing federal funding from the CDBG program. The City, with assistance from the CCD Business Development Corporation, recently distributed $137,500 to businesses within the City and County struggling from the effects of the pandemic. The grant was issued to us in 2020. We now have the opportunity to apply again for a new 2021 CDBG grant in order to continue to provide economic assistance to our local businesses and their employees, who have been affected by COVID-19. Approximately $12 million will be awarded to Oregon non-metropolitan cities and counties in 2021. We are requesting authorization to apply for the maximum grant amount of $500,000.

Staff is proposing that the grant be a joint project that will serve to benefit the City of Roseburg and Douglas County. The City will act as the “lead applicant” as part of the grant application, while Douglas County will be referred to as a “participating county.” If funded, an Intergovernmental Agreement (IGA) has been established. Partnering with the County enables us to request an amount of $500,000, while applying alone enables the City to request only $100,000.

The CCD Business Development Corporation will assist throughout the entirety of the project and act as the subgrantee within the grant process. CCD will be responsible for writing the grant application, helping to administer the grant, and allocating money to qualifying businesses. Staff is requesting City Council move to adopt Resolution 2021-08 directing staff to coordinate with CCD to move forward with the CDBG application process.

BACKGROUND

A. Council Action History.
None

B. Analysis.
The objective of the grant funding is to assist small businesses and microenterprise within the City of Roseburg and Douglas County with the following:

- Enable retention/creation of jobs held by low and moderate-income persons and avoid job loss caused by small business closures related to social distancing by providing:
    - Short-term working capital assistance to small businesses.
    - Technical assistance to aid in business redesign, new online marketing platforms, and all assistance necessary to remain in operation through the COVID-19 crisis.
- Provide technical assistance, grants and other financial assistance to establish, stabilize, and expand microenterprises that are impacted by COVID-19.

Business Oregon staff will review all requests against federal and state guidelines governing CDBG funds. If awarded, the CDBG grant will last 12 months from the date in which the grant contract is executed.

C. Financial/Resource Considerations.
This program has no matching fund requirement. Other than staff time needed to monitor the grant, no City funds would be used for this application.

D. Timing Considerations.
The application deadline is May 20, 2021.

COUNCIL OPTIONS
1. Adopt Resolution No. 2021-08 and direct Staff to proceed with the application for CDBG funds; or
2. Take no action.

STAFF RECOMMENDATION
Staff recommends Council adopt attached Resolution 2021-08 and approve the request to complete an application for CDBG funding involving COVID-19 emergency small business and microenterprise assistance.

SUGGESTED MOTION
"I move to adopt the attached Resolution 2021-08 and direct staff to move forward with the CDBG application process."

ATTACHMENTS:
Attachment #1 – Legal Notice Published April 4, 2021
Attachment #2 – Resolution 2021-08

NOTICE OF PUBLIC HEARING REGARDING APPLICATION FOR A 2021 COMMUNITY DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Roseburg City Council at 7:00 p.m. on Monday, April 12, 2021, electronically via Zoom and will be available to view on the City's website and Facebook Live at www.cityofroseburg.org. The purpose of this hearing is for the Roseburg City Council to obtain citizen views and to respond to questions and comments about COVID-19 related emergency small business and microenterprise assistance, 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.

The City is eligible to apply for a 2021 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 public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately $12 million will be awarded to Oregon non-metropolitan cities and counties in 2021. The maximum grant that an applicant can receive is $500,000 for the Emergency Small Business & Microenterprise Assistance Grant.

The City of Roseburg is preparing an application for a 2021 Community Development Block Grant from Business Oregon for the City of Roseburg – Douglas County-wide Emergency Small Business & Microenterprise Assistance Grant. If awarded, this program will be offered throughout Douglas County via an inter-governmental agreement, to provide assistance to small businesses/microenterprises that can meet program requirements. It is estimated that the proposed project will benefit at least 186 persons, of whom 100% will be low or moderate income.

Public comment related to this topic may be provided during the meeting via Zoom. To provide comment, contact the City Recorder at 541-492-6866 or info@cityofroseburg.org by 4:00 p.m. on April 12, 2021 to receive a link to the meeting. Written comments are also welcome and must be received by 4:00 p.m. on April 12, 2021 at City Hall, 900 SE Douglas Ave., Roseburg OR 97470 or to the following e-mail jlazur@cityofroseburg.org. Both oral and written comments will be considered by the 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 John K. Lazur at 541-492-6750.

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.

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay at 1-800-735-2900.

RESOLUTION 2021-08
A RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR COVID-19 EMERGENCY SMALL BUSINESS AND MICROENTERPRISE ASSISTANCE PROGRAM

WHEREAS, the City of Roseburg is eligible to apply for a 2021 Community Development Block Grant from Business Oregon for funds from the U.S. Department of Housing and Urban Development to be used to implement emergency funding to assist small businesses and microenterprises affected by COVID-19; and

WHEREAS, Business Oregon administers small business and microenterprise Community Development Block Grants; and

WHEREAS, approximately $12 million will be awarded to Oregon non-metropolitan cities and counties, and the City is qualified to submit an application for $500,000 in grant funds for small businesses and microenterprises in Roseburg and Douglas County; and

WHEREAS, the City desires to participate in this grant program to the greatest extent possible and is willing to act as the lead applicant, while Douglas County acts as a "participating county," to sub-grant said funds to CCD Business Development Corporation (CCD), a certified non-profit organization authorized by the State to carry out small business and microenterprise assistance; and

WHEREAS, the City Council held a public hearing on April 12, 2021, to hear comments regarding the City's intent to apply for said grant funds for small businesses and microenterprises affected by COVID-19 and in need of funding assistance in Roseburg and Douglas County; and

WHEREAS, CDBG funding is available for small business assistance and projects that prevent, prepare for, and respond to the COVID-19 pandemic.

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

Section 1. Authorization is hereby granted to apply for a Community Development Block Grant for funds from the U.S. Department of Housing and Urban Development for Business Oregon's COVID-19 Emergency Small Business and Microenterprise Grant Assistance Program.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

ADOPTED BY THE ROSEBURG CITY COUNCIL ON APRIL 12, 2021.

_____
Amy L. Sowa, Assistant City Manager/City Recorder

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ANNUAL FEE INCREASES DISCUSSION

Meeting Date: April 12, 2021 | **Agenda Section: Department Items**
Department: Administration | **Staff Contact: Amy L. Sowa**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are adjusted annually to account for increased costs to provide those services. Council delayed the increase in 2020 due to the economic impacts related to the Coronavirus pandemic. Council is being asked whether to implement the increase at this time or postpone to a later date.

BACKGROUND

A. Council Action History.

- May 11, 2020: Council adopted Resolution No. 2020-07, delaying fee increases to May 2021.

B. Analysis.

The City normally adjusts service fees annually based on either the CPI-U West index (currently 1.7%) or the March Construction Cost Index (CCI) (currently 3.1%). Last year, Council chose to delay the fee increases for a year due to the economic hardship from the Coronavirus pandemic, asking staff to bring them back for Council consideration in May of 2021.

Businesses and citizens continue to be affected by the economic impacts of the pandemic. With the release and administration of the COVID-19 vaccines, there is a possibility the economy could begin to recover. It is unknown how quickly recovery could occur and how the City's fees may impact those still affected.

C. Financial/Resource Considerations.

Projected revenues for the currently fiscal year are down 3.1% from the current budget due to the Coronavirus pandemic. Due to factors outside of the City's control, next year's projected revenues reflect a zero percent increase from the current budget while expenditures continue to increase, thereby further reducing the City's reserves. Delaying fee increases for an additional year would contribute to a weakening financial position in the General Fund.

D. Timing Considerations.
These fees are generally scheduled to be updated in May of each year.

COUNCIL OPTIONS
Council has the following options:

- Direct staff to bring back a resolution delaying the fees for a specific period of time; or
- Direct staff to bring back a resolution updating the fee schedule based on the CPI-U West and March Construction Cost Indexes; or
- Request additional information; or
- Take no action

STAFF RECOMMENDATION
Staff has no recommendation.

SUGGESTED MOTION
No motion required, just direction to Staff.

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

GROUND LEASE AGREEMENT – AT&T CELL TOWER

Meeting Date: April 12, 2021 | **Agenda Section: Department Items**
Department: Administration | **Staff Contact: Amy L. Sowa**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

Staff has worked with representatives from Crown Castle on a new lease agreement for the AT&T cell tower located at 707 Bellview Court, site of the City's main water reservoir complex. Council is asked to provide formal approval of the new agreement.

BACKGROUND

A. Council Action History.

November 1, 2000: City Council approved a lease agreement with Edge Wireless for a portion of the property at 707 Bellview Court for a cell tower and associated equipment. The original lease had an initial test period, followed by the original lease period of five years with three additional extensions of five years each. The final extension expired February 10, 2021.

B. Analysis.

The cell tower located at 707 Bellview Court has been in place and serving Roseburg's AT&T customers since early 2001. The current lease was for 300 square feet. In 2013, an amendment added 300 square feet, and in 2019, another amendment included an additional 320 square feet and the co-location of Verizon. The total area under the current lease agreement is 920 square feet. The lease fee was increased appropriately with each expansion.

The company that manages the cell tower has changed names several times throughout the lease agreement. The company in which the City entered into the latest amendment to the original lease, and whom the City will enter into the new lease agreement, is NCWPCS MPL 30 – Year Sites Tower Holdings, LLC (NCWPCS). Although the current agreement has expired, a provision in the lease allows it to continue on a month-by-month basis while negotiating a new agreement.

The base current lease amount is $12,815 annually, plus $500/month for a sublease between NCWPCS and Verizon Wireless. Based on comparables provided by Crown Castle for other lease sites within a 25-mile radius, this annual lease amount is higher than others in the area. Through negotiations, the new base lease amount agreed upon

is $13,000 annually with a $500 annual increase through 2029. Beginning 2030, the lease amount will increase 3% annually. NCWPCS will continue to pay the sublease amount of $500/month for Verizon. For any future subleases, NCWPCS will pay ten percent (10%) of the rental payment received by the first Subtenant and fifteen percent (15%) of the rental payment from a second and subsequent Subtenants. In addition, NCWPCS will pay a $10,000 conditional signing bonus within 60 days of execution of the contract.

C. Financial/Resource Considerations.
Approval of this new lease agreement will continue to provide the City with sustainable revenue for this site, and provide cell service for AT&T customers in Roseburg.

D. Timing Considerations.
The current lease has expired and is continuing on a month-by-month basis during negotiations.

COUNCIL OPTIONS
Council has the following options:

- Authorize the City Manager to enter into a new lease agreement with NCWPCS MPL 30 – Year Sites Tower Holdings, LLC at the negotiated rate; or
- Request Staff bring back additional information; or
- Terminate the lease agreement with NCWPCS MPL 30 – Year Sites Tower Holdings, LLC.

STAFF RECOMMENDATION
Staff recommends Council authorize the City Manager to enter into a new lease agreement with NCWPCS MPL 30 – Year Sites Tower Holdings, LLC at the negotiated rate.

SUGGESTED MOTION
"I MOVE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A NEW LEASE AGREEMENT WITH NCWPCS MPL 30 – YEAR SITES TOWER HOLDINGS, LLC AT THE NEGOTIATED RATE."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

BEULAH PARK IMPROVEMENTS
BID AWARD RECOMMENDATION – 18GR10

Meeting Date: April 12, 2021 | **Agenda Section: Department Items**
Department: Public Works | **Staff Contact: Brice Perkins, PW Director**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6730**

ISSUE STATEMENT AND SUMMARY
The City recently received bids for the Beulah Park Improvements project. The issue for the City Council is whether to award the construction contract.

A. Council Action History.
On March 11, 2019, Council authorized submittal of a grant application to the Oregon Parks and Recreation Department Local Government Grant Program. On March 23, 2020, Council authorized the purchase of playground equipment.

B. Analysis.
The City received a grant from the Oregon Parks and Recreation Department through the Local Government Grant Program to make improvements to Beulah Park. Beulah is one of Roseburg's oldest neighborhood parks and is located close to the city's historic downtown district. The original play equipment in Beulah Park has exceeded its useful life and has been removed. The overall project includes the addition of new play equipment, access paths, sidewalks, landscaping, shade trees, and a new surface on the basketball court. The next phase of the project is the concrete work.

The bids for the concrete work were separated into Schedule A for the majority of the work and Schedule B for one additional walkway. Bids for the concrete work were opened on March 31, 2021. Three bids were received and are outlined below.

#	Bidder	Schedule A	Schedule B	Total Bid Amount
1	Guido Construction Inc.	$49,997.50	$3,390.00	$53,387.50
2	Freedom Builders, LLC	$55,978.00	$4,360.00	$60,338.00
3	Brown Contracting, Inc.	$60,587.01	$6,301.00	$66,888.01
	Engineer's Estimate			***$69,494.00***

C. Financial/Resource Considerations.
Funds are available in the FY 2021 Park Improvement Fund and the Streetlight/Sidewalk Fund. The total project costs are estimated below:

Construction	$ 53,387.50
Contingency (5%)	$ 2,669.38
Total	**$ 56,056.88**

D. Timing Considerations.
If awarded, the Notice to Proceed will be issued in late April after execution of the construction contract. The contractor is allowed 45 calendar days to complete the project.

COUNCIL OPTIONS
The Council has the following options:
1. Award the contract to the lowest responsible bidder, Guido Construction Inc. for $53,387.50; or
2. Request additional information; or
3. Reject all bids

STAFF RECOMMENDATION
Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Parks Commission discussed this project at their April 8, 2021, meeting and unanimously recommended awarding the project to the lowest responsible bidder, Guido Construction Inc., for $53,387.50. Staff concurs with this recommendation.

SUGGESTED MOTION
"I move to award Schedules A and B of the Beulah Park Improvements Project to the lowest responsible bidder, Guido Construction, Inc., for $53,387.50 upon expiration of the seven-day notice of intent to award period."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

2021 – 2026 CAPITAL IMPROVEMENT PLAN

Meeting Date: April 12, 2021 | **Agenda Section: Work Study/Department Item**
Department: Public Works | **Staff Contact: Brice Perkins, PW Director**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6730**

ISSUE STATEMENT AND SUMMARY
Staff has been working on updating the Five Year Capital Improvement Plan (CIP). The issue for Council is whether to adopt the 2021-2026 CIP.

BACKGROUND

A. Council Action History.
The Council adopted a Five Year CIP on March 14, 2016, and most recently adopted a Five Year CIP on March 26, 2018.

B. Analysis.
The City of Roseburg has an established goal to review and update the Capital Improvement Plan (CIP) at least every two years to reflect the needs of the community and changes in resources for financing capital projects. However, in the case of this plan, it has been three years due to a leadership transition in the Public Works Department. The plan is presented to the Airport, Parks, and Public Works Commissions prior to adoption by Council. The updated draft CIP is a sizeable document that can be found at:

https://www.cityofroseburg.org/departments/public-works/permitsforms

When preparing an update to the plan, staff reviews the existing master plans and various other studies previously prepared to better define future projects. “Other” plans include documents such as storm drainage studies, traffic corridor studies, etc. Consideration is given to existing problem areas, as well as to new funding opportunities.

The CIP is divided into several different funds including the following:

- IT/General
- Bike Trail
- Sidewalk/Streetlight
- Transportation
- Park Improvement/Stewart Trust
- Equipment Replacement

- Urban Renewal
- Facilities Replacement
- Airport
- Water
- Storm Drainage

Also included in the plan is information concerning revenue projections, beginning fund balances, costs for materials and services (M&S), capital costs, and projected ending fund balances. Materials and services generally include the City's overhead costs associated with staffing, supplies, maintenance and fees.

Staff will provide a brief PowerPoint presentation outlining the plan at a Council study session prior to the Council meeting.

C. Financial/Resource Considerations.
The following table outlines the projected expenditures over the next five years by fund.

Fund	*5 Year Total*	2021-22	2022-23	2023-24	2024-25	2025-26
General Fund	*$150,000*	$9,000	$9,000	$9,000	$69,000	$54,000
Bike Trail	*$750,000*	$160,000	$10,000	$260,000	$160,000	$160,000
Sidewalk/Streetlight/Traffic Signals	*$1,700,000*	$410,000	$260,000	$360,000	$360,000	$310,000
Transportation	*$9,301,000*	$1,550,000	$1,200,000	$1,600,000	$3,181,000	$1,770,000
Park Improvement/Stewart Trust	*$430,000*	$40,000	$45,000	$90,000	$90,000	$165,000
Equipment Replacement	*$3,809,000*	$308,500	$469,500	$713,000	$973,500	$1,344,500
Urban Renewal	*$1,150,000*	$0	$0	$150,000	$550,000	$450,000
Facilities	*$300,000*	$40,000	$100,000	$85,000	$25,000	$50,000
Airport	*$4,800,000*	$150,000	$150,000	$1,500,000	$100,000	$2,900,000
Water	*$20,977,500*	$7,142,500	$3,320,000	$5,175,000	$2,035,000	$3,305,000
Storm Drainage	*$8,005,000*	$1,480,000	$1,080,000	$2,305,000	$2,315,000	$825,000
Total All Funds	***$51,372,500***	*$11,290,000*	*$6,643,500*	*$12,247,000*	*$9,858,500*	*$11,333,500*

D. Timing Considerations.
Staff is currently working on the budget for FY 2021–22. It is timely to update the CIP as part of that budget process.

COUNCIL OPTIONS
Council has the following options:
1. Adopt the 2021-2026 Capital Improvement Plan; or
2. Recommend changes to the plan and adopt with changes; or
3. Recommend changes to the plan and direct staff to bring back an updated draft.

STAFF RECOMMENDATION

The draft Capital Improvement Plan has been presented to each of the responsible Commissions for consideration. The following Commissions have forwarded recommendations to adopt the 2021-2026 CIP.

- Airport Commission – December 17, 2020
- Public Works Commission – February 11, 2021
- Parks Commission – April 7, 2021

Staff concurs with their recommendations to adopt the plan.

SUGGESTED MOTION

"I move to adopt the 2021-2026 Capital Improvement Plan for the City of Roseburg as presented."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: April 12, 2021 | **Agenda Section: Informational**
Department: Administration | **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org | **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 April 12, 2021 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages

Agenda
Department Head Meeting
Electronically via Zoom
March 23, 2021 - 10:00 a.m.

1. Review March 22, 2021 City Council Meeting Synopsis
2. Review April 12 City Council Meeting Agenda
3. Review April 12, 2021 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
   A. Carmina Rodriguez Loudspeaker Permit – April 12, 2021
6. Department Items
   A. COVID Impacts, Changes, Numbers and/or Updates (NM)

Agenda
Department Head Meeting
Electronically via Zoom
April 5, 2021 - 10:00 a.m.

1. IT Department Updates/Information (BW)
2. Review April 12, 2021 City Council Executive Session, Work Study and Regular Meeting Agenda
3. Review April 12, 2021 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
   A. The Ford Family Foundation Grant Checklist – Community Homelessness Assessment by Rogue Retreat
6. Department Items
   A. COVID Impacts, Changes, Numbers and/or Updates (NM)
7. Employee Service Pins
   A. Cimeron Kormendi, Fire Department – 20 Years
   B. Nathan Wade, Public Works Street Division – 10 Years

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- Crescent Street Vacation
- Parklet Update
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

April 26, 2021

Mayor Reports
- A. Historic Preservation Month Proclamation
- B. EMS Week Proclamation
- C. Bike to School Day Proclamation
- D. Blue Zones Day Proclamation

Consent Agenda
- A. Minutes of April 12, 2021 Work Study
- B. Minutes of April 12, 2021 Regular Meeting

Public Hearing
- A. Ordinance No. 3554 – Amending RMC Title 12 Land Use Regulations – Mobility Standards, First Reading

Ordinances
- A. Ordinance No. 3555 – Amending RMC Title 8 – Traffic, First Reading

Department Items
- A. Stewart Parkway Bridge End Panel Bid Award Recommendation

Informational
- A. City Manager Activity Report
- B. Municipal Court Quarterly Report
- C. Financial Quarterly Report

May 10, 2021

Mayors Reports
- A. National Public Works Week Proclamation

Special Presentation
- A. Umpqua Economic Development Partnership Annual Report

Consent Agenda
- A. Minutes of April 26, 2021

Resolutions
- A. Resolution No. 2021-9 - Annual Fee Updates

Ordinances
- A. Ordinance No. 3554 – Amending RMC Title 12 Land Use Regulations – Mobility Standards, Second Reading
- B. Ordinance No. 3555 – Amending RMC Title 8 – Traffic, Second Reading

Informational
- A. City Manager Activity Report

May 24, 2021

Consent Agenda
- A. Minutes of May 10, 2021

Department Items
- A. Water Treatment Plant Standby Generator Bid Award (CM Services awarded with Design Contract)

Informational

A. City Manager Activity Report

June 14, 2021

Consent Agenda

A. Minutes of May 24, 2021

Public Hearing

A. Resolution No. 2021-11 - 2021-22 Budget Adoption

B. Ordinance No. 3556- Zone Change for Chi's Restaurant, First Reading

C. Ordinance No. 3557 Amending RMC Title 12 Land Use Development Ordinance - Duplex Code Criteria, First Reading

Resolutions

A. Resolution No. 2021- -- - Budget Appropriation

Department Items

A. Pavement Management Program Bid Award Recommendation – Slurry Seals

Informational

A. City Manager Activity Report

Urban Renewal Agency Board Meeting

Consent Agenda

A. Minutes of April 12, 2021

Public Hearing

A. Resolution No. UR2021-02 - 2021-02 Budget Adoption

June 28, 2021

Consent Agenda

A. Minutes of June 14, 2021

Ordinances

A. Ordinance No. 3556 - Zone Change for Chi's Restaurant, Second Reading

B. Ordinance No. 3557 - Amending RMC Title 12 Land Use Development Ordinance - Duplex Code Criteria, Second Reading

Department Items

A. 24-inch Hooker to Isabell Bid Award Recommendation

B. 24-inch Hooker to Isabell Contract Management Services

C. Washington Avenue Bore Crossing (CM Services awarded with Design Contract)

D. 2021 Storm CIPP Bid Award Recommendation

Informational

A. City Manager Activity Report

July 12, 2021

Mayor Reports

A. Parks and Recreation Month Proclamation

Special Presentation

A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

A. Minutes of June 28, 2021

Department Items

A. Lincoln Street Grind Inlay Bid Award Recommendation

B. Fulton Shop Roof Bid Award Recommendation

Informational

A. City Manager Activity Report

July 26, 2021

Consent Agenda

A. Minutes of July 12, 2021

Public Hearing

A. Resolution No. 2021--- - Roseburg Regional Business Education Program CDBG Grant Closeout

Informational

A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

August 9, 2021

Consent Agenda

A. Minutes of July 26, 2021

Informational

A. City Manager Activity Report

August 23 2021

Consent Agenda

A. Minutes of August 9, 2021

Informational

A. City Manager Activity Report

September 13, 2021

Consent Agenda

A. Minutes of August 23, 2021

Informational

A. City Manager Activity Report

September 27, 2021

Consent Agenda

A. Minutes of September 13, 2021

Informational

A. City Manager Activity Report

October 11, 2021

Consent Agenda

A. Minutes of September 27, 2021

Informational

A. City Manager Activity Report

October 25, 2021

Consent Agenda

A. Minutes of October 11, 2021

Department Items

A. 2021 Oregon Public Library Statistical Report

Informational

A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

Friday Message
March 19, 2021

- Staff is deep into the budgeting process. Each department head has met with the City Manager and Finance Director to go through each fund, discuss proposals, and make adjustments as needed. This is a time consuming, but very valuable process. Next steps include pulling the entire General Fund together and analyzing the overall budget. More to come!

- There is still not a lot of detail available in regards to the funding cities will receive as part of the latest federal stimulus package – the American Rescue Plan. The League is projecting Roseburg will receive approximately $4.2 million and Douglas County will receive $21.5 million. On the weekly LOC call this morning, they indicated that cities under 50,000 will receive a portion of the funding within 30 days of the state receiving it, which they indicated would get it here "June-ish". Depending on the strings attached, there may be a lot of potential for local partners (city, county, school district, and others) to work together to make a lasting impact for our community. I have started reaching out to community partners to open the door for future discussions.

- The legislative effort to fund a "navigation center" in Roseburg continues to move forward. The attached press release was forwarded by Mike Fieldman earlier this week.

- We continue to hear interest in the multi-family housing SDC buydown program in the new urban renewal district. I had expressed concern to Council earlier about the amount of funding that was dedicated to this program. Ron Harker performed some additional research and found that the Agency Board authorized $2 million towards the incentives, so there is still potential to work with additional developments under the existing authorization.

- The Library Commission met this week to receive updates. Phase 2 of the renovations are coming along nicely. The library continues to have a strong drive-thru program, with 310 vehicles served over the last three weeks.

- Douglas County's Covid infection rates appear to be slowing down again. Unless something drastic occurs this weekend, we expect to hear early next week that we will re-enter the "high" risk category on March 26, which allows limited indoor dining to resume.

- The Oregon Health Authority came out with new guidance on outdoor recreation that allows *some* expansion on outdoor events, depending on risk category. Please let me know if you are interested and I can forward that information.

- Other calls/virtual meetings this week included my monthly call with Commissioner Freeman, the bi-weekly Covid call with all Douglas County cities and Commissioner Freeman, the Southern Oregon Economic Response Team meeting, and a quick call with Chris Conroy from Congressman DeFazio's office.

- I will be out of the office on vacation 3/26 – 4/2 and back in the office on 4/5.

- Meetings next week:
    - Homeless Commission – Monday 3/22 @ 11 am
    - City Council – Monday, 3/22 @ 7 pm

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OFFICIAL RELEASE

March 18, 2021

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Legislature moves forward on critical shelter funding to help cities to serve unhoused Oregonians

House Bill 2004 includes additional $27 million for shelter operation support

SALEM – The Oregon Legislature this week advanced $18 million in critical funding to develop low-barrier shelter and navigation centers in areas where local government has taken on new efforts to address unsheltered homelessness.

As part of the process to rebalance the 2019-21 budget next week, House Bill 5042 includes funding to support six low-barrier emergency shelters, known as navigation centers. These facilities are open seven days per week to connect homeless individuals and families with health services, permanent housing, and public benefits.

House Bill 5042 includes funding for navigation centers in the following communities:

- Eugene - $5 million
- Salem - $5 million
- Bend - $2.5 million
- Medford - $2.5 million
- McMinnville - $1.5 million
- Roseburg - $1.5 million

"Many communities across the state are working to address the needs of their unhoused neighbors," House Speaker Tina Kotek (D-Portland) said. "These communities are ready to build and we must get them this funding as quickly as possible so they can make these facilities operational by next winter."

This funding was previously in House Bill 2004, which still contains $27 million for grants to be distributed statewide to increase low-barrier shelter capacity, provide necessary facilities and amenities, and rapid rehousing services.

"Roseburg is making a lot of progress to provide shelter support for our unhoused residents," Rep. Gary Leif (R-Roseburg) said. "The issue has many complex challenges, but this much-needed state funding will be critical to our community moving forward on this issue."

"We scramble every winter to open additional temporary shelter here in Bend," Rep. Jason Kropf (D-Bend) said. "Our community has been advocating for additional resources to make sure every family has a warm and stable place to sleep at night. This $2.5 million investment will make a meaningful difference for Bend as we work to tackle this crisis."

"There are many unsheltered individuals and families in my community who are experiencing remarkable challenges and need a helping hand," Rep. Ron Noble (R-McMinnville) said. "The development of this low-barrier shelter will be such an important resource for them as we continue taking steps to address this crisis."

The most recent point-in-time (PIT) count from 2019 found that more than half (64 percent) of the nearly 16,000 people experiencing homelessness in Oregon were living in unsheltered locations. This equates to more than 10,000 individuals estimated to be sleeping outside on any given night. The 2019 Oregon Statewide Shelter Study recommended the state identify opportunities to fund navigation centers, specifically in Eugene and Salem, to help cities end encampments and assist families and individuals experiencing homelessness.

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