

ROSEBURG CITY COUNCIL AGENDA – OCTOBER 11, 2021

REVISED



UK
10-8-2021

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.

7:00 p.m. Regular Meeting

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

Shelley Briggs Loosley	Beverly Cole	Bob Cotterell	Alison Eggers
Sheri Moothart	Brian Prawitz	Patrice Sipos	Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**
 - A. Planning Commission Resignation – Christy Palmini
6. **Audience Participation – In Person via Zoom/See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of September 27, 2021 Meeting
8. **Department Items**
 - A. U.S. Economic Development Administration – ARPA Travel, Tourism, and Outdoor Recreation Grant Application
 - B. Council Goals Update
9. **Items from Mayor, City Council and City Manager**
10. **Adjourn**
11. **Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

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>.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PLANNING COMMISSION RESIGNATION

Meeting Date: October 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Planning Commission Member Christy Palmiini has resigned her position on the Commission.

BACKGROUND

A. Council Action History.
n/a.

B. Analysis.
Ms. Palmiini informed Staff of her resignation effective October 3, 2021. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

C. Financial/Resource Considerations.
n/a.

D. Timing Considerations.
It is recommended action be taken as soon as practical to accept Ms. Palmiini's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Ms. Palmiini's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT CHRISTY PALMINI'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

COMMISSION REPORTS A
ATTACHMENT #1

Sent: Sunday, October 3, 2021 10:26 PM
To: Stuart I. Cowie <SCowie@cityofroseburg.org>
Subject: Re: Following up with you

Hello Stuart,

Please accept this email as my letter of resignation from the Planning Commission for the City of Roseburg. I no longer reside within the city limits and as such do not meet the criteria for being a commissioner. I owe my gratitude to the Commission, City Council, and Community Development Department for their encouragement and guidance in this role. Serving on the commission has been a phenomenal experience for me. Thank you for the opportunity!

Regards,

Christy Palmini



**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
September 27, 2021**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 27, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Alison Eggers, Sheri Moothart, Brian Prawitz and Andrea Zielinski.

Absent: City Councilor Patrice Sipos

Others Present: City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Library Director Kris Wiley, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle and Management Assistant Koree Tate.

COMMISSION REPORTS

Councilor Eggers reported she was unable to attend the Celebration of Life for former Parks Commissioner Leila Heislein at the Umpqua Valley Arts Center on September 25, 2021, but said she was a wonderful person. Councilor Cotterell said he attended the Celebration of Life and met with Ms. Heislein's family who was pleased to see City Staff present. Ms. Heislein was a contributor to the parks program and a major donor to the Fir Grove SplashPad.

Councilor Zielinski had a Library Commission Meeting on September 19, 2021 where Ms. Wiley provided a statistical report. She commended Ms. Wiley and staff for their robust summer reading program that included 81 children, 20 teens, and 18 adults reading over the summer. They also had 920 book reviews and weekly crafts for children. She thanked the Library Staff for having so many engaging programs for the community. It was wonderful to see how innovative they were during a time when they had to be closed.

Mayor Rich and Ms. Messenger attended a meeting regarding a new Veterans Home. In 2013, the City along with other locations sought to be chosen for the construction of a new Veterans Home. Roseburg was not chosen, but was second in line. There had been new movement to proceed with Roseburg as the next location and they heard about the timelines and planning stages that could take up to 7-8 years from now to build.

AUDIENCE PARTICIPATION

Rick Poland, via emailed comment, requested an exemption from upgrading a portion of a sidewalk and curb due to the construction of a three-sided storage shed to an existing building that was going to be under 200 square feet. He said the requirement was excessive and was estimated to cost him \$35,000 beyond the cost of the storage shed and permit fees. Mayor Rich and Council agreed to have Mr. Poland work with City Staff to review his request to seek a resolution.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda Items:

- A. Minutes of September 13, 2021
- B. OLCC New Outlet for Limited On-Premises License for the Blade Axe House located at 1867 NE Diamond Lake Boulevard

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

OREGON COMMUNITY FOUNDATION (OCF) GRANT PRESENTATION

Ms. Wiley reported the Roseburg Public Library was awarded a K-12 Summer Learning Grant from the Oregon Community Foundation (OCF) on June 11, 2021. She thanked Ms. Messenger for her assistance to seek a larger scale of funding for the library. The library received \$65,300 to support the Summer Reading Program by funding outreach, transportation, staffing, supplies and related programming expenses. The grant allowed the library to expand the Summer Reading Program and they took the approach of creating sustainability and long-term community connections. They purchased a van with the assistance of Police Chief Klopfenstein and worked on a logo and van wrap created by Anvil Northwest. They hired temporary staff for more programming along with shirts and jackets with the Library logo. They had many outdoor programs and were able to connect with Jo Lane Middle School, Winchester Elementary and Sunnyslope Elementary for weekly grab-and-go kits and handed out 500 crafts a week for about six weeks. Ms. Wiley was very thankful for the energy and time it took for putting together the crafts.

Ms. Wiley said she wanted to continue to work with schools to speak with children and keep them involved and interested in the library. She planned to have a winter reading program to continue building a collaborative effort with the school partners and encourage reading skills. She wanted to thank the City Parks Department and Superintendent DeMuth for their assistance to have tables at the Stewart Park pavilion prepped for their outdoor programs. Many children attended and the programs even peaked interest from those playing at the playground who came over to participate. The programs the library was able to offer were a way to bridge the school year for children and encourage the life-long love of reading. Ms. Wiley thanked the Oregon Community Foundation and their flexibility on how they were able to distribute the program.

Councilor Cotterell said he used to enjoy reading to students in the schools and hoped Council could once again have that type of participation. Ms. Wiley said she would work with Youth Librarian Ropp to determine if and when that program could once again be available. In response to Councilor Prawitz, Ms. Wiley confirmed they currently had twenty-five volunteers that were ready to be back in the building. Councilor Eggers congratulated Ms. Wiley on all their accomplishments and commended her on all the programs they were able to provide during tough times. In response to Mayor Rich, Ms. Wiley said children were present when they went to the different schools to drop off the packets. They delivered 175 to JoLane, 80 to Winchester, and around 120 to Sunnyslope schools. In response to Councilor Briggs Loosley, Councilor Cotterell confirmed the reading program he mentioned was through the SMART reading program.

2021 OREGON PUBLIC LIBRARY STATISTICAL REPORT

Ms. Wiley explained that as a legally established public library per ORS 357.417, Roseburg Public Library was required to submit an annual statistical report to the State Library of Oregon by October 31, 2021. The report included data regarding staff, revenue and expenditures, collections, services, technology, facilities and other information. The mission of the library was to promote community, inspire curiosity and encourage learning. It had been an unusual time for the library during the pandemic. They had to pivot services, but felt they were still able to maintain their mission statement.

Ms. Wiley said the library's collection included about 77,500 items, and that fluctuated as they added and discarded materials. Their goal was to provide a popular collection of newer materials, and they also kept books on local authors and local history. Books remained by far the most popular item. Anecdotally, they recognized children's materials were checked out in greater numbers than adult materials while youth transitioned to online learning. Other options included items such as large print and materials in other languages that were not sorted in the catalog by age. They had 48,000 checkouts last year which was a large drop, but they saw growth of electronic books and audiobooks. Ematerials through their two platforms accounted for 31 percent of all circulation, and was an 11 percent increase from last year for 5,260 checkouts. The Library had two platforms for ebooks, but the increased use did not make up for the loss of checkouts for books. The library's operating budget paid for one-third of the collection expenditures. In 2020, they received a \$10,000 grant for ematerials, and received a larger grant from the Douglas County Library Foundation. She asked for and received more funding for the collection from the Whipple Foundation in 2020. Even though they did not receive as much money in 2021, she was very pleased with the amount of money received.

Ms. Wiley continued that they spent a considerable amount of time applying for and managing grants to supplement the operating budget. The list included grants the library received during the last fiscal year because grants did not always get expended within a fiscal year. She had an admittedly ambitious goal to reach 10,000 cardholders within the first five years of operation and they currently had just over 6,000. Unfortunately, COVID deterred many of their plans, but she knew they were well on their way to that goal. They conducted an audit of their accounts, and the decline shown in student cards was mostly because those cardholders were not students who lived or attended school in the Roseburg Public Schools geographic area. The library building was also only open 25 weeks of the year and the other 27 weeks they provided drive-up pickup services with 1,225 vehicles served. Website visits continued to be high and they had many links and databases that were great for students. The library provided virtual programs for all ages and Ms. Wiley was happy about the positive response from adults for their events via Zoom. Due to the success, they decided to continue providing online or a hybrid format for adults. Although virtual programming for adults was a success, they did see a decline for story times for children, but their grab-and-go kits for youth were very popular. The Imagination Library had 1,069 active participants with 299 graduates. The program was sponsored by the Friends of the Roseburg Public Library and just finished their second year. It was a very popular program and was not affected by the pandemic. She was thankful to sponsors and donors who assisted with the \$25 charge that provided 12 books per child per year.

10/11/2021

Ms. Wiley explained that during the weeks open, 12 volunteers provided help for a total of 345 hours. The capacity changes meant they could not circulate as much material. The volunteers have been waiting and ready to come back and help when the Library could open again. She thanked the Council for all their support for the library and explained they were still young in the process of being established. There was a lot of potential and she could not wait to continue the work they had been doing and be open for the community. In response to Mayor Rich, Ms. Wiley explained those who wanted to purchase a library card could pay quarterly or yearly. In response to Councilor Prawitz, Ms. Wiley said the library was in a good position given the challenges they faced. They had good momentum going and then the pandemic happened. It forced them to reevaluate things, but they were able to be creative, complete a strategic plan and keep programs moving forward. She appreciated the library staff and said they were all on the same page with the work they were doing.

Councilor Prawitz agreed there were many accomplishments for which to be proud that included work, programs and volunteers during a pandemic. Ms. Messenger added that they also finished the second phase of renovations, had new furniture purchased, improved the Ford Room and did a great job getting improvements handled with grant funding.

DERELICT BUILDING/FORECLOSURE PROGRAM UPDATE

Mr. Cowie reported that the City had taken a more proactive role in addressing derelict/dangerous buildings, and had discovered that in some cases properties that fell into those categories were owned outright by individuals now deceased, or who had simply walked away from the responsibilities of their property. Those properties would then sit vacant as there were no heirs or other family members interested in the property. Unlike properties that were bank owned, in which a lien upon the property typically caused the bank to take action, notices from the City concerning those other properties would go unanswered, leaving the City with the choice to either wait for the property to go through County tax foreclosure, a process which could take years, or foreclose on the property and take possession.

The foreclosure process recently occurred for properties at 1054 NE Cedar Street and 154 SE Mosher Avenue. The City foreclosed on those properties on January 30, 2020. Council authorized sale of the property at 154 SE Mosher Avenue last month to Ben Tatone and the property was scheduled to close October 2021. Staff already had conversations with Mr. Tatone about how he may best maximize the number of dwelling units allowed on the property. Since being sold by the City in June, 1054 NE Cedar Street had undergone substantial improvements and was now being prepared to be utilized again as a single-family dwelling. Although the derelict/foreclosure process could take time, it was nice to see a residential home that once caused neighborhood problems by sitting vacant be used again for its intended purpose.

Mr. Cowie noted homes that fell into the derelict category could cause a significant challenge for the neighborhood in which they were located. They were extremely problematic for the City, as they could be a substantial drain on public resources. For example, once the property owners chose to walk away from the house at 1054 NE Cedar Street, squatters quickly moved in. Over a four-year period, from 2014 to 2018, the Police Department had 51 calls for service to the property which averaged to one call per month. In October of 2016, water was shut off to the property and eventually disconnected for non-payment. Squatters continued to live in the home for a little more than a year and a half with no potable water until changes to the

derelict building ordinance enabled the City to register the home as a derelict structure in June of 2018. Once registered as a derelict building, squatters were removed from the home, and the structure was secured by boarding windows and doors. Over the next two years, the property ran through the derelict building process and the City made the determination to foreclose. The City Compliance Officer continued to make routine checks on the property, periodically removing individuals who had broken back in and re-securing the structure. In total, approximately 80 cubic yards of garbage and debris were removed from the property, 20 cubic yards from outside the house scattered about and 60 cubic yards from within. There was no garbage service to the residence during the four years in which squatters occupied the residence. This garbage was removed by the County Work Crew, which the City hired to assist with clean-ups. The County Work Crew was also utilized to maintain the weeds and grass while the City had the structure registered as a derelict building and went through the foreclosure process. The home was sold in June 2021.

Mr. Cowie said it was refreshing to see the property under new ownership, with major repairs occurring to once again make this a viable residence for a future home owner or tenant. He was grateful for the new property owner who took steps to turn the house around and looked forward to the improvements Mr. Tatone had planned for 154 SE Mosher Avenue. Currently there were four other additional properties that had structures registered as derelict buildings, which were now going through the City foreclosure process. Foreclosure on those properties would occur at the beginning of November 2021 and he hoped to see similar improvements at each of those properties in the future. Councilor Cotterell commented that people in neighborhoods often did not know what to do when there was a derelict property. He commended the City for taking the steps to help with the process.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Ms. Messenger reported that she did not have a lot of information to provide, but wanted Council aware that she was working on a large grant opportunity that centered around tourism. There were many users in the park system and she wanted to bring tournaments and tourism to the area. She had begun speaking with users groups and would have more information at an October 2021 Council Meeting.

Councilor Cotterell asked if the City had received any information from Mr. McClendon regarding Nickabob's grant opportunity from when he asked Council for a letter of support. Ms. Sowa reported the City did provide the letter of support, but had not received any follow-up information as to the process or if it was awarded. Mr. Cowie added that he reached out to Mr. McClendon to let him know a pre-application would be the next step for the new location when he was ready to proceed. Councilor Cotterell said he wanted to acknowledge Ms. Messenger for representing the City of Roseburg. He reviewed the 196 page I-5 Bottleneck Study and each time a question was noted, he saw it was Ms. Messenger asking the same questions he would have wanted to know.

Councilor Prawitz shared that he received a phone call from a Ward 3 resident upset about what was being seen in the water from campers along the river. He reached out to Ms. Messenger and the response was immediate. He wanted to remind others that the City always responded if they were aware of any issues. He also wanted to remind citizens to use the non-emergency dispatch line at 541-440-4471 so it could be logged by the Police Department. After

speaking with Police Chief Klopfenstein, he felt like things were happening in the City and wanted the community to know there was progress even if it was not always seen.

ADJOURNMENT

Mayor Rich adjourned the meeting at 7:51 p.m.

Koree Tate

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION – ARPA TRAVEL, TOURISM AND OUTDOOR RECREATION GRANT APPLICATION

Meeting Date: October 11, 2021
Department: Public Works/Admin
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The U.S. Economic Development Administration (EDA) has developed a competitive grant program to help communities that have been hardest hit by challenges facing the travel, tourism and outdoor recreation sectors to invest in infrastructure, workforce or other projects to support the recovery of the industry and economic resilience of the community in the future. The issue for the Council is whether to authorize the City Manager to submit a grant application.

BACKGROUND

A. Council Action History.

- On October 22, 2018, the Council granted preliminary approval of the Umpqua Valley Tennis Center's conceptual expansion plans.
- On August 24, 2020, the Council granted preliminary approval of the Umpqua United Soccer Club's conceptual improvement plans for the Fir Grove Soccer Complex in Stewart Park.

B. Analysis.

The EDA has established a competitive grant program funded by \$240 million dollars of American Rescue Plan Act funding. Staff is working with Sequoia Consulting, a professional grant-writing firm, to prepare the grant application. The intent is to seek funds to redevelop portions of Stewart Park into a modern regional complex that will facilitate tournaments encouraging tourism, supporting hospitality based local businesses and making Roseburg a more attractive place for professionals and families to call home.

Currently, Stewart Park provides recreational opportunities and sports fields for local youth recreation programs, Roseburg School District teams (baseball, softball, soccer, cross-country, lacrosse), Umpqua Community College teams, Umpqua Valley Christian teams, YMCA and Church leagues, and others.

The proposed improvements continue to evolve as staff works with the stakeholder groups to refine the initial concepts. The conceptual improvements could include

converting existing soccer and softball facilities from grass to turf, adding lighting and spectator facilities (shaded where possible), reconstructing the outdoor tennis facilities with improved lighting, spectator and concession/restroom facilities, constructing new basketball courts and potentially additional sand volleyball and pickle ball courts. Other improvements may include adding electric vehicle charging stations, restroom improvements and/or expansions, backup power at the tennis center so that it may serve as an emergency response site, and additional parks amenities such as benches, shade, etc. Again, the list of improvements is still changing based on input from various user groups, information the consultant has learned from the granting agencies, and as cost estimates are developed and refined.

C. Financial/Resource Considerations.

Staff anticipates applying for the maximum amount of \$10 million. There is a 20 percent match requirement, which would procure a \$12 million project. Matching funds would come from a combination of sources, which could include the Park Improvement Fund, Stewart Park Trust Fund, Economic Development Fund, Hotel/Motel Tax Fund, General Fund, state and private grants, and fundraising by invested community partners.

If successful and the grant is awarded, staff fully expects to recommend the Parks Commission and Council consider a program to sell advertising rights within the new improved facilities to help cover the costs of the match and to establish funding for future replacement costs.

In order to prepare a competitive grant application, staff is working with professional consultants Sequoia Consulting, i.e. Engineering, and Land & Water Environmental.

D. Timing Considerations.

EDA encourages eligible applicants to submit their applications as soon as possible, and strongly advises eligible applicants to submit complete applications no later than January 31, 2022, so that EDA can review and process the application in time to get a potential award in place prior to the deadline imposed by Congress, which is September 30, 2022. Staff's ambitious goal is to submit a grant application by the end of October if possible.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to apply for a USEDA ARPA Travel, Tourism and Outdoor Recreation Grant for improvements throughout Stewart Park; or
2. Request additional information;
3. Direct staff to cease work on the grant application process.

STAFF RECOMMENDATION

The Parks Commission discussed this grant opportunity at their October 6 meeting. The Commission recommended the Council authorize submission of a grant application. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize staff to submit a USEDA ARPA Travel, Tourism and Outdoor Recreation Grant application for improvements throughout Stewart Park.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL GOALS UPDATE

Meeting Date: October 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In late 2019, the Council held a series of work-study sessions to set the 2020-2022 Council Goals, which were adopted by resolution on January 13, 2020. Staff will present an update on the progress made towards these goals, as well as a brief discussion of other accomplishments, and staff's focus regarding the goals for 2022.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: October 11, 2021
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your October 11, 2021 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda
Department Head Meeting
Electronically via Zoom
September 28, 2021 - 10:00 a.m.

1. Review September 27, 2021 City Council Meeting Synopsis
2. Review October 11, 2021 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Department Items
 - A. COVID Impacts, Changes, Numbers and/or Updates (NM)
 - B. COVID in Homeless Camps (AS)
 - C. KMTR News Segment Update (SH)



Agenda
Department Head Meeting
Electronically via Zoom
October 4, 2021 - 10:00 a.m.

1. IT Updates (BW)
2. Review October 11, 2021 Council Goal Power Point Presentation
3. Review October 11, 2021 City Council Meeting Agenda
 - A. Councilor Cotterell/Mayor Rich request for RPD
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
6. Department Items
 - A. COVID Impacts, Changes, Numbers and/or Updates (NM)
 - B. KMTR News Segment Update (SH)
7. Employee Service Pins
 - A. Ryan Herinckx – Public Works Design and Construction Manager, 15 Years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Airport Fees for Fire Agency Services
- Umpqua Basin Urban Services Agreement

October 25, 2021

Mayor Reports

- A. Roseburg Police Officers Recognition
- B. City Manager Compensation

Consent Agenda

- A. Minutes of October 11, 2021
- B. Cancellation of November 22, 2021 Meeting

Public Hearing

- A. Ordinance No. 3564 - Vacation for Tahoe Avenue Right-of-Way, First Reading

Resolution

- A. Resolution No. 2021-21 – Dedication of City-Owned Real Property for Use as Public Right-of-Way

Department Items

- A. Parking Enforcement Services Master Contract
- B. Water Treatment Plant Standby Generator Bid Award
- C. Flexible Maintenance Agreement with Douglas County
- D. Contract with Aviva Health for Homeless Transition Action Group (HTAG) Coordinator Position – ARPA Funding

Informational

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

November 8, 2021

Special Meeting – TBD Planning Commission Interviews

Mayor Reports

- A. 125 Year Elks Lodge Anniversary Proclamation
- B. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 25, 2021
- B. Cancellation of December 27, 2021 Meeting

Public Hearing

- A. Resolution No. 2021-22 - Supplemental Budget and Appropriation Transfer Authority for ARPA Funds

Ordinances

- A. Ordinance No. 3564 – Vacation for Tahoe Avenue Right-of-Way, Second Reading

Department Items

- A. Navigation Center, Shelter and Support Services Bid Award

Informational

- A. City Manager Activity Report

Executive Session ORS 192.660(2)

- A. Municipal Court Judge Annual Performance Evaluation

December 13, 2021

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 8, 2021

Department Items

- A. Golf Course Property Tax Appeal

Informational

- A. City Manager Activity Report
-

January 10, 2022

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointment
- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. Minutes of December 13, 2021

Informational

- A. City Manager Activity Report
-

January 24, 2022

Consent Agenda

- A. Minutes of January 10, 2022

Informational

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

February 14, 2022

Consent Agenda

- A. Minutes of January 24, 2022

Informational

- A. City Manager Activity Report
-

February 28, 2022

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. Minutes of February 14, 2022

Informational

- A. City Manager Activity Report
-

March 14, 2022

Consent Agenda

- A. Minutes of February 28, 2022

Informational

- A. City Manager Activity Report
-

March 28, 2022

Mayor Reports

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

Consent Agenda

- A. Minutes of March 14, 2022

Informational

- A. City Manager Activity Report
-

April 11, 2022

Mayor Reports

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

Consent Agenda

- A. Minutes of March 28, 2022
- B. 2022 OLCC Annual License Renewal Endorsement

Informational

- A. City Manager Activity Report
-