

**ROSEBURG CITY COUNCIL AGENDA – JANUARY 22, 2024**  
**City Council Chambers, City Hall**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**



CA  
1-18-2024

**Public Online Access:**

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*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom.  
See Audience Participation Information for instructions on how to participate in meetings.*

**7:00 p.m. Regular Meeting**

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

Tom Michalek	David Mohr	Kylee Rummel
Andrea Zielinski	Ellen Porter	Ruth Smith
Patrice Sipos	Shelley Briggs Loosley	
- 3. Mayor Reports**
  - A. State of the City Address
- 4. Commission Reports/Council Ward Reports**
  - A. Homeless Commission Appointment
- 5. Audience Participation – In Person or via Zoom/See Information on the Reverse**
- 6. Consent Agenda**
  - A. January 8, 2024 Regular Meeting Minutes
- 7. Resolutions**
  - A. Resolution No. 2024-02 – Updating the City’s Equal Opportunity and Nondiscrimination Statement
- 8. Ordinances**
  - A. Ordinance No. 3596 – Amending RMC Chapter 6.02 - Animal Control, Second Reading
- 9. Department Items**
  - A. Douglas Avenue Deer Creek Bridge Project – Intergovernmental Agreement – Amendment No. 1
  - B. Task Order No. 3 – Design Through and Bidding Services for NE Jackson Street and NE Commercial Avenue Water Main Replacement Project No. 24WA03
  - C. Airport Industrial Property Lease Renewal
  - D. Urban Campground Potential Contract – Roseburg Dream Center
  - E. Winchester Street Property Discussion
- 10. Items from Mayor, City Council and City Manager**
- 11. Adjourn**
- 12. Executive Session ORS 192.660(2)**

**Informational**

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

**Comments may be provided in one of three ways:**

- **In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
  - **Email by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)**
  - **Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting.**  
**When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.**  
**When providing comments virtually, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**  
**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**
- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
  - When accessing the meeting through the **phone**, call the number provided.
  - All attendees will be held in a “waiting room” until called on to speak.

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

## **TIME LIMITATIONS**

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

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

## **CITIZEN PARTICIPATION**

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

## **PROVIDING COMMENTS**

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

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

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

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

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

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

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



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### HOMELESS COMMISSION APPOINTMENT

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**Meeting Date: January 22, 2024**  
**Department: Administration**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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#### ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Homeless Commission that may be filled by a director or designated representative from Aviva Health.

#### BACKGROUND

**A. Council Action History.** Homeless Commission member KC Bolton's (Aviva Health) term ended on December 31, 2023. The Council acknowledged vacancies and commission reappointments at the regular meeting on January 8, 2024.

**B. Analysis.** The Roseburg Municipal Code requires a director or designated representative from the following local agencies: Adapt, United Community, Action Network (UCAN), Aviva Health, Umpqua Health Alliance, and the Cow Creek Band of Umpqua Tribe of Indians. Two members shall be at-large. Aviva Health has selected Ken Averett as their designated representative.

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

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

#### COUNCIL OPTIONS

The City Council has the option to appoint the applicant to the Homeless Commission or direct Staff to solicit for applications.

#### STAFF RECOMMENDATION

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

#### SUGGESTED MOTION

***"I MOVE TO APPOINT KEN AVERETT TO THE HOMELESS COMMISSION."***

#### ATTACHMENTS

Attachment #1 – Email from KC Bolton regarding appointment.

**From:** [KC Bolton](#)  
**To:** [Larry Rich](#); [Nicole A. Messenger](#); [Shelley Briggs Loosely \(shelley@shelleybriggs.com\)](#); [Patty Hitt](#)  
**Cc:** [Ken Averett](#); [Daleen Thomas](#); [Ron Harper](#)  
**Subject:** Ken Averett is willing to serve as the Aviva Health representative to help on the Homeless Commission  
**Date:** Wednesday, January 10, 2024 7:31:09 PM

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Hi

I have pinged my leadership and Ken Averett has agreed to serve on the commission, representing Aviva Health. Ken is my VP for Information Technology and Knowledge Management, and is no stranger to city politics from his tenure on the council.

His last name doesn't have an "e" at the end of it, and is pronounced "AY-ver-ett"

He can be reached via email at [kaverett@aviva.health](mailto:kaverett@aviva.health)

Thank you  
KC

Sent from my Verizon, Samsung Galaxy smartphone

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CONFIDENTIALITY NOTICE This email and any files transmitted with it are confidential, privileged, and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee or if this email was inadvertently sent to you by mistake, then you should not read, utilize, disseminate, distribute or copy this e-mail, as such actions are prohibited. Any unauthorized review, use, disclosure or distribution is prohibited by law. If you are not the intended recipient, please notify the sender by reply e-mail and immediately destroy all copies of the original message from your computer. ' . If the disclaimer can't be applied, attach the message to a new disclaimer message. CONFIDENTIALITY NOTICE This email and any files transmitted with it are confidential, privileged, and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee or if this email was inadvertently sent to you by mistake, then you should not read, utilize, disseminate, distribute or copy this e-mail, as such actions are prohibited. Any unauthorized review, use, disclosure or distribution is prohibited by law. If you are not the intended recipient, please notify the sender by reply e-mail and immediately destroy all copies of the original message from your computer.

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
January 8, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:03 p.m. on January 8, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Sipos led the pledge of allegiance.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

A. Commission Chair Appointments

Mayor Rich stated that Commission Chair appointments for 2024 remain the same, as follows:

Airport	Councilor David Mohr
Economic Development	Councilor Patrice Sipos
Historic Resources Review	Councilor Kylee Rummel
Homeless Commission	Mayor Larry Rich
Homeless Commission	Councilor Shelley Briggs Loosley
Library	Councilor Andrea Zielinski
Parks and Recreation	Councilor Ruth Smith
Public Works	Councilor Ellen Porter

Mayor Rich appointed Councilors Patrice Sipos and Tom Michalek to serve on the MedCom Board.

B. Commission Appointments

Councilor Mohr moved to reappoint Steve Skenzick and Daniel Sprague to the Airport Commission for another three-year term. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council President Zielinski moved to reappoint Jerry Smead, Bryan Sykes, and Jeffrey Weller to the Budget Committee for another three-year term. The motion was seconded by Councilor Porter and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Sipos moved to reappoint Michael Widmer to the Economic Development Commission for another three-year term. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Rummel moved to reappoint Bentley Gilbert, Stephanie Giles, and Lisa Gogal to the Historic Resource Review Commission for another three-year term. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Briggs Loosley moved to reappoint Dr. Gregory Brigham, Shelly Briggs Loosley, and Shaun Pritchard to the Homeless Commission for another three-year term. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Sipos comments and questions included why the Council is being asked to vote on any reappointments for the Homeless Commission when they have been discussing whether to completely disband the Commission.

Mayor Rich clarified that the Homeless Commission will be discussing the current meeting schedule and structure at the next meeting scheduled on January 22, 2024.

Council President Zielinski moved to reappoint Mandy Elder and Shirley Lindell to the Commission for another three-year term. The motion was seconded by Councilor Mohr and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Smith moved to reappoint Ryan Finlay and Diana Wales to the Parks and Recreation Commission for another three-year term. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council President Zielinski moved to reappoint Jaime Yraguen to the Planning Commission for another four-year term. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Porter moved to reappoint Fred Dayton Jr. to the Public Works Commission for another three-year term. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

4. Commission Reports/Council Ward Reports

A. Mayor Rich presented the Election of Council President. Discussion ensued.

Councilor Briggs Loosley nominated Councilor Zielinski for the 2024 Council President. The nomination was seconded by Councilor Michalek.

Councilor Michalek nominated Councilor Mohr for the 2024 Council President. The nomination was seconded by Councilor Porter.

Each candidate gave a brief statement about their qualifications and goals for the position.

Councilor Porter moved to nominate Councilor Mohr to act as the 2024 City Council President. The motion was seconded Councilor Michalek and approved with the following vote: Councilors Michalek, Mohr, Porter, Rummel, Smith, and Sipos voted yes. Councilors Briggs Loosley and Zielinski voted no. The motion passed (6-2).

B. Councilor Sipos read into the record the resignation of Economic Development Commissioner Misty Danskey.

Councilor Sipos moved to accept Misty Danskey's resignation from the Economic Development Commission, with regrets. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

C. Council President Zielinski read into the record the resignation of Library Commissioner Terri Lundy.

Council President Zielinski moved to accept Terri Lundy's resignation from the Library Commission, with regrets. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Special Presentation

- A. Wiley presented the 2023 Library Five Year Review. Discussion ensued.

Councilor Mohr’s comments and questions included what investments and programs are being offered to encourage kids to get more into technology.

Councilor Michalek’s comments and questions included whether our library is hooked into local university libraries, and the exchange service between UCC and universities.

Councilor Rummel’s comments and questions included current reading challenges.

Mayor Rich’s comments and questions included appreciation for Wiley’s hard work.

Wiley clarified that the library is re-implementing Maker’s Space and teaching hands-on technology, staffing is focused on core services rather than AI, we are open to pre-packaged curriculum and programs similar to Girls Who Code, our library does not have inter-library services with local universities because it would be a financial hardship for the public, we share materials with another library in Drain, exchange services between UCC and universities is not something the library is involved in, and the library just finished the winter reading program that included several reading challenges.

7. Consent Agenda

- A. December 6, 2023 Special Meeting Minutes
- B. December 11, 2023 Regular Meeting Minutes
- C. December 13, 2023 Work Session Minutes
- D. OLCC – New Outlet – Chops Catering at 1308 NW Park Street #103
- E. OLCC – New Outlet – Darin Allaire at 254 W. Broccoli Street

Council President Zielinski moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Department Items

- A. Easley presented Authorization to Apply for Pier Grant with Douglas County for Backup Power at Fulton. Discussion ensued.

Councilor Michalek’s comments and questions included clarification of what PIER signifies, where the funds come from, and whether we already have the money.

Mayor Rich’s comments and questions included whether this item was already discussed by the Public Works Commission.

Easley clarified that PIER stands for planning / infrastructure / economic revitalization program, the program helps communities mitigate and recover from disasters, the funds were given to Douglas County by the Federal government for distribution, Douglas County is currently accepting inquiries for those that have expressed a need and will accept applications by those meeting the criteria, the



Public Works Commission has not reviewed this item because we do not know if we will be able to apply for the grant.

Councilor Porter moved to adopt Resolution No. 2024-01 Authorizing and Supporting the Application for a Douglas County PIER Grant. The motion was seconded by Councilor Rummel and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Messenger presented the Winchester Street Property Discussion. Discussion ensued.

Councilor Sipos' comments and questions included that it seemed like the negative feedback from the public was common for this situation, whether ARPA funds would be used to purchase the property and to pay for improvements, information was requested on other available properties, and we need to look at both properties and make a decision.

Councilor Mohr's comments and questions included the length of time that the Homeless Commission has been looking for property, total viable spots today, can we get the property and hold onto it, does the property have to be used for a campground, current concerns are that we need a place for the homeless population to go to, we should be mindful of putting safeguards in place due to community concerns of problems being exacerbated, whether we are close to solidifying contracts with the other two properties, will it be another two years before we find property again if we turn down the Winchester Street location, how many spaces we are targeting to cover, expiration date of the 90-day due diligence for the other property, further clarification of how many tent sites are needed and would be accommodated by the various properties being considered, the homeless are "hearts without homes," they have various issues and are expected to manage them without having a place to go, there is a lot of risk for homeless women and children, the homeless are looking for something to be done other being moved around, the Winchester Street property is not ideal without having it regulated, services should be available on a regular basis at the campground location for the homeless, the goal should be that we reduce the number of homeless by transitioning them out of the campground and into more permanent housing, the Council and Commission has failed the homeless population due to bureaucracy or other issues, and whether the other properties will be subject to the LUBA process.

Councilor Briggs Loosley's comments and questions included that the Homeless Commission has been looking for property for over two years, there are two other viable spots, we should not move forward with this location, and the Ivan Street property owners refused to sell to the City due to the public's reaction to the Winchester Street property location.

Councilor Porter's comments and questions included whether the City would take the opportunity that property owner Wayne Ellsworth has presented seriously for fifteen acres located on Diamond Lake Blvd. to be used as an urban campground, whether a potable water tank and waste tank are options to offset up-front costs, the property should not be considered a development since

people are just camping, whether there are contracts on the other properties, clarification of when 90 days expires on the Winchester property, whether we can postpone the decision, waiting another two weeks to make a decision at the next Council meeting, how many tent sites can be accommodated at the Winchester Street property, whether the property with the purchase agreement has a building that might need to be taken down, 80% of people camping in Portland choose to be outside rather than inside a building, we've been looking for property for almost three years, we find a property and then let it go in the hopes that the next property is better, we need to pick a property so that we can move people out of our parks so the environmental damage stops, Laurelwood residents live next door to an urban campground that was administratively approved by the City with no transparency, Laurelwood neighbors were calling and angry about it being in their backyard, we need to make sure the campground is following the rules, neighbors are no longer upset now that the campground is running and able to be regulated, I had more people complaining to me about the campground in my neighborhood than the number that showed up to the Homeless Commission meeting, I understand the opposition but having an urban campground in your neighborhood really isn't that bad, clarification of the type of building that would qualify for an exemption from the LUBA process, and whether the property with the operator could be encouraged to submit their proposal sooner.

Councilor Smith's comments and questions included information on the uptick of issues from the homeless on Mill Street after the Navigation Center opened, the warming center had over 300 people use services last year, not everyone will go to the site we pick, people will self-segregate or move together in groups, it will take a while to solve this issue, the building could be used as a warming shelter, we should expect a large public turnout at the next meeting, the homeless issues will still be issues even without selecting a property because they were already existing problems, and whether a shed will qualify for an exemption.

Councilor Michalek's comments and questions included clarification of accessibility and infrastructure requirements, whether sewer is a necessity, who picks the properties for potential campgrounds, whether asking the community for potential properties is an option, and the people that spoke in opposition during the December 11<sup>th</sup> Homeless Commission meeting had valid reasons for rejecting the Winchester Street location.

Mayor Rich's comments and questions included the process of identifying potential properties, more information was given about the property selection process and difficulties throughout the last few years, and clarification of the possibility of a LUBA process on the Winchester Street property.

Mayor Rich noted for the record that no matter how difficult the decision is to pick a property, you need to make sure to listen to the public and consider what they are saying because you will have to answer to them about your decision.

Councilor Rummel's comments and questions included that it is hard to let the property go despite public concerns, the community will have similar concerns no matter where the property is located, property owners have backed out many times once they find out what the property will be used for, and I like the

conservative approach of hanging onto a property where the owner has still agreed to sell to us after finding out the purpose.

Council President Zielinski's comments and questions included appreciation for the hard work that has gone into making such a difficult decision, there is not a perfect location, the reality is that we will not be able to solve homelessness because it is a multi-layered problem with many contributing causes, there are not a lot of resources for people, there are people that will not seek out an urban campground because they do not want to follow the rules, it would be nice to have multiple campgrounds but it is not a realistic expectation to house the entire homeless population, the campground is meant to be a temporary location for people to have access to services so they move forward into something more permanent, and the Winchester Street property is not an ideal location for people that may be targeted because they are not wanted in the neighborhood.

Messenger clarified that ARPA funds would be used to purchase the property but Council has not discussed whether to use them for property improvements, guidelines for the use of the property is a Council decision, accessibility and infrastructure improvements to the property owned by Wayne Ellsworth was too costly when we looked into it more than a year ago, an additional property that is owned and operated by a local non-profit might be available, the proposal will be reviewed once it is submitted, the property could accommodate approximately 104 – 105 tent spaces and it would qualify for the exemption, the number of spaces to target varies based on which organization's data is being considered, Captain Sanders has approximated 125 homeless persons in the area from regular contact, an offer was made on the other property and it is now under the 90-day due diligence review, clarification was given regarding accessibility and infrastructure requirements, port-a-potties are possible if the property is just a camp, information was given about the members of the Committee that pick potential properties, potential properties have been brought forward by many community members but most were not viable options, the other property is smaller at about a quarter of an acre with a building on it that will fit approximately thirty tent sites, paperwork for the other site was signed on January 4<sup>th</sup> and expires after the 90-day due diligence period, estimates are needed for floodplain insurance, it will be scheduled for discussion at the next Homeless Commission meeting, the Winchester Street property can accommodate approximately 50 – 60 tent sites, urban campgrounds are not meant to be permanent transitional housing, estimates of the number of unhoused persons is a moving target, it would be optimistic to think that all the unhoused will go to the urban campground, the property with the building is not in bad shape and will accommodate thirty tent sites outside, information was given about Eugene's inside tent camping structure, the Winchester Street property does not meet the exemption but can meet the requirements through a change of use permit process that might trigger multiple appeals, clarification was given of a building structure that would qualify for an exemption and both properties have a building but not an operator.

Forrester clarified the 90-day expiration began at the acceptance of the offer on October 27<sup>th</sup>.

Cowie clarified that tanks are not an option because the municipal code does not allow it for developments and the development proposals by Wayne Ellsworth would require all of the infrastructure components for developments.

Klopfenstein felt that the number of complaints about issues related to the homeless population around the Navigation Center were about the same and had not changed.

Councilor Porter moved to postpone the Winchester Street Property discussion until the next Council meeting on January 22, 2024. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Mohr, Rummel, Porter, Smith, and Sipos voted yes. Councilors Briggs Loosley, Michalek, and Zielinski voted no. The motion passed (5-3).

Councilor Briggs Loosley noted for the record that her “no” vote was because she was at the Homeless Commission meeting, heard the public’s opposition to the Winchester Street property, and supported the decision to remove the location from consideration.

Councilor Michalek clarified that he voted “no” just so we can move along.

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

Councilor Rummel shared that the warming center is looking for volunteers, more information can be found on UCAN’s website or by calling (541) 492-2128, there is an orientation process, there are new things happening this year to make sure everyone feels safe and welcome, and the warming center will be in the gym at St. Joseph’s Catholic Church.

Councilor Sipos asked for clarification of the background process to volunteer at the event.

Councilor Briggs Loosley commented on how well organized the warming center and the volunteer process is run.

Councilor Mohr shared that a Geocaching event is scheduled on February 3<sup>rd</sup>.

10. Adjourn

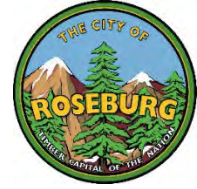
Mayor Rich adjourned the regular meeting at 8:59 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION NO. 2024-02 UPDATING THE CITY'S EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT

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Meeting Date: January 22, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The city has an Equal Opportunity and Nondiscrimination Statement that should be updated. The issue for Council is whether to adopt the attached resolution.

### BACKGROUND

#### A. Council Action History.

Council initially adopted an Equal Opportunity Employment Policy in 1977 through Resolution 1977-52, and in 1984 adopted Resolution 1984-37, establishing a policy of nondiscrimination on the basis of disability status.

#### B. Analysis.

While not explicitly required by law, an Equal Opportunity Statement demonstrates the city's commitment to fair hiring and employment practices to employees, applicants and the public. An Equal Opportunity Statement is a requirement in most cases for federal contractors and entities accepting federal grant money.

Language in the 1977 and 1984 resolutions is dated and incomplete. An update is recommended to incorporate recent legal developments and address emerging issues related to diversity and inclusion.

#### C. Financial/Resource Considerations.

There are no direct financial impacts associated with adoption of this resolution. Failure to maintain an up-to-date Equal Opportunity and Nondiscrimination Statement could potentially impact the City's ability to accept federal funding.

#### D. Timing Considerations.

Updating the city's Equal Opportunity and Nondiscrimination Statement is important at this time to ensure the city's commitment to equality and nondiscrimination remain clear, current and relevant.

## **COUNCIL OPTIONS**

### **Council may choose to:**

1. Adopt the attached resolution updating the City's Equal Opportunity and Nondiscrimination Statement; or
2. Request additional information; or
3. Not adopt the resolution updating the City's Equal Opportunity and Nondiscrimination Statement at this time.

## **STAFF RECOMMENDATION**

Staff recommends the Council adopt the attached resolution updating the City's Equal Opportunity and Nondiscrimination Statement.

## **SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2024-02, ADOPTING AN UPDATED EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT FOR THE CITY OF ROSEBURG."***

## **ATTACHMENTS**

Attachment #1 - Resolution No. 2024-02 - Updating the City's Equal Opportunity and Nondiscrimination Statement

**RESOLUTION NO. 2024-02**

**A RESOLUTION ADOPTING AN EQUAL EMPLOYMENT OPPORTUNITY AND  
NONDISCRIMINATION STATEMENT, RESTATING RESOLUTIONS 1977-52 AND  
1984-37**

**WHEREAS**, the City of Roseburg is committed to fostering a diverse and inclusive community that values and celebrates differences among its residents; and

**WHEREAS**, the City of Roseburg recognizes the importance of promoting equal opportunity and eliminating discrimination in all aspects of employment; and

**WHEREAS**, the City of Roseburg acknowledges that a diverse and inclusive workforce contributes to a more vibrant and innovative community; and

**WHEREAS**, the City of Roseburg is committed to creating and maintaining a work environment that is free from discrimination, harassment, and retaliation;

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

**Section 1.** The City of Roseburg is an equal opportunity employer. The city is committed to providing a work environment that is free from discrimination and harassment. The city does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law.

**Section 2.** The City of Roseburg's commitment to equal opportunity extends to all aspects of employment, including hiring, promotion, compensation, benefits, training, and termination. The city strives to create a workplace where every employee feels valued and respected.

**Section 3.** The City of Roseburg complies with all applicable laws regarding equal employment opportunity and will make reasonable accommodations for qualified individuals with disabilities to ensure that they can perform the essential functions of their jobs. Individuals with disabilities are encouraged to request accommodations when needed.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 22nd DAY OF JANUARY, 2024.**

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Patty Hitt, City Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## ORDINANCE NO. 3596 AMENDING RMC CHAPTER 6.02, ANIMAL CONTROL

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Meeting Date: January 22, 2024  
Department: Police Department  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Chief Gary Klopfenstein  
Contact Telephone Number: 541-492-6760

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### ISSUE STATEMENT AND SUMMARY

Staff proposes to update Roseburg Municipal Code Chapter 6.02, titled "Animal Control."

### BACKGROUND

#### A. Council Action History.

Council made amendments to most of this Chapter in 1996, except section 6.02.035, titled "Dog waste matter," which was amended in 2004.

On December 11, 2023, Council completed first reading of proposed updates for Chapter 6.02.

#### B. Analysis.

Following staff's presentation on December 11, 2023, Council completed first reading of the Animal Control ordinance update, but requested two changes prior to second reading.

Per Council's request, staff made the following two changes:

- Specified the number of dogs and cats allowed for duplex and multifamily dwellings (6.02.020 & 6.02.030);
- Replaced the City Manager with the municipal court judge in the appeals process.

#### C. Financial/Resource Considerations.

There is no financial impact.

#### D. Timing Considerations.

There are no timing issues.



**COUNCIL OPTIONS**

Council has the following options:

- Move forward with second reading and adoption of the proposed ordinance; or
- Direct Staff to make changes; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council move forward with second reading and adoption of Ordinance No. 3596.

**SUGGESTED MOTION**

If Council is satisfied with the changes, they should proceed with second reading, after which the following motion may be appropriate:

***“I MOVE TO ADOPT ORDINANCE NO. 3596.”***

**ATTACHMENTS:**

Attachment No. 1 - Ordinance No. 3596 - Amending Chapter 6.02 of the Roseburg Municipal Code

**ORDINANCE NO. 3596**

**AN ORDINANCE AMENDING CHAPTER 6.02 OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, the City has received complaints related to domestic animals; and

**WHEREAS**, Chapter 6.02 of the Roseburg Municipal Code, "Animal Control," needs to be updated in order to properly address citizen complaints that have been brought forth; and

**WHEREAS**, the proposed amendments are intended to provide Staff with the authority and tools to better address animal-related complaints.

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

**SECTION 1.** Chapter 6.02 is hereby amended as follows:

**§ 6.02.005. Definitions.**

As used in this chapter:

A. "Animal" means any live vertebrate creature, domestic or wild.

B. "Barking dog" means a dog which disturbs any person by frequent or prolonged noises.

C. "County" means Douglas County.

D. "Dog" means any mammal of the Canidae family.

E. "Dog at large" means any dog which is:

1. On private property without the permission of the owner or person entitled to possession of the property and is not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash; or
2. On public property and not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash.

F. "Kennel" means a portable enclosure of sound structural strength, in good repair, capable of containing the animal enclosed therein and preventing the entrance of other animals.

G. "Impoundment" means seizing and confining any animal by any police officer, animal control officer, or any other public officer under the provisions of this Ordinance.

H. "Leash" means any humane device constructed of rope, leather strap, chain or other sturdy material, not exceeding eight feet in length, which is being held in the hand of a person capable of controlling the animal to which it is attached.

I. "Owner" means any person who is the owner of a licensed dog, has a possessory right of property in a dog, harbors a dog or has a dog in their care, possession, custody or control, or who knowingly permits a dog to remain on any premises occupied by the person.

J. "Physical control device" means a sufficiently strong collar connected to a leash or tether made of chain or other sturdy material so as to prevent the escape of a dog by the breaking of the device.

K. "Public's legal right of ingress and egress" means public access onto private property with either the express or implied permission of the owner or person entitled to possession of the property. Permission of the owner or person entitled to possession of the property shall be implied over those portions of the private property which are commonly used by the public, including but not limited to, postal and delivery workers, public utility service workers, customers and sales people.

**§ 6.02.010. Consent to County regulations.**

Except as this Chapter requires more stringent limitations upon dogs or other animals or the ownership or

control of dogs or other animals, the Council hereby consents to the application and enforcement of all County animal control ordinances currently in effect or adopted hereafter.

**§ 6.02.020. Number of Dogs Permitted.**

A maximum number of four (4) adult dogs and their offspring of any number up to the age of six (6) months may be kept by an owner who resides or is staying in the City. Dog owners residing in a single family dwelling may keep a maximum number of four (4) adult dogs and their offspring of any number up to the age of six (6) months on their privately owned city lot. Dog owners residing in duplex or multifamily dwellings may keep a maximum number of two (2) adult dogs and their offspring of any number up to the age of six (6) months. Dog owners on private property containing no dwellings may keep a maximum number of four (4) adult dogs and their offspring of any number up to the age of six (6) months.

No more than one female dog may be used for breeding purposes at any one time.

The restrictions set by 6.02.020 do not apply to any properly licensed Kennel, as defined in 12.02.090.

**§ 6.02.030. Number of Cats Permitted.**

A maximum number of six (6) adult cats and their offspring of any number up to the age of six (6) months may be kept by an owner who resides or is staying in the City. Cat owners residing in a single family dwelling may keep a maximum number of six (6) adult cats and their offspring of any number up to the age of six (6) months on their privately owned city lot. Cat owners residing in duplex or multifamily dwellings may keep a maximum number of three (3) adult cats and their offspring of any number up to the age of six (6) months. Cat owners on private property containing no dwellings may keep a maximum number of six (6) adult cats and their offspring of any number up to the age of six (6) months.

No more than one female cat may be used for breeding purposes at any one time.

The restrictions set by 6.02.030 do not apply to any properly licensed Kennel, as defined in 12.02.090.

**§ 6.02.040. License required.**

Every dog shall be licensed by the County, pursuant to County regulations. No person shall own or have custody of a dog which is unlicensed after thirty days from the date of taking ownership or custody of the dog.

**§ 6.02.050. Dog leash law.**

Except in areas designated as public property off-leash areas, no owner shall permit a dog to be at large within the City.

**§ 6.02.055. Dog waste matter.**

A. It shall be unlawful for any person owning or keeping a dog, except for a seeing-eye dog, to allow the dog to deposit solid waste matter on any property other than that of the person owning or keeping the dog. It shall be a defense to this Section if the dog owner or keeper immediately removes the solid waste.

B. A person who violates the above Subsection A shall be punished upon conviction by a fine of not less than twenty-five dollars. For a second offense within a one-year period, the fine shall be no less than one hundred dollars.

**§ 6.02.060. Impoundment.**

~~Any person finding a dog at large, or at large and engaging in acts which constitute a nuisance under this Chapter, may take possession of the dog and turn it over to the County for enforcement action. An enforcement officer may impound a dog which is in violation of this Chapter.~~

An animal control officer or law enforcement officer may impound a dog that is in violation of any part of this code for a period of time hereinafter specified. A daily record of dogs impounded under this ordinance shall be kept at the place of impoundment and shall be made available to the public.

A. Notice. The animal control officer or law enforcement officer shall notify the owner of the dog of the impoundment. If the animal control officer or law enforcement officer is unable to contact the owner at the time of impoundment, the owner shall be immediately notified by certified mail, with return receipt requested sent to the owner's last known address. The notice of impoundment shall inform the owner of the day that they may request, in writing, a hearing to contest the impoundment within five (5) business days of receipt of notice.

B. Period of impoundment:

1. An unlicensed dog, or a dog for which the owner is unknown, which has not been redeemed within 72 hours after impoundment will be deemed property of the animal shelter and may be sold or humanely euthanized.
2. A licensed dog, or a dog for which the owner is known, which has not been redeemed within 120 hours of notification of the owner by telephone contact or by mailing of the impoundment notice may be deemed property of the animal shelter and may be sold or humanely euthanized.

C. Fee. A fee charged against the owner of a dog who has been impounded shall be in the amount set by the animal shelter that is holding the dog.

D. Redemption. Redemption of impounded dogs shall be made by exhibiting satisfactory proof that the person is the owner, and by paying the animal shelter the following required fees and charges:

1. Impoundment fee;
2. Daily care fee;
3. License and rabies vaccination fees, if required; and
4. Medical care fees, if required.

E. Appeal. An appeal of a decision of the animal control or law enforcement officer pursuant to this section must state the information set out in Section 6.02.100(A) of this ordinance, except that the written appeal must be received by the City within five (5) business days of receipt of the notice of impoundment. For the purposes of this section, receipt of the notice of impoundment is complete three (3) days after mailing or immediately upon personal notice.

An owner of the impounded dog may request a hearing be held within ten (10) business days after receipt of the request for hearing. Otherwise, the ~~City Manager~~ municipal court judge shall hold a ~~meeting~~ hearing within 30 days of receipt of the notice to determine if a violation of this ordinance occurred by a preponderance of the evidence. If the ~~City Manager~~ municipal court judge determines that a violation of this ordinance did not occur, the dog shall be immediately released back to the owner, with no impoundment charges. The decision of the ~~City Manager~~ municipal court judge is final.

F. If a notice of appeal has not been timely filed, or if a dog which has not been redeemed after five (5) business days of notification of the owner if known, or within 72 hours after impoundment if the owner is not known, the dog may be deemed property of the animal shelter, and sold or humanely euthanized.

G. No impoundment charge shall be made for dogs released after the ~~City Manager's~~ municipal court judge's determination that no violation of this ordinance has occurred.

**§ 6.02.070. Dog Bites.**

A. The owner of a dog that bites a human being shall immediately file a report with the animal control officer or law enforcement officer and provide the time and circumstances of the bite, and name and address of the person bitten, if known.

B. Any person who is bitten by a dog shall immediately file a report with the animal control officer or law enforcement officer describing such bite, giving the description of the dog, the time and circumstances of the bite and the name and address of the dog owner, if known.

C. Upon notice of a dog bite, the animal control officer or law enforcement officer shall deliver written notice to the owner of the dog, if known. The owner shall thereupon be required to quarantine the dog for ten (10) days.

D. An owner who is required to quarantine a dog shall:

1. Prevent the dog from being in contact with any other animal or person; or
2. At the owner's expense, quarantine the animal in a licensed veterinary hospital, local animal humane society, or a kennel approved by the City Manager, or designee.

E. If the dog exhibits symptoms of rabies, the owner or person in possession of the dog shall handle or dispose of the dog pursuant to ORS 433.345.

**§ 6.02.080. Dog Animal nuisances.**

~~No owner of a dog shall allow a dog to be a nuisance. A dog is a nuisance if it:~~

A. An animal shall be a public nuisance under the meaning of this chapter in the following instances:

1. ~~Trespasses on private property;~~The number of animals maintained on any premises is found to exceed the number allowed by this Chapter.
2. ~~Is a barking dog;~~The animals or group of animals make loud or frequent noises that disrupt the comfort or repose of persons in accordance with a reasonable person standard.
3. ~~Injures or kills any animal or fowl, or damages or destroys any other property not owned or possessed by the owner, keeper or custodian of the dog;~~The animal or animal premises is unsanitary to a degree that offensive odors can be detected from an adjoining street, yard, or residential unit.
4. ~~Is at large and has been determined by the County to be a dangerous or potentially dangerous dog;~~The animal habitually escapes confinement and trespasses on private property other than its owner's or on public right-of-way.
5. ~~While restrained by a leash and off the owner's property, or off property where the property owner has given permission for the dog to be, the dog displays menacing, threatening or aggressive behavior, or threatens or endangers the safety of any person or domestic animal;~~The animal is found roaming at large.

- ~~6. Is Rabid:~~ The animal chases persons or vehicles on premises other than premises from which the owner of the animal may lawfully exclude others.
- ~~7. Chases vehicles;~~ The animal damages or destroys property of persons other than the owner of the animal.
- ~~8. Interferes with the reasonable enjoyment of adjoining property by engaging in menacing, threatening or aggressive behavior;~~ The animal scatters garbage on premises other than premises from which the owner of the animal may lawfully exclude others.
9. While off the owner's property, the animal displays menacing, threatening or aggressive behavior, or threatens or endangers the safety of any person or domestic animal.
- ~~10. Interferes with the public's legal right of ingress and egress to the property the dog owner possesses. This provision shall not apply to any dog whose owner has placed a permanent sign, with individual letters measuring at least 3 inches in height and with an overall sign size not to exceed 1 1/2 square feet, in a conspicuous location at or near the point of entry which indicates that the property is not accessible to the public.~~ The animal bites any person or animal while unprovoked.
11. Is at large and has been determined by the County to be a dangerous or potentially dangerous animal.

B. It shall be unlawful for any person being the owner of any animal to permit the animal to be a public nuisance as defined in this Chapter.

C. The municipal court judge may order the animal euthanized if a violation for biting a person or killing or injuring another animal is sustained and the judge determines that the animal poses a significant risk of harm to persons or animals.

D. ~~The hearings officer or~~ municipal court judge may suspend or waive some or all of any penalty and require remedial actions as a condition of such suspension, including but not limited to restitution, installation of fencing or other containment, and owner and dog training.

E. Nothing in this subchapter limits the authority of the city or state to prosecute an offense or violation as provided in the Oregon Revised Statutes or restricts the right of a victim to bring an action for damages as provided by law.

#### **§ 6.02.090. Enforcement by contract.**

Notwithstanding any contrary provisions of this Code relating to intergovernmental agreements, within the limits of appropriations, the City Manager may enter into contracts for the enforcement of the provisions prescribed within this Chapter.

#### ~~§ 6.02.995 additional requirements.~~

~~In addition to any other penalty for violation of any provision of this Chapter, the Municipal Court may require the owner of an animal to confine the offending animal, except when it is inside the owner's home or off the property restrained by a physical control device, in a permanent enclosure with a minimum height requirement of six feet in a location not in violation of the land use regulations. Such enclosure shall be of sound structural strength, maintained in good repair, capable of containing the animal enclosed therein and preventing the entrance of other animals.~~

#### **§ 6.02.100. Appeals.**

A. Unless otherwise specifically provided under section 6.02.060 E of this ordinance, any person aggrieved by a decision of the animal control officer or law enforcement officer, may seek review of the decision by filing a written appeal with the ~~City Manager~~ municipal court judge not more than 15 business days after receiving notice of the decision. The written appeal shall state:

- 1. The name and address of the appellant;
- 2. The reason given by the City for its decision; and
- 3. The reason the determination is incorrect.

B. The ~~City Manager~~ municipal court judge shall hold a hearing within 30 days of a timely and complete written appeal to hear and determine the appeal on the basis of the appellant’s written statement and any additional evidence the ~~City Manager~~ municipal court judge deems appropriate. If the ~~City Manager~~ municipal court judge decides to take oral argument or evidence at the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. The appellant shall have the burden of proving the error in the animal control or law enforcement officer’s authority or determination. The ~~City Manager~~ municipal court judge shall issue a written decision within 20 business days of the hearing date. The ~~City Manager’s~~ municipal court judge’s decision is final.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 22nd DAY OF JANUARY, 2024.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATTY HITT, CITY RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## DOUGLAS AVENUE DEER CREEK BRIDGE PROJECT - INTERGOVERNMENTAL AGREEMENT- AMENDMENT NO. 1

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Meeting Date: January 22, 2024  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

Staff recently received the draft Intergovernmental Agreement (IGA) Amendment No. 1 for the Douglas Avenue Deer Creek Bridge Construction Project from the Oregon Department of Transportation (ODOT). The issue for the Council is whether to authorize the execution of the amendment to the agreement.

### BACKGROUND

#### A. Council Action History.

On December 14, 2020, the City Council authorized the execution of an IGA with ODOT for the design portion of the Douglas Avenue Deer Creek Bridge Project.

On August 22, 2022, the City Council adopted Resolution 2022-27 authorizing the acceptance of a grant award for replacing the Deer Creek Douglas Avenue Bridge from the Local Bridge Program through ODOT.

#### B. Analysis.

In March 2019, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program to design a replacement bridge on Douglas Avenue over Deer Creek. In August 2022, the City received a grant for the construction portion of the project. Staff recently received Amendment No. 1 to the IGA with ODOT, which must be executed for ODOT to begin work on the project. This will be a federally funded project led by ODOT and scheduled to receive funding in Federal Fiscal Year 2025.

The bridge is a seven-span steel rolled girder bridge that is functionally obsolete due to its width. It has a sufficiency rating of 26.1 out of 100 and a load restriction of 32 tons. The bridge rails are substandard. It is scour critical with a Scour Appraisal of 3 (SC-Unstable) with exposed footing. The Deck Appraisal is a 2 (Intolerable) and is in poor condition, progressing with exposed rebar, spalls, cracks with rust staining, and efflorescence in the deck soffit. The girders have fatigue-prone details, and all beams sag slightly. The bridge also shows signs of high water on some beams.



**C. Financial/Resource Considerations.**

The grant award is for a total project construction cost of \$11,012,975.00. Federal funds for the project are limited to \$9,881,942.47 (89.73%), and the required City matching funds are \$1,131,032.53 (10.27%). The City has reserved approximately \$1.2 million in Surface Transportation Block Grant (STBG) funds for the match on this project. Urban Renewal funding could also be used for a portion of the match, which would free up the Transportation Fund for other projects.

**D. Timing Considerations.**

If authorized, the amendment will be executed as soon as practicable.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize execution of Amendment No. 1 for the Douglas Avenue Deer Creek Bridge Construction Project; or
2. Request additional information; or
3. Not move forward with the project at this time.

**STAFF RECOMMENDATION**

The existing bridge is structurally deficient, functionally obsolete, and load-restricted. The ODOT Local Bridge Program is the only viable funding source for this bridge replacement. This item was discussed at the Public Works Commission meeting on January 11, 2024, and the Commission recommended the Council authorize execution of the amendment. Staff concurs with the recommendation.

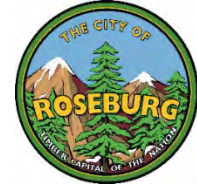
**SUGGESTED MOTION**

***“I MOVE TO AUTHORIZE EXECUTION OF AMENDMENT NO. 1 TO THE INTERGOVERNMENTAL AGREEMENTS WITH ODOT FOR THE DOUGLAS AVENUE DEER CREEK BRIDGE CONSTRUCTION PROJECT.”***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## TASK ORDER NO. 3 – DESIGN THROUGH BIDDING SERVICES FOR NE JACKSON STREET AND NE COMMERCIAL AVENUE WATER MAIN REPLACEMENT PROJECT 24WA03

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Meeting Date: January 22, 2024  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for design through bidding services for main replacements in the NE Jackson Street and NE Commercial Avenue neighborhoods. The issue for the Council is whether to authorize a task order for these services.

### BACKGROUND

#### A. Council Action History.

On January 9, 2023, the Council Awarded a Five-Year Design and Engineering Services contract for the Distribution Main Replacement Program to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished.

#### B. Analysis.

Projects identified for replacement are identified in the City's 2010 Water System Master Plan. The pipes identified in the project are at the end of their useful life, with one-third of the pipe installed in 1927 and the rest in the early 1950s. Also, upsizing the pipe from 2 to 4 inches to 8 inches will achieve the desired flow for fire protection in the area.

Task Order #3 includes water distribution main replacements in the following locations:

Water Main Location	Beginning	Ending	Water Main Size	Segment Length:
NE Jackson St.	NE Odell Ave.	NE Freemont Ave.	8"	840 LF
NE Commercial Ave.	NE Nash St.	NE Casper St.	8"	1,300 LF
NE Boston St.	NE Odell Ave.	NE Commercial Ave.	8"	350 LF
NE Freemont Ave.	NE Lincoln Alley	NE Jackson St.	8"	590 LF

NE Lincoln Alley	NE Lincoln St.	NE Freemont St.	8"	360 LF
NE Nash St.	NE Freemont Ave.	NE Malheur Ave.	8"	800 LF
NE Klamath Ave.	NE Nash St.	NE Jackson St.	8"	430 LF
NE Malheur Ave.	NE Lincoln St.	NE Nash St.	8"	340 LF
NE Jackson St.	NE Malheur Ave.	Dead End	2"	350 LF
			Total Length:	5360 LF

### C. Financial/Resource Considerations.

The proposed cost of the task order is \$136,826. The FY 23/24 Water Capital Fund includes \$1.2 million for main replacements. To date, \$175,000 has been committed from this line item.

### D. Timing Considerations.

If the Council authorizes the task order, the design work will begin as soon as practical. The project is expected to be ready to bid in early 2025.

### COUNCIL OPTIONS

The Council has the following options:

1. Authorize task order No. 3 for design through bidding services with Century West Engineering for an amount not to exceed \$136,825; or
2. Request additional information; or
3. Not authorize the task order, which may delay the project.

### STAFF RECOMMENDATION

Money has been budgeted and is available. The Public Works Commission discussed this task order at their January 11, 2024, meeting. The Commission recommended the City Council authorize task order No. 3 with Century West Engineering for design through bidding services for the NE Jackson Street and Commercial Avenue water main replacement project. Staff concurs with this recommendation.

### SUGGESTED MOTION

***"I MOVE TO AUTHORIZE TASK ORDER NO. 3 WITH CENTURY WEST ENGINEERING FOR DESIGN THROUGH BIDDING SERVICES FOR THE NE JACKSON STREET AND COMMERCIAL AVENUE WATER MAIN REPLACEMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$136,825."***

### ATTACHMENTS:

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AIRPORT INDUSTRIAL PROPERTY LEASE RENEWAL

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**Meeting Date: January 22, 2024**  
**Department: Administration/Airport**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

RBGAP, LLC has a long-term lease on airport property located south of Stewart Parkway. The lease includes four 10-year renewal terms. Steve Skenzick, representing RBGAP, LCC, has requested to exercise the third renewal term. The issue for the Council is whether to approve the lease renewal.

### BACKGROUND

#### A. Council Action History.

The Council approved the current lease on November 25, 1991.

#### B. Analysis.

The City originally entered a lease agreement with Steve Skenzick and his partners on December 30, 1983. That lease was replaced with a new lease effective September 1, 1991. The initial term of the "new" lease was 11 years and four months and ended December 31, 2003. The option to renew section begins as follows, "LESSEE shall have the right, subject to the conditions contained herein, to renew this lease for four successive periods of ten years each, under the same terms and conditions as are set forth herein, except that the rent may be as periodically adjusted pursuant to section 5." The current lease term, which is the second renewal, expired on December 31, 2023. Mr. Skenzick has indicated he desires to exercise the third renewal option. As required by the lease, an appraisal has been completed to determine the value of the property.

There have been a number of amendments or addendums to the lease briefly described below:

- First Addendum to Lease Agreement – (October 1997) -- Authorized the lessee to construct a second warehouse on the property, adjusted the annual rent, and recognized that the City may widen Stewart Parkway abutting the property.
- Lease Assignment & Consent Agreement – (February 1999) – Assigned all rights of the lease to Steve Skenzick and removed Joseph Pinard.
- Second Lease Amendment – (January 2004) – First ten-year renewal and adjusted the rent formula to 11% and placed a 50% cap on total rent increase allowed every five years. Defined how appraisal would be completed.

- Third Lease Amendment – (January 2008) – Adjusted rent for period 1/1/2009 to 12/31/2013.
- Second Ten-Year Lease Renewal Agreement – (January 2014) – Assigned lease from Steve Skenzick solely and individually to RBGAP, LLC and approved 10-year renewal. Adjusted rent for 1/1/2014 to 12/31/2018. Updated insurance requirements.

The Roseburg Municipal Code Section 3.22.160 outlines the authority to lease airport property. The City Manager may approve leases for a time not to exceed five years. Since this renewal term is ten years, the lease renewal requires Council approval after receiving a recommendation from the Airport Commission.

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

The lease agreement requires an appraisal to set the lease rate every five years. The rate is set at 58% of fair market value times 11%, which equals 6.38% of fair market value. Rate increases are capped at no more than 50%.

The following is a history of the annual lease rate:

Initial:	\$ 5,646.69
1/1/92-12/31/95:	\$ 8,602.65
1/1/98-12/31/01:	\$12,043.71
1/1/04-12/31/08:	\$18,065.52
7/1/11-12/31/13:	\$21,692.00
1/1/14-12/31/18:	\$21,692.00
1/1/19-12/31/23:	\$21,692.00

An appraisal was conducted in December 2023. One page from the appraisal showing the property, relevant characteristics, and value has been attached for your information. The property was valued at \$540,000. Utilizing the formula, this equates to an annual lease payment of \$34,452. Since increases are capped at 50%, the actual lease rate will be \$32,538 for the next five-year period.

### **D. Timing Considerations.**

The existing renewal term expired on December 31, 2023. The third renewal term would run from January 1, 2024 to December 31, 2033.

## **COUNCIL OPTIONS**

The Council has the following options:

1. Approve the third renewal term for the RBGAP, LLC lease of the airport industrial property with an annual lease rate of \$32,538; or
2. Request additional information; or
3. Not approve the renewal, which may require additional legal advice.

## **STAFF RECOMMENDATION**

The lease is written such that the renewal terms are at the lessee's option, unless the lessee is in default. To staff's knowledge, the lessee is not in default of the lease. The

lease is a consistent source of revenue for the airport, which operates as an enterprise fund without support from the General Fund. Staff recommends the Council approve the lease renewal.

The Airport Commission will discuss this lease renewal at their January 18 meeting. Staff will report on their discussion at the Council meeting.

**SUGGESTED MOTION**

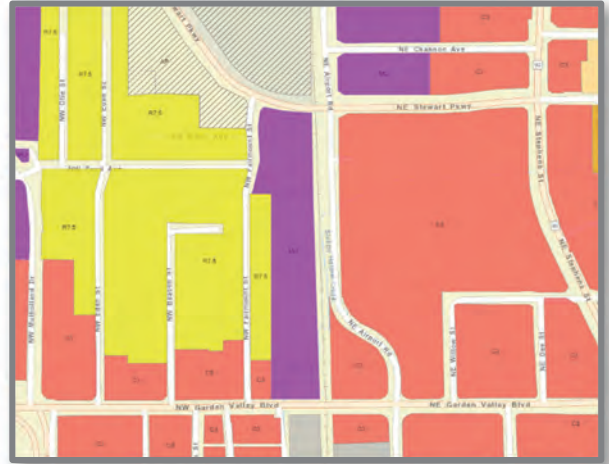
***“I MOVE TO APPROVE THE THIRD 10-YEAR RENEWAL FOR THE RBGAP, LLC LEASE AT THE AIRPORT INDUSTRIAL PROPERTY WITH AN ANNUAL LEASE RATE OF \$32,538 FOR THE NEXT FIVE-YEAR PERIOD.”***

**ATTACHMENTS:**

Attachment #1 – Page 6 from December 14, 2023 Land Appraisal

# RELEVANT PROPERTY CHARACTERISTICS

3801 NW Stewart Parkway, Roseburg



- Assessor Identification:** Tax Lot 600A1 on Map 27-06W-12DC.
- Zoning:** The subject site is zoned MU, Mixed Use with Airport Impact and Geologic Hazard Overlays.
- Size:** 2.27-acres (gross site size), per the provided lease document.
- Owner of Record:** City of Roseburg, per Douglas County records.
- Floodplain:** According to FEMA FIRM Map Number 41019C1726F, effective February 17, 2010, the subject site is located in Zone X, areas determined to be outside of a 500-year flood.
- Highest & Best Use:** Development with an allowable use in the MU, Mixed Use zone, with consideration given to additional restrictions imposed by the Airport Overlay zone, which limits development height and requires Federal Aviation Administration (FAA) approval for any significant development on the site.

Value Conclusion Summary			
Value Premise	Interest Appraised	Date of Value	Conclusion
Hypothetical	Fee Simple	December 14, 2023	\$540,000

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## URBAN CAMPGROUND POTENTIAL CONTRACT ROSEBURG DREAM CENTER

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Meeting Date: January 22, 2024  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The sub-committee working on establishing an urban campground has been meeting with the directors of the Roseburg Dream Center (RDC) to discuss a potential partnership utilizing their site. The issue for the Council is whether to direct staff to take the necessary steps to move forward with a contract with the RDC to operate an urban campground.

### BACKGROUND

#### A. Council Action History.

Council has expressed their intent to pursue an urban campground. No specific action regarding this proposal has been taken.

#### B. Analysis.

When the Homeless Commission formed in 2021, the first task identified was to find a warming shelter. Working with community partners, warming and cooling shelters have been occurring since that time. The location of the warming shelter has moved a few times, but UCAN recently entered into an agreement with St. Joseph's Catholic Church to host the emergency shelter in their gymnasium. While there are no guarantees, we are hopeful that this can be a long-term solution for warming and cooling. The next priority was to establish the Navigation Center. The City received grant funding in 2021 and opened the first phase in June of 2022. The second phase, the congregate shelter, was finalized and opened in September of 2023. The next priority, which has been ongoing, is the establishment of an urban campground.

At the December Homeless Commission meeting, James Walker indicated he might have a viable location during the audience participation portion of the meeting. Mayor Rich was able to follow up with him and learned that he leases property to the Roseburg Dream Center. Mr. Walker indicated that the property, located at 2555 NE Diamond Lake Blvd., has additional ground available and that the RDC may be amenable to allowing an urban campground in that space. On December 20, the Homeless Commission sub-committee met with the RDC directors, Jeremy and Hollie Grammon, and the property owner, James Walker, at the site. The Grammons explained their vision for a managed campsite meant



to provide a safe space for unhoused persons to stabilize, prepare and work toward reentry into social and economic stability, including housing. After a lengthy discussion about expectations (theirs and ours), the Grammons agreed to put together a proposal outlining the costs associated with their model.

Staff received the attached proposal on January 15 and met with the Grammons on January 17 to discuss. The proposal starts with 40 tent sites. Once the site is graded and prepped, this will be accomplished by installing twenty 20' x 10' carport style tent structures on raised wooden platforms. The carports would be divided in half and provide two spaces each. Occupants could either use the entire 10' x 10' area as a tent or utilize their own tent inside the carport. All belongings would have to be contained within the space. The camp would start with twenty of these structures, providing space for up to forty tents. Assuming some (but not all) spaces would be double occupancy, the structures would likely house between 40 and 60 people. The site could be expanded in the future for either additional tent structures or other types of more durable structures such as conestoga huts or small wooden structures.

The proposal includes construction of a pole building to be used as a common space and for food storage and prep, a supervisor camp trailer, porta potties, utilities, garbage service, and the eventual purchase of a shower/laundry trailer. The proposal includes full-time staffing and private, trauma-informed security at night.

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

The total estimated monthly costs are \$56,450. This includes funding for 24/7 supervision accomplished with six full-time staff. It also includes private security consisting of two people trained in trauma-informed response, 12 hours per day (6 pm – 6 am), 7 days per week. It includes 3 regular and 1 ADA porta potty and one handwashing station, all serviced twice per week, and a large dumpster serviced weekly. Other overhead costs include insurance, utilities, rent and bookkeeping.

If there are 40 occupants, this averages \$46.40 per day. If there are 60, it averages \$30.93 per day. This is commensurate with costs of similar operations. A flyer for the 410 Garfield Safe Sleep Site (ALL IN – supported project) indicates a cost of \$45.33 per bed per night, not including the cost to the City of Eugene to lease the privately owned building and site (flyer attached for reference).

#### **Startup costs:**

A preliminary estimate for grading, rocking, installing storm drainage, extending the water and the sanitary sewer lines and installing a 6' chain link fence with privacy slats is just under \$120,000. The costs associated with the pole building, carport/housing pods and floors, and supervisor trailer are roughly \$46,000. A shower/laundry trailer may cost in the neighborhood of \$85,000. These costs are rough estimates and will continue to be refined as the plans are developed. RDC staff are also contacting local businesses and suppliers about potential donations to lower or offset costs.

ARPA funds may be available for the initial year of operations. Long-term funding will need to be identified to sustain the ongoing operation.

#### **D. Timing Considerations.**

Awarding the contract would require an exemption from competitive bidding, which requires public notification and a public hearing. If Council directs staff to proceed, that process would be scheduled for the February 12 meeting. If approved, staff estimates the site could be operational by June.

#### **COUNCIL OPTIONS**

The Council has the following options:

1. Direct staff to take the necessary steps to bring the contract back to the Council for consideration for award; or
2. Request additional information; or
3. Direct staff to issue a Request for Proposals for an urban campground on private property; or
4. Take no action and provide staff direction on how to proceed.

#### **STAFF RECOMMENDATION**

Staff has consistently advocated that any city-sponsored urban campground should be managed in order to mitigate the potential for negative impacts to the surrounding property owners and the residents within the camp and limit liability. Staff is fully aware that ultimately, that is a City Council decision. The Roseburg Dream Center has a history of working with the unhoused community. The new directors have a vision that involves not just providing a place for people to be, but providing an opportunity for them to work toward independence. Staff believes they meet the criteria outlined in state statute for operating an emergency shelter and could qualify for the corresponding land use exemption. Having a camp that is managed 24/7 is expensive, and long-term funding will need to be identified. Staff recommends the City Council direct staff to take the necessary steps to move forward with a contract with the Roseburg Dream Center to operate an urban campground.

#### **SUGGESTED MOTION**

***“I MOVE TO DIRECT STAFF TO TAKE THE NECESSARY STEPS TO BRING BACK A CONTRACT WITH THE ROSEBURG DREAM CENTER TO OPERATE AN URBAN CAMPGROUND UTILIZING AN EXEMPTION FROM COMPETITIVE BIDDING FOR COUNCIL CONSIDERATION. “***

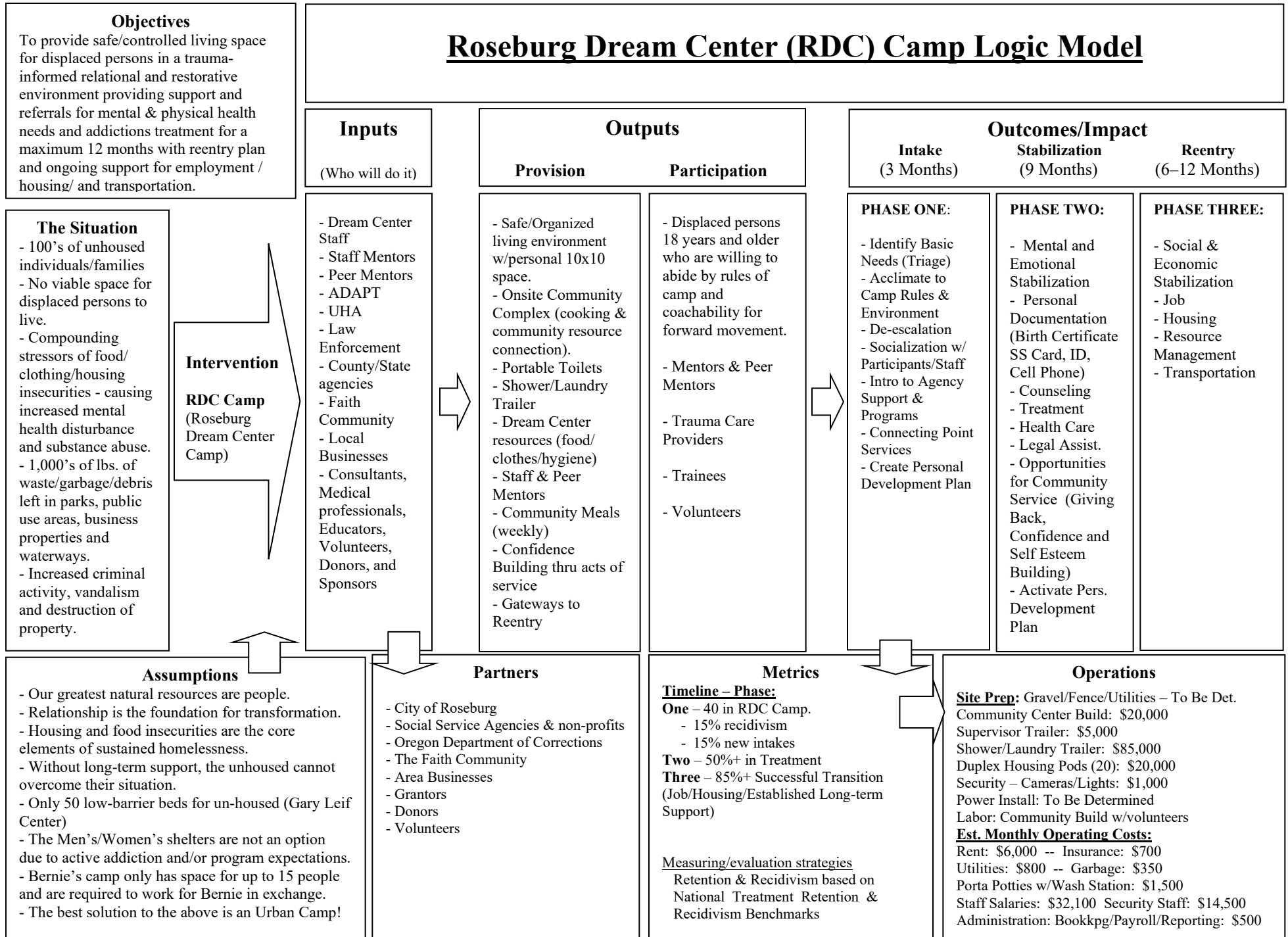
#### **ATTACHMENTS:**

Attachment #1 – Roseburg Dream Center Camp Logic Model

Attachment #2 – Site Map

Attachment #3 – 410 Garfield Safe Sleep Site (ALL IN-supported project) informational flyer

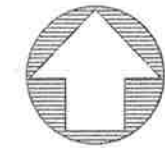
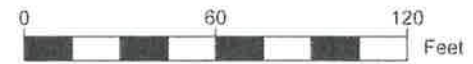
## Roseburg Dream Center (RDC) Camp Logic Model







ONE CALL NUMBER FOR  
UTILITY LOCATIONS, 1-800-332-2344  
CALL 48 HRS. BEFORE YOU DIG



LEGEND

- CURB INLET (DI)
- CATCH BASIN (CB)
- SURVEYING CONTROL
- WATER VALVE
- SANITARY MANHOLE (MH)
- STORM MANHOLE

- STORM LINE
- WATER LINE
- SEWER LINE
- GAS LINE

DESIGN:	RGH
DRAWN:	GZV
SCALE:	1"=30'
SHEET:	2/3

DATE: 1/4/2024

REVISIONS

Urban Tent Sites

Project 24PW??

CITY OF ROSEBURG  
Public Works Department  
Dawn Easley- DIRECTOR  
Street Department





## 410 Garfield Safe Sleep Site (ALL IN-supported project)

<b>Operator</b>	St. Vincent de Paul Society of Lane County
<b>Opening Date</b>	February 22, 2022; upgraded to emergency shelter through ALL IN
<b>Capacity &amp; Type</b>	86 canopy-style tents inside an upgraded warehouse building, plus 6 Conestoga huts located outside for people with pets
<b>Site details:</b>	Privately-owned site being leased by City of Eugene
<b>Cost:</b>	\$45.33 per bed per night, operations and services only

### Program info:

- 24/7 staffing
- Possessions must fit within 2 storage totes inside people's tents
- Each tent & hut has its own small heater, plus there is a pellet stove in the common area
- Tents & huts are inspected three times daily for safety
- On-site showers and one meal per day are provided, as well as additional donated food supplies
- Case management services provided by St. Vincent de Paul
- The site stays full with a long waiting list



### FY23 Program Data

*Total unduplicated individuals served: 231*

*Chronically homeless: 52%*

*Gender: 70% male, 29% female, 1% no single gender*

*Race: 4% Black; 1.6% Asian; 5% Indigenous; 8% multiple races*

*Length of Stay: 73% of stayers have been there more than 3 months*

*Exit Destinations: 23% to permanent housing; another 4% to improved temporary destinations*



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## WINCHESTER STREET PROPERTY PURCHASE

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**Meeting Date: January 22, 2024**

**Department: Administration**

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

**Agenda Section: Department Items**

**Staff Contact: Nikki Messenger, CM**

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

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### ISSUE STATEMENT AND SUMMARY

At the January 8, 2024, Council meeting, staff presented information regarding a site located at the SW corner of Winchester and Shambrook. Staff is seeking direction from Council regarding whether to move forward with purchase of the site.

### BACKGROUND

#### **A. Council Action History.**

Council has discussed potential property acquisitions in Executive Session. Council discussed this property at the January 8, 2024, meeting and tabled the discussion.

#### **B. Analysis.**

A subcommittee consisting of Mayor Larry Rich, Commissioner/Councilor Shelley Briggs Loosley, City Manager Nikki Messenger, and the City Recorder (previously Amy Sowa, currently Patty Hitt) have been evaluating potential locations for an urban campground. Several sites have been considered. For many reasons, this is a difficult process.

Oregon statute (ORS 197.782) defines an emergency shelter as “a building or cluster of buildings that provides shelter on a temporary basis for individuals and families who lack permanent housing.” While an urban campground is not technically an emergency shelter, some of the same guiding principles may be appropriate. Statute includes the following requirements for an emergency shelter that a City is required to approve:

- a. Includes sleeping and restroom facilities for clients;
- b. Will comply with applicable building codes;
- c. Is located inside an urban growth boundary or in an area zoned for rural residential use as defined in ORS 215.501;
- d. Will not result in the development of a new building that is sited within an area designated under a statewide planning goal relating to natural disasters and hazards, including flood plains or mapped environmental health hazards, unless the development complies with regulations directly related to the hazard;
- e. Has adequate transportation access to commercial and medical services; and
- f. Will not pose any unreasonable risk to public health or safety.

In addition to those basic principles, staff has been seeking a location that is not close to a school, daycare or park and with limited exposure to residences. Another challenge has been finding a location that is safely accessible by pedestrians and has utilities available, in order to ensure fire protection and the ability to provide additional buildings and/or facilities in the future if appropriate.

A number of sites have been visited and evaluated. Challenges have included distance to services without sidewalks and/or streetlights, lack of utilities, owners unwilling to sell for this purpose, proximity to schools or residential neighborhoods, cost (purchase and development) and other issues.

This site is addressed as 588, 596, and 598 NE Winchester Avenue. It is located on the southwest corner of Winchester Avenue and Shambrook. The site is 0.91 acres, is zoned C-3 General Commercial, and is depicted below.



The following is a brief description of the site under consideration, including a list of “pros” and “potential negatives.”

Pros:

- Room for 50-60 tents and/or tiny shelters
- Relatively low purchase/startup costs
- Utilities at site – existing water and sewer connections
- Easily accessible by pedestrians or bicycle - existing sidewalks and streetlights, bike lanes on Winchester
- On the UTRANS route

- On-street parking available on Shambrook
- Existing fire hydrant
- Relatively close to services
- Could allow for phased development if appropriate
- In the Urban Renewal Area – potential infrastructure funding
- With low initial investment required, property should retain value if no longer needed

Potential negatives:

- High visibility/traffic
- Mixed residential and commercial area
- Not large enough to house entire population currently living outside

The site is zoned C-3 and would require a Conditional Use Permit (CUP) to serve solely as an urban campground. In order to protect the privacy of neighbors and campground users, staff would recommend installation of a solid perimeter fence. The campground operator would need to establish rules and hours of operation to ensure the campground does not become a nuisance based on noise, trash and other challenges that have been identified as potential concerns. At this time, no campground operator has been identified.

If the site were to include a building or buildings, it may fit under the statutory definition of an emergency shelter. If all of the statutory requirements are met, local governments are required to approve the use, regardless of any local land use regulations that may be in place. State statute pre-empts the City's code in regards to an emergency shelter under certain conditions. Under ORS 197.782, a local government is required to approve an application for the development of an emergency shelter if it meets the requirements outlined above and is operated by:

1. A local government
2. An organization with at least two years of experience operating an emergency shelter using best practices that is:
  - A. A local housing authority
  - B. A religious corporation
  - C. A public benefit corporation (as defined in ORS 65.001), whose charitable purpose includes the support of homeless individuals, that has been recognized as exempt from income tax under section 501(a) of the Internal Revenue Code for at least three years before the date of the application for a shelter;
3. A nonprofit corporation partnering with any other entity described in this subsection

Staff has drafted the attached preliminary layout to identify the number of tent sites that may be available on each site. The drawings outline 15' x 15' sites with 20 foot-wide aisles. The sketch allows for the slope of the site, but the dimensions could be adjusted to fit additional tent sites.



The Winchester site and one other site were presented to the Homeless Commission at their December 11 Special Meeting. Several concerned citizens attended and shared their concerns and/or objections to the proposed use at this site. After considering the public comment, the Commission recommended removing the Winchester Street site from consideration as an Urban Campground. The owner of the second site withdrew it from consideration.

Since that time, the City has received a proposal from the directors of the Dream Center, located at 2555 NE Diamond Lake Boulevard. The southern portion of their existing site is currently undeveloped. They would be willing to develop this area (about 1/3 acre) into a supervised urban campground with financial support from the City. Staff received their proposal on January 15 and had a follow up meeting on January 17. The concept will be presented to the Homeless Commission and the Council at their January 22 meetings.

### C. Financial/Resource Considerations.

The sale price is \$225,000. If a sale moves forward, the City will likely use ARPA funding to purchase the property. Basic development costs are estimated below. These same categories have been used to evaluate each property that has been considered.

596 NE Winchester						
ITEM	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	Comments
1	Water Main Extension	LF	0		\$0.00	Shambrook and Winchester have existing water mains providing fire protection
2	Water Service	EA	0	\$0.00	\$0.00	Property has an Active 3/4" water service
3	Sewer Main Extension	LF	0	\$0.00	\$0.00	Shambrook and Winchester have existing sewer mains
4	Sewer Service Connection	EA	0	\$0.00	\$0.00	Parcel has 2 capped sewer connection, RUSA indicates stand-by fee is being paid
5	6' Fencing w/ Privacy Slats	LF	780	\$40.00	\$31,200.00	
6	Clearing & Grubbing	CY	375	\$25.00	\$9,375.00	Removal of Organics
6	General Excavation	CY	750	\$15.00	\$11,250.00	Balancing of site
7	Geo-Fabric	SY	2,200	\$2.50	\$5,500.00	
8	Base Rock	TON	750	\$25.00	\$18,750.00	
	<b>Subtotal</b>				<b>\$76,075.00</b>	
<i>Infrastructure Improvements</i>						
9	Sidewalk Improvements	SF	750	\$13.00	\$9,750.00	Existing sidewalk is 5' wide, STD is 7' wide, also about 60 LF exceeds ADA cross slope
10	Driveway Approach Improvements	SF	420	\$18.00	\$7,560.00	Driveway approaches on Shambrook have about a 10% cross slope, 2% max ADA
11	Concrete Curb & Gutter	LF	60	\$27.00	\$1,620.00	
	<b>Subtotal Infrastructure</b>				<b>\$18,930.00</b>	
				<b>Total:</b>	<b>\$95,005.00</b>	

There will be additional operational costs that are not known at this time. There could be additional capital costs associated with any amenities that may be added in the future. Initially, bathroom facilities would likely be provided by porta-potties, and we would request the use of a shower trailer at least once per week. A shower/bathroom/laundry trailer or other facility may be purchased in the future. The City will pursue grant funding to alleviate the capital costs associated with the purchase and improvement costs as appropriate, but there are no guarantees that grant funding will be available.

### D. Timing Considerations.

The City has entered a purchase agreement for the Winchester property and opened an escrow account. The purchase agreement is contingent upon final approval by the City Council in a public meeting. The purpose of entering into the purchase agreement is to lock in the price and establish a timeline for making a final decision without the pressure of potentially losing the site to another buyer. The City's offer was officially accepted on

October 27 and the \$5,000 earnest money was deposited on November 7. The City has 90 days to complete due diligence and an additional 30 days to close the transaction.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Given the amount of public input in opposition, Council could forgo purchase of this property and authorize the City Manager to cancel the sales agreement immediately; or
2. Council could direct the City Manager to proceed with purchase of the property; or
3. Council could request additional information; or
4. Council could do nothing and let the sales agreement expire.

### **STAFF RECOMMENDATION**

The Homeless Commission considered this site at their December 11 Special Meeting. Several concerned residents attended the meeting and voiced their concerns and/or objections to the site. After considering the public comment, the Commission recommended removing the Winchester Street site from consideration as an urban campground. Given the public input, lack of an identified operator for the site, and a viable site with an operator that has recently been identified, staff concurs with this recommendation.

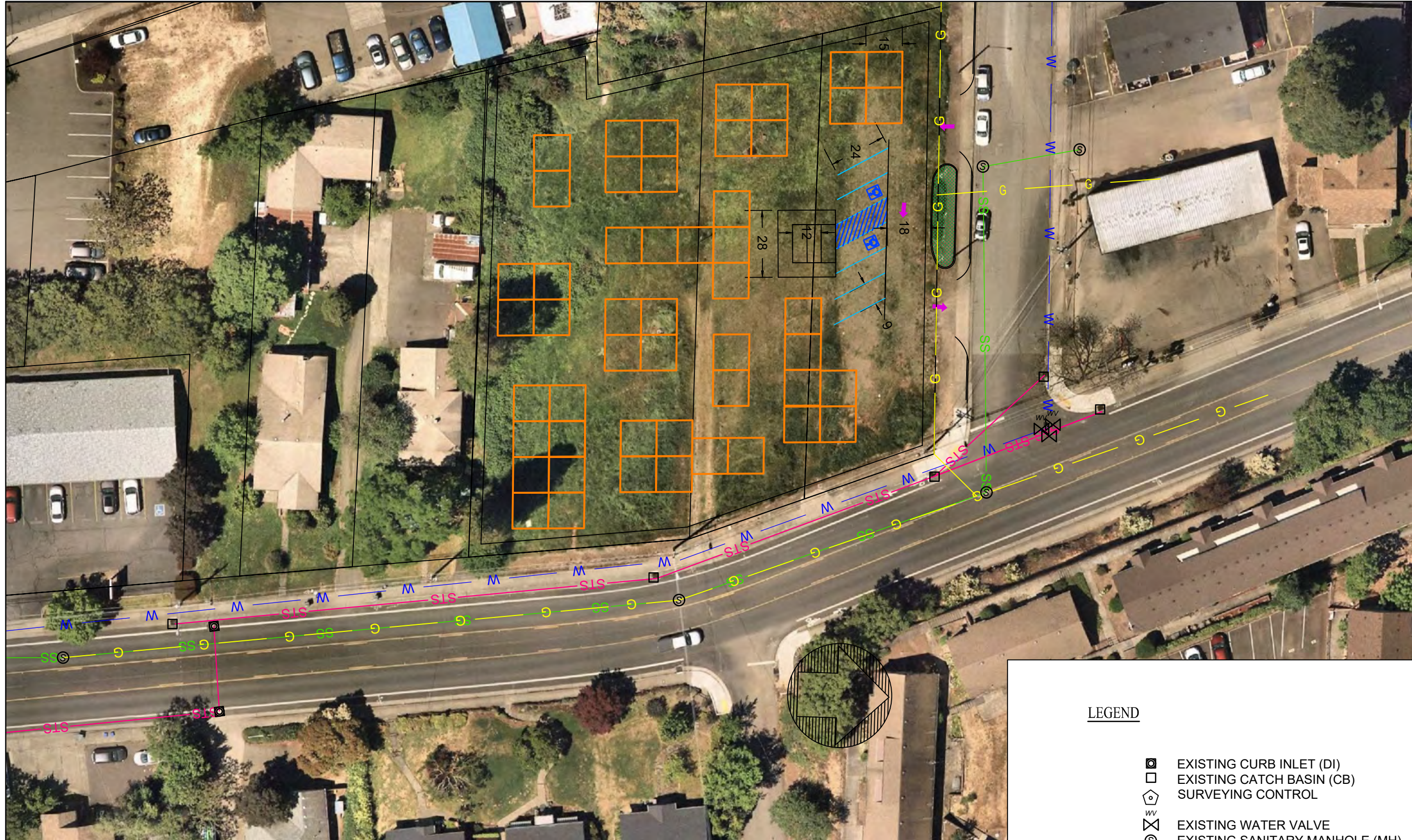
### **SUGGESTED MOTION**

***"I MOVE TO AUTHORIZE THE CITY MANAGER TO CANCEL THE PURCHASE AGREEMENT FOR THE WINCHESTER STREET PROPERTY."***

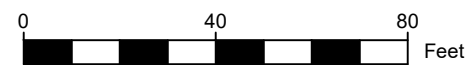
### **ATTACHMENTS:**

Attachment #1 – Preliminary Layout





ONE CALL NUMBER FOR  
UTILITY LOCATIONS, 1-800-332-2344  
CALL 48 HRS. BEFORE YOU DIG



**SHEET INDEX**

- SHEET 1: PLAN VIEW
- SHEET 2: PROFILE VIEW
- SHEET 3: STANDARD DETAILS

**LEGEND**

- EXISTING CURB INLET (DI)
- EXISTING CATCH BASIN (CB)
- SURVEYING CONTROL
- EXISTING WATER VALVE
- EXISTING SANITARY MANHOLE (MH)
- EXISTING STORM MANHOLE
- GAS LINE
- EXISTING WATER LINE
- EXISTING STORM
- PROPERTY LINE
- EXISTING SEWER LINE

DESIGN:	GZV
DATE:	10/2/2023
DRAWN:	GZV
REVISIONS:	
SCALE:	1" = 40'
SHEET:	2/3

**Tent Camping Site**  
Project #XXX

**CITY OF ROSEBURG**  
Public Works Department  
Dawn Easley- DIRECTOR  
Water Department





# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** January 22, 2024  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 22, 2023 meeting, the following items are included:

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



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
January 9, 2024 - 10:00 a.m.

1. January 8, 2024 City Council Meeting Synopsis
2. January 22, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Community Event Application – Walk for Life & Baby Shower to benefit Safe Haven Maternity Home (still need Dawn and Stu signatures)
5. Discussion Items
6. Employee Service Pins
  - A. Josh Cooney – PW Street Dept. – 15 years



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
January 16, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. January 22, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Community Event Application – Redeemer's Friday Fun
  - B. Grant Checklist – Brown Park Expansion
5. Discussion Items

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- Urban Growth Boundary Swap
- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Police Contract
- Authorization to accept FAA Grant
- MedCom Dissolution

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**February 12, 2024**

Special Presentation

- A. Umpqua Economic Development Presentation – Brian Prawitz

Consent Agenda

- A. January 22, 2024 Meeting Minutes

Special Presentation

Resolutions

- A. Resolution No. \_\_\_\_ - Authorization to Apply for Connect Oregon Grant  
B. Resolution No. \_\_\_\_ - Audience Participation Guidelines

Informational

- A. City Manager Activity Report

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**February 26, 2024**

Consent Agenda

- A. February 12, 2024 Meeting Minutes

Special Presentation

- A. Annual Comprehensive Financial Report (ACFR)  
B. Quarterly Report – Quarter Ended December 31, 2023  
C. 2023 – 2024 Budget Calendar

Resolutions

- A. Resolution No. \_\_\_\_ - Adopt Park Rules and Guidelines

Department Items

- A. Accounting Awards

Informational

- A. City Manager Activity Report

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**March 11, 2024**

Mayor Reports

- A. American Red Cross Month Proclamation

Special Presentations

- A. Bike-Walk Roseburg

Consent Agenda

- A. February 26, 2024 Meeting Minutes

Resolutions

- A. Resolution No. \_\_\_\_ - Authorizing Local Government Grant Support for Brown Park

Informational

- B. City Manager Activity Report

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**March 25, 2024**

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 11, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**April 8, 2024**

Mayor Reports

- B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

- C. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 25, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**April 22, 2024**

Mayor Reports

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. April 8, 2024 Meeting Minutes

Informational

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

**May 13, 2024**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation
- C. 2023 Roseburg Optimist Club Officer of the Year

Consent Agenda

- A. April 22, 2024 Meeting Minutes
- B. Inmate Housing Intergovernmental Agreement
- C. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Resolutions

- A. Annual Fee Adjustment
  - i. General Fees
  - ii. Water Related Fees

Informational

- A. City Manager Activity Report
- 

**May 27, 2024      MEMORIAL DAY**

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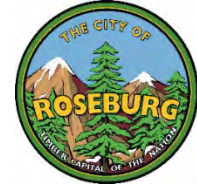


**City Manager Updates**  
*January 5, 2024*

*Happy New Year!*

- I want to start by wishing Mayor Rich a speedy recovery...Hopefully everyone is aware that we are rescheduling the State of the City address to a later date. The Mayor is planning to attend Monday night's meeting, but will duck out if he does not feel well. If you missed the press release, you can find it here:  
<https://www.cityofroseburg.org/news/default/state-city-postponed/>
- Administrative staff was busy the last few weeks processing annual permits for marijuana dispensary operators and dispensers, social gaming, taxi/vehicle for hire companies and drivers. About 120 annual permits were processed within the last month.
- On Wednesday, I met with Councilors Smith and Sipos and talked a little about downtown parking and a little about research Councilor Sipos has been doing regarding a homeless service organization out of Eugene – Community Supported Shelters. They create 'safe spot communities' utilizing conestoga hut shelters. You can find more information here: <https://www.communitysupportedshelters.org/>
- On Thursday, I met the new director of Oregon Solutions, John Donovan. We have an open Oregon Solutions process on the Med Ed Project, so we discussed next steps and how to reach a conclusion to this process. Mr. Donovan had met with Dr. Pokrandt earlier in the day and was very excited about the direction of the project.
- I attended Thursday's virtual LOC meeting on the Housing Development Strategies. Matt Tschabold, Governor Kotek's Sr. Housing Policy Advisor, attended and answered questions about LC19, the legislative concepts proposed for the short session. Changes continue to be made, so we will continue to monitor and comment when appropriate.
- As a reminder, the Library is celebrating five years with an event tomorrow. The event starts at 10 am. More information here:  
<https://www.cityofroseburg.org/news/default/library-celebrating-five-year-anniversary-jan-6/>
- Meetings next week:
  - City Council – Monday, January 8 @ 7pm, City Hall Council Chambers
  - Public Works Commission – Thursday, January 11, 3:30 pm Council Chambers

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**MUNICIPAL COURT QUARTERLY REPORT**

**Meeting Date: January 22, 2024**  
**Department: Municipal Court**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Reports**  
**Staff Contact: Jason Mahan**  
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**ISSUE STATEMENT AND SUMMARY**

At the request of City Council, a report on the court’s case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council’s desire to receive regular updates on court operations and covers.

**BACKGROUND**

**Analysis.**

<u>COURT CASE TOTALS</u>	1ST QTR	2ND QTR	YTD TOTAL	PRIOR YEAR
CRIMES	316	235	551	588
TRAFFIC CRIMES	88	72	160	104
TRAFFIC VIOLATIONS	716	551	1,267	1,423
NON-TRAFFIC VIOLATIONS	92	144	236	83
<b>TOTAL</b>	<b>1,212</b>	<b>1,002</b>	<b>2,214</b>	<b>2,198</b>

After the second quarter of the 2023-24 fiscal year, total cases were up 0.73% from the prior year. By category, crimes and traffic violations decreased by 6.29% and 10.96% while traffic crimes and non-traffic violations increased by 53.85% and 184.34% respectively.

<u>COURT REVENUES</u>	BUDGET 2023-24	1ST QTR 2024	2ND QTR 2021	YTD TOTAL	PRIOR YTD TOTAL
FINES	\$ 295,000	\$ 58,377	\$ 54,371	\$ 112,747	\$ 132,749
COURT COSTS	23,000	8,871	6,425	15,296	15,280
CRT APPT ATTORNEY	9,000	1,781	2,385	4,166	3,186
<b>TOTAL</b>	<b>\$ 327,000</b>	<b>\$ 69,029</b>	<b>\$ 63,181</b>	<b>\$ 132,210</b>	<b>\$ 151,215</b>

After the second quarter of the 2023-24 fiscal year, total court revenues were down 12.57% from the prior year. Fines and collections revenue decreased by 15.07%, court costs revenues increased by 0.1% and court appointed attorney revenues increased by 30.76%.

On a budgetary basis, revenues are 40.43% of budget after the second quarter of the fiscal year.

## **CLOSING REMARKS**

As discussed previously at my yearly review, our court continues to see an increase in the number of defendants with mental health issues. While we now do video arraignments, many of these individuals can't even be brought into the video arraignment room because of their inability to control their behaviors. It is normal for the court to go to the jail several times a week. As I informed you previously, I don't understand the reason why we are seeing such an increase in the number of defendants who are dealing with such substantial mental health issues. However, it is clearly an ongoing issue that is not seeing any improvement.

We have had a few successes with some defendants that were placed on bench probation. They are returning to court and are working with service providers and keeping themselves free of police contact. I have even had the opportunity to release some defendants off bench probation because of their efforts. It is always nice to see people take advantage of the services available in our city and see the improvements in their life. Unfortunately, this does not occur in most cases but we will continue to try and work with defendants.

I appreciate this opportunity to serve as the Roseburg Municipal Court Judge. If you have any questions or anything further you would like to discuss, please reach out to me.

Sincerely,

Jason Mahan