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6-20-2024

**ROSEBURG CITY COUNCIL AGENDA – JUNE 24, 2024**  
**City Council Chambers, City Hall**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**Public Online Access:**

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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See 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**

**Roll Call**

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

**3. Mayor Reports**

A. Juneteenth Proclamation

B. Parks and Recreation Month Proclamation

**4. Commission Reports/Council Ward Reports**

**5. Audience Participation – In Person or via Zoom/See Information on the Reverse**

**6. Special Presentation**

A. AmeriCorps Member Presentation

**7. Consent Agenda**

A. June 10, 2024 Regular Meeting Minutes

**8. Resolutions**

A. Resolution No. 2024-14 – Appropriation Transfer for Fiscal Year 2023-24

**9. Department Items**

A. Amendment No. 1 to the Traffic Signal Maintenance Intergovernmental Agreement with the Oregon Department of Transportation

B. 2024 Pavement Management Overlay Project Bid Award Recommendation – Project No. 24PW01

C. 2024 Pavement Management Slurry Seals Project Bid Award Recommendation – Project No. 24PW02

D. Providing Interim Cash Flow for Off Street Parking Fund

**10. Items from Mayor, City Council and City Manager**

**11. Adjourn**

**12. Executive Session ORS 192.660(2)**

**Informational**

A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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.**
    - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
  - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**
    - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
  - **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.**
    - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to 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. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
- 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.”
  1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
  2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

**TIME LIMITATIONS** - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

***Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.***

### **ORDER AND DECORUM**

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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

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



# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### Juneteenth Independence Day

**WHEREAS:** Each year, June 19th commemorates the emancipation from slavery of those who had been slaves in the United States and is the oldest African American holiday observance in the nation; and

**WHEREAS:** On September 22, 1862, President Abraham Lincoln issued the celebrated Emancipation Proclamation warning Confederate States that he would declare enslaved peoples "forever free", paving the way for the passing of the 13<sup>th</sup> Amendment, which formally abolished slavery in the United States of America; and

**WHEREAS:** Enforcement of the Emancipation Proclamation occurred only in Confederate States that were under Union Army control, and Texas was last of the Confederate States to receive orders requiring the end of slavery; and

**WHEREAS:** On June 19th, 1865, Union troops marched throughout Galveston reading to the people of Galveston that all slaves were free, and the formerly enslaved citizens in Galveston rejoiced in the streets with jubilant celebrations; and

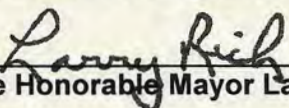
**WHEREAS:** Juneteenth celebrations began in Texas the following year and have continued to present day and is an occasion to remember and reflect upon the struggle, over the past 160 years following emancipation, to advance equality and justice for African Americans; and

**WHEREAS:** Juneteenth is a day to honor and reflect on the significant ways that African Americans have enriched society through their steadfast commitment to promoting freedom and equality. Juneteenth celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim June 19, 2024 to be

### Juneteenth Independence Day

DATED this 24th day of June 2024.

  
\_\_\_\_\_  
The Honorable Mayor Larry Rich





# PROCLAMATION

CITY OF ROSEBURG, OREGON

## PARKS AND RECREATION MONTH

**WHEREAS:** Our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

**WHEREAS:** Parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and also improve the mental and emotional health of all citizens; and

**WHEREAS:** Parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS:** Parks and recreation areas are fundamental to the environmental well-being of our community. They improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development and protect habitat for wildlife; and

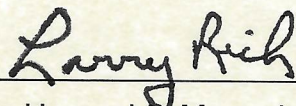
**WHEREAS:** Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS:** The City of Roseburg recognizes the benefits derived from parks and recreation resources;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim July 2024 as

## PARKS AND RECREATION MONTH

**DATED** this 24<sup>th</sup> day of June 2024.



The Honorable Mayor Larry Rich





**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
June 10, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on June 10, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Council President Mohr led the pledge of allegiance.

2. ROLL CALL

Present: Councilors David Mohr, Ellen Porter (via zoom), Kylee Rummel, Patrice Sipos, and Andrea Zielinski

Absent: Shelley Briggs Loosley, Tom Michalek, and Ruth Smith

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 Amy Nytes, and Management Assistant Grace Jelks

3. Mayor Reports

- A. Mayor Rich proclaimed June 4, 2024, as Optimist Day. Lyle Miller, Optimist Club member and Kelly Janzen – Optimist Club President, shared information about the Optimist Club, as well as appreciation for the Council's recognition.
- B. Mayor Rich proclaimed June 2024, as LGBTQ+ Pride Month. Bill Romo shared information about Pride Month, as well as appreciation for the Council's recognition.

4. Commission Reports/Council Ward Reports.

Councilor Rummel reported on the May 15, 2024 Historic Resource Review Commission meeting and the June 10, 2024 Thrive Umpqua meeting on tobacco use.

Councilor Zielinski reported on the May 21, 2024 Library Commission meeting.

- A. Councilor Porter presented the Public Works Commission Resignation – Brandon Pearsall.

Councilor Porter moved to accept Brandon Pearsall's resignation from the Public Works Commission, with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

- A. Gay Farenbaugh, resident, spoke in support of the LGBTQ+ Pride Proclamation.
- B. Mark Lenihan, resident, spoke in support of the LGBTQ+ Pride Proclamation.
- C. Juliet Rutter, resident, spoke in support of the LGBTQ+ Pride Proclamation by reading a portion of a poem.
- D. Christina Ballard, resident, spoke in support of the LGBTQ+ Pride Proclamation by reading a portion of a poem.
- E. Fritz Myers, resident, spoke in support of the LGBTQ+ Pride Proclamation.
- F. Celia Vander Velden, resident, spoke in support of the LGBTQ+ Pride Proclamation by reading a portion of a poem.
- G. Dane Zahner, resident, spoke in support of the LGBTQ+ Pride Proclamation by reading a portion of a poem.
- H. Ryan Clark, resident, spoke in opposition of the LGBTQ+ Pride Proclamation by reading scripture.
- I. Suzanne Holzer, resident, spoke in opposition of the LGBTQ+ Pride Proclamation.
- J. Mason Goodknight, resident, spoke in opposition of the LGBTQ+ Pride Proclamation.
- K. Kevin Hansberger, resident, spoke in support of the LGBTQ+ Pride Proclamation.
- L. Judy Kolar, resident, spoke about the vegetation overgrowth in the roundabout near the Rose Village neighborhood.
- M. Elizabeth Jam, resident, spoke in support of the LGBTQ+ Pride Proclamation.

The Council took a break at 7:40 p.m. and resumed the meeting again at 7:42 p.m.

6. Consent Agenda

- A. May 13, 2024 Regular Meeting Minutes.

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

7. Public Hearings

- A. Resolution No. 2024-13: 2024-25 Budget Adoption.

Mayor Rich opened the public hearing at 7:42 p.m. Harker provided an overview of the Budget Adoption Resolution.

As no one wished to speak, the public comment and the public hearing closed at 7:45 p.m.

Council President Mohr moved to adopt Resolution No. 2024-13 Adopting the 2024-2025 Budget as approved by the Budget Committee. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Department Items

- A. Klopfenstein presented the Purchase of Marked Patrol Vehicles. Discussion ensued.

Mayor Rich's comments and questions included how many of the new vehicles will get a new radio.

Klopfenstein clarified that the department is selecting the best working vehicle from the older models to keep for the new Community Service Officer to use, which will keep the radio already installed.

Councilor Zielinski moved to approve the Purchase of Four (4) Fully Up-Fitted 2025 Police Utility Vehicles for \$291,739.48. The motion was seconded by Council President Mohr and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. VanWinkle presented the Contract Ratification – Roseburg Police Employees Association (RPEA). Discussion ensued.

Council President Mohr's comments and questions included clarification of the Memorandum of Understanding outlining and instituting a 32-hour workweek pilot program.

Mayor Rich's comments and questions included clarification of the start date.

VanWinkle clarified that the MOU is binding, but lives outside of the contract because it is a pilot program and the expected start date is July 1<sup>st</sup>.

Councilor Zielinski moved to approve the Tentative Three-Year Agreement between the City of Roseburg and the Roseburg Police Employees Association. The motion was seconded by Council President Mohr and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- C. Messenger presented the ARPA Funding Discussion. Discussion ensued.

Council President Mohr's comments and questions included clarification of the impact of making a decision to approve these items now and whether it would be possible to make a decision on the Economic Development and the UCC land swap separately.

Mayor Rich's comments and questions included clarification that items not included in this discussion would be brought forth separately, whether cameras at Sunshine Park were on the list, which agency would be responsible for installation of the flashing crosswalk signal on Pine Street, and clarification of locker room availability at the Public Safety Center.

Councilor Porter's comments and questions included clarification of whether any of the remaining funds will go towards purchasing property for a homeless campground and installation of flashing crosswalk signals on Pine Street.

Councilor Sipos' comments and questions included clarification of a speed monitor on Pine Street as you leave town, it would be helpful to have a flashing signal at the crosswalk to deter speeders, and whether Pine Street is under ODOT's jurisdiction.

Councilor Zielinski's comments and questions included clarification of a line item listed in the staff report.

Messenger clarified that Council approval is needed for anything over \$100,000, it was important to give an update on ARPA funding before discussing future plans for the remaining funds, the bids for camera installation at Sunshine Park were between \$13,000 and \$17,000, the remaining funds can be used to purchase property for an urban campground, remaining mindful of the December deadline to use or obligate the funds, we can follow up about adding installation of a flashing crosswalk signal on Pine Street, clarification that the City is responsible signal installation on Pine Street after the property swap with ODOT, clarification of the flood plain study to install concrete risers at the Half Shell, there are no locker rooms for general service employees who use the fitness center, and the fire and police department employees have private locker rooms with restricted access.

Council President Mohr moved to authorize the City Manager to utilize \$208,000 of ARPA funding for Information Technology upgrades outlined. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council President Mohr moved to authorize the City Manager to utilize \$178,000 of ARPA funding for the Park Improvement Projects outlined. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council President Mohr moved to authorize the City Manager to utilize ARPA funding to design and bid the project to finish the third floor of the Public Safety Center. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Direction was given to Staff to provide information about adding a flashing crosswalk sign on Pine Street where there are children frequently crossing.

- D. Messenger presented the Property Exchange with Umpqua Community College (UCC). Discussion ensued.

Mayor Rich's comments and questions included whether UCC has indicated how many parking spaces they will need and whether employees are parking at the Flegel lot.

Council President Mohr's comments and questions included what happens to the five (5) current parking permit holders at the Phillips lot if we sell it to UCC.

Councilor Porter's comments and questions included concern about the impact on the downtown parking issue, concern about the amount of money being spent on feel good projects that do not have anything to do with purchasing property for a homeless camp, and whether UCC will honor current parking permits during the transition.

Councilor Zielinski's comments and questions included support for providing parking for incoming students.



Messenger clarified that UCC will take as many parking spaces as the City will allow, current permit holders in the lot to be sold will be given thirty (30) days' notice and we would help them find space in another lot, revenue for the five (5) current permit holders is approximately \$28 per permit, there are other parking options available for current permit holders to choose from, there are several businesses that have employees with parking needs in the Flegel area, and current permit holders will probably have more than thirty (30) days' notice to find a new parking spot.

Council President Mohr moved to authorize the City Manager to enter into a real property transaction with Umpqua Community College to trade the Phillips Lot, the Shalimar Lot and \$375,000 for the Woolley Center utilizing ARPA funding. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Mohr, Porter, Rummel, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

A. Mayor Rich discussed the timeline for the City Manager's evaluation.

Council President Mohr and Councilor Sipos proposed a meeting with Staff to discuss the evaluation process and make recommendations for changes.

Councilor Zielinski expressed interest in being a part of the meeting, would like HR Director VanWinkle there to make sure any proposed changes fall within legal guidelines, the meeting should be fruitful, and it is important to be fair to Messenger on the timeline.

Forrester clarified that the meeting would need to be publicly noticed.

Messenger clarified that the existing policy states that she reports in July, would need a nodding of the heads to change the dates, would appreciate this not being pushed out to November like last year, and discussed her availability in the upcoming months.

B. Messenger stated that the Urban Growth Boundary Swap item has been rescheduled for the July 22, 2024 Council meeting.

10. Adjourn

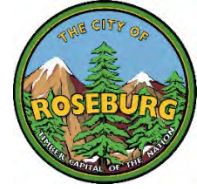
Mayor Rich adjourned the regular meeting at 8:44 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION 2024-14 APPROPRIATION TRANSFER FOR FISCAL YEAR 2023-24

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**Meeting Date:** June 24, 2024  
**Department:** Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Resolutions  
**Staff Contact:** Ron Harker, Finance Director  
**Contact Telephone Number:** 541-492-6710

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### ISSUE STATEMENT AND SUMMARY

As the City nears fulfillment of its 2023-24 fiscal year, budgetary accommodations need to be made in order to accommodate appropriation needs in the Court Department in the General Fund. The proposed budgetary accommodation can be managed through an appropriation transfer upon Council action.

### BACKGROUND

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

On June 12, 2023, City Council adopted Resolution 2023-16, adopting the 2023-2024 Budget.

On October 23, 2023, City Council adopted Resolution 2023-22, adopting an Appropriation Transfer to transfer \$17,500 from the General Fund to the Off Street Parking Fund.

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

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

The City has incurred additional personnel expenses in the Municipal Court Department due to personnel changes that have occurred during the year as well as employing an intern to provide ongoing customer service and work load support. The addition of these expenses has resulted in an appropriation short-fall of approximately \$28,000.



In order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the Municipal Court, an appropriation transfer of \$28,000 from the General Fund's contingency to the Municipal Court's budget is required.

In order to accommodate this change, the following adjustments are proposed:

*General Fund (100)*

Expenditures (Non-Departmental)

Contingency .....	\$-28,000
Municipal Court .....	\$ 28,000

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

**C. Financial/Resource Considerations.**

The transfer of \$28,000 from General Fund contingency to the Municipal Court presents no concerns.

**D. Timing Considerations.**

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority and that all budget adjustments must be made prior to June 30, 2024, to address the issue at hand.

**COUNCIL OPTIONS**

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

**STAFF RECOMMENDATION**

Given the need to comply with Oregon Budget Law, it is staff's recommendation to adopt the attached resolution as written.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2024-14 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2023-24."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2024-14

**RESOLUTION NO. 2024-14**

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR  
FISCAL YEAR 2023-24**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2023-24 by Resolution 2023-16; and

**WHEREAS**, the City has incurred additional personnel expenses in the Municipal Court Department due to personnel changes that have occurred during the year, as well as employing an intern to provide ongoing customer service and work load support. The addition of these expenses has resulted in an appropriation short-fall of approximately \$28,000; and

**WHEREAS**, in order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the Municipal Court, an appropriation transfer of \$28,000 from the General Fund’s contingency to the Municipal Court’s budget is required; and

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

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

**Section 1.** Appropriations in the Fiscal Year 2023-24 budget shall be adjusted as follows:

	<u>Current</u>	<u>Adjustment</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 11,330,500	\$ -	\$ 11,330,500
Current Revenues	\$ 29,151,344	\$ -	\$ 29,151,344
Total Resources:	\$ 40,481,844	\$ -	\$ 40,481,844
Appropriations			
Municipal Court	\$ 544,688	\$ 28,000	\$ 572,688
Other Expenditures	\$ 38,957,156	\$ -	\$ 38,957,156
Contingency	\$ 980,000	\$ (28,000)	\$ 952,000
Total Appropriations:	\$ 40,481,844	\$ -	\$ 40,481,844

To provide required appropriation authority to meet the Municipal Court Department’s needs.

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



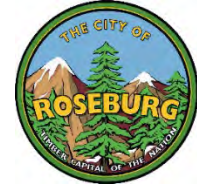
**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 24<sup>th</sup> DAY OF JUNE, 2024.**

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**Amy Nytes, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AMENDMENT NO. 1 TO THE TRAFFIC SIGNAL MAINTENANCE INTERGOVERNMENTAL AGREEMENT WITH THE OREGON DEPARTMENT OF TRANSPORTATION

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**Meeting Date: June 24, 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 Amendment No. 1 Intergovernmental Agreement (IGA) from the Oregon Department of Transportation (ODOT) for maintenance of the City's traffic signals. The issue for the Council is whether to authorize the City Manager to execute the amendment.

### BACKGROUND

#### A. Council Action History.

On May 23, 2005, the Council approved an IGA with ODOT for traffic signal maintenance. On September 12, 2016, the Council approved a new IGA with ODOT for traffic signal maintenance.

#### B. Analysis.

The City has been contracting with ODOT to perform signal maintenance since around 2005. Before contracting with ODOT, the City would go through a selection process for a local electrician to perform signal maintenance. The local electricians were not equipped to keep up with technology changes and did not stock the equipment needed for the traffic signals.

Under the terms of the existing agreement, the City pays the energy costs and maintenance of all city-owned signals and only the energy costs for the signals that ODOT owns. Amendment No. 1 increases the not to exceed total of the contract, and it extends the expiration date from December 31, 2026, to December 31, 2036. The agreement is for the 31 signals, 2 rapid flashing beacons, and 13 state-owned signals.

#### C. Financial/Resource Considerations.

The current agreement allows maintenance and timing costs of up to \$3,000 per year per signal and a maximum energy cost of \$2,000 annually. Amendment No. 1 makes no changes to these costs but changes the maximum amount of the contract from \$2,300,000 to \$4,700,000 due to the 10-year extension. Maintenance does not include repairs performed on an emergency basis or as a result of a construction contract; those



are not included in this agreement. The City pays the power costs directly, so the power cost is not an actual part of this contract. ODOT staff has indicated that it must still be part of the agreement to meet their requirements.

The following outlines actual costs for signal maintenance and power over the past two fiscal years:

FY 22-23	Maintenance ODOT	Power PP&L	Total
FY 22-23	\$ 28,665	\$ 25,882	\$ 54,548
FY 23-24 Estimated	\$ 15,000	\$ 27,200	\$ 42,200

The amendment identifies the maximum cost for power and maintenance at \$4,700,000 for the twelve-year period. As demonstrated by the previous two years' spending, actual costs are expected to be much lower.

**D. Timing Considerations.**

ODOT would like the IGA executed as soon as practical.

**COUNCIL OPTIONS**

Council has the following options:

1. Authorize the City Manager to negotiate and execute Amendment No. 1 to the IGA with ODOT for Traffic Signal Maintenance; or
2. Request additional information; or
3. Not authorize Amendment No. 1 at this time.

**STAFF RECOMMENDATION**

The Public Works Commission discussed Amendment No. 1 to the IGA at its June 13, 2024, meeting. They recommended the Council authorize the City Manager to execute Amendment No. 1 to the IGA with ODOT for Traffic Signal Maintenance. Staff concurs with this recommendation.

**SUGGESTED MOTION**

**“I MOVE TO AUTHORIZE THE EXECUTION OF AMENDMENT NO. 1 TO THE INTERGOVERNMENTAL AGREEMENT WITH OREGON DEPARTMENT OF TRANSPORTATION FOR TRAFFIC SIGNAL MAINTENANCE.”**

**ATTACHMENTS:**

Exhibit “A” from draft Amendment No. 1

State/Agency  
Agreement No. 31288

REVISED EXHBIT A

The traffic signals and flashing beacons listed in the table below are both part of the city street system under the jurisdiction and control of the Agency, and under the jurisdiction of Agency, but serve both Agency and State systems. **State shall perform maintenance and timing on all Signals and Signal Illumination at the intersections listed below.**

UNIT 1

Agency-owned Traffic Signals and Signal Illumination

LOCATION	TSSU CODE #	MAINTENANCE COSTS	POWER COSTS
1. Harvard Avenue @ Umpqua	06058	Agency – 100%	Agency – 100%
2. Harvard Avenue @ Stewart Parkway	06006	Agency – 100%	Agency – 100%
3. Harvard Avenue @ Stewart Park Drive	06007	Agency – 100%	Agency – 100%
4. Harvard Avenue @ Mark’s Shopping Center	06008	Agency – 100%	Agency – 100%
5. Harvard Avenue @ Keady Court	06009	Agency – 100%	Agency – 100%
6. Garden Valley @ BLM Entrance	06046	Agency – 100%	Agency – 100%
7. Garden Valley @ Goetz/Fred Meyer Entrance	06047	Agency – 100%	Agency – 100%
8. Garden Valley @ Stewart Parkway	06048	Agency – 100%	Agency – 100%
9. Garden Valley @ Kline Street	06052	Agency – 100%	Agency – 100%
10. Garden Valley @ Cedar/Airport Road	06051	Agency – 100%	Agency – 100%
11. Garden Valley @ Walnut Street	06050	Agency – 100%	Agency – 100%
12. Garden Valley @ Estelle (VA Entrance)	06043	Agency – 100%	Agency – 100%
13. Garden Valley @ Troost	06049	Agency – 100%	Agency – 100%
14. Stewart Parkway @ Harvey Avenue	06053	Agency – 100%	Agency – 100%
15. Stewart Parkway @ Airport Road	06021	Agency – 100%	Agency – 100%
16. Stewart parkway @ Renann	06054	Agency – 100%	Agency – 100%
17. Stewart parkway @ Aviation/Mulholland	06055	Agency – 100%	Agency – 100%
18. Stewart Parkway @ Edenbower	06056	Agency – 100%	Agency – 100%
19. Stewart Parkway @ Wal-Mart	06058	Agency – 100%	Agency – 100%
20. Stewart Parkway @ Mercy Drive/Big 5	06022	Agency – 100%	Agency – 100%
21. Stephens @ Newton Creek	06060	Agency – 100%	Agency – 100%
22. Stephens @ Edenbower	06020	Agency – 100%	Agency – 100%
23. Stephens @ Stewart Pkwy/Alameda	06019	Agency – 100%	Agency – 100%
24. Stephens @ Garden Valley	06019	Agency – 100%	Agency – 100%
25. Stephens @ Kaiser Aetna/Sonic	06018	Agency – 100%	Agency – 100%
26. Stephens @ Lane	06001	Agency – 100%	Agency – 100%
27. Stephens @ Cass	06002	Agency – 100%	Agency – 100%
28. Stephens @ Kenneth Ford Drive	06080	Agency – 100%	Agency – 100%
29. Stephens @ Chestnut Street	06081	Agency – 100%	Agency – 100%
30. Pine @ Lane	06013	Agency – 100%	Agency – 100%
31. Edenbower @ Aviation	06077	Agency – 100%	Agency – 100%

Agency-owned **Flashing Beacons**

LOCATION	MAINTENANCE COSTS	POWER COSTS
1. Stephens @ Hewitt (RRFB)	Agency – 100%	Agency – 100%
2. Stephens @ Roseland (RRFB)	Agency – 100%	Agency – 100%

The traffic signal listed in the table below are part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission, and under the jurisdiction of State, but serve both Agency and State systems. **State shall perform Maintenance and timing on all Signals and Signal Illumination at the intersections listed below.**

**Unit 2**

State-owned **Traffic Signals and Signal Illumination**

LOCATION	TSSU CODE #	MAINTENANCE COSTS	POWER COSTS
1. OR 138E – Pine @ Oak	06012	State – 100%	Agency – 100%
2. OR 138E – Stephens @ Oak	06003	State – 100%	Agency – 100%
3. OR 138E – Stephens/Pine @ Washington	06011	State – 100%	Agency – 100%
4. OR 138E – Stephens @ Douglas	06005	State – 100%	Agency – 100%
5. I-5 Exit 124 Southbound Ramp @ Bellows @ Harvard	06026	State – 100%	Agency – 100%
6. I-5 Exit 124 Northbound Ramp /RHS @ Harvard	06027	State – 100%	Agency – 100%
7. OR 138E – Harvard @ Madrone	06025	State – 100%	Agency – 100%
8. OR 138E – Diamond Lake @ Winchester/Jackson	06016	State – 100%	Agency – 100%
9. OR 138E - Diamond Lake @ Rifle Range Road	06079	State – 100%	Agency – 100%
10. OR 138E – Stephens @ Diamond Lake	06017	State – 100%	Agency – 100%
11. I-5 Exit 125 Southbound Ramp @ Garden Valley	06045	State – 100%	Agency – 100%
12. I-5 Exit 125 Northbound Ramp @ Garden Valley	06044	State – 100%	Agency – 100%
13. I-5 Exit 127 Southbound Ramp @ Edenbower	06074	State – 100%	Agency – 100%



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2024 PAVEMENT MANAGEMENT OVERLAY PROJECT BID AWARD RECOMMENDATION – 24PW01

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Meeting Date: June 24, 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

Construction bids were received for the 2024 Pavement Management Program (PMP) project. The issue for the City Council is whether to award the construction contract.

### BACKGROUND

#### A. Council Action History.

On September 23, 2019, the Council awarded Century West Engineering a Five-Year PMP master engineering contract, with the understanding that each task order would be negotiated based on the work to be accomplished.

The Five Year PMP was approved by the Council at their August 23, 2021, meeting.

#### B. Analysis.

As part of the City's annual pavement rehabilitation work, the City identified the NE Stephens Street rehabilitation project from NW Edenbower Boulevard to NE Danita Avenue. Rehabilitation work on NE Stephens Street will include a 200-square-yard road base repair, approximately 1,400 feet north of NE Edenbower Boulevard, and a 2-inch asphalt grind and inlay. This project also includes a 240-square-yard road base repair on NE Garden Valley Boulevard 250 feet west of NE Stephens Street.

The construction bid documents were advertised for bid on May 13, 2024, and bids were received on June 4, 2024.

Three bids were received and are summarized below:

No.	Bidder	Total Bid Amount
1	Knife River Materials	\$ 1,175,355.00
2	Guido Inc.	\$ 1,197,240.90
3	Brown Contracting	\$ 1,438,888.00
	<i>Engineer's Estimate</i>	\$ 967,993.00

**C. Financial/Resource Considerations.**

The proposed FY 24-25 Transportation Fund budget includes \$1,050,000, the Streetlight/Sidewalk Fund includes \$215,000 for ADA ramp Improvements, and the Storm Drainage Fund includes \$100,000 for miscellaneous storm improvement projects. Total project costs are estimated below.

Construction	\$ 1,175,355
Contingency (5% of const.)	\$ 58,768
CM Services	\$ 25,000
<i>Total Estimated Costs</i>	<i>\$1,259,123</i>

Proposed Funding Breakdown

Transportation Fund	\$ 1,048,428
Storm Fund	\$ 44,602
Sidewalk Fund	\$ 166,093
<i>Total Estimated Costs</i>	<i>\$ 1,259,123</i>

**D. Timing Considerations.**

This project is budgeted for FY 24-25. If awarded, the Notice to Proceed will be issued in July. The contractor is allowed 90 days to complete the project.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, Knife River Materials, for \$1,175,355; or
2. Request additional information; or
3. Reject all bids.

**STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their June 13, 2024, meeting and unanimously recommended awarding the project to the lowest responsive bidder, Knife River Materials, for \$1,175,355. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***“I MOVE TO AWARD THE NE STEPHENS STREET REHABILITATION PROJECT TO THE LOWEST RESPONSIBLE BIDDER, KNIFE RIVER MATERIALS, FOR \$1,175,355, CONTINGENT UPON EXPIRATION OF THE SEVEN-DAY NOTICE OF INTENT TO AWARD PERIOD.”***

**ATTACHMENTS:**

Attachment #1 – Engineer’s Recommendation



June 6, 2024

Ryan Herinckx  
City of Roseburg  
900 SE Douglas  
Roseburg, Oregon 97470

Re: NE Stephens Street Roadway Improvements  
Project No. 24PW01

Dear Ryan:

On June 4, 2024, three (3) bids were received to construct the above referenced project. The bids ranged from \$1,175,355.00 to \$1,438,888.00, with the Engineer's estimate of probable construction cost identified as \$967,933.00

The lowest bid was submitted by Knife River for a total of \$1,175,355.00, which is 21.4% greater than the Engineer's estimate.

The two low bids were within 2% of each other.

In discussion with the low bidder, Knife River, it was indicated that the bid items for Traffic Control, Level 3 HMAC with Fiber, and 2" CPPR were higher than engineer's estimate due to the following:

- Rising labor/materials costs
- Complexity of the traffic control near the Stephens/Edenbower and Stephens/Kenneth Ford intersections, the temporary pedestrian access routes along the corridor, and subsequent additional paving shifts required as a result.
- the additional traffic control efforts for the fog seal of the bike lanes.

The Knife River bid form was properly signed and executed, and applicable addendums were acknowledged. The bid submission included a First Tier Subcontractor Disclosure Form, an Employee Drug Testing Program Certification Form, a Bid Bond, a Public Works Bond Pre-Bid Notice & Certification Form, and a Pay Equity Compliance Training Certification Form.

Based upon our review of the bids, Century West Engineering recommends that the City of Roseburg award the construction contract to:

### **Knife River Materials**

This recommendation is pending final approval of the Public Works Commission, City Council and successful submittal of all required documents identified in the Contract Forms.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rawley Voorhies', is written over a light blue horizontal line.

Rawley Voorhies, PE  
Project Manager

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2024 PAVEMENT MANAGEMENT SLURRY SEALS PROJECT BID AWARD RECOMMENDATION – 24PW02

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Meeting Date: June 24, 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

The City received bids for the 2024 Pavement Management Program (PMP) Slurry Seals project. The issue for the City Council is whether to award the construction contract.

### BACKGROUND

#### A. Council Action History.

On August 23, 2021, the City Council approved the Five Year PMP.

#### B. Analysis.

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to an existing pavement. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface.

The construction bid documents were advertised for bid on May 16, 2024, and bids were received on June 4, 2024.

Three bids were received and are summarized below:

No.	Bidder	Total Bid Amount
1	VSS International, Inc.	\$256,000.00
2	One Way Trigger, LLC	\$270,980.00
3	Doolittle Construction, LLC	\$271,000.00
	<i>Engineer's Estimate</i>	<i>\$243,172.50</i>

This project comprises 20 street segments at various locations throughout the City, totaling approximately 58,000 square yards.

#### C. Financial/Resource Considerations.

The adopted FY 24-25 Transportation Fund Materials & Services budget includes funding to complete this project. Total project costs are estimated below.



Construction	\$ 256,000
Contingency (5% of const.)	\$ 12,800
<hr/>	
<b>Total Estimated Costs</b>	<b>\$ 268,800</b>

**D. Timing Considerations.**

This project is budgeted for FY 24-25. If awarded, the Notice to Proceed will be issued in July. The contractor is allowed 60 days to complete the project.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, VSS International, Inc., for \$256,000; or
2. Request additional information; or
3. Reject all bids.

**STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. The Public Works Commission discussed this project at their June 13, 2024, meeting and unanimously recommended awarding the project to the lowest responsive bidder, VSS International, Inc., for \$256,000. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I MOVE TO AWARD THE 2024 PAVEMENT MANAGEMENT PROGRAM SLURRY SEALS PROJECT TO VSS INTERNATIONAL, INC., THE LOWEST RESPONSIBLE BIDDER, FOR \$256,000, CONTINGENT UPON EXPIRATION OF THE SEVEN-DAY NOTICE OF INTENT TO AWARD PERIOD."***

**ATTACHMENTS:**

Attachment No. 1 - Street Segments

DEPARTMENT ITEMS C  
ATTACHMENT NO. 1

Street	Segment	Length (ft)	Width (ft)	Area (sy)
NW Daysha Dr	NW Kline to NW Hunter Court	2070	27	6274
NW Hunter Ct	NW Daysha Dr to End	215	25.5	610
NW Woodoak Dr	NW Woodwillow Dr to NW Woodwillo Dr	623	35.1	2431
NW Troost St	NW Garden Valley Blvd to Cul De Sac	753	33	2752
NW Hughwood Ave	NW Troost St to NW Kline St	1422	33.5	5282
NW Cabrillo Ct	100 ft West of NW Jeffery St to East Cul De Sac	352	33.2	1297
NW Jeffery St	NW Sunberry Dr to NW Cabrillo Ct	227.8	26	658
NW Sunberry Dr	50 ft West of NW Luth St to NW Troost St	1044.25	38.25	4437
NW Delridge Ave	NW Troost ST to NW Lynwood St	466	31.5	1631
NW Moore Ave	225 ft West of NW Luth St to NW Kline Street	644	21.25	2174
NW Ulrich Ct	NW Keasey St to Dead End	416	19.2	887
NW Goetz St	NW Garden Valley Blvd to Dead End	820	32.85	2993
NW Crouch St	NW Garden Valley Blvd to NW Hill Ave	770	24.1	2064
NW Estelle St	NW Garden Valley Blvd to NW Black Ave	431	36.5	1748
NW Hill Ave	NW Dogwood St to 740 NW Hill Ave	923	32.6	3346
NW Dogwood St	NW Hill Ave to North Cul De Sac	655	25	1819
NW Eden St	NW Garden Valley Blvd to NW Cecil Ave	1080	28.6	3434
NW Cecil	NW Eden St to NW Fairmount St	635	28.5	2010
NW Church Ave	NE Vine St to NE Poplar St	660	27.75	2035
NE Rocky Ridge Dr	NE Garden Valley Blvd to 550 ft North or Rocky Dr	3006	29.72	9927

**Total Area = 57809**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

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**Meeting Date: June 24, 2024**  
**Department: Finance**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Ron Harker, Finance Director**  
**Contact Telephone Number: 541-492-6710**

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### ISSUE STATEMENT AND SUMMARY

Staff is requesting authorization to utilize ARPA funds to provide the financial support that is required for the Off Street Parking Fund. Keeping in line with previous Council action, it is proposed that an additional \$50,000 of ARPA funds be authorized at this time.

### BACKGROUND

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

On March 22, 2021, the Council received and accepted the Downtown Parking Assessment and Plan after a presentation from Rick Williams Consulting.

On December 13, 2021, the Council awarded the contract for parking enforcement services to ACE Parking.

On January 24, 2022, the Council authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

On August 22, 2022, the Council authorized the use of ARPA funds to pay for janitorial and security services at the parking structure.

Council authorized changes to meters, parking spaces, time limits and permit sales at meetings on August 22, 2022, September 26, 2022, and November 11, 2022.

Council authorized use of ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000 on six separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, November 13, 2023, and February 26, 2024.

On October 23, 2023, the Council authorized an appropriation transfer of \$20,000 from the General Fund Contingency to the Off Street Parking Fund.

On November 1, 2023, the Council held a work study session to discuss options for funding the downtown parking program.

On December 6, 2023, the Council held a special meeting to discuss funding options for the parking program and consensus was to establish a Council led committee to work with stakeholders and discuss solutions.

**B. Analysis.**

The City provides downtown parking enforcement services through a contract with ACE Parking & Mobility Solutions. Currently, the parking enforcement program does not generate sufficient revenues to cover expenses and is not sustainable in its current form. Staff and Council have been working on long-term solutions to funding the parking program to make it sustainable. In the interim, parking enforcement expenses continue to accrue, resulting in a deficit that needs to be funded. The City's projected cash balance in the Off Street Parking Fund is less than \$1,000 as of the date of Council's next meeting. It is projected that the City will not have sufficient resources to cover the expenses that are incurred for May's parking enforcement services and other related expenses. Consequently, additional funding is required to support the Off Street Parking Fund.

In alignment with previous Council action, staff requests the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It is projected that \$50,000 would provide needed cash flow for approximately three to four months of operations.

**C. Financial/Resource Considerations.**

The use of ARPA funds to provide needed cash flow financing will not significantly impact the ARPA fund as the proposed \$50,000 only represents 1.6% of expenditures. However, \$50,000 would be unavailable for other projects that could be facilitated through ARPA funds.

**D. Timing Considerations.**

Due to the depletion of fund reserves and the need to maintain a positive cash balance in the fund, it is essential to provide staff with direction.

**COUNCIL OPTIONS**

- 1) Authorize \$50,000 from ARPA funds to be used to provide cash flow assistance for the Off Street Parking Fund; or
- 2) Provide staff with alternative directions to fund the cash flow needs of the Off Street Parking Fund.

**STAFF RECOMMENDATION**

Staff recommends that Council authorize \$50,000 from ARPA funds to provide cash flow assistance for the Off Street Parking Fund.

**SUGGESTED MOTION**

***"I MOVE TO AUTHORIZE THE USE OF \$50,000 OF ARPA FUNDS TO PROVIDE CASH FLOW ASSISTANCE FOR THE OFF STREET PARKING FUND."***

**ATTACHMENTS:**

None.



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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Meeting Date: June 24, 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 June 24, 2024 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  
June 11, 2024 - 10:00 a.m.

1. June 10, 2024 City Council and Urban Renewal Agency Board Meeting Synopsis
2. June 24, 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 – Graffiti
  - B. Documents – Police PO
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
June 17, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. June 24, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
5. Discussion Items

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Authorization to accept FAA Grant
- 2024-2029 Capital Improvement Plan Update
- Urban Campground Discussion
- Parking Enforcement Work Session
- Bid Award Recommendation – Taxiway A Extension 22GR18

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**July 8, 2024**

Consent Agenda

- A. June 24, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report

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**July 22, 2024**

Mayor Reports

Consent Agenda

- A. July 8, 2024 Meeting Minutes
- B. OLCC – New Outlet – The Majestic Theater, LLC located at 431 SE Main Street

Public Hearings

- A. Urban Growth Boundary Swap

Department Items

- A. Bid Award – SE Stephens Water Main Replacement – Project No. 23WA12

Executive Session

- A. ORS 192.660(2)(i) – City Manager Performance Evaluation

Informational

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

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**August 12, 2024**

Consent Agenda

- A. July 22, 2024 Meeting Minutes

Public Hearings

- A. Comprehensive Plan Amendment – Natural Hazard Mitigation Plan

Informational

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

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**August 26, 2024**

Consent Agenda

- A. August 12, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

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**September 9, 2024**

Consent Agenda



- A. August 26, 2024 Meeting Minutes  
Informational
  - A. City Manager Activity Report
- 

**September 23, 2024**

- Consent Agenda
  - A. September 9, 2024 Meeting Minutes  
Informational
  - A. City Manager Activity Report
- 

**October 14, 2024**

- Consent Agenda
  - A. September 23, 2024 Meeting Minutes  
Department Items
  - A. 2024 Oregon Public Library Statistical Report  
Informational
  - A. City Manager Activity Report
- 

**October 28, 2024**

- Consent Agenda
  - A. October 14, 2024 Meeting Minutes  
Informational
  - A. City Manager Activity Report
- 

**November 2024 (to be determined)**

- Mayor Reports
  - A. Veterans Day and Military Families Month Proclamation  
Consent Agenda
  - B. October 28, 2024 Meeting Minutes  
Informational
  - A. City Manager Activity Report
- 

**November 11, 2024          Veterans Day**

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**December 9, 2024**

- Consent Agenda
  - A. November 2024 Meeting Minutes  
Resolutions
  - A. Resolution Setting a New Council Reimbursement Amount for 2025  
Informational
  - A. City Manager Activity Report
- 

**January 13, 2025**

- Mayor Reports
  - A. State of the City Address
  - B. Commission Chair Appointments
  - C. Commission Appointments  
Commission Reports/Council Ward Reports
  - A. Election of Council President  
Consent Agenda
  - A. December 9, 2024 Meeting Minutes  
Informational
  - A. City Manager Activity Report
  - B. Municipal Court Quarterly Report
-

**City Manager Updates**  
*June 14, 2024*

- A few of reminders from recent communications:
  - The Roseburg Fire Department will be burning Reservoir Hill the week of June 24-28. Next week, they will be working with DFPA and DCFD2 to construct fire line breaks to prep for the larger burn. This is both a training exercise and preventive measure.
  - Public Works Director Dawn Easley will be leaving her position in mid-July. Former PWD Brice Perkins has agreed to come back for a short stint to assist during the transition and search for a new director.
  - The UGB Swap agenda item has been scheduled for the July 22 meeting.
  - We are in the process of transitioning our email system. Our new email addresses (beginning July 1) will be @Roseburgor.gov. The existing email addresses will continue to work and will be forwarded to the new addresses.
  
- The Public Works Commission met yesterday and forwarded three project bid award recommendations for Council consideration at your June 24 meeting.
  
- I am planning to attend the OCCMA Summer conference at Hood River June 24-27. This means I will likely be on Zoom for the next Council meeting. Please contact me if this is a concern.
  
- Summer is in full swing at the Library, with something happening every weekday through August 24:
  - Mondays – Lunchbox Express (six locations)
  - Tuesdays – children’s program at library; Winchester Elementary outreach (July only)
  - Wednesday – Storytime at Stewart Park Pavilion; Boys & Girls Club outreach
  - Thursday – Storytime at library; teen program at library
  - Friday – children’s program at Stewart Park Pavilion; Sunshine Park Apartments outreachFor a full schedule of events: <https://www.cityofroseburg.org/departments/library/events>
  
- The Parks & Rec Department has a full slate of activities this summer....from Movies in the Park to Zumba to Yoga to Low Impact Fitness....you can find it all here:  
<https://www.cityofroseburg.org/departments/parks-and-recreation/events>
  
- For those of you that knew former Mayor Doug John, his memorial celebration is happening tomorrow at Stewart Park beginning at 2:00 pm. According to daughter Dori – bring a chair or blanket and a good story, please don’t dress up, and please do not wear Duck gear ☺.
  
- The spring newsletter is out and can be found here:  
<https://mailchi.mp/cityofroseburg/city-of-roseburg-spring2024-e-newsletter-6244633>
  
- Scholarships are now open for the LOC fall conference. If you think you may be interested in attending, please let Amy Nytes know and she can help you apply. The conference will be October 17-19 in Bend. Applications are open until July 19.
  
- Meetings next week:
  - Library Commission – Tuesday 6/18 @ 4 pm Roseburg Public Library Ford Room
  - Historic Commission – Wednesday 6/19 @ 3:30 pm City Hall Council Chambers
  - Airport Commission – Thursday 6/20 @ 3:30 pm City Hall Council Chambers