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1-9-2025

**ROSEBURG CITY COUNCIL AGENDA – JANUARY 13, 2025**  
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

Katie Williams

Zack Weiss

Andrea Zielinski

Ellen Porter

Shelley Briggs Loosley

Kylee Rummel

Ruth Smith

**3. Mayor Reports**

A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

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

A. Election of Council President

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

**6. Consent Agenda**

A. December 9, 2024 Regular Meeting Minutes

B. OLCC – New Outlet – Garden Buffet, Inc. at 1350 NE Stephens St. #1

C. OLCC – Change of Ownership – T & N 1 LLC dba Garden Valley Mini Mart at 247 NW Garden Valley Blvd.

D. OLCC – New Outlet – Serendipity Roseburg, LLC dba Serendipity Roseburg at 632 Jackson St.

**7. Resolutions**

A. Resolution No. 2025-01 - Setting a New Council Reimbursement Amount for 2025

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

**9. Adjourn**

**10. Executive Session ORS192.660(2)(e)**

A. Real Property Discussion

**Informational**

A. Future Tentative Council Agendas

## **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@roseburgor.gov](mailto:info@roseburgor.gov).
    - 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@roseburgor.gov](mailto:info@roseburgor.gov)) 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.
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- 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>

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## COMMISSION APPOINTMENTS

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Meeting Date: January 13, 2025

Agenda Section: Mayor Reports

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired on December 31, 2024.

#### BACKGROUND

##### A. Council Action History.

Similar action is taken by the Council each January.

##### B. Analysis.

Known vacancies are being advertised; commission members who would like to be reappointed merely need to express their interest to the Commission Chair or Staff. The Commission Chair is to make a recommendation as to the Commission appointments. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote.

The following denotes the status of Commission membership needs, interest from existing members and any new vacancies that would need to be filled.

#### Airport Commission

Three (3) Commission members had term expirations:

- Frank Inman – requested reappointment
- Robb Paul – requested reappointment
- David Morrison chose not to request reappointment

*If approved, the following motion is suggested, "I move to reappoint Commission members Frank Inman and Robb Paul to the Airport Commission for another three-year term."*

#### Budget Committee

One (1) Committee member had a term expiration:

- Mike Baker – requested reappointment

There are currently three (3) vacancies, which we recruited for in 2024, but did not receive any applications.

*If approved, the following motion is suggested, “I move to reappoint Committee member Mike Baker to the Budget Committee for another three-year term.”*

### **Economic Development Commission**

One (1) Commission member had a term expiration:

- Paul Zegers – requested reappointment

*If approved, the following motion is suggested, “I move to reappoint Commission member Paul Zegers to the Economic Development Commission for another three-year term.”*

### **Historic Resource Review Commission**

Two (2) Commission members had term expirations:

- Marilyn Aller – requested reappointment
- James De Lap – requested reappointment

*If approved, the following motion is suggested, “I move to reappoint Commission members Marilyn Aller and James De Lap to the Historic Resource Review Commission for another three-year-term.”*

### **Parks and Recreation Commission**

One (1) Commission member had a term expiration:

- Marsha La Verne chose not to request reappointment

### **Planning Commission**

One (1) Commission member had a term expiration:

- Matthew Brady – requested reappointment

There is one (1) additional vacancy that is currently being advertised.

*If approved, the following motion is suggested, “I move to reappoint Commission member Matthew Brady to the Planning Commission for another four-year term.”*

### **Public Works Commission**

Three (3) Commission members had term expirations:

- Ken Hoffine – requested reappointment
- Patrick Lewandowski – requested reappointment
- Stuart Liebowitz – requested reappointment

There are currently two (2) additional vacancies that are currently being advertised.

*If approved, the following motion is suggested, “I move to reappoint Commission members Ken Hoffine, Patrick Lewandowski, and Stuart Liebowitz to the Public Works Commission for another three-year term.”*

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

N/A

**D. Timing Issues.**

Given the business scheduled for consideration by all Commissions, it is recommended appointments be made/confirmed as soon as practical.

**STAFF RECOMMENDATION**

Pursuant to the Municipal Code, Staff has not made any recommendations as that choice lies with the Commission Chair and the Mayor.

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## ELECTION OF COUNCIL PRESIDENT

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**Meeting Date:** January 13, 2025

**Agenda Section:** Council Reports

**Department:** Administration    **Staff Contact:** Grace Jelks, Management Assistant

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

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

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### ISSUE STATEMENT AND SUMMARY

In accordance with Section 3.8 of the City Charter: "At the first meeting of the Council each year or as soon thereafter as practical, the Council shall choose one of its members to preside over the Council and perform the duties of Mayor in the absence of the Mayor from the City or in case of the Mayor's inability to act as such."

### SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR \_\_\_\_\_ TO ACT AS THE 2025 CITY COUNCIL PRESIDENT."

### ATTACHMENTS:

None

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
December 9, 2024**

Council President Mohr called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on December 9, 2024, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Zielinski led the pledge of allegiance.

2. ROLL CALL

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

Absent: Mayor Larry Rich and Councilor Tom Michalek

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, City Attorney Jim Forrester, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review Reporter Drew Winklemaier

3. Mayor Reports

A. Nytes and Council President Mohr presented 2024 General Election Results and Scheduling of Oath of Office.

The Oath of Office ceremony for newly elected officials is scheduled for Thursday, January 2, 2025, beginning at 4:00 p.m., in the Council Chambers.

4. Commission Reports/Council Ward Reports

A. Councilor Porter moved to accept Janelle James' resignation from the Planning Commission with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

John and Pam Berman, residents, spoke about Bernie Woodard's homeless camp.

6. Consent Agenda

- A. December 3, 2024, Regular Meeting Minutes
- B. OLCC Change of Ownership – The Wild Rose Saloon LLC dba The Wild Rose Saloon & Café at 805 SE Stephens Street #103.

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

7. Ordinances

- A. Council agreed to a second reading of Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue File Nos. AN-24-001 & ZC-24-001, Second Reading.

Nytes read Ordinance No. 3607, entitled, “An Ordinance Annexing 5.27 Acres of Property Addressed as 255 NE General Ave., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map,” for the second time.

Councilor Porter moved to adopt Ordinance No. 3607, An Ordinance Annexing 5.27 Acres of Property Addressed as 255 NE General Ave., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. Council President Mohr declared Ordinance No. 3607 as adopted.

8. Department Items

- A. Herinckx presented the Streetlight Maintenance Services Contract. Discussion ensued.

Councilor Smith’s comments and questions included whether the lights are LED.

Council President Mohr’s comments and questions included clarification of using scoring versus lowest bidder.

Herinckx clarified about 95% of lights have been converted to LED, Pine and Stephens streets are being upgraded as old lights burn out, and scoring is used when the price of the project is unknown.

Councilor Porter moved to award the Streetlight Maintenance Services contract to the highest ranked proposer, Sims Electric. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and



Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Herinckx presented the Military and Altamont Storm Water Improvement Project Bid Award Recommendation – 23PW14. Discussion ensued.

Councilor Sipos' comments and questions included clarification of the excess amount of money budgeted for this project.

Councilor Smith's comments and questions included clarification of more funding and plans to finish the project.

Herinckx clarified there is a cushion, it will not exceed what is approved, and we are working to identify and add more projects in that area.

Councilor Porter moved to award the Military and Altamont Storm Water Improvement Project to the lowest responsible bidder, Mars Construction, for \$117,710. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

- A. Councilor Zielinski presented Councilors Mohr and Sipos with a plaque recognizing their service on the City Council.  
B. Councilor Porter thanked those that spoke during audience participation.  
C. Councilor Briggs Loosley wished everyone a happy holiday.

10. Adjourn

Council President Mohr adjourned the regular meeting at 7:27 p.m.

Respectfully submitted,

*Grace Jelks*

Management Staff Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW LICENSE GARDEN BUFFET INC. 1350 NE STEPHENS STREET #1

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Meeting Date: January 13, 2025

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Garden Buffet, Inc., as a new license granted for "New License" – Full On-Premises" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

### BACKGROUND

**A. Council Action History.**

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

**B. Analysis.**

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

**C. Financial/Resource Considerations.**

The applicant has paid the appropriate fee for City review of the application.

**D. Timing Considerations.**

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

### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR GARDEN BUFFET, INC., AT 1350 NE STEPHENS STREET #1, IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda  
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

**Section 1 – Submission – To be completed by Applicant:**

License Information

Legal Entity/Individual Applicant Name(s): *Garden Buffet Inc.*

Proposed Trade Name:

Premises Address: *1350-1 NE Stephens Street.* Unit:

City: *Roseburg* County: *Douglas* Zip: *97470*

Application Type:  New License Application  Change of Ownership  Change of Location

License Type: *Full on-Premises Commercial*  Additional Location for an Existing License

Application Contact Information

Contact Name: *Judy Chen* Phone: *541-517-6896*

Mailing Address: *1350-1 NE Stephens Street*

City: *Roseburg* State: *Oregon* Zip: *97470*

Email Address: *gardenbuffet\_2024@yahoo.com*

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production
- Retail Off-Premises Sales
- Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- Indoor Consumption  Outdoor Consumption
- Proposing to Allow Minors

**Section 1 continued on next page**



# Local Government Recommendation – Liquor License

### Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): *Garden Buffet Inc.*

Proposed Trade Name: *Garden Buffet.*

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

### Section 2 – Acceptance - To be completed by Local Government:

#### Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Roseburg*

Date Application Received: *12/02/2024*

Received by: *Administration*

Optional Date Received Stamp



### Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

*pd # 534078*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC CHANGE OF OWNERSHIP T & N 1 LLC DBA GARDEN VALLEY MINI MART 247 NW GARDEN VALLEY BLVD.

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Meeting Date: January 13, 2025

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

OLCC has received an application from T & N 1 LLC dba Garden Valley Mini Mart, as a new license granted for "Change of Ownership" – Full Off-Premises" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

#### BACKGROUND

**A. Council Action History.**

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

**B. Analysis.**

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

**C. Financial/Resource Considerations.**

The applicant has paid the appropriate fee for City review of the application.

**D. Timing Considerations.**

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

#### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNERSHIP APPLICATION FOR T & N 1 LLC, DBA GARDEN VALLEY MINI MART, IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

cc: License Applicant with copy of agenda  
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION  
**Local Government Recommendation – Liquor License**

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

**Section 1 – Submission – To be completed by Applicant:**

License Information

Legal Entity/Individual Applicant Name(s): T & N 1 LLC  
 Proposed Trade Name: Garden Valley Mini Mart  
 Premises Address: 247 NW Garden Valley Blvd Unit:  
 City: Roseburg County: Douglas Zip: 97470  
 Application Type:  New License Application  Change of Ownership  Change of Location  
 License Type: Off-Premises Sales  Additional Location for an Existing License

Application Contact Information

Contact Name: Mohit Singla Phone: 5412857965  
 Mailing Address: 2664 Abigail lane  
 City: Eugene State: OR Zip: 97403  
 Email Address: gvminimart1@gmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production  
 Retail Off-Premises Sales  
 Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:  
 Indoor Consumption  Outdoor Consumption  
 Proposing to Allow Minors

Section 1 continued on next page

*pd #537829*





## Local Government Recommendation – Liquor License

### Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): T & N 1 LLC

Proposed Trade Name: Garden Valley Mini Mart

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.  
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

### Section 2 – Acceptance - To be completed by Local Government:

#### Local Government Recommendation Proof of Acceptance

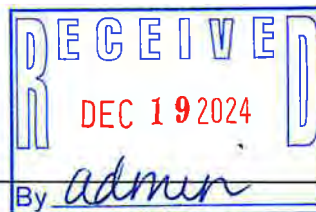
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Roseburg*

Optional Date Received Stamp

Date Application Received: *12-19-24*

Received by: *admin*



### Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW LICENSE SERENDIPITY ROSEBURG, LLC DBA SERENDIPITY ROSEBURG 632 JACKSON ST.

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Meeting Date: January 13, 2025

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Serendipity Roseburg, LLC dba Serendipity Roseburg, as a new license granted for "New License" – Limited On-Premises" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

#### BACKGROUND

**A. Council Action History.**

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

**B. Analysis.**

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

**C. Financial/Resource Considerations.**

The applicant has paid the appropriate fee for City review of the application.

**D. Timing Considerations.**

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

#### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR SERENDIPITY ROSEBURG, LLC DBA SERENDIPTY ROSEBURG, AT 632 JACKSON ST., IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda  
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION  
**Local Government Recommendation – Liquor License**

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
<input checked="" type="checkbox"/> Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

**Section 1 – Submission – To be completed by Applicant:**

**License Information**

Legal Entity/Individual Applicant Name(s): *Serendipity Roseburg, LLC*  
 Proposed Trade Name: *Serendipity Roseburg*  
 Premises Address: *632 Jackson St* Unit: *N/A*  
 City: *Roseburg* County: *Douglas* Zip: *97470*  
 Application Type:  New License Application  Change of Ownership  Change of Location  
 License Type: *Limited On-premises Sales*  Additional Location for an Existing License

**Application Contact Information**

Contact Name: *Shawn D Garrett* Phone: *541 913-8281*  
 Mailing Address: *402 Miguel St*  
 City: *Roseburg* State: *OR* Zip: *97470*  
 Email Address: *Serendipity.roseburg@outlook.com*

**Business Details**

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production  
 Retail Off-Premises Sales  
 Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption  Outdoor Consumption  
 Proposing to Allow Minors

**Section 1 continued on next page**



# Local Government Recommendation – Liquor License

## Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): **SERENDIPITY ROSEBURG, LLC**

Proposed Trade Name: **SERENDIPITY ROSEBURG**

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.  
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

## Section 2 – Acceptance - To be completed by Local Government:

### Local Government Recommendation Proof of Acceptance

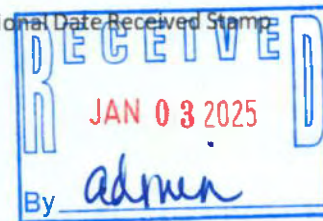
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: **City of Roseburg**

Date Application Received: **01/03/2025**

Received by: **admin**

Optional Date Received Stamp



## Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION NO. 2025-01 – A RESOLUTION SETTING A NEW COUNCIL REIMBURSEMENT AMOUNT FOR 2025

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Meeting Date: January 13, 2025  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Amy Nytes, City Recorder  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Council is being asked to ratify the 2025 partial reimbursement amount for costs associated with internet and cell phone service for City elected officials.

#### BACKGROUND

##### A. Council Action History.

November 14, 2022 – The Council adopted Ordinance No. 3577 amending the code to allow a set amount for partial reimbursement to City elected officials for the costs associated with internet and cell phone service.

Staff requests a copy of the monthly statements for cell phone service and internet services annually and the Council adopts a Resolution to establish the reimbursement rate for that calendar year.

##### B. Analysis.

The Mayor and members of the Council are volunteers and receive no pay for their service. In their role as an elected official, they spend many hours attending commission and Council meetings, community events, training sessions and meetings with their constituents. They must use technology to access Council agenda packets, the Roseburg Municipal Code and other informational records. In addition, the Mayor and members of the Council must be accessible to their constituents through phone or email, generally through a cell phone or other device.

There are costs associated with the activities listed above, and partial reimbursement is available to all City elected officials toward those costs if they choose to participate.

Staff contacted each of the current elected officials to determine their monthly costs for both internet and cell phone service. From that, the following reimbursement amounts are being proposed as partial reimbursement, not to exceed the amount any City elected official currently pays for those services:

- Internet: \$24.99/month

- Cell Phone: \$33.22/month

It is recommended that the revised reimbursement amounts be adopted by resolution each year if there are any changes to the rates. Staff has prepared a resolution adopting the 2025 reimbursement rates for internet and cell phone services.

**C. Financial/Resource Considerations.**

At the recommended monthly reimbursement amount of \$58.21/month, the total annual reimbursement for each of the nine City elected officials per month would be \$523.89. If all nine members choose to receive the reimbursement, the total cost would be \$6,289.68. There are adequate funds available in the administrative department's budget.

**D. Timing Considerations.**

Reimbursements for 2025 will be processed at the beginning of February 2025 if the Council adopts this resolution.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt a resolution setting a partial reimbursement of \$24.99/month for internet service and \$33.22/month for cell phone service for City elected officials; or
- Request additional information; or
- Not adopt the resolutions.

**STAFF RECOMMENDATION**

Staff recommends the Council adopt the attached resolution setting the 2025 partial reimbursement of \$24.99/month for internet service and \$33.22/month for cell phone service for City elected officials.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2025-01."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2025-01

**RESOLUTION NO. 2025-01**

**A RESOLUTION SETTING THE COUNCIL REIMBURSEMENT AMOUNT FOR  
INTERNET AND CELL SERVICE**

**WHEREAS**, the Mayor and members of the Council are volunteers and receive no pay for their service; and

**WHEREAS**, the Mayor and Council must use technology to access Council agenda packets, the Roseburg Municipal Code and other informational records, and be accessible to their constituents through phone or email; and

**WHEREAS**, there are costs associated with the technology needed for this access; and

**WHEREAS**, Council adopted Ordinance No. 3577, which amended the code to allow partial reimbursement for internet and cell phone service to City elected officials.

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

**Section 1.** City elected officials are eligible to receive a partial reimbursement of \$24.99 per month for the cost of internet and \$33.22 per month for the cost of cell phone service.

**Section 2.** This resolution shall be effective starting January 1, 2025.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 13th DAY OF January, 2025.**

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**Amy Nytes, City Recorder**



**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- UTRAN Presentation
  - VA Director Presentation
  - Council Goals Adoption
  - Five Year Capital Improvement Plan Update
  - City Manager Evaluation Process Presentation (Work Study)
  - City Manager Evaluation Process Adoption
  - UCC Land Transfer
  - Fireworks Risk Assessment
  - Parking Discussion Continued
  - FEMA Model Ordinance, First Reading / Second Reading
- 

**January 27, 2025 – 6:15 P.M.**

Planning Commission Interviews

**January 27, 2025**

Mayor Reports

- A. Planning Commission Appointment
- B. Municipal Judge Compensation
- C. City Manager Compensation

Consent Agenda

- A. January 13, 2025 Meeting Minutes

Department Items

- A. Contract Award – 5 Year Pavement Management
- B. Library Meeting Room Policy Update

Informational

- A. Future Tentative Council Agendas
- B. Municipal Court Quarterly Report

**Urban Renewal Agency (immediately following the City Council Regular Meeting)**

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**February 10, 2025**

Mayor Reports

- A. City Council Rules and Procedures Review (RMC 2.34)
- B. Council Reimbursement

Consent Agenda

- A. January 27, 2025 Meeting Minutes

Public Hearings

- A. Ordinance No. 3608 – Sunshine Park, First Reading

Department Items

- A. Ace Parking Funding Discussion

Informational

- A. Future Tentative Council Agendas
- 

**February 24, 2025**

Mayor Reports

- A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2023 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2024
- C. 2025 – 2026 Budget Calendar

Consent Agenda

- A. February 10, 2025 Meeting Minutes

Ordinances

- A. Ordinance No. 3608 – Sunshine Park, Second Reading

Resolutions

- A. Resolution No. 2025-002 – Safe Routes to School – Douglas Avenue Improvements

Informational

- A. Future Tentative Council Agendas
- 

**March 10, 2025**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 24, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
- 

**March 24, 2025**

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 10, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
- 

**April 14, 2025**

Mayor Reports

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

- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 24, 2025 Meeting Minutes

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension

- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. Future Tentative Council Agendas
- 

**April 28, 2025**

Mayor Reports

- A. Historic Preservation Month Proclamation

- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 14, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas

- B. Finance Quarterly Report

- C. Municipal Court Quarterly Report
- 

**May 12, 2025**

Mayor Reports

- A. EMS Week Proclamation

- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
  - i. Resolution No.: General Fees
  - ii. Resolution No.: Water Related Fees

Informational

- A. Future Tentative Council Agendas
- 

**June 9, 2025**

Mayor Reports

Consent Agenda

- A. May 12, 2025 Meeting Minutes

Public Hearings

- A. Resolution No. \_\_\_\_ 2025-26 Budget Adoption

Informational

- A. Future Tentative Council Agendas
- 

**June 23, 2025**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. June 9, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
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