



Handwritten notes: "3-6-2025" and a signature.

ROSEBURG CITY COUNCIL AGENDA – MARCH 10, 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

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

Vacant

Ruth Smith

Ellen Porter

Katie Williams

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

A. American Red Cross Month Proclamation

B. Process for Requesting Items on a Future Council Agenda

4. Commission Reports/Council Ward Reports

A. Homeless Commission Appointments

B. Public Works Commission Appointment

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

6. Consent Agenda

A. February 24, 2025 Regular Meeting Minutes

B. OLCC – New Outlet – Elmer’s Restaurants, Inc., dba Elmer’s Kitchens at 3030 NW Aviation Drive

7. Department Items

A. Inmate Housing Intergovernmental Agreement Extension

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

C. Providing Interim Cash Flow Financing for Off-Street Parking Fund & Confirmation of Current Council Direction

8. Items from Mayor, City Council and City Manager

A. Reading of Executive Session Disclaimer

9. Adjourn

10. Executive Session ORS192.660(2)(f)

A. Records Exempt from Public Disclosure

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.
 - 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) 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

RED CROSS MONTH

WHEREAS: In times of crisis, people in Roseburg come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross Cascades Region volunteers and donors.

WHEREAS: In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in Roseburg, Oregon, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross.

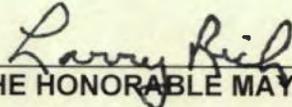
WHEREAS: Today, kindhearted individuals in our community exemplify Barton's commitment as they step up through the Southwest Oregon Chapter to provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people's darkest hours — whether it's delivering shelter, food and comfort during disasters; providing critical blood donations for hospital patients; supporting military families, veterans and caregivers through the unique challenges of service; saving lives with first aid, CPR and other skills; or delivering aid and reconnecting loved ones separated by global crises.

WHEREAS: Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim March 2025 to be

RED CROSS MONTH

DATED this 10th day of March 2025.



THE HONORABLE MAYOR LARRY RICH



Processing for Requesting an Item to be placed on a Future Council Agenda by an individual Council Member

Code Reference: Section 2.34.050 Meeting agenda and order of business.

- (1) The Mayor and City Manager shall prepare an agenda of the business to be presented for all meetings of the Council. The agenda packet shall be available for the City Council and the public not later than the Friday before the Monday Council meeting.

Requesting an Agenda Item

1. First Step; A Councilor must request an item to be placed on a future agenda by contacting the Mayor first.
 - A Councilor may request an item be added to a future agenda by contacting the Mayor via phone or email.
 - The requesting Councilor should provide sufficient details to enable proper public notice and identify any information they wish staff to prepare for the meeting.
2. Classification by Mayor:
 - Tier 1 Item:
If the Mayor agrees that the item should be prioritized, it will be designated as a Tier 1 item. The Mayor will notify the City Manager or City Recorder to add the item to a future Council agenda. The Mayor and City Manager will discuss and agree upon timing for the new agenda item. The City Manager may contact the requesting Councilor to receive additional clarification.
 - Tier 2 Item:
If the Mayor classifies the item as a Tier 2 item, it will be added to the list of future agenda items to be considered when time allows, in the order it was received. The City Manager may contact the requesting Councilor to receive additional clarification. If the Mayor is unsure how to classify the item, the Mayor may refer the Councilor to step 3.
3. If the Mayor doesn't classify the item as a Tier 1 or Tier 2 item:
If the Mayor doesn't classify an item for a Tier 1 or Tier 2, a Councilor may still propose the item for a future agenda item during a Council Meeting under the "Items from Mayor, Council, or City Manager" segment. The entire council will then vote on whether the item should be placed on a future agenda. If the vote is positive the item will be placed on the Tier 2 list in the order it was received.

Consideration of Major Policy or Ordinance Research

For requests requiring significant policy development or ordinance research:

- The Council should evaluate the proposal based on city priorities and current workloads.
- Councilors supporting the use of staff time to research the item are not obligated to vote in favor of the item when it appears on a future agenda.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



HOMELESS COMMISSION APPOINTMENT

Meeting Date: March 10, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There are two at-large vacancies on the Homeless Commission. Applicants appointed to these vacancies will serve a term ending December 31, 2026.

BACKGROUND

Analysis.

Staff advertised the Homeless Commission vacancies through the local news media, social media and the City's website. Eight applications were received and forwarded to the Mayor and Commission Chair prior to this meeting. One applicant withdrew their application.

RECOMMENDATION

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

ATTACHMENTS: Applications
Attachment No. 1 – Ashley Hicks
Attachment No. 2 – Ben Tatone
Attachment No. 3 – Jared Conley
Attachment No. 4 – Megan "Imogen" Bentley
Attachment No. 5 – Scott Tougas
Attachment No. 6 – Sherry Amos
Attachment No. 7 – Thomas McGregor



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **HOMELESS COMMISSION**

Meets at 11:00 a.m. on the fourth Monday of each month as an advisory commission to discuss and research current practices related to addressing the needs of the unhoused population. The Commission makes recommendations to the City Council, will review the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused, and receive and consider comments and suggestions from the general public and local businesses regarding homelessness.

Name: Ashley Hicks
Last First

Home Address: [Redacted] 97470
Street Zip Code

Phone Number: [Redacted] Cell Phone: [Redacted]

Email Address: [Redacted]

Occupation Small Business Owner/ Construction / Superior Drywall Company
Place of Employment

Business Address Roseburg, Oregon [Redacted]
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I served four years alongside Roseburg City Council as an elected-member. I am familiar with Municipal Law and Ordinances, also with state environmental standards. I have worked directly with homeless individuals since 2012. I hope to contribute my experiences, lessons learned and goals achieved.

6. Please give a brief description of your involvement in community groups and activities.

I have served in a magnitude of positions serving the community in one way or another. Riverfront cleanup and river restoration work recognized achievements by organizations such as Douglas County Soil and Water Conservation District and Department of Environmental Quality and the Environmental Protection Agency.

7. Please list community topics of particular concern to you that relate to this appointment.

Regarding issues of concern to me are many. Including, dramatic impacts to small businesses and our local economy, destruction of natural riparian areas and the negative impacts to native wildlife and their habitat. I share concern over the overall public safety and the safety of our police officers, fire crews and emt's. I'm concerned about the safety and welfare of those living outside within the city limits and I'm concerned about the children and domestic animals in their possession.

8. Please list your reasons for wishing to be appointed.

Admittedly I am apprehensive applying for this vacancy because I'm not convinced this commission is ready to make the necessary recommendations to council without upsetting some of the organizations and community supporters. I'm willing to show up, ask questions and try to help our community and this commission however I can.



Applicant Signature

01/22/2025

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

Information on this form is public information.
Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.



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Name: Tatone Ben
Last First

Home Address: [Redacted] Roseburg, OR 97471
Street Zip Code

Phone Number: [Redacted] Cell Phone: [Redacted]

Email Address: [Redacted]

Occupation Realtor, Builder, & Developer [Redacted]
Place of Employment

Business Address [Redacted] Roseburg OR 97470 [Redacted]
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: Email

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have a 20+ year career as a Realtor, builder, & developer in the Roseburg area. I have a special set of skills that could be useful as it relates to the locations & facilities that serve our homeless population.

6. Please give a brief description of your involvement in community groups and activities.
None - Parenting has consumed the bulk of my non-occupational time in recent years, but I will be an "empty nester" in a few short months.

7. Please list community topics of particular concern to you that relate to this appointment.

My highest priority issue on the topic of homelessness in Roseburg is the Safety, welfare, and experiences of our children. We need to create safer/cleaner spaces for them to play sports, ride their bicycles, and otherwise recreate.

8. Please list your reasons for wishing to be appointed.

I want to help shape the decisions of the commission, and ultimately the City Council, to more adeptly & thoroughly deal with our homeless crisis in ways that are compassionate in regards to the opportunities and services offered, but also firm in regards to enforceability. We need policies that will help us improve the livability and safety of our public areas.

Applicant Signature



Date

1/23/25

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

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Name: Conley Jared
Last First

Home Address: [REDACTED] 97471
Street Zip Code

Phone Number: _____ Cell Phone: [REDACTED]

Email Address: [REDACTED]

Occupation Quality Assurance Coordinator / [REDACTED]
Place of Employment

Business Address [REDACTED] [REDACTED]
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I coordinate healthcare compliance at a tribal clinic, focusing on privacy, safety, and regulatory adherence, and I develop staff training programs. Before this role, I worked on an ambulance for 15 years, where I encountered the harsh realities and emotional challenges faced by the homeless.

6. Please give a brief description of your involvement in community groups and activities.
I am actively involved in Celebrate Recovery, where I co-lead a 12-step recovery group. This role allows me to support individuals in their journey toward healing and personal growth, fostering a sense of community and resilience.

7. Please list community topics of particular concern to you that relate to this appointment.

Community Safety: Ensuring that public spaces remain safe and accessible for all residents.

Compassionate Support: Advocating for resources and programs that provide compassionate care and assistance to homeless individuals.

Accountability and Cleanliness: Promoting initiatives that hold all community members to a standard that maintains a welcoming and clean environment for everyone.

8. Please list your reasons for wishing to be appointed.

Advocacy - I want to advocate for compassionate and effective policies that address the needs of homeless individuals.

Experience - My background in healthcare and direct experience working with homeless individuals equips me to contribute meaningfully.

Community Impact - I am committed to improving community safety and cleanliness while ensuring that homeless individuals are treated with dignity and respect.

Collaboration - I seek to collaborate with other community leaders to create a balanced approach that benefits both the homeless population and the broader com

Jared Conley

08/29/2024

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

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Name: Bentley Megan ("Imogen")
Last First

Home Address: [REDACTED] 97470
Street Zip Code

Phone Number: _____ Cell Phone: [REDACTED]

Email Address: [REDACTED]

Occupation Research Systems/Applications Analyst [REDACTED]
Place of Employment

Business Address My position is remote; I work from home. _____
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I am a (non-practicing) member of the Oregon Bar Assoc. and have studied public health & compliance. I've assisted with drug court & worked/volunteered at many non-profits, some involving people in crisis. This topic is increasingly polarizing, and my goal is to facilitate reasonable paths forward.



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Name: Tougas Scott
Last First

Home Address: [REDACTED] 97470
Street Zip Code

Phone Number: [REDACTED] Cell Phone: _____

Email Address: [REDACTED]

Occupation Mental Health Therapist / [REDACTED]
Place of Employment

Business Address [REDACTED] [REDACTED]
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: Facebook

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I am a mental health and substance use disorder therapist. I routinely work with low-income individuals and families to help prevent homelessness by guiding them through HRSN or flex funding.

6. Please give a brief description of your involvement in community groups and activities.

Previous work experience:

2017-2019 - Adapt counselor at the OTP (Methadone clinic)

2019-2021 - Behavioral health consultant at Evergreen Family Medicine

Current: Private practice for outpatient therapy, which includes coordinating patient care with local medical providers and psychiatrists.

I currently serve on Umpqua Health Alliances behavioral health subcommittee

7. Please list community topics of particular concern to you that relate to this appointment.

Utilization of HRSN funding for homelessness

Establishment of homeless camps

Connecting homeless individuals and families to appropriate case managers and healthcare

8. Please list your reasons for wishing to be appointed.

1. I want to better understand the logistical barriers preventing the City from creating more established homeless camps.

2. I want to serve in a manner to help create short term and long term solutions for homeless individuals and families that are seeking assistance.

3. I would like to assist to increase the homeless access to healthcare



Applicant Signature

01/30/2025

Date

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All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

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Name: Amos Sherry FKA Shaeffer
Last First 14 DM

Home Address: [Redacted] 97471 0449
Zip Code

Phone Number: [Redacted] Cell Phone: [Redacted]

Email Address: NONE

Occupation Full Time Ministry / Amos 9:11 - ISA 56:7
Place of Employment JAMES 1:22-27

Business Address [Redacted]

Retired Hygienist / Dougeo Plumbing

1. Do you reside within the Roseburg city limits? Yes [X] No []

2. Do you own property or a business within the City? Yes [] No [X]

3. How did you learn about this vacancy?
Newspaper [X] Social Media [] City Website [] Word of Mouth []
Other [] Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes [X] No []

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Wholeness: mind, Body and spirit
for ALL Sanctification through God the
Father, Jesus AND the Holy Spirit Amos
1 THES. 5:23, 2 TIMOTHY 1:7 ORS 370 5:24
community Restoration

6. Please give a brief description of your involvement in community groups and activities.

ORS 370, Amos 5:24
Evangelist National +
International. Moved to Roseburg
1978. 5 years ministry equipping in the South #

7. Please list community topics of particular concern to you that relate to this appointment.

To RESTORE this Community
to wholeness and prosperity
by the Grace and Mercy of
Almighty

8. Please list your reasons for wishing to be appointed.

My hope and Faith is
in the LORD.
Amos Awe Dios Awa Intl. for
ABUSED women and children in U.S.A
JAMES 1, ISAIAH 1,

Applicant Signature

Date

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Name: McGregor Thomas
Last First

Home Address: [REDACTED] 97470
Street Zip Code

Phone Number: [REDACTED] Cell Phone: [REDACTED]

Email Address: [REDACTED]

Occupation Project Manager / [REDACTED]
Place of Employment

Business Address N/A
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
 Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
 I have worked directly with Roseburg households navigating social and economic complexities for many years while serving as an educator and as an administrator at Phoenix School. My hope is assist the commission with aspects related to housing local opportunity youth (ages 16-24).

6. Please give a brief description of your involvement in community groups and activities. Since 2021, I have served as the leader of the Douglas County Homeless Youth Solutions Initiative. This team is comprised of various staff at numerous local agencies all working to increase sustainable resources to help youth with shelter and support resources. I also volunteer on numerous board of directors and serve as the MC for Music on the Half Shell every summer.

7. Please list community topics of particular concern to you that relate to this appointment.

I am concerned with temporary shelter concerns and the creation of new affordable housing. I am now employed with Peace at Home Advocacy Center and working on policy solutions to allow for service organizations to better partner with state agencies such as ODHS and OHCS.

8. Please list your reasons for wishing to be appointed.

I have followed the commission's activities for a long time and wish to be part of the positive energy. I recognize there are many difficult decisions ahead for our community and I have always been attracted to this complex work. I look forward to the opportunity to assist others in town to better understand the realities associated with social work and helping their neighbors. (The teacher in me loves to make a larger classroom. Thank you.

Thomas J McGregor

Applicant Signature

09/03/2024

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PUBLIC WORKS COMMISSION APPOINTMENT

Meeting Date: March 10, 2025 **Agenda Section:** Commission Reports
Department: Administration **Staff Contact:** Grace Jelks, Management Assistant
www.cityofroseburg.org **Contact Telephone Number:** 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Public Works Commission. One position ends December 31, 2025. The other ends December 31, 2027.

BACKGROUND

Analysis.

Staff advertised the Public Works Commission vacancies through local news media, social media and the City's website. One application was received and forwarded to the Mayor and Commission Chair prior to this meeting.

The Municipal Code requires the current vacancies be filled by someone who is a resident of the City.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation in regard to appointment as that responsibility lies with the Commission Chair and the Mayor.

ATTACHMENTS: Application
Attachment No. 1 – Brad Johnson



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PUBLIC WORKS COMMISSION**

Meets at 3:30 p.m. second Thursday of each month in the Council Chambers to provide long-range planning and financing of capital improvements including sidewalks, streets, lighting and storm drainage; and to consider rules governing operations of the water system and its rate structure.

Name: Johnson Bradley
Last First

Home Address: [REDACTED] 97470
Street Zip Code

Phone Number: [REDACTED] Cell Phone: [REDACTED]

Email Address: [REDACTED]

Occupation General Manager / [REDACTED]
Place of Employment

Business Address [REDACTED] [REDACTED]
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: City Staff

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
 Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
 I have worked in the water industry for the last 19+ years. In past employment, I have worked in the heavy construction industry, rental equipment industry, oil field and manufacturing industry, title insurance industry, and the heavy crane and trucking industry. That's the short list.

6. Please give a brief description of your involvement in community groups and activities.
I have and still do volunteer with my church. Other than running UBWA , which is a 24/7/365 job, I am usually busy taking care of my aging mother and father in-law. My wife and I do help supporting other communities by attending fund raising charity events.

7. Please list community topics of particular concern to you that relate to this appointment.

Public works, finance, equipment and vehicles.

8. Please list your reasons for wishing to be appointed.

The willingness to assist with experience.

Bradley E Johnson

Applicant Signature

12/18/2024

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

Information on this form is public information.
Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 24, 2025**

Council President Smith called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 24, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Weiss led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Tom Michalek, Katie Williams, Ellen Porter, Ruth Smith, Zack Weiss, Shelley Briggs Loosley, and Andrea Zielinski

Absent: Mayor Larry Rich

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stu Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, Parks and Recreation Program Manager Val Ligon, and City Auditor Jeff Cooley

3. Mayor Reports

A. Harker presented the 2023 GFOA Certificate of Achievement for Excellence in Annual Comprehensive Financial Reporting (ACFR) and 2023 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR).

4. Commission Reports/Council Ward Reports

A. Councilor Michalek spoke about the February 20, 2025, Airport Commission meeting.

B. Councilor Porter spoke about the February 13, 2025, Public Works Commission meeting and shared concerns from constituents in her Ward about the parks not being safe for children.

C. Councilor Briggs Loosley spoke about the February 24, 2025, Homeless Commission meeting.

D. Councilor Zielinski spoke about the February 18, 2025, Library Commission meeting and the 2025 Optimist Club annual event.

E. Klopfenstein shared that Officer Brandon Halter was awarded 2025 Optimist Officer of the year.

5. Audience Participation

None.

6. Special Presentations

- A. Harker and Cooley presented the Annual Comprehensive Financial Report (ACFR). Discussion ensued.

Councilor Porter's comments and questions included clarification of retirees that receive PERS benefits.

Council President Smith's comments and questions included how many people are still in Tier One.

Harker and Cooley clarified the PERS funding, tiers, and survivor benefits.

- B. Harker presented the Quarterly Report Ending December 31, 2024. Discussion ensued.

Councilor Michalek's comments and questions included clarification of the water system and miles of sewers.

Council President Smith's comments and questions included wanting more in depth information.

Councilor Porter's comments and questions included whether federal grant funding is vulnerable to being frozen and an assessment before switching over to SAIF.

Messenger clarified that the drop in total water system miles during the reporting period was most likely due to better data collection, use of a GPS monitoring system capturing a more accurate reflection that excludes ditches, federal grant funds are reimbursements for projects, and it might take a long time to get reimbursed if federal employees that are responsible for processing grant payments have been laid off.

Harker clarified that the information is more in depth in the budget document and an assessment was done to determine that switching to SAIF was a better way to manage complicated on-the-job injury claims.

- C. Harker presented 2025 – 2026 Budget Calendar.

7. Consent Agenda

- A. February 10, 2025 Regular Meeting Minutes.

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

8. Ordinances

- A. Council agreed to a second reading of Ordinance No. 3608 Nytes read Ordinance No. 3608, entitled, "An Ordinance Amending the Roseburg Urban Growth Boundary (UGB), Annexing Property, Amending the Comprehensive Plan Map, Amending the City Zoning Map & Amending the Urban Growth Management Agreement (UGMA) – File No. CPA-24-002," for the second time.

Council President Smith moved to adopt Ordinance No. 3608, An Ordinance Amending the Roseburg Urban Growth Boundary (UGB), Annexing Property, Amending the Comprehensive Plan Map, Amending the City Zoning Map & Amending the Urban Growth Management Agreement (UGMA) – File No. CPA-24-002. The motion was seconded by Councilor Porter and a roll call vote was taken: Councilors Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. Council President Smith declared Ordinance No. 3608 as adopted.

9. Resolutions

- A. Herinckx presented Resolution No. 2025-03 – Authorizing Acceptance of an Oregon Department of Transportation Grant. Discussion ensued.

Councilor Weiss' comments and questions included clarification of the distance on Douglas Avenue from Deer Creek to Patterson.

Councilor Michalek's comments and questions included clarification of the grant amount and what the city will cover.

Herinckx clarified the distance is about 4500 feet, the balance is being covered by several different funding sources, and fund budgets include RUSA, Water Fund, and Urban Renewal Storm Fund.

Councilor Porter moved to adopt Resolution No. 2025-03 Authorizing Acceptance of a Safe Routes to School Grant from the Oregon Department of Transportation in the amount of \$2,750,000. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Department Items

- A. Herinckx presented the Five-Year Water Transmission Main Replacement Program Master Engineering Services Contract. Discussion ensued.

Councilor Michalek's comments and questions included clarification of the material used for the pipe, how it will be constructed, location of construction, and whether it will supply water up to Reservoir Hill.

Herinckx clarified the differences between the material used, how it will be welded together, 1.3 miles remaining to get to Garden Valley, it feeds multiple reservoirs, and approximately 3 miles has been completed.

Messenger stated this 5-mile project has been a major undertaking that Herinckx has worked hard to make progress on.

Council President Smith moved to award the Master Engineering Services Contract for the Five-Year Water Transmission Main Replacement Program to Consor North America. The motion was seconded by Councilor Michalek and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Herinckx and Ligon presented the Brown Park Expansion Playground Equipment and Surfacing Purchase. Discussion ensued.

Councilor Weiss' comments and questions included clarification of accessible parks in the area, plans for the grassy area to the south, and ADA accessibility from the parking area.

Councilor Michalek's comments and questions included whether there will be a drinking fountain installed, letting the police department know about the gazebo placement so they can deter miscreants, clarification of the timeline to complete the project, and removal of old equipment for donation to other parks.

Council President Smith's comments and questions included concerns received about the project, which included lack of a transportation study in the area and DEQ permits.

Herinckx clarified there have been discussions about adding a basketball court in the future, adding accessible parking would require an ADA ramp, there are plans for a drinking fountain, confirmation of plans for a gazebo, currently in the design phase of the project, construction and landscaping will happen during the summer months, old equipment will be removed, most of it will not be reusable, 1200C DEQ permits are not required on projects that are less than one acre, this property is .88 acres, traffic impact studies are required when we exceed five percent of the volume on the adjacent street, and this project will not exceed five percent of traffic on Harvard.

Messenger clarified that Commissioner Kress facilitated discussions with the donors who proposed the idea of creating an accessible park, similar to the Arc Park in Eugene.

Council President Smith moved to authorize the purchase of Playground Equipment and Surfacing for the Brown Park Expansion Project from Ross Recreation and Equipment in the amount of \$667,050 using the National Purchasing Partners Contract. The motion was seconded by Councilor Porter and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

- Councilor Porter moved to not postpone the work study session regarding the homeless issue. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Michalek, Porter, Smith, Weiss, and Williams voted yes. Councilors Briggs Loosley and Zielinski voted no. The motion carried (5-2).

Councilor Weiss asked why the work session was postponed.

Councilors Porter and Michalek agreed that the work session and investigation could happen at the same time.

Councilor Zielinski asked how long the investigation was expected to take.

Messenger clarified there was not a date or time that worked for everyone to attend a work session when the Doodle Poll results were reviewed, Mayor Rich

suggested postponing until the investigation was completed, the expectation was the investigation would happen quickly, and the timeline is determined by the investigating organization.

Direction was given to staff to proceed with scheduling a work session to discuss homeless issues.

- Council President Smith discussed exploring an amendment to the Urban Renewal Area, how long it takes to review those components, acreage and financial impact, and whether non-profits are considered in the analysis.

Councilor Porter shared support for Council President Smith's idea, would like Harker to bring some estimates to the next meeting, and whether there is a condition for properties to stay on the tax rolls.

Councilor Weiss asked for clarification of the information the consultant would need to review, length of the last process, North Roseburg and Diamond Lake area project, whether projections are part of the consultation, and support for information about a new Urban Renewal area.

Messenger clarified that it would be a major amendment to add that much area, would need quite a bit of analysis, further discussion about the impact of taking the tax increment away from the general fund versus the benefit to Urban Renewal, the review and analysis process could take up to six months, minor amendment was accomplished by resolution, analysis to bring in areas that increase value or the increment is not created, potential for development or redevelopment, tax base should grow at a rate that allows for payment of new debt to be paid with increment financing, projections are part the consultation, non-profits are part of the evaluation, confirmation that the SDC buy down program has a stipulation that the property would stay on the tax rolls, and it feels early to be doing a new amendment.

Harker clarified the process last time was about six months, notification to other taxing districts to allow time for questions and responses, last time we created public input groups to identify what projects to include, identify what the end goal should be, and State statute has requirements that guide how much acreage can be brought into the area.

Forrester clarified having this in-depth discussion does not allow for public notification, the public should be able to provide input, and a consensus about requesting more information is appropriate.

Consensus to have staff contact consultants for updated information regarding the Urban Renewal process.

- Michalek discussed adding a disc golf course.

12. Adjourn

Council President Smith adjourned the regular meeting at 9:26 p.m.

Grace Jelks

Grace Jelks
Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW LICENSE ELMER'S RESTAURANTS, INC. DBA ELMER'S KITCHENS 3030 NW AVIATION DRIVE

Meeting Date: March 10, 2025

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Elmer's Restaurants, Inc. dba Elmer's Kitchens, 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 ELMER'S RESTAURANTS, INC., DBA ELMER'S KITCHENS AT 3030 NW AVIATION DRIVE, 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): Elmer's Restaurants, Inc.	
Proposed Trade Name: Elmer's Kitchen	
Premises Address: 3030 NW Aviation Drive	Unit:
City: Roseburg	County: Douglas
Zip: 97470	
Application Type: <input checked="" type="radio"/> New License Application <input type="radio"/> Change of Ownership <input type="radio"/> Change of Location	
License Type: Full On-Premises, Commercial <input type="checkbox"/> Additional Location for an Existing License	
Application Contact Information	
Contact Name: Susan Herzog	
Phone: 503-277-9427	
Mailing Address: 1111 Main St., Ste 400	
City: Vancouver	State: WA
Zip: 98660	
Email Address: susan@erigroup.net	
Business Details	
Please check all that apply to your proposed business operations at this location:	
<input type="checkbox"/> Manufacturing/Production	
<input type="checkbox"/> Retail Off-Premises Sales	
<input type="checkbox"/> Retail On-Premises Sales & Consumption	
If there will be On-Premises Consumption at this location:	
<input checked="" type="checkbox"/> Indoor Consumption	<input type="checkbox"/> Outdoor Consumption
<input checked="" type="checkbox"/> Proposing to Allow Minors	
Section 1 continued on next page	



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

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

Legal Entity/Individual Applicant Name(s): Elmer's Restaurants, Inc.

Proposed Trade Name: Elmer's Kitchen

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: *02/18/2025*

Received by: *City Administration*

Optional Date Received Stamp

RECEIVED
FEB 18 2025
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.

pd #548853

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



INMATE HOUSING INTERGOVERNMENTAL AGREEMENT EXTENSION

Meeting Date: March 10, 2025
Department: Police
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Police Chief Gary Klopfenstein
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

The intergovernmental agreement (IGA) between the City and Douglas County for inmate housing at the Douglas County Jail is up for renewal via a contract extension.

BACKGROUND

A. Council Action History.

Extensions to this agreement have been brought to the Council in previous years.

B. Analysis.

In May of 2004, the City and Douglas County entered into an intergovernmental agreement to house the City of Roseburg's Adults in Custody (AIC) in the Douglas County Jail for a per AIC/per day fee. This agreement has been extended twenty times to date, with the latest IGA extension expiring June 30, 2025.

In June of 2023, the County Commissioners proposed, and the City agreed to, a modification to the nineteenth extension. Instead of paying per AIC per night, the City agreed to pay \$25,000 per month for up to 16 AIC beds per day for AICs accepted and housed pursuant to the IGA; any beds over 16 were paid at a rate of \$103.83 per AIC day for each City AIC accepted and housed pursuant to the IGA. This modification benefited the City, as it allowed the Municipal Court Judge to sentence more AICs and offered additional bed space for the same cost. The arrangement allowed the County to have a more predictable funding stream since the City's contribution is consistent each month.

Douglas County determines inmate housing cost increases, and they are not negotiable. The twenty-first extension extends the current agreement to June 30, 2026, and reflects a 4% increase from the previous fiscal year; this changes the monthly payment to \$27,040, and the daily AIC cost from \$107.98 to \$112.30.

Due to the cost of this agreement, Council approval is required.

C. Financial/Resource Considerations.

The Police Department is proposing \$332,800 for jail expenses in the FY 25-26 budget; this amount reflects an \$8,320 contingency to cover days when more than 16 AICs are incarcerated.

D. Timing Considerations.

The current inmate housing agreement expires June 30, 2025. Approval of the twenty-first extension will ensure services continue as outlined in the agreement.

COUNCIL OPTIONS

Council has the following options:

- Authorize the City Manager to sign the twenty-first extension of the Inmate Housing IGA with Douglas County; or
- Request additional information; or
- Not authorize the City Manager to sign the twenty-first extension.

STAFF RECOMMENDATION

Staff recommends Council authorize the City Manager to sign the twenty-first extension of the Inmate Housing IGA with Douglas County.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO SIGN THE TWENTY-FIRST EXTENSION OF THE INMATE HOUSING IGA WITH DOUGLAS COUNTY.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



INTERGOVERNMENTAL AGREEMENT – DOUGLAS COUNTY COMMUNICATIONS SERVICES AND RADIO USAGE AGREEMENT

Meeting Date: March 10, 2025
Department: Police / Fire
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Police Chief Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

Douglas County Emergency Communications (DCEC) provides communications services for the Roseburg Police and Fire Departments annually through an intergovernmental agreement (IGA). The current agreement expires June 30, 2025, and a new IGA needs to be executed to continue this essential service.

BACKGROUND

A. Council Action History.

Council has authorized the City Manager to enter into a communications services IGA with DCEC on an annual basis.

B. Analysis.

In the 1990s, Roseburg elected to contract with DCEC for dispatch services. Since that time, Roseburg Police and Fire Departments have paid annually for use of DCEC. The City has utilized multiple communications services IGAs with DCEC over the years.

Douglas County initiated a separate radio usage fee in 2019 to help maintain their aging radio network infrastructure. Douglas County increased the radio usage fee by 4% for fiscal year 25-26.

Radio usage fee for FY 25-26:

Roseburg Police:	\$81,749.49
Roseburg Fire:	<u>\$ 2,702.92</u>
Total:	\$84,452.41

DCEC increased dispatch services cost for FY 25-26 by 4%.

Dispatch usage fee for FY 25-26:

Roseburg Police:	\$459,561.03
Roseburg Fire:	<u>\$ 97,519.09</u>
Total:	\$557,080.12

Dispatch and radio fees for FY 25-26:

Police and Fire radio usage fee:	\$ 84,452.41
Police and Fire dispatch usage fee:	<u>\$557,080.12</u>
Total due to Douglas County:	\$641,532.53

Douglas County generates a Communications Services Agreement that requires a signature from the City Manager; due to the associated cost, Council authorization is required.

C. Financial/Resource Considerations.

The FY 25-26 IGA requires quarterly payments of \$160,383.13 beginning July 1, 2025. Police and Fire Departments have sufficiently budgeted for the dispatch services and radio usage fee increases in their proposed FY 25-26 budgets.

D. Timing Considerations.

Douglas County FY 25-26 dispatch services and radio usage fee increases go into effect on July 1, 2025.

COUNCIL OPTIONS

1. Authorize the City Manager to enter into an IGA with Douglas County for communications services; or
2. Not authorize the City Manager to enter into an IGA with Douglas County for communications services.

STAFF RECOMMENDATION

Staff recommends authorizing the City Manager to enter into an IGA with Douglas County for communications services.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN IGA WITH DOUGLAS COUNTY FOR COMMUNICATIONS SERVICES FOR \$641,532.53.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROVIDING INTERIM CASH FLOW FINANCING FOR OFF-STREET PARKING FUND & CONFIRMATION OF CURRENT COUNCIL DIRECTION

Meeting Date: March 10, 2025
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff is requesting authorization to utilize General Fund – Other Requirement 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 be authorized at this time.

Staff is also seeking verification from Council on the direction provided at the October 14, 2024, meeting.

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 the use of ARPA funds to directly cover the cash flow needs of the Off-Street Parking Fund up to \$50,000 on seven separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, November 13, 2023, February 26, 2024, and June 24, 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.

On April 22, 2024, Council directed staff to review options submitted by ACE Parking, whether water meters outside city limits can be assessed a fee, identify groups that will be charged a fee, equitable fees based on water meter sizes, and to schedule a work session to discuss these options.

On July 29, 2024, Council held a work study session and directed staff to bring back comparison charts for 75/25, 70/30, and 65/35 revenue splits.

On October 14, 2024, Council directed staff to renew the contract with Ace Parking and further evaluate the parameters in which 25% of off-street parking fund will be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE has presented in order to generate 75% of the funds necessary to balance the off-street parking fund.

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 fund 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 current cash balance (as of 02/26/2025) in the Off-Street Parking Fund is \$8,924.65. The projected net change for the month of February is approximately \$-9,900, which results in a cash balance of \$-975 by the end of March. It is projected that the City will not have sufficient resources to cover February's expenses, which become due in March. 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 the General Fund's Other Requirement 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 four months of operations.

In addition, staff is seeking confirmation on the decisions made at the October 14, 2024, Council meeting. In a 4-3 vote, Council confirmed the following:

- Renew Ace Parking contract (which has been done)

- Determine parameters to propose a system in which business or property owners contribute 25% of the cost of the parking system.
- For the 75% revenue generation, eliminate free on-street parking and bring back a proposal for parking rates.

Because this was a split vote and two of the four councilors who supported the vote are no longer on Council, staff wants to confirm Council's direction prior to investing in the needed changes. For instance, Ace and staff have identified approximately 222 new signs that will need to be procured, 92 new sign poles that will need to be installed, 171 meters and poles that will need to be removed, and 1 to 3 centralized meters that *may* be needed. This is a substantial investment, and funding will need to be identified to cover these costs moving forward.

C. Financial/Resource Considerations.

The use of the General Fund's – Other Requirements Funds to provide needed cash flow financing will not significantly impact the General Fund as the proposed \$50,000 represents only 0.14% of expenditures.

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

Interim Cash Flow:

- 1) Authorize \$50,000 from General Fund's – Other Requirements 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.

Next Steps:

- 1) Confirm the decisions made at the October 14, 2024, meeting; or
- 2) Provide additional direction.

STAFF RECOMMENDATION

Staff recommends that Council authorize \$50,000 from the General Fund's – Other Requirements to provide cash flow assistance for the Off-Street Parking Fund.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE THE USE OF \$50,000 OF THE GENERAL FUND'S – OTHER REQUIREMENTS TO PROVIDE CASH FLOW ASSISTANCE FOR THE OFF-STREET PARKING FUND."

"I MOVE TO DIRECT STAFF TO BRING BACK PROPOSALS FOR THE 75/25 REVENUE FUNDING SPLIT AND OBTAIN BIDS FOR CHANGES NEEDED TO CONVERT FROM FREE TO PAID PARKING."

ATTACHMENTS: None.

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
-

March 24, 2025

Mayor Reports

A. National Library Week Proclamation

Commission Reports/Council Ward Reports

A. Airport Commission Appointments

Consent Agenda

A. March 10, 2025 Meeting Minutes

Department Items

A. Task Order No. 1 – 24-inch Transmission Main Design of Phase 4

B. Taxiway A Extension – Change Order No. 1

Informational

A. Future Tentative Council Agendas

April 14, 2025 – 6:15 P.M.

Council Interviews

April 14, 2025

Mayor Reports

A. Council Appointment

B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

C. Oregon Arbor Month Proclamation

Consent Agenda

A. March 24, 2025 Meeting Minutes

Department Items

A. Stewart Park Tennis/Pickle Ball Bid Award

Informational

A. Future Tentative Council Agendas

April 28, 2025 – 6:15 P.M.

Planning Commission Interviews

April 28, 2025

Mayor Reports

A. Historic Preservation Month Proclamation

B. Thrive Umpqua Day Proclamation

Consent Agenda

A. April 14, 2025 Meeting Minutes

Department Items

A. Water System Master Plan Contract Award

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

Department Items

- A. DMO Contract Award

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

Department Items

- A. 2025 PMP Bid Award

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

Department Items

- A. Slurry Seal Bid Award

Informational

- A. Future Tentative Council Agendas
-

July 14, 2025

Mayor Reports

Consent Agenda

- A. June 23, 2025 Meeting Minutes

Public Hearings

- A. PICM Model Ordinance No. _____, First Reading

Informational

- A. Future Tentative Council Agendas
-

July 28, 2025

Mayor Reports

Consent Agenda

- A. July 14, 2025 Meeting Minutes

Ordinances

- A. PICM Model Ordinance No. _____, Second Reading

Informational

- A. Future Tentative Council Agendas