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3-20-2025

ROSEBURG CITY COUNCIL AGENDA – MARCH 24, 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. National Library Week Proclamation
- B. Downtown Parking Committee Formation
- C. Navigation Center Information

4. Commission Reports/Council Ward Reports

- A. Airport Commission Appointment

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

6. Consent Agenda

- A. March 10, 2025 Regular Meeting Minutes

7. Resolutions

- A. Resolution No. 2025-04 – Appropriation Transfers for Fiscal Year 2024-25 Affecting the General, Equipment Replacement, Transportation and Airport Funds
- B. Resolution No. 2025-05 – Emergency Declaration

8. Department Items

- A. Extend Taxiway A Phase II Construction – Authorization of Change Order No. 1 & FAA Grant Offer Amendment No. 1 – Project No. 22GR18
- B. 24-Inch Transmission Main Replacement Design Services Task Order No. 1 Authorization – Project No. 25WA08
- C. Storm Response Update

8. Items from Mayor, City Council and City Manager

9. Adjourn

10. Executive Session ORS192.660(2)

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.
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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>

PROCLAMATION

CITY OF ROSEBURG, OREGON

NATIONAL LIBRARY WEEK

WHEREAS: Roseburg Public Library and libraries across the country are not just about what they have for their communities, but what they do for and with people; and

WHEREAS: Libraries have long served as trusted and treasured institutions, often in the heart of their cities, towns, schools, and academic campuses; and

WHEREAS: Libraries serve people of all ages, interests and backgrounds, providing the resources and space to engage in literacy and lifelong learning; and

WHEREAS: Libraries and librarians open up a world of possibilities through innovative programming and the power of reading; and

WHEREAS: Libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and delivering services that connect with patrons' needs; and

WHEREAS: Librarians thoughtfully develop collections and programs that are wide-ranging and explore the diversity of our changing society; and

WHEREAS: Roseburg Public Library joins libraries, librarians, library workers, and library advocates across America in celebrating National Library Week with the theme "Drawn to the Library!"

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim April 6 - 12, 2025, as

NATIONAL LIBRARY WEEK

DATED this 24th day of March, 2025.



THE HONORABLE MAYOR LARRY RICH



Downtown Parking Committee

Questions that need to be answered by Mayor and Council:

1. Purpose of Committee

Suggestion: The purpose of Downtown Parking Committee (DPC) will be to work with staff to develop recommendations to the existing parking program. Specific elements under review include (but are not limited to) on-street time limits, on-street paid parking zones, public off-street free and permit parking, neighborhood permit parking, and enforcement hours. The mission and activities of the DPC will include:

- Develop a set of parking management Guiding Principles as outlined within the 2021 Downtown Parking Assessment and Plan.
- Assist in the promotion of public engagement activities, by seeking out direct feedback from downtown stakeholders to share with DPC members.
- Review existing parking operations, financial data, and enforcement.
- Provide City Council with parking management recommendations, utilizing the 2021 Downtown Parking Assessment and Plan. Recommendations provided will need to generate the revenue necessary to balance the Off-Street Parking Fund.
- Serve as community ambassadors for the updated parking management program.

2. Make up of Committee

Suggestion: Committee Total number of advisory seats: **12**

- (1) City Council Representative
- (1) City Staff Representative
- (1) ACE Parking Representative
- (1) UCC Representative
- (1) Cow Creek Umpqua Tribe Representative
- (1) Downtown resident
- (1) Laurelwood resident
- (1) Downtown nonprofit agency representative
- (1) Downtown retail business owner
- (1) Downtown restaurant owner
- (1) Downtown personal service owner (ex. Salon; Tattoo Parlor; Barbershop, Massage Therapist, Gym)
- (1) Downtown professional service representative (ex. Accounting Firm, Law Offices, Consulting Agency)

As representatives of all Downtown and Laurelwood residents, employees, and business owners, the City will look to the DPC to weigh the tradeoffs associated with different parking management strategies and the need to balance the off-street parking fund. This will require DPC members to consider the unique and diverse needs of residents, businesses, and visitors when developing recommendations. Candidates must live, work, own property or a business, worship, or conduct regular business in Downtown or the Laurelwood neighborhood.

3. Application Process

Suggestion:

- Advertise for three weeks – News Review, City website and social media
 - Include description of how applicant would best represent their sector and communicate with affected individuals
- Provide applications to Council chair and staff representative (Stuart Cowie)
- Chair and staff representative review applicants and make decision on committee members (*can contact applicants if want to interview applicants*).

GARY LEIF NAVIGATION CENTER
ACTUAL CITY COSTS TO DATE
February 2022 - March 19, 2025

<i>Purchase & Construction Cost:</i>	\$1,889,362.37
<i>Operational Costs:</i>	\$2,058,173.86
<i>Total:</i>	\$3,947,536.23

Total Grant Funds:	\$3,290,835.00
Total City ARPA funds:	\$ 656,701.23

*UCAN has been receiving funding directly from Oregon Housing & Community Services since January 2024. Specific costs not covered by OHCS were reimbursed by City from January to June 2024. UCAN continues to work directly with OHCS on funding. No invoices have been received for the current fiscal year.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AIRPORT COMMISSION APPOINTMENT

Meeting Date: March 24, 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 is one vacancy on the Airport Commission. The Applicant appointed to this vacancy will serve a term ending December 31, 2027.

BACKGROUND

Analysis

Staff advertised the Airport Commission vacancy through the local news media, social media and the City's website. Two applications were received and forwarded to the Mayor and the Commission Chair prior to this meeting.

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 – Arthur Redcay
Attachment No. 2 – Dylan Williams



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **AIRPORT COMMISSION**

Meets at 3:30 p.m. on the third Thursday of every even month starting in February in the Council Chambers at Roseburg City Hall to develop policies for future development of the Roseburg Regional Airport, including goals and objectives, prioritizing listing of capital improvements and financing. At least four of the members must be licensed pilots, at least four of the members must be residents of the City; the other members may reside outside City limits, but must reside within the Urban Growth Boundary of the City.

Name: Arthur Redcay
Last First

Home Address: [Redacted] Roseburg 97470
Street Zip Code

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

Email Address: [Redacted]

Occupation Retired LEO /
Place of Employment

Business Address Phone

1. Are you a licensed pilot? Yes No

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

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: Rob Levin

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?

- + USAF 1976-1980 Aircraft Maint. Specialist.
- + FAA licensed Private Pilot since 1992.
- + Owned two Cessna aircraft, both hangered at KRBG. + Worked for Western Oregon Aviation for approx. 3 years performing light maintenance and refueling.
- + Offer insight from a private pilot perspective.

6. Please give a brief description of your involvement in community groups and activities.
 - + Retired Law Enforcement Officer with 25 years of service in Nevada. Active instructor for annually qualifying retired LEO's in our community.
 - + Member of Roseburg Rod & Gun Club and elected Board member since 2012.
 - + NRA Certified Firearms Instructor, certified NRA Chief Range Safety Officer.
 - + I enjoy flying with family and friends, introducing non-pilots to the adventure of flight.

7. Please list community topics of particular concern to you that relate to this appointment.
 - + Ensuring a safe and secure airport environment for all concerned, on the ground and in the air.

 - + Promote the airport for potential growth related to general aviation.

8. Please list your reasons for wishing to be appointed.
 - + I'm an active pilot and prior aircraft owner of two Cessnas based at KRBG. Currently seeking another aircraft.
 - + Involvement with the airport's future development pertaining to projects, facilities, environment and expansion.
 - + Be an advocate for encouraging commercial entities to utilize and/or integrate KRBG into business practices.

Arthur J. Redcay

Applicant Signature

02/02/2025

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.



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **AIRPORT COMMISSION**

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Name: Williams Dylan
Last First

Home Address: [REDACTED] 97471
Street Zip Code

Phone Number: [REDACTED] Cell Phone: _____

Email Address: [REDACTED]

Occupation Project Engineer (Remote) [REDACTED]
Place of Employment

Business Address [REDACTED] Phone _____

1. Are you a licensed pilot? Yes No

2. Do you reside, own property, or own a business within the Roseburg city limits? 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?
In my role as an electrical project coordinator, I have experience in maintaining project time lines and budgets. My responsibilities have included engaging with business owners and contractors, adhering to safety regulations, and leveraging my technical and problem-solving skills.

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

Since moving here almost a decade ago, I've integrated my family into the community. My wife and I have purchased a home, participated in local events and sports. We have supported community initiatives at previous places of employment, cleaned parks and waterways, and donated to the homeless. I believe that joining the city's inner workings will help me meet more people and further engage in community activities

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

As an airport commission appointee, I'd address noise management, environmental impact, safety, security, economic development, community engagement, infrastructure improvements, accessibility, and sustainability to balance efficient operations with our communities well-being in mind.

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

Being appointed would be an incredible opportunity to contribute to Roseburg's growth and future. I am excited about Roseburg's bright prospects and would be honored to serve the public and participate in infrastructure planning.

Dylan Williams

Applicant Signature

02/01/2025

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.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
March 10, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on March 10, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek 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 (via zoom)

Absent: None

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, and Management Assistant Grace Jelks

3. Mayor Reports

A. Mayor Rich proclaimed March as Red Cross Month. Donda King, Douglas County Red Cross volunteer, accepted the proclamation and thanked the Council for their recognition.

B. Mayor Rich presented the Process for Requesting Items on a Future Council Agenda. Discussion ensued.

Councilor Porter's comments and questions included concern this adds additional hurdles to getting items on the agenda, slows down the process, letting the Council President have an equal voice, representation for the whole Council, pressure from constituents is different for Councilors, some of us are getting contacted a lot by our constituents about putting things on the agenda, the homeless issue is a priority for some Councilors in certain Wards, and Councilors are going to be held accountable for what doesn't get on an agenda.

Councilor Weiss' comments and questions included support for having the Council President involved when there is discourse about agenda item placement, whether the Municipal Code dictates what agenda items are Tier One or Two, support for a conversation about agenda item placement versus automatic placement, possibility of an amendment to show Tier One and Two designations, and amending the process so that items can be placed in Tier One with a consensus from the Council.

Council President Smith's comments and questions included clarification of the Tier One or Two classification for an organization that wants to change an ordinance, setting a timeline, and notification of the reason behind a denial.

Councilor Michalek's comments and questions included that many of us feel that our agenda items are continuously put off.

Mayor Rich clarified it's up to the Mayor and City Manager to determine what goes on the agenda, we want input from Councilors about what they want to see on the agenda, preference to be notified there is a request to have something put on the agenda, adding the Council President to agenda review was requested a few years ago, City services are critical, Tier One is reserved City services, there is a list of City services scheduled on tentative future agendas, Tier Two is for other items the Council would like to fit into an agenda, designations for Tier One and Two can be added, ideas for items that are not City services require staff time to coordinate presentations from outside organizations, review by the City Attorney for outside requests to change an ordinance, and Tier One items should be on the schedule.

Forrester clarified the Meeting Agenda and Order of Business are listed in the Roseburg Municipal Code, Tier One and Two placement is not in the Municipal Code, and requests for changes to an ordinance go the City Manager first.

Direction was given to staff to continue the discussion of Item No. 3b, the Process for Requesting Items on a Future Agenda, to March 24, 2025, and that Councilors can contact the Mayor or City Recorder with additional edits they would like to request prior to the next meeting.

4. Commission Reports/Council Ward Reports

Councilor Michalek spoke about taking a tour of the Airport with Herinckx.

- A. Councilor Briggs Loosley moved to appoint Ben Tatone and Scott Tougas to the Homeless Commission. The motion was seconded by Council President Smith and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Williams, and Zielinski voted yes. No Councilors voted no. Councilor Weiss abstained. The motion passed (6-0-1).
- B. Councilor Porter moved to appoint Brad Johnson to the Public Works Commission. The motion was seconded by Council President Smith 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.

5. Audience Participation

Julie Venegas, resident, spoke about homeless issues.

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.

Councilor President Smith moved to approve the consent agenda. 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.

7. Department Items

- A. Klopfenstein presented the Inmate Housing Intergovernmental Agreement Extension. Discussion ensued.

Mayor Rich's comments and questions included how often the allotment of sixteen beds is filled daily, clarification of the amount, and total number of beds at the jail.

Councilor Porter's comments and questions included clarification of the amount proposed and whether to anticipate additional increases over 4%.

Councilor Weiss' comments and questions included clarification of the terms.

Councilor Michalek's comments and questions included that it was expensive to keep a guy in jail for a month.

Klopfenstein clarified we have been running over our allotment of beds in the last few months, taking enforcement action for prohibited camping has impacted our numbers, the amount is the same for sixteen beds, we are charged per inmate after we exceed our allotment, this is a 4% increase, there could be additional increases that depend on usage, the amount was fluid prior to 2023, and there are approximately 250 jail beds.

Messenger clarified we paid per night and per bed prior to 2023, we are paying a set monthly cost for double the amount of beds, and we pay per night and per bed after we reach the 16-bed maximum

Council President Smith moved to authorize the City Manager to sign the Twenty-First Extension of the Inmate Housing IGA with Douglas County. 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.

- B. Klopfenstein presented the Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement. Discussion ensued.

Council President Smith's comments and questions included clarification of the difference between the contract for the use of equipment versus the service.

Klopfenstein clarified this contract is for dispatch services and radio usage.

Council President Smith moved to authorize the City Manager to enter into an IGA with Douglas County for Communications Services for \$641,532.53. The motion was seconded by Councilor Briggs Loosley 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.

- C. Harker presented Providing Interim Cash Flow Financing for Off-Street Parking Fund and Confirmation of Current Council Direction. Discussion ensued.

Councilor Porter's comments and questions included clarification of whether other options were explored, finding a local contractor, using part-time staff for enforcement, finding another funding source for the parking garage and maintenance, whether overages collected by ACE Parking will become a revenue stream for the City, disagrees that Council did not try to notify the community, the Laurelwood neighborhood should be bifurcated from downtown, support for re-evaluating parking solutions, clarification of committee versus commission and appointing members, support for a structured committee with downtown businesses and public input, establishing a timeframe for the committee to come up with a solution before the next Interim Cash Flow Financing request, and clarification of General Fund appropriations approved by Council.

Council President Smith's comments and questions included illegal parking in Laurelwood by high school students, whether we have a high school resource officer, annual maintenance cost for kiosks, concern about residents and businesses paying for parking on top of the 25% fee, decision-making about excess revenue, , put a timeline on making a concrete decision before the \$50,000 for Interim Cash Flow Financing runs out, and does not support the ACE Parking contract.

Mayor Rich's comments and questions included clarification of the amount going to ACE Parking for enforcement versus security and maintenance, no final decisions on free parking, recommends parking discussions be a regular item on the agenda, the committee that came up with the parking plan was well organized, concern that the public will continue to feel their voices are not being heard, we need to make sure not to fail this time, and support for adding a parking update to the regular Council agenda.

Councilor Michalek's comments and questions included clarification of the 75/25 split, cost to install parking kiosks, support for new ideas before ousting ACE Parking, there should be a vote before adding a fee to the water bill, and whether the City can provide a place to meet.

Councilor Weiss' comments and questions included clarification of how 25% would be paid, penalty for not paying the fee, support for re-evaluating parking solutions, the most recent committee did not have regular staff attendance, adding regular attendance requirements, business owners involved in previous parking committees have moved out of downtown, it would be good to add new downtown business owners for a fresh perspective, more people have been discussing this issue, would like to be part of the committee, , and clarification of the amount money the City has allocated to the Parking Fund.

Councilor Williams' comments and questions included whether approving the \$50,000 Interim Cash Flow Financing would buy enough time to find other solutions.

Harker clarified the amount for enforcement was emailed out to Councilors, 75% would come from parking meters and permits, costs for kiosk installation and maintenance, implementing a fee on the water bill, penalties for nonpayment have not been determined, the Council has approved \$100,000 in the last year to

cover the deficit, and Council approved an appropriation from the General Fund in October 2023.

Forrester clarified the process for making a motion, listening to public comments, discussion period, committees are formed for a specific project and dissolve upon completion, commissions are permanent bodies that meet regularly, and it is acceptable to add attendance requirements.

Messenger clarified there was a request for proposals, we have a contract with ACE Parking, making changes to the contract will probably trigger a new bidding process, using City employees is not less expensive, changing enforcement hours has not been analyzed, the Downtown Development District used to tax for these things before they were dissolved, Douglas County staffs the high school resource officer position, there have been less than ten tickets written over the last three years in the Laurelwood area, Brandon from ACE Parking presented loading zones, there is a lot of investment that goes into making the proposed changes, Councilors had a lot of questions at the last meeting, final decision on next steps was not decided, there has been a lot public feedback, we should be bidding this project, we want to be sure what Council is asking before analyzing and assigning costs or staff time, the plan would be to use the app and kiosk, we would probably need three kiosks, maintenance costs would be approximately \$1500, the previous Interim Cash Flow Financing approval lasted approximately five months and through the fiscal year change over, ACE Parking is billing us more than the revenue they are able to collect, any revenue generated will stay in the Parking Fund to cover maintenance, we are not trying to build revenue, excess revenue would have to be appropriated during the budget process and approved by Council, we could have an application process to appoint committee members, committees can be formed for a limited duration, the City will provide a place to meet, and we want to avoid performing work and then having to redo it while waiting on a final decision.

Cowie clarified how ACE Parking would generate revenue using paid parking, meters, permits, citations, businesses will pay 25% and still need to pay for parking, we are hoping to cover costs and break even, there was a formal committee that met during covid, members included business owners and stakeholders, the purpose of the committee was to come up with our current plan, there was a lot of work and public input that went into coming with this plan, we have been stuck in the finance portion of how to fund the plan, and encouragement to use the plan as framework for decision-making.

Public Comments

1. Ken Deatherage, resident, spoke in opposition to the proposed parking solutions.
2. Sarah Everman, business owner, spoke in opposition to the proposed parking solutions.
3. Keith Tidball, business owner, spoke in opposition to the proposed parking solutions.
4. Genell Tuter, business owner, spoke in opposition to the proposed parking solutions.

5. James Walls, business owner, spoke in opposition to the proposed parking solutions.
6. Erica Mills, resident, spoke in opposition to the proposed parking solutions.
7. Jamie Maneha, business owner, spoke in opposition to the proposed parking solutions.
8. Lanette Denney, business owner, spoke in opposition to the proposed parking solutions.
9. Vicki Nielsen, business owner, spoke in opposition to the proposed parking solutions.

The Council took a break at 8:53 p.m. and resumed at 8:58 p.m.

10. Charlie White, resident, spoke in opposition to the proposed parking solutions.
11. Brian Perez, business owner, spoke in opposition of the proposed parking solutions.
12. Eric Andrews, business owner, spoke in opposition of the proposed parking solutions.
13. Doris Kobernik, Elks Lodge, spoke in opposition to the proposed parking solutions.
14. Felica Mellor, business owner, spoke in opposition to the proposed parking solutions.

Council President Smith moved 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. 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.

Councilor Weiss moved to direct staff to establish a parking committee that includes staff, downtown businesses, and stakeholders, instead of bringing back proposals for the 75/25 revenue funding split or obtaining bids for changes needed to convert from free to paid parking. The motion was seconded by Councilor Briggs Loosley 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. Items from Mayor, City Council, and City Manager

Mayor Rich read the Executive Session Disclaimer into the record. The Executive Session was scheduled to commence immediately following the regular meeting.

9. Adjourn

Mayor Rich adjourned the regular meeting at 9:39 p.m.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2025-04 APPROPRIATION TRANSFERS FOR FISCAL YEAR 2024-25 AFFECTING THE GENERAL, EQUIPMENT REPLACEMENT, TRANSPORTATION AND AIRPORT FUNDS

Meeting Date: March 24, 2025
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City needs to make appropriation corrections to the General, Equipment Replacement, Transportation and Airport funds for reasons detailed in the analysis section of this report. The Council is asked for authorization to transfer \$28,500 from the General Fund's Contingency funds to the General Fund's Municipal Court Personnel Budget in order to fund a temporary Court Clerk position through June 30, 2025. Additionally, the Council is requested to move \$15,180 from the Equipment Replacement Fund's capital appropriations to the materials and services, \$80,000 from the Transportation Fund's capital appropriations to the materials and services, and \$64,000 from the Airport's contingency to the capital budget. By making these adjustments at this time, the City can comply with Oregon budget law.

BACKGROUND

A. Council Action History.

On June 10, 2024, City Council adopted Resolution 2024-13, adopting the 2024-2025 Budget.

On August 12, 2024, City Council adopted Resolution 2024-17, adopting a supplemental budget for the receipt and expenditure of an FAA grant in the Airport Fund.

On December 3, 2024, City Council adopted Resolution 2024-20, adopting a supplemental budget for the use of ARPA funds to cover 68 percent of the September and October General Fund payroll.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is

operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

Appropriation authority to fund a temporary Court Clerk through June 30, 2025.

The Roseburg Municipal Court has experienced significant increases in workload over the last two and half years; fiscal year 2023 saw a 5.85% increase in case load, fiscal year 2024 saw a 14.3% increase in cases, and the current fiscal year of 2025 has seen an 80.8% increase in cases through February. In order to manage this increased workload the Roseburg Municipal Court has been operating with an additional temporary employee within the appropriation authority of the adopted budget. However, the current appropriation authority does not allow the Court to continue with the temporary employee unless additional appropriation authority is provided. It is projected that an additional \$28,500 would be required to maintain current staffing levels through June 30, 2025.

The temporary employee's activities include staffing the front counter from 8:00-5:00 pm every day (which the City has not been able to do in the past) providing assistance to customers with assessing and processing traffic fines and fees, and taking traffic pleas over the counter. The temporary employee also attends traffic court, assists with the criminal court potential juror list, processing the monthly warrant validation report for the Roseburg Police Department, scheduling DUUI diversion and Prosecutor's diversion show cause hearings, attends court on show cause mornings, and has been working on updating the Court's outdated forms.

In order to comply with Oregon budget law and to provide sufficient appropriation authority for the General Fund's Municipal Court Department, an appropriation transfer of \$28,500 from the General Fund's Contingency to the Municipal Court budget is required.

Appropriation adjustments in the Equipment Replacement Fund

The 2024-2025 Budget appropriated \$26,000 for four thermal imaging cameras in the Equipment Replacement Fund. At the time of adoption it was believed that each camera would cost \$6,500, which would make their purchase a capital expense. However, the Fire Department was able to acquire the cameras at a cost of \$3,795 each, for a total cost of \$15,180, which meant that they were no longer a capital purchase but rather a materials and services purchase. Since the Equipment Replacement Fund is appropriated at both the Capital and Materials and Services levels, an adjustment needs to be made to keep all purchases within appropriation authority.

In order to comply with Oregon budget law and to provide sufficient appropriation authority for the Equipment Replacement Fund's appropriations, a transfer of \$15,180 from the capital appropriations to the materials and services appropriations is required.

Appropriation adjustments in the Transportation Fund

We are projecting an appropriation deficit in the Transportation Fund's Materials and Services budget by \$73,413 due to the chip seal project on Lookingglass Road occurring in the current fiscal year instead of the 2023-2024 fiscal year as planned. The project

was originally postponed due to hazardous working conditions due to smoke and was not completed until July 2024. As this project was budgeted in the 2023-2024 fiscal year, it was unanticipated for the 2024-2025 fiscal year resulting in the current appropriation deficit.

Staff is projecting an appropriation surplus in the fund’s capital budget by \$94,300. A portion of the projected appropriation surplus in the capital budget can be transferred to the materials and services budget to eliminate the appropriation deficit.

In order to comply with Oregon budget law, for simplicity and to provide a little cushion in both the capital and materials and services budget, it is proposed to transfer \$80,000 from the capital budget to the materials and services budget.

Appropriation adjustment in the Airport Fund

The City needs to process a change order for the Taxiway A Extension project totaling \$219,931. Additionally, the City anticipates awarding one more design contract this year that will be close to \$100,000. Total cost of current and planned capital projects for the current fiscal year is \$2,925,549. Currently, the Airport Budget has appropriated \$2,862,000 for capital projects, which leaves a deficit of \$63,549 in capital.

In order to comply with Oregon budget law and for simplicity it is proposed that \$64,000 be transferred from the Airport Contingency to the capital budget.

Proposed adjustments summary

In order to accommodate the proposed changes, the following adjustments are proposed:

General Fund (100)

Expenditures

Contingency (Non-Departmental)	\$-28,500
Municipal Court Department	\$ 28,500
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

Equipment Replacement Fund (330)

Expenditures

Materials and Services	\$ 15,180
Capital Outlay	\$-15,180
(Changes in appropriations are offsetting thereby maintaining a balance budget)	

Transportation Fund (310)

Expenditures

Materials and Services.....	\$ 80,000
Capital Outlay	\$-80,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

Airport Fund (520)

Expenditures

Contingency	\$-64,000
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Capital Outlay \$64,000
(Changes in appropriations are offsetting thereby maintaining a balance budget)

C. Financial/Resource Considerations.

The cost of funding the temporary municipal court clerk through June 30, 2025, is 0.08% of expenditures and so does not have any significant impact on the financial condition of the General Fund.

The appropriation changes in both the Equipment Replacement Fund and the Transportation Fund do not change the overall appropriations as they are merely a transfer from one category to another and have no impact on the funds.

The Airport Fund's appropriation transfer from contingency to its capital fund constitutes 2% of the fund's total expenditures, which is immaterial to the fund's financial condition.

D. Timing Considerations.

Oregon budget law requires that appropriation authority be granted prior to the use of appropriation authority; therefore, the appropriation transfers and adjustments need to be made as soon as practicable.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the funds and/or accounts;
or
- 3) Not adopt the attached resolution, which would inhibit compliance with Oregon budget law.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law and the need to be able to accommodate adequate service delivery, staff recommends adoption of the resolution as written.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-04 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2024-25 AFFECTING THE GENERAL, EQUIPMENT REPLACEMENT, TRANSPORTATION AND AIRPORT FUNDS."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-04

RESOLUTION NO. 2025 – 04

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR
FISCAL YEAR 2024-25 AFFECTING THE GENERAL, EQUIPMENT REPLACEMENT,
TRANSPORTATION AND AIRPORT FUNDS**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2024-25 by Resolution 2024-13; and

WHEREAS, the Roseburg Municipal Court has experienced significant increases in workload over the last two and half years; fiscal year 2023 saw a 5.85% increase in case load, fiscal year 2024 saw a 14.3% increase in cases, and the current fiscal year of 2025 has seen an 80.8% increase in cases through February. In order to manage this increased workload the Roseburg Municipal Court has been operating with an additional temporary employee within the appropriation authority of the adopted budget. However, the current appropriation authority does not allow the Court to continue with the temporary employee unless additional appropriation authority is provided. It is projected that an additional \$28,500 would be required to maintain current staffing levels through June 30, 2025; and

WHEREAS, the 2024-2025 Budget appropriated \$26,000 for four thermal imaging cameras in the Equipment Replacement Fund. At the time of adoption it was believed that each camera would cost \$6,500 each, which would make their purchase a capital expense. However, the Fire Department was able to acquire the cameras at a cost of \$3,795 each, for a total cost of \$15,180, which meant that they were no longer a capital purchase but rather a materials and services purchase. Since the Equipment Replacement Fund is appropriated at both the Capital and Materials and Services levels an adjustment needs to be made to keep all purchases within appropriation authority; and

WHEREAS, the City is projecting an appropriation deficit in the Transportation Fund's Materials and Services budget by \$73,413 due to the chip seal project on Lookingglass road occurring in the current fiscal year instead of the 2023-2024 fiscal year. The project was originally postponed due to hazardous working conditions due to smoke and was not completed until July 2024. As this project was budgeted in the 2023-2024 fiscal year it was unanticipated for the 2024-2025 fiscal year resulting in the current appropriation deficit. The City is projecting an appropriation surplus in the fund's capital budget by \$94,300. A portion of the projected appropriation surplus in the capital budget can be transferred to the materials and services budget to eliminate the appropriation deficit. For simplicity and to provide a little cushion in both the capital and material and services budget, it is proposed to transfer \$80,000 from the capital budget to the materials and services budget; and

WHEREAS, the City needs to process a change order for the Taxiway A Extension project totaling \$219,931. Additionally, the City anticipates awarding one more design contract this year that will be close to \$100,000. Total cost of current and planned capital projects for the current fiscal year is \$2,925,549. Currently, the Airport Budget has appropriated \$2,862,000 for capital projects which leaves a deficit of \$63,549 in capital. For simplicity it is proposed that \$64,000 be transferred from the Airport Contingency to the capital budget; and

WHEREAS, in order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the General, Equipment Replacement, Transportation and Airport Funds, appropriation transfers are needed as summarized below:

General Fund (100)

Expenditures

Contingency (Non-Departmental)	\$-28,500
Municipal Court Department	\$ 28,500
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

Equipment Replacement Fund (330)

Expenditures

Materials and Services	\$ 15,180
Capital Outlay	\$-15,180
(Changes in appropriations are offsetting thereby maintaining a balance budget)	

Transportation Fund (310)

Expenditures

Materials and Services.....	\$ 80,000
Capital Outlay	\$-80,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

Airport Fund (520)

Expenditures

Contingency	\$-64,000
Capital Outlay	\$64,000
(Changes in appropriations are offsetting thereby maintaining a balance budget)	

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

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

Section 1. Appropriations in the Fiscal Year 2024-25 budget shall be adjusted as follows:

	Current	Adjustment	Amended
General Fund (100)			
Appropriations			
Operating Budget	\$ 30,802,834	\$ -	\$ 30,802,834
Municipal Court	\$ 594,575	\$ 28,500	\$ 623,075
Capital Outlay	\$ 1,550,000	\$ -	\$ 1,550,000
Transfers Out	\$ 1,371,885	\$ -	\$ 1,371,885
Other Requirements	\$ 1,199,970	\$ -	\$ 1,199,970
Contingency	\$ 945,000	\$ (28,500)	\$ 916,500
Ending Fund Balance	\$ 9,998,130	\$ -	\$ 9,998,130
Total Appropriations:	\$ 46,462,394	\$ -	\$ 46,462,394

To provide required appropriation authority to support a temporary municipal court clerk through June 30, 2025.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Equipment Replacement Fund (330)			
Appropriations			
Materials and Services	\$ 129,962	\$ 15,180	\$ 145,142
Capital Outlay	\$ 1,030,000	\$ (15,180)	\$ 1,014,820
Reserve for Future Years	\$ 2,547,675	\$ -	\$ 2,547,675
Total Appropriations:	<u>\$ 3,707,637</u>	<u>\$ -</u>	<u>\$ 3,707,637</u>

To properly adjust appropriation categories for equipment purchases.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Transportation Fund (310)			
Appropriations			
Materials and Services	\$ 1,602,809	\$ 80,000	\$ 1,682,809
Capital Outlay	\$ 2,025,000	\$ (80,000)	\$ 1,945,000
Transfers Out	\$ 10,000	\$ -	\$ 10,000
Reserved for Future Years	\$ 5,870,073	\$ -	\$ 5,870,073
Total Appropriations:	<u>\$ 9,507,882</u>	<u>\$ -</u>	<u>\$ 9,507,882</u>

To adjust appropriation levels to account for unanticipated projects.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Airport Fund (520)			
Appropriations			
Materials and Services	\$ 295,731	\$ -	\$ 295,731
Capital Outlay	\$ 2,862,000	\$ 64,000	\$ 2,926,000
Debt Service	\$ 112,253	\$ -	\$ 112,253
Operating Contingency	\$ 1,120,774	\$ (64,000)	\$ 1,056,774
Total Appropriations:	<u>\$ 4,390,758</u>	<u>\$ -</u>	<u>\$ 4,390,758</u>

To provide adequate appropriations for current and projected capital projects.

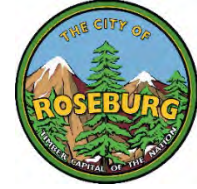
Section 2. The Finance Director is to make the proper adjustments to the budget.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 24th DAY OF MARCH, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EMERGENCY DECLARATION RESOLUTION NO. 2025-05

Meeting Date: March 24, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City experienced a catastrophic rain event on Sunday, March 16, 2025, which caused a significant amount of damage to city facilities. The issue for the Council is whether to adopt the attached resolution declaring an emergency and invoking emergency purchasing provisions.

BACKGROUND

A. Council Action History.
N/A

B. Analysis.

The rain event of March 16, 2025, caused significant damage in a number of areas. The Public Works Department continues to evaluate and prioritize necessary repairs. Many of the repairs will be required to safely reopen roadways. Both Douglas County and Governor Kotek have declared emergencies.

C. Financial/Resource Considerations.

So far, the Public Works Department has identified nearly \$2.3 million in damage to storm drainage and roadway systems within the City. This does not include the cost of the initial response efforts. At this point, it is not clear if any state or federal emergency funding will become available. Staff will continue to track all costs as reimbursement may be available in the future.

D. Timing Considerations.

In order to facilitate repair efforts, it would be appropriate for the Council to adopt the attached resolution at the March 24, 2025, meeting.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached Resolution No. 2025-05, Declaring an Emergency within the City of Roseburg; or

2. Request additional information or changes to the resolution; or
3. Not adopt the resolution.

STAFF RECOMMENDATION

Staff recommend the Council adopt the attached resolution.

SUGGESTED MOTION

“I move to adopt Resolution No. 2025-05, Declaring an Emergency within the City of Roseburg Due to a Severe Weather Event and Related Flooding.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-05

RESOLUTION NO. 2025-05

A RESOLUTION DECLARING A STATE OF EMERGENCY WITHIN THE CITY OF ROSEBURG DUE TO A SEVERE WEATHER EVENT AND RELATED FLOODING

WHEREAS, ORS 401.305 provides authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency; and

WHEREAS, Roseburg experienced a severe winter storm event on March 16, 2025 that led to widespread flooding; and

WHEREAS, on March 18, 2025, the Governor declared a State of Emergency for eleven counties in Oregon, including Douglas County, due to flooding and landslides; and

WHEREAS, ORS Chapter 401 authorizes certain actions to be taken during a state of emergency when necessary for public safety or for the efficient conduct of activities to minimize or mitigate the effects of the emergency; and

WHEREAS, the flooding that occurred on or around March 16, 2025 has had a significant impact to the City of Roseburg and the community at large; and

WHEREAS, to ensure that local authorities have the resources needed to respond to and recover from the severe weather impacts, a declaration of emergency is necessary; and

WHEREAS, the entire City of Roseburg, is in a state of emergency that constitutes a Level 3 emergency in the City's adopted Emergency Operation Plan (EOP).

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

Section 1. A state of emergency is declared for the entire City of Roseburg, effective on March 16, 2025, at 10 am.

Section 2. Upon this declaration of a state of emergency, the City Manager or designee is empowered to carry out the appropriate functions and duties identified in the Roseburg Municipal Code (RMC) during the time of emergency, including entering into contracts required by emergency circumstances per RMC 3.06.025(E).

Section 3. The City Manager or designee shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including, but not limited to, requesting assistance and potential reimbursement from Douglas County, the State of Oregon, and appropriate federal agencies; or taking any actions needed to enforce orders and rules issued by the State of Oregon under ORS Chapter 401 or by the federal government.

Section 4. Emergency procurement is authorized under ORS 279B.080.

Section 5. The declaration of emergency and special regulations and emergency measures shall expire on April 28, 2025, unless sooner terminated or extended by Order of the Common Council.

Section 6. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 24th DAY OF MARCH, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EXTEND TAXIWAY A PHASE II CONSTRUCTION - AUTHORIZATION OF CHANGE ORDER NO. 1 & FAA GRANT OFFER AMENDMENT NO. 1 PROJECT NO. 22GR18

Meeting Date: March 24, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff has been advised that the Federal Aviation Administration (FAA) is requiring a change to the project design that will increase construction costs. The issue for the Council is whether to authorize Change Order No. 1 and FAA Grant Amendment No. 1 for the Taxiway A Extension project.

BACKGROUND

A. Council Action History.

At the July 22, 2024, meeting, the Council adopted Resolution No. 2024-16 authorizing acceptance of an FAA grant for the project.

At the August 12, 2024, meeting, the Council awarded the construction project to Knife River Materials contingent upon receipt of a grant offer from the FAA. This grant offer was received on September 6, 2024.

At the September 9, 2024, meeting, the Council adopted Resolution No. 2024-18 authorizing acceptance of an FAA grant in the amount of \$2,120,951 for the construction phase of the project.

B. Analysis.

Design for the Taxiway A Extension was completed in April 2024. The Northwest Region Airports District Office (ADO) had previously provided comments after the 75% design submittal. Those comments were incorporated into the final design and the project was advertised for bid on April 18, 2024. The final documents were provided to the ADO at the time of bid. On May 16, 2024, a single construction bid was received from Knife River Materials.

In July 2024, after staff changes at the ADO, comments were received requesting several changes to the plans that were different and separate from the comments on the 75% design. One of the changes included modifying the Taxiway A1 centerline radius. The initial design radius was 135 feet and the revised radius was 37 feet. The change put the

new alignment of the taxiway connector in an area that required additional fill material, and required the height of the retaining wall and blast wall to be increased.

Updated plan sheets reflecting this change were issued to Knife River in January 2025. The ADO has reviewed the revised plan sheets and agrees that the increased costs are eligible for Airport Improvement Program (AIP) grant funding. AIP grants may be amended by up to 15 percent.

C. Financial/Resource Considerations.

Total project costs are estimated as follows:

Original Construction	\$ 2,064,955.00
Change Order No. 1	\$ 219,930.70
Construction Management	\$ 247,851.65
Administration (IFE & Permitting)	\$ 8,000.00
Contingency (4.3%)	\$ 89,812.00
Revised Project Cost:	\$ 2,630,549.35

The FAA grant does not include the contingency line item. In general, FAA grants can be amended up to 15%, and require an approved grant amendment.

The FY 24-25 Airport Fund amended budget includes \$2.862 million for capital projects. The fund includes an operating contingency of \$1.12 million. The City Council will be asked to authorize a budget appropriation moving funds from the contingency to the capital line item as part of authorizing Change Order No. 1.

The revised estimated funding package is outlined below.

FAA AIP Grant (Entitlement + Discretionary/State Apportionment)	\$1,899,846.00
FAA BIL Grant	\$ 188,113.00
FAA AIP Grant, Amendment No. 1	\$ 197,937.63
Connect Oregon Grant	\$ 172,222.00
Total FAA and State Funding	\$2,458,118.63
Grant Match (Airport Capital Improvement Fund)	\$ 82,618.72
Total	\$2,540,737.35

D. Timing Considerations.

The construction is scheduled to begin April 14, 2025. This change order needs to be approved prior to the commencement of construction.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize Change Order No. 1 to the Taxiway A Extension project; or
2. Request additional information; or
3. Not authorize this Change Order and not move forward with the project.

STAFF RECOMMENDATION

Staff recommends the Council authorize Change Order No. 1 to the Taxiway A Extension project and execution of Amendment No. 1 to the FAA Grant Offer. The Airport Commission discussed this project at their March 20 meeting. Staff will provide the Commission's recommendation at the Council meeting.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE CHANGE ORDER NO. 1 TO THE TAXIWAY A EXTENSION PROJECT FOR \$219,930.70."

"I MOVE TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO FAA GRANT #031 IN AN AMOUNT UP TO FIFTEEN PERCENT."

ATTACHMENTS:

Attachment No. 1 - As-Bid Taxiway A Alignment
Attachment No. 2 – Revised Taxiway A Alignment



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**ROSEBURG REGIONAL AIRPORT
TAXIWAY A EXTENSION**
3896 NW STEWART PARKWAY
ROSEBURG, OR 97470

ISSUED FOR BID

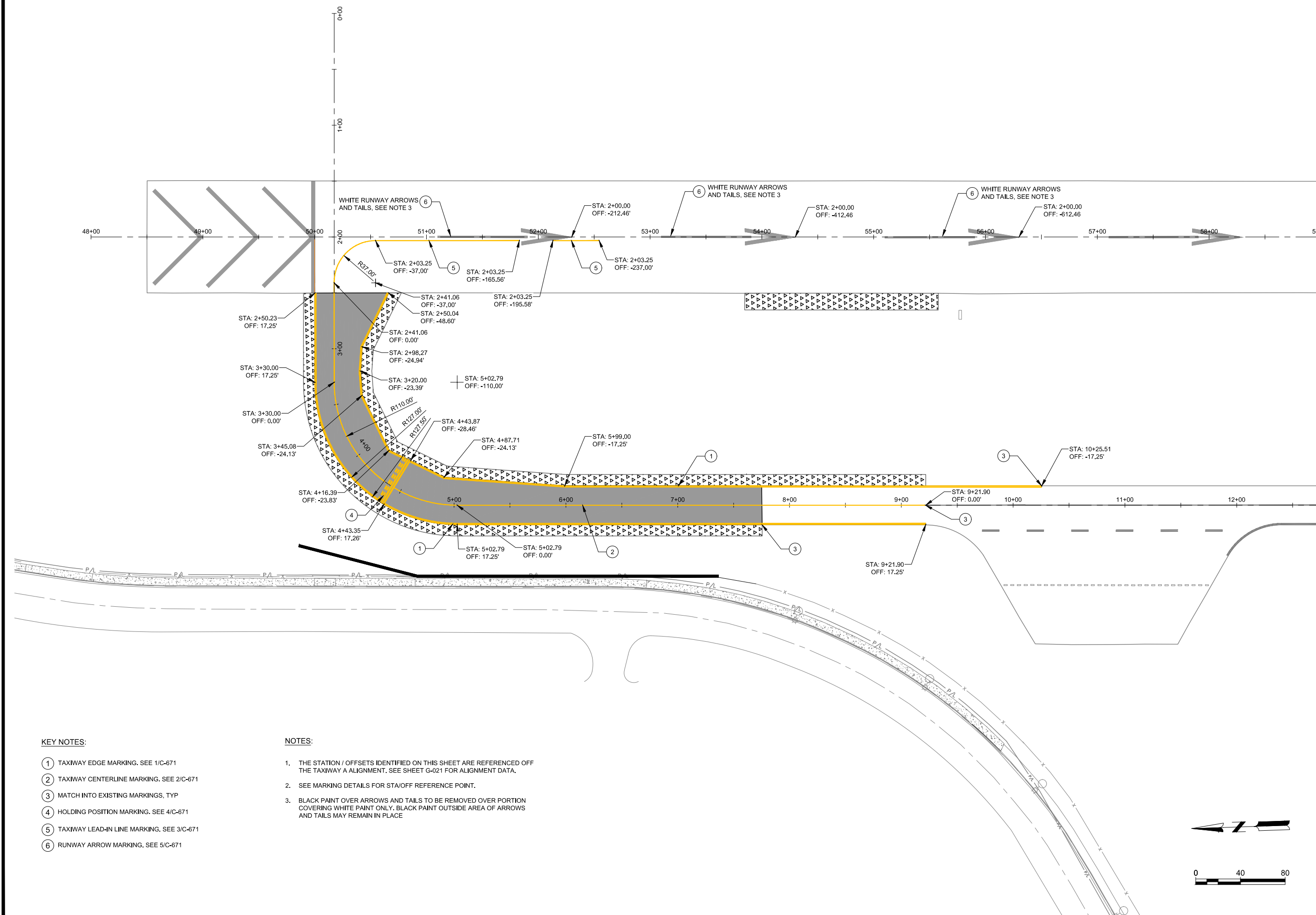
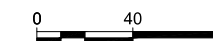


APP NO: 3-41-0054-030-2024
MMH NO: 1821200-221217.01
DATE: APRIL 18, 2024
DESIGNED BY: MLF
DRAWN BY: MJK
CHECKED BY: RJB
DO NOT SCALE DRAWINGS

SHEET CONTENTS
MARKING PLAN

SHEET NO. 28 of 40

C-651



KEY NOTES:

- ① TAXIWAY EDGE MARKING. SEE 1/C-671
- ② TAXIWAY CENTERLINE MARKING. SEE 2/C-671
- ③ MATCH INTO EXISTING MARKINGS, TYP
- ④ HOLDING POSITION MARKING. SEE 4/C-671
- ⑤ TAXIWAY LEAD-IN LINE MARKING. SEE 3/C-671
- ⑥ RUNWAY ARROW MARKING. SEE 5/C-671

NOTES:

1. THE STATION / OFFSETS IDENTIFIED ON THIS SHEET ARE REFERENCED OFF THE TAXIWAY A ALIGNMENT, SEE SHEET G-021 FOR ALIGNMENT DATA.
2. SEE MARKING DETAILS FOR STA/OFF REFERENCE POINT.
3. BLACK PAINT OVER ARROWS AND TAILS TO BE REMOVED OVER PORTION COVERING WHITE PAINT ONLY. BLACK PAINT OUTSIDE AREA OF ARROWS AND TAILS MAY REMAIN IN PLACE

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**ROSEBURG REGIONAL AIRPORT
TAXIWAY A EXTENSION**
3896 NW STEWART PARKWAY
ROSEBURG, OR 97470

ISSUED FOR CONSTRUCTION
CHANGE ORDER 1

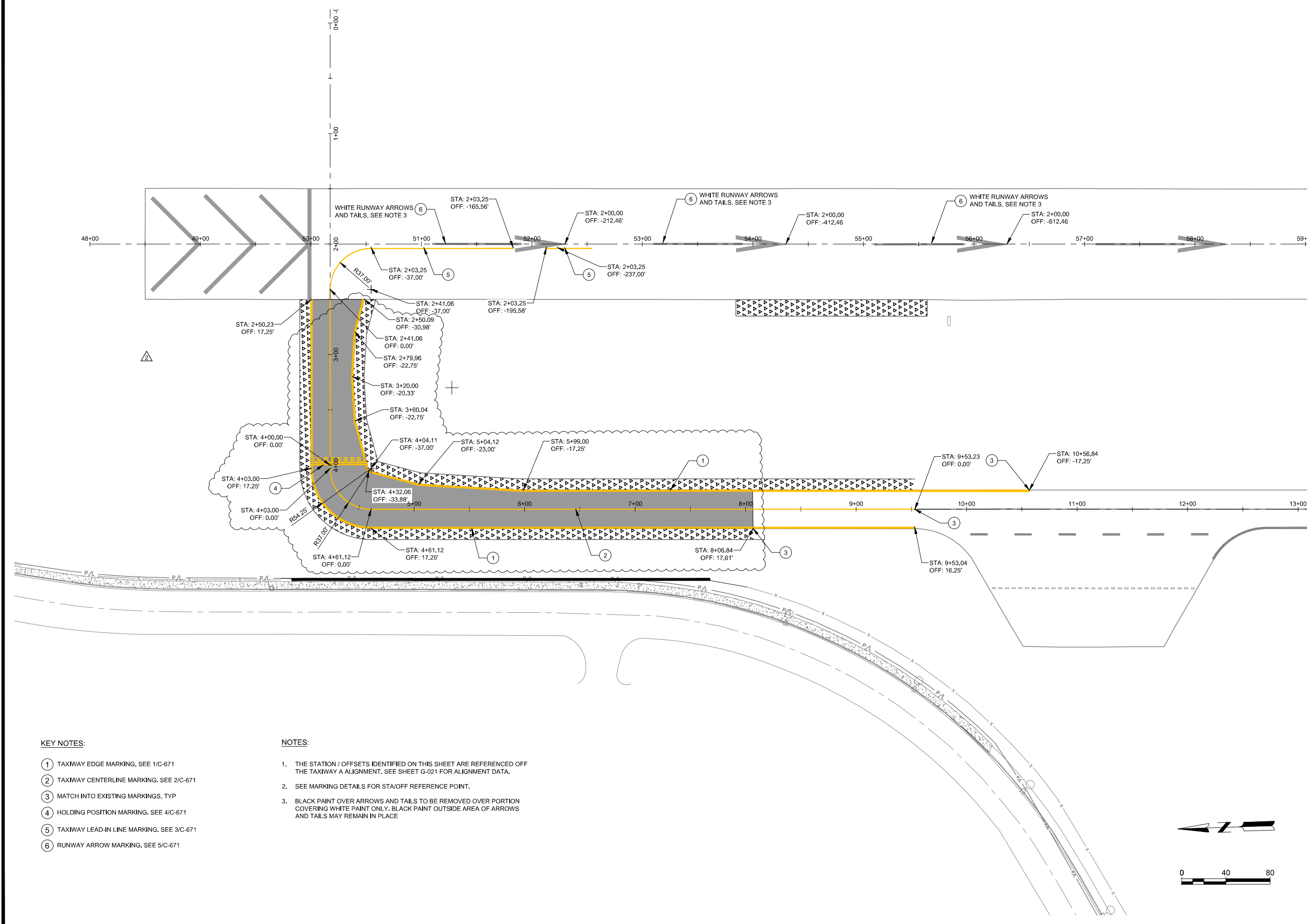


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SHEET CONTENTS
MARKING PLAN

SHEET NO. 28 of 40

C-651



KEY NOTES:

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



24-INCH TRANSMISSION MAIN REPLACEMENT DESIGN SERVICES TASK ORDER NO. 1 AUTHORIZATION PROJECT NO. 25WA08

Meeting Date: March 24, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

In January, staff completed a qualifications-based selection process for the design, bidding, and construction management services related to Phases 4 and 5 of the 24-inch transmission main replacement project. The issue for the Council is whether to authorize Task Order No. 1 for the design and bidding services for Phase 4 of the project.

BACKGROUND

A. Council Action History.

On February 24, 2025, Council awarded a master engineering services contract for Phases 4 and 5 of the 24-inch transmission main project to Consor North America to provide design, bidding, and construction management services.

B. Analysis.

The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010, the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter water transmission main in phases. Phase 1 of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase, from Hooker Road to Isabell Avenue, was completed in 2022. The third phase, from Isabell Avenue to Newton Creek Drive, is nearing completion. Phase 4 will replace the pipe from Newton Creek Drive to approximately Emerald Drive, and Phase 5 will replace pipe from approximately Emerald Drive to Garden Valley Boulevard.

Each task order under the master contract is individually negotiated, based on an agreed scope of work. Task Order No. 1 has been negotiated with Consor North America and includes design and bidding services for Phase 4 of the 24-inch transmission main installation from Newton Creek Drive to Emerald Drive at a cost not to exceed \$344,907.

C. Financial/Resource Considerations.

Task Order No. 1 for design and bidding services has been negotiated with Consor North America at a cost not to exceed \$344,907. The FY 24-25 Water Fund budget includes \$350,000 for the design of Phase 4 of the transmission main replacement.

D. Timing Considerations.

If authorized, notice to proceed with Task Order No. 1 will be issued as soon as practical. Consor North America estimates ten months to complete the design.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize Task Order No. 1 for design and bidding services for Phase 4 of the 24-inch transmission main project; or
2. Request additional information; or
3. Not authorize this task order and not move forward with the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to proceed with this design. The Public Works Commission discussed this task order at their March 13, 2025, meeting. The Commission unanimously recommended authorizing Task Order No. 1 with Consor North America for design and bidding services for Phase 4 of the 24-inch transmission main from Newton Creek Drive to Emerald Drive at a cost not to exceed \$344,907. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE TASK ORDER NO. 1 WITH CONSOR NORTH AMERICA FOR DESIGN AND BIDDING SERVICES FOR PHASE 4 OF THE 24-INCH TRANSMISSION MAIN FROM NEWTON CREEK DRIVE TO EMERALD DRIVE AT A COST NOT TO EXCEED \$344,907.”

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
 - Process for Requesting Items of a Future Council Agenda (continued)
-

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
- B. 2025 OLCC Annual Liquor License Renewal Endorsement

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. RPD 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

B. Municipal Court Quarterly Report

August 11, 2025

Mayor Reports

Consent Agenda

A. July 28, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

August 25, 2025

Mayor Reports

Consent Agenda