

**ROSEBURG CITY COUNCIL AGENDA – APRIL 14, 2025**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



**Public Online Access:**

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

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

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

**6:30 p.m. – Special Meeting**

**City Councilor Interviews – Ward 1, Position 1**

6:30 p.m. Jason Tate

6:45 p.m. John Houston

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

1. **Call to Order – Mayor Larry Rich**

2. **Pledge of Allegiance**

**Roll Call**

Tom Michalek

Ruth Smith

Zack Weiss

Andrea Zielinski

Ellen Porter

Shelley Briggs Loosley

Vacant

Katie Williams

3. **Mayor Reports**

A. Ward 1 City Council Appointment

B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

C. Oregon Arbor Month Proclamation

D. Process for Requesting Items of a Future Council Agenda

E. Homeless Issues

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

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

6. **Consent Agenda**

A. March 24, 2025 Regular Meeting Minutes

B. 2025 OLCC Annual Liquor License Renewal Endorsement

C. Airport Commission Appointment

7. **Public Hearings**

A. Supplemental Budget for the Off Street Parking Fund, Fiscal Year 2024-25 – Resolution No. 2025-05

8. **Resolutions**

A. Resolution No. 2025-06 Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

**9. Department Items**

A. Council Chamber Audio / Video Upgrades

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

A. Reading of Executive Session Disclaimer that will occur after Urban Renewal Agency Board Meeting (ORS192.660(2)(e) and (f))

**11. Adjourn**

**12. Conduct Urban Renewal Agency Board Meeting**

**13. Executive Session ORS192.660(2)(e) and ORS 192.660(2)(f)**

A. Real Property Discussion

B. Consider Records that are Exempt from 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](mailto:info@roseburgor.gov).**
    - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
  - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@roseburgor.gov](mailto:info@roseburgor.gov)) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
    - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click “Join Webinar” to join the meeting as an attendee. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
  - Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”
  1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
  2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

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

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

### **ORDER AND DECORUM**

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

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

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

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## WARD 1 CITY COUNCIL INTERVIEWS/APPOINTMENT

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**Meeting Date:** April 14, 2025  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

City Councilor Rummel resigned her position as representative of Ward 1. Therefore, there was a vacancy to be filled on the City Council for Ward 1, Position 1.

### BACKGROUND

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

The City Council accepted Kylee Rummel's resignation on February 10, 2025. Immediately thereafter, per Council's direction, Staff advertised the City Council vacancy through the local news media, social media and the City's website, with a deadline of March 28, 2025, established for application submission.

Three applications were received for this position. One applicant was deemed ineligible due to residing outside of Ward 1. The remaining applicants have been invited to attend the meeting for interviews, which have been scheduled as follows:

6:30 p.m. Jason Tate

6:45 p.m. John Houston

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

Roseburg Municipal Code Chapter 2.10 requires the City Council to interview City Council candidates at a public meeting.

To the extent possible, the Council is to act to fill the vacancy at the same meeting in which it interviews candidates. Following the interview, the Council may make the appointment or solicit additional candidates for consideration at a later meeting before making an appointment.

Any time during the process, a three-fourths vote of the entire membership of the current Council may terminate the procedure and make an appointment.

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

**D. Timing Considerations.**

To ensure appropriate representation for the residents of Ward 1, it is recommended the appointment be made as soon as practical.

### **COUNCIL OPTIONS**

1. Interview the applicants and make an appointment; or
2. Interview the applicants and choose to solicit additional candidates for consideration at a later meeting; or
3. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make an appointment.

### **STAFF RECOMMENDATION**

Staff recommends the City Council proceed with interviewing the applicants for the City Council vacancy.

### **SUGGESTED MOTION**

After the interview is complete, if Council is ready to proceed with an appointment, the appropriate motion would be ***"I MOVE TO APPOINT \_\_\_\_\_ TO FILL THE WARD 1, POSITION 1 VACANCY, THROUGH DECEMBER 31, 2026."***

### **ATTACHMENTS:**

- Attachment #1 – Interview Questions
- Attachment #2 – Jason Tate Application
- Attachment #3 – John Houston Application

## QUESTIONS FOR PROSPECTIVE CITY COUNCIL MEMBERS

1. Since everyone may not know you, briefly tell us your name, where you work(ed) and your involvement in the community.
2. What skills and experience do you have that you feel makes you a good fit for City Council?
3. Why did you apply for appointment to the City Council?
4. What role do you see City government playing in the community?
5. What role, if any, do you believe City Councilors should play in the day-to-day operations of City government?
6. How do you deal with conflicts? Talk about a time you had a conflict with a co-worker or fellow citizen and how you dealt with that.
7. List three priorities you feel the Council should concentrate on during 2025-2026.





# CITY OF ROSEBURG COUNCIL APPLICATION

## Applications due March 28, 2025 by 5:00 p.m.

Application for Appointment to: **CITY COUNCIL, WARD 1 POSITION 1**

*City Council Meetings are held at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month in the Council Chambers of City Hall. In addition to the regularly scheduled Council meetings, Council members will generally spend time reviewing material in preparation for the meetings and attend additional meetings as well as talking and corresponding with constituents. As the elected legislative body of the City of Roseburg, the City Council has overall responsibility for the scope, direction and financing of City services.*

Name: Tate Jason

Last First

Home Address: [Redacted] 97470  
Street Zip Code

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

Email Address: [Redacted]

Occupation School Counselor [Redacted]  
Place of Employment

Business Address [Redacted] [Redacted]  
Phone

- 1. Do you reside in the Roseburg city limits Ward 1? Yes  No
- 2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes  No
- 3. Are you a registered voter? Yes  No

4. How did you learn about this vacancy?

Newspaper      Social Media      City Website      Word of Mouth

Other      Please Specify: \_\_\_\_\_

5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Do you have flexibility to attend the regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 p.m.?  Yes  No

Please check the times when you would be able to attend additional meetings.

Morning (7:30 or 8:00 a.m.)  Afternoon (4:00-6:00 p.m.)  Evening (7:00 p.m.)

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

I have been on the Douglas County Men's Softball Association Board for the last 10 years, president the last 3 years, assisted many nonprofit events for Diabetes Awareness, UV Police K9 Programs, an active member for our building administration for the last 10 years, and am a mentor/community partner for graduate students pursuing a school counseling education and career. I have 2 Master's Degrees in marriage and family therapy and school counseling/consulting. .

The contributions I would like to make is to bring a new perspective to the Council from years of experience through different community programs, events, and work with students and families. I believe my mental health background can provide some assistance with addressing the unhoused, mental health and drug addiction in our community.

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

Areas of concern would be the homeless, state of City parks, road conditions especially in older neighborhoods, fiscal responsibility with the budget and overall economic stability of the community and future growth.

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

The open position interested me because it would provide a challenge for myself to be a bigger part of the community. Working in the schools, private sector, and nonprofit for so many years has helped me develop a unique perspective towards the needs other families in our community have, including recreation, programs, safety and education.



*Jason Tate*

**3/18/2025**

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Applicant Signature

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Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@roseburgor.gov](mailto:info@roseburgor.gov). Applications close 5:00 p.m. on Monday, March 28, 2025.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, they may wish to take more time to deliberate before making the appointment.

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 COUNCIL APPLICATION

Applications due March 28, 2025 by 5:00 p.m.

Application for Appointment to: **CITY COUNCIL, WARD 1 POSITION 1**

City Council Meetings are held at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month in the Council Chambers of City Hall. In addition to the regularly scheduled Council meetings, Council members will generally spend time reviewing material in preparation for the meetings and attend additional meetings as well as talking and corresponding with constituents. As the elected legislative body of the City of Roseburg, the City Council has overall responsibility for the scope, direction and financing of City services.

Name: HOUSTON JOHN  
Last First

Home Address: [REDACTED] ROSEBURG 97470  
Street Zip Code

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

Email Address: [REDACTED]

Occupation RETIRED / 1 Place of Employment

Business Address [REDACTED] Phone

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

2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes  No

3. Are you a registered voter? Yes  No

4. How did you learn about this vacancy?  
Newspaper Social Media City Website Word of Mouth

Other Please Specify: \_\_\_\_\_

5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Do you have flexibility to attend the regular meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 p.m.?  Yes  No

Please check the times when you would be able to attend additional meetings.

Morning (7:30 or 8:00 a.m.)  Afternoon (4:00-6:00 p.m.)  Evening (7:00 p.m.)

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

I WORKED 12 YEARS AS A WELDING FOREMAN,  
I AM DETAIL ORIENTED AND WORK WELL WITH  
OTHERS.

I HAVE BEEN ON THE DOUGLAS COUNTY  
REPUBLICAN EXECUTIVE COMMITTEE FOR  
OVER 2 YEARS NOW.

COMMON SENSE DECISION MAKING FOR THE  
BEST OUTCOME FOR ROSEBURG.

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

HOMELESS, CRIME, HELPING SMALL BUSINESS  
OWNERS.

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

BEING PART OF THE COMMUNITY  
AND TRYING TO MAKE A DIFFERENCE.

John Houston                      3/20/25  
Applicant Signature                      Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@roseburgor.gov](mailto:info@roseburgor.gov). Applications close 5:00 p.m. on Monday, March 28, 2025.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, they may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

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# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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## RECOGNITION OF CITY VOLUNTEERS

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**Meeting Date: April 14, 2025**  
**Department: Parks & Recreation**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Mayor Reports**  
**Staff Contact: Velorie Ligon, Program Manager**  
**Contact Telephone Number: 541-492-6730**

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### ISSUE STATEMENT AND SUMMARY

In conjunction with "Volunteer Recognition Month," the City wishes to honor publicly those volunteers who have devoted their time and efforts for the betterment of the Roseburg community. These efforts range from commission service to individuals and groups that plant flowers and trees in our parks or help as part of the 'Adopt-A-Trail' program – all providing invaluable and greatly appreciated contributions.

The following volunteers will be acknowledged in an advertisement with local news media:

### COUNCIL/COMMISSION MEMBERS

#### ***City Council***

Larry Rich, Mayor  
Shelley Briggs Loosley  
Tom Michalek  
David Mohr  
Ellen Porter  
Kylee Rummel  
Patrice Sipos  
Ruth Smith  
Zack Weiss  
Katie Williams  
Andrea Zielinski

#### ***Airport Commission***

Frank Inman  
David Morrison  
Clint Newell  
Robb Paul  
Steve Skenzick  
Daniel Sprague

#### ***Parks & Recreation***

Kyle Bailey  
Ryan Finlay  
Robert Grubbs  
Marsha LaVerne  
Tobiah Mogavero  
Diana Wales

#### ***Budget Committee***

Mike Baker  
Stephen Krimetz  
Jerry Smead  
Bryan Sykes  
Jeffrey Weller

#### ***Planning Commission***

Matthew Brady  
Emily Brandt  
Janelle James  
Matthew Keller  
Jarrett Nielsen  
Shelby Osborn  
Jaime Yraguen

#### ***Library***

Paige Bentley  
Mandy Elder  
Francesca Guyer  
Shirley Lindell  
Brady McNulty  
Juliet Rutter  
Marcy Tassano

#### ***Public Works***

Fred Dayton Jr  
Ken Hoffine  
Patrick Lewandowski  
Stuart Liebowitz  
Brandon Pearsall  
John Seward  
Tim Swenson  
Roger Whitcomb

#### ***Historic Resources***

Marilyn Aller  
James De Lap  
Bentley Gilbert  
Stephanie Giles  
Lisa Gogal  
Nicholas Lehrbach

#### ***Economic Development***

Mickey Beach  
Sarah Everman  
Joel Goodwillie  
Theresa Haga  
Michael Widmer  
Paul Zegers

***Homeless Commission***

Ken Averett  
Dr. Gregory Brigham  
Shaun Pritchard

Keith Lowther  
Gene McVae  
Michelle Moore

**CITY BEAUTIFICATION/PARKS  
ASSISTANCE**

Tom & Elaine Brady  
Stacey Crowe  
Randy Denn  
Bonita Java & Frank Frabbiele

Ron Greenley  
Laura Long  
Rosemarie Oakley  
Tommy Smith  
Jeff & Shirley Woodcock

**MOVIES IN THE PARK**

Kyle Bailey  
Mike & Janice Baker

Joe David  
Jason Hink  
Randy Ligon

**ORGANIZATIONAL AND COMMUNITY SUPPORT**

AmeriCorps R.A.R.E.  
Calapooia 4H  
Connections Case Management  
Friends of the Roseburg Public Library  
Friends of Umpqua Valley Police K9 Programs  
Church of Jesus Christ of Latter-day Saints  
Youth Group  
Legacy Construction  
Micelli Camp Residents  
Partnership for the Umpqua Rivers  
Performance Fab LLC  
Phoenix Charter School  
Pine Camp Residents  
Riverfront Disc Golf Association  
Roseburg BLM, HRDC  
Redeemer's Fellowship

Roseburg Sister Cities  
Small Planet Solutions  
Thrive Umpqua  
Tracker Foundation  
UCC Baseball Team  
UCC Recreation Management Class  
Umpqua Bank  
Umpqua Fence Company  
Umpqua Valley Arts Association  
Umpqua Valley Audubon Society  
Umpqua Valley Beekeepers Association  
Umpqua Valley Cal Ripken Babe Ruth  
Umpqua Watersheds  
US Bank  
Washington Camp Residents

**LIBRARY SUPPORT**

Roseburg High School Astra Service Club  
Linda Bahr  
Steve Bahr  
Patricia Duerfeldt  
Fay Frich  
Sara Frich  
Dianne Holborow  
Robin Kladke  
Gaylene Lyda  
Celeste Minnis  
Louise Peterson

Keith Ropp  
Pat Sherman  
Matt Singmaster  
Rex Southwick  
Lori Stevenson  
Liz Teoli-Thomason  
Helen Thiessen  
Timothy Thomason  
Susan Uravich  
Marcie Vega  
Maya Yazzolino

**ATTACHMENTS**

Attachment #1 – Volunteer Recognition Month Proclamation



# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### VOLUNTEER RECOGNITION MONTH

**WHEREAS:** the utilization of volunteer services has become crucial in providing needed services to our community; and

**WHEREAS:** our citizens have graciously donated time and talent toward quality programs and services in all aspects of municipal operations; and

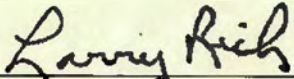
**WHEREAS:** the City of Roseburg wishes to recognize these individuals and organizations for their continued cooperation and to encourage the voluntary participation of others in this valuable service; and

**WHEREAS:** the City of Roseburg wishes to recognize these individuals and organizations for their dedicated efforts toward developing a sense of community spirit through their service;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2025 as

### VOLUNTEER RECOGNITION MONTH

**DATED** this 14<sup>th</sup> day of April, 2025.

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





# PROCLAMATION

## CITY OF ROSEBURG, OREGON

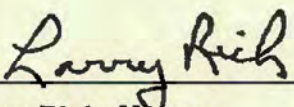
### OREGON ARBOR MONTH

- WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and
- WHEREAS:** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and
- WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and
- WHEREAS:** In honor of Oregon Arbor Month, the City of Roseburg Parks and Recreation will team up with the Roseburg Public Library to host our annual celebration. During the month of April, Roseburg Parks & Recreation will share social media posts highlighting trees throughout the month and distribute free educational activity booklets focusing on Arbor Day and trees. Community members of all ages will also be encouraged to participate in an Arbor Day Photo Contest featuring trees growing in and around the Roseburg Area. The City of Roseburg will also celebrate Oregon Arbor Month displaying the Tree City USA flag outside of City Hall recognizing Roseburg as a Tree City USA by the Arbor Day Foundation.

**NOW, THEREFORE,** I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 2025, as

### OREGON ARBOR MONTH

**DATED** 14th day of April, 2025.

  
\_\_\_\_\_  
Larry Rich, Mayor





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.

### Definitions

Tier 1 Items: Essential city services or items that have a statutory deadline that must be met. These services directly impact public safety, infrastructure, and legal compliance.

Tier 2 Items: Non-essential or miscellaneous items that are not part of the City's core services and do not have statutory requirements. These may include discretionary programs, special projects, or initiatives that enhance but are not critical to City operations.

### 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 and if it will be ranked as a Tier 1 or Tier 2. ~~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.

**Homeless Issues on the Council Agenda this Past Year**

3/11/24 225 Bogard Street  
5/13/24 Homeless Commission Future/Focus  
8/12/24 Ordinance No. 3605 – Proposed Prohibited Camping Code Amendment  
Ordinance No. 3606 – Proposed Addition - Prohibited Weapons, Tools, and other  
8/26/24 Campsite Update  
Ordinance No. 3605 – 2<sup>nd</sup> Reading/Adoption  
Ordinance No. 3606 – 2<sup>nd</sup> Reading/Adoption  
9/9/24 Urban Campground Discussion  
9/23/24 Urban Campground Next Steps  
10/2/24 Urban Campground Criteria – Work Study  
12/3/24 Urban Campground Next Steps  
1/27/25 Next Steps Process Regarding Urban Campground

**Executive Sessions**

1/13/25 Executive Session – Campground Location  
2/10/25 Executive Session - Campground Location

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

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

1. Pledge of Allegiance

Councilor Briggs Loosley 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: None

Others: City Manager Nikki Messenger, City Attorney Webb Kittinger, Police Sergeant Dan Allen, 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 April 6 – 12, 2025 as National Library Week. Wiley accepted the proclamation and thanked the Council for their recognition.

B. Mayor Rich, Messenger, and Cowie presented the Downtown Parking Committee Formation. Discussion ensued.

Mayor Rich's comments and questions included that Councilor Weiss has volunteered to Chair the committee, Cowie will staff the meetings, whether it was an easy process to get people to sign up last time, anticipated duration of meetings, making sure meetings are advertised for the public, concern that meetings will be awkward for certain participants, just don't want this committee to fail, clarification of committee layout, and putting the application together.

Councilor Porter's comments and questions included whether the Parking Fund target is the ACE Parking contract amount, expressed support for Councilor Weiss' recommendations, and noted the importance of avoiding duplicate representation from non-profits.

Councilor Weiss' comments and questions included whether the committee layout proposal is the same as last time, adjusting the layout, Council has the final decision on committee recommendations, coordinating twelve members with decision-making power could be difficult, whether ACE gets a vote, representation of downtown and Laurelwood residents last time, including Cow Creek because they recently acquired property, doesn't see the need for Cow

Creek or ACE to be a voting member, some of our issues are with ACE Parking, ACE probably has valuable information and we could reach out to them when we have questions, concern that ACE representation on the committee is a conflict of interest and they may have influence of decision-making, second seat for non-profits, and support for suggested layout as discussed.

Councilor Briggs Loosley supported listing a range of meeting times in the application to help with recruitment.

Council President Smith supported Councilor Weiss' recommendations and emphasized ensuring representation for on-street parkers.

Councilor Michalek's comments and questions included whether staff will be involved in committee meetings.

Councilor Zielinski Supported Councilor Weiss' recommendations and suggested including someone who uses short-term parking and would be directly impacted by changes.

Councilor Williams' comments and questions included adding short-term parking at minimarts and coffee shops.

Cowie clarified we have fixed costs and contract costs to consider, determining costs for any recommendations or changes, added the parking program and Cow Creek representation to the committee layout, the rest of the structure is similar to the last committee, the plan is designed to be permanent, the committee could meet as needed and continue to exist, members do a vote as a steering committee, the committee purpose is to provide recommendations, there were lots of applications last time, making sure more areas have representation, providing an idea for meeting dates and times, evenings worked best for meetings, meeting for an hour or two bi-weekly might buy us some time before the \$50,000 appropriation runs out, some days might not work, we need to get moving, hopeful that residents that park on the street participate, Cow Creek property investment, these are suggestions that can be taken out, ACE can explain the nuts and bolts of how parking systems work, hopeful that committee members will serve as ambassadors in the community, we are updating the previous application, and plan to post it for three weeks.

Messenger clarified ACE Parking would ex-officio (non-voting), meetings were mostly virtual last time, Cow Creek owns other properties in the district, ACE Parking are experts in parking systems, we might lose time if ACE isn't in the room when there are questions, and they don't have to be at every meeting.

Direction was given to remove the ACE Parking and Cow Creek Umpqua Tribe representatives from the Downtown Parking Committee, and to appoint a business owner with short-term parking, such as a coffee shop or dog groomer.

Consensus was reached that the Downtown Parking Committee make up would be as follows:

- (1) City Staff Member
- (1) City Council Representative
- (1) Umpqua Community College Representative

(1) Downtown Resident, (1) Laurelwood Resident, (1) Downtown Non-Profit Agency Representative, (1) Downtown Retail Business Owner, (1) Downtown Restaurant Owner, (1) Downtown Personal Services Owner (e.g. salon, tattoo studio, barbershop), (1) Downtown Professional Services Representative (e.g. account firm, law office, consulting agency), and (1) Downtown Short-Term Customer Parking Representative (e.g. coffee shop, convenience store).

C. Mayor Rich presented the Navigation Center Information. Discussion ensued.

Councilor Michalek's comments and questions included number participants accommodated at the Navigation Center.

Councilor Briggs Loosley's comments and questions included the Homeless Commission tour at the Navigation Center today, thirty-two beds in the shelter, twenty beds in the pods, pods are used by families first or people that know each other, there is a new shelter manager making plans for improvements, and new criteria to determine best use of pods and space.

Councilor Porter's comments and questions included that pods are set up for two beds but not being fully used, single occupancy in pods continues, clarification of night stays, and federal funding stability.

Councilor Michalek's comments and questions included whether the city is still giving money to UCAN for operations.

Council President Smith's comments and questions included funding gap contract expiration.

Mayor Rich's comments and questions included whether there is a choice for a pod when a participant signs up, the state is paying UCAN directly, and the number of state funded shelters.

Messenger clarified the pods are housing families and people that know each other, it took some time to transition from single occupancy when the pods first opened, we have a contract with UCAN to cover gap funding, we have not received an invoice from UCAN for gap funding this fiscal year, the contract ends December 2026, and the state funded seven shelters in the beginning.

4. Commission Reports/Council Ward Reports

Councilor Williams spoke about the March 19, 2025, Historic Resource Review Commission meeting.

Councilor Briggs Loosley spoke about the Homeless Commission tour at the Gary Leif Navigation Center on March 24, 2025, in lieu of a regular meeting.

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

Councilor Zielinski spoke about the March 18, 2025, Library Commission meeting and discussions with constituents in her ward about recent flooding.

Councilor Porter spoke about the March 13, 2025, Public Works Commission meeting.

A. Councilor Michalek moved to appoint Arthur Redcay to the Airport Commission. The motion was seconded by Councilor Zielinski. Discussion ensued.



Council President Smith's comments and questions included the reasoning behind the final selection for the commission appointment.

Mayor Rich clarified the process for reviewing potential applicants.

Councilor Michalek clarified that Mr. Redcay is a licensed pilot.

The vote is scheduled for April 14, 2025, Council agenda under consent items.

5. Audience Participation

Nicole Inglis, resident, spoke about her experience with the Navigation Center.

Blair Bailey, retired business owner, spoke about the parking committee's formation and homeless concerns.

Betsy Cunningham, business owner, spoke about the data breach, possible violations of public meetings law, and mismanagement of homeless issues.

6. Consent Agenda

A. March 10, 2025, Regular Meeting Minutes. Discussion ensued.

Council President Smith 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.

After the motion passed, additional discussion took place regarding the process for placing items on the agenda. It was noted that, although the March 10, 2025, meeting minutes indicated the process would be discussed at the March 24, 2025 meeting, it was not included on the current meeting's agenda.

7. Resolutions

A. Harker presented Resolution No. 2025-04 – Appropriation Transfers for Fiscal Year 2024-25 Affecting the General, Equipment Replacement, Transportation and Airport Funds. Discussion ensued.

Councilor Michalek's comments and questions included clarification of the salary for the court clerk, funding terms, whether the city is paying for the Airport Taxiway construction contract, additional \$200,000 grant approval, and the FAA is funding most of the project.

Council President Smith's comments and questions included whether any of the money is coming from the General Fund.

Harker clarified the salary for the court clerk is at a Step 2, the position is needed to keep up with the workload, funding through the end of the fiscal year in June, and an appropriation transfer is much simpler than a supplemental budget process.

Messenger clarified the city will be reimbursed 90% by a grant for the Airport Taxiway construction and the \$200,000 grant is for the fencing project.

Council President Smith moved to adopt Resolution No. 2025-04 Authorizing an Appropriation Transfer for Fiscal Year 2024-25 Affecting the General, Equipment Replacement, Transportation and Airport Funds. 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.

Agenda Item No. 8c – Storm Response Update was combined with Item No. 7b. – Resolution No. 2025-05 – Emergency Declaration.

8.c - Christopherson and Herinckx presented Storm Response Update. Discussion ensued.

Mayor Rich's comments and questions included whether there was any bridge damage and citizens that showed up at Jo Lane Middle School.

Councilor Michalek's comments and questions included whether we applied for any assistance from the State.

Councilor Briggs Loosley's comments and questions included appreciation for staff and community efforts during the storm and recovery.

Christopherson clarified there were seven people at Jo Lane during the day and the Red Cross assisted with shelter.

Herinckx clarified there was not any bridge damage, and we have been tracking labor and equipment since Sunday.

Messenger clarified that Douglas County has been compiling information to build a case for assistance, the governor made an emergency declaration for eleven counties for ODOT purposes, hopeful there will be a declaration for FEMA assistance, there is a lot of documentation required, there is an application process for landfill waivers, Glide Revitalization has experience after the Archie Creek Fire with delivering resources to people after an emergency and will assist with resource deployment, encouragement to call 211 for assistance and available resources, and discussions about assistance with power and water bills that increased during the cleanup process.

B. Messenger presented Resolution No. 2025-05 – Emergency Declaration. Discussion ensued.

Councilor Weiss' comments and questions included whether there will be a follow-up report.

Messenger clarified the municipal code states that staff will report at the next meeting.

Council President Smith moved to adopt Resolution No. 2025-05, Declaring an Emergency within the City of Roseburg Due to a Severe Weather Event and Related Flooding. 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. Department Items

- A. Herinckx presented the Extend Taxiway A Phase II Construction – Authorization of Change Order No. 1 & FAA Grant Offer Amendment No. 1 – Project No. 22GR18. Discussion ensued.

Council President Smith’s comments and questions included anticipated completion date.

Mayor Rich’s comments and questions included clarification of the diagram and 90-degree turn.

Herinckx clarified the completion date is expected in mid-July and making sure the pilot has a clear view down the runway.

Councilor Michalek moved to authorize Change Order No. 1 to the Taxiway A Extension Project for \$219,930.70. 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.

Councilor Michalek moved to authorize the City Manager to execute an Amendment to FAA Grant #031 in an amount up to fifteen percent. 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.

- B. Herinckx presented the 24-Inch Transmission Main Replacement Design Services Task Order No. 1 Authorization – Project No. 25WA08. Discussion ensued.

Mayor Rich’s comments and questions included clarification of the location.

Herinckx clarified the location is south of the Salvation Army, through Newton Creek intersection, and Emerald Drive will be in the S-curve by the shop.

Councilor Porter moved 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. 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.

- C. Storm Response Update was combined with Item No. 7b. – Resolution No. 2025-05 – Emergency Declaration.

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

Councilor Michalek asked about the process of making a motion for consideration under this section,

Mayor Rich clarified the city attorney provides direction on procedure, the rules require notifying the mayor or city manager of a request to place an item on the agenda, the easiest way to make a request is by calling, getting confirmation and a consensus from the rest of Council about wanting to discuss item can be brought up under “Items From

the Mayor, City Council, and City Manager,” need a consensus of at least five Councilors to place an item on the agenda, the current process is to pick up the phone and call, confirmation the new process will need to be voted on, and more research before scheduling the vote on the new process.

Councilor Weiss’ questions and comments included whether there is an option to make a motion under this section to place an item on the next agenda and whether the only way to get items on the agenda is through a phone call to the mayor.

Council President Smith asked whether the current process is listed in the charter, updating the process in the charter, which process to use currently, and clarification of needing to vote for the new process.

Messenger clarified the public needs to be publicly noticed about items that Council is going to take action on so the public has time to come before Council to give comments.

10. Adjourn

Mayor Rich adjourned the regular meeting at 9:40 p.m.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2025 OLCC ANNUAL LICENSE RENEWAL ENDORSEMENT

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**Meeting Date: April 14, 2025**

**Department: Administration**

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

**Agenda Section: Consent Agenda**

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

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

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### ISSUE STATEMENT AND SUMMARY

All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1<sup>st</sup> of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

### BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2025. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council, rather than waiting to bring each application to Council as they are individually submitted.

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

Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.

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

The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.

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

Each licensee will be required to pay a renewal fee of \$35.00 per license.

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

As noted, all current licenses will expire on June 30, 2025.

### COUNCIL OPTIONS

Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

### STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2025 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."***

**ATTACHMENTS**

Attachment #1 - List of Current Licenses

## Oregon Liquor Control Commission Licensee 2025 List

Renewal Fee - \$35  
*Per license type*

Licensee	Local Location	# of Fees	Fee Types
1 AM Market	1931 NE Stephens Street	1	Off premises sales
7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101	1	Full on premises/Commercial sales
Abby's Pizza Inn of Rsbg Stephens	1661 NE Stephens Street	1	Limited on premises
Abby's Pizza Inn of Rsbg/Diamond	2585 Diamond Lake Boulevard	1	Limited on premises
Abraham Inc	831 SE Cass Avenue	1	Off premises sales
Albertson's #515	3013 NW Stewart Parkway	1	Off premises sales
Alexander's Greek Cuisine	643 SE Jackson Street	1	Full on Premises, Commercial
Ami Japanese Restaurant	634 SE Cass Avenue	1	Limited on premises
Anderson Market & Deli	1030 W Harvard Avenue	1	Off premises sales
Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard	1	Full on Premises, Commercial
Backside Brewing, Co	1640 NE Odell Avenue	2	Full On Premises Commercial and Brewery Public House
Bangkok West	2521 W Harvard Avenue	1	Limited on premises
Barb's Flowers & Gifts	1440 NW Valley View Drive	1	Off premises sales
Best Kept Secret LLC	428 SE Main Street	1	Full on Premises, Commercial
Best Taste of India Roseburg	227 NW Garden Valley Boulevard	1	Full on Premises, Commercial
Bi-Mart #609	1381 NW Garden Valley Boulevard	1	Off premises sales
Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101	1	Full on Premises, Commercial
Bob's Deli	1147 NE Stephens Street	1	Limited on Premises sales
Brix 527	527 SE Jackson Street	1	Full on Premises, Commercial
Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard	1	Full on Premises, Commercial



Buy2 011	1859 Diamond Lake Boulevard	1	Off premises sales
Buy2 013	334 W Harvard Avenue	1	Off premises sales
Cattle Dogs Golf Center LLC	1807 NE Diamond Lake Blvd	1	Limited On-premises sales
Cellars & Gifts, LLC	444 NE Winchester Street	1	Off premises sales
Chen's Family Dish House	968 NE Stephens Street	1	Full on Premises, Commercial
Chipotle Mexican Grill	2060 NW Stewart Parkway	1	Limited On-premises sales
Chi's Garden Restaurant	1023 NE Stephens Street	1	Full on Premises
Colony Market & Deli	1612 NE Keasey Street	1	Off premises sales
Costco Wholesale #1073	4141 NE Stephens Street	1	Off premises sales
D&J Rentals, LLC	2980 NW Stewart Parkway	1	Full on premises sales, Commercial
Delightful Kitchen	2521 W Harvard Ave	1	Off premises sales
Denny's #7743	350 W Harvard Avenue	1	Full On Premises Commercial sales
Diamond Lake Market	2976 Diamond Lake Boulevard	1	Off premises sales
Dinos Ristorante Italiano	404 SE Jackson Street	1	Full On Premises Commercial sales
Dollar General Store #19709	2141 NE Diamond Lake Blvd	1	Off premises sales
Douglas County Farmers Co-op	3171 NE Stephens Street	1	Off premises sales
Downtown Market	741 SE Jackson Street	1	Off premises sales
Draper Draft House	640 SE Jackson Street	1	Full on premises sales, Commercial
El Dorado Restaurant	368 NE Winchester Street	1	Full on premises sales, Commercial
Elk's Lodge #326 Roseburg	749 SE Jackson Street	1	Full on premises sales
Elmer's Breakfast Lunch Dinner	1440 NW Mulholland	1	Full on premises sales
Family Mart	346 NW Garden Valley Boulevard	1	Off premises sales
Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard	1	Off premises sales

Fred Meyer #281	929 NW Garden Valley Boulevard	1	Off premises sales
G N Market	508 NE Winchester Street	1	Off premises sales
Garden Valley Liquor	780 Garden Valley Boulevard #84	1	Off premises sales
Garden Valley Market	247 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Market	792 NW Garden Valley Boulevard	1	Off premises sales
Gilberto's Mexican Restaurant	1347 NE Stephens Street	1	Full on premises sales
Grapevine Land Management	1638 NW Garden Valley Blvd	1	Grower Sales Privilege
Hacienda Vieja Mexican Restaurant	780 NW Garden Valley Boulevard #45	2	Full on premises Commercial sales/Off Premises sales
Hair Garage	1035 SE Oak Street	1	Limited on premises sales
Hampton Inn & Suites of Roseburg	1620 NW Mulholland	1	Off premises sales
IBC Investing LLC	642 SE Jackson Street	1	Limited on premises sales
Idle Hour Tavern	216 NE Jackson Street	1	Full on premises sales
J&J Market	1532 SE Stephens Street	1	Off premises sales
Jackson Street Provisions	424 SE Jackson Street	2	Limited On Premises Sales and Off premises sales
Lil' Pantry	2611 NW Edenbower Boulevard	1	Off premises sales
Linus Oakes	2665 Van Pelt Boulevard	1	Limited On Premises Sales
Los Dos Amigos	1390 NE Stephens Street	1	Full on premises, Commercial sales
Mariachi Loco Restaurant	647-649 SE Jackson Street	1	Full on premises, Commercial sales
McClendon's Old Fashioned Meats	930 W Harvard Avenue	1	Off premises sales
McMenamin's Roseburg	700 SE Sheridan	2	Brewery Public House and Full on premises sales, Commercial sales
Mod Pizza	1176 NW Garden Valley Blvd.	1	Limited On-premises sales
Mountain Mike's Pizza	722 W Harvard Avenue#108	1	Limited on premises sales
MSM 537	2610 NW Edenbower Boulevard	1	Off premises sales

North Forty Beer Company	435 SE Jackson Street	1	Brewery Public House
Oak Street Market	711 SE Oak Street	1	Off premises sales
Old Soul Pizza	525 SE Main Street	1	Limited on premises sales
Parrott Hospitality LLC	622 SE Jackson Street #2	1	Full on premises, Commercial sales
Paul O'Brien Winery	606 SE Stephens St.	1	Full on premises, Commercial sales
Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101	1	Limited On Premises Sales
R Mart	2646 W Harvard Avenue	1	Off Premises sales
Red Robin	2200 NE Stewart Parkway	1	Full on premises sales
Renard's Deli	2230 NW Stewart Parkway A-3	1	Limited on premises sales
Ridgeway Market	1800 NW Garden Valley Boulevard	1	Off premises sales
Rite Aid #5380	1430 NW Garden Valley Boulevard	1	Off premises sales
Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard	1	Commercial Full On premises sales
Roseburg Chevron	2625 NE Diamond Lake Blvd	1	Off premises sales
Roseburg Cinemas	1750 NW Hughwood	1	Limited On Premises Sales
Roseburg Grocery Outlet	780 NW Garden Valley Blvd., Suite 160	1	Off premises sales
Roseburg Tobacco & Food Mart	2050 NE Stephens Street	1	Off premises sales
Round Table Pizza # 236	2040 NW Stewart Parkway	1	Limited On Premises Sales
Rumors	2686 NE Diamond Lake Boulevard	1	Commercial Full On premises sales
Safeway Stores #1666	1539 NE Stephens Street	1	Off premises sales
Sakura Sushi	2385 NE Diamond Lake Boulevard	1	Limited On-premises sales
Salud Brewery	723 SE Lane Avenue	1	Full on premises/Commercial sales
Scoreboard Sports Bar	920 SE Stephens Street	1	Full on premises/Commercial sales
Shari's of Roseburg #243	3030 NW Aviation Drive	1	Limited On Premises Sales

Shazaam's	2421 W Harvard Avenue	1	Limited On Premises Sales
Sherm's Thunderbird Market #4	2553 NW Stewart Parkway	1	Off premises sales
Sizzler	1156 NW Garden Valley Boulevard	1	Limited On Premises Sales
South Gate Market & Deli	1967 SE Stephens Street	1	Off premises sales
Stephens Arco AM PM	2530 NE Stephens Street	1	Off premises sales
Stephens Market	1498 SE Stephens Street	1	Off premises sales
Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive	1	Limited Off Premises Sales
TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard	1	Full on premises/Commercial sales
The Blade Axe House	1873 NE Diamond Lake Blvd	1	Limited On Premises Sales
The Fox Den Eatery	838 NW Garden Valley Boulevard	1	Limited On Premises Sales
The Jersey Lily Tavern	1430 NE Dee Street	1	Full on premises/Commercial sales
The Kodiak Bar & Grill	929 SE Stephens Street	1	Full on premises/Commercial sales
The Place in Roseburg	841 SE Cass Avenue	1	Full on premises/Commercial sales
The Rosebud Theatre	663 SE Jackson St	1	Full on premises/Commercial sales
The Sunnyside Theatre	663 SE Jackson Street	1	Full On premises Commercial sales
The Wild Rose Saloon & Cafe	805 SE Stephens Street	1	Full On premises Commercial sales
The Wine Destination	526 SE Jackson Street	1	Limited on premises sales
T-Mart	1515 W Harvard Avenue	1	Off premise sales
Trella Vineyards	646 SE Jackson Street	1	Winery 2nd Location
True Kitchen & Bar	629 SE Main Street	1	Full On premises Commercial sales
Tuck's Place	509 SE Jackson Street	1	Full On premises Commercial sales
Two Shy Brewing	1308 NW Park Street, Ste. 100	1	Brewery Public House Sales
Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue	1	Limited On Premises Sales

Urban Blendz	1667 NE Jacobson St.	1	Winery 1st location
Urban NY Pizza & Grill	529 SE Jackson Street	1	Full On Premises Commercial
US Market 541	3150 Aviation Drive	1	Limited Off Premises Sales
Walgreens #12068	1377 NE Stephens Street	1	Off premises sales
Walgreens #13819	1236 NW Garden Valley Boulevard	1	Off premises sales
Walmart #2477	2125 NW Stewart Parkway	1	Off premises sales
Winco Foods, LLC	2757 NW Stewart Parkway	1	Off premises sales
Yellow Flamingo	177 NW Garden Valley Boulevard	1	Limited On Premises Sales



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### AIRPORT COMMISSION APPOINTMENT

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**Meeting Date: April 14, 2025**  
**Department: Administration**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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#### **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**

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 the March 24, 2025, meeting. Councilor Michalek made the motion to appoint Arthur Redcay to the Airport Commission at the March 24, 2025, meeting. It was seconded by Councilor Zielinski and then discussion ensued. The Council discussed the motion but neglected to have an official vote.

This item has been brought back for a vote under the consent agenda to finalize the appointment of Arthur Redcay effective immediately.

#### **SUGGESTED MOTION**

***"I MOVE TO APPOINT ARTHUR REDCAY TO THE AIRPORT COMMISSION."***

**ATTACHMENTS:** None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## SUPPLEMENTAL BUDGET FOR THE OFF STREET PARKING FUND, FISCAL YEAR 2024-25 RESOLUTION NO. 2025-05

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Meeting Date: April 14, 2025  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

City Council is asked to consider adopting a supplemental budget for the Off Street Parking Fund to recognize additional projected revenues and to provide appropriation authority to manage repairs to the parking garage elevator and the parking enforcement contract. Since the proposed changes will increase appropriations by more than ten percent, a public hearing must be held to receive public input prior to adoption of a supplemental budget.

### 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.

On March 24, 2025, City Council adopted Resolution 2025-04, adopting an appropriation transfer affecting the General, Equipment Replacement, Transportation and Airport funds.

#### B. Analysis.

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

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

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is usually required.

The City projects Off Street Parking revenues to be \$167,900 for the current fiscal year which is approximately \$49,100, or 41 percent, more than budgeted.

Currently, the parking garage elevator is in need of repairs. Staff obtained a budget level quote for repairs that came in at \$25,000. Current appropriation levels do not permit the City to move forward with the necessary repairs at this time. In order to make the repairs to the elevator, additional appropriation authority is required.

A supplemental budget can be adopted that would recognize the projected \$49,100 increase in revenues this fiscal year and increase the materials and services appropriations to cover the elevator repairs. Since Oregon Budget Law requires a balanced budget where total resources equal total requirements, appropriations would need to increase by \$49,100 as well. As the elevator repairs require \$25,000, it is proposed that the remaining balance of \$24,100 be appropriated for additional authority to manage contracted services.

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

*Off Street Parking Fund (510)*

Revenues

Operating Revenues ..... \$ 49,100

Appropriations

Materials and Services ..... \$ 49,100

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

**C. Financial/Resource Considerations.**

As the proposed budget adjustment recognizes new additional revenue to meet the maintenance needs of the program's assets, there are no financial concerns.

**D. Timing Considerations.**

Oregon Budget Law requires that appropriation authority be sufficient to cover all expenditures prior to their encumbrance; therefore, as this project proceeds it is imperative that sufficient appropriation authority is in place.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Not adopt the attached resolution.



**STAFF RECOMMENDATION**

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

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2025-05 AUTHORIZING SUPPLEMENTAL BUDGET REVISIONS FOR FISCAL YEAR 2024-25."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2025-05

**RESOLUTION NO. 2025 – 05**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR  
FISCAL YEAR 2024-25**

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

**WHEREAS**, the City projects Off Street Parking revenues to be \$167,900 for the current fiscal year, which is approximately \$49,100, or 41 percent, more than budgeted; and

**WHEREAS**, currently, the parking garage elevator is in need of repairs. Staff obtained a quote for repairs that came in at \$25,000. Current appropriation levels do not permit the City to move forward with the necessary repairs at this time. In order to make the repairs to the elevator, additional appropriation authority is required; and

**WHEREAS**, a supplemental budget can be adopted that would recognize the projected \$49,100 increase in revenues this fiscal year and increase the materials and services appropriations to cover the elevator repairs; and

**WHEREAS**, because Oregon Budget Law requires a balanced budget where total resources equal total requirements, appropriations would need to increase by \$49,100 as well. As the elevator repairs require \$25,000, the remaining balance of \$24,100 can be appropriated for additional authority to manage contracted services; and

**WHEREAS**, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

**WHEREAS**, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget.

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

**Section 1** Resources and appropriations in the Fiscal Year 2024-25 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Off Street Parking Fund (510)			
Resources			
Beginning Fund Balance	\$ 16,134	\$ -	\$ 16,134
Revenues	<u>\$ 118,800</u>	<u>\$ 49,100</u>	<u>\$ 167,900</u>
Total Resources:	\$ 134,934	\$ 49,100	\$ 184,034
Appropriations			
Materials and Services	\$ 134,280	\$ 49,100	\$ 183,380
Operating Contingency	<u>\$ 654</u>	<u>\$ -</u>	<u>\$ 654</u>
Total Appropriations:	\$ 134,934	\$ 49,100	\$ 184,034

**Section 2** The Finance Director is directed 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 14<sup>TH</sup> DAY OF APRIL, 2025.**

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**Amy Nytes, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION NO. 2025-06 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD

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**Meeting Date:** April 14, 2025  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership requesting a renewal of their tax exemption for low-income housing located at 152 Sunshine Road.

### BACKGROUND

#### A. Council Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: Council adopted Resolution No. 2022-06, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

March 13, 2023: Council adopted Resolution No. 2023-08, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

February 26, 2024: Council adopted Resolution No. 2024-05, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

#### B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. They applied for and were granted, tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received by the City on February 19, 2025. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

**C. Financial/Resource Considerations.**

The estimated tax savings on this property for this year is \$262,483 with approximately \$134,673 to the City and \$7,040 to the urban renewal district.

**D. Timing Considerations.**

Per ORS 307.547, the Council shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ended March 21, 2025. Although the deadline was missed, it does not make the application automatically void, but action should be taken immediately. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax-exempt status must be submitted annually.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends Council adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2025-06 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2025-06

Attachment #2 – Application from Opportunity Council requesting a tax exemption

**RESOLUTION NO. 2025-06**

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR  
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN  
ROSEBURG, OREGON.**

**WHEREAS**, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

**WHEREAS**, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

**WHEREAS**, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

**WHEREAS**, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

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

**Section 1.** The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

**Section 2.** The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

**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 \_\_\_ DAY OF \_\_\_\_\_, 2025.**

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**Amy Nytes, City Recorder**



# CITY OF ROSEBURG, OREGON



## Application

Property Tax Exemption for Low-Income Housing  
(ORS 307.540 – 307-545)

Application Due Date: March 1

ORGANIZATION INFORMATION			
Applicant/Sponsor			
Organization Name	Opportunity Council	SSN/Tax ID	91-0787820
Address	1111 Cornwall Ave	City/State	Bellingham, WA
		Zip	98225
Contact Person	David Foreman	Phone	(360) 734-5121 x 1251
		Fax	
Email	david_foreman@oppco.org	Additional Contact Information (if applicable) ocphadmin@oppco.org	
Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, is this entity a general partner of a Non-Profit partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Entity Type</b> (please check one)			
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Other (specify) _____
<input checked="" type="checkbox"/>	Corporation		
Property Owner (if other than Applicant)			
Name	Sunshine Housing Associates Limited Partnership	Signatory Name & Title	Bret George, Member
Address	131 S. Higgins Ave	City/State	Missoula, MT
		Zip	59802
Contact Person	Bret George	Phone	(406) 546-4537
		Fax	
Email	bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)	

Required Information
Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): _____ Property ID #R34300 - Account #46031.03 Sunshine Park Apartments, 152 Sunshine Road, Roseburg _____ _____
Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: _____ The project provides 144 rent restricted apartment units to low-income individuals and/or families; 100% of the property is used for this purpose, which further the mission of Opportunity Council to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities. _____ _____



# CITY OF ROSEBURG, OREGON

Description of how the tax exemption will benefit project residents:

The tax exemption benefits project residents in that it allowed the owners to establish a 5-year reserve to provide resident services to the tenants. The non-profit activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition supports, legal services, and similar services often needed by low-income households.

Description of the development of the property if the property is being held for future low income housing development:

n/a

### Required Documentation

- Certification of income levels of low income occupants.
  - Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD)

# CITY OF ROSEBURG, OREGON



## DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; or I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

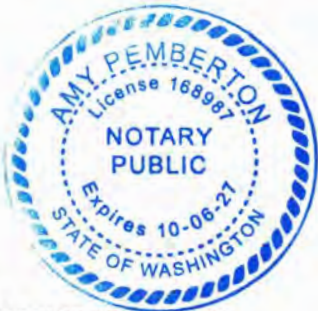
Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

*Greg Winter* 02/19/2025  
 Signature Date

STATE OF Washington )  
 ) ss.  
 COUNTY OF Whatcom )

This instrument was acknowledged before me on the 19 day of February, 2025, by Amy Pemberton, as Notary of Opportunity Council, on behalf of said corporation.



*Amy Pemberton*  
 Notary Public

My commission expires: 10/6/27

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Approved  Not Approved

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## COUNCIL CHAMBER AUDIO/VIDEO UPGRADES

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**Meeting Date:** April 14, 2025  
**Department:** Finance/IT  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Ron Harker, Finance Director  
**Contact Telephone Number:** 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg has a longstanding practice of utilizing its existing audio/video systems in a fiscally responsible manner, often extending past their use well beyond the expected service life. However, evolving demands for connectivity and compliance with legislative requirements have created the need for a comprehensive system upgrade. An updated system will enhance service delivery to both the community and City Council. The issue for Council is whether to authorize an upgrade to the Council Chamber's A/V system.

### BACKGROUND

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

March 8, 2021: Council was presented with a request to invest in equipment upgrades to maintain the City's ability to broadcast City Council meetings on the Public Education and Government (PEG) Channel. Council directed staff to put the PEG Channel upgrades on hold.

March 27, 2023: Council authorized the use of an estimated \$30,000 in ARPA funds to update failing A/V equipment in the Council Chambers. Ultimately, \$23,599 was spent on this project.

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

The City continues to experience challenges with audio/video (A/V) quality of meetings broadcast from the City Hall Council Chambers. These issues are exacerbated when participants or presenters are utilizing Zoom to attend meetings. The source of the issue is not always the same, sometimes it is the OWL, sometimes it is audio issues, sometimes Facebook Live will not broadcast properly. Staff have been working with our IT consultant to identify potential solutions.

Staff seek to improve the quality and professionalism of its meeting broadcasts by installing an automated camera broadcast control system that integrates a Q-SYS control system with a Televic Plixus conferencing system featuring 15 microphones. This system

will provide hands-free camera switching based on active microphone audio, ensuring a seamless, high-quality experience for both in-person and remote attendees.

This upgrade will replace and significantly improve upon the Owl video conferencing solution, which relies on a single 360-degree camera and microphone array. Unlike the Owl system, which often struggles with audio clarity, accurate speaker tracking, and maintaining a professional broadcast aesthetic, the new solution will:

- Provide precise camera switching to the active speaker, offering a more engaging and dynamic experience for remote participants.
- Ensure high-fidelity audio pickup with the Televic Plixus system, reducing background noise and enhancing speech intelligibility.
- Offer consistent and stable video framing, eliminating the lag and misalignment common with AI-driven tracking systems.
- Improve integration with existing streaming and recording infrastructure, enabling higher production value and better archive-quality footage.

With these improvements, the need to have a dedicated staff member working behind the scenes will be eliminated, which will provide savings.

Staff also contacted other municipalities currently using this system and received positive feedback from both the City of Jefferson and the City of Milwaukie regarding their experience with the system and with Key Code Media as a vendor.

In addition to improving the A/V equipment, staff is working with the IT consultant on potentially moving away from Facebook Live to YouTube for broadcasting meetings.

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

The City of Roseburg can leverage existing State contracts to secure competitive pricing, helping to offset rising costs and ensure cost-effective procurement of necessary upgrades. The cost of the proposed improvements, utilizing state pricing agreements, is \$96,976.63 (which includes a \$5,700 contingency). This purchase could be accomplished in one of two ways. The project could be undertaken this fiscal year utilizing General Fund Non-Departmental capital and Other Requirements funds or the project could be budgeted in the next fiscal year in the same fund.

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

Given the current uncertainty around tariffs and their impact on pricing, the cost of the system upgrades could increase if the project is postponed until next fiscal year. Given that staff is finalizing the proposed budget, Council direction on if and how to proceed at the April 14 meeting would be helpful.

## **COUNCIL OPTIONS**

Council has the following options:

- If Council prefers to proceed with the project this fiscal year, Council could award the project to Keycode Media for \$96,976.63 utilizing state pricing agreements; or

- If Council prefers to wait until next fiscal year, Council could provide direction to staff include the project in the FY 25-26 proposed budget; or
- Council could request additional information; or
- Council could direct staff to not proceed with the project.

#### **STAFF RECOMMENDATION**

Given the current uncertainty of hardware costs in the coming months, staff recommends that Council authorize the procurement of new A/V equipment for the City Hall Council Chambers from the current budget.

#### **SUGGESTED MOTION**

If Council prefers to move forward with the project this fiscal year, the following motion would be suggested:

***“I move to authorize the procurement of new A/V equipment for the City Hall Council Chambers from Keycode Media for \$96,976.63 utilizing state pricing agreements.”***

If Council prefers to include the project in the proposed FY 25-26 budget, the following motion is suggested:

***“I move to direct staff to include the City Hall Council Chambers A/V equipment upgrades in the proposed FY 25-26 budget.”***

#### **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 21, 2025 – 5:00 P.M.**

Work Study – Homeless Issues

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**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. Stewart Park Tennis/Pickle Ball Bid 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

Commission Reports

- A. Planning Commission Resignation

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
  - Department Items
  - A. Water System Master Plan Contract Award
  - 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
  - A. August 11, 2025 Meeting Minutes
  - Executive Session
  - A. ORS192.660(2)(i) – City Manager Evaluation
  - Informational
  - A. Future Tentative Council Agendas
  - B. Finance Quarterly Report
- 

**September 8, 2025**