

**ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 25, 2023**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



UP  
1-21-2023

**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 next page 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**
3. **Roll Call**

Tom Michalek	David Mohr	Kylee Rummel	Andrea Zielinski
Ellen Porter	Ruth Smith	Patrice Sipos	Shelley Briggs Loosley
4. **Mayor Reports**
  - A. Voting Delegate for the League of Oregon Cities Business Meeting
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation** – In Person or via Zoom/See Information on the Reverse
7. **Special Presentation**
  - A. Pacific Power and Light Presentation – Sam Carter, Regional Business Manager
8. **Consent Agenda**
  - A. September 11, 2023 Regular Meeting Minutes
  - B. OLCC – New Outlet – IBC Investing LLC dba Reverie Record Shop at 642 SE Jackson Street
9. **Department Items**
  - A. 2023 Oregon Public Library Statistical Report
  - B. Update Audience Participation Guidelines
  - C. Community Rating System Flood Insurance Assessment
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

**Informational**

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages participation by citizens at all our 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.
- Email by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting. When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet. When providing comments virtually, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). When participating virtually, 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.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and city of residence for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

## **TIME LIMITATIONS**

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council.

**A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

## **CITIZEN PARTICIPATION**

- 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.”

## **PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

**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>**

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
August 28, 2023**

Council President Zielinski called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 11, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. Pledge of Allegiance

Councilor Mohr led the pledge of allegiance.

3. ROLL CALL

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

Absent: Mayor Rich and Counselor Patrice Sipos

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Management Assistant Grace Jelks, and The News Review Reporter Drew Winkelmaier

4. Mayor Reports

A. Recovery Month Proclamation

Council President Zielinski proclaimed September as Recovery Month. Gene McVae, Director of Housing and Recovery Community Development with Adapt Integrated Health, accepted the proclamation and thanked the Council for their recognition.

5. Commission Reports/Council Ward Reports

Councilor Michalek attended the League of Oregon Cities – Municipal Fundamentals training in Coquille on September 8, 2023, and expressed appreciation to the Police Department and Staff for cleanup efforts at Stewart Park.

Councilor Porter stated that a Town Hall for Ward 3 and Ward 4 is scheduled on September 13, 2023, at the First United Methodist Church in Roseburg.

Councilor Smith discussed painting over graffiti at the SE Stephens corner store this past weekend with the help of the Douglas County Juvenile Department.

6. Audience Participation

None.

7. Special Presentation

- A. Rachel Pokrandt, President, presented Umpqua Community College Downtown Projects. Discussion ensued.

Councilor comments and questions included college attendance statistics, whether there is a batting cage, room fees on a sliding scale, appreciation for the college's impact on many generations, how many rentals in the community will become available when the new college dorms open up, appreciation for how vibrant downtown has become, and new bachelor crossover programs to keep students in the community.

Pokrandt clarified there are approximately 8200 people that have registered for a class, 2800 people registered for a certificate or degree program, there is a batting cage, housing is paid by federal grant funding sources, approximately 70 – 80 units in the community are rented for students and will become available to the public when new college housing opens, and the new bachelor programs will keep students local upon graduation.

8. Consent Agenda

- A. August 14, 2023 Regular Meeting Minutes.  
 B. August 14, 2023 Regular Meeting Minutes.  
 C. OLCC – New Outlet – D & J Rentals, LLC dba Lilly's Mexican Cuisine at 2980 NW Stewart Pkwy.

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

9. Ordinances

- A. Ordinance No. 3593 – An Ordinance Vacating a Portion of West Finlay Avenue Right-of-Way in the City of Roseburg, Second Reading.

Hitt read Ordinance No. 3593, entitled, "An Ordinance Vacating a Portion of West Finlay Avenue Right-of-Way in the City of Roseburg," for the second time.

Councilor Porter moved to adopt Ordinance No. 3593 – An Ordinance Vacating a Portion of West Finlay Avenue Right-of-Way in the City of Roseburg. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Ordinance No. 3594 – Granting a Telecommunications Franchise to Garmin Services, Inc., Effective October 1, 2023, Second Reading.

Hitt read Ordinance No. 3594, entitled, "Granting a Telecommunications Franchise to Garmin Services, Inc., Effective October 1, 2023," for the second time.

Councilor Porter moved to adopt Ordinance No. 3594 – Granting a Telecommunications Franchise to Garmin Services, Inc., Effective October 1, 2023. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Department Items

A. Request for Additional Position in Finance Department

Messenger and Harker presented an overview of the request for an Additional Position in the Finance Department.

Councilor questions and comments included clarification of whether any staff have expressed interest in the position and could be promoted.

Harker clarified that the position has not been created or posted yet and the recruitment process will begin immediately upon Council approval.

Councilor Briggs Loosley moved to approve the addition of one FTE in the Finance Department in the current fiscal year. The motion was seconded by Councilor Mohr and approved with the following vote: Councilors Michalek, Mohr, Rummel, Zielinski, Porter, Smith, and Briggs Loosley voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Porter requested an update on the recruitment process for the Homeless Coordinator position. Messenger stated that interviews are scheduled for next week.

B. Construction Project Lifecycle

Easley presented an overview of the Construction Project Lifecycle.

Councilor questions and comments included clarification of contract rule amounts, Public Works Commission input on identifying and prioritizing projects, Master Plan review and update process, the next CIP review, responsibility of sidewalk repairs, and whether road paving is determined by a Master Plan.

Easley clarified that the City works with a consultant to produce the Master Plan, the Commission can have input during the planning process, Master Plans are usually adopted for 20 years, Master Plan project completion depends on funding and staffing, the next Capital Improvement Plan review is planned for the end of the year or early 2024, the City can send an enforcement letter to property owners regarding sidewalk repairs, roads are paved based on the Road Pavement Plan, and current funding for paving is insufficient.

Messenger clarified that during the last Legislative Session, the State passed legislation to increase contract amounts upon approval of the Contracting Board (City Council), which will go into effect in January 2024, and Staff will bring forward the changes for adoption to the Council at a future meeting. The Master Plan review process can change when priorities change and as the majority of

projects are completed. The Urban Growth Boundary Swap, if approved, will start a Master Plan review process, which is expensive and time consuming. And, the review criteria is based on zoning, projected population growth, existing systems, necessary changes to support growth, and maintenance issues.

Forrester clarified that repairs for cracks in the sidewalk is the responsibility of the adjacent property owner.

C. Contract Ratification – IAFF Local 1110

VanWinkle presented an overview of the Contract Ratification for IAFF Local 1110.

Councilor Briggs Loosley moved to approve the tentative three-year collective bargaining agreement between the City of Roseburg and the International Association of Firefighters Local 1110. The motion was seconded by Councilor Mohr and approved with the following vote: Councilors Michalek, Mohr, Rummel, Zielinski, Porter, Smith, and Briggs Loosley voted yes. No Councilors voted no. The motion passed unanimously.

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

Councilor Mohr discussed the Veteran’s Health and Awareness Fair on October 3, 2023, and asked the Council to consider the balance of housing, Netzero Housing, in Portland.

Councilor Porter discussed continuing her work on homeless camping legislation.

Councilor Smith discussed the Department of Human Services Fair that takes place on the first Thursday of every month, which showcases services available throughout the County.

There was a consensus to approve Councilor Porter’s expenses as they relate to her continued work on homeless camping legislation.

12. Adjourn

Council President Zielinski adjourned the regular meeting at 8:22 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW OUTLET IBC INVESTING LLC DBA REVERIE RECORD SHOP 642 SE JACKSON ST

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Meeting Date: September 25, 2023

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

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

Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

#### BACKGROUND

OLCC has received an application from IBC Investing LLC dba Reverie Record Shop, as a new outlet granted for "Limited On-Premises" sales.

#### A. Council Action History.

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

#### B. Analysis.

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

#### C. Financial/Resource Considerations.

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

#### D. Timing Considerations.

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

#### COUNCIL OPTIONS

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

#### STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR IBC INVESTING LLC dba REVERIE RECORD SHOP, IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) |  [Change of Ownership](#) |  [Greater Privilege](#) |  [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

### Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

### LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

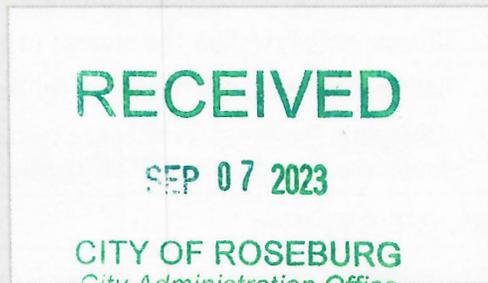
After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

REVERIE RECORD SHOP

Trade Name

*IBC Investing LLC  
dba. Reverie Record Shop*

# LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
<b>Identify</b> the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <b>IBC INVESTING LLC</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
<b>Trade Name</b> of the Business (name customers will see): <b>REVERIE RECORD SHOP</b>		
<b>Premises street address</b> (The physical location of the business and where the liquor license will be posted): <b>642 SE JACKSON ST</b>		
City: <b>ROSEBURG</b>	Zip Code: <b>97470</b>	County: <b>DOUGLAS</b>
Business phone number: <b>(541)236-2060</b>	Business email: <b>info@reverierecordshop.com</b>	
<b>Business mailing address</b> (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[1]</a> ): <b>519 SE KANE ST #171</b>		
City: <b>ROSEBURG</b>	State: <b>OREGON</b>	Zip Code: <b>97470</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
<b>I give permission for the below named representative to:</b>		
<input checked="" type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input checked="" type="checkbox"/> Sign application forms regarding this license/application on my behalf.		
<input checked="" type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
<b>Representative Name:</b> <b>Albert Barragan</b>		
Phone number: <b>(541)580-5939</b>	Email: <b>albertxbarragan@gmail.com</b>	
Mailing address: <b>160 SE Rifle Range Road</b>		
City: <b>ROSEBURG</b>	State: <b>OR</b>	Zip Code: <b>97470</b>

Please note: liquor license applications are public records.

OLCC Liquor License Application (Rev. 6.1.23)

# LIQUOR LICENSE APPLICATION

Page 3 of 4

<b>APPLICATION CONTACT INFORMATION</b> – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.	
<b>Application Contact Name:</b>	
Phone number:	Email:

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

# LIQUOR LICENSE APPLICATION

REVERIE RECORD SHOP

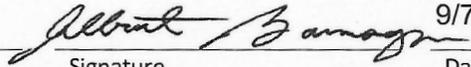
Page 4 of 4

• Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Albert Barragan



9/7/2023

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2023 OREGON PUBLIC LIBRARY STATISTICAL REPORT

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**Meeting Date: September 25, 2023**

**Department: Library**

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

**Agenda Section: Department Items**

**Staff Contact: Kris Wiley, Director**

**Contact Telephone Number: 541-492-7051**

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### ISSUE STATEMENT AND SUMMARY

As a legally established public library per ORS 357.417, Roseburg Public Library is required to submit its annual statistical report to the State Library of Oregon by October 31, 2023. The report includes data regarding staff, revenue and expenditures, collections, services, technology, facilities, and other information.

The Library Director will present some of the information from the report, which included statistics gathered in fiscal year 2023 (July 1, 2022, through June 30, 2023).

### BACKGROUND

**A. Council Action History.**

N/A

**B. Analysis.**

The Oregon Public Library Statistical Report is submitted annually and affords the opportunity to quantify public library services.

**C. Financial/Resource Considerations.**

N/A

**D. Timing Considerations.**

The report is due to the State Library of Oregon by October 31, 2023.

### COUNCIL OPTIONS

N/A

### STAFF RECOMMENDATION

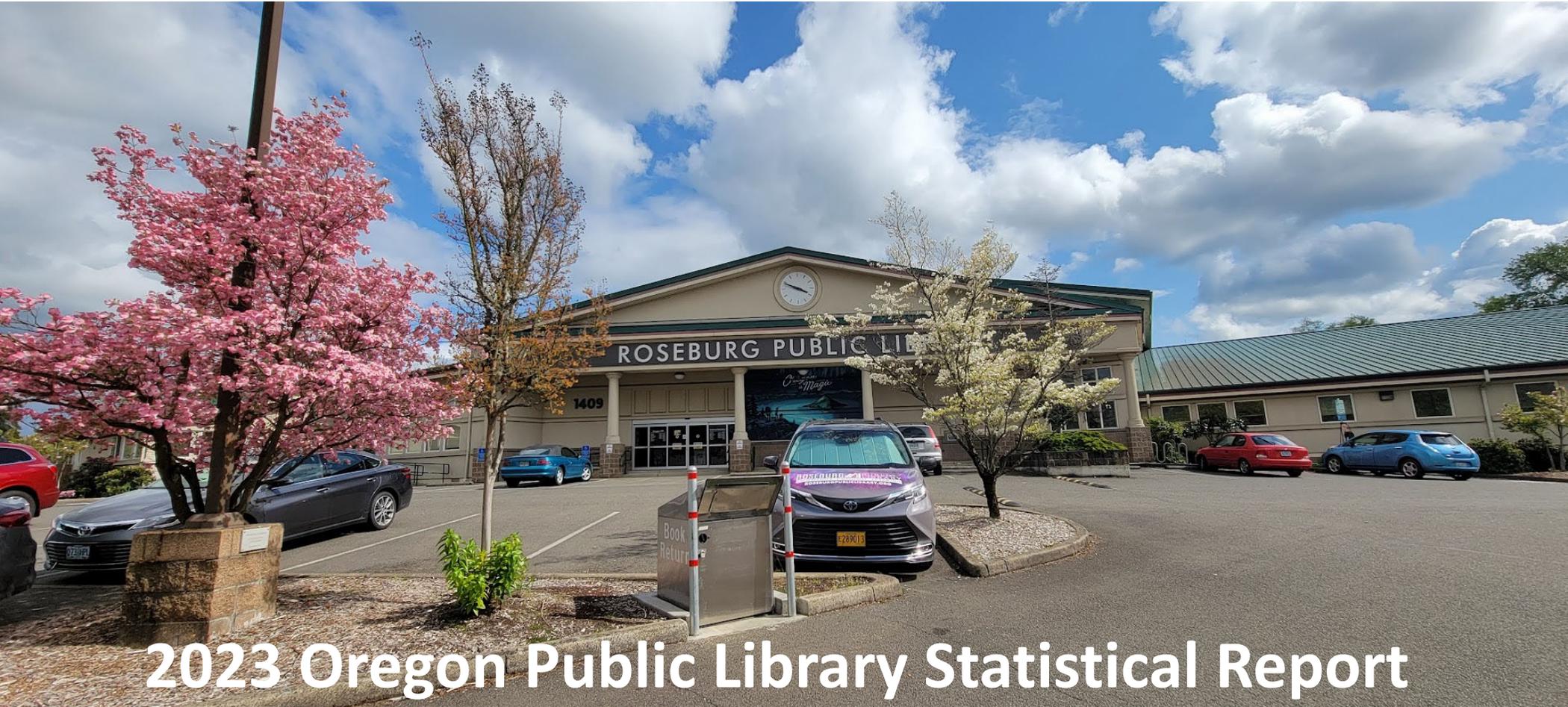
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### SUGGESTED MOTION

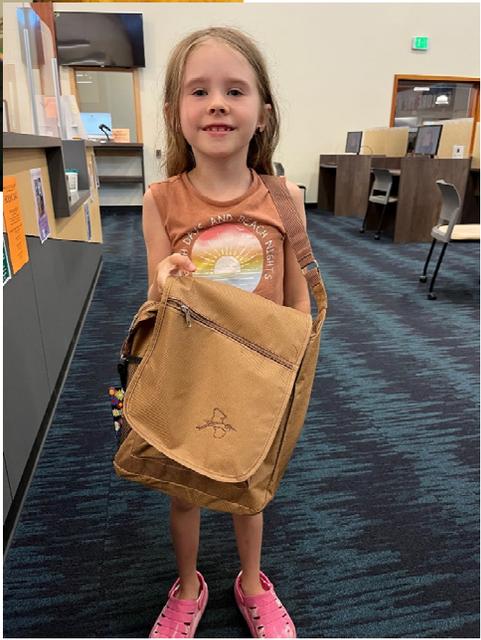
No motion needed. This is for information purposes only.

**ATTACHMENTS:**

Attachment #1 – PowerPoint presentation

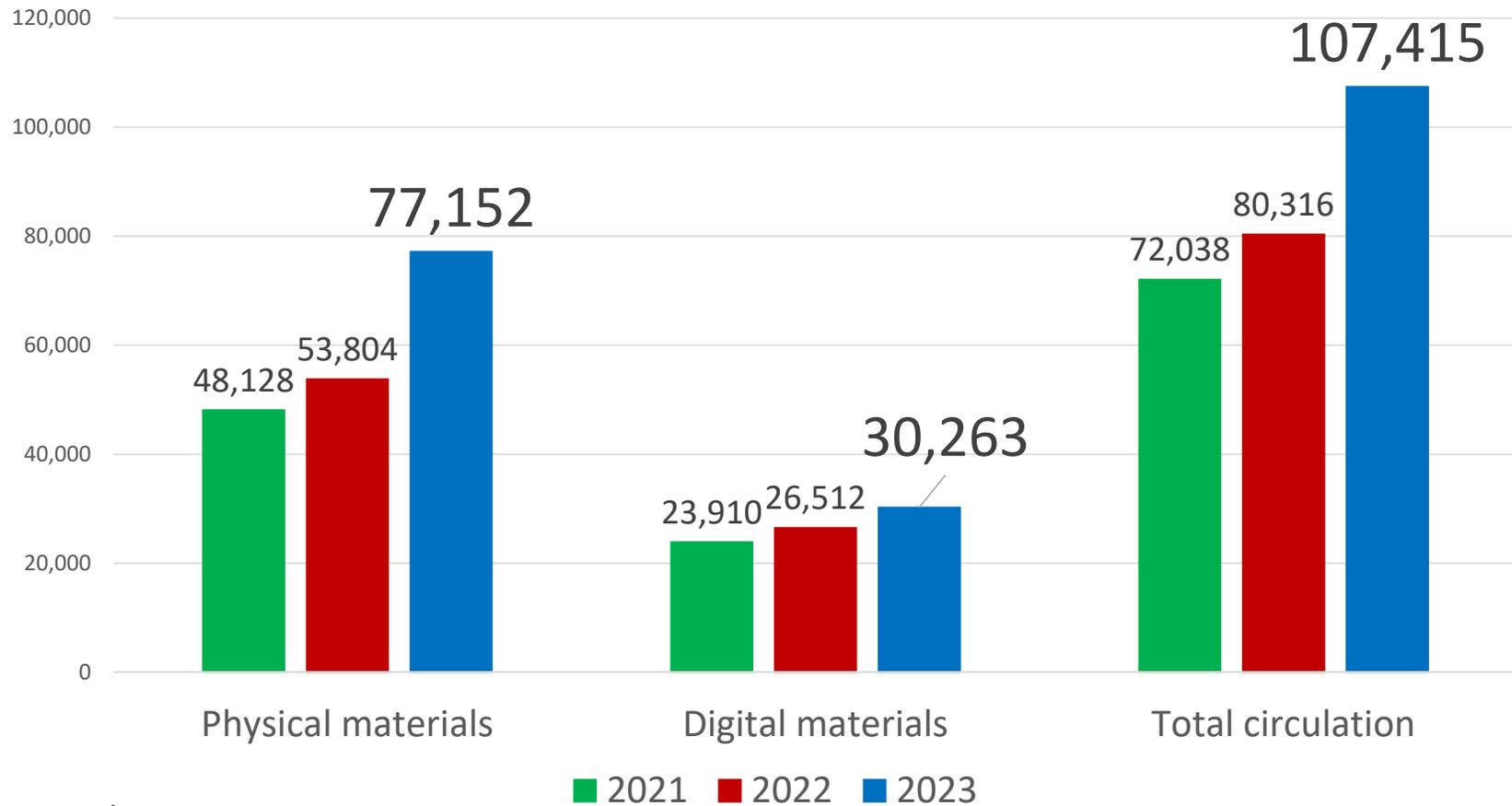


# 2023 Oregon Public Library Statistical Report

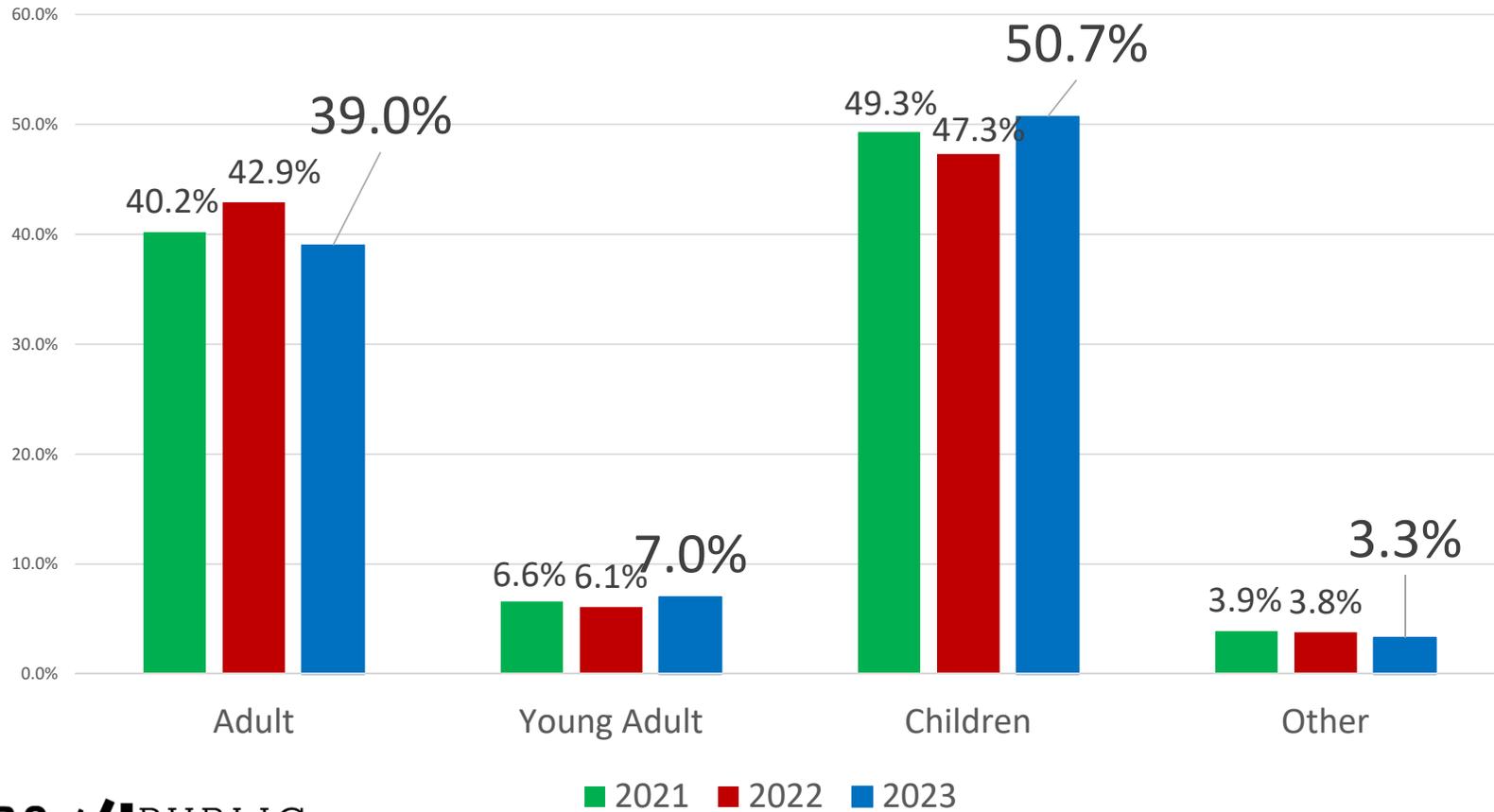


**ROSEBURG** **PUBLIC LIBRARY**  
COMMUNITY, CURIOSITY, LEARNING

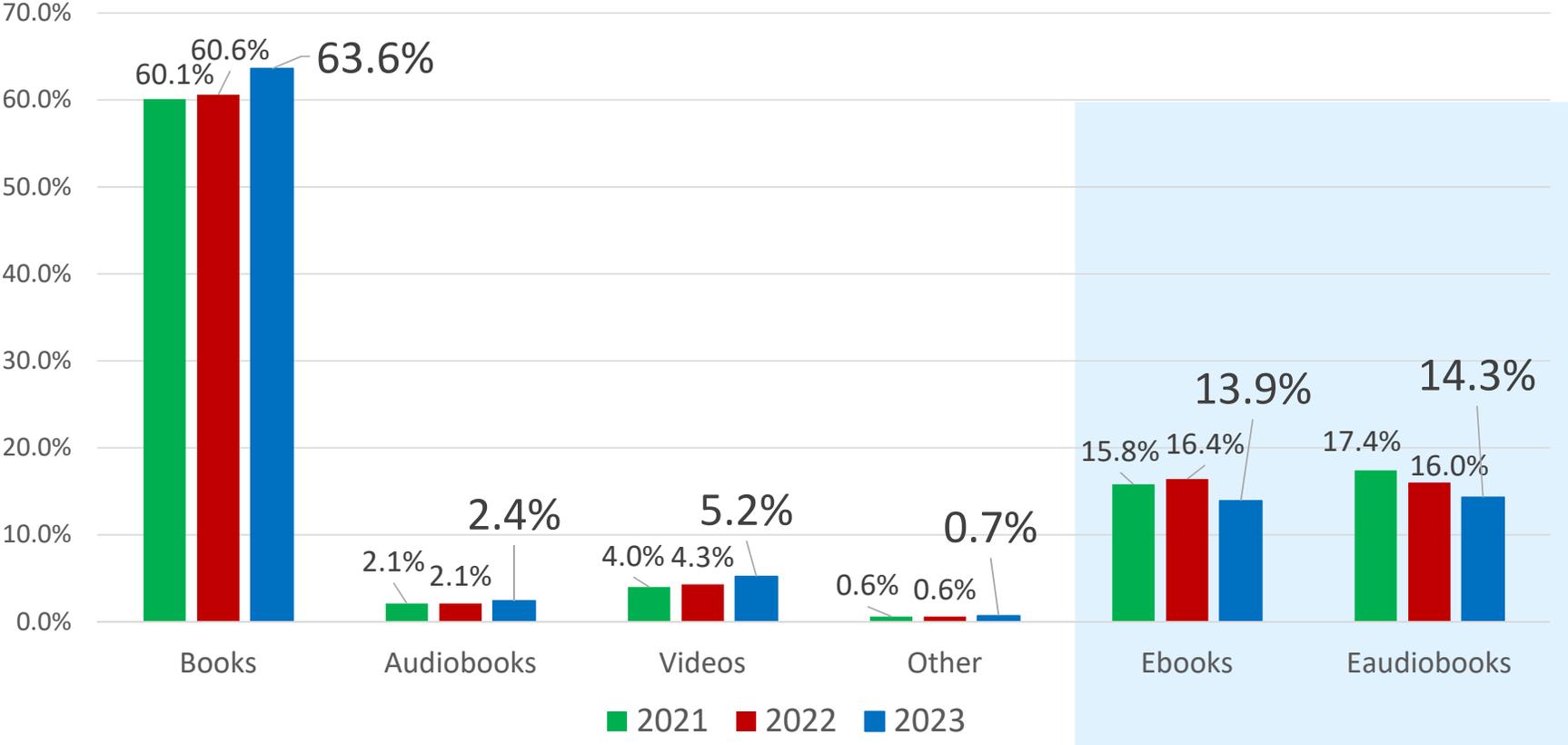
# Circulation



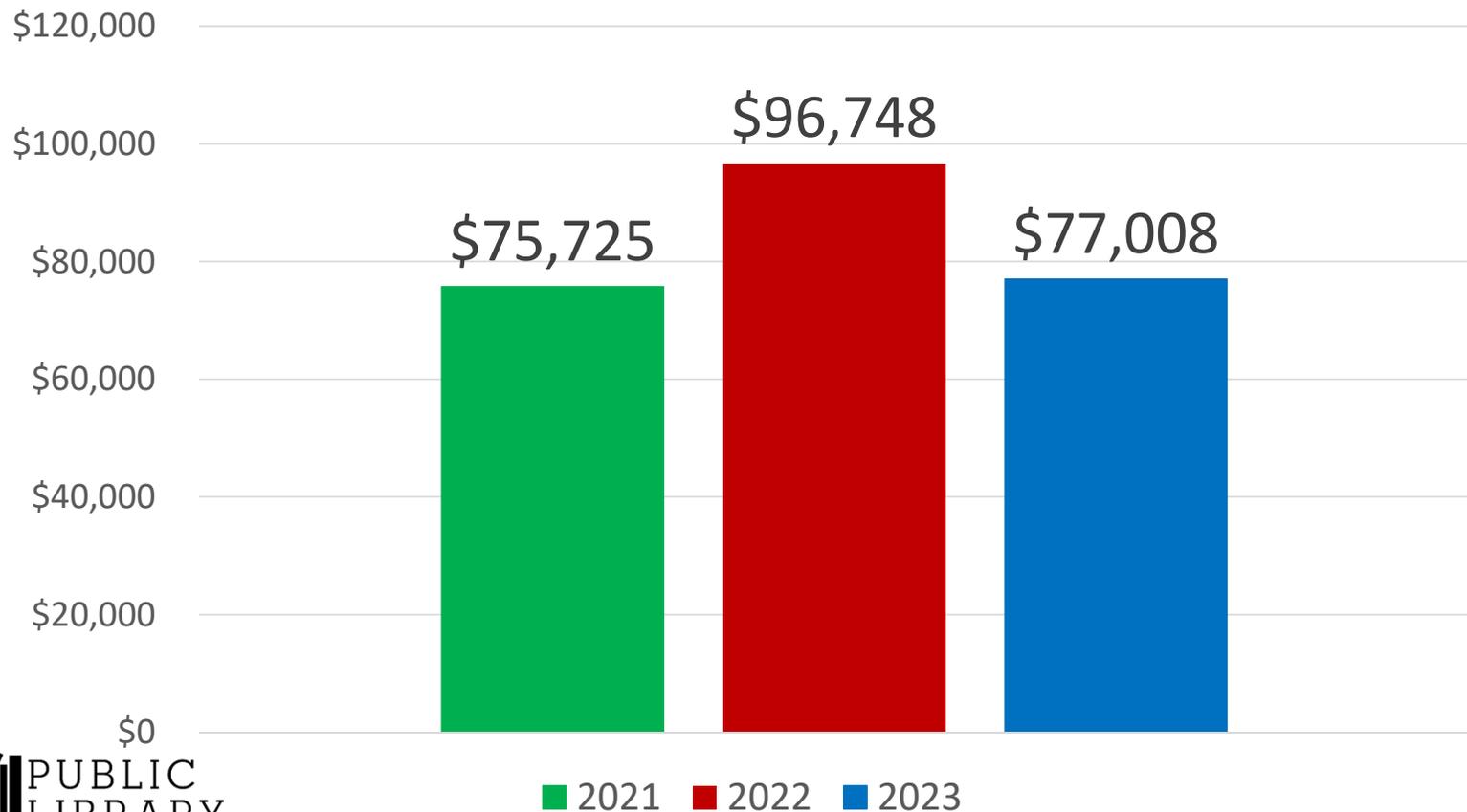
# Physical Circulation by Age



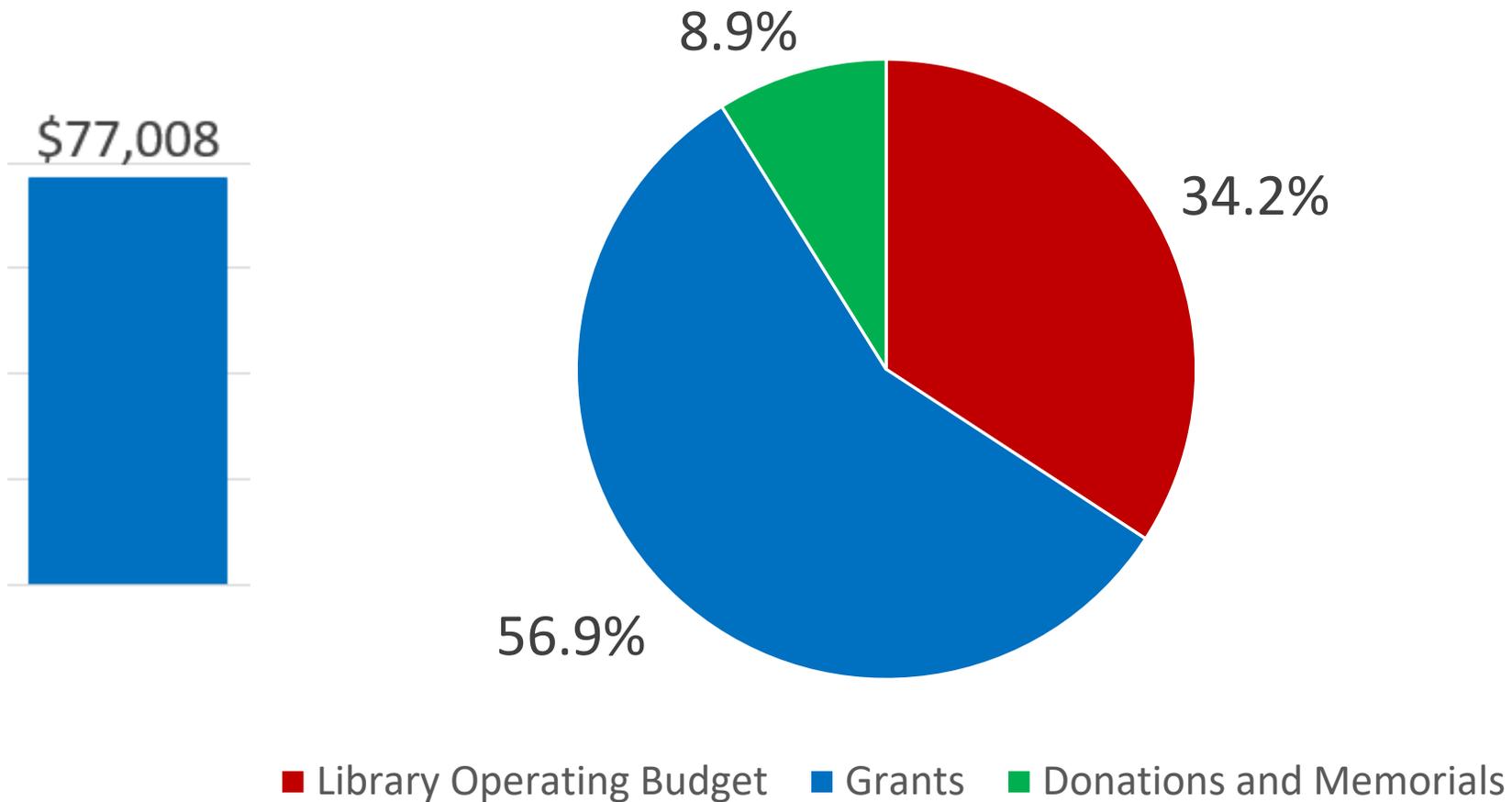
# All Circulation by Material Type



# Collection Expenditures

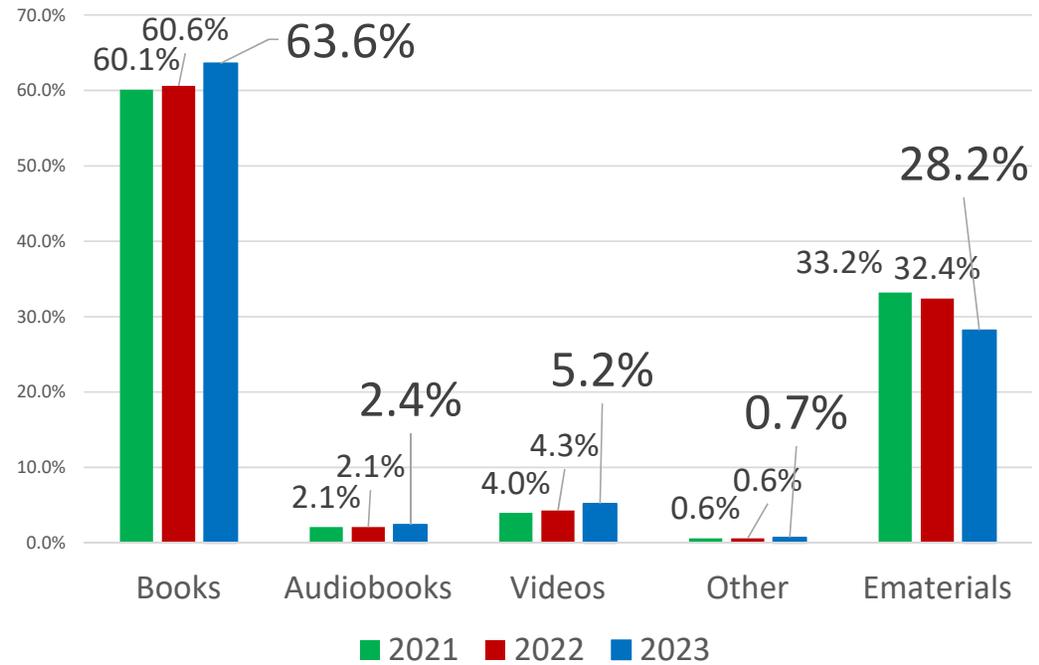
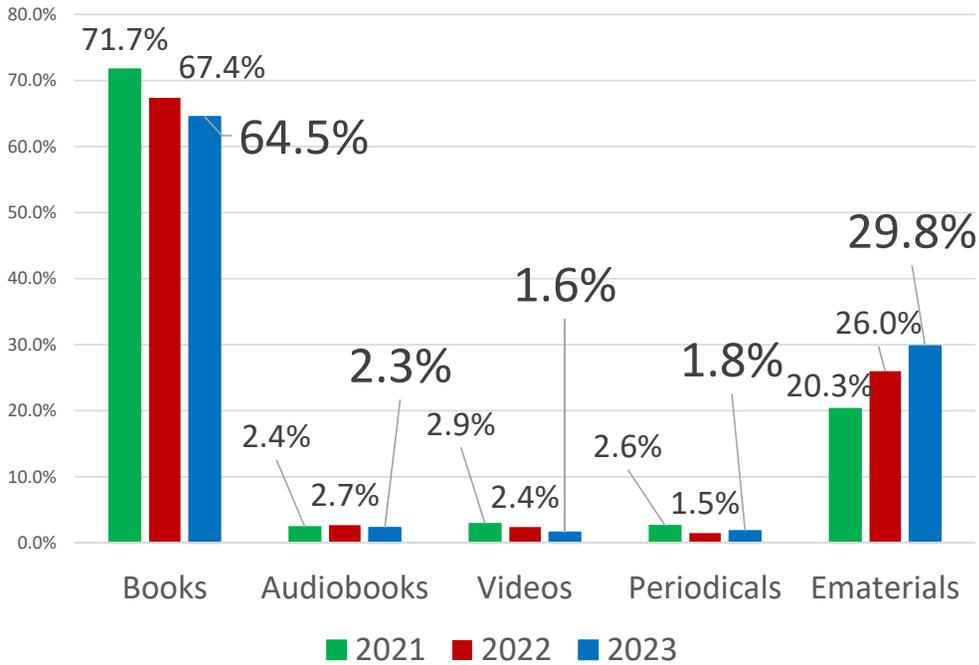


# Collection Revenue Sources

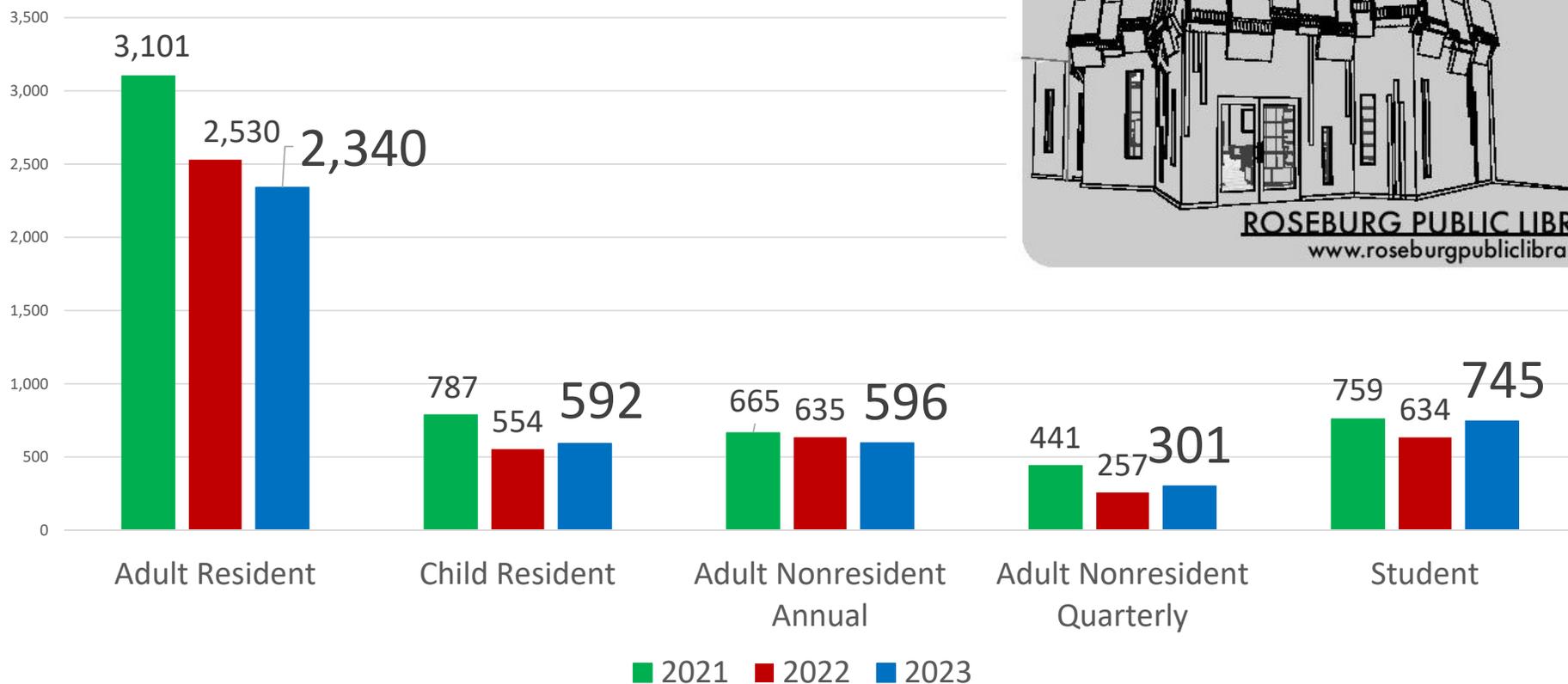
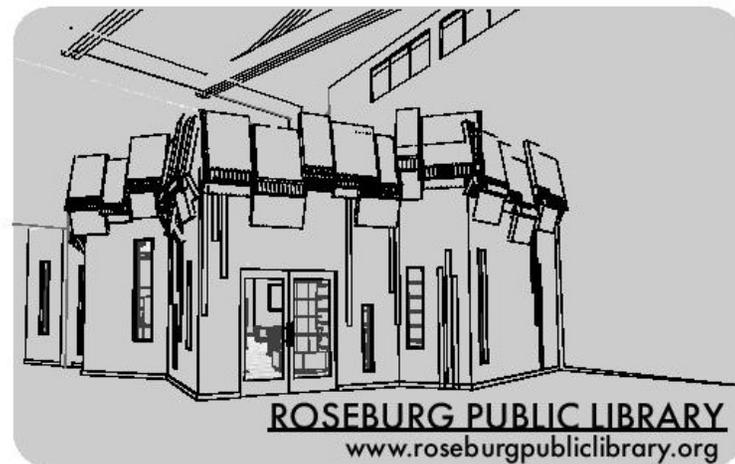


# Collection Expenditures Allocation

# Circulation

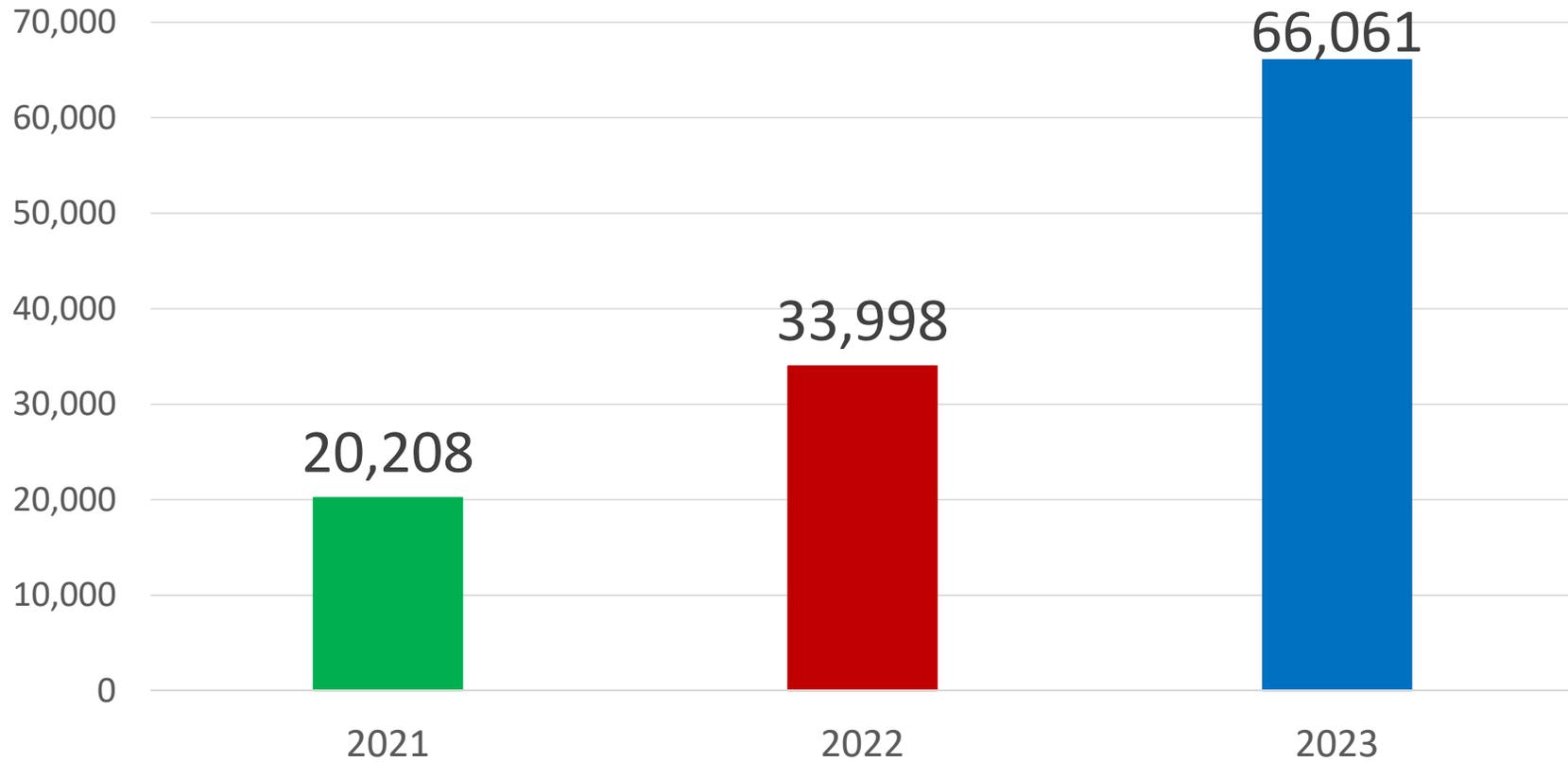


# Cardholders

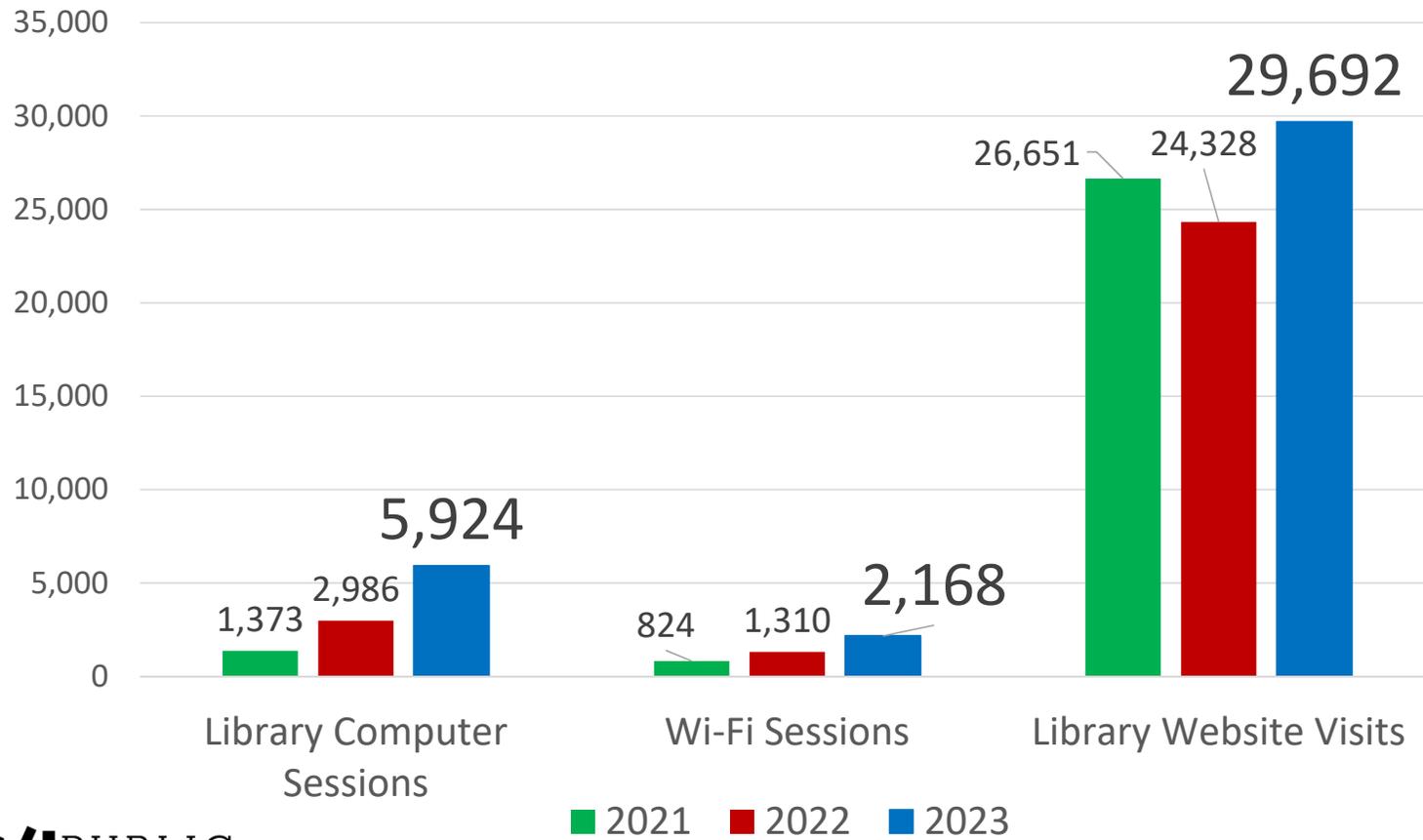


1,626 cardholders added

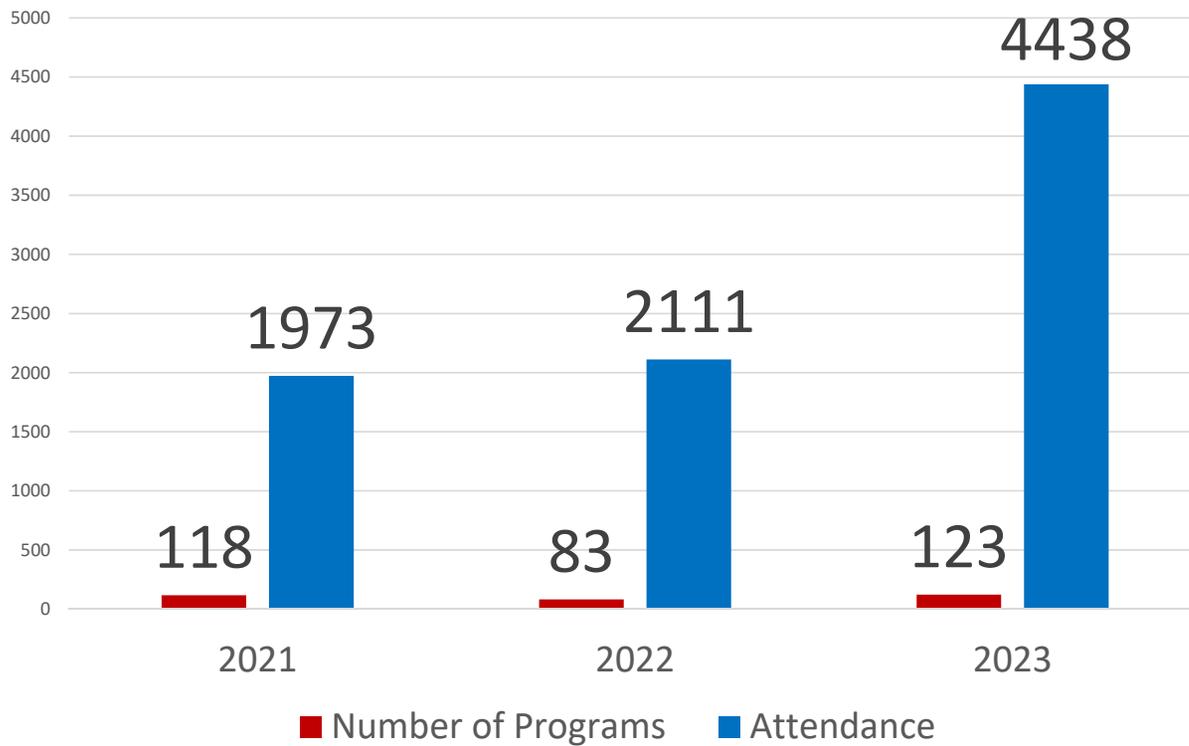
# Library Visits



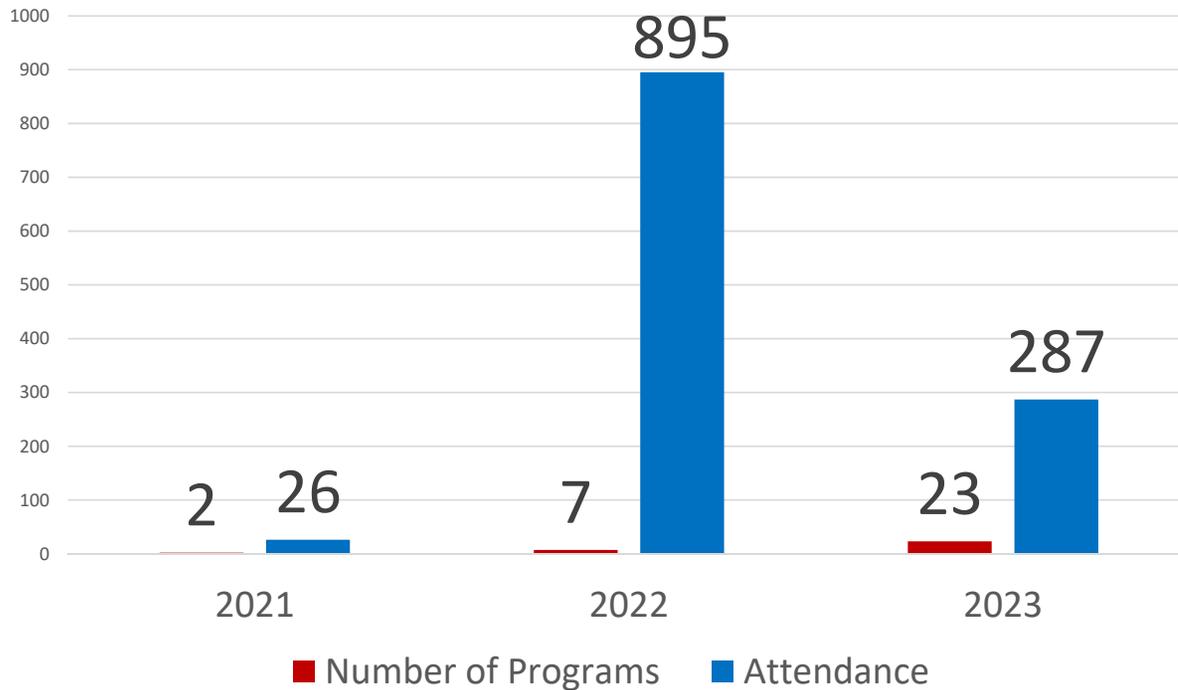
# Technology



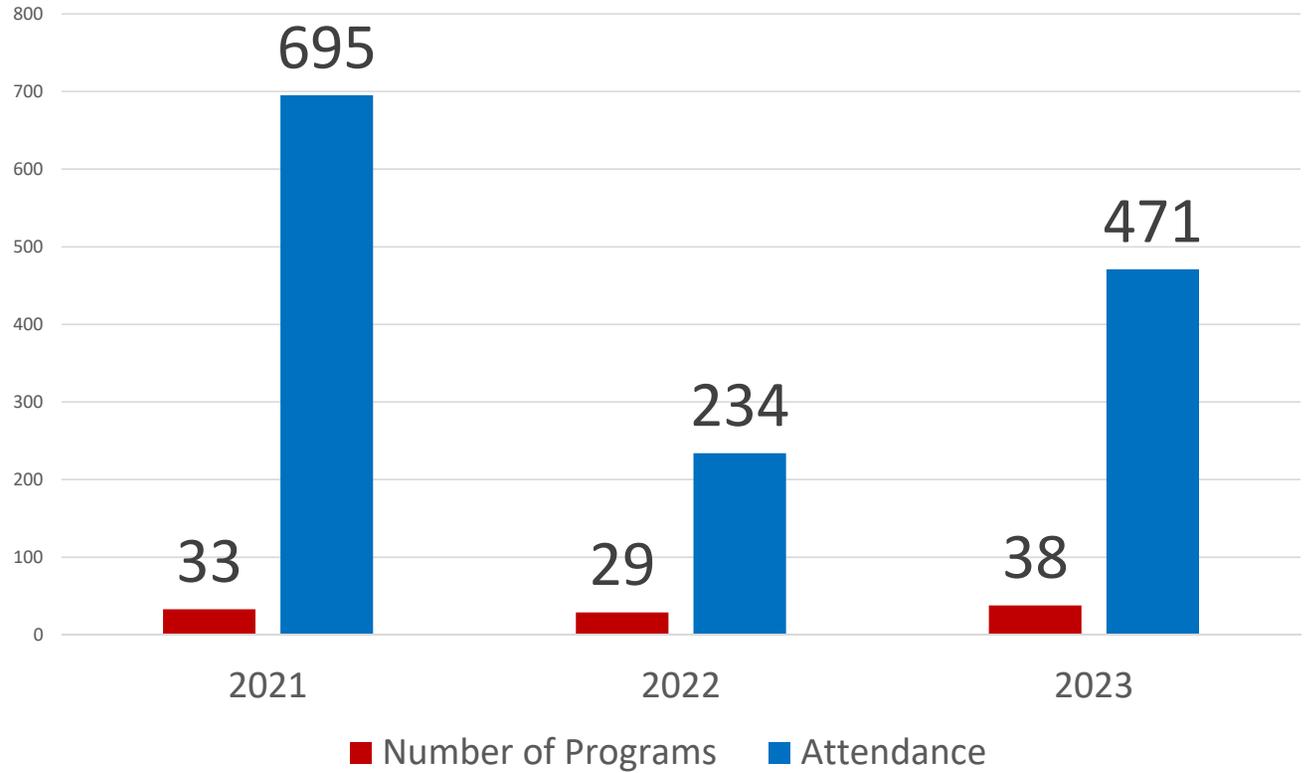
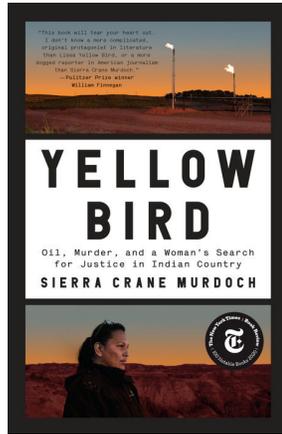
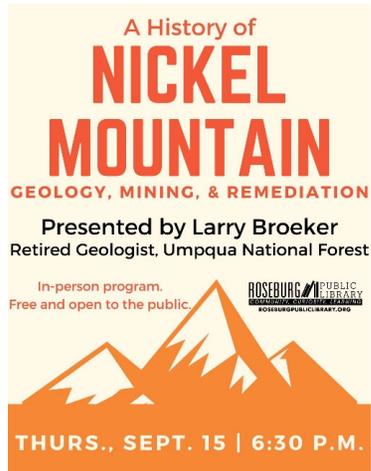
# Programs for Children



# Programs for Teens



# Programs for Adults



# More Programs

20 programs for all ages – 1746 attendance

31 grab-and-go craft kits – 5450 kits distributed



# Grants

<b>Granting Agency/Name</b>	<b>Purpose</b>	<b>Amount</b>
The Ford Family Foundation	Storefront doors replacement	\$10,000
State Library of Oregon	Summer Reading Program	\$3,440
Roundhouse Foundation	Summer Reading Program	\$5,000
Douglas County Library Foundation	Collection materials	\$30,000
Whipple Foundation-Oregon Community Foundation	SRP, collection, Ford Room tech specs	\$20,000
Douglas County Cultural Coalition	Summer Reading Program	\$1,600
C. Giles Hunt Charitable Trust	Collection materials	\$10,000
American Lib. Assoc./Nat. Endowment for Humanities	Teen book group	\$500
Public Library Association	Basic technology instruction	\$6,000
<b>TOTAL</b>		<b>\$86,540</b>

# Library Volunteers

15 Volunteers

1289 Total Hours

# Friends Volunteers

\*since January 2023

31 Volunteers

1260 Total Hours



# Imagination Library

1384 active participants  
889 graduates





**ROSEBURG** **PUBLIC**  
**LIBRARY**  
COMMUNITY, CURIOSITY, LEARNING



**ROSEBURG** // **PUBLIC LIBRARY**  
**COMMUNITY, CURIOSITY, LEARNING**

**Thank you for your support!**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AUDIENCE PARTICIPATION INFORMATION

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**Meeting Date: September 25, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Nikki Messenger**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

Staff was asked to review and update the "Audience Participation Information" included on the back of the Council Agenda. The issue for Council is whether to make updates to policies related to audience participation at Council meetings.

### BACKGROUND

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

Council last amended the Audience Participation instructions at their May 23, 2022 meeting.

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

Staff was asked to review the Audience Participation information included on the back of City Council agendas. As part of this process, samples from other cities were reviewed, as well as the rules contained within the Roseburg Municipal Code Section 2.34.010.

The attached draft contains several changes to improve and consolidate the information. There are not any substantive changes included to the rules regarding the public participation section of the agenda. Things that have been added include information on order and decorum, which is outlined in Roseburg Municipal Code Section 2.34.010(M and N), information stating audience participation is not a question-and-answer session, and information requesting that everyone be respectful.

Other suggestions that have not been included at this time but may be valuable for Council discussion include:

- Is 6 minutes the appropriate time limit? Prior to 2005, the time limit was 3 minutes.
- Should there be a criterion/request limiting the amount of repetitive testimony?

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

None.

**D. Timing Considerations.**

None.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the amended Audience Participation Information; or
2. Request staff make changes to the draft and either adopt with changes or request staff return with an updated draft; or
3. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council discuss the draft and provide feedback on any recommended changes or additions and consider adoption.

**SUGGESTED MOTION**

*I move to adopt the attached "Audience Participation Instructions."*

**ATTACHMENTS:**

Attachment #1 – Draft (amended) Audience Participation Instructions

**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:**

- 1. IN PERSON during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
    - o Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
  - 2. VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**
    - o These will be provided to the Council but will not be read out loud during the meeting.
  - 3. VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
    - o 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.
- 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."
  - 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.
  - 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 not a question-and-answer session. All remarks shall be directed to the entire City Council, not to individuals. The Council reserves the right to delay any action requested until they are fully informed on the matter.***

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to "Items from Mayor, Councilors or City Manager" after completion of the Council's business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

**The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.**

**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 or disruptive 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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## NATIONAL FLOOD INSURANCE PROGRAM & COMMUNITY RATING SYSTEM UPDATE & 2023 RECERTIFICATION RESULTS

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**Meeting Date: September 25, 2023**  
**Department: Community Development**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Stuart Cowie**  
**Contact Telephone Number: 541-492-6750**

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### ISSUE STATEMENT AND SUMMARY

Every year flooding causes hundreds of millions of dollars' worth of damage to homes and businesses in the US. Standard homeowners and commercial property insurance policies do not cover flood losses. To provide this vital coverage, the Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP). NFIP offers reasonably priced flood insurance to all properties in communities which comply with minimum standards for floodplain management.

The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. The City of Roseburg entered the CRS program October 1994 as a Class 10 community, which allowed its residents to purchase flood insurance. Over the next few years, Community Development staff documented more effective floodplain management to lower the City's classification to 9 in 1998 and to Class 8 in 2003. In 2018, recertification efforts resulted in a Class 7 rating. Each step in classification results in an additional 5% discount in flood insurance premiums, meaning that since 2018 residents have received a 15% discount.

Every 5 years the City goes through the recertification process, which includes a review of the City's floodplain requirements and the implementation of these standards. On August 14, 2023, the City was informed by FEMA that we will retain our current Class 7 rating. This savings is a tangible result of the flood mitigation activities our community implements to protect and save lives.

### BACKGROUND

#### A. Council Action History.

Council recognizes the importance of protecting its residents and businesses from flooding. Since joining the CRS program in 1994, Council has supported floodplain management policies and practices by encouraging coordinated efforts between all city departments by enforcing sound development practices and training staff to implement them.

**B. Analysis.**

Council adopts floodplain management ordinances and policies which support CRS efforts toward effective floodplain management practices, such as requiring new homes to be elevated at least one foot above the flood levels, continuously maintaining storm drainage facilities, attending promptly to problem areas, and supporting an effective public outreach program to inform citizens of their flood risks.

One aspect of outreach is promoting the purchase of flood insurance to protect all properties in the City of Roseburg. Staff analysis of flood insurance coverage currently in effect finds that only about 20% of properties in the Special Flood Hazard Area (SFHA) are covered by flood insurance, and that although properties near the SFHA backed by federal mortgages are not required to carry flood insurance, flooding impacts them too often. The attached Flood Insurance Coverage Assessment memo details how increasing citizen awareness of flood hazards and promoting purchase of flood insurance policies in or near the floodplain maximizes benefits of this 15% rate reduction to residents. The memo recommends City Council direct staff to:

1. Increase direct mailings to property owners in these flood-prone areas;
2. Provide flood insurance information to residents through community and neighborhood events.
3. Increase digital messaging regarding the benefits of flood insurance through the City website, Facebook, Nextdoor, X (previously Twitter) and other digital media.
4. Provide flood insurance information to citizens through the City Connection Newsletter.

FEMA provides the City with floodplain policy data, including number of residential and commercial policies, total value of insurance coverage, and total premiums paid for those policies.

Roseburg Total Value of Insurance in Force 2023	\$43,143,100.00
Total Premium	\$183,339.00
Total Policies in Force	173

Clearly, increasing the number of properties covered by flood insurance will maximize the effect of the discount and minimize financial impacts of flooding.

**C. Financial/Resource Considerations.**

Costs for implementation of the outreach project include additional postage, printing, and staff time. The Community Development Department is prepared to cover these costs as part of its annual budget.

**D. Timing Considerations.**

Increasing outreach as the 2023 flood season approaches will optimize the effects of the 15% discount to property owners as new policies are obtained and old policies renew in 2024.

**COUNCIL OPTIONS**

1. Direct staff to proceed with outreach project during 2023/2024 budget cycle; or
2. Delay outreach project until 2024/2025 budget cycle; or
3. Take no action.

**STAFF RECOMMENDATION**

Staff recommends Council direct staff to implement public outreach efforts toward increasing flood insurance coverage in the City of Roseburg within the 2023/2024 budget cycle.

**SUGGESTED MOTION**

***“I move to direct staff to implement public outreach efforts toward increasing flood insurance coverage in the City of Roseburg within the 2023/2024 budget cycle.”***

**ATTACHMENTS:**

Attachment #1 – Flood Insurance Assessment

Attachment #2 – CRS Recertification Results

## Flood Insurance Assessment

City of Roseburg Oregon NFIP# 410067  
April 25, 2023

### Step 1 – Collect Flood Insurance Information

In order to determine the level of flood insurance coverage in the City of Roseburg, the most recent Insurance Zone and Insurance Occupancy flood insurance policy data provided by FEMA was used, along with the assistance of the community's GIS department.

### Step 2 – Determine Level of Flood Insurance Coverage

Our current number of buildings within the FEMA mapped Special Flood Hazard Area (SFHA) is 1405. Based on this information, approximately 12% of the buildings located in the SFHA are covered by flood insurance. ( $173/1405=0.1231$ )

Flood insurance coverage of properties in the SFHA by occupancy can be found in Table 1 and flood zone in Table 2.

**Table 1 – Policies by Occupancy**

Table 1	Policies In Force	Premium	Insurance In Force	Average Coverage
Single Family	126	\$103,637	\$30,447,200	\$241,164
2-4 Family	33	\$23,130	\$2,490,300	\$75,463
All Other Residential	1	\$1,082	\$500,000	\$500,000
Non-Residential	13	\$55,490	\$9,705,600	\$746,584
<b>Total</b>	<b>173</b>	<b>\$183,339</b>	<b>\$43,143,100</b>	<b>\$249,382</b>

**Table 2 – Insurance Zone**

Table 2	Policies in Force	Premium	Insurance in Force	Average Coverage
A01-30 & AE Zones	139	\$148,919	\$31,947,700	\$229,839
A Zones	0	0	0	0
AO Zones	0	0	0	0
B, C & X Zones				
- Standard	29	\$25,741	\$8,215,400	\$283,289
- Preferred	5	\$8,679	\$2,980,000	\$596,000
<b>Total</b>	<b>173</b>	<b>\$183,339</b>	<b>\$43,143,100</b>	<b>\$249,832</b>

### Step 3 – Prepare the Document

City staff began this process with the intent of learning where flood insurance policies were concentrated and what would need to be done to try and increase the awareness of the importance of protecting property with flood insurance. We began the process by asking our ISO/CRS Specialist to provide the Insurance Zone and Insurance Occupancy sheets needed to calculate the numbers generated in Table 1 and 2. City staff then proceeded to analyze the information provided on these sheets.

Staff summarized that our most vulnerable properties, the majority of properties in the SFHA or areas within our A zones, do not have adequate flood insurance coverage. According to our numbers, only 12% of our SFHA properties have flood insurance coverage. However, there are many properties within other flood zones that do have policies.

Staff also looked at paid claims to policy holders. With 0 Repetitive Loss properties and 29 paid claims, staff came to the conclusion that properties within the SFHA should receive additional attention from the City.

It is therefore recommended, if possible and with the support of our City Manager and/or our City Council, that additional funding be made available to support several new outreach projects geared toward increasing the aware of the flood hazard in the areas mentioned above and promoting the purchase of flood insurance for property protection.

The City of Roseburg has been making these efforts regularly during recent years, but will try to boost the frequency and tailoring of outreach materials in an effort to better engage the community. Those projects include but are not limited to:

1. Increase direct mailings to property owners in these flood-prone areas;
2. Provide flood insurance information to residents through community and neighborhood events.
3. Increase digital messaging regarding the benefits of flood insurance through the City website, Facebook, Nextdoor, X (previously Twitter) and other digital media.
4. Provide flood insurance information to citizens through the City Connection Newsletter.

#### **Step 4 – Submit to the Governing Body**

The outcome and evaluation that occurs as a result of this Community Rating System Assessment in 2023 will be shared with the City Council at a future council meeting. Staff will make a short presentation summarizing our CRS rating and the need for more tailored outreach regarding the NFIP program, floodplain issues, and the importance of obtaining floodplain insurance in the SFHA.

#### **Step 5 – Reassess**

This flood insurance assessment will be re-assessed in 5 years before the next CRS verification/cycle visit. Updated flood insurance data will be requested from the ISO/CRS Specialist prior to the 5 year visit and used to revise this document including the process followed, summary of data, along with any conclusions and recommendations.



August 14, 2023

Ms. Nicole Messenger  
Roseburg City Manager  
900 SE Douglas Avenue  
Roseburg, Oregon 97470

Dear Ms. Messenger:

The purpose of this letter is to provide you with the results of the National Flood Insurance Program (NFIP) Community Rating System (CRS) field verification findings based on your 5-year cycle verification. The field verification report is enclosed for your records.

I am pleased to inform you that the Department of Homeland Security, Federal Emergency Management Agency (FEMA), has determined that the City of Roseburg will retain its current rating as a Class 7 in the NFIP CRS. The floodplain management activities implemented by your community qualify it for a 15 percent discount on flood insurance premiums for most NFIP policies issued or renewed on or after April 1, 2024. This savings is a tangible result of the flood mitigation activities your community implements to protect lives and reduce property damage.

The CRS rating for your community will automatically be renewed annually as long as there are no NFIP noncompliance actions, so a notification letter will not be sent every year. This annual renewal will take place as long as your community continues to implement the CRS activities you certify in your annual recertification documentation. If no additional modifications or new CRS activities are added, the next verification visit for your community will be in accordance with its established 5-year cycle. In the interim, FEMA will periodically send the *NFIP/CRS Update* newsletter and other notices to your CRS Coordinator to keep your community informed.

I commend you on your community actions and your determination to lead your community to be more disaster resistant. This commitment enhances public safety, property protection, and protects the natural functions of floodplains, and reduces flood insurance premiums.

If you have any questions or need additional information, please contact the FEMA Region X Office, CRS Coordinator John Graves at (425) 487-4737.

Sincerely,

A handwritten signature in black ink that reads "William H. Lesser". The signature is written in a cursive style.

William H. Lesser, CRS Coordinator  
Federal Insurance and Mitigation Administration

Enclosure

cc: Mr. Mark Moffett, CRS Coordinator

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: September 25, 2023**

**Department: Administration**

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

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

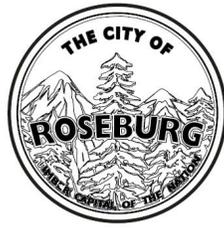
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your September 25, 2023 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Friday Messages



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
September 12, 2023 - 10:00 a.m.

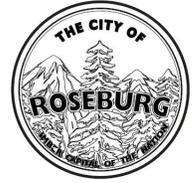
1. September 11, 2023 City Council Meeting Synopsis
2. September 25, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
September 18, 2023 - 10:00 a.m.

6. September 25, 2023 City Council Agenda
7. Review Tentative Future Council Meeting Agendas
8. Documents, Events, or Grants to review and/or sign
  - A. Community Event – Trella Vineyards (09-22-2023)
  - B. Community Event – Trella Vineyards (09-29-2023)
9. Discussion Items
  - A. Community Event applications
    - i. March 2022 Department Head Minutes
    - ii. 2022 -2023 Community Event Statistics
    - iii. Signature Page (updated)

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- 2023-2025 Council Goals (October 30<sup>th</sup>)
  - Urban Growth Boundary Swap
  - IGA with UCC
  - Providing Interim Cash Flow Financing for Off-Street Parking Fund (Ron – Oct ?)
- 

**October 9, 2023**

Special Presentation

- A. MedCom and Umpqua Valley Ambulance Presentation – Chief Rob Bullock

Consent Agenda

- A. September 25, 2023 Meeting Minutes
- B. ODOT IGA – All Roads Transportation Safety (ARTS)

Ordinance

- A. Ordinance Amending Chapter 3.06.025 – Contract Threshold Amounts
- B. Dog Ordinance Update

Department Items

- A. Downtown Parking

Informational

- A. City Manager Activity Report
- 

**October 23, 2023**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. October 9, 2023 Meeting Minutes

Resolutions

- A. Updating the Park Rules and Regulations

Executive Session

- A. City Manager Evaluation

Informational

- B. City Manager Activity Report
- 

**November 13, 2023**

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Department Items

- A. Award of Standby Power for the Airport

Informational

- A. City Manager Activity Report
- 

**December 11, 2023**

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**January 8, 2024**

Mayor Reports

- A. State of the City Address
  - B. Commission Chair Appointments
  - C. Commission Appointments
  - Commission Reports/Council Ward Reports
  - A. Election of Council President
  - Consent Agenda
  - A. December 11, 2023 Meeting Minutes
  - Informational
  - A. City Manager Activity Report
- 

**January 22, 2024**

- Consent Agenda
- A. January 8, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
- B. Municipal Court Quarterly Report

**City Manager Updates**  
*September 8, 2023*

Just a few quick notes this week.....

- Thanks to those that made it to the navigation center yesterday to tour the facility. We are excited to launch the next phase and are optimistic regarding the potential for positive impacts in our community.
- Staff is close to finalizing the approval process for a private tent camping site on the west side of the South Umpqua River near the Washington Avenue Bridge. This bridge is actually in an easement over the Elk Island Trading Group property. The tent camping site may open as soon as next week. This will be the first site opened under the Council adopted policy which can be found here:  
<https://www.cityofroseburg.org/departments/community-development/vehicle-tent-camping-program>
- Swift Watch is back at Fir Grove Park. While the vaux swifts will be roosting nightly, there will be events on Friday evenings September 8, 15, and 22 in the parking lot near the Clay Place (behind the Arts Center) starting at 6:30 pm.
- The Community Development Department continues to work on the application for the Urban Growth Boundary swap. After another meeting with DLCDD, we think we are close to finalizing the application. They have (again) requested additional work and staff is finalizing an amendment with the consultant to complete the work in the next 45 days.
- There have been questions about where to find the City's master plan documents. They can be found here:  
<https://www.cityofroseburg.org/departments/administration/master-plans>  
The 'main' documents are the 2018 Airport Master Plan, Parks Master Plan, Storm Drainage Master Plan, Water System Master Plan, and the Transportation System Plan, all of which are elements of the Roseburg Urban Area Comprehensive Plan. The Five Year Capital Improvement Plan can also be found on this page, with projects pulled from each of the master plans.
- Meetings next week: City Council – Monday, 9/11 @ 7 pm, Council Chambers