

**ROSEBURG CITY COUNCIL AGENDA – DECEMBER 11, 2023**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



CA  
12-7-2023

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

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

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

**2. Pledge of Allegiance**

**3. Roll Call**

Tom Michalek  
Andrea Zielinski  
Patrice Sipos

David Mohr  
Ellen Porter  
Shelley Briggs Loosley

Kylee Rummel  
Ruth Smith

**3. Mayor Reports**

A. Municipal Judge Pay

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

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

**6. Consent Agenda**

- A. November 1, 2023 Work Session Minutes
- B. November 9, 2023 Work Session Minutes
- C. November 13, 2023 Regular Meeting Minutes
- D. OLCC – Additional Privilege “Limited On-Premises” – Jackson Street Provisions LLC dba Jackson Street Provisions at 424 SE Jackson Street
- E. OLCC – New Outlet – Darin Allaire at 254 W. Broccoli Street

**7. Ordinances**

- A. Ordinance No. 3596 – Amending Animal Control Ordinance, First Reading
- B. Ordinance No. 3597 – Granting a Telecommunication Franchise Agreement with BCN Telecom, Inc., First and Second Reading
- C. Ordinance No. 3598 – Granting a Telecommunication Franchise Agreement with Qwest Corporation dba CenturyLink, First and Second Reading

**8. Resolutions**

- A. Resolution No. 2023-24 – Intergovernmental Agreement with the Urban Renewal Agency

**9. Department Items**

- A. Intergovernmental Agreement with Umpqua Community College – Southern Oregon Medical Workforce Center
- B. Axon Body Worn Camera Contract
- C. Contract Ratification – IBEW
- D. Audience Participation Guidelines

**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>

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## MUNICIPAL JUDGE CONTRACT

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Meeting Date: December 11, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Mayor Reports  
Staff Contact: John VanWinkle/Ron Harker  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The Municipal Judge is under contract for services with the City. Council reviews the Judge's performance and compensation level on an annual basis, unless otherwise decided. Issue for Council is whether to make adjustments to the Judge's contract.

### BACKGROUND

#### A. Council Action History.

Council's annual performance evaluation with the Municipal Judge occurred at the November 13, 2023, Council meeting in executive session. When receiving a satisfactory evaluation, the Municipal Judge has historically received the same cost of living increase as other non-represented employees.

#### B. Analysis.

The Municipal Judge generally receives the same salary adjustment granted to management employees, which is 5% for 2023-24.

#### C. Financial/Resource Considerations.

A 5% adjustment would increase Judge Mahan's salary from \$5,685 to \$5,969 per month, effective retroactive to his November 1, 2023, anniversary date.

#### D. Timing Considerations.

In order to make timely adjustments to Judge Mahan's salary, this is the appropriate time to adopt any changes.

### COUNCIL OPTIONS

Council may choose to:

1. Adjust compensation for Judge Mahan; or
2. Make no changes to the contract or compensation for Judge Mahan; or
3. Request additional information before making a determination regarding Judge Mahan's contract and compensation.

### STAFF RECOMMENDATION

As this is a direct contractual arrangement between Council and the Municipal Judge, Staff makes no specific recommendation.

**SUGGESTED MOTION**

***“I MOVE TO INCREASE THE MUNICIPAL JUDGE’S MONTHLY SALARY BY 5% TO \$5,969 EFFECTIVE RETROACTIVE TO NOVEMBER 1, 2023.”***

**MINUTES OF THE WORK SESSION  
OF THE CITY COUNCIL MEETING  
November 1, 2023**

Mayor Rich called the work session of the Roseburg City Council to order at 4:01 p.m. on November 1, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, 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

3. Council Matters

A. Messenger, Cowie, and Harker presented Downtown Parking. Discussion ensued.

Councilor Porter’s comments and questions included clarification of costs included in the short-term and long-term calculations using today’s amortization table, total cost for installing centralized meters, distinction between violators in Laurelwood versus Downtown, paving and long-term costs, summary of comments from Downtown businesses about parking, support for a hybrid model to pay for parking, getting input from businesses, encouraging the use of permit parking in lots by reducing permit fees, use of an all-in-one machine that accepts all forms of payment, and a timeframe for getting through next steps.

Councilor Sipos’ comments and questions included comparison of costs for businesses on Garden Valley versus Downtown, whether permits are restricted to residents or do students pay a higher fee, neighborhoods with inoperable and abandoned vehicles have had issues with owners that refuse to remove these vehicles and expanding enforcement in these areas might help resolve the problem, changing to diagonal parking spots to increase parking spaces, adding a fee to commercial water meters in the Downtown area, we cannot just have free parking without addressing having parking, we need to figure out what we are going to do and how much it is going to cost, four (4) hour parking should not be supported due to misuse by employees, support for a hybrid model to pay for parking, and spreading the fee out for everyone.

Councilor Mohr’s comments and questions whether there are other parking enforcement options available without using meters, getting rid of parking meters and the associated costs, cost impact to increase permitted areas and parking

enforcement, the use of permitting and enforcement to reduce the number of inoperable vehicles in neighborhoods, support for expansion of permitting and the parking app, improving security at the parking structure and expanding its use, support for using ARPA funds during a transition period, support for using a hybrid model to pay for parking, and concern about adding a fee to the water bill for families struggling financially.

Councilor Rummel's comments and questions included whether there is capacity to sell permits using incentives, sharing the cost of enforcement in Laurelwood with Roseburg High School due to student parking issues, mixed responses by businesses regarding who pays for parking, getting input from businesses, support for a hybrid model of paid parking, and capacity for more permitted parking lots.

Councilor Smith's comments and questions included whether expanding permitted areas would increase the expectation of regular maintenance, time-limited parking for apartment complex residents located in the Central Business District, clarification that Staff will always be looking for grants or other funding for street maintenance and that tonight's discussion is more about how to pay for the Off-Street Parking Fund deficit and enforcement, customers will be paying for parking either way due to the cost being passed on by the business owner, and support for a hybrid model of paid parking.

Councilor Michalek's comments and questions included support for raising the rates when paying to park.

Council President Zielinski's comments and questions included support for a hybrid model to pay for parking, charging for something that was free for a long time may seem tone deaf to the community, businesses have been supportive of Ace Parking enforcement efforts to keep vehicles moving, many customers come from outside the City limits to frequent businesses and should pay for parking, and identifying funding to pay for the bigger portion of the deficit should be a priority.

Mayor Rich's comments and questions included clarification that increasing parking fees will not bring enough money to cover the deficit of approximately \$225,000 budget shortfall, whether Laurelwood residents and business owners are paying for parking, differences between adding a fee to the water bill versus taxing the property owner, making business owners accountable for paying the extra fee on the water bill rather than property owners may not be equitable, and support for metered parking to keep cars moving.

Mayor Rich gave the history of student parking issues at Roseburg High School, implementing parking permits, and enforcement in Laurelwood. It was noted for the record that no matter who pays for parking or how it is paid, there is still a \$225,000 shortfall.

Messenger clarified the total cost of approximately \$20 per month without paving or insurance, there are time-limited parking zones being used, getting rid of meters would allow parking staff to implement and enforce other options instead of fixing broken meters, the estimated cost for centralized meter installation is \$450,000 - \$500,000, finding funding for centralized meter installation might be

difficult, implementing increased fees after a long period of free parking might be seen as tone-deaf by the community, increasing parking fees still won't cover the budget shortfall, moving to an app-only system might create accessibility issues, there is some capacity to sell more permits in lots not already identified for residents in the new UCC housing units, street maintenance is not covered by the Off-Street Parking Fund, time-limited parking for apartment complex residents is a complex issue that can be addressed later and probably will not be solved at the same time as trying to address how pay for the Off-Street Parking Fund deficit, parallel parking spaces are designed to match up with store frontage and allow delivery access without impeding traffic, paving is included in long-term costs for private property owners but not included in Off-Street Parking Fund deficit calculations, Staff will continue to look for grants to pay for maintenance, adding a fee to water meters in the Downtown area is an option, the number of affected water meters depends on whether the property owner has installed multiple meters for individual units, there is a mechanism in place to add a fee to the water bill every month, the City does not have the ability to implement a tax without voter approval, not every water bill is paid by the property owner, consequences for non-payment need to be identified, Council might want to take public input on changing from free to paid parking before making that decision, do we want a mechanism to charge the customer and property owner while keeping some free parking, the parking assessment showed that shifting from all free parking to all paid parking is the wrong model, identifying whether parking should be paid for and by whom, enforcement of parking will help discourage employees from misusing free parking but the larger issue is how to accomplish that and who should pay for it, some lots are being discussed for designated parking by new UCC dorm residents, bringing in a parking expert may be helpful, and spreading the fee out for everyone is an option with bigger implications that would need to be researched and discussed. Clarification of next steps, which included narrowing down options, researching legislation regarding accessibility when paying for parking, identifying a percentage, square footage per building versus tagging water meters, or staff intensive research and determination based on individual or business impact. Information was given regarding the type of machine that accepts all forms of payment but limiting the number and location of those machines that accept cash due to security issues.

Forrester clarified that businesses on Garden Valley are charged parking and maintenance fees as part of their triple net lease, decisions about parking should be made during the regular meeting, and coming to a consensus about whether parking should be free or paid for before determining how to pay for it. Clarification was given about legislation regarding credit card only parking meters.

Cowie clarified that there are no longer replacement parts available for outdated meters, centralized meters are not recommended due to installation costs and limits on imposing fees, metered parking and charging businesses a fee will not replace the budget shortfall, Laurelwood residents and business owners pay a monthly permit fee and are included in the enforcement area by Ace Parking, Laurelwood has residential permits, signs indicating school operation hours correspond with parking enforcement efforts in Laurelwood, the Off-Street

Parking Fund deficit was calculated to include the minimum necessities, maintenance costs were not included in the deficit calculations, Downtown businesses have expressed a wide range of opinions about parking, and some models will take more Staff time to develop. Next steps might include first identifying who pays for the deficit, options for adding a usage fee or paid parking, figuring out a percentage for fees, and getting public input.

Clarification was given about identifying a certain area of Downtown for paid parking, enforcement, and different mechanisms to pay for parking, which might include time-limited, free, paid parking by the customer, or adding a usage to the water bill. Regardless of whatever mechanisms are decided on for parking fees and enforcement, there will still be a shortfall in the Off-Street Parking Fund.

Ken Bernardin, Ace Parking, stated that he has issued one (1) citation in the last few months in Laurelwood, students with parking permits are not an issue in Laurelwood, and current enforcement issues are on the 1200 block of Washington and Chadwick.

Council supported a hybrid model to pay for Downtown Parking, which included time-limited or free parking, fees paid by customers and visitors, and an additional fee paid by property and/or business owners.

Direction was given to staff to provide more information about the options discussed and schedule public comment on the issue.

4. Adjourn

Mayor Rich adjourned the work session at 6:16 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

**MINUTES OF THE WORK SESSION  
OF THE CITY COUNCIL MEETING  
November 9, 2023**

Mayor Rich called the work session of the Roseburg City Council to order at 4:03 p.m. on November 9, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, 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

3. Council Matters

A. City Manager Messenger and Executive Coach Meredith Bliss – The Management Center, presented Council Goals. Discussion ensued.

Council and Staff participated in a Goal Setting Session. Strategies for communication, identifying priorities, and ranking attainable goals were discussed.

This was the first work session on this topic and a second session will be scheduled at a date to be determined.

4. Adjourn

Mayor Rich adjourned the work session at 6:05 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
November 13, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:17 p.m. on November 13, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Kylee Rummel led the pledge of allegiance.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Communications Specialist Suzanne Hurt, Management Assistant Autumn David, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

A. Item No. 10a was removed from the agenda.

4. Commission Reports/Council Ward Reports

None.

5. Audience Participation

Dana Wing, 2164 SE Douglas Ave. / member of Wellsprings, spoke about 1<sup>st</sup> amendment rights and pride participation during the Veterans Day parade.

Kurt Eifert, 7528 Buckhorn Rd., spoke about free speech.

Shawn Kellim, spoke about free speech.

Mason Goodnight, member of Wellsprings, spoke about free speech.

Cecil Hoopes, Fulton St., spoke about aggressive dogs running loose in the neighborhood.

6. Special Presentation

- A. Cowie presented Community Rating System Flood Insurance Assessment. Discussion ensued.

Councilor Smith’s comments and questions included whether an increase in participants would decrease the overall number for the City.

Councilor Briggs Loosley’s comments and questions included whether the 15% reduction applies to non-profits.

Mayor Rich’s comments and questions included whether there is a requirement to have flood insurance if you live in a floodplain and how expensive it is compared to other insurances.

Cowie clarified that other action would need to be taken by Ordinance to lower the City’s number, it is based on a point system, adopting a building code and enforcement program may lower the number, recommendation to focus on getting more people to participate, reductions do apply to non-profits, not all lenders require flood insurance but government-backed loans generally do, and shopping around for different rates is the best option to find affordable insurance.

7. Consent Agenda

- A. October 9, 2023, Regular Meeting Minutes
- B. October 23, 2023, Regular Meeting Minutes
- C. Resolution No. 2023-21 – A Resolution Repealing and Replacing Resolution No. 2023-14 Regarding the City of Roseburg Parks Rules and Regulations.

Councilor President Zielinski moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Smith, and Sipos, and Zielinski voted yes. Councilor Porter voted no. The motion passed (7-6).

Councilor Porter’s comments and questions included that her “no” vote is specific to public comments received tonight about free speech as a basic right, regarding item no. 7c.

Councilor Michalek’s comments and questions included that we are making free speech available where it wasn’t allowed before.

Mayor Rich’s comments and questions included clarification of the issue raised tonight about free speech in designated areas.

8. Ordinances

- A. Ordinance No. 3595 – Amending Subsection 3.06.025 - Contracts of the Roseburg Municipal Code, Effective January 1, 2024, Second Reading.

Hitt read Ordinance No. 3595, entitled “An Ordinance Amending Subsection 3.06.025 – Contracts of the Roseburg Municipal Code,” for the second time.

Councilor President Zielinski moved to adopt Ordinance No. 3595, entitled, “An Ordinance Amending Subsection 3.06.025 – Contracts of the Roseburg Municipal Code.” The motion was seconded by Councilor Sipos. Roll call vote

was taken: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3595 as adopted.

9. Resolutions

A. Resolution No. 2023-23 – Support to Repeal of Change Measure 110

Messenger provided an overview of the resolution. Discussion ensued.

Councilor Porter’s comments and questions included clarification on whether the language could include “we strongly suggest.”

Mayor Rich asked for the clarification of the preference for stronger language and/or deleting the second section.

Messenger clarified the Council’s preferred language, adding that City Council “strongly recommends” in the first section.

Councilor Zielinski moved to adopt Resolution No. 2023-23 supporting the repeal of Measure 110, as amended. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Department Items

A. Intergovernmental Agreement with Umpqua Community College Southern Oregon Medical Workforce Center

This item was removed from the agenda.

B. Easley presented the Airport Standby Power Bid Award Recommendation – 22PW06.

Councilor Mohr moved to award the Airport Standby Power Generator Project to the lowest responsible bidder, Sims Electric, Inc., for \$182,500.39. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

C. Messenger presented the Purchase of Two (2) Standard Pickups.

Councilor Smith moved to accept the City Manager’s report regarding the emergency purchase of two 2024 Chevrolet Silverado pickups. The motion was seconded by Council President Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

D. Harker presented Providing Interim Cash Flow Financing for Off Street Parking Fund. Discussion ensued.

Councilor Mohr's comments and questions included the date for the next meeting to discuss Downtown Parking and does not have an issue with this approach so long as we are continuing to move forward.

Messenger stated that a special meeting on Downtown Parking is scheduled for December 6, 2023.

Council President Zielinski moved to authorize the use of \$50,000 of ARPA funds to provide cash flow assistance for the Off Street Parking Fund. The motion was seconded by Councilor Briggs-Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

E. VanWinkle presented the City Manager Contract Update. Discussion ensued.

Councilor Sipos' comments and questions included clarification of whether the 5% adjustment is annually or every two (2) years.

VanWinkle clarified that the adjustment is annually.

Council President Zielinski moved to increase the City Manager's monthly salary by 5% to \$14,821 effective retroactive to September 1, 2023, and to waive the City Manager residency requirement. The motion was seconded by Councilor Briggs-Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously. Porter and Mohr abstained. Motion passes (6-2).

Councilor Mohr's abstained because he felt the process did not allow the Council to discuss an appropriate number for the increase.

Councilor Porter abstained because she felt the process was unfinished as the discussion was interrupted due to time constraints and not continued in another session.

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

Councilor Rummel announced KVAL is hosting Take a Bite out of Hunger food drive at Bi-Mart on November 14<sup>th</sup>.

Councilor Porter commented on a meeting that Council members scheduled with UCC, which was subsequently cancelled due to concerns about meeting protocol. Council members should be able to meet with constituents and community partners before voting on items on the agenda. Not getting the agenda in a timely manner is an issue for Council. Council members would like to discuss sensitive issues privately, without embarrassing the community partner during a public forum. Councilors should be able to have open communication with anyone in the community without having to ask permission first. A phone call to Council members regarding communication or meetings with community partners is preferable to cancelling the meeting.

Councilor Smith commented that she, several friends, and constituents, experienced some uncomfortable situations relating to UCC and wanted to ask clarifying questions that had nothing to do with the item on the agenda this evening. It was frustrating to

have the meeting cancelled for us. Council members often switch hats because they also have dealings with community partners and have had training through the League of Oregon Cities. Council received this agenda on the previous Thursday, before the holiday.

Mayor Rich discussed different scenarios, the logic behind asking questions privately, and asked for clarification on meeting protocol when you have questions for a community partner that is presenting before the Council. Councilors can speak with anyone but need to be cautious of communication about items on the agenda after it has been published for the upcoming meeting.

Council President Zielinski commented that oftentimes several Councilors have the same questions and they could be asked for the benefit of everyone.

Councilor Sipos' asked for clarification about the process to notify Staff when communicating with community partners because the assumption might be that you had prior communication that influenced your vote.

Councilor Michalek asked for clarification about when it's appropriate to disclose communication with community partners.

Forrester clarified that reaching out to the wrong people about items on the agenda may impact Council's ability to vote, especially if there is a question of transparency or impartiality. There may be instances that require legal input in order to prevent issues but that advisory role can't happen if the City is not made aware of the meeting taking place. It is probably a good idea to inform Staff when you have questions about something on the agenda and want to meet with community partners. The issue is not that someone has questions for community partners, but rather not giving Staff an opportunity to share information that may have been missed or answer questions and that it may create the appearance of an elected official being unduly influenced. The City Attorney's office can put together some guidelines about communication with community partners to help advise Councilors in these situations.

Messenger stated the Staff could be that resource when Council has questions about agenda items and to help direct inquiries. Staff works with Community Partners on contracts, projects, or business items for months at a time and these partners are inclined to contact Staff when Councilors make contact. The City has had many partnerships and we need to remain cognizant that communication, especially prior to a Council meeting, could lead to the wrong impression, no matter how well intentioned.

Councilor Mohr commented about concerns regarding public speakers making direct or indirect threats to Council during audience participation.

Forrester commented that audience participation guidelines are currently being reviewed and will be brought before the Council for revision.

Councilor Sipos' commented that it is offensive to have public speakers preach at her.

Messenger stated that audience participation guidelines were discussed in a session at LOC. Many cities discussed what they are doing but have been legally challenged, which is why the City Attorney's office is reviewing the guidelines for appropriate revisions.

Councilor Smith commented on a neighborhood survey that was sent out to southeast Roseburg. Thrive Umpqua will be assisting with resubmitting the survey and hope to have better advertisement and response.

Council Mohr requested that Council goals and Staff goals be separated out at the next Goal Setting session.

12. Adjourn

Mayor Rich adjourned the regular meeting at 9:01 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC ADDITIONAL PRIVILEGE "LIMITED ON-PREMISES" JACKSON STREET PROVISIONS LLC DBA JACKSON STREET PROVISIONS 424 SE JACKSON STREET

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Meeting Date: December 11, 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 Jackson Street Provisions LLC dba Jackson Street Provisions, as an additional privilege 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 ADDITIONAL PRIVILEGE  
“LIMITED ON-PREMISES” APPLICATION FOR JACKSON STREET PROVISIONS  
LLC, DBA JACKSON STREET PROVISIONS, 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: (Use the DISTT form [HERE](#))

## 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 OR County name: (not both)

(Please specify city OR county)

Date application received:

Optional: Date Stamp Received Below

RECEIVED

NOV 21 2023

CITY OF ROSEBURG  
City Administration Office

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Trade Name

# LIQUOR LICENSE APPLICATION

Page 2 of 4

## APPLICANT INFORMATION

Identify 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:

JACKSON STREET PROVISIONS LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

JACKSON STREET PROVISIONS

Premises street address (The physical location of the business and where the liquor license will be posted):

City:

ROSEBURG

Zip Code:

OR

County:

97470

Business phone number:

541-671-2375

Business email:

general@jacksonstreetprovisions.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

424 S.E. JACKSON STREET

City:

ROSEBURG

State:

OR

Zip Code:

97470

Does the business address currently have an OLCC liquor license?  Yes  No

Does the business address currently have an OLCC marijuana license?  Yes  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.

I give permission for the below named representative to:

- Make changes regarding this license/application on my behalf.
- Sign application forms regarding this license/application on my behalf.
- Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

GHAD NORTHCRAFT

Phone number:

541-733-8406

Email:

general@jacksonstreetprovisions.com

Mailing address:

424 S.E. JACKSON ST

City:

ROSEBURG

State:

OR

Zip Code:

97470

# LIQUOR LICENSE APPLICATION

• 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.

Cheryl Northcraft [Signature] 11-1-23 \_\_\_\_\_  
Print name Signature Date Atty. Bar Info (if applicable)

DENISE NORTHCRAFT [Signature] 11-3-23 \_\_\_\_\_  
Print name Signature Date Atty. Bar Info (if applicable)

CHRIS PETERMAN [Signature] 11-7-2023 034212  
Print name Signature Date Atty. Bar Info (if applicable)

Kristine Peterman [Signature] 11-9-2023 \_\_\_\_\_  
Print name Signature Date Atty. Bar Info (if applicable)



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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**OLCC NEW OUTLET  
DARIN ALLAIRE  
254 W. BROCCOLI ST**

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**Meeting Date: December 11, 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 Darin Allaire, as a new outlet granted for “Winery – Primary Location” 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 DARIN ALLAIRE, 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: (Use the DISTT form HERE)

## 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 OR County name: (not both)

*City of Roseburg / Douglas County*  
(Please specify city **OR** county)

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Darin Allaire

Trade Name

# LIQUOR LICENSE APPLICATION

Page 2 of 4

pd # 405147

## APPLICANT INFORMATION

Identify 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:

Paul Singleton

Name of entity or individual applicant #2:

Devey Michaels

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Darin Allaire

Premises street address (The physical location of the business and where the liquor license will be posted):

254 W Broccoli St

City:

Roseburg

Zip Code:

97471

County:

Douglas

Business phone number:

541-537-6956

Business email:

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

254 W Broccoli St

City:

Roseburg

State:

OR

Zip Code:

97471

Does the business address currently have an OLCC liquor license?  Yes  No

Does the business address currently have an OLCC marijuana license?  Yes  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.

I give permission for the below named representative to:

- Make changes regarding this license/application on my behalf.
- Sign application forms regarding this license/application on my behalf.
- Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**

Paul Singleton

Phone number:

541-817-5987

Email:

reachpauldarwin@gmail.com

## 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.

Darin Allaire

# LIQUOR LICENSE APPLICATION

Darin Allaire

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.

Paul Singleton

Print name



Signature

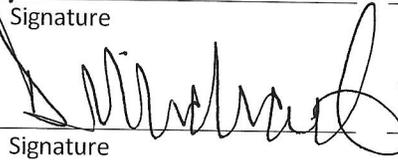
11-5-2023

Date

Atty. Bar Info (if applicable)

Devey Michaels

Print name



Signature

11-5-2023

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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## ORDINANCE NO. 3596 AMENDING RMC CHAPTER 6.02, ANIMAL CONTROL

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Meeting Date: December 11, 2023  
Department: Police Department  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Chief Gary Klopfenstein  
Contact Telephone Number: 541-492-6760

---

### ISSUE STATEMENT AND SUMMARY

Staff proposes to update Roseburg Municipal Code Chapter 6.02, titled "Animal Control." The issue for Council is whether to hear first reading of the attached ordinance.

### BACKGROUND

#### A. Council Action History.

Council made amendments to most of this Chapter in 1996, except section 6.02.035, titled "Dog waste matter," which was amended in 2004.

#### B. Analysis.

As with most City code violations, code enforcement regarding animal control issues is largely complaint driven. City staff have increasingly been receiving complaints regarding domestic animals; many are regarding dogs at large in the parks. The proposed updates will address gaps in our ordinance that have hindered the City's ability to deal with these complaints.

City Attorney Jim Forrester reviewed code from multiple Oregon cities, as well as the League of Oregon City's model ordinance. To put Roseburg more in line with other Oregon cities and to help provide staff with tools to handle animal control-related complaints, a number of proposed amendments to Chapter 6.02 were made.

The main proposed amendments include:

- Additions in definition section;
- Defines number of dogs allowed;
- Defines number of cats allowed;
- Provides impound authority;
- Clarifies impound process;
- Adds section on "Dog Bites";
- Changes "Dog nuisances" section to "Animal nuisances";
- Adds "Appeals" section.

The recommended amendments are outlined in the attached ordinance.

**C. Financial/Resource Considerations.**

There is no financial impact.

**D. Timing Considerations.**

There are no timing issues.

**COUNCIL OPTIONS**

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to make changes; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council move forward with first reading of Ordinance No. 3596.

**SUGGESTED MOTION**

No motion is required at this time. First Reading.

**ATTACHMENTS:**

Attachment No. 1 - Ordinance No. 3596

**ORDINANCE NO. 3596**

**AN ORDINANCE AMENDING CHAPTER 6.02 OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, the City has received complaints related to domestic animals; and

**WHEREAS**, Chapter 6.02 of the Roseburg Municipal Code, "Animal Control," needs to be updated in order to properly address citizen complaints that have been brought forth; and

**WHEREAS**, the proposed amendments are intended to provide Staff with the authority and tools to better address animal-related complaints.

**NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:**

**SECTION 1.** Chapter 6.02 is hereby amended as follows:

**§ 6.02.005. Definitions.**

As used in this chapter:

A. "Animal" means any live vertebrate creature, domestic or wild.

B. "Barking dog" means a dog which disturbs any person by frequent or prolonged noises.

C. "County" means Douglas County.

D. "Dog" means any mammal of the Canidae family.

E. "Dog at large" means any dog which is:

1. On private property without the permission of the owner or person entitled to possession of the property and is not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash; or
2. On public property and not in a kennel, restrained by a physical control device or under the control of a capable person by adequate leash.

F. "Kennel" means a portable enclosure of sound structural strength, in good repair, capable of containing the animal enclosed therein and preventing the entrance of other animals.

G. "Impoundment" means seizing and confining any animal by any police officer, animal control officer, or any other public officer under the provisions of this Ordinance.

H. "Leash" means any humane device constructed of rope, leather strap, chain or other sturdy material, not exceeding eight feet in length, which is being held in the hand of a person capable of controlling the animal to which it is attached.

I. "Owner" means any person who is the owner of a licensed dog, has a possessory right of property in a dog, harbors a dog or has a dog in their care, possession, custody or control, or who knowingly permits a dog to remain on any premises occupied by the person.

J. "Physical control device" means a sufficiently strong collar connected to a leash or tether made of chain or other sturdy material so as to prevent the escape of a dog by the breaking of the device.

K. "Public's legal right of ingress and egress" means public access onto private property with either the express or implied permission of the owner or person entitled to possession of the property. Permission of the owner or person entitled to possession of the property shall be implied over those portions of the private property which are commonly used by the public, including but not limited to, postal and delivery workers, public utility service workers, customers and sales people.

**§ 6.02.010. Consent to County regulations.**

Except as this Chapter requires more stringent limitations upon dogs or other animals or the ownership or

control of dogs or other animals, the Council hereby consents to the application and enforcement of all County animal control ordinances currently in effect or adopted hereafter.

**§ 6.02.020. Number of Dogs Permitted.**

A maximum number of four (4) adult dogs and their offspring of any number up to the age of six (6) months may be kept on each city lot; this restriction also applies to an owner who resides or is staying in the City. No more than one female dog may be used for breeding purposes at any one time.

The restrictions set by 6.02.020 do not apply to any properly licensed Kennel, as defined in 12.02.090.

**§ 6.02.030. Number of Cats Permitted.**

A maximum number of six (6) adult cats and their offspring of any number up to the age of six (6) months may be kept on each city lot; this restriction also applies to an owner who resides or is staying in the City. No more than one female cat may be used for breeding purposes at any one time.

The restrictions set by 6.02.030 do not apply to any properly licensed Kennel, as defined in 12.02.090.

**§ 6.02.040. License required.**

Every dog shall be licensed by the County, pursuant to County regulations. No person shall own or have custody of a dog which is unlicensed after thirty days from the date of taking ownership or custody of the dog.

**§ 6.02.050. Dog leash law.**

Except in areas designated as public property off-leash areas, no owner shall permit a dog to be at large within the City.

**§ 6.02.055. Dog waste matter.**

A. It shall be unlawful for any person owning or keeping a dog, except for a seeing-eye dog, to allow the dog to deposit solid waste matter on any property other than that of the person owning or keeping the dog. It shall be a defense to this Section if the dog owner or keeper immediately removes the solid waste.

B. A person who violates the above Subsection A shall be punished upon conviction by a fine of not less than twenty-five dollars. For a second offense within a one-year period, the fine shall be no less than one hundred dollars.

**§ 6.02.060. Impoundment.**

~~Any person finding a dog at large, or at large and engaging in acts which constitute a nuisance under this Chapter, may take possession of the dog and turn it over to the County for enforcement action. An enforcement officer may impound a dog which is in violation of this Chapter.~~

An animal control officer or law enforcement officer may impound a dog that is in violation of any part of this code for a period of time hereinafter specified. A daily record of dogs impounded under this ordinance shall be kept at the place of impoundment and shall be made available to the public.

A. Notice. The animal control officer or law enforcement officer shall notify the owner of the dog of the impoundment. If the animal control officer or law enforcement officer is unable to contact the owner at the time of impoundment, the owner shall be immediately notified by certified mail, with return receipt requested sent to the owner's last known address. The notice of impoundment shall inform the owner of the

day that they may request, in writing, a hearing to contest the impoundment within five (5) business days of receipt of notice.

B. Period of impoundment:

1. An unlicensed dog, or a dog for which the owner is unknown, which has not been redeemed within 72 hours after impoundment will be deemed property of the animal shelter and may be sold or humanely euthanized.
2. A licensed dog, or a dog for which the owner is known, which has not been redeemed within 120 hours of notification of the owner by telephone contact or by mailing of the impoundment notice may be deemed property of the animal shelter and may be sold or humanely euthanized.

C. Fee. A fee charged against the owner of a dog who has been impounded shall be in the amount set by the animal shelter that is holding the dog.

D. Redemption. Redemption of impounded dogs shall be made by exhibiting satisfactory proof that the person is the owner, and by paying the animal shelter the following required fees and charges:

1. Impoundment fee;
2. Daily care fee;
3. License and rabies vaccination fees, if required; and
4. Medical care fees, if required.

E. Appeal. An appeal of a decision of the animal control or law enforcement officer pursuant to this section must state the information set out in Section 6.02.100(A) of this ordinance, except that the written appeal must be received by the City within five (5) business days of receipt of the notice of impoundment. For the purposes of this section, receipt of the notice of impoundment is complete three (3) days after mailing or immediately upon personal notice.

An owner of the impounded dog may request a hearing be held within ten (10) business days after receipt of the request for hearing. Otherwise, the City Manager shall hold a meeting within 30 days of receipt of the notice to determine if a violation of this ordinance occurred by a preponderance of the evidence. If the City Manager determines that a violation of this ordinance did not occur, the dog shall be immediately released back to the owner, with no impoundment charges. The decision of the City Manager is final.

F. If a notice of appeal has not been timely filed, or if a dog which has not been redeemed after five (5) business days of notification of the owner if known, or within 72 hours after impoundment if the owner is not known, the dog may be deemed property of the animal shelter, and sold or humanely euthanized.

G. No impoundment charge shall be made for dogs released after the City Manager's determination that no violation of this ordinance has occurred.

**§ 6.02.070. Dog Bites.**

A. The owner of a dog that bites a human being shall immediately file a report with the animal control officer or law enforcement officer and provide the time and circumstances of the bite, and name and address of the person bitten, if known.

B. Any person who is bitten by a dog shall immediately file a report with the animal control officer or law enforcement officer describing such bite, giving the description of the dog, the time and circumstances of the bite and the name and address of the dog owner, if known.

C. Upon notice of a dog bite, the animal control officer or law enforcement officer shall deliver written notice to the owner of the dog, if known. The owner shall thereupon be required to quarantine the dog for ten (10) days.

D. An owner who is required to quarantine a dog shall:

1. Prevent the dog from being in contact with any other animal or person; or
2. At the owner's expense, quarantine the animal in a licensed veterinary hospital, local animal humane society, or a kennel approved by the City Manager, or designee.

E. If the dog exhibits symptoms of rabies, the owner or person in possession of the dog shall handle or dispose of the dog pursuant to ORS 433.345.

**§ 6.02.080. Dog Animal nuisances.**

~~No owner of a dog shall allow a dog to be a nuisance. A dog is a nuisance if it:~~

A. An animal shall be a public nuisance under the meaning of this chapter in the following instances:

1. ~~Trespasses on private property;~~ The number of animals maintained on any premises is found to exceed the number allowed by this Chapter.
2. ~~Is a barking dog;~~ The animals or group of animals make loud or frequent noises that disrupt the comfort or repose of persons in accordance with a reasonable person standard.
3. ~~Injures or kills any animal or fowl, or damages or destroys any other property not owned or possessed by the owner, keeper or custodian of the dog;~~ The animal or animal premises is unsanitary to a degree that offensive odors can be detected from an adjoining street, yard, or residential unit.
4. ~~Is at large and has been determined by the County to be a dangerous or potentially dangerous dog;~~ The animal habitually escapes confinement and trespasses on private property other than its owner's or on public right-of-way.
5. ~~While restrained by a leash and off the owner's property, or off property where the property owner has given permission for the dog to be, the dog displays menacing, threatening or aggressive behavior, or threatens or endangers the safety of any person or domestic animal;~~ The animal is found roaming at large.
6. ~~Is Rabid;~~ The animal chases persons or vehicles on premises other than premises from which the owner of the animal may lawfully exclude others.
7. ~~Chases vehicles;~~ The animal damages or destroys property of persons other than the owner of the animal.
8. ~~Interferes with the reasonable enjoyment of adjoining property by engaging in menacing, threatening or aggressive behavior;~~ The animal scatters garbage on premises other than premises from which the owner of the animal may lawfully exclude others.
9. While off the owner's property, the animal displays menacing, threatening or aggressive behavior, or threatens or endangers the safety of any person or domestic animal.

~~10. Interferes with the public's legal right of ingress and egress to the property the dog owner possesses. This provision shall not apply to any dog whose owner has placed a permanent sign, with individual letters measuring at least 3 inches in height and with an overall sign size not to exceed 1 1/2 square feet, in a conspicuous location at or near the point of entry which indicates that the property is not accessible to the public. The animal bites any person or animal while unprovoked.~~

11. Is at large and has been determined by the County to be a dangerous or potentially dangerous animal.

B. It shall be unlawful for any person being the owner of any animal to permit the animal to be a public nuisance as defined in this Chapter.

C. The municipal court judge may order the animal euthanized if a violation for biting a person or killing or injuring another animal is sustained and the judge determines that the animal poses a significant risk of harm to persons or animals.

D. The hearings officer or municipal court judge may suspend or waive some or all of any penalty and require remedial actions as a condition of such suspension, including but not limited to restitution, installation of fencing or other containment, and owner and dog training.

E. Nothing in this subchapter limits the authority of the city or state to prosecute an offense or violation as provided in the Oregon Revised Statutes or restricts the right of a victim to bring an action for damages as provided by law.

#### **§ 6.02.090. Enforcement by contract.**

Notwithstanding any contrary provisions of this Code relating to intergovernmental agreements, within the limits of appropriations, the City Manager may enter into contracts for the enforcement of the provisions prescribed within this Chapter.

#### ~~§ 6.02.995 additional requirements.~~

~~In addition to any other penalty for violation of any provision of this Chapter, the Municipal Court may require the owner of an animal to confine the offending animal, except when it is inside the owner's home or off the property restrained by a physical control device, in a permanent enclosure with a minimum height requirement of six feet in a location not in violation of the land use regulations. Such enclosure shall be of sound structural strength, maintained in good repair, capable of containing the animal enclosed therein and preventing the entrance of other animals.~~

#### **§ 6.02.100. Appeals.**

A. Unless otherwise specifically provided under section 6.02.060 E of this ordinance, any person aggrieved by a decision of the animal control officer or law enforcement officer, may seek review of the decision by filing a written appeal with the City Manager not more than 15 business days after receiving notice of the decision. The written appeal shall state:

1. The name and address of the appellant;
2. The reason given by the City for its decision; and
3. The reason the determination is incorrect.

B. The City Manager shall hold a meeting within 30 days of a timely and complete written appeal to hear and determine the appeal on the basis of the appellant's written statement and any additional evidence the City Manager deems appropriate. If the City Manager decides to take oral argument or evidence at the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. The appellant shall have the burden of proving the error in the animal control or law enforcement officer's authority or determination. The City Manager shall issue a written decision within 20 business days of the hearing date. The City Manager's decision is final.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 11<sup>th</sup> DAY OF DECEMBER, 2023.**

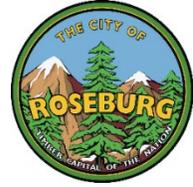
**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATTY HITT, CITY RECORDER**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE NO. 3597 GRANTING A TELECOMMUNICATIONS FRANCHISE TO BCN TELECOM INC.

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Meeting Date: December 11, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Patty Hitt  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunications franchise from BCN Telecom Inc. located in Longwood, Florida.

#### BACKGROUND

##### A. Council Action History.

No history. This is a new telecommunications provider.

##### B. Analysis.

The subject application and associated fee was received November 16, 2023; however, the company has been providing services in Roseburg since April 1, 2023, and has paid the appropriate fees since that date.

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

Under our definitions of telecommunications "provider" and telecommunication "service," BCN Telecom Inc. is a Non-Carrier with City Customers and is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

##### D. Timing Considerations.

As noted above, the application was recently submitted, but service to Roseburg customers began on April 1, 2023. Therefore, staff is requesting that the franchise be granted retroactively to that date. Such effective date will make the initial term of the franchise two years and nine months, with an expiration date of December 31, 2025. The ordinance will allow renewal options of three years each, for a total of five terms.

#### COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption; or
- Proceed with the first reading of the ordinance; or
- Request additional information

**STAFF RECOMMENDATION**

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption of the ordinance with an emergency clause making it effective retroactively on April 1, 2023.

**SUGGESTED MOTION**

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate.

**"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3597, AN ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO BCN TELECOM INC. AND DECLARING AN EMERGENCY."**

**"I MOVE TO ADOPT ORDINANCE NO. 3597, AN ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO BCN TELECOM INC."**

**ATTACHMENTS:**

Attachment #1 – Ordinance #3597

**ORDINANCE NO. 3597**

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE  
TO BCN TELECOM INC. EFFECTIVE  
RETROACTIVELY ON APRIL 1, 2023**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City,” hereby grants BCN Telecom Inc., hereinafter called “Franchisee,” the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of two years, nine months, retroactively beginning April 1, 2023, and ending December 31, 2025, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

**SECTION 2. Incorporation of Roseburg Municipal Code.** This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers,” and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A.” It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

**SECTION 3. Amendment and Renewal.** The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

**SECTION 4. Franchise Territory.** The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

**SECTION 5. Services to be Provided.** Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

**SECTION 6. Franchise Fees.** Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

**A. Fee Base.** For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

**B. Payment.** All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices

as set forth herein.

**C. Due Date.** Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

**D. Late Fee.** If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

**SECTION 7. Notices and Authorized Representatives.**

**A.** Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

**If to City:**

City of Roseburg  
ATTN: Patty Hitt, City Recorder  
900 SE Douglas  
Roseburg, OR 97470  
E-mail: [phitt@cityofroseburg.org](mailto:phitt@cityofroseburg.org)  
Phone: 541-492-6866

**If to Franchisee:**

BCN Telecom Inc.  
c/o Compliance Solutions  
242 Rangeline Road  
Longwood, FL 32750  
E-mail: [bcn@csilongwood.com](mailto:bcn@csilongwood.com)  
Phone: 407-260-1011

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

**B.** In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

**Contact Person's Name:** Mark Lammert, Attorney-in-fact

**Mailing Address:** 1200 Mount Kemble Ave, Morristown, NJ 07960

**Telephone:** 407-260-1011

**SECTION 8. Location, Relocation and/or Removal of Facilities.** RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

**SECTION 9. Representation and Warranty of Franchisee.** By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to

be bound by all terms, conditions and provisions set forth herein.

**SECTION 10. Franchise Effective Date.** Franchisee submitted an application requesting a telecommunications franchise and paid the application processing fee on November 16, 2023, and began serving Roseburg customers on April 1, 2023. The Roseburg City Council approved such request at its meeting on December 11, 2023; and hereby authorizes this Franchise to take effect retroactively on April 1, 2023, and expire on December 31, 2025, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

**SECTION 11. Acceptance of Franchise.** Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

**ADOPTED BY THE CITY COUNCIL ON THIS 11th DAY OF DECEMBER, 2023.**

**APPROVED BY THE MAYOR ON THIS 11TH DAY OF DECEMBER, 2023.**

**MAYOR**

\_\_\_\_\_  
Larry Rich

**ATTEST:**

\_\_\_\_\_  
Patty Hitt, City Recorder

**(Franchisee's Acceptance on Following Page)**

ORDINANCES B  
ATTACHMENT NO. 1

**FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. \_\_\_\_.** This Ordinance is hereby accepted by BCN Telecom Inc. on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**By:** \_\_\_\_\_  
(Signature)

**Name:** \_\_\_\_\_  
(Printed)

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

State of \_\_\_\_\_)

) ss.

County of \_\_\_\_\_)

This acceptance was signed before me on \_\_\_\_\_, 20\_\_ by,  
\_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

Notary Public for \_\_\_\_\_

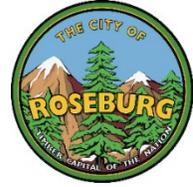
Name: \_\_\_\_\_

My commission expires on: \_\_\_\_\_

.....  
Acceptance received by City Recorder on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Patty Hitt, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO QWEST CORPORATION DBA CENTURYLINK QC

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Meeting Date: December 11, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Patty Hitt  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

The City has received an application for renewal of a telecommunications franchise from Qwest Corporation dba CenturyLink QC located in Colorado.

#### BACKGROUND

##### A. Council Action History.

April 13, 2009: Council adopted Ordinance No. 3306 granting a telecommunications franchise agreement with Qwest Corporation dba CenturyLink QC.

##### B. Analysis.

The fifth and final term of the franchise agreement adopted in April 13, 2009 expires December 31, 2023. An application for a new telecommunication franchise agreement and application processing fee were received on November 1, 2023. The provider has requested a new franchise agreement effective January 1, 2024.

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

Under our definitions of telecommunications "provider" and telecommunication "service," Qwest Corporation dba CenturyLink QC is required to pay a franchise fee of 7% of the gross revenues derived from customers within the City.

##### D. Timing Considerations.

Qwest Corporation, dba CenturyLink QC began serving Roseburg in January 1 of 2009 under their original franchise agreement. The fifth and final term of the original agreement expires December 31, 2023. Per Roseburg Municipal Code 9.25.100(D), after the term of the initial franchise and maximum renewals, a grantee must apply for a new franchise under the same terms and conditions as are currently in place. The application must be received not less than 180 days prior to expiration of the existing franchise. The final term of the franchise agreement with Qwest dba CenturyLink QC expires December 31, 2023. The effective date of the new franchise agreement will be January 1, 2024, with an initial term of 3 years, and an expiration date of December 31, 2026. The ordinance will allow renewal options of three years each, for a total of five terms. Staff is requesting the franchise be granted under an emergency clause as their current agreement expires at the end of December.

### **COUNCIL OPTIONS**

Council has the following options:

- Proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption; or
- Proceed with the first reading of the ordinance; or
- Request additional information

### **STAFF RECOMMENDATION**

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption of the ordinance with an emergency clause making it effective January 1, 2024.

### **SUGGESTED MOTION**

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance after which the following motions would be appropriate.

**"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3598, AN ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO QWEST CORPORATION DBA CENTURYLINK QC AND DECLARING AN EMERGENCY."**

**"I MOVE TO ADOPT ORDINANCE NO. 3598, AN ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO QWEST CORPORATION DBA CENTURYLINK QC"**

### **ATTACHMENTS:**

Attachment #1 – Ordinance 3598

**ORDINANCE NO. 3598**

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE  
TO QWEST CORPORATION, D/B/A CENTURYLINK QC  
EFFECTIVE JANUARY 1, 2024**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City”, hereby grants Qwest Corporation d/b/a CenturyLink QC, hereinafter called “Franchisee”, the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, beginning January 1, 2024 and ending December 31, 2026 following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

**SECTION 2. Incorporation of Roseburg Municipal Code.** This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers”, and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A”. It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

**SECTION 3. Amendment and Renewal.** The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

**SECTION 4. Franchise Territory.** The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

**SECTION 5. Services to be Provided.** Franchisee shall provide local exchange telecommunications services and access to interstate telecommunications as authorized by law to residents, businesses and other entities within the City of Roseburg.

**SECTION 6. Franchise Fees.** Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

**A. Fee Base.** For the privileges granted by this Franchise, Franchisee shall pay seven percent (7%) of its gross revenue derived from exchange access services, as defined in ORS 403.105 or a successor statute, provided to customers within the City limits of Roseburg, less net uncollectibles from such revenue..

**B. Payment.** All payments due hereunder shall be paid to the City of

Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

**C. Due Date.** Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

**D. Late Fee.** If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

**SECTION 7. Notices and Authorized Representatives.**

**A.** Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

**If to City:**

City of Roseburg

ATTN: Patty Hitt, City Recorder

900 SE Douglas

Roseburg, OR 97470

E-mail: [phitt@cityofroseburg.org](mailto:phitt@cityofroseburg.org)

Phone: 541-492-6866

**If to Franchisee:**

Qwest Corporation

d/b/a CenturyLink QC

ATTN: Director – NIS/ROW

1025 Eldorado Blvd.

Broomfield, CO 80021

E-mail: [Steve.Gordon@Lumen.com](mailto:Steve.Gordon@Lumen.com)

Phone: 720-888-3405

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

**B.** In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

**Contact Person's Name:** Chris Lagrange

**Mailing Address:** 4501 NE Minnehaha St, Bldg 2, Vancouver, WA 98661

**Telephone:** 360-699-3743      **NOC#:** 800-954-1211

**SECTION 8. Location, Relocation and/or Removal of Facilities.** RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

**SECTION 9. Representation and Warranty of Franchisee.** By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this

Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

**SECTION 10. Franchise Effective Date.** Franchisee submitted an application requesting a telecommunications franchise and paid the application processing fee on November 1, 2023. Under the original Franchise Agreement, the Franchisee has been serving Roseburg customers since 1996. The Roseburg City Council approved such request at its meeting on December 11, 2023; and hereby authorizes this Franchise to take effect on January 1, 2024 and expire on December 31, 2026, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

**SECTION 11. Acceptance of Franchise.** Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

**ADOPTED BY THE CITY COUNCIL ON THIS 11TH DAY OF DECEMBER, 2023.**

**APPROVED BY THE MAYOR ON THIS 11TH DAY OF DECEMBER, 2023.**

**MAYOR**

\_\_\_\_\_  
Larry Rich

**ATTEST:**

\_\_\_\_\_  
Patty Hitt, City Recorder

**(Franchisee's Acceptance on Following Page)**

ORDINANCES C  
ATTACHMENT NO. 1

**FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. 3598.** This Ordinance is hereby accepted by Qwest Corporation d/b/a CenturyLink QC, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**By:** \_\_\_\_\_  
(Signature)

**Name:** \_\_\_\_\_  
(Printed)

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

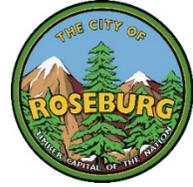
This acceptance was signed before me on \_\_\_\_\_, 20\_\_ by, \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

Notary Public for \_\_\_\_\_  
Name: \_\_\_\_\_  
My commission expires on: \_\_\_\_\_

.....  
Acceptance received by City Recorder on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Patty Hitt, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## INTERGOVERNMENTAL AGREEMENT - ROSEBURG URBAN RENEWAL AGENCY RESOLUTION NO. 2023-24

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**Meeting Date: December 11, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The Roseburg Urban Renewal Agency does not have any dedicated staff. City staff manage and deliver all aspects of Urban Renewal projects and programs. The issue for Council is whether to authorize by resolution an Intergovernmental Agreement (IGA) between the City and the Roseburg Urban Renewal Agency (URA) formalizing the Agency's ability to reimburse the City for delivery of projects and programs identified in the Diamond Lake Urban Renewal Plan.

### BACKGROUND

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

The Council authorized a similar agreement between the City and the URA for the North Roseburg Urban Renewal Area on January 8, 1980 by adopting Resolution No. 90-2.

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

The Diamond Lake Urban Renewal Area was established in 2019. The Roseburg Urban Renewal Agency does not have any employees. All programs and projects that are funded via the Urban Renewal Agency are delivered by City staff. The Urban Renewal Fund budgets a transfer to the City General Fund in order to cover the costs associated with City employees performing functions on behalf of the URA. The amount of the transfer is based on a central service allocation (CSA) that is charged to each of the funds that require, but do not pay directly, for staff time.

This agreement allows the City to bill the Agency for any expenses related to the delivery of any projects or programs that are identified in the Urban Renewal Plan. This is an important mechanism that could allow the City to potentially fund projects or programs that the URA cannot fund currently and seek reimbursement when the Agency has funding available. The agreement is similar to that signed between the agencies to deliver the projects in the North Urban Renewal Area. While that agreement did not have an end date, staff believes it is appropriate to replace that agreement with one specific to the Diamond Lake Urban Renewal Area.

**C. Financial/Resource Considerations.**

The agreement formalizes the ability of the Urban Renewal Agency to reimburse the City for expenses incurred delivering the Diamond Lake Urban Renewal Plan.

**D. Timing Considerations.**

Staff has been working with consultants to identify the appropriate time to begin incurring debt in order to fund projects in the Urban Renewal Area. As such, it would be appropriate to execute a new agreement between the agencies as soon as practical.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the attached resolution approving an Intergovernmental Agreement between the City and the Roseburg Urban Renewal Agency; or
2. Request additional information; or
3. Not authorize an agreement at this time.

**STAFF RECOMMENDATION**

Staff recommends the Council adopt the attached resolution approving a new agreement between the two agencies.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2023-24 APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ROSEBURG AND THE ROSEBURG URBAN RENEWAL AGENCY."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-24, A Resolution Approving an Intergovernmental Agreement Between the City of Roseburg and the Roseburg Urban Renewal Agency  
Attachment #2 -- Draft IGA

**RESOLUTION NO. 2023-24**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITY OF ROSEBURG AND THE ROSEBURG URBAN RENEWAL  
AGENCY**

**WHEREAS**, the Diamond Lake Urban Renewal Area was established in 2019; and

**WHEREAS**, in order to deliver the projects and programs outlined in the Diamond Lake Urban Renewal Plan the City and the Urban Renewal Agency desire to enter into an Intergovernmental Agreement.

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

**Section 1.** The Intergovernmental Agreement between the City of Roseburg and the Roseburg Urban Renewal Agency is approved.

**Section 2.** The City Manager is hereby authorized and directed to execute same on behalf of the City in as many counterparts as may be required.

**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 \_\_\_\_\_, 2023.**

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**Patty Hitt, City Recorder**

**INTERGOVERNMENTAL AGREEMENT**

**BETWEEN:** The City of Roseburg, a unit of local government of (City)  
the state of Oregon

**AND:** The Roseburg Urban Renewal Agency, a unit of (Agency)  
local government of the state of Oregon

**EFFECTIVE DATE:** \_\_\_\_\_

**RECITALS**

A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers or agents have authority to perform.

B. Agency desires to enter into an agreement with City to procure the services described in this contract and City is willing to provide such services on the terms and conditions set forth herein.

**AGREEMENT**

1. Services to be provided. City agrees to provide staffing and project management services for projects and programs located within the Diamond Lake Urban Renewal District ("Work"). Projects and programs may include any of those described in the Diamond Lake Urban Renewal Plan "Plan", including but not limited to, property acquisition, design, bidding and construction of improvements, negotiation of private/public or public/public partnerships, or any other activity reasonably related to the delivery of the Plan.

Agency shall provide City with descriptions of proposed projects and City shall undertake all project and program management tasks on behalf of Agency.

2. Term of agreement. This contract shall continue in force until terminated by either party pursuant to paragraph 6 of this agreement.

3. Time for completion. As each individual project or program is proposed by Agency, Agency and City shall agree on a specific schedule for the progress of the work relating to that project.

4. Consideration. The consideration which Agency shall pay City for the Work performed by City shall be equal to City's cost of providing such services. For projects or programs initially funded by City, City shall provide Agency with an accounting of the costs of each project, reflecting both actual cash expenses and allocation of staff time expended. For general project and program oversight, fees shall be as calculated by

the central service allocation. Payment for the Work shall be contingent upon Agency's election to purchase the work, pursuant to paragraph 5 of this agreement.

5. Ownership of Work. City and Agency agree that, from time to time, City may wish to utilize the engineering plans and specifications prepared at Agency's request. City shall retain ownership of all plans, specifications and other documents prepared at Agency's request until such time as Agency pays City for the Work performed, and City may, at its option, elect to permanently retain ownership of any Work and decline to sell such Work to Agency. In the event that City and Agency cooperate in the construction of any project for which City has performed Work for Agency pursuant to this agreement, City and Agency shall agree on the percentage of the cost of the Work each party shall contribute.

6. Termination. This agreement may be terminated without cause and without notice by either party by an official action of its governing body.

7. Administration. The City Manager of Roseburg, Oregon, shall be responsible for administering this agreement on behalf of City. The City Manager is specifically authorized to arrange for the commencement of the Work when requested by the Agency. The spending authority of the City Manager on behalf of the Agency shall be the same as outlined in the Roseburg Municipal Code Section 3.06.

8. Amendment. This agreement may be amended only by written agreement between the parties. Any such amendment shall be approved by the governing bodies of each party.

9. Integration. This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties. This agreement shall not be amended except in writing, signed by the parties.

10. Interpretation. This agreement shall be governed by and interpreted in accordance with the laws of the state of Oregon.

City of Roseburg

Roseburg Urban Renewal Agency

\_\_\_\_\_  
Nicole Messenger, City Manager

\_\_\_\_\_  
Nicole Messenger, City Manager

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

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

Attest: \_\_\_\_\_  
Patty Hitt, City Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## INTERGOVERNMENTAL AGREEMENT WITH UMPQUA COMMUNITY COLLEGE SOUTHERN OREGON MEDICAL WORKFORCE CENTER

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Meeting Date: December 11, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Staff has been working with Umpqua Community College (UCC) to consolidate efforts to expand local medical workforce training opportunities at various degree levels. The issue for Council is whether to authorize an Intergovernmental Agreement to partner with UCC to deliver the Southern Oregon Medical Workforce Center (SOMWC) project for which the City received state grant funding.

### BACKGROUND

#### A. Council Action History.

- On February 11, 2013, the Council authorized an agreement to provide \$30,000 for the medical education facility feasibility study.
- On January 11, 2016, the Council granted up to \$15,000 from the Economic Development Fund to support the next phase of the Medical Education Facility Project.
- On March 11, 2019, the Council authorized an additional \$25,000 to support funding for an Economic Study by ECONorthwest for the Medical Education Facility in Roseburg.
- On April 17, 2019, the Council directed staff to develop a letter related to financial support for the project.
- On May 13, 2019, the Council authorized the City Manager Pro-Tem to enter into a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the college contingent upon securing an adequate funding package and an acceptable long-term lease.
- *Not a Council Action – July 2019 – the Legislature approved \$10 million in funding for the Southern Oregon Medical Workforce Development Center with the City of Roseburg as grantee and a \$10 million matching requirement.*
- On November 25, 2019, the Council authorized the City Manager to join the Board of the Umpqua Valley Development Corporation (UVDC), a non-profit corporation formed to deliver the project.

- On February 10, 2020, the Council authorized the City Manager to negotiate an agreement with UVDC to provide \$60,000 from the Economic Development Fund to provide funding for project management services for the project, and authorized staff to submit a Declaration of Official Intent to reimburse project costs to the Oregon Department of Administrative Services for the project.
- *Not a Council Action – On July 10, 2020, the City received notification from the State of Oregon that due to projected losses in lottery revenues, the state would not be issuing lottery bonds and that funding would not be available for projects funded via House Bill 5030.*
- On August 24, 2020, the Council received an update from Phil Scheuers from PacWest regarding the project.
- On January 24, 2022, the Council authorized the City Manager to execute a Memorandum of Understanding with UVDC outlining the City's commitment to the SOMWC project, including designation of the City as the grant recipient/fiscal agent to receive the grant funds from the state.
- June 13, 2022, the Council authorized the City Manager to accept the grant funds from the state.
- On July 11, 2022, the Council adopted Resolution No. 2022-22 authorizing the City Manager to negotiate and execute an agreement to accept a \$5 million grant from the State of Oregon for the SOMWC project.
- On November 14, 2022, Council authorized an agreement with the Umpqua Valley Development Corporation for the SOMWC for \$300,460 for fiscal year 2022-23.

## **B. Analysis.**

Work to develop a medical college in the Roseburg area began in 2012 with leadership at CHI Mercy recognizing the severe shortage of healthcare workers, especially in rural areas. For the past several years, the City has worked with community partners, including the Umpqua Valley Development Corporation, to develop a medical college in Roseburg. In March of 2022, HB 5202 was adopted and included \$5 million for the Southern Oregon Medical Workforce Center. The City signed a grant agreement with the State of Oregon in July 2022 and received the funding the following month.

Due to a variety of factors, the work to deliver this project has progressed in fits and spurts, with funding programmed in 2019 and then eliminated during COVID (2020), and other challenges along the way. Independent of the SOMWC project, UCC has committed to deliver ten new medical workforce programs in the next five years. UCC is programmed to receive \$8 million in state grant funding for a new or expanded space to deliver these programs that will include new labs and equipment. In addition, \$2 million in congressionally directed (federal) funding has been programmed to purchase lab equipment.

Previously, the work to deliver the SOMWC project has been happening parallel to the work UCC is doing. By combining forces, we can enhance and expand the effort to provide a continuum of pathways between associate, bachelors and advanced degrees in the most cost efficient and expedient manner. Working together eliminates the need

for separate administrative costs and other overhead that could easily deplete the grant funding. Under the proposed IGA, UCC would hire a dedicated staff member to take the lead in developing, coordinating, and facilitating university partnerships and work with on-campus staff to facilitate clinical placements, housing, lab space and other student support services for all programs under development.

UCC has already started and has been meeting with potential academic partners to further this work. UCC has signed an MOU with Idaho State University to explore programs that may include but are not limited to: Medical Laboratory Science BS and MS, Nurse Practitioner (DNP), Radiographic Science BS, Physician Assistant MS, MS in Counseling, and BS and MS in Social Work. Once the MOU was signed, the UCC and ISU teams immediately went to work. They are currently working together to articulate UCC's Associates degree with ISU's Bachelors in Social Work (BSW) to define a pathway to offer a Bachelors and a Masters in Social Work on UCC's campus.

UCC has also secured a concurrent enrollment program with OHSU whereby an RN student at UCC can concurrently enroll in the OHSU BSN program remotely. This creates a BSN pathway in the community. UCC is also involved in conversations with local healthcare providers and Pacific University and Western College of Health Sciences to develop program pathways to various bachelor, masters and doctoral level programs.

All partnerships have a two-pronged approach of creating pathways for students to stay and learn in the community and also to bring students for clinicals and residencies to Douglas County where we hope they will stay and pursue their career. All with the original goal in mind, to provide highly skilled medical workforce to rural communities in southern Oregon.

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

The proposed IGA spans four years and includes salary and benefits for a Dean of Advanced Medical Program Partnerships to implement partnerships for program delivery, travel and general overhead and administrative support for a total of \$616,589.08. This does not include any provision of funds for capital expenditures that may be identified in the future for contribution to the construction and/or upfitting of required lab spaces. Those contributions will be identified and brought forward for Council consideration separately.

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

Staff is seeking approval from Council in order to move forward as quickly as practical.

## **COUNCIL OPTIONS**

Council has the following options:

1. Authorize the City Manager to negotiate and execute an Intergovernmental Agreement with UCC to develop the Southern Oregon Medical Workforce Center.
2. Request additional information; or
3. Do nothing. With this option, the project continues to be delayed.

**STAFF RECOMMENDATION**

Prior to reaching out to UCC, the City Manager was working with the Umpqua Valley Development Corporation (UVDC) on delivering the SOMWC project. A lot of work has gone into the project, but that hasn't always translated into a lot of progress. One of the biggest challenges has been redefining the project. COVID and technology have changed the landscape of higher education, and the project originally envisioned, construction of a new brick and mortar college, is not conceivable in the current economic environment, and certainly not with \$5 million.

As the project moved forward, it became clear that UCC was going to be integral to the success of the project. UVDC was going to rely heavily on UCC to provide classroom space, technology, and other student support services. Having UVDC operate separately from UCC potentially created a second set of overhead costs. Given the change in available technology and the ability of UCC to partner with academic institutions to deliver a pathway to higher level degree programs in Roseburg, combining efforts appears to have a much higher chance of success and to be a more responsible, efficient use of the funding. Ultimately, the City of Roseburg is responsible for how the grant funds are spent.

Staff recommends the Council authorize the City Manager to negotiate and execute an IGA with UCC to develop the SOMWC.

**SUGGESTED MOTION**

***“I move to authorize the City Manager to negotiate and execute an Intergovernmental Agreement with Umpqua Community College for \$616,590 to develop the Southern Oregon Medical Workforce Center.”***

**ATTACHMENTS:**

Attachment #1 – UCC Proposal

Attachment #2 – UCC Healthcare Expansion Plan (Independent of SOMWC)



## The Southern Oregon Medical Workforce Center at Umpqua Community College – Exhibit 1

Umpqua Community College (UCC) is the provider of post-secondary education in Douglas County. The college has a highly regarded nursing program, an award-winning EMS and Paramedicine program and strong transfer partnerships with universities for a pre-med educational track toward Bachelor's, Masters and Doctoral level studies.

In the fall of 2022 UCC announced the development of 10 new Allied Health programs that will be implemented over the next 5 years. The college already has three of these programs approved and opened for enrollment in the fall of 2023. The list of these 10 programs came from extensive listening sessions with industry experts and local health care providers. The need is great for trained professionals in the health care industry and UCC is addressing those needs with immediate implementation of programs and therefore opportunities for students to engage with this career track and employers to enjoy a strong workforce pipeline.

The stated goal of the Southern Oregon Medical Workforce Center (SOMWC) is that “The center would provide training for high-demand health care providers, offer affordable and accessible post-secondary medical education, serve as a pipeline of skilled allied and mental health providers, and ensure ongoing access to local quality health care.” UCC and SOMWC are aligned and have converged this year even more strongly as Idaho State University has become a potential partner. ISU’s model is to work with existing rural colleges to host programs remotely. There is much to be leveraged from the work that the SOMWC has done by blending the work into one community-wide effort using the expertise, infrastructure and existing deep partnerships that UCC enjoys. UCC is both willing and prepared to assume and align the goals of both entities to support the needs of Douglas County and greater Southern Oregon. Utilizing existing funding, a continuum of pathways between associate, bachelors and advanced degrees would be created in the most cost efficient and expedient manner.

Since the time of the inception of the SOMWC, education has changed significantly. Post 2020, geographic location of programming has gradually become less important, and the pandemic accelerated that trend. Advances in technology and innovations in educational delivery have opened doors for students and educators to live, learn and earn almost anywhere. UCC has capitalized on this trend to continue to transform lives and enrich communities in Douglas County and beyond. The need for a stand-alone building has passed and the utilization of existing infrastructure at UCC along with planned lab space expansions is also the right pathway to the best use of public monies and existing expertise. A SOMWC hosted and driven by UCC is the logical, ethical and most expedient way to proceed and one that has wide community and stakeholder support.

## Programming

The SOMWC has identified the following potential programs as a guide to meet its objectives:



UCC will use this framework to begin to build programming and will adjust it along the way as needs and understanding change.

With the goal of strengthening the local health care workforce pipeline, UCC will utilize the following learning modalities to bring these programs to the community in whichever way makes the most sense for partner universities, students, and clinical placement availability:

Face-to-face	Courses taught in person on the UCC campus by qualified faculty utilizing state of the art lab facilities and including clinical and simulation opportunities within Douglas County.
Hybrid - Synchronous	Courses taught in real time partially online, via video link to a UCC classroom and require a face-to-face component at UCC on a regular schedule.
Hybrid - Asynchronous	Courses are taught asynchronously online and require a face-to-face component at UCC on a regular schedule.
Intensive hybrid	Courses are taught online and require a face-to-face component at UCC for a 4-6 day intensive at regular intervals throughout the year.
Clinical residency model	Students complete their program requirements at a partnering institution and come to live and work in Roseburg to complete their clinical placement requirements. UCC will facilitate housing and clinical placement arrangements.

Modalities will be selected to match the needs of the individual program and reflect the most efficient and effective way to bring the program to a local audience.

Infrastructure: facilities, pipelines, expertise, accountability

UCC already has advanced infrastructure to facilitate the success of the goals of the SOMWC.

**Facilities:** A state of the art Health Sciences building at UCC has existing high tech science laboratories, a simulation lab and technology enhanced classrooms. The college plans to build additional allied health labs with the construction of a building on campus that will break ground in 2025. With additional investment from the SOMWC, these labs could include the spaces needed for the successful delivery of the programs above.

**Pipelines:** UCC sends many students on to university programs each year and many of these students would be excited to stay in the community and continue on to these SOMWC high wage, high-demand, programs rather than leaving the community. The seamless existing pipeline of students will be essential to the success of the medical college programs and partnering institutions.

**Expertise:** UCC has 13 full time and 21+ part time professional faculty in the health sciences teaching Nursing (RN and LPN), Medical Assisting, Phlebotomy, Healthcare Administration (Office, etc.), Emergency Medicine (EMS), Fire Science, Paramedicine, and Nursing Assistant programs. UCC currently partners with Linn-Benton community college to offer the Occupational Therapy Assistant program and with Lane Community College to offer the Physical Therapy Assistant program. UCC also partners to offer a bachelor's degree in education (George Fox), a Bachelor's in Psychology/Human Services (Bushnell), and a Master's in Mental Health Counseling (Bushnell). Supporting this work is a Dean of Health Sciences, a Director of Nursing and Allied Healthcare, as well as a Coordinator of Allied Healthcare programs.

UCC has an academic infrastructure that is adept at forming transfer and articulation agreements and already has deep connections with universities throughout the state and beyond. In addition, an existing research library, student support services, tutoring, housing, financial aid and student life departments support student success and help students complete their studies.

**Accountability:** Housed under the UCC Academic Services division, this work would have a high level of accountability for outcomes and oversight of staff. UCC is regionally accredited and was recently recognized for its strong work in academic programming and outcome achievement. As such the college is strongly placed to achieve the goals of the Southern Oregon Medical Workforce Center (SOMWC) in developing locally based programming options to grow the medical workforce in the region.

The college will leverage its existing community advisory committee for nursing and Allied Health programs to help inform the work and direction and key health care provider leadership will be included in updates.

Once the position referenced below is hired, the college will deliver a 4-year plan within the first quarter and report yearly to Roseburg City Council and additional identified stakeholders on key performance indicators for this project.

## Budget

SOMWC's investment in UCC will include personnel and facilities:

Function	Description	Detail	Amount
Construction of lab facilities	UCC will utilize these funds to help build new lab space to be used for SOWMC programs and UCC Allied Health pathways. UCC will develop plans in the coming year based on program needs and request monies in the future based on those needs	TBD – Construction is due to start in Spring 2025	TBD
Dean of SOMWC at UCC Implementation and partnerships	4 yrs x salary and benefits	Reporting to the Vice President of Academic Services at UCC, the Dean of SOMWC will develop, coordinate, and facilitate University partnerships and work with on campus staff to facilitate clinicals, housing, lab space and other student support services for all programs.	\$548,415.58 (see table 1)
Travel	6 x instate trips x 3 staff 2 x out of state trips x 3 staff	In state and out of state travel to partner universities to plan programming and facilitate relationships for Dean and allied health faculty and staff support.	\$12,120
General and administrative	To support technology infrastructure needs, personnel support, marketing, space needs etc.	10% of contract	\$56,053.50
<b>TOTAL</b>			<b>\$616,589.08</b>

Table 1

	Dean of SOMWC			
	Salary	Benefits	Fringe	Total
Year 1	\$92,595.00	\$17,460.00	\$20,370.90	\$130,425.90
Year 2	\$96,298.80	\$17,485.00	\$20,982.03	\$134,765.83
Year 3	\$100,150.75	\$17,510.00	\$21,611.49	\$139,272.24
Year 4	\$104,156.78	\$17,535.00	\$22,259.83	\$143,951.61
			Total	\$548,415.58



## UCC Healthcare Program Expansion Plan

<b>PROGRAM</b>	<b>START DATE</b>	<b>Detail</b>	<b>Average wage</b>
<b>Community Health Worker</b>	January 2023	<i>Level of credential:</i> certificate <i>Format:</i> online <i>Time to completion:</i> 1 term <i>Number of students:</i> unlimited	\$18.75/hr
<b>Medical Assistant</b>	July 2023	<i>Level of credential:</i> certificate <i>Format:</i> on campus with clinical <i>Time to completion:</i> 3 terms <i>Number of students:</i> 20	\$20.05/hr
<b>Basic Health Care Certificate</b>	September 2023	<i>Level of credential:</i> certificate (CNA, CPR, AED, med term, Co-op) <i>Format:</i> in area high schools and in the Friday Career Academy program <i>Time to completion:</i> 1 term <i>Number of students:</i> unlimited	\$18.00/hr
<b>Phlebotomy</b>	September 2023	<i>Level of credential:</i> certificate <i>Format:</i> hybrid learning + clinical <i>Time to completion:</i> 2 terms <i>Number of students:</i> 24	\$19.95/hr
<b>RN Nursing (alternative format)</b>	July 2024	<i>Level of credential:</i> associate degree <i>Format:</i> weekend and evening pathway <i>Time to completion:</i> 3 years <i>Number of students:</i> 24	\$72,000/year
<b>Surgical Technician</b>	July 2024	<i>Level of credential:</i> associate degree <i>Format:</i> hybrid + clinical <i>Time to completion:</i> 2 years <i>Number of students:</i> 24	\$60,780/year
<b>Licensed Practical Nurse</b>	July 2025	<i>Level of credential:</i> certificate <i>Format:</i> Hybrid with clinical <i>Time to completion:</i> 1 year <i>Number of students:</i> 24	\$ 29.31/hr
<b>Respiratory Care</b>	July 2025	<i>Level of credential:</i> certificate <i>Format:</i> Hybrid with clinical <i>Time to completion:</i> 2 years <i>Number of students:</i> 30	\$ 72,000/yr
<b>Radiology Technician</b>	July 2025	<i>Level of credential:</i> associate degree <i>Format:</i> Hybrid with clinical <i>Time to completion:</i> 2 years <i>Number of students:</i> 24	\$30.20/hr
<b>Physical Therapy Assistant</b>	July 2025	<i>Level of credential:</i> associate degree <i>Format:</i> On campus with clinical <i>Time to completion:</i> 2 years <i>Number of students:</i> 20	\$30.00/hr

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AXON BODY WORN CAMERA, STORAGE, AND LICENSE CONTRACT

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Meeting Date: December 11, 2023  
Department: Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Chief Gary Klopfenstein  
Contact Telephone Number: 541-492-6771

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### ISSUE STATEMENT AND SUMMARY

Council will be considering the renewal of the Police Department's Axon body worn camera contract.

### BACKGROUND

#### A. Council Action History.

In 2014, the Police Department purchased Axon body worn cameras for all our Police Officers. Additionally, the Police Department entered into a five-year contract with Axon for storage of body worn camera footage and licensing fees.

On April 22, 2019, Council authorized the Police Department to enter into a five-year contact with Axon for purchase of body worn cameras, storage of body worn camera footage and licensing fees.

#### B. Analysis.

Our department currently utilizes Axon body worn cameras, Axon CEWs (Tasers), Axon Interview Room surveillance systems, Axon Fleet (patrol vehicle cameras), Axon Citizen, and Axon sharing software for the courts. All of Axon's systems function seamlessly together utilizing the website evidence.com, and storage is cloud based and unlimited. All Axon contracts are required to be five years in duration.

The current five-year contract for our body worn cameras is up for renewal. Additionally, we have been using our current body worn cameras past their recommended replacement date, and are experiencing a decline in operational function.

The Axon body worn camera contract will be for new body worn camera hardware in 2024 and 2026, unlimited cloud storage for body worn camera footage, and licensing fees.

The League of Oregon Cities previously conducted a cooperative procurement for these products and services. The League of Oregon Cities selected Axon Enterprise, Inc., and negotiated a Master Price Agreement. As a member of League of Oregon Cities, the City of Roseburg will utilize the Master Price Agreement with Axon Enterprise, Inc. to obtain

best pricing through a cooperative contract, saving both time and money. The prices reflect a preferred customer discount of \$44,116.30.

**C. Financial/Resource Considerations.**

The previous annual cost for body worn cameras was \$23,637.60. The new five-year contract will have an annual cost of \$38,503.26, for a five-year total of \$192,516.30. There are sufficient funds budgeted to accommodate the new Axon body worn camera contract.

**D. Timing Considerations.**

Axon has advised their pricing for this five-year contract will be good until December 15.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the City Manager to execute the five-year Axon body worn camera contract for \$192,516.30; or
2. Not authorize the contract.

**STAFF RECOMMENDATION**

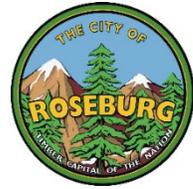
Staff recommends the City Council authorize the five-year Axon body worn camera contract for \$192,516.30.

**SUGGESTED MOTION**

***“I MOVE TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AXON FOR A FIVE-YEAR BODY WORN CAMERA CONTRACT FOR \$192,516.30 UTILIZING THE LEAGUE OF OREGON CITIES COOPERATIVE PURCHASING AGREEMENT.”***

**ATTACHMENTS:**

N/A



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### Contract Ratification – IBEW Local 659

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Meeting Date: December 11, 2023  
Department: City Manager  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: John VanWinkle  
Contact Telephone Number: 492-6866

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### ISSUE STATEMENT AND SUMMARY

Negotiations between the City and the International Brotherhood of Electrical Workers (IBEW) opened on May 1, 2023. Negotiations continued through November 30, 2023, and at that time, the parties were able to resolve the terms of a successor collective bargaining agreement.

### BACKGROUND

**A. Council Action History.**

The City Council grants authorization to the City bargaining team for matters of compensation. Bargaining agreements between the City and employee representatives are enforceable contracts and in the scope of the Council's financial authorization due to their cost. After initial analysis, the issue was brought to Council in executive session on May 8, 2023. At that meeting, Council outlined the authority for bargaining parameters for the City team.

**B. Analysis.**

Negotiations included a number of proposals from the IBEW group. Operational agreements include language adjustments regarding the posting of vacancies, timeline for notification to the union of new hires, an update to the definition of family member for funeral leave, timeline for schedule change notification, holiday pay for workers at the Water Treatment Plant, and a job title change for Municipal Court employees. The group also agreed to a City proposal for health insurance cost share increases during a contract year.

Five percent wage increases have been included for each year of the three-year agreement, as well as increases to employee HRA contributions and addition of an employee service bonus program.

The tentative three-year agreement reached by the parties is expected to be ratified by Union membership at their next meeting and is within the financial parameters set by council on May 8, 2023.

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

The tentative agreement is for a three-year contract retroactive to July 1, 2023. The compensation package includes:

**2023-2024**

- 5.0% wage increase across the board, effective July 1, 2023
- Implementation of service bonus program
  - Employee receives bonus at each five-year service mark: \$500 at year 5, \$1,000 at year 10, \$1,500 at year 15, \$2,000 at year 20, \$2,500 at year 25, \$3,000 at year 30.
- Increase in annual HRA contribution per employee
  - Employee Only \$175
  - Employee + Spouse \$200
  - Employee + Child(ren) \$200
  - Full Family \$200

**2024-2025**

- 5.0% wage increase across the board, effective July 1, 2024
- Increase in annual HRA contribution per employee
  - Employee Only \$75
  - Employee + Spouse \$75
  - Employee + Child(ren) \$75
  - Full Family \$100

**2025-2026**

- 5.0% wage increase across the board, effective July 1, 2025
- Increase in annual HRA contribution of employee
  - Employee Only \$50
  - Employee + Spouse \$75
  - Employee + Child(ren) \$75
  - Full Family \$100

**D. Timing Issues.**

Bargaining unit membership is expected to vote on the tentative agreements at their next meeting. Council review and action is now appropriate.

**COUNCIL OPTIONS**

1. Council may approve the tentative agreement as presented; or
2. Council may vote against approval of the tentative agreement with the IBEW; or
3. Council may request specific changes in the tentative agreement with the IBEW.

**STAFF RECOMMENDATION**

Staff respectfully recommends Council approval of the tentative agreement as presented.

**SUGGESTED MOTION**

***“I MOVE TO APPROVE THE TENTATIVE THREE-YEAR CONTRACT AGREEMENT BETWEEN THE CITY OF ROSEBURG AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL 659.”***

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AUDIENCE PARTICIPATION INFORMATION

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**Meeting Date: December 11, 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. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges don't 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."
  - 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>**

DEPARTMENT ITEMS D  
ATTACHMENT NO. 1

***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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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: December 11, 2023**

**Department: Administration**

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

**Agenda Section: Informational**

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

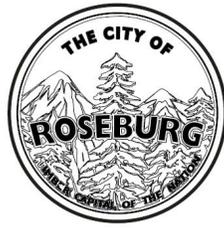
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

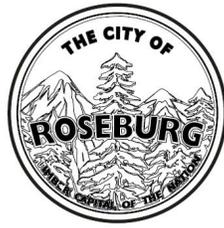
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 December 11, 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  
November 14, 2023 - 10:00 a.m.

1. November 9, 2023 City Council Work Session Synopsis
2. November 13, 2023 City Council Meeting Synopsis
3. December 11, 2023 City Council Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
  - A. Community Event – Roseburg Cars and Coffee
6. Discussion Items



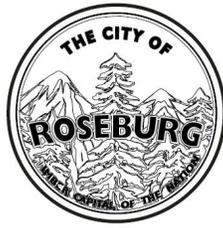
Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
November 20, 2023 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 11, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Grant Checklist – Spanish Language Collection Development
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
November 28, 2023 - 10:00 a.m.

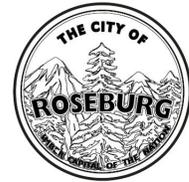
1. December 6, 2023 City Council Special Meeting Agenda
2. December 11, 2023 City Council Meeting Agenda
3. December 11, 2023 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
  - A. Grant Checklist – Spanish Language Collection Development
6. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
December 4, 2023 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. December 6, 2023 City Council Special Meeting Agenda
3. December 11, 2023 City Council Meeting Agenda
4. December 11, 2023 Urban Renewal Agency Board Meeting Agenda
5. Review Tentative Future Council Meeting Agendas
6. Discussion Items
7. Employee Service Pins
  - A. Brooke Kelly – Police Department – 5 years
  - B. David Fregoso – Police Department – 5 years
  - C. Dawson Batsch – Police Department – 5 years
  - D. Rocky Anderson – Fire Department – 10 years
  - E. Parker Brown – Fire Department – 10 years

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- Urban Growth Boundary Swap
- Accounting Awards
- UTRAN presentation
- VA Director presentation
- Park Rules
- COARS Grant – Oregon Department of Aviation for Taxiway Expansion
- Update EEO Statement
- Council Goals Adoption

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**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

Special Presentation

- A. 2023 Library Five Year Review

Consent Agenda

- A. December 11, 2023 Meeting Minutes

Department Items

- A. County Pier Grant for Backup Power at Fulton
- B. Property Acquisition

Informational

- A. City Manager Activity Report

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**January 22, 2024**

Consent Agenda

- A. January 8, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
- B. Municipal Court Quarterly Report

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**February 12, 2024**

Consent Agenda

- A. January 22, 2024 Meeting Minutes

Special Presentation

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report – Quarter Ended December 31, 2023
- C. 2023 – 2024 Budget Calendar

Informational

- A. City Manager Activity Report

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**February 26, 2024**

Consent Agenda

- A. February 12, 2024 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Presentation – Brian Prawitz
- Informational
- A. City Manager Activity Report
- 

**March 11, 2024**

Consent Agenda

- A. February 26, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
- 

**March 25, 2024**

Mayor Reports

- A. National Library Week Proclamation
- Consent Agenda
- A. March 11, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
- 

**April 8, 2024**

Mayor Reports

- B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
  - C. Oregon Arbor Month Proclamation
- Consent Agenda
- A. March 25, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
- 

**April 22, 2024**

Mayor Reports

- A. Historic Preservation Month Proclamation
- Consent Agenda
- A. April 8, 2024 Meeting Minutes
- Informational
- A. City Manager Activity Report
  - B. Quarterly Financial Report
  - C. Municipal Court Quarterly Report
- 

**May 13, 2024**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation
- C. 2023 Roseburg Optimist Club Officer of the Year

Consent Agenda

- A. April 22, 2024 Meeting Minutes
- B. Inmate Housing Intergovernmental Agreement
- C. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Resolutions

- A. Annual Fee Adjustment
  - i. General Fees
  - ii. Water Related Fees

***City Manager Updates***  
*November 17, 2023*

- The Historic Resource Review Commission met on Wednesday and reviewed a proposal related to the UCC/Newberry building downtown.
- The City is participating in both a pajama drive for CASA and the Angel Tree program for the Salvation Army. If you are interested in participating in one or both of these programs, please contact staff for more info. PJ's can be delivered to the 3<sup>rd</sup> floor of City Hall before November 30 and Angel Tree tags are available in the administration office.
- On Monday, I attended a 'listening session' hosted by Oregon Senate President Rob Wagner, David Brock Smith and Virgle Osborn. There were about a dozen organizations represented. I tried to mention a variety of topics of concern including Measure 110, reinstating recreational immunity, stable funding for the navigation center and other homeless services, the Urban Growth Boundary swap and transportation funding.
- At the Chamber luncheon on Monday, Chief Klopfenstein, Officer Chavez, Shaun Pritchard (UCAN) and Jacob Schlueter (UCAN) spoke on the City and UCAN's efforts to mitigate the impacts of homelessness. Several business leaders I spoke to later in the week found it informative and were not familiar with the number of legislative and/or court mandated requirements related to this issue. Great job Gary and Josh!
- On Tuesday, I attended the Partnership meeting and on Wednesday a Thrive Umpqua Steering Committee meeting. On Thursday, I had a phone call with our goals facilitator Meredith Bliss to share Councilor Mohr's suggestion about reanalyzing Council and staff priorities. We are currently looking for possible dates for the next work-study session and plan to schedule as soon as practical. At this point, it may be first or second week in December. More to come.
- On Thursday, I attended a meeting hosted by Commissioner Kress concerning Moorea Drive. Moorea Drive is a private roadway off the end of Kline Street. A portion of the private street is in the City Limits, but the majority is in the County. There may be interest in putting together a Local Improvement District to reconstruct problem areas and repave the street. If this comes to fruition, the City and the County would need to work together and would likely enter into an agreement for the County to lead the project. The City would follow its LID ordinance for the 8+/- properties in the City and the rest would fall under the County's LID. The property owners will be meeting early next year to discuss possibilities. If they choose to proceed, there will be more to come.
- On Friday, I chaired the (virtual) Southwest Area Commission on Transportation (SWACT) meeting. Oregon Transportation Commission Chair Julie Brown attended. Chair Brown is from the Medford area and very familiar with transportation issues in southern Oregon. Discussion items included an ODOT Strategic Action Plan update, ACT work plan, South Coast Slide Study, and Region 3 budget, construction and general updates. ODOT's lack of maintenance funding continues to be a major concern and a high priority moving forward.
- Upcoming Meetings:
  - Library Commission – Tuesday, Nov 21 @ 4pm at the Library
  - Homeless Commission – Monday, Nov 27 @ 11 am Council Chambers

- Next week is a short week for us. City offices will be closed Thursday and Friday for the Thanksgiving Holiday.

***City Manager Updates***  
*December 1, 2023*



- I hope everyone had a safe and enjoyable Thanksgiving holiday. Thank you to the Mayor, Fire and Police Chiefs, and everyone that helped make the 40<sup>th</sup> Annual Tree Lighting Event such a success. With a police escort, Santa was safely delivered in the 1934 fire engine, while Mrs. Claus rode in style in a modern fire engine. The bell was hung high in the tree utilizing the ladder truck. Again, thanks to all that planned and participated in making this event special!
- This week seems to have flown by. The early part of the week was spent looking at properties and reaching out to community partners in an effort to identify a site for a warming shelter. Fortunately, Shaun Pritchard was able to connect with St. Joseph's Church. He and I met with the Father and church administrative staff on Wednesday and were delighted to learn they are willing to offer their gymnasium space for future warming centers. UCAN has received a commitment for funding that will enable them to operate the center, but they will need a number of volunteers to make it happen. More to come as details continue to be worked through. Thank you to all that suggested locations or reached out to help.
- Mediation took place on Thursday with the IBEW bargaining team. The effort appears to have been successful, and the City has reached a tentative agreement with the union. Nothing is final until the new contract is approved by Council and is ratified by the union members. Congrats to all involved on reaching an agreement.
- The fall edition of the City Connection will be out soon. Watch for an email announcement and enjoy a variety of articles sharing information about the City's activities.
- Last week, the Public Works Department submitted information in response to a legislative request related to needed infrastructure investments to enable housing development. Staff submitted two projects for consideration: a waterline project on Highway 138E and a water/ storm/street improvement project on Douglas Avenue.
- Last week, I had a brief meeting with Douglas County's new Emergency Manager, Emily Ring. I was encouraged by her knowledge and enthusiasm for working together. We also discussed the potential for the City to apply for a PIER grant, a FEMA program being delivered by the County. Staff is considering applying for a grant to install standby power at the Fulton Street shop.
- You may see a recruitment announcement for an Assistant City Manager/City Recorder. Patty has decided to retire effective the end of February, so we are launching our recruitment efforts. We are sorry to see her go!
- Upcoming meetings:

INFORMATIONAL A  
ATTACHMENT NO. 3

- City Council Executive Session – Wednesday, 12/6 at 12:30 pm via Zoom
- City Council Special Meeting – Parking – Thursday, 12/7 @ 4pm Council Chambers
- Homeless Commission – Monday, 12/11 @ 11 am City Hall Council Chambers
- City Council Regular Meeting – Monday, 12/11 @ 7 pm City Hall Council Chambers
- Roseburg Urban Renewal Agency – Monday, 12/11 following Council meeting
- City Council Work Study – Goal Setting – Wednesday, 12/13 @ 4 pm