

**ROSEBURG CITY COUNCIL AGENDA – APRIL 10, 2023**  
**City Council Chambers, City Hall**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**  
**Public Online Access:**



4/10/2023

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>  
Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

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

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

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**  
Shelley Briggs Loosley      David Mohr      Ellen Porter      Brian Prawitz  
Kylee Rummel      Patrice Sipos      Ruth Smith      Andrea Zielinski
4. **Mayor Reports**
  - A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
  - B. Oregon Arbor Month Proclamation
  - C. National Library Week Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
7. **Consent Agenda**
  - A. March 27, 2023 Meeting Minutes
  - B. 2023 OLCC Annual Liquor License Renewal Endorsement
  - C. OLCC New Outlet – The Apothecary – Roseburg LLC located at 415 SE Jackson St.
8. **Public Hearing**
  - A. Sale of Real Property – 1410 SE Micelli Street
9. **Resolutions**
  - A. Resolution No. 2023-011: A Resolution Declaring Certain Real Property as Surplus
10. **Ordinances**
  - A. Ordinance No. 3582: An Ordinance Granting Renewal of a Telecommunication Franchise to Quantum Shift Communications, Effective January 1, 2024, Second Reading.
11. **Items from Mayor, City Council and City Manager**
12. **Adjourn**
13. **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 or by email, 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.
3. Emailed comments to be read by the Mayor

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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## RECOGNITION OF CITY VOLUNTEERS

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**Meeting Date: April 10, 2023**  
**Department: Parks & Recreation**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

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

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

### COUNCIL/COMMISSION MEMBERS

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

Larry Rich, Mayor  
 Andrea Zielinski  
 Beverly Cole  
 Bob Cotterell  
 Brian Prawitz  
 David Mohr  
 Ellen Porter  
 Kylee Rummel  
 Patrice Sipos  
 Ruth Smith  
 Shelley Briggs Loosley  
 Sheri Moothart

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

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

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

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

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

Bryan Sykes  
 Jeffrey Weller  
 Jerry Smead  
 Kelly Peter  
 Knut Torvik  
 Mike Baker  
 Stephen Krimetz

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

Andrew Blondell  
 Daniel Onchuck  
 Emily Brandt  
 Jaime Yraguen  
 Janelle James  
 Matthew Brady  
 Shelby Osborn  
 Victoria Hawks

#### ***Library***

Francesca Guyer  
 Kelly Peter  
 Juliet Rutter  
 Mandy Elder  
 Marcy Tassano  
 Theresa Lundy

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

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

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

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

***Economic Development***

Don Baglien  
Leah Jones  
Michael Widmer  
Mickey Beach  
Misty Ross  
Paul Zegers

***Homeless Commission***

Brent Eichman  
Chris Boice  
Dr. Gregory Brigham  
KC Bolton  
Michelle Moore  
Mike Feldman  
Shaun Pritchard  
Shelley Briggs Loosley

**VOLUNTEERS IN POLICE SERVICE**

Doug Burbridge

**CITY BEAUTIFICATION/PARKS ASSISTANCE**

Clarissa Wijaya	Jeff & Shirley Woodcock	Michael Smith
Toni Marchwick	Stacey Crowe	

**MOVIES IN THE PARK**

Janice Baker	Jason Hink	Joe David
Kyle Bailey	Mike Baker	Randy Ligon

**ORGANIZATIONAL AND COMMUNITY SUPPORT**

ASTRA Club (Roseburg High School)	Roseburg Dream Center
Bike Walk Roseburg	Roseburg Tracker
Connections Case Management	Small Planet Solutions
Friends of the Roseburg Public Library	Source One Serenity dba Heal Terra
Friends of Umpqua Valley Police K9 Programs	Thrive Umpqua
Girl Scouts of Oregon & SW Washington	Tracker Foundation
Home Depot #4020	Umpqua Kennel Club
Redeemer's Fellowship Students	Umpqua Valley Arts Association
RHS Athletics Girls Softball Team	Umpqua Valley Audubon Society
Roseburg BLM, HRDC	Umpqua Watersheds

**LIBRARY SUPPORT**

Linda Bahr	Gaylene Lyda	Cindy Strahl
Steve Bahr	Lynn Mathweg	Helen Thiessen
Patricia Duerfeldt	Louise Peterson	Susan Uravich
Dianne Holborow	Joan Seitz	Marcie Vega
James Jamison	Pat Sherman	Derek Vincent
Robin Kladke	Lori Stevenson	Stephen Wood

**ATTACHMENTS**

Attachment #1 – Volunteer Recognition Month Proclamation

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### **VOLUNTEER RECOGNITION MONTH**

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

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

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

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

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2023 as

### **VOLUNTEER RECOGNITION MONTH**

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

**DATED** this 10th day of April, 2023.

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**The Honorable Mayor Larry Rich**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### OREGON ARBOR MONTH

**WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

**WHEREAS:** Arbor Day is now observed throughout the nation and the world; and

**WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

**WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

**WHEREAS:** In honor of Oregon Arbor Month, the City of Roseburg Parks and Recreation is teaming up with other local agencies to host a free family-friendly event consisting of educational booths highlighting the benefits of trees, demonstrations and free saplings will be given out while supplies last. Roseburg Parks & Recreation will also celebrate Oregon Arbor Month with social media posts throughout the month of April.

**NOW, THEREFORE,** I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 2023, as

### OREGON ARBOR MONTH

and urge all citizens to celebrate the entire month of April and to focus on appreciating all that trees do for us!

**DATED** this 10th day of April, 2023.

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**The Honorable Mayor Larry Rich**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### NATIONAL LIBRARY WEEK

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

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

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

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

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

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

**WHEREAS:** Roseburg Public Library joins libraries, librarians, library workers, and library advocates across America in celebrating National Library Week with the theme "There's More to the Story."

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim April 23-29, 2023, as

### NATIONAL LIBRARY WEEK

in Roseburg and encourage citizens to participate in this observance.

**DATED** this 10<sup>th</sup> day of April, 2023.

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**THE HONORABLE MAYOR LARRY RICH**

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
March 27, 2023**

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Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 27, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Briggs Loosley led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, David Mohr (via Zoom), Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith and Andrea Zielinski

**Absent:** Councilor Brian Prawitz

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Recorder Patty Hitt, City Attorney Jim Forrester, Police Captain Jeremy Sanders, Public Works Director Dawn Easley, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Finance Director Ron Harker and Management Assistant Autumn David.

**MAYOR REPORTS**

Mayor Rich proclaimed April 2023 as Child Abuse Prevention Month and called upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community. Sarah Wickersham, Douglas C.A.R.E.S. Executive Director, thanked the Mayor and Council for the proclamation. This was a community effort to address prevention and to care for those effected by child abuse. Members of the Douglas C.A.R.E.S. team were present in the audience and were acknowledged and thanked.

Mayor Rich thanked Amy Sowa for her service to the City of Roseburg and support to the Council. Mayor Rich presented a wall hanging to Sowa, in addition to flowers from the Council, and wished her well in retirement.

**COMMISSION REPORTS**

Councilor Zielinski reported that the Library Commission held a meeting on Tuesday, March 21. A strategic plan update was posted on the City of Roseburg Library webpage.

Councilor Briggs Loosley reported the Homeless Commission met earlier today. The meeting focused on a discussion regarding time, place and manner regulations. Draft language will be brought back to the Homeless Commission, and then the City Council.

**CONSENT AGENDA**

Councilor Zielinski moved to approve the following consent agenda items:

- A. March 13, 2023 Work Study Session Minutes
- B. March 13, 2023 Regular Meeting Minutes
- C. OLCC New Outlet – Grapevine Land Management, LLC located at 1638 NW Garden Valley Blvd.
- D. Resolution No. 2023-09, Designating Signatures for Bank Accounts.

The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2023-10 – APPROVING BUDGET APPROPRIATION TRANSFER

Harker reported Parks capital equipment replacement items that were budgeted in the 2021-22 fiscal year were not delivered until after the close-out of the fiscal year, which caused the items to be charged against the appropriations of the 2022-23 fiscal year. Consequently, current appropriation levels are not sufficient to manage the parks capital equipment items which were budgeted in the current fiscal year. In order to acquire the budgeted capital items for the Parks Department, an appropriation transfer from the Equipment Replacement Fund's Reserve for Future Expenditure to the Capital Outlay is required.

Budgeted equipment still outstanding for acquisition is a three-yard dump truck. In order to facilitate the acquisition of this item it is projected that an additional \$102,900 in appropriation authority is required in the Equipment Replacement Fund's capital outlay budget.

In order to comply with Oregon budget law and to provide the necessary appropriation authority for the acquisition, an appropriation transfer of \$102,900 from the Equipment Replacement Fund's Reserve for Future Expenditures to the Fund's Capital Outlay is required.

Since the 2021-22 capital acquisitions were pushed into the 2022-23 fiscal year the Equipment Replacement Fund's beginning fund balance was \$166,866 greater than budgeted. Additionally, since all of the capital items being acquired were budgeted for and authorized there is no detrimental financial impact.

In response to Mayor Rich, Messenger said the cost of the truck was \$92,000.

Councilor Smith asked if the City had plans to move to electric vehicles. Harker responded the city had not looked into that for citywide replacement. The truck being discussed was not available in electric. Councilor Porter noted that the Department of Environmental Quality (DEQ) had grant funding for converting diesel vehicles, which the City may want to consider in the future.

Councilor Sipos moved to adopt Resolution No. 2023-10, authorizing an appropriation transfer for fiscal year 2022-23. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-10 as adopted.

ORDINANCES – ORDINANCE NO. 3582 GRANTING RENEWAL OF A TELECOMMUNICATION FRANCHISE TO QUANTUM SHIFT COMMUNICATIONS, EFFECTIVE JANUARY 1, 2024.

Hitt reported QuantumShift Communications, Inc. began serving Roseburg on January 1, 2010, 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 QuantumShift Communications, Inc. expires December 31, 2023; therefore, the deadline for the application is June 30, 2023. The effective date of the new franchise agreement will be January 1, 2024, and the initial term of the franchise 3 years, with an expiration date of December 31, 2026. The ordinance will also allow renewal options of three years each, for a total of five terms.

Council agreed to a first reading of Ordinance No. 3582. Hitt read Ordinance No. 3582, entitled, "An Ordinance Granting Renewal of a Telecommunications Franchise to QuantumShift Communications, Inc. dba vCom Solutions Effective January 1, 2024," for the first time.

#### DEPARTMENT ITEMS – ARPA FUNDING DISCUSSION

Messenger reported in 2021, Council adopted a supplemental budget establishing the American Rescue Plan Act (ARPA) Special Revenue Fund and authorized acceptance of those funds which totaled just over \$5.2M over a two-year period. Under the initial guidance to use the funds to reimburse the City for losses during the pandemic, the City transferred some of these funds for that purpose. Later guidance was provided allowing the funds to be spent on normal operations. She described some of the purchases and expenses using ARPA funds for operations, which totaled just under \$1.2M.

Staff has been bringing nearly all ARPA expenditures to the Council for consideration, regardless of whether or not they are within the City Manager's spending authority (\$100,000). Tonight's discussion is to determine if the Council would like to continue this process or do something different.

Several smaller purchases are under consideration, which staff would like to proceed with as soon as practical:

- Upgrades to the audio/video equipment in the Council Chambers The estimated cost is \$30,000 and staff recommends proceeding as soon as practical.
- IT infrastructure purchase including replacement of two network switches and related ports and modules, with an estimated cost of \$86,000.
- Replacement of the City's radio system to become narrowband compliant. The estimated cost is \$165,000.

For these items, there would be three ways the City could proceed. One, utilize ARPA funding in the current fiscal year. There is adequate appropriation authority within the current adopted budget. Two, bring back a supplemental budget resolution re-appropriating funds within the General Fund to cover the purchases. Three, budget the purchases in the FY 23-24 budget and proceed with purchases after July 1, 2023 from the General Fund.

Councilor Mohr asked for some specifics on the audio/visual equipment, firewall replacement and server replacement. Messenger provided information from the server replacement proposal. Additional information could be provided if needed, with more time to gather the information.

In response to Councilor Porter, Messenger said the three items mentioned were not in the current budget, although funding for some may be found if needed. Purchasing some of these items now could mean cost savings.

The City received a total of \$5.215 million in ARPA funding. To date, the funding has accumulated \$79,429 in interest. Approximately \$1.2 million has been committed. If the Council Chamber's A/V, both IT projects and the radio system project were funded via ARPA, those projects would total an estimated additional \$381,000. Funds would also be needed for homeless costs such as operations at the navigation center and a proposed urban campground. The ARPA funding has to be obligated by December 31, 2024 and expended by December 31, 2026.

In response to Councilor Smith, Messenger said additional grant funds for the navigation center had been received, although some were restricted to operations only or had earlier expenditure deadlines. There was still a deficit in expected operational costs for the navigation center and the grant funds received. That deficit did not include the cost to purchase property and fund operations of an urban campground.

Discussion was held regarding allowing the City Manager to expend ARPA funds up to \$100,000 per her spending authority in the Code, or bringing all expenditures to be paid using ARPA funds to Council.

Councilor Zielinski moved to authorize the City Manager to use ARPA funds to make purchases of up to \$100,000 without Council approval and provide reports quarterly and/or at \$500,000 spending intervals. The motion was seconded by Councilor Smith.

In response to Councilor Porter, Messenger said any discussion about using ARPA funds for parking or other hot topics would be brought to the Council regardless of the dollar amount.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Rummel, Sipos, Smith and Zielinski voted yes. Councilor Porter voted no.

Discussion was held regarding the radios Staff hoped to purchase before the end of the fiscal year using ARPA funds. Replacement of the City's radio system would make them narrowband compliant and would allow the City's Public Works, Police and Fire staff to communicate directly among themselves without tying up the dispatch system. It would be for internal communications only. The three channels to be used were already purchased. Other systems were in place that allowed communication between the City and County. The County operates the dispatch system and the City has an agreement to pay and use that system. Although the County is looking at upgrading some of their systems, it is unknown what type of system and when it would be purchased. The need for reliable internal communications warrants the purchase of the new radios now for the City.

Councilor Zielinski moved to authorize use of ARPA funding for the Council Chambers A/V upgrades, IT network upgrades and City radio system upgrades. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

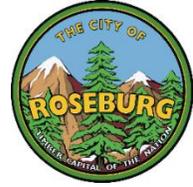
ADJOURNMENT

Mayor Rich adjourned the regular meeting at 8:15 p.m.

*Amy L. Sowa*

Amy L. Sowa  
Assistant City Manager/Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2023 OLCC ANNUAL LICENSE RENEWAL ENDORSEMENT

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**Meeting Date: April 10, 2022**  
**Agenda**

**Agenda Section: Consent**

**Department: Administration Staff Contact: Autumn David, Management Assistant**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org) Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

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

### BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2023. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

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

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

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

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

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

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

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

As noted, all current licenses will expire on June 30, 2023.

### COUNCIL OPTIONS

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

### STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2023 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."***

**ATTACHMENTS**

Attachment #1 - List of Current Licensees

## Oregon Liquor Control Commission Licensee 2023 List

Renewal Fee - \$35

*Per license type*

Licensee	Local Location	# of Fees	Fee Types
1 AM Market	1931 NE Stephens Street	1	Off premises sales
Abby's Pizza	1661 NE Stephens Street	1	Limited on premises
Abby's Pizza	2585 Diamond Lake Boulevard	1	Limited on premises
Albertson's Food Center #515	3013 NW Stewart Parkway	1	Off premises sales
Alexander's Greek Cuisine	643 SE Jackson Street	1	Full on Premises
Ami Japanese Restaurant	634 SE Cass Avenue	1	Limited on premises
Anderson Market & Deli	1030 W Harvard Avenue	1	Off premises sales
Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard	1	Full on Premises
ARS 537	2610 NW Edenbower Boulevard	1	Off premises sales
Backside Brewing, Co	1640 NE Odell Avenue	2	Full On Premises Commercial and Brewery Public House
Bangkok West	2521 W Harvard Avenue	1	Limited on premises
Barb's Flowers & Gifts	1440 NW Valley View Drive	1	Off premises sales
Best Taste of India	227 NW Garden Valley Boulevard	1	Full on Premises, Commercial
Bi-Mart #609	1381 NW Garden Valley Boulevard	1	Off premises sales
Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101	1	Full on Premises, Commercial
Blade Axe House	1867 NE Diamond Lake Boulevard	1	Limited On premises sales
Bob's Deli	1147 NE Stephens Street	1	Limited on Premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Brix 527	527 SE Jackson Street	1	Full on Premises, Commercial
Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard	1	Full on Premises, Commercial
Buy2 011	1859 Diamond Lake Boulevard	1	Off premises sales
Buy2 013	334 W Harvard Avenue	1	Off premises sales
Cellars & Grifts, LLC	444 NE Winchester Street	1	Off premises sales
Chen's Family Dish House	968 NE Stephens Street	1	Full on Premises, Commercial
Chi's Garden Restaurant	1023 NE Stephens Street	1	Full on Premises
Chipotle Mexican Grill	2060 NW Stewart Parkway	1	Limited On-premises sales
Colony Market & Deli	1612 NE Keasey Street	1	Off premises sales
Costco Wholesale #1073	4141 NE Stephens Street	1	Off premises sales
Craft 22	809 SE Main Street	1	Full on premises, commercial
Denny's #7743	350 W Harvard Avenue	1	Full On Premises Commercial sales
Diamond Lake Market	2976 Diamond Lake Boulevard	1	Off premises sales
Dinos Ristorante Italiano	404 SE Jackson Street	1	Full on premises sales
Dollar General Store #19709	2141 NE Diamond Lake Blvd	1	Off premises sales
Douglas County Farmers Co-op	3171 NE Stephens Street	1	Off premises sales
Downtown Market	741 SE Jackson Street	1	Off premises sales
Draper Draft House	640 SE Jackson Street	1	Full on premises sales, Commercial
El Dorado Restaurant	368 NE Winchester Street	1	Full on premises sales
Elk's Lodge #326 Roseburg	749 SE Jackson Street	1	Full on premises sales
Elmer's Breakfast Lunch Dinner	1440 NW Mulholland	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Family Mart	346 NW Garden Valley Boulevard	1	Off premises sales
Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard	1	Off premises sales
F n B	622 SE Jackson Street, #2	1	Full on premises sales
Fred Meyer #281	929 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Liquor	780 Garden Valley Boulevard #84	1	Off premises sales
Garden Valley Market	247 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Market	792 NW Garden Valley Boulevard	1	Off premises sales
Gilberto's Mexican Restaurant	1347 NE Stephens Street	1	Full on premises sales
G N Market	508 NE Winchester Street	1	Off premises sales
Grapevine Land Management	1638 NW Garden Valley Blvd	1	Grower Sales Privilege
Hacienda Vieja Mexican Restaurant	780 NW Garden Valley Boulevard #45	2	Full on premises Commercial sales/Off Premises sales
Hair Garage	1035 SE Oak Street	1	Limited on premises sales
Hampton Inn & Suites of Roseburg	1620 NW Mulholland	1	Off premises sales
Idle Hour Tavern	216 NE Jackson Street	1	Full on premises sales
J&J Market	1532 SE Stephens Street	1	Off premises sales
Jackson Street Provisions	424 SE Jackson Street	1	Off premises sales
Lee's Restaurant	2011 NE Stephens Street	1	Limited On Premises Sales
Lil' Pantry	2611 NW Edenbower Boulevard	1	Off premises sales
Linus Oakes	2665 Van Pelt Boulevard	1	Limited On Premises Sales
Little Brothers Pub	428 SE Main Street	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Loggers Pizza and Beer	1810 NE Stephens Street #120	1	Full on premises, Commercial sales
Los Dos Amigos	1390 NE Stephens Street	1	Full on premises sales
Mariachi Loco Restaurant	647-649 SE Jackson Street	1	Full on premises sales
McMenamin's Roseburg	700 SE Sheridan	2	Brewery Public House/Full on premises sales
Mod Pizza	1176 NW Garden Valley Blvd.	1	Limited On-premises sales
Mountain Mike's Pizza	722 W Harvard Avenue#108	1	Limited on premises sales
North Forty Beer Company	435 SE Jackson Street	1	Brewery Public House
Oak Street Market	711 SE Oak Street	1	Off premises sales
Old Soul Pizza	525 SE Main Street	1	Limited on premises sales
Pinnacle 365	2625 NE Diamond Lake Boulevard	1	Off premises sales
Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101	1	Limited On Premises Sales
RBRE LLC	1830 NE Stephens Street	1	Full on premises sales
R Mart	2646 W Harvard Avenue	1	Off Premises sales
Red Robin	2200 NE Stewart Parkway	1	Full on premises sales
Renard's Deli	2230 NW Stewart Parkway A-3	1	Limited on premises sales
Ridgeway Market	1800 NW Garden Valley Boulevard	1	Off premises sales
Rio Nightclub/Lotus House	1969 SE Stephens Street	1	Commercial Full On premises sales
Rite Aid #5380	1430 NW Garden Valley Boulevard	1	Off premises sales
Rite Aid #5382	444 SE Stephens Street	1	Off premises sales
Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard	1	Full on premises sales
Roseburg Cinemas	1750 NW Hughwood	1	Limited On Premises Sales

CONSENT AGENDA B  
ATTACHMENT #1

Roseburg Grocery Outlet	780 NW Garden Valley Blvd., Suite 160	1	Off premises sales
Roseburg Tobacco & Food Mart	2050 NE Stephens Street	1	Off premises sales
Round Table Pizza # 236	2040 NW Stewart Parkway	1	Limited On Premises Sales
Rumors	2686 NE Diamond Lake Boulevard	1	Full on premises sales
Safeway Stores #1666	1539 NE Stephens Street	1	Off premises sales
Sakura Sushi	2385 NE Diamond Lake Boulevard	1	Limited On-premises sales
Salud Brewery	723 SE Lane Avenue	1	Full on Premises Sales
Scoreboard Sports Bar	920 SE Stephens Street	1	Full on premises sales
7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101	1	Full on premises/Commercial sales
Shari's of Roseburg #243	3030 NW Aviation Drive	1	Limited On Premises Sales
Shazaam's	2421 W Harvard Avenue	1	Limited On Premises Sales
Sherm's Thunderbird Market #4	2553 NW Stewart Parkway	1	Off premises sales
Sizzler	1156 NW Garden Valley Boulevard	1	Limited On Premises Sales
South Gate Market & Deli	1967 SE Stephens Street	1	Off premises sales
Stephens Arco AM PM	2530 NE Stephens Street	1	Off premises sales
Stephens Market	1498 SE Stephens Street	1	Off premises sales
Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive	1	Limited Off Premises Sales
TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard	1	Full on premises sales
The Fox Den Eatery	838 NW Garden Valley Boulevard	1	Limited On Premises Sales
The Jersey Lily Tavern	1430 NE Dee Street	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

The Kodiak Bar & Grill	929 SE Stephens Street	1	Full on premises sales
The Place in Roseburg	841 SE Cass Avenue	1	Full on premises sales
The Sunnyside Theatre	663 SE Jackson Street	1	Full On premises Commercial sales
The Wild Rose Bar & Grill	805 SE Stephens Street	1	Full On Premises Sales/Commercial Establishment
The Wine Destination	526 SE Jackson Street	1	Limited on premises sales
T-Mart	1515 W Harvard Avenue	1	Off premise sales
Trella Vineyards	646 SE Jackson Street	1	Winery 2nd Location
True Kitchen & Bar	629 SE Main Street	1	Full on premises sales
Tuck's Place	509 SE Jackson Street	1	Full on premises sales
Two Shy Brewing	1308 NW Park Street, Ste. 100	1	Brewery Public House Sales
Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue	1	Limited On Premises Sales
Urban Blendz LLC	2405 NE Diamond Lake Boulevard, Ste. 120	1	Winery 1st Location
Urban NY Pizza & Grill	529 SE Jackson Street	1	Full On Premises Commercial
US Market 541	3150 Aviation Drive	1	Limited Off Premises Sales
Walgreens #12068	1377 NE Stephens Street	1	Off premises sales
Walgreens #13819	1236 NW Garden Valley Boulevard	1	Off premises sales
Walmart #2477	2125 NW Stewart Parkway	1	Off premises sales
Yellow Flamingo	177 NW Garden Valley Boulevard	1	Limited On Premises Sales

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## OLCC NEW OUTLET THE APOTHECARY – ROSEBURG LLC LOCATED AT 415 SE JACKSON ST.

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Meeting Date: April 10, 2023

Department: Administration

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

Agenda Section: Consent

Staff Contact: Autumn David, Management Assistant

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 Angela Archer, The Apothecary – Roseburg LLC, as a new outlet granted for “Off Premises” sales.

#### A. Council Action History.

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

#### B. Analysis.

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

#### C. Financial/Resource Considerations.

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

#### D. Timing Considerations.

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

### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR THE APOTHECARY – ROSEBURG LLC LOCATED AT 415 SE JACKSON ST., 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 |  Lesser Privilege |  Additional Privilege

Select the license type you are applying for.

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

## Full On-Premises

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

## Winery

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

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

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

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

**Local Governing Body:** After providing your recommendation, return this application to the applicant.

## LOCAL GOVERNING BODY USE ONLY

**City/County name:**

**Date application received:**

Optional: Date Stamp

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

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

\_\_\_\_\_  
Date

# LIQUOR LICENSE APPLICATION

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: <i>Angela A. Archer</i>	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): <i>The Apothecary - Roseburg LLC</i>		
Premises street address (The physical location of the business and where the liquor license will be posted): <i>415 S.E. Jackson St</i>		
City: <i>Roseburg</i>	Zip Code: <i>97470</i>	County: <i>Douglas</i>
Business phone number: <i>541-297-0571</i>	Business email: <i>angie@apothecaryRB.com</i>	
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[1]</a> ): <i>415 S.E. Jackson St</i>		
City: <i>Roseburg</i>	State: <i>Oregon</i>	Zip Code: <i>97470</i>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to: <input type="checkbox"/> Make changes regarding this license/application on my behalf. <input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: <i>None</i>		
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:**

Angela A. Archer

Phone number:

541-297-0571

Email:

angie@apothecaryrb.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.

# 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.

<u>Angela A. Archer</u>	<u>Angela Archer</u>	<u>3.30.23</u>	
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PUBLIC HEARING ON THE SALE OF REAL PROPERTY 1410 SE MICELLI STREET

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Meeting Date: April 10, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Public Hearing  
Staff Contact: Patty Hitt, City Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Pursuant to RMC 3.20.020, the Council will be conducting a public hearing on the proposed sale of City-owned real property located at 1410 SE Micelli Street. The property includes a lot with a single family residential home on 0.34 acres.

### BACKGROUND

#### A. Council Action History.

February 13, 2023: Council declared the property surplus to the City's needs and directed it to be listed with a local realtor at a price agreed upon by Staff and the realtor.

#### B. Analysis.

The property located at 1410 SE Micelli Street was registered as derelict by the City in 2020. Over the next year and a half, the property owner failed to abate the nuisance, bring the property into compliance and pay the required fines. On November 8, 2021, the City conducted a public auction to foreclose on the property as authorized under RMC 4.04.190. No one from the public bid on this property, so the City chose to purchase the property. The property was deeded to the City on November 28, 2022, following the required one-year redemption period. Although it sustained minor fire damage, the house on the property has potential to be refurbished as a single family home. The property is served by the City's water system and the public sewer system. The appropriate permits will need to be obtained through both the City and County prior to refurbishing.

Staff from all City departments confirmed that the property was not needed for public use, and Council declared the property surplus on February 13, 2023. Council directed staff to hire a realtor to market the property and work with staff to determine a fair price.

The City contracted with John McVeigh, The Neil Company Real Estate, to market this property. The parcel was marketed for sale at \$75,000.

The following offers are being presented for Council consideration:

1. Brandon and Tracy Ann Sadoff: cash offer of \$40,000 with closing no later than April 19, 2023.
2. Sharon Curran: cash offer of \$65,000 with a closing date no later than May 1, 2023 "contingent on acceptable bid for tear down and removal of structure, approved

DEQ inspection of property, inspection and bid for removal of asbestos, approved elevation certificate, and permit for new manufactured home.”

3. Clearview Development, LLC has offered \$75,000 or \$2,000 over any other offer received up to \$100,000 contingent on a clear title report. Closing date would be on or before April 21, 2023.

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

The City has spent \$15,334.11 on this property to date. The real market value for the property and house as listed on the Douglas County Assessor’s page is \$145,932.00. This does not appear to take into account the fire damage to the structure. Selling the property for any of the offered prices would recoup all of the City’s costs.

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

The offer from Brandon and Tracy Ann Sadoff expires April 12, 2023, and cites a closing date no later than April 19, 2023. The offer from Sharon Curran expires April 20, 2023, and cites a closing date no later than May 1, 2023. The Clearview Development Offer cites a closing date on or before April 21, 2023. In order to accept either offer, the City Manager will need direction at the April 10 meeting.

### **COUNCIL OPTIONS**

Per 3.20.020(D), the Council, in its sole discretion, has the following options at the conclusion of the public hearing:

1. Accept one of the offers received on the property; or
2. Direct that a counter offer be made on an offer; or
3. Reject the offers and continue the property listing; or
4. Reject all offers received and direct that the property not be sold; or
5. Reject all offers and direct Staff to conduct an appraisal of the property.

As required by ORS 221.725 and the Municipal Code, notice of the proposed sale and a public hearing thereon was published in The News-Review on April 4, 2023. Should additional offers be presented prior to or during the public hearing, the City Council would have the following additional options:

1. Proceed to accept one of the offers presented; or
2. Direct the City’s realtor to negotiate with all interested parties. In that event, should a higher offer be received and appropriate earnest money filed, the new offer(s) will need to be published in the News Review and another public hearing conducted at a subsequent City Council meeting.

### **STAFF RECOMMENDATION**

The Clearview Development offer of \$75,000 is the highest offer and has no contingencies beyond a clear title report. Staff would recommend the Council accept this offer.

### **SUGGESTED MOTION**

***“I MOVE TO ACCEPT THE OFFER OF \$75,000 FROM CLEARVIEW DEVELOPMENT, LLC FOR THE PROPERTY LOCATED AT 1410 SE MICELLI STREET.”***

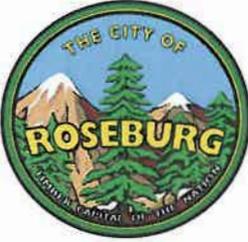
**ATTACHMENTS:**

Attachment #1 – Public Hearing Notice

Attachment #2 – Aerial Photo

Attachment #3 – Property Map

Cc: John McVeigh, The Neil Company, 2245 NW Stewart Pkwy, Roseburg, OR 97471

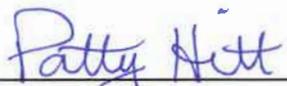


**NOTICE OF PROPOSED SALE AGREEMENT FOR  
PROPERTY TAX LOT #T27-R06W-24DB 03200  
AND PUBLIC HEARING RELATED HERETO**

**NOTICE IS HEREBY GIVEN** that the City of Roseburg has received a notice of intent to purchase the real property located at 1410 SE Micelli Street. The property includes a single residential home on 0.34 acres. The property is the site of a home that was registered as derelict in 2020. When the owner failed to pay the derelict fees and overdue payment charges, liens were filed against the property which was later foreclosed. The City took possession of the property after it went into foreclosure. The home had been damaged, but has potential to be renovated for occupancy. The property was declared surplus to the needs of the City on February 13, 2023.

A public hearing to consider the sale of this property will be held on Monday, April 10, 2023 at 7:00 p.m. in the Council Chambers at 900 SE Douglas Avenue, Roseburg, Oregon 97470. Public comments regarding the proposed sale and the offer being considered will be heard during the public hearing prior to the Council accepting a final offer.

Anyone desiring more information regarding the property subject to this notice, or subsequent public hearing related thereto, may contact City Recorder Patty Hitt by calling 541-492-6866 or [phitt@cityofroseburg.org](mailto:phitt@cityofroseburg.org).

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

Posted on the City's website, at City Hall and published in the News Review on Tuesday, April 4, 2023.

**\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\***

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470 (Phone (541) 492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTD users please call Oregon Telecommunications Relay at 1 (800) 735-2900.

1" = 60'



1428

1418

1410

1415

1421

1312

167

153

143

MICELLI ST

FULLERTON ST

TEMPLIN AVE

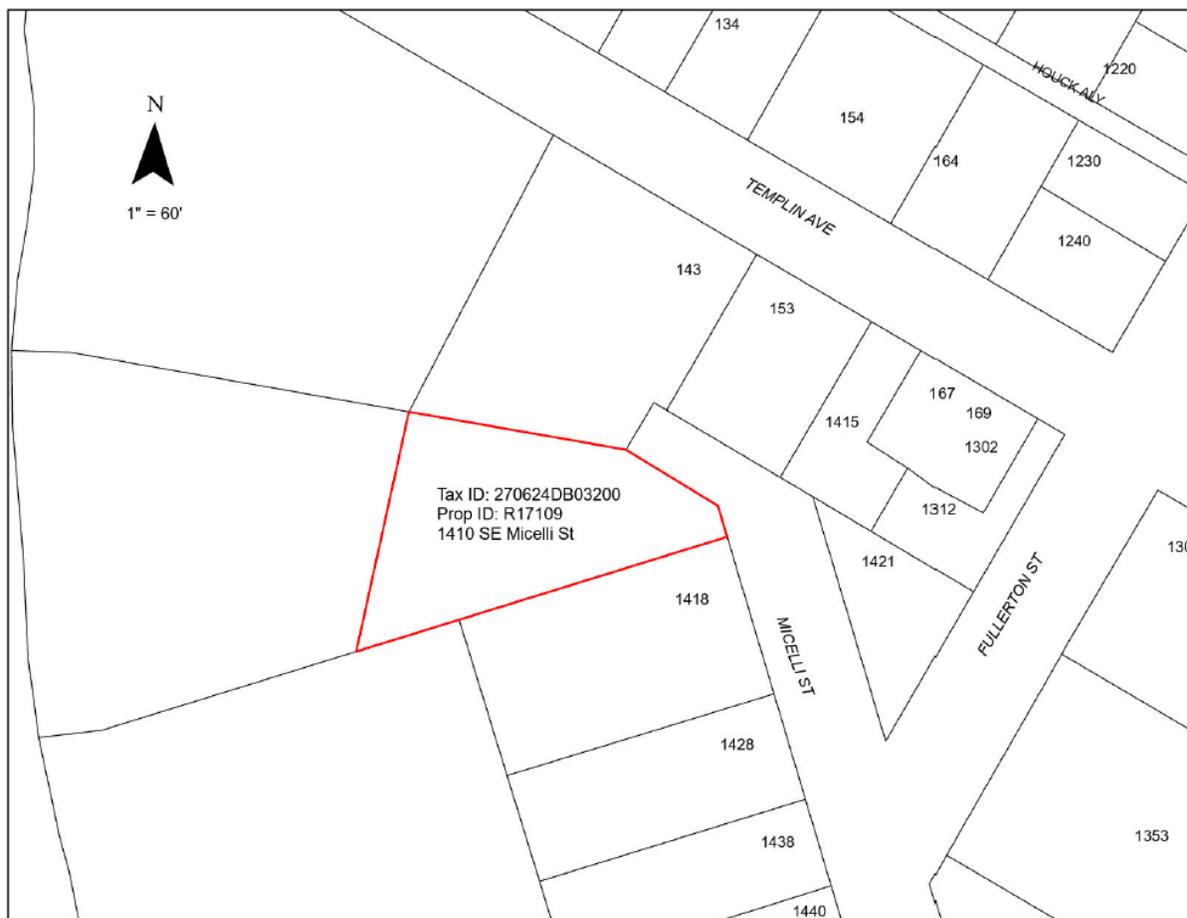
### 1410 SE MICELLI STREET

Property Identification #: R17109  
Tax Account #: 54285.02  
Map Identification #: 270624DB03200  
Map Location: Township 27 Range 06W Section 24 Quarter DB Lot 3200  
Legal Acreage: 0.34  
Deed No.: 2022-017779  
Value: Improvements: \$94,332  
Land: \$51,600  
Real Market \$145,932  
Assessed: \$00.00

Acquisition Notes: Foreclosed – Derelict Building

(Because the ownership of the property was taxable as of July 1, 2022, it will remain taxable until June 30, 2023 – per tax assessor.)

Water meter removed 12/2022 – will be re-installed upon sale of property at no cost.



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION DECLARING CERTAIN REAL PROPERTY AS SURPLUS RESOLUTION NO. 2023-11

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Meeting Date: April 10, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Patty Hitt, City Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Staff has received an email offer for purchase of a City-owned property that was obtained through foreclosure. The issue for Council is whether to declare the property as surplus, making it available for sale.

### BACKGROUND

**A. Council Action History.**  
None.

**B. Analysis.**

Staff has received an offer via email for the purchase of 481 SE Leland Street. Per Roseburg Municipal Code Section 3.20.020(A), "if the City Manager receives an unsolicited proposal to acquire City-owned property, the City Manager shall present the proposal to Council for consideration. If the Council determines the proposal to be in the public interest, the Council shall direct the City Manager to cause notice to be published, as set forth in Section 3.20.020B, prior to deciding whether to accept the proposal."

481 SE Leland Street is a single-family home located on 0.17 acres. The house is in disrepair with a portion of the roof collapsing. The property was registered as derelict in 2020. Over the next year and a half, the property owner failed to abate the nuisance, bring the property into compliance and pay the required fines. Roseburg Municipal Code Subsection 4.04.190 gives the City authority to foreclose on real property on which City liens have been filed if the property owner remains delinquent on the total assessment.

On November 8, 2021, the City conducted a public auction on two properties, including 481 SE Leland Street. No one from the public bid on either property, so the City chose to purchase both properties. State statute requires a one-year redemption period to provide the owner or legal representative an opportunity to pay final assessments and redeem ownership of the property. The one-year redemption period ended November 8, 2022, and the properties were deeded to the City on November 28, 2022.

The roof of the house has collapsed, making it uninhabitable. Given the poor condition of the house, staff believed demolishing the house and selling the vacant lot might be the best option. As part of that process, the City paid for the asbestos abatement in the home. After receiving the emailed offer, staff contacted the realtor currently listing the City's property on Micelli Street to ask his opinion about the value of the lot should the house be removed. He researched similar vacant lots that have sold in Roseburg in the past year. His opinion was that the offer of \$40,000 for the property and house as-is was a good offer and the City should consider accepting it.

Council is asked to determine whether to declare the property as surplus through adoption of the attached resolution. If the Council declares the property surplus, a public hearing will be scheduled for the potential sale.

**C. Financial/Resource Considerations.**

The Douglas County Assessor's webpage lists the value of the house and property at \$157,321. This value does not appear to account for the condition of the house. Declaring the property as surplus and selling the property will allow the City to recoup the costs of the foreclosure process, back property taxes and abatement, which total approximately \$17,665.

**D. Timing Considerations.**

Declaring the property as surplus at this time would be appropriate, as there is currently interest in the property.

**COUNCIL OPTIONS**

Council has the option to:

- Adopt the attached resolution declaring the property as surplus; or
- Request additional information; or
- Do nothing at this time and provide staff direction regarding the property.

**STAFF RECOMMENDATION**

Staff recommends Council adopt the resolution declaring the property as surplus.

**SUGGESTED MOTIONS**

***"I MOVE TO ADOPT RESOLUTION NO. 2023-11, DECLARING CERTAIN CITY OF ROSEBURG REAL PROPERTY AS SURPLUS."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-11

**RESOLUTION NO. 2023-11**

**A RESOLUTION DECLARING CERTAIN CITY OF ROSEBURG  
REAL PROPERTY AS SURPLUS**

**WHEREAS**, Roseburg Municipal Code Section 3.20.010 provides that certain real property owned by the City of Roseburg may be disposed of under certain conditions and through a public process.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG** that the following property not needed for public use and the public interest may be furthered by disposal of such real property, be declared surplus and that the provisions of Roseburg Municipal Code Section 3.20.020 be followed for the disposition of said properties:

**Section 1.** The Northerly 45 feet of Lot 24, Rust Subdivision, Douglas County, Oregon. Also, beginning at the Northwest corner of Lot 24, Rust Subdivision, Douglas County, Oregon; thence North 0° 29' East along Leland Avenue a distance of 35 feet; thence South 89° 31' East parallel with the North line of said Lot 24 a distance of 92.5 feet to a point on Rust Street; thence South 0° 29' West 35 feet along Rust Street to an iron pipe at the Northeast corner of said Lot 24; thence North 89° 31' West along the North line of said Lot 24 a distance of 92.5 feet to the place of beginning, being situated in Section 19, Township 27 South, Range 5 West, W.M., Douglas County, Oregon. (481 SE Leland Street).

**Section 2.** 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 10th DAY OF APRIL, 2023**

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**Patty Hitt, City Recorder**

**ORDINANCE NO. 3582**

**AN ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATION  
FRANCHISE TO QUANTUMSHIFT COMMUNICATIONS, INC. dba  
vCOM SOLUTIONS EFFECTIVE  
JANUARY 1, 2024**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City,” hereby grants QuantumShift Communications, Inc., a corporation dba vCom Solutions, 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 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:**

QuantumShift Communications, Inc.  
ATTN: Jenna Brown  
12657 Alcosta Blvd, Suite 418  
San Ramon, CA 94583  
E-mail: [jbrown@vcomsolutions.com](mailto:jbrown@vcomsolutions.com)  
Phone: 415-209-7044

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:** Jenna Brown

**Mailing Address:** 12657 Alcosta Blvd, Suite 418, San Ramon, CA 94583

**Telephone:** 415-209-7044

**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 renewal of their existing telecommunications franchise and paid the application processing fee on March 20, 2023. The original franchise agreement began January 1, 2009, and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on March 27, 2023, and hereby authorizes this Franchise to take effect 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 \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**MAYOR**

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

**ATTEST:**

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

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

**FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. \_\_\_\_\_.** This Ordinance is hereby accepted by QuantumShift Communications, Inc. dba vCom Solutions on this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

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

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

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

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

This acceptance was signed before me on \_\_\_\_\_, 2023 by, \_\_\_\_\_ as \_\_\_\_\_ of QuantumShift Communications, Inc. dba vCom Solutions.

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



Acceptance received by City Recorder on \_\_\_\_\_, 2023.

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: April 10, 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

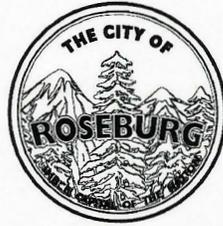
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 April 10, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



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

1. March 27, 2023 City Council Meeting Synopsis
2. April 10, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Parade/Loudspeaker permit - PRIDE 2023 Parade – June 4, 2023
  - B. Grant Checklist - Local Government Grant – Outdoor Tennis
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
April 3, 2023 - 10:00 a.m.

1. April 10, 2023 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Outdoor Event Permit: The Wine Destination - Monthly Wine Tasting Event – April 21, 2023
  - B. Temporary Sales License: Barks & Recreation - Saving Grace, Inc. – May 20, 2023
4. Discussion Items
  - A.
5. Employee Service Pins
  - A. Jim Johnson – Street Superintendent – 25 years
  - B. Don Floto – Water Treatment Plant Operator – 25 years
  - C. Kandi Street – Public Works Staff Assistant – 5 years

## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- 2023-2025 Council Goals
  - Labor Negotiations – IAFF/IBEW
  - Urban Growth Boundary Swap
  - Umpqua Basin Urban Services Agreement
  - ARPA Quarterly Reports
- 

### **April 24, 2023**

#### Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

#### Consent Agenda

- A. April 10, 2023 Meeting Minutes

#### Department Items

- A. Vine Street Water Main Replacement, Project No. 23WA04
- B. Hooker Road Water Main Extension, Project No. 23WA05
- C. Calkins Troost Rainbow Haggerty Storm Line Replacement, Project No. 22GR20

#### Informational

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

### **May 8, 2023**

#### Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

#### Consent Agenda

- A. April 24, 2023 Meeting Minutes

#### Department Items

- A. Time, Place, and Manner

#### Informational

- A. City Manager Activity Report
- 

### **May 22, 2023**

#### Mayor Reports

- A. Pride Month Proclamation

#### Consent Agenda

- A. May 8, 2023 Meeting Minutes

#### Department Items

- A. Highway 138 Water Line Replacement, Project No. 22WA16

#### Resolutions

- A. Annual Fee Adjustment
- B. Resolution No. 2023- -- - General Fees
- C. Resolution No. 2023- -- - Water Related Fees

#### Informational

- A. City Manager Activity Report
-

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

***Roseburg Urban Renewal Agency Board Meeting***

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
- 

**June 26, 2023**

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**July 10, 2023**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report
- 

**July 24, 2023**

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Informational

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

**August 14, 2023**

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
- 

**August 28, 2023**

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

Informational

- A. City Manager Activity Report
- 

**September 11, 2023**

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**September 25, 2023**

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**October 9, 2023**

Consent Agenda

- B. September 25, 2023 Meeting Minutes

Informational

- B. City Manager Activity Report
- 

**October 23, 2023**

Consent Agenda

- B. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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## RECOGNITION OF CITY VOLUNTEERS

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**Meeting Date: April 10, 2023**  
**Department: Parks & Recreation**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

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

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

### COUNCIL/COMMISSION MEMBERS

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

Larry Rich, Mayor  
 Andrea Zielinski  
 Beverly Cole  
 Bob Cotterell  
 Brian Prawitz  
 David Mohr  
 Ellen Porter  
 Kylee Rummel  
 Patrice Sipos  
 Ruth Smith  
 Shelley Briggs Loosley  
 Sheri Moothart

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

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

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

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

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

Bryan Sykes  
 Jeffrey Weller  
 Jerry Smead  
 Kelly Peter  
 Knut Torvik  
 Mike Baker  
 Stephen Krimetz

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

Andrew Blondell  
 Daniel Onchuck  
 Emily Brandt  
 Jaime Yraguen  
 Janelle James  
 Matthew Brady  
 Shelby Osborn  
 Victoria Hawks

#### ***Library***

Francesca Guyer  
 Kelly Peter  
 Juliet Rutter  
 Mandy Elder  
 Marcy Tassano  
 Theresa Lundy

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

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

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

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

***Economic Development***

Don Baglien  
Leah Jones  
Michael Widmer  
Mickey Beach  
Misty Ross  
Paul Zegers

***Homeless Commission***

Brent Eichman  
Chris Boice  
Dr. Gregory Brigham  
KC Bolton  
Michelle Moore  
Mike Feldman  
Shaun Pritchard  
Shelley Briggs Loosley

**VOLUNTEERS IN POLICE SERVICE**

Doug Burbridge

**CITY BEAUTIFICATION/PARKS ASSISTANCE**

Clarissa Wijaya	Jeff & Shirley Woodcock	Michael Smith
Toni Marchwick	Stacey Crowe	

**MOVIES IN THE PARK**

Janice Baker	Jason Hink	Joe David
Kyle Bailey	Mike Baker	Randy Ligon

**ORGANIZATIONAL AND COMMUNITY SUPPORT**

ASTRA Club (Roseburg High School)	Roseburg Dream Center
Bike Walk Roseburg	Roseburg Tracker
Connections Case Management	Small Planet Solutions
Friends of the Roseburg Public Library	Source One Serenity dba Heal Terra
Friends of Umpqua Valley Police K9 Programs	Thrive Umpqua
Girl Scouts of Oregon & SW Washington	Tracker Foundation
Home Depot #4020	Umpqua Kennel Club
Redeemer's Fellowship Students	Umpqua Valley Arts Association
RHS Athletics Girls Softball Team	Umpqua Valley Audubon Society
Roseburg BLM, HRDC	Umpqua Watersheds

**LIBRARY SUPPORT**

Linda Bahr	Gaylene Lyda	Cindy Strahl
Steve Bahr	Lynn Mathweg	Helen Thiessen
Patricia Duerfeldt	Louise Peterson	Susan Uravich
Dianne Holborow	Joan Seitz	Marcie Vega
James Jamison	Pat Sherman	Derek Vincent
Robin Kladke	Lori Stevenson	Stephen Wood

**ATTACHMENTS**

Attachment #1 – Volunteer Recognition Month Proclamation

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### **VOLUNTEER RECOGNITION MONTH**

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

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

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

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

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2023 as

### **VOLUNTEER RECOGNITION MONTH**

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

**DATED** this 10th day of April, 2023.

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**The Honorable Mayor Larry Rich**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### OREGON ARBOR MONTH

**WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

**WHEREAS:** Arbor Day is now observed throughout the nation and the world; and

**WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

**WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

**WHEREAS:** In honor of Oregon Arbor Month, the City of Roseburg Parks and Recreation is teaming up with other local agencies to host a free family-friendly event consisting of educational booths highlighting the benefits of trees, demonstrations and free saplings will be given out while supplies last. Roseburg Parks & Recreation will also celebrate Oregon Arbor Month with social media posts throughout the month of April.

**NOW, THEREFORE,** I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 2023, as

### OREGON ARBOR MONTH

and urge all citizens to celebrate the entire month of April and to focus on appreciating all that trees do for us!

**DATED** this 10th day of April, 2023.

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**The Honorable Mayor Larry Rich**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### **NATIONAL LIBRARY WEEK**

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

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

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

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

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

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

**WHEREAS:** Roseburg Public Library joins libraries, librarians, library workers, and library advocates across America in celebrating National Library Week with the theme "There's More to the Story."

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim April 23-29, 2023, as

### **NATIONAL LIBRARY WEEK**

in Roseburg and encourage citizens to participate in this observance.

**DATED** this 10<sup>th</sup> day of April, 2023.

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**THE HONORABLE MAYOR LARRY RICH**

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
March 27, 2023**

pk

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 27, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Briggs Loosley led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, David Mohr (via Zoom), Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith and Andrea Zielinski

**Absent:** Councilor Brian Prawitz

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Recorder Patty Hitt, City Attorney Jim Forrester, Police Captain Jeremy Sanders, Public Works Director Dawn Easley, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Finance Director Ron Harker and Management Assistant Autumn David.

**MAYOR REPORTS**

Mayor Rich proclaimed April 2023 as Child Abuse Prevention Month and called upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community. Sarah Wickersham, Douglas C.A.R.E.S. Executive Director, thanked the Mayor and Council for the proclamation. This was a community effort to address prevention and to care for those effected by child abuse. Members of the Douglas C.A.R.E.S. team were present in the audience and were acknowledged and thanked.

Mayor Rich thanked Amy Sowa for her service to the City of Roseburg and support to the Council. Mayor Rich presented a wall hanging to Sowa, in addition to flowers from the Council, and wished her well in retirement.

**COMMISSION REPORTS**

Councilor Zielinski reported that the Library Commission held a meeting on Tuesday, March 21. A strategic plan update was posted on the City of Roseburg Library webpage.

Councilor Briggs Loosley reported the Homeless Commission met earlier today. The meeting focused on a discussion regarding time, place and manner regulations. Draft language will be brought back to the Homeless Commission, and then the City Council.

**CONSENT AGENDA**

Councilor Zielinski moved to approve the following consent agenda items:

- A. March 13, 2023 Work Study Session Minutes
- B. March 13, 2023 Regular Meeting Minutes
- C. OLCC New Outlet – Grapevine Land Management, LLC located at 1638 NW Garden Valley Blvd.
- D. Resolution No. 2023-09, Designating Signatures for Bank Accounts.

The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2023-10 – APPROVING BUDGET APPROPRIATION TRANSFER

Harker reported Parks capital equipment replacement items that were budgeted in the 2021-22 fiscal year were not delivered until after the close-out of the fiscal year, which caused the items to be charged against the appropriations of the 2022-23 fiscal year. Consequently, current appropriation levels are not sufficient to manage the parks capital equipment items which were budgeted in the current fiscal year. In order to acquire the budgeted capital items for the Parks Department, an appropriation transfer from the Equipment Replacement Fund's Reserve for Future Expenditure to the Capital Outlay is required.

Budgeted equipment still outstanding for acquisition is a three-yard dump truck. In order to facilitate the acquisition of this item it is projected that an additional \$102,900 in appropriation authority is required in the Equipment Replacement Fund's capital outlay budget.

In order to comply with Oregon budget law and to provide the necessary appropriation authority for the acquisition, an appropriation transfer of \$102,900 from the Equipment Replacement Fund's Reserve for Future Expenditures to the Fund's Capital Outlay is required.

Since the 2021-22 capital acquisitions were pushed into the 2022-23 fiscal year the Equipment Replacement Fund's beginning fund balance was \$166,866 greater than budgeted. Additionally, since all of the capital items being acquired were budgeted for and authorized there is no detrimental financial impact.

In response to Mayor Rich, Messenger said the cost of the truck was \$92,000.

Councilor Smith asked if the City had plans to move to electric vehicles. Harker responded the city had not looked into that for citywide replacement. The truck being discussed was not available in electric. Councilor Porter noted that the Department of Environmental Quality (DEQ) had grant funding for converting diesel vehicles, which the City may want to consider in the future.

Councilor Sipos moved to adopt Resolution No. 2023-10, authorizing an appropriation transfer for fiscal year 2022-23. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-10 as adopted.

ORDINANCES – ORDINANCE NO. 3582 GRANTING RENEWAL OF A TELECOMMUNICATION FRANCHISE TO QUANTUM SHIFT COMMUNICATIONS, EFFECTIVE JANUARY 1, 2024.

Hitt reported QuantumShift Communications, Inc. began serving Roseburg on January 1, 2010, 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 QuantumShift Communications, Inc. expires December 31, 2023; therefore, the deadline for the application is June 30, 2023. The effective date of the new franchise agreement will be January 1, 2024, and the initial term of the franchise 3 years, with an expiration date of December 31, 2026. The ordinance will also allow renewal options of three years each, for a total of five terms.

Council agreed to a first reading of Ordinance No. 3582. Hitt read Ordinance No. 3582, entitled, "An Ordinance Granting Renewal of a Telecommunications Franchise to QuantumShift Communications, Inc. dba vCom Solutions Effective January 1, 2024," for the first time.

#### DEPARTMENT ITEMS – ARPA FUNDING DISCUSSION

Messenger reported in 2021, Council adopted a supplemental budget establishing the American Rescue Plan Act (ARPA) Special Revenue Fund and authorized acceptance of those funds which totaled just over \$5.2M over a two-year period. Under the initial guidance to use the funds to reimburse the City for losses during the pandemic, the City transferred some of these funds for that purpose. Later guidance was provided allowing the funds to be spent on normal operations. She described some of the purchases and expenses using ARPA funds for operations, which totaled just under \$1.2M.

Staff has been bringing nearly all ARPA expenditures to the Council for consideration, regardless of whether or not they are within the City Manager's spending authority (\$100,000). Tonight's discussion is to determine if the Council would like to continue this process or do something different.

Several smaller purchases are under consideration, which staff would like to proceed with as soon as practical:

- Upgrades to the audio/video equipment in the Council Chambers The estimated cost is \$30,000 and staff recommends proceeding as soon as practical.
- IT infrastructure purchase including replacement of two network switches and related ports and modules, with an estimated cost of \$86,000.
- Replacement of the City's radio system to become narrowband compliant. The estimated cost is \$165,000.

For these items, there would be three ways the City could proceed. One, utilize ARPA funding in the current fiscal year. There is adequate appropriation authority within the current adopted budget. Two, bring back a supplemental budget resolution re-appropriating funds within the General Fund to cover the purchases. Three, budget the purchases in the FY 23-24 budget and proceed with purchases after July 1, 2023 from the General Fund.

Councilor Mohr asked for some specifics on the audio/visual equipment, firewall replacement and server replacement. Messenger provided information from the server replacement proposal. Additional information could be provided if needed, with more time to gather the information.

In response to Councilor Porter, Messenger said the three items mentioned were not in the current budget, although funding for some may be found if needed. Purchasing some of these items now could mean cost savings.

The City received a total of \$5.215 million in ARPA funding. To date, the funding has accumulated \$79,429 in interest. Approximately \$1.2 million has been committed. If the Council Chamber's A/V, both IT projects and the radio system project were funded via ARPA, those projects would total an estimated additional \$381,000. Funds would also be needed for homeless costs such as operations at the navigation center and a proposed urban campground. The ARPA funding has to be obligated by December 31, 2024 and expended by December 31, 2026.

In response to Councilor Smith, Messenger said additional grant funds for the navigation center had been received, although some were restricted to operations only or had earlier expenditure deadlines. There was still a deficit in expected operational costs for the navigation center and the grant funds received. That deficit did not include the cost to purchase property and fund operations of an urban campground.

Discussion was held regarding allowing the City Manager to expend ARPA funds up to \$100,000 per her spending authority in the Code, or bringing all expenditures to be paid using ARPA funds to Council.

Councilor Zielinski moved to authorize the City Manager to use ARPA funds to make purchases of up to \$100,000 without Council approval and provide reports quarterly and/or at \$500,000 spending intervals. The motion was seconded by Councilor Smith.

In response to Councilor Porter, Messenger said any discussion about using ARPA funds for parking or other hot topics would be brought to the Council regardless of the dollar amount.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Rummel, Sipos, Smith and Zielinski voted yes. Councilor Porter voted no.

Discussion was held regarding the radios Staff hoped to purchase before the end of the fiscal year using ARPA funds. Replacement of the City's radio system would make them narrowband compliant and would allow the City's Public Works, Police and Fire staff to communicate directly among themselves without tying up the dispatch system. It would be for internal communications only. The three channels to be used were already purchased. Other systems were in place that allowed communication between the City and County. The County operates the dispatch system and the City has an agreement to pay and use that system. Although the County is looking at upgrading some of their systems, it is unknown what type of system and when it would be purchased. The need for reliable internal communications warrants the purchase of the new radios now for the City.

Councilor Zielinski moved to authorize use of ARPA funding for the Council Chambers A/V upgrades, IT network upgrades and City radio system upgrades. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

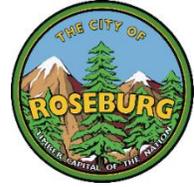
ADJOURNMENT

Mayor Rich adjourned the regular meeting at 8:15 p.m.

*Amy L. Sowa*

Amy L. Sowa  
Assistant City Manager/Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2023 OLCC ANNUAL LICENSE RENEWAL ENDORSEMENT

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**Meeting Date: April 10, 2022**  
**Agenda**

**Agenda Section: Consent**

**Department: Administration Staff Contact: Autumn David, Management Assistant**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org) Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

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

### BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2023. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

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

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

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

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

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

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

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

As noted, all current licenses will expire on June 30, 2023.

### COUNCIL OPTIONS

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

### STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2023 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."***

**ATTACHMENTS**

Attachment #1 - List of Current Licensees

## Oregon Liquor Control Commission Licensee 2023 List

Renewal Fee - \$35

*Per license type*

Licensee	Local Location	# of Fees	Fee Types
1 AM Market	1931 NE Stephens Street	1	Off premises sales
Abby's Pizza	1661 NE Stephens Street	1	Limited on premises
Abby's Pizza	2585 Diamond Lake Boulevard	1	Limited on premises
Albertson's Food Center #515	3013 NW Stewart Parkway	1	Off premises sales
Alexander's Greek Cuisine	643 SE Jackson Street	1	Full on Premises
Ami Japanese Restaurant	634 SE Cass Avenue	1	Limited on premises
Anderson Market & Deli	1030 W Harvard Avenue	1	Off premises sales
Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard	1	Full on Premises
ARS 537	2610 NW Edenbower Boulevard	1	Off premises sales
Backside Brewing, Co	1640 NE Odell Avenue	2	Full On Premises Commercial and Brewery Public House
Bangkok West	2521 W Harvard Avenue	1	Limited on premises
Barb's Flowers & Gifts	1440 NW Valley View Drive	1	Off premises sales
Best Taste of India	227 NW Garden Valley Boulevard	1	Full on Premises, Commercial
Bi-Mart #609	1381 NW Garden Valley Boulevard	1	Off premises sales
Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101	1	Full on Premises, Commercial
Blade Axe House	1867 NE Diamond Lake Boulevard	1	Limited On premises sales
Bob's Deli	1147 NE Stephens Street	1	Limited on Premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Brix 527	527 SE Jackson Street	1	Full on Premises, Commercial
Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard	1	Full on Premises, Commercial
Buy2 011	1859 Diamond Lake Boulevard	1	Off premises sales
Buy2 013	334 W Harvard Avenue	1	Off premises sales
Cellars & Grifts, LLC	444 NE Winchester Street	1	Off premises sales
Chen's Family Dish House	968 NE Stephens Street	1	Full on Premises, Commercial
Chi's Garden Restaurant	1023 NE Stephens Street	1	Full on Premises
Chipotle Mexican Grill	2060 NW Stewart Parkway	1	Limited On-premises sales
Colony Market & Deli	1612 NE Keasey Street	1	Off premises sales
Costco Wholesale #1073	4141 NE Stephens Street	1	Off premises sales
Craft 22	809 SE Main Street	1	Full on premises, commercial
Denny's #7743	350 W Harvard Avenue	1	Full On Premises Commercial sales
Diamond Lake Market	2976 Diamond Lake Boulevard	1	Off premises sales
Dinos Ristorante Italiano	404 SE Jackson Street	1	Full on premises sales
Dollar General Store #19709	2141 NE Diamond Lake Blvd	1	Off premises sales
Douglas County Farmers Co-op	3171 NE Stephens Street	1	Off premises sales
Downtown Market	741 SE Jackson Street	1	Off premises sales
Draper Draft House	640 SE Jackson Street	1	Full on premises sales, Commercial
El Dorado Restaurant	368 NE Winchester Street	1	Full on premises sales
Elk's Lodge #326 Roseburg	749 SE Jackson Street	1	Full on premises sales
Elmer's Breakfast Lunch Dinner	1440 NW Mulholland	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Family Mart	346 NW Garden Valley Boulevard	1	Off premises sales
Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard	1	Off premises sales
F n B	622 SE Jackson Street, #2	1	Full on premises sales
Fred Meyer #281	929 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Liquor	780 Garden Valley Boulevard #84	1	Off premises sales
Garden Valley Market	247 NW Garden Valley Boulevard	1	Off premises sales
Garden Valley Market	792 NW Garden Valley Boulevard	1	Off premises sales
Gilberto's Mexican Restaurant	1347 NE Stephens Street	1	Full on premises sales
G N Market	508 NE Winchester Street	1	Off premises sales
Grapevine Land Management	1638 NW Garden Valley Blvd	1	Grower Sales Privilege
Hacienda Vieja Mexican Restaurant	780 NW Garden Valley Boulevard #45	2	Full on premises Commercial sales/Off Premises sales
Hair Garage	1035 SE Oak Street	1	Limited on premises sales
Hampton Inn & Suites of Roseburg	1620 NW Mulholland	1	Off premises sales
Idle Hour Tavern	216 NE Jackson Street	1	Full on premises sales
J&J Market	1532 SE Stephens Street	1	Off premises sales
Jackson Street Provisions	424 SE Jackson Street	1	Off premises sales
Lee's Restaurant	2011 NE Stephens Street	1	Limited On Premises Sales
Lil' Pantry	2611 NW Edenbower Boulevard	1	Off premises sales
Linus Oakes	2665 Van Pelt Boulevard	1	Limited On Premises Sales
Little Brothers Pub	428 SE Main Street	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

Loggers Pizza and Beer	1810 NE Stephens Street #120	1	Full on premises, Commercial sales
Los Dos Amigos	1390 NE Stephens Street	1	Full on premises sales
Mariachi Loco Restaurant	647-649 SE Jackson Street	1	Full on premises sales
McMenamin's Roseburg	700 SE Sheridan	2	Brewery Public House/Full on premises sales
Mod Pizza	1176 NW Garden Valley Blvd.	1	Limited On-premises sales
Mountain Mike's Pizza	722 W Harvard Avenue#108	1	Limited on premises sales
North Forty Beer Company	435 SE Jackson Street	1	Brewery Public House
Oak Street Market	711 SE Oak Street	1	Off premises sales
Old Soul Pizza	525 SE Main Street	1	Limited on premises sales
Pinnacle 365	2625 NE Diamond Lake Boulevard	1	Off premises sales
Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101	1	Limited On Premises Sales
RBRE LLC	1830 NE Stephens Street	1	Full on premises sales
R Mart	2646 W Harvard Avenue	1	Off Premises sales
Red Robin	2200 NE Stewart Parkway	1	Full on premises sales
Renard's Deli	2230 NW Stewart Parkway A-3	1	Limited on premises sales
Ridgeway Market	1800 NW Garden Valley Boulevard	1	Off premises sales
Rio Nightclub/Lotus House	1969 SE Stephens Street	1	Commercial Full On premises sales
Rite Aid #5380	1430 NW Garden Valley Boulevard	1	Off premises sales
Rite Aid #5382	444 SE Stephens Street	1	Off premises sales
Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard	1	Full on premises sales
Roseburg Cinemas	1750 NW Hughwood	1	Limited On Premises Sales

CONSENT AGENDA B  
ATTACHMENT #1

Roseburg Grocery Outlet	780 NW Garden Valley Blvd., Suite 160	1	Off premises sales
Roseburg Tobacco & Food Mart	2050 NE Stephens Street	1	Off premises sales
Round Table Pizza # 236	2040 NW Stewart Parkway	1	Limited On Premises Sales
Rumors	2686 NE Diamond Lake Boulevard	1	Full on premises sales
Safeway Stores #1666	1539 NE Stephens Street	1	Off premises sales
Sakura Sushi	2385 NE Diamond Lake Boulevard	1	Limited On-premises sales
Salud Brewery	723 SE Lane Avenue	1	Full on Premises Sales
Scoreboard Sports Bar	920 SE Stephens Street	1	Full on premises sales
7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101	1	Full on premises/Commercial sales
Shari's of Roseburg #243	3030 NW Aviation Drive	1	Limited On Premises Sales
Shazaam's	2421 W Harvard Avenue	1	Limited On Premises Sales
Sherm's Thunderbird Market #4	2553 NW Stewart Parkway	1	Off premises sales
Sizzler	1156 NW Garden Valley Boulevard	1	Limited On Premises Sales
South Gate Market & Deli	1967 SE Stephens Street	1	Off premises sales
Stephens Arco AM PM	2530 NE Stephens Street	1	Off premises sales
Stephens Market	1498 SE Stephens Street	1	Off premises sales
Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive	1	Limited Off Premises Sales
TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard	1	Full on premises sales
The Fox Den Eatery	838 NW Garden Valley Boulevard	1	Limited On Premises Sales
The Jersey Lily Tavern	1430 NE Dee Street	1	Full on premises sales

CONSENT AGENDA B  
ATTACHMENT #1

The Kodiak Bar & Grill	929 SE Stephens Street	1	Full on premises sales
The Place in Roseburg	841 SE Cass Avenue	1	Full on premises sales
The Sunnyside Theatre	663 SE Jackson Street	1	Full On premises Commercial sales
The Wild Rose Bar & Grill	805 SE Stephens Street	1	Full On Premises Sales/Commercial Establishment
The Wine Destination	526 SE Jackson Street	1	Limited on premises sales
T-Mart	1515 W Harvard Avenue	1	Off premise sales
Trella Vineyards	646 SE Jackson Street	1	Winery 2nd Location
True Kitchen & Bar	629 SE Main Street	1	Full on premises sales
Tuck's Place	509 SE Jackson Street	1	Full on premises sales
Two Shy Brewing	1308 NW Park Street, Ste. 100	1	Brewery Public House Sales
Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue	1	Limited On Premises Sales
Urban Blendz LLC	2405 NE Diamond Lake Boulevard, Ste. 120	1	Winery 1st Location
Urban NY Pizza & Grill	529 SE Jackson Street	1	Full On Premises Commercial
US Market 541	3150 Aviation Drive	1	Limited Off Premises Sales
Walgreens #12068	1377 NE Stephens Street	1	Off premises sales
Walgreens #13819	1236 NW Garden Valley Boulevard	1	Off premises sales
Walmart #2477	2125 NW Stewart Parkway	1	Off premises sales
Yellow Flamingo	177 NW Garden Valley Boulevard	1	Limited On Premises Sales

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## OLCC NEW OUTLET THE APOTHECARY – ROSEBURG LLC LOCATED AT 415 SE JACKSON ST.

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Meeting Date: April 10, 2023

Department: Administration

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

Agenda Section: Consent

Staff Contact: Autumn David, Management Assistant

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 Angela Archer, The Apothecary – Roseburg LLC, as a new outlet granted for “Off Premises” sales.

#### A. Council Action History.

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

#### B. Analysis.

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

#### C. Financial/Resource Considerations.

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

#### D. Timing Considerations.

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

### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR THE APOTHECARY – ROSEBURG LLC LOCATED AT 415 SE JACKSON ST., 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](#) |  [Lesser Privilege](#) |  [Additional Privilege](#)

Select the license type you are applying for.

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

## Full On-Premises

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

## Winery

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

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

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

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## INTERNAL USE ONLY

**Local Governing Body:** After providing your recommendation, return this application to the applicant.

## LOCAL GOVERNING BODY USE ONLY

**City/County name:**

**Date application received:**

Optional: Date Stamp

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

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

\_\_\_\_\_  
Date

# LIQUOR LICENSE APPLICATION

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: <i>Angela A. Archer</i>	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): <i>The Apothecary - Roseburg LLC</i>		
Premises street address (The physical location of the business and where the liquor license will be posted): <i>415 S.E. Jackson St</i>		
City: <i>Roseburg</i>	Zip Code: <i>97470</i>	County: <i>Douglas</i>
Business phone number: <i>541-297-0571</i>	Business email: <i>angie@apothecaryRB.com</i>	
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[1]</a> ): <i>415 S.E. Jackson St</i>		
City: <i>Roseburg</i>	State: <i>Oregon</i>	Zip Code: <i>97470</i>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to: <input type="checkbox"/> Make changes regarding this license/application on my behalf. <input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: <i>None</i>		
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:**

Angela A. Archer

Phone number:

541-297-0571

Email:

angie@apothecaryrb.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.

# 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.

<u>Angela A. Archer</u>	<u>Angela Archer</u>	<u>3.30.23</u>	
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PUBLIC HEARING ON THE SALE OF REAL PROPERTY 1410 SE MICELLI STREET

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Meeting Date: April 10, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Public Hearing  
Staff Contact: Patty Hitt, City Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

Pursuant to RMC 3.20.020, the Council will be conducting a public hearing on the proposed sale of City-owned real property located at 1410 SE Micelli Street. The property includes a lot with a single family residential home on 0.34 acres.

### BACKGROUND

#### A. Council Action History.

February 13, 2023: Council declared the property surplus to the City's needs and directed it to be listed with a local realtor at a price agreed upon by Staff and the realtor.

#### B. Analysis.

The property located at 1410 SE Micelli Street was registered as derelict by the City in 2020. Over the next year and a half, the property owner failed to abate the nuisance, bring the property into compliance and pay the required fines. On November 8, 2021, the City conducted a public auction to foreclose on the property as authorized under RMC 4.04.190. No one from the public bid on this property, so the City chose to purchase the property. The property was deeded to the City on November 28, 2022, following the required one-year redemption period. Although it sustained minor fire damage, the house on the property has potential to be refurbished as a single family home. The property is served by the City's water system and the public sewer system. The appropriate permits will need to be obtained through both the City and County prior to refurbishing.

Staff from all City departments confirmed that the property was not needed for public use, and Council declared the property surplus on February 13, 2023. Council directed staff to hire a realtor to market the property and work with staff to determine a fair price.

The City contracted with John McVeigh, The Neil Company Real Estate, to market this property. The parcel was marketed for sale at \$75,000.

The following offers are being presented for Council consideration:

1. Brandon and Tracy Ann Sadoff: cash offer of \$40,000 with closing no later than April 19, 2023.
2. Sharon Curran: cash offer of \$65,000 with a closing date no later than May 1, 2023 "contingent on acceptable bid for tear down and removal of structure, approved

DEQ inspection of property, inspection and bid for removal of asbestos, approved elevation certificate, and permit for new manufactured home.”

3. Clearview Development, LLC has offered \$75,000 or \$2,000 over any other offer received up to \$100,000 contingent on a clear title report. Closing date would be on or before April 21, 2023.

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

The City has spent \$15,334.11 on this property to date. The real market value for the property and house as listed on the Douglas County Assessor’s page is \$145,932.00. This does not appear to take into account the fire damage to the structure. Selling the property for any of the offered prices would recoup all of the City’s costs.

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

The offer from Brandon and Tracy Ann Sadoff expires April 12, 2023, and cites a closing date no later than April 19, 2023. The offer from Sharon Curran expires April 20, 2023, and cites a closing date no later than May 1, 2023. The Clearview Development Offer cites a closing date on or before April 21, 2023. In order to accept either offer, the City Manager will need direction at the April 10 meeting.

### **COUNCIL OPTIONS**

Per 3.20.020(D), the Council, in its sole discretion, has the following options at the conclusion of the public hearing:

1. Accept one of the offers received on the property; or
2. Direct that a counter offer be made on an offer; or
3. Reject the offers and continue the property listing; or
4. Reject all offers received and direct that the property not be sold; or
5. Reject all offers and direct Staff to conduct an appraisal of the property.

As required by ORS 221.725 and the Municipal Code, notice of the proposed sale and a public hearing thereon was published in The News-Review on April 4, 2023. Should additional offers be presented prior to or during the public hearing, the City Council would have the following additional options:

1. Proceed to accept one of the offers presented; or
2. Direct the City’s realtor to negotiate with all interested parties. In that event, should a higher offer be received and appropriate earnest money filed, the new offer(s) will need to be published in the News Review and another public hearing conducted at a subsequent City Council meeting.

### **STAFF RECOMMENDATION**

The Clearview Development offer of \$75,000 is the highest offer and has no contingencies beyond a clear title report. Staff would recommend the Council accept this offer.

### **SUGGESTED MOTION**

***“I MOVE TO ACCEPT THE OFFER OF \$75,000 FROM CLEARVIEW DEVELOPMENT, LLC FOR THE PROPERTY LOCATED AT 1410 SE MICELLI STREET.”***

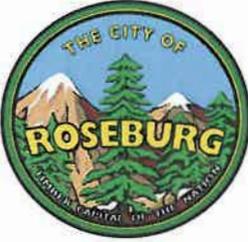
**ATTACHMENTS:**

Attachment #1 – Public Hearing Notice

Attachment #2 – Aerial Photo

Attachment #3 – Property Map

Cc: John McVeigh, The Neil Company, 2245 NW Stewart Pkwy, Roseburg, OR 97471

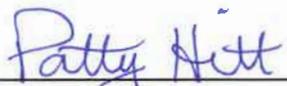


**NOTICE OF PROPOSED SALE AGREEMENT FOR  
PROPERTY TAX LOT #T27-R06W-24DB 03200  
AND PUBLIC HEARING RELATED HERETO**

**NOTICE IS HEREBY GIVEN** that the City of Roseburg has received a notice of intent to purchase the real property located at 1410 SE Micelli Street. The property includes a single residential home on 0.34 acres. The property is the site of a home that was registered as derelict in 2020. When the owner failed to pay the derelict fees and overdue payment charges, liens were filed against the property which was later foreclosed. The City took possession of the property after it went into foreclosure. The home had been damaged, but has potential to be renovated for occupancy. The property was declared surplus to the needs of the City on February 13, 2023.

A public hearing to consider the sale of this property will be held on Monday, April 10, 2023 at 7:00 p.m. in the Council Chambers at 900 SE Douglas Avenue, Roseburg, Oregon 97470. Public comments regarding the proposed sale and the offer being considered will be heard during the public hearing prior to the Council accepting a final offer.

Anyone desiring more information regarding the property subject to this notice, or subsequent public hearing related thereto, may contact City Recorder Patty Hitt by calling 541-492-6866 or [phitt@cityofroseburg.org](mailto:phitt@cityofroseburg.org).

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

Posted on the City's website, at City Hall and published in the News Review on Tuesday, April 4, 2023.

**\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\***

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470 (Phone (541) 492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTD users please call Oregon Telecommunications Relay at 1 (800) 735-2900.

1" = 60'



1428

1418

1410

1415

1421

1312

167

153

143

MICELLI ST

FULLERTON ST

TEMPLIN AVE

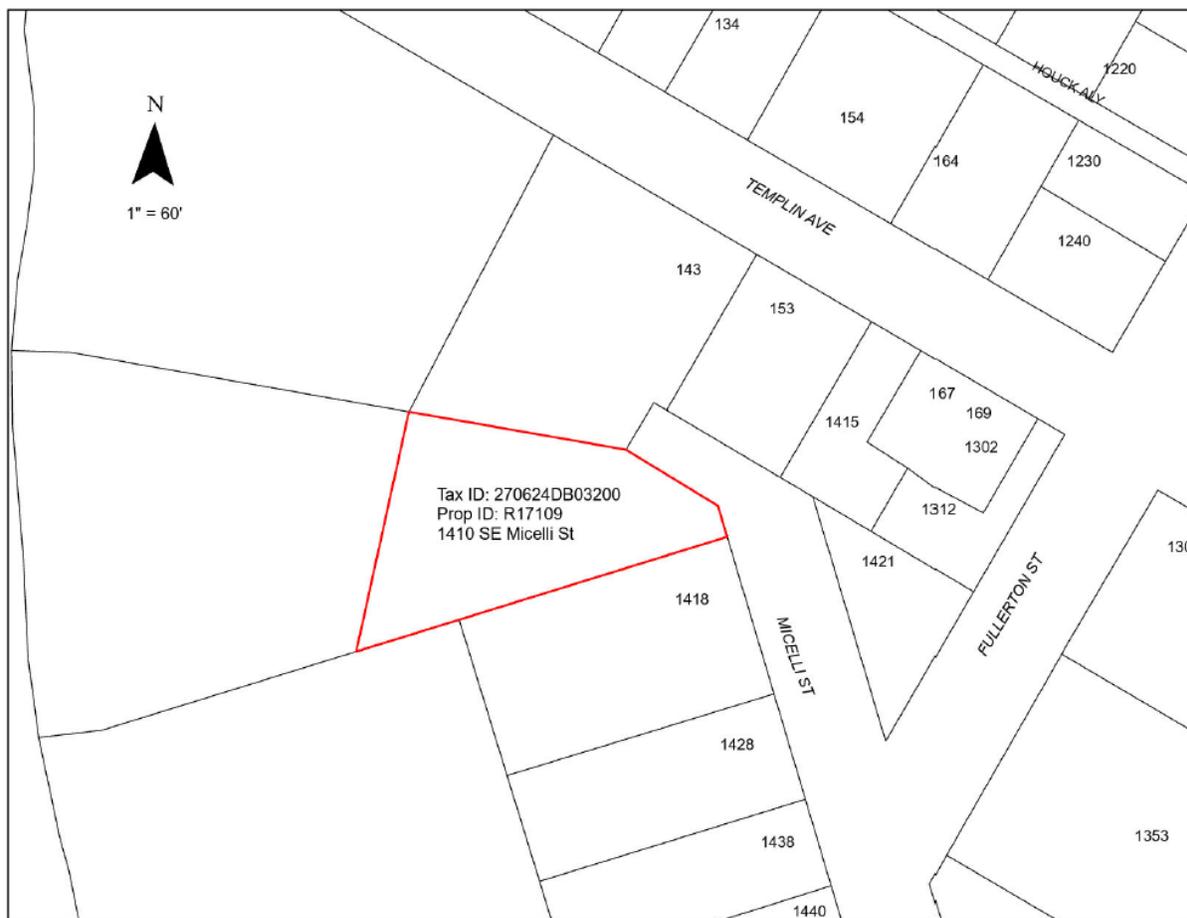
### 1410 SE MICELLI STREET

Property Identification #: R17109  
Tax Account #: 54285.02  
Map Identification #: 270624DB03200  
Map Location: Township 27 Range 06W Section 24 Quarter DB Lot 3200  
Legal Acreage: 0.34  
Deed No.: 2022-017779  
Value: Improvements: \$94,332  
Land: \$51,600  
Real Market \$145,932  
Assessed: \$00.00

Acquisition Notes: Foreclosed – Derelict Building

(Because the ownership of the property was taxable as of July 1, 2022, it will remain taxable until June 30, 2023 – per tax assessor.)

Water meter removed 12/2022 – will be re-installed upon sale of property at no cost.





## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### RESOLUTION DECLARING CERTAIN REAL PROPERTY AS SURPLUS RESOLUTION NO. 2023-11

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Meeting Date: April 10, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Patty Hitt, City Recorder  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Staff has received an email offer for purchase of a City-owned property that was obtained through foreclosure. The issue for Council is whether to declare the property as surplus, making it available for sale.

#### BACKGROUND

**A. Council Action History.**  
None.

**B. Analysis.**

Staff has received an offer via email for the purchase of 481 SE Leland Street. Per Roseburg Municipal Code Section 3.20.020(A), "if the City Manager receives an unsolicited proposal to acquire City-owned property, the City Manager shall present the proposal to Council for consideration. If the Council determines the proposal to be in the public interest, the Council shall direct the City Manager to cause notice to be published, as set forth in Section 3.20.020B, prior to deciding whether to accept the proposal."

481 SE Leland Street is a single-family home located on 0.17 acres. The house is in disrepair with a portion of the roof collapsing. The property was registered as derelict in 2020. Over the next year and a half, the property owner failed to abate the nuisance, bring the property into compliance and pay the required fines. Roseburg Municipal Code Subsection 4.04.190 gives the City authority to foreclose on real property on which City liens have been filed if the property owner remains delinquent on the total assessment.

On November 8, 2021, the City conducted a public auction on two properties, including 481 SE Leland Street. No one from the public bid on either property, so the City chose to purchase both properties. State statute requires a one-year redemption period to provide the owner or legal representative an opportunity to pay final assessments and redeem ownership of the property. The one-year redemption period ended November 8, 2022, and the properties were deeded to the City on November 28, 2022.

The roof of the house has collapsed, making it uninhabitable. Given the poor condition of the house, staff believed demolishing the house and selling the vacant lot might be the best option. As part of that process, the City paid for the asbestos abatement in the home. After receiving the emailed offer, staff contacted the realtor currently listing the City's property on Micelli Street to ask his opinion about the value of the lot should the house be removed. He researched similar vacant lots that have sold in Roseburg in the past year. His opinion was that the offer of \$40,000 for the property and house as-is was a good offer and the City should consider accepting it.

Council is asked to determine whether to declare the property as surplus through adoption of the attached resolution. If the Council declares the property surplus, a public hearing will be scheduled for the potential sale.

**C. Financial/Resource Considerations.**

The Douglas County Assessor's webpage lists the value of the house and property at \$157,321. This value does not appear to account for the condition of the house. Declaring the property as surplus and selling the property will allow the City to recoup the costs of the foreclosure process, back property taxes and abatement, which total approximately \$17,665.

**D. Timing Considerations.**

Declaring the property as surplus at this time would be appropriate, as there is currently interest in the property.

**COUNCIL OPTIONS**

Council has the option to:

- Adopt the attached resolution declaring the property as surplus; or
- Request additional information; or
- Do nothing at this time and provide staff direction regarding the property.

**STAFF RECOMMENDATION**

Staff recommends Council adopt the resolution declaring the property as surplus.

**SUGGESTED MOTIONS**

***"I MOVE TO ADOPT RESOLUTION NO. 2023-11, DECLARING CERTAIN CITY OF ROSEBURG REAL PROPERTY AS SURPLUS."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-11

**RESOLUTION NO. 2023-11**

**A RESOLUTION DECLARING CERTAIN CITY OF ROSEBURG  
REAL PROPERTY AS SURPLUS**

**WHEREAS**, Roseburg Municipal Code Section 3.20.010 provides that certain real property owned by the City of Roseburg may be disposed of under certain conditions and through a public process.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG** that the following property not needed for public use and the public interest may be furthered by disposal of such real property, be declared surplus and that the provisions of Roseburg Municipal Code Section 3.20.020 be followed for the disposition of said properties:

**Section 1.** The Northerly 45 feet of Lot 24, Rust Subdivision, Douglas County, Oregon. Also, beginning at the Northwest corner of Lot 24, Rust Subdivision, Douglas County, Oregon; thence North 0° 29' East along Leland Avenue a distance of 35 feet; thence South 89° 31' East parallel with the North line of said Lot 24 a distance of 92.5 feet to a point on Rust Street; thence South 0° 29' West 35 feet along Rust Street to an iron pipe at the Northeast corner of said Lot 24; thence North 89° 31' West along the North line of said Lot 24 a distance of 92.5 feet to the place of beginning, being situated in Section 19, Township 27 South, Range 5 West, W.M., Douglas County, Oregon. (481 SE Leland Street).

**Section 2.** 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 10th DAY OF APRIL, 2023**

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**Patty Hitt, City Recorder**

**ORDINANCE NO. 3582**

**AN ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATION  
FRANCHISE TO QUANTUMSHIFT COMMUNICATIONS, INC. dba  
vCOM SOLUTIONS EFFECTIVE  
JANUARY 1, 2024**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City,” hereby grants QuantumShift Communications, Inc., a corporation dba vCom Solutions, 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 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:**

QuantumShift Communications, Inc.  
ATTN: Jenna Brown  
12657 Alcosta Blvd, Suite 418  
San Ramon, CA 94583  
E-mail: [jbrown@vcomsolutions.com](mailto:jbrown@vcomsolutions.com)  
Phone: 415-209-7044

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:** Jenna Brown

**Mailing Address:** 12657 Alcosta Blvd, Suite 418, San Ramon, CA 94583

**Telephone:** 415-209-7044

**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 renewal of their existing telecommunications franchise and paid the application processing fee on March 20, 2023. The original franchise agreement began January 1, 2009, and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on March 27, 2023, and hereby authorizes this Franchise to take effect 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 \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**MAYOR**

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

**ATTEST:**

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

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

**FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. \_\_\_\_\_.** This Ordinance is hereby accepted by QuantumShift Communications, Inc. dba vCom Solutions on this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

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

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

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

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

This acceptance was signed before me on \_\_\_\_\_, 2023 by, \_\_\_\_\_ as \_\_\_\_\_ of QuantumShift Communications, Inc. dba vCom Solutions.

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



Acceptance received by City Recorder on \_\_\_\_\_, 2023.

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: April 10, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

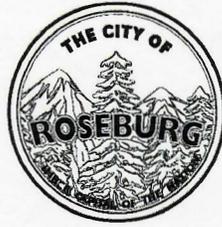
**Agenda Section: Informational**  
**Staff Contact: Nikki Messenger, City Manager**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

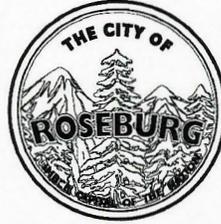
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 April 10, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



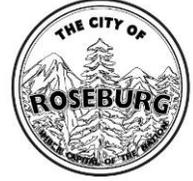
Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
March 28, 2023 - 10:00 a.m.

1. March 27, 2023 City Council Meeting Synopsis
2. April 10, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Parade/Loudspeaker permit - PRIDE 2023 Parade – June 4, 2023
  - B. Grant Checklist - Local Government Grant – Outdoor Tennis
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
April 3, 2023 - 10:00 a.m.

1. April 10, 2023 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Outdoor Event Permit: The Wine Destination - Monthly Wine Tasting Event – April 21, 2023
  - B. Temporary Sales License: Barks & Recreation - Saving Grace, Inc. – May 20, 2023
4. Discussion Items
  - A.
5. Employee Service Pins
  - A. Jim Johnson – Street Superintendent – 25 years
  - B. Don Floto – Water Treatment Plant Operator – 25 years
  - C. Kandi Street – Public Works Staff Assistant – 5 years



**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- Umpqua Basin Urban Services Agreement
- ARPA Quarterly Reports

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**April 24, 2023**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Department Items

- A. Vine Street Water Main Replacement, Project No. 23WA04
- B. Hooker Road Water Main Extension, Project No. 23WA05
- C. Calkins Troost Rainbow Haggerty Storm Line Replacement, Project No. 22GR20

Informational

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

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**May 8, 2023**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Department Items

- A. Time, Place, and Manner

Informational

- A. City Manager Activity Report

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**May 22, 2023**

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Department Items

- A. Highway 138 Water Line Replacement, Project No. 22WA16

Resolutions

- A. Annual Fee Adjustment
- B. Resolution No. 2023- -- - General Fees
- C. Resolution No. 2023- -- - Water Related Fees

Informational

- A. City Manager Activity Report
-

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

***Roseburg Urban Renewal Agency Board Meeting***

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
- 

**June 26, 2023**

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**July 10, 2023**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report
- 

**July 24, 2023**

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Informational

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

**August 14, 2023**

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
- 

**August 28, 2023**

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

Informational

- A. City Manager Activity Report
- 

**September 11, 2023**

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**September 25, 2023**

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**October 9, 2023**

Consent Agenda

- B. September 25, 2023 Meeting Minutes

Informational

- B. City Manager Activity Report
- 

**October 23, 2023**

Consent Agenda

- B. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report