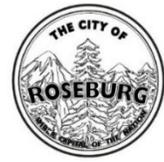


**ROSEBURG CITY COUNCIL AGENDA – JULY 24, 2023**  
City Council Chambers, City Hall  
900 SE Douglas Avenue, Roseburg, Oregon 97470



ph  
7-20-23

**Public Online Access:**

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

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

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

**5:30 p.m. Special Meeting**

**City Councilor Interviews – Ward 3, Position 2**

5:30 p.m. Michael Fieldman (virtual)

5:45 p.m. Celia Vander Velden (virtual)

6:00 p.m. Daniel Endicott

6:15 p.m. Kevin Wene'

6:30 p.m. Tom Michalek

6:45 p.m. Thomas Dole

**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

Vacant

Kylee Rummel

Patrice Sipos

Ruth Smith

Andrea Zielinski

**4. Mayor Reports**

A. City Councilor, Ward 3, Position II Appointment

**5. Commission Reports/Council Ward Reports**

A. Planning Commission Resignation – Dan Onchuck

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

**7. Special Presentation**

A. UCAN – Feeding Umpqua Presentation by Sarah McGregor, Program Manager

**8. Consent Agenda**

A. July 10, 2023 Meeting Minutes

**9. Ordinances**

A. Ordinance No. 3590: Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024, Second Reading

**10. Department Items**

A. Patrol Vehicles Purchase

B. Bid Award – 24-inch Transmission Main Isabell Avenue to Newton Creek Road, Project No. 22WA11

C. Task Order No. 6, CM Services for 24-inch Main Isabell Avenue to Newton Creek Road, Project No. 22WA11

D. Bid Award – Storm Pipe Rehabilitation Alameda and Church Avenue, Project No. 23PW12

E. Amendment No. 1 – Hwy 138 Water Line Replacement Consulting Services Contract

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

**12. Adjourn**

**13. Executive Session ORS 192.660(2)(i)**

A. City Manager Report/Evaluation

**Informational**

A. City Manager Activity Report

B. Municipal Court Quarterly Report

## **AUDIENCE PARTICIPATION INFORMATION**

*The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions, which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:*

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting.

**When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.**

**When providing comments virtually, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

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

### **TIME LIMITATIONS**

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

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

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

### **PROVIDING COMMENTS**

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

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

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

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

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

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

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## WARD 3 CITY COUNCIL INTERVIEWS/APPOINTMENT

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**Meeting Date:** July 24, 2023  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

City Councilor Prawitz resigned his position as representative of Ward 3. Therefore, there was a vacancy to be filled on the City Council for Ward 3, Position 2.

### BACKGROUND

#### A. Council Action History.

The City Council accepted Brian Prawitz's resignation on June 26, 2023. Immediately thereafter, Staff advertised the City Council vacancy through the local news media, social media and the City's website, with a deadline of July 17, 2023 established for application submission.

Five (5) applications were received for this position. The applicants have been invited to attend the meeting for interviews, which have been scheduled as follows:

5:30 p.m. Michael Fieldman (virtual)  
6:00 p.m. Daniel Endicott  
6:30 p.m. Tom Michalek

5:45 p.m. Celia Vander Velden (virtual)  
6:15 p.m. Kevin Wene'  
6:45 p.m. Thomas Dole

#### B. Analysis.

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

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

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

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

**D. Timing Considerations.**

To ensure appropriate representation for the residents of Ward 3, it is recommended the appointment be made as soon as practical.

**COUNCIL OPTIONS**

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

**STAFF RECOMMENDATION**

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

**SUGGESTED MOTION**

After the interview is complete, if Council is ready to proceed with an appointment, the appropriate motion would be ***"I MOVE TO APPOINT \_\_\_\_\_ TO FILL THE WARD 3, POSITION 2 VACANCY, THROUGH DECEMBER 31, 2024.***

**ATTACHMENTS:**

- Attachment #1 – Interview Questions
- Attachment #2 – Michael Fieldman Application
- Attachment #3 – Celia Vander Velden Application
- Attachment #4 – Daniel Endicott Application
- Attachment #5 – Kevin Wene' Application
- Attachment #6 – Tom Michalek Application
- Attachment #7 – Thomas Dole Application

## QUESTIONS FOR PROSPECTIVE CITY COUNCIL MEMBERS

1. Since everyone may not know you, briefly tell us your name, where you work(ed) and your involvement in the community.
2. What skills and experience do you have that you feel makes you a good fit for City Council?
3. Why did you apply for appointment to the City Council?
4. What role do you see City government playing in the community?
5. What role, if any, do you believe City Councilors should play in the day-to-day operations of City government?
6. How do you deal with conflicts? Talk about a time you had a conflict with a co-worker or fellow citizen and how you dealt with that.
7. List three priorities you feel the Council should concentrate on during 2023-2024.

RECEIVED



JUL 12 2023  
CITY OF ROSEBURG  
City Administration

**CITY OF ROSEBURG COMMISSION APPLICATION**

**Applications due July 17, 2023 by 5:00 p.m.**

Application for Appointment to: **CITY COUNCIL, WARD 3 POSITION 2**

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

Name: Fieldman Michael  
Last First

Home Address: 415 W Elizabeth, Roseburg 97471  
Street Zip Code

Phone Number: 541-679-5350 Cell Phone: 541-680-9558

Email Address: mike.fieldman50@gmail.com

Occupation retired / \_\_\_\_\_  
Place of Employment

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

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

Newspaper  Social Media City Website Word of Mouth

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

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

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

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

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

I was executive director of UCAN for 20 years. I ran a county government department for 10 years providing mental health and substance abuse services. I have over forty years experience dealing with agency budgets and government funding and grants. I have experience with legislative processes working as a legislative assistant for Rep. Gary Lief as well as representing UCAN to various governmental entities. I have experience serving on a Parks and Rec foundation and commission. I was vice chair of the Roseburg Homeless Commission. I hold a Masters Degree in Public Administration from Montana State University. My background has provided me with extensive experience in working with and finding common ground with diverse constituents and interest groups. It also has given me extensive knowledge in issues important to the city such as homelessness and housing. I want to bring my varied knowledge and problem solving skills to help make our city and ward 3 a thriving place to live.

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

The areas of most concern to me are the issues of homelessness, the need to support the development of the proposed medical college, the need for more affordable housing development, maintaining our quality of life through a strong and enhanced Parks and Rec. program, making sure our community is a welcoming place for all people, encouraging and supporting economic development by making sure our community is attractive to new businesses as well as supporting our existing businesses, supporting public transportation including the enhancement and encouragement of non-motorized transportation such as biking and walking and also making sure there is sufficient infrastructure to support the expanding electrification of transportation, and finally to support the enhancement of tourism.

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

I want to have the opportunity to use my extensive experience, knowledge, and problem solving skills to work as a team member with the other city council members and city staff to help address areas of need in our community and in Ward 3. In particular to address the issues associated with our unhoused citizens including the lack of affordable housing. I also want to help insure that our community is a welcoming, vibrant and supportive place for all of our citizens to live, as well as making it a welcoming, supportive and enticing place for new and existing businesses to operate so that we all thrive economically, socially and culturally.

Michael Fieldman

7/12/23

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Applicant Signature

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Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications close 5:00 p.m. on Monday, July 17, 2023.

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

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

**Note: City of Roseburg employees may not serve on an elected body.**

RECEIVED  
JUL 17 2023  
CITY OF ROSEBURG  
City Administration Office



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Name: Vander Velden Celia  
Last First

Home Address: 932 W Stanton St 97471  
Street Zip Code

Phone Number: 541-900-4810 Cell Phone: \_\_\_\_\_

Email Address: celiavandervelden@gmail.com

Occupation DSP Rever Grand  
Place of Employment

Business Address Grants Pass \_\_\_\_\_  
Phone

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

4. How did you learn about this vacancy?  
Newspaper Social Media City Website Word of Mouth   
Other Please Specify: \_\_\_\_\_

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

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

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

I believe my top qualifier is that I am a decent human being. Through all of the adverse experiences I have had in life, including 10 years of being a mom to a medically complex warrior, I chose to take the lessons and am now more compassionate, understanding, and resilient. I understand how to work with a variety of personalities and opinions.

The particular contribution I hope to bring is my voice of reason. I believe myself to be quite diplomatic as well as tough when necessary. I believe that I have been blessed to have lived amongst peoples of all races, cultures, and creeds and that I have learned how to work with said peoples and I hope to bring that to the board.

I have worked on a board in college and am currently working on another local one.

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

As a member of both the minority and queer communities in our city, I hope to be the voice that is lacking in our city on a representative level. Representation matters. Some of the topics I would like to help with would be in regards to minority integration and acceptance and cooperation between all sorts in our community regardless of race, gender, age, sex, religion. The United States of America was formed from an understanding that we are a diverse people, we do not have an official language nor religion, and that was by design and needs to be protected.

Our differences and ability to find common working ground is our super power.

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

My biggest reason for wishing to be appointed is that I plan to continue growing my family and am looking for a hub for my future business and foundation but I am concerned about the direction that our city can go if the squeakiest wheels keep getting into positions of leadership. I need to make sure that our city is a safe and accepting place for my future children and for the bereaved individuals I plan to invite out our way. Also when speaking with fellow community members I often hear how Roseburg is not small/new business friendly and I hope to help mend this bad reputation. I can see our potential for growth, similar to Grants Pass, I would love to be allowed to play a role in the imaginations of this potential growth for our city.

*Celia Vander Velden*

Applicant Signature

07/17/2023

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications close 5:00 p.m. on Monday, July 17, 2023.

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Name: Endicott Daniel  
Last First

Home Address: 1535 W. Basil 97471  
Street Zip Code

Phone Number: 541-580-7990 Cell Phone: 541-580-7990

Email Address: endicott98@gmail.com

Occupation Principal Roseburg School Dist.  
Place of Employment

Business Address 2230 W Cannon 541-440-4192  
Phone

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

Newspaper Social Media City Website  Word of Mouth

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

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

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

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

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

I have worked with multiple boards in the Roseburg area on several occasions. I was a member of the Roseburg School Board for close to a decade. In the past, I have worked with both the Roseburg Area of Chamber of Commerce and the Umpqua Valley Home Builders Association as a board member. The ability to work with others to collectively solve and support the efficiency and effectiveness of the City of Roseburg to meet the needs of the citizenry is my hope. I have lived in Douglas County since 1976. I have had four homes, two in city limits, and raised my children in Roseburg. Both children are successful graduates of RHS. My wife of over 25 years is a graduate of Roseburg, while I attended the other RHS, Riddle. I care about Roseburg and look forward to serving to continue the great work done while keeping Roseburg, the city between two rivers, a great place to live.

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

I feel the City of Roseburg has a myriad of opportunities to learn and grow. I feel the infrastructure of city planning is vital to the best use of space for the city to meet the needs of the people. Public works and community development intertwine with economic growth to allow Roseburg to provide the best opportunities to attract and retain vital business partners. Police and Fire provide the basis of safety for our community, these are important aspects of the City Government and need the support of the City Council. Working to support the community with the unhoused is an issue for many communities and requires a balance to following all laws and regulations from Federal and State agencies while keeping all stakeholders communicated with and their perspectives heard. This needs to be done while ensuring the safety of all and the businesses operating fruitfully.

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

The experiences of other boards have given me a glimpse of working together for the purpose of lifting an organization. I want to lift Roseburg. This is my home. Some may have agendas; I truly believe in practicing Servant Leadership and wish to support others. Roseburg deserves people who will listen, learn, and support Roseburg in moving forward. My desire is to support Roseburg and make the City better after my time on board, if chosen, than before. I appreciate your time and reflection on this appointment.

*Daniel Endicott*

Applicant Signature

07/02/2023

Date

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Name: Wene' Kevin  
Last First

Home Address: 863 Lookingglass Road apt 21  
Street Zip Code

Phone Number: 541-530-3680 Cell Phone: 541-530-3680

Email Address: kevinwene@gmail.com

Occupation \_\_\_\_\_ / \_\_\_\_\_  
Place of Employment

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

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

4. How did you learn about this vacancy?  
Newspaper      Social Media      City Website      Word of Mouth  
Other      Please Specify: \_\_\_\_\_

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

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

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

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

While I do not have the political experience for a position such as this, I believe that I can provide a viewpoint for the younger generation of people. I am only twenty-six and while that does mean that I may not be as experienced as the next candidate, I would be able to connect with the younger generation and provide them with someone that they can believe in and make sure that their voice is heard, while connecting with the older generation by giving them someone that is able to hear their concerns and work with them.

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

My main concern is that the mental health facilities, while have gotten better since my childhood, is still nowhere near what I believe it could be. Most people in my life has had some form of unrepressed trauma that usually goes undiagnosed well into adulthood. Most young adults are children of trauma.

Another concern would be the treatment of the LGBTQIA+ community. I fully believe that with people such as the Wellspring Church popping up at every single pride event, there must be more concern and protection. While they have every right to protest and have a voice for their religion, it does not mean that they should be able to protest in the unsafe way that they have been doing.

A big concern would also be the treatment of the transient community. While I believe that help needs to be sought out, I have found little help for them apart from just shoving them from one place to another.

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

My reasons are simple. I have lived in this town most of my life and I have seen both good and bad come from it. I want to do my part to make sure this town stays a place of love, acceptance, and community for the future generations.

*Kevin Alexander Wene'*

Applicant Signature

07/05/2023

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications close 5:00 p.m. on Monday, July 17, 2023.

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JUL 06 2023



CITY OF ROSEBURG  
City Administration Office

### CITY OF ROSEBURG COMMISSION APPLICATION

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Name: MICHALEK Tom  
Last First

Home Address: 742 West Nebo STREET 97471  
Street Zip Code

Phone Number: 541-817-9324 Cell Phone: 541-817-9324

Email Address: \_\_\_\_\_

Occupation Retired / \_\_\_\_\_  
Place of Employment

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

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

4. How did you learn about this vacancy?  
 Newspaper    Social Media    City Website     Word of Mouth  
 Other    Please Specify: Asked to apply

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

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

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

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

I am a lifelong resident of Roseburg having attended Fullerton, Fremont, RHS, UCC, the University of Oregon and graduated from Oregon State with a Geology degree. I was the junior and senior class president at RHS and have served as the vice-president of the Umpqua Gem & Mineral Club. I was the RHS football team's varsity captain my junior and senior years. I have worked in the timber industry, at Red Bell Plastics and as a hazardous waste remediation contractor. I was employed for last 35 years in residential and commercial construction. During this time I interacted with City and County building departments to ensure compliance with applicable codes.

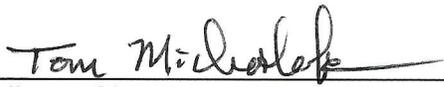
As a City Council member I will represent the views of my Ward 3 constituents on issues which come before the Council. I will utilize my knowledge of our community to better inform policy decisions which affect our citizens. My experience and ability to listen would be good attributes in working through complex issues.

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

Two issues are of particular concern to me. First, the rational development of our local economy and infrastructure. These two concerns are very interdependent. Without a functional transportation system we will not be able to attract business to our community. Keeping our roads, water system and essential public works services up to date is the foundation for expanding economic opportunities for our residents. Second, finding solutions for the unhoused population is a pressing issue. I do not claim to have all the answers, but I am keenly aware of the the problem and have a few ideas which might prove useful. We must solve this issue to keep our community safe and allow citizens to enjoy our public spaces.

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

I care deeply about our community having lived here almost my entire life. I believe strongly that participation and teamwork are the best ways to resolve problems. I want Roseburg to be a great place to live, work and raise a family. In order to do these things the City must provide the public services and planning to provide a safe environment for it's citizens and where business can succeed. The Council is responsible for thoughtfully guiding the community into the future. I am well informed by a large circle of friends in Ward 3 about issues on their mind. I will do a great job representing their concerns while working collaboratively with the Council to find solutions.



Applicant Signature

7/3/23

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications close 5:00 p.m. on Monday, July 17, 2023.

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

Information on this form is public information.

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

**Note: City of Roseburg employees may not serve on an elected body.**

RECEIVED

JUL 12 2023



**CITY OF ROSEBURG COMMISSION APPLICATION**  
Applications due July 17, 2023 by 5:00 p.m.

CITY OF ROSEBURG  
City Administration Office

Application for Appointment to: **CITY COUNCIL, WARD 3 POSITION 2**

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

Name: Dole Thomas

Last First

Home Address: 106 River Ridge Ave. 97471

Street Zip Code

Phone Number: 503-575-0557 Cell Phone: 503-575-0557

Email Address: tomdole@ymail.com

Occupation Retired N/A

Place of Employment

Business Address N/A

Phone

1. Do you reside in the Roseburg city limits Ward 3? Yes  No

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

3. Are you a registered voter? Yes  No

4. How did you learn about this vacancy?

Newspaper  Social Media City Website Word of Mouth

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

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

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

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

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

I grew up in Roseburg. My roots are here. I have known my neighbors to be part of a caring, loving community. I want to help keep Roseburg a special place to live. Now that I am retired, I have a deep desire to give back to my community. You will find that I am a dedicated, hard-working individual. My desire is to serve others.

I have owned several successful Oregon-based businesses, including a retail store, two advertising agencies, and a commercial FM radio station. I know the challenges faced by businesses. I hold a Bachelor of Science degree and a Master's degree from the University of Oregon. Both my practical and theoretical training have prepared me to be a critical thinker, a capable planner, and a dependable team member.

My background includes market planning, public relations, strong computer skills, negotiation techniques, to name a few.

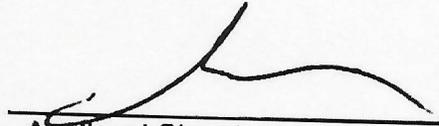
7. Please list community topics of particular concern to you that relate to this appointment.

Topics include:

- Business development
- Education and children
- Homelessness
- Crime and community safety
- City planning

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

I have a high degree of energy that I wish to devote toward helping to keep Roseburg an amazing place in which to live. I desire to reach out to others who are facing challenges in life, understanding their needs, and helping to be a solution to the issues faced by our community and its residents. I would see my role as more than just a twice a month city council meeting. I would reach out to those whom I serve.

  
Applicant Signature

7/12/2023  
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). Applications close 5:00 p.m. on Monday, July 17, 2023.

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

Information on this form is public information.  
Thank you for your expression of interest in serving the community.

**Note: City of Roseburg employees may not serve on an elected body.**



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### PLANNING COMMISSION RESIGNATION

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Meeting Date: July 24, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Commission Reports  
Staff Contact: Grace Jelks, Management Asst.  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Planning Commissioner Member Dan Onchuck has resigned from his position on the Commission.

#### BACKGROUND

**A. Council Action History.**

n/a.

**B. Analysis.**

Commissioner Onchuck informed Staff of his resignation effective immediately. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will solicit applications from interested parties.

**C. Financial/Resource Considerations.**

n/a.

**D. Timing Considerations.**

It is recommended action be taken as soon as practical to accept Commissioner Onchuck's resignation and take steps to fill the position.

#### STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Onchuck's resignation.

#### SUGGESTED MOTION

***"I MOVE TO ACCEPT DAN ONCHUCK'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."***

#### ATTACHMENTS:

Attachment #1 – Subject Resignation

COMMISSION REPORTS/COUNCIL WARD REPORTS A  
ATTACHMENT NO. 1

**From:** Daniel Onchuck <[donchuck@firstam.com](mailto:donchuck@firstam.com)>  
**Sent:** Tuesday, July 18, 2023 8:10 AM  
**To:** Stuart I. Cowie <[SCowie@cityofroseburg.org](mailto:SCowie@cityofroseburg.org)>  
**Subject:** Planning Commission

Hi Stu,

Sorry for the delay in getting this out to you. I thought about it, and it's probably best that I step down from the planning commission. It's possible that I'll be in the Midwest for more than the scheduled 3 months, and I don't want the Commission shorthanded and unsure if I'm returning.

Please let me know if I need to do anything further to accomplish the resignation.

Thank you,

Dan

**Dan Onchuck**  
**Lead Title Officer – Douglas County**  
**First American Title**  
1700 NW Garden Valley Blvd., Suite 204, Roseburg, OR 97471  
Direct: (541)464-5811  
Email: [donchuck@firstam.com](mailto:donchuck@firstam.com)



**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
July 10, 2023**

Council President Zielinski called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on July 10, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. Pledge of Allegiance

Councilor Rummel led the pledge of allegiance.

3. Roll call

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

Absent: Mayor Rich and Councilor Ellen Porter

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Assistant Fire Chief Dave Newquist, Finance Director Ron Harker, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, City Recorder Patty Hitt, and Management Assistant Grace Jelks

4. Mayor Reports

A. Parks and Recreation Month Proclamation

Council President Zielinski proclaimed July as Parks and Recreation Month. Easley accepted the proclamation and thanked Council for the recognition.

5. Commission Reports/Council Ward Reports

A. Council President Zielinski presented the Library Commission Appointment.

Council President Zielinski moved to appoint Shirley Lindell to the Library Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Zielinski, Briggs Loosley, Mohr, Rummel, Smith, and Sipos voted yes. No Councilors voted no.

6. Audience Participation

Cecil Hoopes, 637 Fulton St, expressed concerns about law enforcement activity, aggressive dogs, and a ticket for running a stop sign, which happened in his neighborhood.

Mr. Hoopes provided contact information and staff would contact him regarding his complaint.

7. Special Presentation

A. Erica Kimrey, UCAN, presented the Gary Leif Navigation Center One-Year Report. Discussion ensued.

Council questions and comments included whether The McKinney-Vento program was being utilized for educational need and the possibility of adding more units.

Kimrey stated that adding more units was a planning decision and will add educational outreach to the list of available resources.

Messenger expressed appreciation to UCAN and staff for their hard work and partnership.

8. Consent Agenda

Councilor Zielinski moved to approve the following consent agenda items:

- A. June 26, 2023 Meeting Minutes.
- B. Vine Street and Alameda Avenue Storm Rehabilitation Project Change Order Authorization: Project No. 23PW05.

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

9. Public Hearings

- A. Resolution No. 2023-18: A Resolution Exempting the Purchase of Cardiac Defibrillator Units from the Competitive Bid Process.

At 7:30 p.m., Council President Zielinski opened the public hearing regarding A Resolution Exempting the Purchase of Cardiac Defibrillator Units from the Competitive Bid Process. Newquist provided an overview of the resolution.

Councilor comments and questions included whether the purchase amount was budgeted and clarification of the purpose to exempt from the bidding process.

Messenger confirmed the purchase amount was budgeted and that cooperative purchasing means another agency had gone through the competitive bid process, which required someone with expert knowledge and skill when writing a new specification. The ability to piggyback on an already approved contract would save staff time and taxpayer money.

Newquist stated the biggest factor in decision-making for this purchase was that surrounding emergency services agencies all use Zoll units, which make them interchangeable. The competitive bid and exemption process helps smaller communities, such as Roseburg, obtain competitive pricing.

There was no public comment.

As no one else wished to speak, Council President Zielinski closed the public hearing at 7:37 p.m.

Councilor Briggs Loosley moved to adopt Resolution No. 2023-18, exempting from competitive bidding and awarding the purchase of new cardiac defibrillator units to Zoll Medical Corporation for \$120,478.80, utilizing NPP contract pricing. The motion was seconded by Councilor Mohr and approved with the following vote: Councilors Briggs Loosley, Mohr, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no. Council President Zielinski declared Resolution No. 2023-18 as adopted.

10. Ordinances

A. Ordinance No. 3590 – Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024, First Reading.

Hitt reported the telecommunications franchise agreement with Sprint Communications was in its fifth and final term and staff received an application for renewal on July 5, 2023. The effective date of the new franchise agreement would be January 1, 2024, and the initial term of the franchise was three years with an expiration date of December 31, 2026.

Council agreed to a first reading of Ordinance No. 3590. Hitt read Ordinance No. 3590, entitled, “Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024,” for the first time.

Councilor comments and questions included clarification of telecommunications fees.

Messenger clarified there were three (3) telecommunications rates and the standard rate had been applied for this applicant.

11. Department Items

A. VanWinkle presented the Workers’ Compensation Program. Discussion ensued.

Councilor Mohr clarified whether this item would be a conflict of interest. There was no conflict, because Mohr did not work for SAIF.

Councilor comments and questions included clarification of self-insured versus self-administered plan, overlap, and remaining funds distribution.

VanWinkle stated there would be some overlap in plans during the transition for claims processing.

Messenger clarified that the remaining balance would remain in the fund for the duration of the transition.

Councilor Sipos moved to authorize the City Manager to enter into an agreement with SAIF Corporation for workers’ compensation services. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Zielinski, Briggs Loosley, Mohr, Rummel, Smith and Sipos voted yes. No Councilors voted no.

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

Messenger stated the Executive Session, City Manager’s Report/Evaluation would be postponed to the July 24, 2023, meeting; however, an Executive Session for an update on a land use matter would take place at the conclusion of the regular meeting.

13. Adjourn

Council President Zielinski adjourned the regular meeting at 7:51 p.m.

Grace Jelks

Grace Jelks  
Management Staff Assistant

**ORDINANCE NO. 3590**

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE  
TO SPRINT COMMUNICATIONS COMPANY LP  
EFFECTIVE JANUARY 1, 2024**

**SECTION 1. Grant of Franchise.** The City of Roseburg, hereinafter called “City”, hereby grants Sprint Communications Company, LP, a Delaware limited partnership, 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 \$2.00 per linear foot based on the aggregate number of linear feet of public way occupied by its facilities. The fee shall be adjusted annually in accordance with the Consumer Price Index for Portland, Oregon.

**B. Payment.** The City shall invoice Franchisee in January of each year for its annual franchise fee based on the City’s calculation of the aggregate number of linear feet of public way occupied by Franchisee’s facilities as of the December 31

of the year just passed. 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 by January 31 of each year, based on the aggregate number of linear feet of public way occupied by the Franchisee's facilities as of December 31 of the prior year.

**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:**

Sprint Communications Company LP  
ATTN: Steve Knotts  
2450 N Street, NW, 4th Floor  
Washington, DC 20037  
E-mail: [sknotts@cogentco.com](mailto:sknotts@cogentco.com)  
Phone: 202-295-4200

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:** Steve Knotts

**Mailing Address:** 2450 N Street, NW, 4th Floor, Washington DC 20037

**Telephone:** 202-295-4200

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

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

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

**SECTION 10. Franchise Effective Date.** Franchisee submitted an application requesting a renewal of their existing telecommunications franchise and paid the application processing fee on June 30, 2023. The existing franchise agreement began on September 1, 2011 and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on July 24, 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 24th DAY OF JULY, 2023.**

**APPROVED BY THE MAYOR ON THIS 24TH DAY OF JULY, 2023.**

**MAYOR**

---

Larry Rich

**ATTEST:**

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Patty Hitt, City Recorder

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

**FRANCHISEE’S ACCEPTANCE OF ORDINANCE NO.**\_\_\_\_\_. This Ordinance is hereby accepted by Sprint Communications Company, LP on this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

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

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

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

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

) ss.

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

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

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

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

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PURCHASE OF MARKED PATROL VEHICLES

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Meeting Date: July 24, 2023  
Department: Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Gary Klopfenstein  
Contact Telephone Number: 541-492-6760

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### ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of three new police vehicles to replace older models as part of a standard and scheduled vehicle fleet rotation. The 2023 Ford utility vehicles will be procured using State of Oregon state-bid pricing.

### BACKGROUND

#### A. Council Action History.

Council has approved the Police Department's process of purchasing marked police vehicles in past budget cycles.

#### B. Analysis.

The Police Department's regular patrol fleet of ten SUVs is historically on a three-year rotation, as past history and maintenance records have shown this to be the optimum replacement schedule given their 24/7 use. We will be replacing three older Ford Interceptor SUVs.

The state-bid process for 2024 Ford Interceptor SUVs is anticipated to be opened around September of 2023. The Gresham Ford representative advised they mistakenly double purchased an order of 2023 Ford Interceptor SUVs for the City of Portland under the ORPIN contract price and have three new 2023 Ford Interceptor SUVs in stock and available for purchase now at that price. The representative advised they anticipate the 2024 Ford Interceptor SUVs will cost at the very least \$2,000 more each. Ford anticipates their build times for 2024 Ford Interceptors will be at least four months. The 2023 and the 2024 Interceptor SUVs are exactly the same vehicle.

State-bid cost for the 2023 Ford Interceptor SUVs is \$47,641.88 each.

The Roseburg Police Department solicited the following companies for up-fit bids:

- Lehr: \$20,872.48 per vehicle
- Day Wireless Systems: \$19,193.02 per vehicle
- Wire Works: \$17,958.46 per vehicle

Due to long lead times on equipment purchases, staff has authorized Wire Works to start the purchasing process. We utilize a local vendor in Green, FX Design, for patrol vehicle graphics. The SUVs we are replacing have Motorola radios that have been discontinued due to age; we are therefore replacing them with new Motorola radios, and due to long lead times on equipment purchases, have already ordered the radios.

Total costs are estimated below:

• Gresham Ford - three (3) 2023 Ford Interceptor SUVs:	\$142,925.64
• Wire Works up-fit for three (3) SUVs:	\$53,875.38
• FX Design's graphics for three (3) SUVs:	\$3,105.00
• Three (3) Motorola radios:	\$9,294.54
• Contingency:	\$10,799.44
<b>Total cost:</b>	<b>\$209,200.56</b>

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

Council adopted the FY 23-24 budget including the purchase of three (3) fully up-fitted police patrol SUVs. A total of \$220,000 has been allotted and is available in the equipment replacement fund to accomplish this purchase.

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

Gresham Ford is holding these three vehicles for Roseburg to purchase. If we do not commit to purchasing them, they will be sold to another agency. At that point we will have to wait until at least September to order new patrol SUVs, and they will be at a higher cost. Additionally, up-fit equipment and radio costs are continually increasing.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the purchase of three (3) 2023 police utility vehicles from Gresham Ford for \$142,925.64; or
2. Direct staff to wait until the ORPIN pricing for the 2024 models is available; or
3. Not authorize the purchase of three (3) police utility vehicles.

### **STAFF RECOMMENDATION**

Staff recommends City Council approve the purchase of three (3) 2023 police utility vehicles from Gresham Ford utilizing the ORPIN contract pricing.

### **SUGGESTED MOTION**

**“I MOVE TO APPROVE THE PURCHASE OF THREE (3) 2023 POLICE UTILITY VEHICLES FROM GRESHAM FORD FOR \$142,925.64.”**

### **ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 24-INCH TRANSMISSION MAIN ISABELL AVENUE TO NEWTON CREEK ROAD PROJECT BID AWARD RECOMMENDATION - 22WA11

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Meeting Date: July 24, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

---

### ISSUE STATEMENT AND SUMMARY

The City received bids for the 24-inch Transmission Main project from Isabell Avenue to Newton Creek Road. The issue for the City Council is whether to award the construction contract.

### BACKGROUND

#### A. Council Action History.

On September 28, 2020, Council awarded a master engineering services contract for Phases II and III of the 24-inch transmission main project to Murraysmith (Conсор) to provide design, bidding and construction management services.

On March 21, 2022, Council approved Consulting Services Task Order No. 4 for the design and bidding services for Phase III of the 24-inch transmission main installation from Isabell Avenue to Newton Creek Road.

#### B. Analysis.

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

In 2010, the City adopted a new Water System Master Plan, which recommends replacement of the 1934-era, 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase from Hooker Road to Isabell Avenue, was completed in 2022. The third phase from Isabell Avenue to Newton Creek Road, design was completed in 2023.

Bids for construction were advertised on June 6, 2023, and bids were opened on June 29, 2023.

One bid was received and is summarized below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 4,009,236.00
	<i>Engineer's Estimate:</i>	\$ 4,101,900.00

### C. Financial/Resource Considerations.

The FY 2023-24 Water Fund budget includes \$4,620,000 for this transmission main capital project. The total remaining project costs are estimated below:

Construction	\$ 4,009,236.00
Construction Mgt. Support (Conсор)	\$ 133,887.00
Construction Inspection Services (Estimate)	\$ 90,000.00
Contingency (7.5 %)	\$ 300,692.70
<b>Total</b>	<b>\$ 4,533,815.70</b>

### D. Timing Considerations.

If awarded, the Notice to Proceed (NTP) will be issued in August 2023. The contract allows 210 calendar days to complete all work and includes a pause in work during winter months from November 1 to March 4. The project has a final completion date of October 31, 2024.

### COUNCIL OPTIONS

The City Council has the following options:

1. Award the contract to the lowest responsible bidder, Cradar Enterprises, Inc., for \$4,009,236.00; or
2. Request additional information; or
3. Reject the bid.

### STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive and responsible. The Public Works Commission discussed this project at their July 13, 2023, meeting and recommended awarding the contract to the lowest responsible bidder. Funds are budgeted for the project. Consor reviewed the bid and recommends award of the contract to the lowest responsible bidder, Cradar Enterprises, Inc., for \$4,009,236.00. Staff concurs with these recommendations.

### SUGGESTED MOTION

***"I move to award the 24-inch Transmission Main Project from Isabell Avenue to Newton Creek Road to the lowest responsible bidder, Cradar Enterprises, Inc., for \$4,009,236.00."***

### ATTACHMENTS:

Attachment #1 – Engineer's letter of recommendation



## Recommendation of Award

July 5, 2023

**Mr. Daryn M. Anderson, PE**

City of Roseburg  
900 SE Douglas Avenue  
Roseburg, Oregon 97470

**RE: Project No. 22WA11**  
**24-Inch Transmission Main – Isabell Avenue to Newton Creek Road**  
***Recommendation of Award***

Dear Daryn,

On June 29, 2023, the City received one bid on the above-referenced construction project. We have reviewed the bid and it appears to be sufficiently similar to the Engineer’s opinion of construction cost. As such, we recommend award of the contract to the lowest responsive bidder: Cradar Enterprises, Inc; Roseburg, Oregon. A Summary of bid results is as follows:

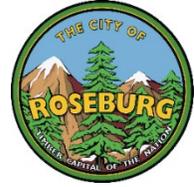
Contractor	Total Cost
Cradar Enterprises, Inc.	\$ 4,009,236.00

If you have any questions or need any further information, please do not hesitate to let us know.

Sincerely,  
Conсор North America, Inc.

**Justin R Luce**  
Digitally signed by Justin R Luce  
 DN: CN=Justin R Luce,  
 dnQualifier=A01410C00000185090195EC000851A0,  
 O=CONSOR NORTH AMERICA INC, C=US  
 Date: 2023.07.05 14:55:25-07'00'

Justin R Luce, PE *Senior Engineer*  
503.225.9010 | justin.luce@consoreng.com



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### 24-INCH TRANSMISSION MAIN PROJECT FROM ISABELL AVENUE TO NEWTON CREEK ROAD –TASK ORDER NO. 6, CONSTRUCTION MANAGMENT SERVICES - 22WA11

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Meeting Date: July 24, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

The Water Capital Improvement Fund includes a project to replace the 24-inch transmission Main from Isabell Avenue to Newton Creek Road. The issue for the City Council is whether to authorize a task order for Construction Management (CM) Services for Phase III of this project.

#### BACKGROUND

##### A. Council Action History.

On September 28, 2020, Council awarded a master engineering services contract for Phases II and III of the 24-inch transmission main project to Murraysmith (Conсор) to provide design, bidding and construction management services.

On February 28, 2022, City Council authorized Task Order No. 4, for Design through bidding services for Phase III.

##### B. Analysis.

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

In 2010, the City adopted a new Water System Master Plan, which recommends replacement of the 1934-era, 20-inch diameter transmission main in phases. The first phase of the project, for the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase from Hooker Road to Isabel Avenue, was completed in 2022.

Task Order No. 4, for Design through bidding services for Phase III is complete. Task Order No. 6 has been negotiated with Conсор and includes CM services for Phase III at a cost not to exceed \$133,887.00.

**C. Financial/Resource Considerations.**

The FY 2023-24 Water Fund budget includes \$4,620,000.00 for this transmission main capital project. The total remaining project costs are estimated below:

Construction	\$ 4,009,236.00
Construction Mgt. Support (Consort)	\$ 133,887.00
Construction Inspection Services (Estimate)	\$ 90,000.00
Contingency (7.5 %)	\$ 300,692.70
<b>Total</b>	<b>\$ 4,533,815.70</b>

**D. Timing Considerations.**

If the construction contract is awarded at the July 24 City Council meeting, it would be appropriate to authorize the task order at the same meeting in order to ensure the start of the project is not delayed.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Authorize a task order for Construction Management services for an amount not to exceed \$133,887.00; or
2. Request additional information; or
3. Not authorize the task order.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this item at their July 13, 2023, meeting and recommended the City Council authorize the task order. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***“I move to authorize Task Order No. 6 for the 24-inch Transmission Main Isabell Avenue to Newton Creek Road consulting services contract for an amount not to exceed \$133,887.00.”***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## STORM PIPE REHABILITATION ALAMEDA AND CHURCH AVENUE BID AWARD CONSTRUCTION PROJECT NO. 23PW12

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Meeting Date: July 24, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Storm Pipe Rehabilitation Alameda and Church Avenue Project. The issue for Council is whether to award the construction contract.

### BACKGROUND

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

**B. Analysis.**

In December of 2015, staff identified a failing storm drainage pipe on Harvard Avenue. The pipe was aluminum spiral Ultra Flo piping and the bottom had corroded out of it prematurely. As a result of that failure, staff began investigating all of the Ultra Flo that had been previously installed within the City and found similar issues with pipe installed in the late 1980s and early 1990s. In order to address this issue, the City has been installing Cured-In-Place-Piping (CIPP) within the existing pipes to restore the structural integrity of the pipe and extend its useful life.

This project consists of rehabilitation of approximately 856 linear feet of 36-inch diameter and 1,979 linear feet of 42-inch diameter storm drain pipe utilizing CIPP. This project is located in Alameda Avenue between Morris and Winter streets and in Church Avenue.

The construction bid documents were advertised for bid on June 8, 2023, and bids were opened on June 29, 2023.

Six bids were received and are summarized below.

No.	Bidder	Total Bid Amount
1	Allied Trenchless	\$ 895,610.00
2	Whitaker Construction	\$ 989,837.00
3	Michels Trenchless, Inc.	\$ 1,036,855.00
4	Insituform Technologies	\$ 1,168,950.00
5	Iron Horse, LLC	\$ 1,187,858.00

6	Iron Horse Excavation, LLC dba Oxbow Const.	\$ 1,187,864.00
	<i>Engineer's Estimate:</i>	\$1,062,050.00

**C. Financial/Resource Considerations.**

The FY 2023-24 Storm Drainage budget includes \$1,200,000 for this capital improvement project. The project was designed in-house, and staff will be providing construction management. Total project costs are estimated below.

Construction	\$ 895,610.00
Contingency (5%)	\$ 44,780.00
<b>Total</b>	<b>\$ 940,390.00</b>

**D. Timing Considerations.**

If awarded, the Notice to Proceed (NTP) will be issued in August 2023. The contractor has 60 calendar days to complete the work once construction is started. Work is required to be substantially complete by May 31, 2024.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Award the contract to the lowest responsible bidder, Allied Trenchless, for \$895,610.00; or
2. Request additional information; or
3. Reject all bids.

**STAFF RECOMMENDATION**

The Public Works Commission discussed the contract award at their July 13, 2023, meeting and recommended Council award the contract. The lowest bidder submitted all required documentation and is considered responsive and responsible. Funds are budgeted and available to construct the project. Therefore, staff recommends awarding the contract to Allied Trenchless for \$895,610.00.

**SUGGESTED MOTION**

***"I move to award the Storm Pipe Rehabilitation Alameda and Church Avenue Project to the lowest responsible bidder, Allied Trenchless, for \$895,610.00."***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### HWY 138 WATER LINE REPLACEMENT, DOUGLAS AVE TO SUNSHINE ROAD PROJECT NO. 22WA16 AMENDMENT NO.1 ENGINEERING SERVICES CONTRACT

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Meeting Date: July 24, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

The City requested Keller Associates, Inc. to shift the alignment of the water line on HWY 138 from the North shoulder to the center median at 80 percent design due to a utility conflict. The issue for Council is whether to authorize an amendment to the engineering services contract.

#### BACKGROUND

##### A. Council Action History.

On March 28, 2022, the Council awarded an Engineering Services Contract for the HWY 138 Water Line Replacement, from Douglas Avenue to Sunshine Road, to Keller Associates, Inc.

##### B. Analysis.

In 1996, the City of Roseburg installed an 18-inch water transmission main on HWY 138 from Fowler Street to Douglas Avenue. The east end of the project connected into an existing 8-inch main at Douglas Avenue. An 8-inch main, constructed in the mid 1960's, extends east on HWY 138 to Buckhorn Road, and then into Dixonville. This project would replace approximately 3,300 feet of existing 8-inch main with an 18-inch water main. In 2010 the City adopted the current Water System Master Plan, which recommends replacing the existing 8-inch main with an 18-inch main.

During the early design process Lumen, a fiber-optic company, was negligent in performing pre-survey utility locate requests. They were closing out utility locate requests without marking their utilities. Several emails and phone calls were sent during early design to try and rectify the matter with Lumen. Lumen's lack of utility locating resulted in the utility conflict that caused the City to request realignment of the water line project at 80 percent design completion. The necessary amendment is at no fault of the City or Keller Associates, Inc.

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

The original contract amount was \$78,240, of which \$63,687.50 has been expended through the May billing period. The amendment requested is for an additional \$28,530.

There is \$14,552.50 remaining in the original contract, which brings the total remaining cost associated with the contract to \$43,082.50. The FY 23-24 Water Improvements-Main Replacements fund includes \$100,000 for main replacements.

**D. Timing Considerations.**

The amendment extends the original contract completion date from 12/31/2023 to 6/30/2024.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Authorize Amendment No. 1 to Keller Associates, Inc. for an amount not to exceed \$28,530; or
2. Request additional information; or

**STAFF RECOMMENDATION**

The Public Works Commission discussed the proposed amendment at their July 13, 2023 meeting. The Commission recommended approving Amendment No. 1 to the engineering services contract for Highway 138 Water Main Replacement to Keller Associates, Inc., for an amount not to exceed \$28,530. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***“I move to authorize Amendment No. 1 to the engineering services contract for Highway 138 Water Line Replacement to Keller Associates Inc., for an amount not to exceed \$28,530.”***

**ATTACHMENTS:**

None



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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

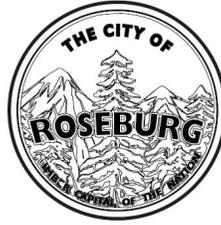
**Agenda Section:** Informational  
**Staff Contact:** Nikki Messenger, City Manager  
**Contact Telephone Number:** 541-492-6866

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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 July 10, 2023, meeting, the following items are included:

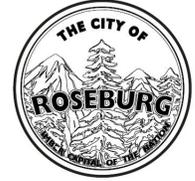
- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
July 17, 2023 - 10:00 a.m.

1. July 24, 2023 City Council Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Outdoor Events/Facilities Use - Blocktober Fest – 10/07/2023
4. Discussion Items

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- ARPA Quarterly Reports (add to quarterly reports)
- Umpqua Actors Community Theater (UACT) – Improvement Project
- CRS Flood Insurance Assessment
- Dog Ordinance Update
- OLCC New Outlet Application - Chinese Xiang Cuisine LLC

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**August 14, 2023**

Special Meeting

- A. Planning Commission Interviews – Time: TBD

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Public Hearings

- A. Right of Way Vacation

Resolutions and Ordinances

- A. Resolution No. 2023-19: A Resolution Exempting the Purchase of a Trailer-Mounted Vacuum Excavator from the Competitive Bid Process

Ordinances

- A. Ordinance #3591: Granting Renewal of a Telecommunications Franchise to McLeodUSA Telecommunications, Effective January 1, 2024, First Reading

Informational

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

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**August 28, 2023**

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Ordinances

- A. Ordinance #3591: Granting Renewal of a Telecommunications Franchise to McLeodUSA Telecommunications, Effective January 1, 2024, Second Reading

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

Informational

- A. City Manager Activity Report

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**September 11, 2023**

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**September 25, 2023**

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Department Items

- A. 2023 Oregon Public Library Statistical Report

A.

Informational

- A. City Manager Activity Report
- 

**October 9, 2023**

Consent Agenda

- A. September 25, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**October 23, 2023**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**November 13, 2023**

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**December 11, 2023**

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**January 8, 2024**

Mayor Reports

- A. State of the City Address
  - B. Commission Chair Appointments
  - C. Commission Appointments
- Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**January 22, 2024**

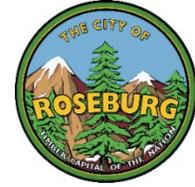
Consent Agenda

- A. January 8, 2024 Meeting Minutes

Informational

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

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**MUNICIPAL COURT QUARTERLY REPORT**

**Meeting Date: July 24, 2023**  
**Department: Municipal Court**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Reports**  
**Staff Contact: Jason Mahan**  
**Contact Telephone Number: 541-673-0171**

**ISSUE STATEMENT AND SUMMARY**

At the request of City Council, a report on the court’s case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council’s desire to receive regular updates on court operations and covers.

**BACKGROUND**

**Analysis.**

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	YTD TOTAL	PRIOR YEAR
<b>COURT CASE TOTALS</b>						
CRIMES	350	238	280	305	1,173	1,245
TRAFFIC CRIMES	49	55	87	67	258	225
TRAFFIC VIOLATIONS	875	548	900	916	3,239	3,031
NON-TRAFFIC VIOLATIONS	69	14	37	56	176	77
<b>TOTAL</b>	<b>1,343</b>	<b>855</b>	<b>1,304</b>	<b>1,344</b>	<b>4,846</b>	<b>4,578</b>

After the fourth quarter of the 2022-23 fiscal year, total cases were up 6.07% from the prior year. By category, crimes decreased by 5.78%, while traffic crimes, traffic violations and non-traffic violations increased by 14.67%, 6.86% and 129.57% respectively.

	BUDGET 2022-23	1ST QTR 2022	2ND QTR 2022	3RD QTR 2021	4TH QTR 2021	YTD TOTAL	PRIOR YTD TOTAL
<b>COURT REVENUES</b>							
FINES	\$ 380,000	\$ 70,224	\$ 62,525	\$ 61,220	\$ 65,404	\$ 259,373	\$ 349,756
COURT COSTS	20,000	5,642	9,638	5,085	7,540	27,905	21,474
CRT APPT ATTORNEY	10,000	2,126	1,060	2,596	2,880	8,662	9,920
<b>TOTAL</b>	<b>\$ 410,000</b>	<b>\$ 77,992</b>	<b>\$ 73,223</b>	<b>\$ 68,901</b>	<b>\$ 75,824</b>	<b>\$ 295,940</b>	<b>\$ 381,150</b>

After the fourth quarter of the 2022-23 fiscal year, total court revenues were down 22.36% from the prior year. Fines and collections revenue decreased by 25.84%, court costs revenues increased by 29.95% and court appointed attorney revenues decreased by 12.68%.

On a budgetary basis, revenues are 72% of budget after the fourth quarter of the fiscal year.

## **CLOSING REMARKS**

Since the last quarterly report, there have been a couple important changes. that I wanted to bring to the council's attention. The first change is that the City of Roseburg has negotiated an increase in jail space with the Douglas County jail. As a result, the Roseburg Municipal Court now has 16 jail beds available every day for inmates. One of the factors that is important to consider in whether to impose a jail sentence and how long a sentence should be imposed is the costs to the City of Roseburg. Previously we had 8 beds available and if we went over that capacity, we were charged a daily fee for inmates. It is normal for our court to hold at least 8 individuals on any given day. Our court can exceed our capacity of 16 beds, but the City would have to pay a daily fee if the number of inmates held in custody exceeds 16 inmates.

One of the frustrating parts of my job is having to deal with a group of repeat offenders. These individuals are continuing to commit criminal offenses despite repeated jail sentences. These individuals have been ordered to work with community partners like Adapt in the hopes that they can address underlying issues such as mental health. I have been trying to motivate these individuals to take steps towards meaningful change. Unfortunately, we are not seeing any change in this group's behavior. This increase in jail bed capacity will assist me in helping to address some of our repeat offenders.

The other change that should be mentioned is that we have been able to establish video arraignments for in custody defendants. Previously, all individuals arrested had to be transported in person by a court bailiff to Roseburg Municipal Court. Normally the inmates would be brought in groups of three. It is not uncommon for a recently arrested individual to still be intoxicated or under the influence of controlled substances or dealing with a significant mental health issue. These individuals can be very difficult in court and there have been some significant outbursts in court over time. With video arraignments, inmates are appearing from the Douglas County jail, and it has made daily court more efficient and safer. Inmates are still transported to court for entry of pleas, sentencing, and trial. These court dates occur usually several days after the person has been arrested and the chance of the inmate acting out in court have usually decreased significantly.

07/24/2023

As has been mentioned previously, individuals with significant mental health issues continue to have contact with the court. We have always had to work with people who have a mental health condition, but the number continues to increase over time. We seem to have individuals daily who are so impacted by their mental health that the court has to go to the Douglas County Jail to arraign them in their cell. Adapt continues to attend most court appearances and we are working together to identify individuals that need their assistance and order individuals to engage in services. While overall compliance remains low, we will continue to do our part to try and connect defendants with service providers that could assist them.

I appreciate you taking the time to review this court report. If you have any questions for me, I am happy to answer them. As always, I'm very grateful to have the opportunity to be the Roseburg Municipal Court Judge. I enjoy working with other employees of the city, community partners, and interacting with members of our community.

Sincerely,

Jason Mahan