

ROSEBURG CITY COUNCIL AGENDA – JUNE 23, 2025
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



LA
6-19-2025

Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

See Audience Participation Information for instructions on how to participate in meetings.

6:30 p.m. – Special Meeting

Planning Commission Interviews

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Jason Tate

Ruth Smith

Ellen Porter

Katie Williams

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

A. Planning Commission Appointment

B. Parks and Recreation Month Proclamation

4. Commission Reports/Council Ward Reports

A. Downtown Parking Committee Updates

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

6. Consent Agenda

A. June 9, 2025 Regular Meeting Minutes

7. Ordinances

A. Ordinance No. 3611 – Adding RMC 7.02.040 Indecent Exposure, Second Reading

8. Department Items

A. 2025 Pavement Management Slurry Seals Bid Award Recommendation – 25PW02

B. 2025 Garden Valley Boulevard & Stewart Parkway Pavement and Curb Ramp Improvements Bid Award Recommendation – 25PW01

C. Harvard Avenue Storm Improvements, Ballf to Umpqua Bid Award Recommendation – 24 PW10

D. Axon AI Era Contract

E. Resolution No. 2025-10 Updating City Fee Schedule – Solid Waste Management License Fees

9. Items from Mayor, City Council and City Manager

A. Reading of Executive Session Disclaimer (ORS192.660(2)(e))

10. Adjourn

11. Executive Session ORS 192.660(2)(e)

A. Real Property Discussion

Informational

A. Future Tentative Council Agendas

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

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation.

TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

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

Comments may be provided in one of three ways:

- **IN PERSON during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.**
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click “Join Webinar” to join the meeting as an attendee. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
 - Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”
 1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

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

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

ORDER AND DECORUM

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

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

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

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



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PLANNING COMMISSION INTERVIEWS / APPOINTMENT

Meeting Date: June 23, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Special Meeting/Mayor Reports
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two (2) vacancies on the Planning Commission that may be filled by a city resident.

BACKGROUND

A. Council Action History. Council accepted the resignation of Janelle James on December 9, 2024, from the Planning Commission. The Council acknowledged vacancies and reappointments at the regular meeting on January 13, 2025. Council then accepted an additional resignation from the Planning Commission of Emily Brandt on May 12, 2025.

B. Analysis. Staff has advertised the Planning Commission vacancies through the local news media, social media and the City's website. Two (2) applications were received from city residents Andy Stoner and David Bolhuis.

The Roseburg Municipal Code (RMC) requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which candidates are interviewed. Following the interview, the Council may make appointments during the regular meeting or solicit additional candidates for consideration at a later meeting before making appointments.

In accordance with RMC 2.25.030, no more than two members of the Planning Commission may be engaged principally in the buying, selling, or developing of real estate. This limitation is based on state statute and must be considered when making appointments to ensure compliance with the code. There is currently a Planning Commission member that is engaged in real estate development, so Council is limited to appointing only one of the two applicants at this time.

C. Financial and/or Resource Considerations. N/A.

D. Timing Issues. It is recommended appointments be made as soon as practical.

COUNCIL OPTIONS

- 1) Interview the applicants and make one appointment during the regular meeting; or
- 2) Choose to continue solicitation for additional applicants.

STAFF RECOMMENDATION

Pursuant to the Roseburg Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council. There is currently one developer serving on the Planning Commission. Since both applicants are Realtors, the Council may only appoint one of them to remain in compliance with the municipal code.

ATTACHMENTS

Attachment No. 1 – Interview Questions

Attachment No. 2 – Andy Stoner Application

Attachment No. 3 – David Bolhuis Application



PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background.
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Stoner Andrew
Last First

Home Address: [REDACTED] 97471
Street Zip Code

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

Email Address: [REDACTED]

Occupation Realtor Roseburg Homes Realty
Place of Employment

Business Address [REDACTED] Roseburg, OR 97470 [REDACTED]
Phone

1. Do you reside within the Roseburg city limits? Yes ☒ No ☐
2. Do you own property or a business within the City? Yes ☒ No ☐
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☒
Other ☐ Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have been a licenced Real Estate Agent/Realtor in this area for 9 years. I have experience with all types of real estate transactions including residential, multi family/investment, commercial and leases.

Prior to attaining my broker's licence I was a Property Appraiser for the County in The Assessor's office for 6 years.

6. Please give a brief description of your involvement in community groups and activities.

In the past, most of my volunteer time was dedicated to local youth sports programs. I've been an active member of the board for Cal Ripkin Baseball/Softball, the high school Lacrosse program and extensive time spent fundraising for the high school Wrestling program.

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

With the overall price of real estate, continuing to rise I see firsthand how it affects local homebuyers by making sacrifices to keep homeownership attainable. I see exceptions made in the size or overall condition of a home that keeps in within their budget. I also see sacrifices in living arrangements in different forms now that were uncommon 5 or 10 years ago. I see first time buyers come to me with roommates already selected who join us on showings to allow the roommates to have some input on the purchase. I'm also seeing more families buying properties together to help share the burden. Buyer's living with parents in their 30's didn't seem to be as popular when homes were more affordable. The idea of ADUs is becoming a popular option and I'm very interested to see how the local governments address this situation and I hope to be involved to creating solutions to the broad issue of affordable housing.

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

My main reasons for applying for appointment are:

A desire to be part of a solution that addresses the cost of local housing.
To stay connected to the community and see what types of issues local residents are dealing with in regards to the Planning Dept.
Lastly, this appointment would give me a unique opportunity to gain experience that I will directly benefit from in my career.



Applicant Signature

5/14/2025

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

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, it may wish to take more time to deliberate before making the appointment.

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Bolhuis David
Last First

Home Address: [REDACTED] 97470
Street Zip Code

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

Email Address: [REDACTED]

Occupation Realtor/Appraiser Oregon Life Homes/Self-Employed
Place of Employment

Business Address [REDACTED] [REDACTED]
Phone

1. Do you reside within the Roseburg city limits? Yes ☒ No ☐
2. Do you own property or a business within the City? Yes ☒ No ☐
3. How did you learn about this vacancy?
Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☒
Other ☐ Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes ☒ No ☐
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have 6 years of experience in real estate as an appraiser and broker. I have also rehabilitated a few abandoned homes throughout Douglas County. I am passionate about the future development of Roseburg and would love to have the opportunity to provide input in regards to the development of the downtown district and the surrounding areas.

6. Please give a brief description of your involvement in community groups and activities.

I do not have any direct affiliation, at this time, to any particular community groups. I have donated some money and resources to individuals in need but that is the extent of service that I have provided.

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

I am interested in the current issue surrounding the urban growth boundary swap. I am also interested in the Pine Street overlay and future development of the riverfront.

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

I have a deep desire to contribute to the Roseburg community and believe that the experience that I have accumulated in various areas of the real estate industry will allow me to best serve the community by providing informed guidance on this commission. I would be honored to have the opportunity to work alongside the other committee members in our shared goal to improve Roseburg.


Applicant Signature

05/04/2025

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@roseburgor.gov.

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, it 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.

PROCLAMATION

CITY OF ROSEBURG, OREGON

PARKS AND RECREATION MONTH

WHEREAS: Our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS: Parks and recreation encourages physical activities by providing space for popular sports, hiking and running trails, spray parks and many other activities designed to promote active lifestyles; and

WHEREAS: Parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS: Parks and recreation areas are fundamental to the environmental well-being of our community. They improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development and protect habitat for wildlife; and

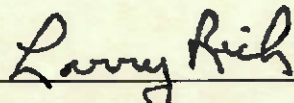
WHEREAS: Our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS: The City of Roseburg recognizes the benefits derived from parks and recreation resources;

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

PARKS AND RECREATION MONTH

DATED this 23rd day of June 2025.



The Honorable Mayor Larry Rich



**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
June 9, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on June 9, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Williams led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, Andrea Zielinski, Jason Tate, Ruth Smith, Ellen Porter, Katie Williams, and Zack Weiss

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stu Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, HIV Alliance Program Manager Dane Zahner, and The New Review Reporter Patrick Moore

3. Mayor Reports

A. Mayor Rich proclaimed June 2025 as LGBTQ+ Pride Month. Umpqua Valley Rainbow Collective member Rian Berriman accepted the proclamation and thanked the Council for their recognition.

4. Commission Reports/Council Ward Reports

A. Councilor Weiss presented the Downtown Parking Committee update. He stated that the Committee had a productive discussion last Thursday and identified potential solutions to address the current deficit in the parking fund. At the next meeting, the Committee will work on refining these ideas and preparing recommendations for the City Council, which may help offset some of the deficit.

5. Audience Participation

Lee LaRaut, business owner, spoke about Destination Marketing Services.

Catherine Kerns, resident, spoke about a code enforcement complaint on Hopper Street.

Allen Pike, hotel manager, spoke about Destination Marketing Services.

Ali Rodgers, business owner, spoke about Destination Marketing Services.

Kelly Wyatt, resident, spoke about improvements at the business center and Destination Marketing Services.

Nicole Inglis, resident, spoke about improving the downtown area.

6. Consent Agenda

- A. May 12, 2025, Regular Meeting Minutes.
- B. OLCC – New Outlet – Old Soul Pizza LLC dba Old Soul Pizza Two located at 1612 NW Keasey.
- C. OLCC – New Outlet – New Chinese Garden Inc. dba Chinese Garden Restaurant located at 1023 NE Stephens St.
- D. OLCC – New Outlet – Triple WWW located at 528 W. Agee St.

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

7. Public Hearings

Mayor Rich opened the public hearing at 7:33 p.m. and clarified the rules governing public hearings for budget matters.

- A. Harker presented Resolution No. 2025-09: 2025-2026 Budget Adoption. As no one wished to speak, Mayor Rich closed the public hearing at 7:35 p.m.

Council President Smith moved to adopt Resolution No. 2025-09 Adopting the 2025-2026 Budget as approved by the Budget Committee. The motion was seconded by Councilor Porter and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Ordinances

- A. Klopfenstein presented Ordinance No. 3610 – Adding RMC 7.02.190, Prohibited Distribution of Hypodermic Needles, Second Reading. Discussion ensued.

Public Comments

HIV Alliance Program Manager Dane Zahner spoke about the possible impact to services provided by his organization, improvements to the needle exchange program with more of a focus on collection, recommendation to add a permit process if the Council proceeds with the ordinance similar to other jurisdictions, and feels that this ordinance is too restrictive.

Nytes read Ordinance No. 3610, entitled, “An Ordinance Adding Section 7.02.190 to the Roseburg Municipal Code,” for the second time.

Councilor Zielinski’s comments and questions included defining “public ways” language in the ordinance, agreement with Councilor Weiss’ comments about making sure people have access emergency overdose reversal kits, and ensuring people are safe and have access to resources.

Mayor Rich's comments and questions included where distribution is allowed within the city after the ordinance is adopted, support for the ordinance, monitoring the impact, and we can amend it later if needed.

Councilor Weiss' comments and questions included whether injectable Naloxone is considered a hypodermic needle, concern for prohibiting distribution on public property, amendment process necessary to change the ordinance at a later date, supports keeping needle exchanges on private property, importance of considering distribution of injectable Naloxone for emergencies, whether HIV Alliance hands out less injectable Naloxone than hypodermic needles for exchanges, having Naloxone readily accessible is a responsible practice for businesses, and he believes there is a substantial cost difference for nasal Narcan versus injectable Naloxone.

Councilor Porter's comments and questions included clarification of "absent present and verifiable medical necessity" language in the ordinance, support for partnering with private entities for needle exchanges, not allowing exchanges in parks, concern for keeping parks safe for kids and families, there are many resources available to help folks in Oregon that are struggling with addiction, concern that more people are using the parks now that summer is here, support for passing the ordinance tonight and amending the language at a later date, and identifying other local organizations that can distribute nasal Narcan or injectable Naloxone.

Councilor Williams' comments and questions included clarification that distribution of injectable Naloxone would be limited, feels the language is too restrictive, would like to add a process to obtain permission for distribution in designated public areas, and distribution at parks should not be allowed.

Council President Smith's comments and questions included adding a permit process, finding a solution for pickup and disposal of hazardous materials after the ordinance is approved, and concern this ordinance will not stop people from discarding needles in the park.

Councilor Michalek's comments and questions included making changes to the ordinance in the future, distributing emergency kits at the HIV Alliance office, drug users should carry their own emergency kits and not rely on others to have carry medication that will stop an overdose.

Councilor Tate's comments and questions included that Naloxone is important to have on hand, support for emergency kit distribution during needle exchanges, needle exchanges should not be done in parks or public streets, there are many organizations that have this medication available, this is not an access to medication problem, and people need to know where to go to get these emergency kits.

Councilor Briggs Loosley's comments and questions included concern about the impact of restricting efforts by HIV Alliance to distribute Naloxone.

Forrester clarified that "public ways" are streets, injectable Naloxone is considered a hypodermic needle, distribution would be limited to medical necessity on city property, medical emergencies allow for hypodermic needles, distribution of injectable Naloxone is allowed on private property, Council can

amend the ordinance through the same process and requires first and second reading.

Klopfenstein clarified there might be a preference for injectable Naloxone, the Police Department carries Narcan nasal spray, we encounter a lot of used and discarded nasal spray containers during camp cleanups, participated in discussions that detailed the process of using less than a full dose of injectable Naloxone to keep the high without the full impact of an overdose, we carry Narcan for limited use, Narcan is available through local organizations, there are many programs that will assist with the cost of these medications, and Adapt and other local organizations hand out these medications.

Messenger clarified we can make a change to allow for a permit process and discussion about using injectable Naloxone to control the level of high without the danger of a drug overdose.

Council President Smith moved adopt Ordinance No. 3610. The motion was seconded by Councilor Porter. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Porter, Tate, and Zielinski voted yes. Councilors Smith, Weiss, and Williams voted no. The motion passed (5-3).

- B. Klopfenstein presented Ordinance No. 3611 – Adding RMC 7.02.040 Indecent Exposure, First Reading. Discussion ensued.

Mayor Rich's comments and questions included possible penalties and methods for reporting violations.

Councilor Michalek's comments and questions included clarification of possible for citations for relieving yourself behind a tree in public.

Klopfenstein clarified the penalty would fall under the same category as other city ordinance violations, the fine could be up to \$1500, and we need evidence of probable cause to issue a citation.

Forrester clarified the criteria for establishing probable cause, burden of proof for prosecution, and explained public indecency is classified as a misdemeanor charge under state statute, while public urination is already addressed as a violation under city code.

Council agreed to a first reading of Ordinance No. 3611. Nytes read Ordinance No. 3611, entitled, "An Ordinance Adding Section 7.02.040 to the Roseburg Municipal Code," for the first time.

9. Department Items

- A. Harker presented Contract Award Recommendation for Indigent Attorney Services. Discussion ensued.

Councilor Porter's comments and questions included comparison of an hourly rate for billable hours versus a flat fee structure.

Harker clarified we use information from court case assignments for tracking and the number of cases has increased.

Forrester clarified the city switched over to a flat rate fee structure several years ago to save on costs, there is more predictability with this structure, and hourly rates can increase overall costs if an attorney suddenly gets more trials.

Council President Smith moved to award the contract for Indigent Attorney Services to Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law, for a Five-Year Period starting at \$96,000 per year. The motion was seconded by Councilor Michalek and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Cowie presented the Destination Marketing Organization Contract Possible Reconsideration including information that was originally submitted and the revised submission from Anvil Northwest. Discussion ensued.

Cowie noted for the record that Anvil Northwest amended their proposal to include Quarterly "Focused Industry Meetings", consisting of industry group feedback, recommendations for future topics of interest, industry representatives will be asked to report headlines of their respective outlets, seek input for upcoming campaign plans, and form the agenda for regularly scheduled quarterly stakeholder meetings. The new bid amount requested for the amended proposal is \$720,000.

Councilor Weiss' comments and questions included whether the original request for proposals or amendment included a breakdown of the costs, determination for the increased amount, criteria for selecting industry representatives, date for the next stakeholder meeting, quarterly reporting at the Economic Development Commission meetings, appreciation for Anvil Northwest's responsiveness, they gave us what we asked for, support for moving forward as long as they are reporting quarterly, this is a tool meant to be an asset to our community, and not moving forward is more detrimental to our community.

Councilor Porter's comments and questions included whether the Economic Development Commission could assist with selecting industry representatives, it would have been helpful to have a presentation by Anvil Northwest so that we can familiarize ourselves with the work they are doing, whether they are available tonight for questions, has not seen any marketing for Roseburg during travel throughout the state, would like to hear from industry representative about experience with Anvil Northwest, whether stakeholder meetings are helpful, input about selecting industry representatives, support for the Economic Development Commission selecting stakeholders representatives, and would really like feedback from stakeholders if the contract is approved.

Councilor Michalek's comments and questions included whether Anvil Northwest is a nonprofit, does not feel there is enough information to vote for this item, clarification of the statistical data, and Roseburg is a fun place to be with lots of activities.

Mayor Rich's comments and questions included whether there is the impression that an industry group is not being represented, number of stakeholders at a meeting, topic and length of meetings, industry representation versus advertising for free, support for the contract, not moving forward would mean we lose out just

as summer tourism is beginning, and hopefully they are aware of how important the focus groups are to Council.

Councilor Briggs Loosley's comments and questions included concern about length of time since a stakeholder meeting was held.

Councilor Williams' comments and questions included clarification of next steps if the Economic Development Commission is not satisfied with the next quarterly report.

Councilor Tate's comments and questions included if the meetings are not happening as outlined in the new proposal would that be grounds for terminating the new contract.

Umpqua Valley Winegrowers Association Executive Director Ali Rodgers shared her experience with Anvil Northwest.

Cowie clarified that Anvil Northwest already has industry representatives that they communicate with regularly, two of the representatives spoke here tonight, Council did not indicate at the last meeting that the Economic Development Commission should pick the industry representatives, they provide tourism training and materials at meetings that have not been well attended, they are not deciding on creative content, the increased amount is due to finding ways to implement the feedback they get into the campaign plan, stakeholder meetings are geared toward the stakeholder group, there is a different topic for each quarterly meeting, there are times when other stakeholders attend for industry related information, received an invitation for a meeting about five months ago, they have always provided quarterly reports at the Economic Development Commission meetings, they are not here because this is not an interview process, staff has already reviewed the bids, and we are presenting to you to decide on whether to award the contract.

Messenger clarified that information was sent out about the request for proposals and recommendations from the Economic Development Commission meeting, these processes and meetings are publicly posted and emailed out, we need to schedule their presentation before Council, Anvil Northwest is a tribally owned government agency, the contract ends in two weeks, they are looking for new ways to increase very low participation at meetings, the Economic Development Commission can recommend to terminate the contract, there is not a penalty for terminating the contract, we are responsible for the costs of ads that they have already committed to, Council can recommend changes or termination, fluctuations in the statistical data due to covid and people that were displaced because of fires, projections are based on previous performance, and we expect an increase next year due to a new hotel opening.

Forrester clarified the Economic Development Commission does not manage this contract for the city, Council has options to get out of a contract if they believe things are not working out, the contract is for five years, and there is a no-fault termination clause in the contract.

Harker clarified that the information provided in the attachment within the packet reflects three quarters of actual collections so far in 2024-2025 and are not projections, it is driven by market conditions for that year, there was a lot of

travelling and overnight stays during covid and fires, and we have not historically had concrete data on the specific impact of marketing campaigns because it is difficult to capture.

Councilor Weiss moved to award the Destination Marketing Organization Services contract to Anvil Northwest for \$720,000 annually, as amended. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Smith Tate, Weiss, Williams, and Zielinski. Councilors Porter and Michalek voted no. The motion passed (6-2).

- C. Harker presented Providing Interim Financial Support for Off-Street Parking Fund. Discussion ensued.

Councilor Michalek's comments and questions included whether the parking garage is in the urban renewal area and qualifies for funding.

Harker clarified there is potential to utilize urban renewal funds to cover some repairs and improvement projects for the parking garage.

Messenger clarified that you could use urban renewal money for the capital but not for operations.

Councilor Weiss moved to authorize \$25,000 from General Fund – Other Requirements to be used to provide sufficient appropriation assistance for the Off-Street Parking Fund. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith Tate, Weiss, Williams, and Zielinski. No Councilors voted no. The motion passed unanimously.

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

- Messenger discussed that staff could bring back language to allow overdose reversal kits by a permit and we can bring it up at the next Council meeting if Council direction is received.

Councilor Weiss supported staff bringing back language to allow those kits without requiring a permit.

Councilor Porter supports bringing the discussion back at the next meeting with what options are available before deciding on staff bringing new language back for consideration.

- Councilor Porter asked for an update on bringing in independent counsel for the investigation and potential litigation to follow, concern for having something in place before the investigator's report is released and would like Forrester to follow up with Council on the status of both.

Forrester clarified that Kirk Mylander with CIS was supposed look into the request and follow up, he has not heard back and will call again tomorrow and will follow up with Council about both questions.

- Councilor Weiss asked whether there is a standard operating procedure for staff when presenting contracts that are set to expire, such as the Destination Marketing contract.

Mayor Rich clarified the process for contracts and balancing contract or project deadlines with making sure the discussion happens in a timely manner.

Councilor Porter said having more information on upcoming contracts before the deadline would be helpful.

- Councilor Michalek asked for an update about the sound system upgrades.

Mayor Rich asked about adding back the individual screens for Councilors to view presentation materials.

Messenger clarified the project team was supposed to kick off this Friday, has been rescheduled for Monday, we are getting closer, and Council will have access to individual screens.

11. Adjourn

Mayor Rich adjourned the regular meeting at 9:30 p.m.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3611 ADDING RMC 7.02.040 INDECENT EXPOSURE

Meeting Date: 6/23/2025
Department: Police
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Gary Klopfenstein
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

At the June 9, 2025, meeting the Council heard the first reading of Ordinance 3611. In order to complete the process, Council will need to hear a second reading and adopt the ordinance. For second reading, no motion is needed only consensus to proceed. After the second reading occurs, the following motion would be appropriate.

SUGGESTED MOTION

"I MOVE TO ADOPT ORDINANCE NO. 3611"

ATTACHMENTS:

Attachment #1 - Ordinance No 3611.

ORDINANCE NO. 3611

**AN ORDINANCE ADDING SECTION 7.02.040 TO THE ROSEBURG MUNICIPAL
CODE**

WHEREAS, the Roseburg Police Department occasionally receives complaints and/or encounters individuals in public who are nude; and

WHEREAS, exposure to nudity in public can be alarming to citizens; and

WHEREAS, the City wishes to add an ordinance to prohibit indecent exposure.

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

SECTION 1. Roseburg Municipal Code Chapter 7.02.040, titled “Indecent Exposure,” is hereby added and reads as follows:

§ 7.02.040 *Indecent Exposure.*

No person shall expose their genitalia in a public place or place visible from a public place, if the public place is open or available to people regardless of sex. This prohibition does not apply to conduct protected under ORS 109.001, which safeguards the right to breastfeed in public.

SECTION 2. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2025.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2025.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2025 PAVEMENT MANAGEMENT SLURRY SEALS BID AWARD RECOMMENDATION – 25PW02

Meeting Date: June 23, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2025 Pavement Management Slurry Seals project on May 29, 2025. The issue for Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On August 23, 2021, the City Council approved the Five-Year Pavement Management Plan.

B. Analysis.

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to an existing pavement. Slurry seals are a preventative maintenance treatment used to prolong the life of the paved surface. The following streets are scheduled for slurry seals as a part of Schedule A of this project.

<u>Street</u>	<u>Section</u>
Chadwick Street	Lane Avenue South to Dead End
Watson Street	Lane Avenue South to Dead End
Kane Street	862 Kane Street to Germond Avenue
Kane Street	1464 Kane Street to Sanford Avenue
Azalea Street	Magnolia Drive to Cul De Sac
Magnolia Drive	1381 Magnolia Drive to 1281 Magnolia Drive
Virginia Court	Germond Ave to Cul De Sac
Sanford Avenue	Main Street to Starmer Street
Eddy Street	Sanford Avenue to Kane St
Lane Avenue	Parrot Street West to Dead End
Jackson Street	Orcutt Avenue to Rive Avenue
Waite Avenue	Jackson Street to Stephens Street
Rice Avenue	Main Street to Stephens Street
Cascade Court	Terrace Drive to Cul De Sac
Overlook Avenue	Terrace Drive to Chadwick Street
Booth Avenue	Main Street to Starmer Street
Lane Avenue	Sheridan Street to Pine Street

The project was advertised for bid on April 14, 2022. Three bids were received and are summarized below.

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Doolittle Construction	\$ 165,269.75	\$ 41,730.25	\$ 207,000.00
2	Pave Northwest	\$ 177,094.82	\$ 47,021.20	\$ 224,116.02
3	VSS International	\$ 199,564.90	\$ 41,760.10	\$ 241,325.00

Engineer's Estimate \$ 172,566.25 \$ 55,769.25 \$ 228,335.50

Schedule A of this project consists of 17 street segments at various locations totaling approximately 37,500 square yards. Schedule B of this project consists of slurry seal coating and striping of the Gaddis Park parking lot, Schedule B work is funded from the Facilities Improvement Fund.

C. Financial/Resource Considerations.

The FY 25-26 Transportation Fund Materials & Services budget includes \$250,000 for road maintenance projects. The FY 25-26 Facilities Improvement Fund includes \$55,000 for the Schedule B work at Gaddis Park.

Total project costs are estimated below.

Construction (Schedule A & B)	\$ 207,000.00
Contingency (5% of const.)	\$ 10,350.00
Total Estimated Cost	\$ 217,350.00

D. Timing Considerations.

The City has 45 days from bid opening to award the project or reject all bids. If awarded, the Notice to Proceed will be issued after July 1, 2025. The contractor is allowed 70 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Doolittle Construction, LLC for \$207,000; or
2. Request additional information; or
3. Reject all bids

STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 12, 2025 meeting and unanimously recommended awarding the

project to the lowest responsible bidder, Doolittle Construction, LLC for \$207,000.00. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AWARD THE 2025 PAVEMENT MANAGEMENT SLURRY SEALS TO THE LOWEST RESPONSIBLE BIDDER, DOOLITTLE CONSTRUCTION, LLC FOR \$207,000”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2025 GARDEN VALLEY BOULEVARD & STEWART PARKWAY PAVEMENT AND CURB RAMP IMPROVEMENTS BID AWARD RECOMMENDATION – 25PW01

Meeting Date: June 23, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2025 Garden Valley Boulevard and Stewart Parkway Pavement and Curb Ramp Improvements project on June 3, 2025. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On August 23, 2021, the City Council approved the Five-Year Pavement Management Plan (PMP).

B. Analysis.

The City refers to the PMP to determine which sections of roadways within the City require maintenance or improvements and how to best use City funds. The design of this project was recommended in the PMP. The project improvements include grinding and repaving approximately 800 lineal feet of Garden Valley and 2050 lineal feet of Stewart Parkway.

In addition to the street improvements, 25 sidewalk access ramps will require upgrades to meet current Americans with Disabilities Act (ADA) standards.

The construction bid documents were advertised on May 13, 2025, and bids were opened on June 3, 2025. Four bids were received as shown below.

No.	Bidder	Schedule A	Schedule B	Schedule A Alternate	Total Bid Amount
1	Guido Construction	\$938,654.80	\$460,300.50	\$52,008.00	\$1,450,963.30
2	River Bend Construction	\$962,350.90	\$458,843.30	\$57,750.00	\$1,478,944.20
3	LTM dba Knife River	\$1,016,543.00	\$493,332.00	\$37,950.00	\$1,547,825.00
4	Brown Contracting	\$1,073,926.00	\$519,897.00	\$72,600.00	\$1,666,423.00
	Engineer's Estimate	\$1,127,214.00	\$460,178.00	\$75,900.00	\$1,663,292.00

C. Financial/Resource Considerations.

The FY 25-26 budget includes the following funds for this project.

Transportation Fund	\$ 1,435,000
Streetlight/Sidewalk Fund	\$ 320,000
Storm Drainage Fund	\$ 125,000
Total	\$ 1,880,000

The project construction costs are estimated below.

Construction (SCH A, B, & Alt A)	\$ 1,450,963.30
Contingency (10%)	\$ 145,096.33
CM Services (est.)	\$ 25,000.00
Total	\$ 1,621,059.63

D. Timing Considerations.

The City has 45 days from bid opening to award the project or reject all bids. If awarded, the Notice to Proceed will be issued after July 1, 2025. The contractor is allowed 90 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Guido Construction, Inc., for \$1,450,963.30; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 12, 2025, meeting and unanimously recommended awarding the project to the lowest responsible bidder, Guido Construction, Inc., for \$1,450,963.30. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO AWARD THE 2025 GARDEN VALLEY BOULEVARD & STEWART PARKWAY PAVEMENT AND CURB RAMP IMPROVEMENTS PROJECT TO THE LOWEST RESPONSIBLE BIDDER, GUIDO CONSTRUCTION, INC., FOR \$1,450,963.30."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



HARVARD AVENUE STORM IMPROVEMENTS, BALLF TO UMPQUA BID AWARD RECOMMENDATION – 24PW10

Meeting Date: June 23, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the Harvard Avenue Storm Improvements, Ballf to Umpqua Street project on June 4, 2025. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.
None

B. Analysis.

The 2011 Roseburg Storm Water Master Plan identifies the area west of I-5 and east of Keady Court as being a problem area where the storm system is under capacity. In 2013, i.e. Engineering Inc. created a hydraulic model of this area which was followed up by a study providing recommended phases and upgrades. One of the recommendations was to replace undersized storm sewer pipe on Harvard Avenue between Ballf Street and Umpqua Street. Previously completed projects resulting from this study include the Ballf Street upgrades in 2014 and Harrison Street upgrades in 2021.

This project consists of replacing approximately 300 linear feet (LF) of new 12-inch storm sewer pipe, upsizing 1,050 LF of 24-inch storm sewer pipe with 30-inch storm sewer pipe, 4 new storm sewer manholes, 6 new concrete storm inlets, and two new accessible concrete curb ramps on Harvard Avenue.

The project was advertised for bid on May 16, 2025, and bids were opened on June 4, 2025. Two bids were received and are summarized below:

#	Bidder	Total Bid Amount
1	Black Pearl Paving & Excavation	\$ 484,427.00
2	Cradar Enterprises, Inc.	\$ 598,467.00
	<i>Engineer's Estimate</i>	\$ 559,890.00

C. Financial/Resource Considerations.

The FY 25-26 Storm Drainage Fund budget includes \$580,000 for this project.

The total project costs are estimated below:

Construction	\$ 484,427.00
CM Services and Inspection	\$ 55,000.00
Contingency (7.5%)	\$ 36,332.00
Total	\$ 575,759.00

D. Timing Considerations.

The City has 45 days from bid opening to award the project or reject all bids. If awarded, the Notice to Proceed will be issued after July 1, 2025. The contractor is allowed 70 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Black Pearl Paving & Excavation, for \$484,427.00; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 12, 2025, meeting and unanimously recommended awarding the project to the lowest responsible bidder, Black Pearl Paving & Excavation, for \$484,427.00. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO AWARD THE HARVARD AVENUE STORM IMPROVEMENTS, BALLF TO UMPQUA TO THE LOWEST RESPONSIBLE BIDDER, BLACK PEARL PAVING & EXCAVATION, FOR \$484,427.00"

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AXON AI ERA CONTRACT

Meeting Date: June 23, 2025
Department: Police
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization from Council for the City Manager to enter into a contract for Axon's AI Era Plan.

BACKGROUND

A. Council Action History.
N/A

B. Analysis.

The Police Department currently utilizes Axon body worn cameras, Axon CEWs (Tasers), Axon Interview Room surveillance systems, Axon Fleet (patrol vehicle cameras with license plate readers), Axon Citizen, Axon VR and Axon sharing software for the courts. All of Axon's systems function seamlessly together utilizing the website evidence.com, and Axon storage is cloud based and unlimited.

The Police Department is currently demoing Axon's AI Era Plan, which is a new suite of AI tools designed to enhance law enforcement efficiency, officer wellness, and community engagement. This plan is offered at a fixed annual cost and includes immediate access to tools like Draft One, Auto-Transcribe, Real-Time Translation, and Policy Chat, along with future AI developments from Axon.

The benefits of Axon AI Era for the Police Department are significant. Axon touts that Draft One can reduce the time officers spend writing reports by up to 82% by allowing them to generate report drafts from body camera audio; the department is finding time for report narratives is being reduced by about 15 minutes for simple reports and up to an hour or more for more complex reports. This allows officers to shift focus from paperwork to proactive policing and stronger community relationships.

Draft One works as follows: the Axon body worn camera records an incident and within five minutes of the recording being stopped, uploads the audio to evidence.com. The audio is then auto-transcribed verbatim. The Officer can then go into evidence.com and select the Draft One option and Axon's AI feature will write a draft copy of a police report using the material that was auto-transcribed from the incident. The Officer will review the

draft report, correct any errors, change a required amount of content, and then copy the draft over to our Police Report Management System (RMS). Axon's AI does not "learn," and is "closed," meaning it only uses the material that was auto-transcribed from the report.

The Auto-Transcribe feature streamlines evidence review by converting audio into searchable text, which can accelerate investigations and court preparation. The auto-transcription feature also recognizes different languages and translates to English.

The Real-Time Translation feature will ensure better communication with non-English speaking community members, supporting inclusivity and equitable service delivery. The system can automatically detect and translate over 50 non-English languages being spoken. It allows officers to communicate with individuals who speak a different language by providing audible, two-way translations in real-time. This feature will be available August 1st of 2025.

Policy Chat provides real-time access to department policies and procedures, helping officers make informed decisions in high-pressure situations. Officers can conduct Axon AI searches to get instant answers to agency specific policy/procedure questions, and answers will include links to the original policy/procedure document.

Axon's AI tools are developed with strong ethical oversight, including guidance from an independent AI Ethics Board, ensuring responsible use and alignment with community values. Adopting the AI Era Plan will modernize our operations and reinforce our commitment to transparency, accountability, and public trust.

C. Financial/Resource Considerations.

If authorized, Axon's AI Era plan has to align with our five-year body worn camera contract, which has 44 months left; the proposed Axon AI Era contract is for 44 months. If purchased before July 1, 2025, Axon AI Era will cost approximately \$68,775 annually; if purchased after July 1, the annual cost will be about a third more. Due to staffing shortage, the FY 24-25 Police budget can cover this expense.

Staff is required to get Council authorization for the City Manager to enter into a contract with Axon for AI Era due to the overall cost of the 44-month contract.

D. Timing Considerations.

AI Era is a new product from Axon, and agencies that purchase it before July 1, 2025, will realize an approximate 31% cost saving.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to execute the 44-month Axon AI Era contract for \$275,101.25, or;
2. Not authorize the contract.

STAFF RECOMMENDATION

Staff recommends the City Council authorize the City Manager to execute the 44-month Axon AI Era contract for \$275,101.25.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH AXON FOR A 44-MONTH AI ERA CONTRACT FOR \$275,101.25.”

ATTACHMENTS:

N/A

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2025 - 10 UPDATING CITY FEE SCHEDULE – SOLID WASTE MANAGEMENT LICENSE FEES

Meeting Date: June 23, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Roseburg Disposal has proposed an increase to the annual fee for the solid waste management license. The issue for Council is whether to adjust this fee in the City's adopted fee schedule.

BACKGROUND

A. Council Action History.

May 22, 2006, the Council adopted Resolution No. 2006-13 increasing the annual license fee from \$9,500 to the current fee of \$29,500.

B. Analysis.

The Roseburg Municipal Code Chapter 9.20 regulates Solid Waste Management Services within the City. RMC Section 9.20.020 outlines the requirement to obtain a license from the City in order to "provide or offer any or all solid waste services to another". The fee for such license is set by Council resolution and is currently \$29,500 per year plus a \$500 term extension fee. Roseburg Disposal compared Roseburg's fee to other local fees (e.g., Douglas County) and has proposed to increase the fee to \$59,500. Roseburg Disposal has indicated they serve more customers within the city limits than within their Douglas County territory, and believe the proposed increase is more equitable.

As Roseburg's sole provider, they are also required to implement new recycling opportunities outlined in Oregon's Recycling Modernization Act, which was adopted by the Legislature with an effective date of January 1, 2022. Most of the program implementation begins July 1, 2025. Raising the licensing fee may help ensure that any additional providers that may enter the area meet the City's requirements and do not undercut Roseburg Disposal's efforts.

C. Financial/Resource Considerations.

Roseburg Disposal is not seeking a rate increase at this time. However, staff does anticipate receiving a rate increase request prior to the end of the calendar year, once the full cost of the additional recycling requirements is better understood.

D. Timing Considerations.

The annual fee for a solid waste license is due July 30th of each year.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution updating the solid waste license fee in the City's fee schedule; or
2. Request additional information; or
3. Do nothing and the fee remains the same.

STAFF RECOMMENDATION

Staff recommend the Council adopt the attached resolution raising the solid waste management license fee to \$59,500 annually.

SUGGESTED MOTION

"I move to adopt Resolution No. 2025-10, Updating the City's Fee Schedule."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-10

RESOLUTION NO. 2025-10

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING SOLID WASTE
MANAGEMENT LICENSE FEES**

**IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that
Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as
follows:**

Section 1. *The following fees shall be amended effective July 1, 2025:*

Solid Waste Management License:

Annual (per fiscal year).....	\$29,500.00	\$59,500.00
On or after January 1.....	\$14,750.00	\$29,750.00

Section 2. This resolution shall become effective July 1, 2025, upon adoption by the
Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE ____ DAY OF _____, 20__.**

Amy Nytes, City Recorder

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Council Goals Adoption
 - Five Year Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Thrive Smoking/Vaping Presentation
 - Tent Camping Rules Discussion from April Work Session
 - ORS192.660(2)(i) – City Manager Evaluation (executive session)
-

July 14, 2025

Mayor Reports

Consent Agenda

A. June 23, 2025 Meeting Minutes

Public Hearings

A. PICM Model (tentative)

B. 2025 Community Development Block Grant Funds

Department Items

A. Downtown Parking Committee Recommendation

Executive Session

A. ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

A. Future Tentative Council Agendas

July 28, 2025

Mayor Reports

Special Presentation

A. Southern Oregon Medical Workforce Center Update – Randy Hubbard

Consent Agenda

A. July 14, 2025 Meeting Minutes

Ordinances

A. PICM Model Ordinance No. _____, First Reading (tentative)

Department Items

A. Pine St. Waterline Bid Award

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

August 11, 2025 – 6:00 p.m.

Anvil NW Presentation

August 11, 2025

Mayor Reports

Consent Agenda

A. July 28, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

August 25, 2025

Mayor Reports

Consent Agenda

A. August 11, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
 - B. Finance Quarterly Report
-

September 8, 2025

Mayor Reports

Consent Agenda

- A. August 25, 2025 Meeting Minutes

Department Items

- A. Fireworks Risk Assessment

Informational

- A. Future Tentative Council Agendas
-

September 22, 2025

Mayor Reports

Consent Agenda

- A. September 8, 2025 Meeting Minutes

Department Items

- A. Water System Master Plan Contract Award

Informational

- A. Future Tentative Council Agendas
-

October 13, 2025

Mayor Reports

Consent Agenda

- A. September 22, 2025 Meeting Minutes

Department Items

- A. 2025 Oregon Library Statistical Report

Informational

- A. Future Tentative Council Agendas
-

October 27, 2025

Mayor Reports

Consent Agenda

- A. October 13, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-

November 10, 2025

Mayor Reports

Consent Agenda

- A. October 27, 2025 Meeting Minutes

Executive Session

- A. ORS192.660(2)(i) – Municipal Court Judge Evaluation

Informational

- A. Future Tentative Council Agendas

- B. Municipal Court Quarterly Report

- C. Finance Quarterly Report
-

December 8, 2025

Mayor Reports

Consent Agenda

- A. November 10, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-