

REVISED ROSEBURG CITY COUNCIL AGENDA – DECEMBER 8, 2025

City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470



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.

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. City Manager Compensation

B. Council Procedure for Conflict of Interest

4. Commission Reports/Council Ward Reports

A. Parks and Recreation Commission Resignation

B. Parks and Recreation Commission Appointment

C. Homeless Commission Resignation and Withdrawal

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

6. Consent Agenda

A. November 10, 2025 Regular Meeting Minutes

B. November 17, 2025 Work Study Meeting Minutes

C. OLCC Change of Ownership – SSR Holdings LLC dba Mod Pizza located at 1176 NW Garden Valley Blvd.

D. Property Tax Exemption Approval Douglas County Baseball Association – Legion Field Resolution No. 2025-20

7. Public Hearings

A. Supplemental Budget for the Airport Fund, Fiscal Year 2025-26 Resolution No. 2025-17

B. Resolution No. 2025-18 Exemption from Public Contracting – Radio Equipment Purchase

8. Resolution

A. Resolution No. 2025-19 Supporting Destination Downtown Roseburg's Affiliated Main Street Application

9. Ordinance

A. Ordinance No. 3617 Planning Commission Code Update, Second Reading

10. Department Item

A. Umpqua Valley Arts Association – Lease Agreement

***** 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.

- 11. Items from Mayor, City Council and City Manager**
 - A. Reading of Executive Session Disclaimer ORS 192.660(2)(e)
- 12. Adjourn**
- 13. Conduct Urban Renewal Agency Board Meeting**
- 14. Executive Session ORS 192.660(2)(e)**
 - A. Property Discussion

Informational

- A. Future Tentative Council Agendas

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.**
 - o 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.**
 - o 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.**
 - o Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click "Join Webinar" to join the meeting as an attendee. All attendees will be held in a "waiting room" until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges 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



CITY MANAGER COMPENSATION

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City Manager is under contract for services with the City. Council reviews the City Manager's performance and compensation level on an annual basis, unless otherwise decided. The issue for Council is whether to adjust the City Manager's salary.

BACKGROUND

A. Council Action History.

Council's annual evaluation process with the City Manager concluded at the November 10, 2025 Council meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the City Manager's salary.

B. Analysis.

For comparison purposes, all three City bargaining units and non-represented employees have received a 5% cost of living increase for 2025-26 effective July 1, 2025. Additionally, compensation information is attached for City Managers at similar-sized Oregon cities.

C. Financial/Resource Considerations.

A 5% adjustment would increase the City Manager's salary from \$15,562 to \$16,340 per month, applied retroactively to her September 1, 2025, anniversary date.

D. Timing Considerations.

To ensure the City Manager's salary is updated in a timely manner, this is the appropriate point for Council to adopt any changes.

COUNCIL OPTIONS

Council has the following options:

- Approve a compensation adjustment for the City Manager; or
- Make no changes to the current compensation for the City Manager; or
- Request additional information before making a determination regarding the City Manager's compensation.

STAFF RECOMMENDATION

As this is a direct contractual arrangement between Council and the City Manager, Staff makes no recommendation.

SUGGESTED MOTION

***"I MOVE TO INCREASE THE CITY MANAGER'S MONTHLY SALARY BY 5% TO \$16,340
EFFECTIVE RETROACTIVE TO SEPTEMBER 1, 2025."***

City Manager Compensation Comparators
Effective July 1, 2025

City	Population	Approx. FTE	Current Tenure	Base Salary	6% PERS	Deferred Comp.	HRA	Phone Allowance	Bonus	Auto/Travel Allowance	Total Comp.	Other Benefits
Forest Grove	26,916	163	10 yrs	\$17,077.16	\$1,024.63	\$854	\$171	\$0	\$0	\$316	\$19,442	Credited with \$1,000 toward a lump sum VEBA contribution for each completed year of service for 6-10 years of service payable when employee reaches 10 years of service, not to exceed \$5,000. 40 hours of administrative leave in lieu of overtime compensation on a calendar year basis.
Newberg	26,249	147	3.5 yrs	\$14,668.67	\$880.12	\$0	\$0	City issued cellphone	\$0	\$0	\$15,549	9 yr. contract/option
Klamath Falls	22,108	159	3.5 yrs	\$18,873.00	\$0	\$0	\$141.67	\$40	\$0	\$450	\$19,505	32 hours of executive leave & 9 hours of float holiday: each fiscal year (July 1 st)
Ashland	21,579	256	1 year	\$16,790.48	\$1,007.43	\$100	\$503.71	City issued cellphone	\$0	\$400	\$18,802	40 hrs Admin Leave. 24 hrs personal leave.
Average											\$18,324	
Roseburg	23,876	176	6 yrs	\$15,562.00	\$933.72	\$0	\$112.50	\$40	\$0	\$250	\$16,898	40 hrs Admin Leave. Option to cash out 40 hours of vacation annually.

Roseburg vs. Average -8.44%

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL PROCEDURE FOR CONFLICT OF INTEREST

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor's Reports
Staff Contact: Larry Rich/Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At the November 10, 2025 meeting, the Council determined that a Councilor should leave the room during a discussion after declaring a conflict of interest. This is not a statutory requirement. Council should discuss a procedure for handling similar situations in the future.

BACKGROUND

A. Council Action History.
None.

B. Analysis.

Based on recent League of Oregon Cities training, the Council decided Councilor Briggs Loosley should leave the room during a November 10, 2025 discussion on an item for which she had declared a conflict of interest. The LOC trainers had presented this option – leave the room – as a best practice. This was not a practice previous Councils had employed, and since the meeting, the practice has raised some questions.

The state statute regarding conflict of interest does not require an elected official to leave the dais or to leave the room. The statute is quoted below:

CONFLICTS OF INTEREST

244.120 Methods of handling conflicts; Legislative Assembly; judges; appointed officials; other elected officials or members of boards.

- (1) Except as provided in subsection (2) of this section, when met with an actual or potential conflict of interest, a public official shall:
 - (a) If the public official is a member of the Legislative Assembly, announce publicly, pursuant to rules of the house of which the public official is a member, the nature of the conflict before taking any action thereon in the capacity of a public official.
 - (b) If the public official is a judge, remove the judge from the case giving rise to the conflict or advise the parties of the nature of the conflict.
 - (c) If the public official is any other appointed official subject to this chapter, notify in writing the person who appointed the public official to office of the nature of the conflict, and

request that the appointing authority dispose of the matter giving rise to the conflict. Upon receipt of the request, the appointing authority shall designate within a reasonable time an alternate to dispose of the matter, or shall direct the official to dispose of the matter in a manner specified by the appointing authority.

- (2) An elected public official, other than a member of the Legislative Assembly, or an appointed public official serving on a board or commission, shall:
 - (a) When met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official; or
 - (b) When met with an actual conflict of interest, announce publicly the nature of the actual conflict and:
 - (A) Except as provided in subparagraph (B) of this paragraph, refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.
 - (B) If any public official's vote is necessary to meet a requirement of a minimum number of votes to take official action, be eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises.
- (3) Nothing in subsection (1) or (2) of this section requires any public official to announce a conflict of interest more than once on the occasion which the matter out of which the conflict arises is discussed or debated.
- (4) Nothing in this section authorizes a public official to vote if the official is otherwise prohibited from doing so. [1974 c.72 §10; 1975 c.543 §7; 1987 c.566 §15; 1993 c.743 §15]

244.130 Recording of notice of conflict; effect of failure to disclose conflict. (1) When a public official gives notice of an actual or potential conflict of interest, the public body as defined in ORS 174.109 that the public official serves shall record the actual or potential conflict in the official records of the public body. In addition, a notice of the actual or potential conflict and how it was disposed of may in the discretion of the public body be provided to the Oregon Government Ethics Commission within a reasonable period of time.

(2) A decision or action of any public official or any board or commission on which the public official serves or agency by which the public official is employed may not be voided by any court solely by reason of the failure of the public official to disclose an actual or potential conflict of interest. [1974 c.72 §11; 1975 c.543 §8; 1993 c.743 §16; 2007 c.865 §9]

In certain situations, having a Councilor or Councilors leave the room may compromise the quorum required to hold a public meeting. If a certain number of votes are required, a Councilor with a declared conflict can vote, they just cannot participate in the discussion. Given both situations may occur in the future, a blanket policy of asking Councilor(s) to leave the room may compromise the Council's ability to do business.

Other options may include:

1. Asking the Councilor(s) to step down from the dais and sit in the audience.
2. Allow the Councilor(s) to remain in their seats, slide their chair back, and refrain from participating in the discussion/deliberation on the matter.

There may be pros and cons to each option.

Leave the room

This eliminates any perception that a Councilor with a declared conflict participated in a discussion. The downside is the Councilor is not afforded the same opportunity as the public to hear the discussion, and if there is a broad discussion, this may be problematic. It may also create quorum issues, which may prevent moving forward at all. Amy Nytes reached out to staff at OGEC and confirmed, if the number of people in the room drops below the required quorum number, the meeting is over and cannot continue. This option is the most disruptive to the meeting.

Stepping down from the dais

Having Councilor(s) step down from the dais makes it clear they are not participating in the discussion. It can be somewhat disruptive to the flow of the meeting. In addition, when Councilor(s) are not at the dais, the audience cannot see them. If Councilor(s) were to make any incidental gestures or facial expressions, it would not be seen by the audience.

Remain in seat, roll chair back

Allowing Councilor(s) to remain in their seats keeps them in clear view of the public/audience and does not cause a disruption to the meeting once the item has concluded. Rolling their chair back helps make it clear they are not participating in the deliberation, but they can still hear the discussion.

C. Financial/Resource Considerations.

Staff time to prepare an ordinance or resolution, if desired. Council could also implement a policy informally until the next review of Council Rules and Procedures.

D. Timing Considerations.

If Council reaches a consensus on how to handle conflicts of interest, staff suggests adding the practice to the City Council Rules and Procedures, found in Chapter 2.34 of the Roseburg Municipal Code. Council could request an ordinance change as soon as practical or add it to the next scheduled review in January 2027.

COUNCIL OPTIONS

Council may consider adopting a consistent practice for how to handle any conflict of interest situations that may arise in the future.

STAFF RECOMMENDATION

None.

SUGGESTED MOTION

N/A

ATTACHMENTS:

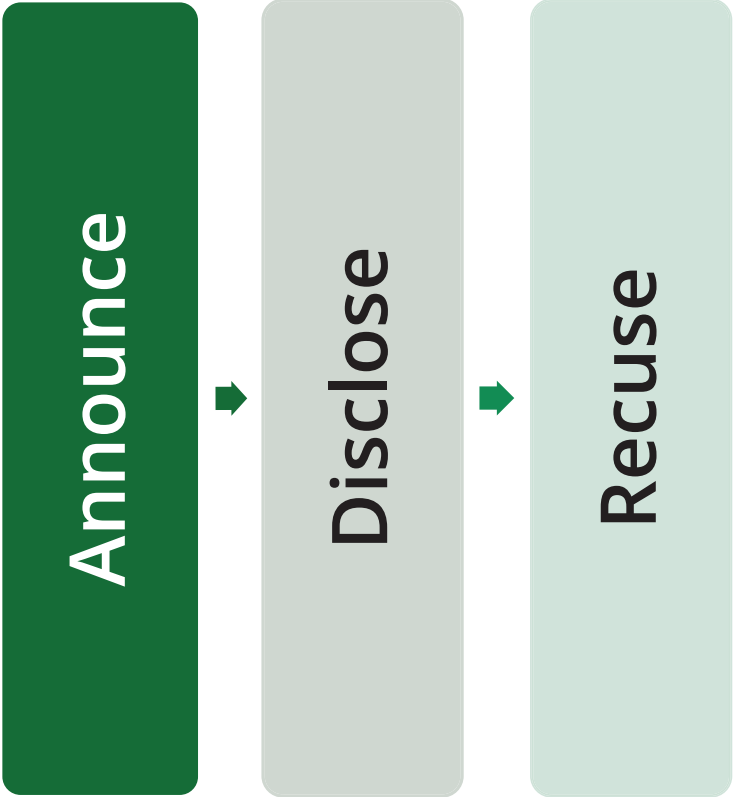
Attachment #1 – LOC Slides – Conflict of Interest – Elected Officials

What is a Conflict of Interest?

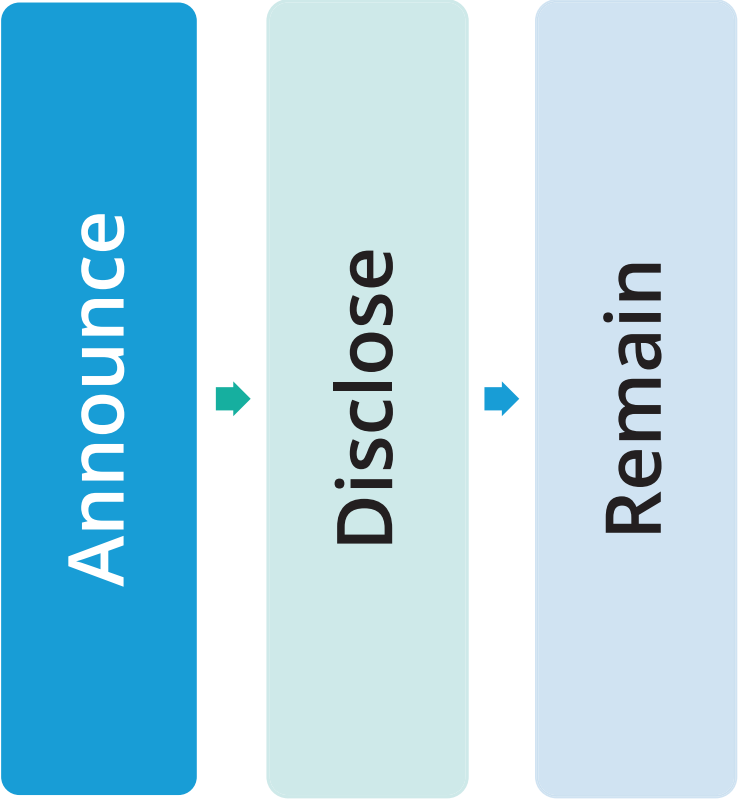
- Potential conflict: Action taken by the public official could have a financial impact on that official, relative, or business.
- Actual conflict: Action taken by the public official would have a financial impact on that official, relative, or business.
 - ORS 244.020(16) - Relative is expansively defined.
 - Announce at each meeting.
 - Oregon Government Ethics Commission (OGEC) advises if questions

Conflicts of Interest

Actual

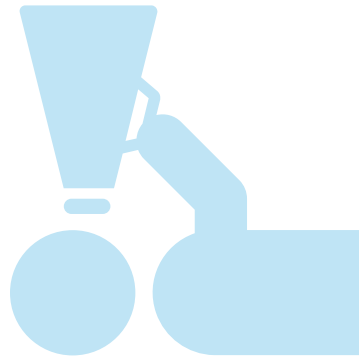


Potential



Record in Minutes

How to Disclose a Conflict: Elected Official



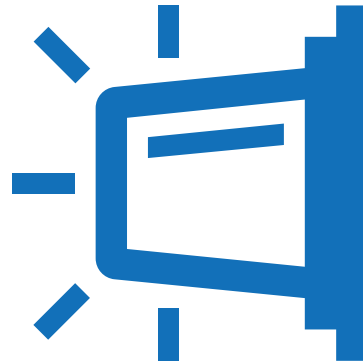
Potential Conflict of Interest Exceptions

Conflict derives
from being a
Board member
of a non-profit

OGEC has
designated the
public official as
a member of a
designated class

Conflict derives
from
prerequisite to
holding public
position

Rule of Necessity (Minimum Votes Exception)



Actual Conflict +
Recusal

Because of recusal,
no quorum to
proceed

Does not apply when
there are insufficient
votes because of a
member's absence

No discussion

OGEC/Attorney
consulted

Public official may
vote out of necessity



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PARKS AND RECREATION COMMISSION RESIGNATION

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Parks and Recreation Commission Member Diana Wales has resigned from her position on the Commission.

BACKGROUND

A. Council Action History.
n/a.

B. Analysis.
Commissioner Wales informed staff of her resignation on November 28, 2025. An appointee to this position must reside in the City or within the boundary of the Roseburg School District and will have a term expiration of December 31, 2026. Upon Council's acceptance of the resignation, staff will either bring forward applicants from the recent recruitment or begin soliciting from interested parties through the local news media, social media and the City's website.

C. Financial/Resource Considerations.
n/a.

D. Timing Considerations.
It is recommended action be taken as soon as practical to accept Commissioner Wales' resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Wales' resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT DIANA WALES' RESIGNATION FROM THE PARKS AND RECREATION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

From: [REDACTED]
Sent: Friday, November 28, 2025 12:52 PM
To: Chanelle R. Rogers <crogers@roseburgor.gov>
Subject: RE: Parks & Recreation Commission Agenda - December 3, 2025

Hi Chanelle –

A belated Happy Thanksgiving to you!

Once again, I'm going to have to miss the Commission meeting. I had knee-replacement surgery 4 weeks ago, and am just not quite "ready for prime time" yet.

AND, I need to resign from the Parks Commission. I'm just missing too many meetings, between health stuff and travels. It's been an honor to serve on the Commission. Do I need to e-mail Ruth directly, or ?????

Thanks so much –

Diana Wales



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PARKS AND RECREATION COMMISSION APPOINTMENT

Meeting Date: November 10, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Parks and Recreation Commission, with respective term expiration dates of December 31, 2026 and December 31, 2027. The City Council will determine which of the two available terms the selected applicant will be appointed to.

BACKGROUND

Analysis

Staff advertised the Parks and Recreations Commission vacancy through the local news media, social media and the City's website. Three applications were received and forwarded to the Mayor and the Commission Chair prior to this meeting.

RECOMMENDATION

Pursuant to the Roseburg Municipal Code, Staff has not made a recommendation for an appointment as that responsibility lies with the Commission Chair and the Mayor.

ATTACHMENTS: Applications

Attachment No. 1 – Allison Whitworth

Attachment No. 2 – Max Gimble

Attachment No. 3 – Samuel Denney



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PARKS & RECREATION COMMISSION**

Parks & Recreation Commission meets at 8:15 a.m. on the first Wednesday of each month to consider and prepare long and short-range operation and management programs for the park system, investigate means of economic operations, consider/evaluate rules for park usage, establish operation parameters for the Stewart Park Golf Course, including long range goals, maintenance standards, financing and capital improvement. Applicants must either reside within the City or within the boundary of the Roseburg School District.

Name: Whitworth Allison
Last First

Home Address: [REDACTED] 97471
Street Zip Code

Phone Number: [REDACTED] Cell Phone: _____

Email Address: [REDACTED]

Occupation Instructional Coach [REDACTED]
Place of Employment

Business Address [REDACTED] 97470
Phone

1. Do you reside within the Roseburg city limits or
Roseburg School District? 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 resident of Roseburg, Oregon since 1992. I have been a leader in my profession and am currently the co-president of Douglas Education Service District Association (the union). In that capacity I also have been part of contract negotiations and am a union representative for members who need support when dealing with their supervisors. I am a learner, a listener, someone who looks to collaborate and I am solution oriented. I think that my curiosity and critical thinking would serve this committee well.

Part of my current job is educating adults and providing professional development training.

6. Please give a brief description of your involvement in community groups and activities.
I have been a union leader for the past 15 years, organizing fund raisers for student scholarships and volunteered my time for carnivals, park clean-ups, and cycling events. Currently I am also the secretary of the Umpqua Velo Club (bike club).

I've volunteered my time as a choreographer and coach with Dance for a Reason, the Battered Person's Advocacy fundraiser at Seven Feathers. I have also taught a culinary class for Thrive Umpqua and led trainings for Umpqua Valley Farm to School educators.

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

I'm interested in keeping park space natural, open to all community members, and safe for everyone. Encouraging healthy activities, appreciation for nature and connection with neighbors is also important to me.

As an educator, sports parent, runner and cyclist, I have a unique perspective surrounding safety for our children, bicycle riders, pedestrians and their access to the parks around the city.

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

I want to have a positive impact on my city and I believe that our parks are vital for the health and wellbeing of a thriving community. I have been interested in the turf project at Fir Grove Park and was disheartened when the city council voted to move ahead with the destruction of the grass field rather than better maintaining the grass we have. I felt helpless and without a voice in the way this city park was going to be forever changed. I also thought that writing letters and voicing an opinion at a city council meeting was not enough. Being part of this commission would allow me to not only contribute my perspective, but also bring issues to the general public. What I learned from this was that most of the people I spoke with had no idea about proposed plans. I want to bring greater communication and transparency to the parks city residents cherish.

Allison J Whilworth

Applicant Signature

08/07/25

Date

Return completed application to the City Administration Office, 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

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Parks & Recreation Commission meets at 8:15 a.m. on the first Wednesday of each month to consider and prepare long and short-range operation and management programs for the park system, investigate means of economic operations, consider/evaluate rules for park usage, establish operation parameters for the Stewart Park Golf Course, including long range goals, maintenance standards, financing and capital improvement. Applicants must either reside within the City or within the boundary of the Roseburg School District.

Name: Gimbel _____ Max _____
Last First

Home Address: _____ 97471
Street Zip Code

Phone Number: _____ Cell Phone: _____

Email Address: _____

Occupation _____
Place of Employment

Business Address _____ Rburg 97471 _____
Phone

1. Do you reside within the Roseburg city limits or Roseburg School District? 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 serve on many planning teams in both the role as participant and facilitator. As part of my work, I help to manage many large and complex projects. I am an outdoor recreation enthusiast and I believe in the potential of parks and recreation to enhance livability for residents, attract tourists and be part of our economic driver.

6. Please give a brief description of your involvement in community groups and activities.
I'm mostly involved in the community via my employment with the Ford Family Foundation and related to that through the Envision Roseburg group. But I'm also involved in the community, primarily through schools and sports that my kids are part of.

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

I'm excited about the potential for the updating of the Stewart Park master plan and all the potential that brings, particularly in partnership with other key community stakeholders.

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

I believe in the power of Roseburg to adapt and grow as a family-friendly, business-friendly and community-friendly place. And I believe that our community's parks and recreation assets and programs are an important part of that.


Applicant Signature

9/29/2015
Date

Return completed application to the City Administration Office, 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.

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Name: Denney Samuel
Last First

Home Address: [REDACTED] 97471
Street Zip Code

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

Email Address: [REDACTED]

Occupation Director / [REDACTED]
Place of Employment

Business Address [REDACTED] 97470 [REDACTED]
Phone

1. Do you reside within the Roseburg city limits or Roseburg School District? 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 was born and raised in Roseburg and have lived in this town for most of my life. I have utilized the parks systems for recreational, and city sponsored activities. In my professional career I collaborated with local community partners to make effective changes for those who struggle with mental health and substance use disorders. This experience in policy making, which affects members of this community can be easily translated to helping improve our city parks systems.

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

I am the current treasurer of the Umpqua Valley Audubon Society and have volunteered for the Umpqua Wildlife Rescue. I have attended baseball games at the local baseball park and attended events held at Stewart Park throughout the year.

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

Advocating for wildlife conservation and how our city parks systems can collaborate to both improve the general populations interaction with the parks while maintaining an environment that promotes the wellbeing of birds and other wildlife which utilize the same areas.

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

I am looking to give back to the community by volunteering for this position as well as help maintain and improve our current parks systems here in Roseburg. I would like to be a continued resource for our local Audubon chapter as we continue to discuss changes to our parks system.

<u>Samuel Denney</u>	<u>10/30/2025</u>
Applicant Signature	Date

Return completed application to the City Administration Office, 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.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



HOMELESS COMMISSION RESIGNATION AND WITHDRAWAL

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor's Reports
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Homeless Commission member Keith Lowther has submitted his resignation from the Homeless Commission. Mr. Lowther represents Umpqua Health Alliance, who has decided to relinquish their seat on the Homeless Commission. At this time, Council is asked to accept the resignation. A discussion regarding the organization of the Commission will be scheduled for a January meeting.

BACKGROUND

A. Council Action History.

The Council appointed Keith Lowther to the Homeless Commission on February 12, 2024.

B. Analysis.

Mr. Lowther submitted his attached letter of resignation dated November 18, 2025. Since the Roseburg Municipal Code includes Umpqua Health Alliance as a named seat on the Homeless Commission, Council will need to discuss how to proceed. Mayor Rich has indicated he will schedule that discussion for a meeting in January.

C. Financial/Resource Considerations.

N/A

D. Timing Considerations.

N/A

STAFF RECOMMENDATION

Staff recommends the Council accept Commissioner Lowther's resignation with regrets.

SUGGESTED MOTION

"I MOVE TO ACCEPT KEITH LOWTHER'S RESIGNATION FROM THE HOMELESS COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Letter of Resignation



3031 NE Stephens St.
Roseburg, OR 97470

Phone: 541.229.4842
umpquahealth.com

November 18, 2025

Ms. Shelley Briggs Loosley
Chair, Homeless Commission
City of Roseburg
900 SE Douglas Avenue
Roseburg, OR 97470

Dear Ms. Briggs Loosley:

Please accept this letter as my formal resignation from my position as a member of the Homeless Commission for the City of Roseburg, effective today, November 18, 2025.

Umpqua Health has valued the opportunity to serve alongside you and the other members of the Commission in addressing homelessness within our community through the City's Homeless Commission. Serving in this role has deepened our appreciation of the challenges faced by unhoused individuals and the efforts required from public agencies, private service providers, and community stakeholders alike.

Due to organizational commitments that now demand more of our time and attention, we find we are no longer able to contribute to the Commission at the level we believe is necessary or appropriate. We believe it is in the best interest of the Commission and the community that our seat be vacated so that a new member may take on this role.

Please let me know if you require any additional information to complete the formal resignation process.

With appreciation and best wishes for the Commission's continued success.

Sincerely,

Keith Lowther

klowther@umpquahealth.com

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
November 10, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:06 p.m. on November 10, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Briggs Loosley led the pledge of allegiance.

2. ROLL CALL

Present: Mayor Larry Rich, Councilors Shelley Briggs Loosley, Ellen Porter, Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: Tom Michalek and Ruth Smith

Others: City Manager Nikki Messenger, City Attorney Cadence Whiteley, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Community Development Director Stu Cowie, Public Works Director Ryan Herinckx, Human Resources Director John VanWinkle, Library Director Kris Wiley, Special Projects Coordinator Jennifer Bragg, and City Recorder Amy Nytes

3. Mayor Reports

A. Mayor Rich proclaimed November as Veterans and Military Families Appreciation Month. Eric Bagwell, Chair of the Douglas County Veterans Day Parade Committee, accepted the proclamation and thanked the Council for their recognition.

B. Mayor Rich assigned the following Commission Chair appointments effective November 2025.

Historic Resources Review	Councilor Tate
Library	Councilor Williams
Public Works	Councilor Zielinski

C. Messenger and Bragg presented the Homeless Commission Resignation and Withdrawal.

Councilor Briggs Loosley moved to accept the UCAN representative's resignation from the Homeless Commission, with regrets. The motion was seconded by Councilor Zielinski.

Councilor Briggs Loosley asked legal counsel if it was a conflict of interest for her to participate in the discussion because her spouse holds a position on the UCAN Board of Directors.

Whiteley clarified that it is not an actual conflict of interest and Councilor Briggs Loosley could participate in the vote.

The motion was approved with the following vote: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Briggs Loosley moved to direct staff to prepare an ordinance reducing the Homeless Commission membership to seven by removing the UCAN representative. The motion was seconded by Councilor Zielinski.

Councilors comments reflected concerns about reducing the number of Commissioners and community members not being heard (Weiss).

Mayor Rich shared historical knowledge about the makeup of the Commission, reminded Councilors and community members that they can come to a meeting to voice concerns, and reducing the number of positions would make it easier to get a quorum of members.

Councilor Porter asked about the impact of leaving the position open for undetermined amount of time.

Messenger clarified that the position is specific to UCAN representatives and they are no longer willing to participate.

Councilor Weiss asked whether the position could be changed to "at-large" representation, which Messenger confirmed that it could be changed.

The motion was approved with the following vote: Councilors Briggs Loosley, Williams, Zielinski and Mayor Rich voted yes. Councilors Porter, Tate, and Weiss voted no. The motion passed (4-3) with Mayor Rich breaking the tie.

D. Messenger presented the Councilor Request for Reimbursement.

Councilor Briggs Loosley declared a conflict of interest and recused herself from the discussion and left the room, following a procedural discussion about the proper handling of conflicts of interest.

The council debated the request, with some councilors expressing concern about setting precedent without prior policy. Several councilors noted that serving as an unpaid volunteer shouldn't expose individuals to significant personal legal expenses.

Councilor Zielinski moved to direct the city manager to reimburse Councilor Briggs Loosley \$2,760.25 for legal fees incurred in defense of an OGEC complaint that was dismissed. The motion was seconded by Councilor Williams.

The motion was approved with the following vote: Councilors Tate, Williams, and Zielinski voted yes. Councilors Porter and Weiss voted no. The motion passed (3-2).

After the vote, Councilor Briggs Loosley returned for discussion of a potential policy for future situations:

Councilor Zielinski moved to direct staff to prepare a policy for Council consideration establishing parameters for reimbursement of legal fees related to OGEC complaints that are ultimately dismissed, with a maximum reimbursement of \$5000. Additional expenses would require council review and approval for amounts over \$5000. The motion was seconded by Councilor Williams.

The motion was approved with the following vote: Councilors Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously. Councilor Briggs Loosley abstained.

E. Laurelwood Parking Update.

Councilor Porter provided an update on the Laurelwood parking permit fee issue discussed at the previous meeting. She reported that the fee is proposed to increase from \$10 per vehicle per year to \$70 per vehicle per year. After polling neighborhood residents, she found that those who would be impacted the most were supportive of the increased permit fee and continued enforcement.

Porter suggested the possibility of randomizing enforcement to potentially reduce costs. Councilors Weiss and Porter discussed that the \$70 figure was calculated based on covering enforcement costs, and if enforcement were reduced, the fee could potentially be lower.

4. Commission Reports/Council Ward Reports

None.

5. Audience Participation

Kelly Wyatt, spoke about his experience with parking enforcement in Laurelwood expressed strong support for maintaining the parking restrictions in the neighborhood, emphasizing both convenience and safety concerns.

John Motzberg, suggested the council look into establishing a train horn quiet zone in Roseburg. He noted that this could benefit downtown businesses like restaurants and potentially increase property values.

Sarah Morin, asked about potential zoning changes in Laurelwood to address traffic congestion concerns, suggesting no-parking zones to ensure emergency vehicle access.

Max Smoot, offered to serve on the Homeless Commission. He advocated for more public forums and discussion about homelessness issues, suggested the creation of a community center, and discussed his efforts to establish an arts space to provide positive social interaction for community members.

6. Consent Agenda

A. October 27, 2025 Regular Meeting Minutes.

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

7. Resolutions

A. Harker presented Resolution No. 2025-15 Supplemental Budget for Grant Fund Fiscal Year 2025-26

Harker presented a supplemental budget resolution to accept a \$25,000 grant from the 2023 National Criminal History Improvement Program for the replacement of the city's electronic fingerprinting equipment for municipal court. The existing equipment, acquired in 2018, has had performance issues and extended downtime.

Harker explained that since the grant fund budget did not include a capital line item, a supplemental budget was needed. The total cost of the equipment is \$27,693.85, requiring a city match of \$3,000 through the grant fund from reserves.

Councilor Zielinski moved to adopt Resolution No. 2025-15 authorizing Supplemental Budget Revisions and Appropriation Transfers for Fiscal Year 2025-26. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

B. Nytes presented the Fee Schedule Updates – Resolution No. 2025-16

Councilor Porter questioned whether the Roseburg Disposal fee increase was necessary given that they would be receiving an exclusive license agreement, expressing concern about potential cost impacts to ratepayers. Messenger explained that the fee increase was reasonable given that it hadn't changed since 2006, and that the amount reflected the company's use of city right-of-way, similar to how other utilities are charged.

Councilor Williams moved to adopt Resolution No. 2025-16. The motion was seconded by Councilor Zielinski.

The motion was approved with following vote: Councilors Briggs Loosley, Tate, Weiss, Williams, and Zielinski voted yes. Councilor Porter voted no. The motion passed (5-1).

8. Ordinances

A. Ordinance No. 3616 Annexation and Zone Change – 1058 Greenley St. – File Nos. AN-24-002 & ZC-24-002, Second Reading.

Nytes read Ordinance No. 3616, entitled, "An Ordinance Annexing 2.12 Acres of Property Addressed as 1058 Greenley St., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map," for the second time.

Councilor Zielinski moved to adopt Ordinance No. 3616. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

B. Cowie presented the Proposed Organization of Planning Commission Code Amendment Ordinance No. 3617.

Cowie explained that the Planning Commission currently has two vacancies that have been difficult to fill, partially due to restrictions on how many members can be involved in real estate. The proposed change would allow more people in real estate fields to serve, while ensuring diversity of membership.

The first reading of Ordinance No. 3617 was conducted.

- C. Nytes presented Ordinance No. 3618 Granting a Telecommunications Franchise to Sangoma US, Inc.

The first reading of Ordinance No. 3618 was conducted.

Councilor Zielinski moved to suspend the rules and proceed with second reading of Ordinance No. 3618, Granting a Telecommunications Franchise to Sangoma US, Inc., effective retroactively on January 1, 2025. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

The second reading of Ordinance No. 3618 was conducted.

Councilor Zielinski moved to adopt Ordinance No. 3618. The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Department Items

- A. Herinckx presented Extend Taxiway A Phase II Construction – Authorization of Change Order No. 2 – Project No. 22GR18.

Councilors asked questions about the FAA reimbursement amount and expressed concern about the federal government defaulting on payments (Porter).

Herinckx clarified the FAA has reimbursed just over \$1.6 million, we have about \$1 million left to request, and there was no indication or discussion during a recent project meeting about any reimbursement issues.

Messenger clarified that the FAA representative was at the recent project meeting.

Councilor Zielinski moved to authorize Change Order No. 2 to the Taxiway A Extension Project for \$121,362.40. The motion was seconded by Councilor Tate. The motion was approved with the following vote: Councilors Briggs Loosley, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

- Councilor Weiss requested financial assistance for downtown Christmas lights to make it possible for installation in time for the tree lighting ceremony on November 30th. There have been some issues with broken lights, proper

storage, finding volunteers, and scheduling around the Farmer's Market hours. He requested funds to pay for more lights that will replace old or broken strands, and equipment for proper storage.

Messenger and Harker clarified the methods for reimbursement of costs.

There was a consensus to allocate no more than \$5000 for the purchase of Christmas Lights and equipment to decorate downtown along SE Jackson Street.

- Councilor Weiss asked for more information on establishing train horn quiet zones as mentioned during public comment.

There was a consensus from the Council to have staff research the rules on establishing train horn quiet zones.

- Mayor Rich read the Executive Session Disclaimer into the record.

10. Adjourn

Mayor Rich adjourned the regular meeting at 8:59 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

**MINUTES OF THE WORK STUDY
OF THE CITY COUNCIL
November 17, 2025**

Mayor Rich called the work study of the Roseburg City Council to order at 5:30 p.m. on November 17, 2025 at the Public Safety Center (PSC), 700 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: Jason Tate

Others: City Manager Nikki Messenger, City Recorder Amy Nytes, Community Development Director Stu Cowie, Finance Director Ron Harker, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Police Chief Gary Klopfenstein, and Special Projects Coordinator Jennifer Bragg

3. Council Matters

A. Messenger Urban Campground Opportunities and Challenges

Messenger outlined five key challenge and opportunity categories for establishing an urban campground:

1. Oregon Law (HB 3115): This law, unique to Oregon, codified court decisions that limit enforcement options. Even with a campground, the city cannot force people to relocate there. Oregon Business and Industry is leading an effort to repeal this bill vial the November 2026 ballot and is working with legislators for the 2026 session.
2. Liability Issues: These include state-created danger principles, where providing a designated space creates an implied level of safety the city becomes responsible for. The city's insurance provider (CIS) strongly discourages unmanaged campgrounds.
3. Funding and Operations: No dedicated funding exists for homeless services, and grants are typically unavailable for campgrounds. While opioid settlement funds could help, they would be insufficient for full operations. Other funding options might include construction excise taxes, payroll taxes, or utility fees.
4. Land Use Regulations: Current municipal code only allows homeless shelters in C3 general commercial or PO public office zones with a conditional use permit. State exemptions exist but have specific requirements including qualified operators.
5. Neighborhood Opposition: Every potential site has faced significant community pushback, suggesting a need for a different approach to community engagement.

Council discussion covered numerous aspects of the challenges including but not limited to; funding challenges, clarification of statutory requirements for camp removal, increasing enforcement efforts, whether community partners are available during cleanups to provide resources, current statistics for illegal camping citations, updates on certain problem areas.

By the conclusion of the meeting, the council reached consensus on:

1. Creating an inventory of city-owned properties of at least a quarter acre that might be suitable for campgrounds.
2. Developing a community survey to gather input on potential solutions.
3. Continuing to explore potential campground sites.
4. Schedule a future discussion regarding possible updates to Resolution No. 2022-21 related to urban campgrounds.
5. Request detailed information from local non-profit community service providers regarding:
 - Their available resources
 - Current challenges they face
 - Opportunities for support and collaboration with the city.

4. Adjourn

Mayor Rich adjourned the work study at 7:31 p.m.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC CHANGE OF OWNERSHIP SSR HOLDINGS LLC DBA MOD PIZZA 1176 NW GARDEN VALLEY BLVD

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from SSR Holdings LLC dba Mod Pizza, as a change of ownership granted for "Change of Ownership" – Retail On-Premises Sales & Consumption". Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted, no recommendation, or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNERSHIP APPLICATION FOR SSR HOLDINGS LLC DBA MOD PIZZA LOCATED AT 1176 NW GARDEN VALLEY BOULEVARD, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): SSR HOLDINGS LLC

Proposed Trade Name: MOD PIZZA

Premises Address: 1176 NW Garden Valley Boulevard

Unit:

City: Roseburg

County:

Zip: 97471

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of Location

License Type: Limited On-Premises Sales ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: BIKRAMJIT SAMRA

Phone: 5593404477

Mailing Address: 4185 W FIGARDEN DRIVE STE 102

City: FRESNO

State: CA

Zip: 93722

Email Address: OPERATIONS@SSRHOLDINGS.NET

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☐ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): SSR HOLDINGS LLC

Proposed Trade Name: MOD PIZZA

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROPERTY TAX EXEMPTION APPROVAL DOUGLAS COUNTY BASEBALL ASSOCIATION – LEGION FIELD RESOLUTION NO. 2025-20

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Douglas County Baseball Association (DCBA) has applied for property tax exemption for the Legion Field property within Stewart Park. The issue for Council is whether to adopt the attached resolution approving the exemption.

BACKGROUND

A. Council Action History.

The Council approved the assignment of the Legion Field Management and Operation Agreement from Roseburg American Legion Baseball Commission (ALBC) to Douglas County Baseball Association on November 18, 2024.

B. Analysis.

The assignment of the lease from ALBC to DCBA became effective September 12, 2025. The DCBA has completed their application for property tax exemption with the Douglas County Assessor's office. On December 4, 2025, staff received notification that their application was complete and the final step in the approval process is for the governing body, Roseburg City Council, to approve the exemption.

The property has previously been exempted from property taxes under the ALBC. The Douglas County Assessor has determined the DCBA lease qualifies for exemption under ORS 307.115, if the governing body (Council) approves it. The property tax exemption will be granted for a 10-year period.

C. Financial/Resource Considerations.

Since the property has not been taxable since the inception of the baseball facility, there are no financial impacts to the City for the exemption. If the exemption is not granted, it will have a negative impact on DCBA and their youth baseball programs.

D. Timing Considerations.

To meet statutory timelines, the Council will need to act before the end of the calendar year. The December 8th meeting is Council's last scheduled meeting for 2025.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution exempting the city-owned Legion Baseball Facility from property taxes; or
2. Request additional information. This may require an additional meeting this year; or
3. Not adopt the resolution and not approve the exemption. This will have an impact on the DCBA.

STAFF RECOMMENDATION

Staff recommends the Council adopt Resolution No. 2025-20.

SUGGESTED MOTION

"I move to adopt Resolution No. 2025-20."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-20

RESOLUTION NO. 2025-20

**A RESOLUTION APPROVING PROPERTY TAX EXEMPTION FOR DOUGLAS
COUNTY BASEBALL ASSOCIATION LEASE OF LEGION FIELD**

WHEREAS, effective September 12, 2025, the Legion Field Management and Operation Agreement between the City of Roseburg and the Roseburg American Legion Baseball Commission was assigned to the Douglas County Baseball Association, a Non-Profit Organization; and

WHEREAS, Douglas County Baseball Association has applied for a property tax exemption under ORS 307.115 for the property legally identified as Township 27 South, Range 06 West, Section 14, Tax Lot 100A4, Tax Account Number R138403; and

WHEREAS, the applicant meets the criteria established under ORS 307.115.

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

Section 1. The property described qualifies and is approved for an exemption from property taxation under the criteria established in Oregon Revised Statutes 307.115.

Section 2. The exemption shall be granted for a 10-year period and may be renewed for additional 10- year periods in the future.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 8th DAY OF DECEMBER, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET FOR THE AIRPORT FUND, FISCAL YEAR 2025-26 RESOLUTION NO. 2025-17

Meeting Date: December 8, 2025
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearings
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Current airport capital appropriations are inadequate to complete the Taxiway Extension, Fencing Construction and Runway Rehabilitation projects during the current fiscal year due to a couple of factors:

- A wet spring and unanticipated soil conditions pushed 22% of the taxiway project that was planned for in the 2024-25 fiscal year into the 2025-26 fiscal year and required the authorization of a change order.
- Staff inadvertently omitted engineering construction administration costs for the fencing project.

A supplemental budget needs to be adopted, after a public hearing, to provide the additional appropriations to facilitate the planned capital projects and to comply with Oregon Budget Law.

BACKGROUND

A. Council Action History.

- On June 9, 2025, adopted Resolution 2025-09, adopting the 2025-26 budget.
- On August 25, 2025, adopted Resolution 2025-12, authorizing acceptance of an FAA grant up to \$500,000 for the Airport Fencing and Security Upgrades.
- On August 25, 2025, awarded the Airport Fencing and Security Upgrade Project for \$279,882 contingent upon receiving the FAA grant.
- On November 10, 2025, adopted Resolution 2025-15, adopting a supplemental budget for the Grant Fund.
- On November 10, 2025, authorized Change Order No. 2 to the Taxiway Extension project for \$121,362.40.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made

[ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is required.

Current airport capital appropriations are inadequate to complete the Taxiway Extension, Fencing Construction and Runway Rehabilitation design projects during the current fiscal year due to a couple of factors:

- A wet spring and unanticipated soil conditions pushed 22% of the taxiway project that was planned for the 2024-25 fiscal year into the 2025-26 fiscal year. The unanticipated soil conditions that were discovered required additional material that Change Order No. 2 addressed and which Council approved on November 10, 2025.

The weather-related delays and Change Order No. 2 have increased appropriation needs by \$597,278 in the current fiscal year.

- Staff inadvertently omitted the engineering construction administration costs of \$99,290 for the fencing project from the current airport capital appropriations.

When combined, the appropriation shortfall for the 2025-26 fiscal year is \$696,568. A supplemental budget may be adopted to provide the necessary appropriation authority in the current fiscal year by transferring a portion of the fund's contingency funds to the fund's capital outlay. For budgeting simplicity and to provide a small cushion for any potential additional fund requirements, it is proposed that \$700,000 be transferred from contingency to capital outlay.

In order to comply with Oregon Budget Law, which requires a balanced budget, the following adjustments are proposed:

Airport Fund (520)

Appropriations

Capital Outlay	\$ 700,000
Contingency	<u>\$ (700,000)</u>
Total:	\$ 0

(Changes in appropriations are offsetting thereby maintaining a balanced budget)

C. Financial/Resource Considerations.

As the majority of the expenses are covered by grant funding (90-95%), the overall financial health of the fund is not compromised by the proposed supplemental budget. Changes are focused solely on the appropriation for budgeting simplicity.

D. Timing Considerations.

As work is progressing and in order to provide appropriation authority for construction contracts that have already been approved, it is imperative that adequate appropriation authority is established prior to expenditure of funds.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Decline to adopt the resolution, however, this would result in non-compliance with Oregon Budget Law.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law and to not delay the work being performed at the airport, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-17 AUTHORIZING SUPPLEMENTAL BUDGET ADJUSTMENTS IN THE AIRPORT FUND FOR FISCAL YEAR 2025-26."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-17

RESOLUTION NO. 2025 – 17

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR THE AIRPORT
FUND FOR FISCAL YEAR 2025-26**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2025-26 by Resolution 2025-09; and

WHEREAS, current airport capital appropriations are inadequate to complete the Taxiway Extension, Fencing Construction and Runway Rehabilitation projects during the current fiscal year due to the following conditions:

- A wet spring and unanticipated soil conditions pushed 22% of the taxiway project that was planned for the 2024-25 fiscal year into the 2025-26 fiscal year. The unanticipated soil conditions that were discovered required additional material that Change Order No. 2 addressed and which Council approved on November 10, 2025.

The weather-related delays and Change Order No. 2 have increased appropriation needs by \$597,278 in the current fiscal year.

- Staff inadvertently omitted the engineering construction administration costs of \$99,290 for the fencing project from the current airport capital appropriations; and

WHEREAS, when combined, the appropriation shortfall for the 2025-26 fiscal year is \$696,568; and

WHEREAS, a supplemental budget may be adopted to provide the necessary appropriation authority in the current fiscal year by transferring a portion of the fund's contingency funds to the fund's capital outlay. For budgeting simplicity and to provide a small cushion for any potential additional fund requirements, it is proposed that \$700,000 be transferred from contingency to capital outlay; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, publication requirements have been met as outlined by ORS 294.471(3) for a supplemental budget; and

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

Section 1 Resources and appropriations in the Fiscal Year 2025-26 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Airport Fund (520)			
Appropriations			
Materials and Services	\$ 312,312	\$ -	\$ 312,312
Capital Outlay	\$ 1,321,720	\$ 700,000	\$ 2,021,720
Debt Service	\$ 108,654	\$ -	\$ 108,654
Contingency	\$ 1,476,578	\$ (700,000)	\$ 776,578
Total Appropriations:	\$ 3,219,264	\$ -	\$ 3,219,264

Section 2 The Finance Director is to make the proper adjustments to the budget.

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on December 8, 2025.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 8TH DAY OF DECEMBER, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2025-18 EXEMPTION FROM PUBLIC CONTRACTING - RADIO EQUIPMENT PURCHASE

Meeting Date: December 8, 2025
Department: Police
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Police Chief Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

The Police Department is required to upgrade their radios to utilize the County's new communications system, that is going online in mid-February. RPD has received three written quotes for the radios, but a procurement of this size normally requires a formal bidding process. The issue before Council is whether to adopt a resolution authorizing exemption from public contracting requirements for purchase, programming, and installation of new radios.

BACKGROUND

A. Council Action History.

In the 1990s, the City elected to contract with Douglas County Emergency Communications (DCEC) for dispatch services. Council has authorized the City Manager to enter into a communications services IGA with DCEC on an annual basis.

B. Analysis.

The Douglas County Radio system is undergoing a multi-million-dollar upgrade that is due to be completed in mid-February of 2026; the new Law Enforcement frequencies will be switching to UHF (digital) from VHF (analog). When this upgrade occurs, the Roseburg Police Department's existing radios will no longer be able to communicate with DCEC. Therefore, the Douglas County Sheriff's Office, Myrtle Creek, Sutherlin, and Roseburg Police Departments will need to purchase UHF radios to ensure communication can continue to occur between DCEC and Law Enforcement Officers.

Roseburg Police and Community Service Officers each utilize a portable radio when they are on duty to communicate with DCEC and with other law enforcement agencies. Roseburg also operates 25 vehicles that require mobile radios, and the Public Safety Center utilizes a stationary radio.

Douglas County is utilizing Kenwood for their radio infrastructure upgrade project. Kenwood also sells portable, mobile and stationary radios. As part of the upgrade project, Kenwood is offering to sell the required UHF capable radios to agencies who will be using DCEC. Because of the multi-million dollar scope of the radio upgrade project, Kenwood

is offering pricing that reflects a 40-51.4% discount. Normally, Kenwood radios are sent from Kenwood to their distributors for sale, but in this case, the sale will occur directly with Kenwood, via EF Johnson Technologies, Inc (EFJ).

EFJ provided a turn-key quote that included 50 handheld portable radios, 25 mobile vehicle radios with installation, one stationary radio, and programming for each radio, for \$453,280.84.

Communications Northwest is a Kenwood distributor out of Oregon City. They provided a National Association of State Procurement Officials (NASPO) quote and their pricing for the same equipment as EFJ was \$648,892.16.

The regional Motorola dealer, Day Wireless, provided a quote for similar Motorola equipment, excluding installation, for \$849,169.27.

Roseburg's current portable Motorola radios were purchased in 2017 and have a usable lifespan of seven to ten years. Roseburg's mobile radios in vehicles have a similar usable life span and are typically replaced with a new vehicle purchase if they have reached end-of-life.

Exempting this purchase from competitive bidding based on three informal quotes is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition in public contracting, is reasonably expected to result in substantial cost savings to the contracting agency and the public, and substantially promotes the public interest in a manner that could not practically be realized with complying with requirements that are applicable under Roseburg Municipal Code Chapter 3.06.

C. Financial/Resource Considerations.

The Police Department has budgeted for 50 new portable VHF radios for \$162,225 in the FY 27-28 Equipment Replacement budget. The tri-band portable radios that are now needed are much more expensive than VHF only radios. The City has submitted a \$300,000 Oregon State Homeland Security Program grant to help offset the cost of these radios. However, we will be required to purchase radios before we learn the status of this grant. If awarded the grant, Roseburg would seek reimbursement. Roseburg will continue to seek grant funding to help with this purchase.

Funding for this procurement can come from either the General Fund Non-Departmental Capital Fund and Other Requirements Fund, or the Equipment Replacement Fund. The General Fund Non-Departmental has funding available to cover this expenditure, but this would impact funding availability for potential land purchases or other Council goals. If staff had been aware this purchase would be needed in early 2026, we would have recommended utilizing ARPA funding when it was available. The Equipment Replacement Fund has funding available because the Fire Engine that is programmed for purchase this fiscal year is currently being built and is not expected to be available until at least FY 26-27.

The 50 portable handheld radios cost under \$5,000 each and therefore fall below the capitalization threshold thereby requiring them to be expensed as material and services expenditures and not capital. Should the General Fund be selected as the funding source, no budgetary changes need to be made as the capital portion can run through the capital appropriations and the material and services portion could run through Council Goals under Other Requirements. However, should the Equipment Replacement Fund be selected as the funding source, an appropriation transfer would need to be prepared to break out the materials and services expenditures from the capital expenditures as the fund lacks the prerequisite materials and services appropriations to manage the purchase at this time. An appropriation transfer can be presented to Council at the next meeting.

D. Timing Considerations.

Douglas County's radio upgrade grant requirements stipulate that the UHF radio system upgrade is completed and operational by mid-February, 2026. Roseburg should purchase the new radios at least six weeks prior to this, to ensure they arrive, are programmed, and installed by the go-live date.

Additionally, EFJ is advising that all of Douglas County's radio order (mobiles and portables) is being held until all agencies in Douglas County place their respective orders. This enables all agencies to get the pricing that EFJ is offering the County. Staff have been advised that all agencies utilizing the County pricing must place their orders by December 9th.

COUNCIL OPTIONS

1. Adopt the attached resolution, exempting the purchase from competitive bidding and authorizing the City Manager to execute a contract with EFJ for \$453,280.84; or
2. Request additional information; or
3. Take no action.

STAFF RECOMMENDATION

Staff recommend the Council adopt the attached resolution, authorizing the City Manager to execute the contract with EFJ for \$453,280.84. Staff will need direction from Council on where to fund the purchase – General Fund or Equipment Replacement Fund.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-18, EXEMPTING THE PURCHASE FROM COMPETITIVE BIDDING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH EF JOHNSON TECHNOLOGIES, INC. FOR \$453,280.84 FOR STATIONARY, MOBILE AND PORTABLE RADIOS WITH INSTALLATION AND PROGRAMMING."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-18

RESOLUTION NO. 2025-18

**A RESOLUTION REGARDING EXEMPTION FROM COMPETITION IN PUBLIC
CONTRACTING FOR PURCHASE OF STATIONARY, MOBILE, AND PORTABLE RADIOS**

WHEREAS, Douglas County is upgrading the Douglas County Communications and Dispatch System to include UHF radio communications on the law enforcement channels, with an expected operational date in mid-February 2026; and

WHEREAS, in order to utilize this upgraded technology and continue communication with Douglas County Emergency Communications, the City of Roseburg is required to purchase new radios for the Roseburg Police Department; and

WHEREAS, the City obtained three quotes for the required new radios needed by the Roseburg Police Department but given the time constraints, did not utilize formal bidding standards required for the size of this procurement; and

WHEREAS, ORS 279B.085 states that a local contracting agency may use a special procurement process to award a contract for goods and services if the criteria therein is met; and

WHEREAS, Roseburg Municipal Code Section 3.06.010 authorizes the City Council to exempt a public contract from competition upon making appropriate findings; and

WHEREAS, the City recently published its intent to procure the radios from EF Johnson Technologies, Inc. for \$453,280.84 through a special procurement process in the Daily Journal of Commerce of Portland, Oregon and The News Review of Roseburg for seven days; and

WHEREAS, exempting the purchase of stationary, mobile and portable radios, including programming and installation, from competitive bidding, based on three informal quotes, is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition in public contracting, is reasonably expected to result in substantial cost savings to the contracting agency and the public, and substantially promotes the public interest in a manner that could not practically be realized with complying with requirements that are applicable under Roseburg Municipal Code Chapter 3.06.

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

Section 1. The Roseburg City Council, acting as the local contract review board, makes the above findings and based on such findings does hereby approve and authorize staff to award and enter into a contract with EF Johnson Technologies, Inc. for stationary, mobile and portable radios, including programming and installation, for \$453,280.84.

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 8th DAY OF DECEMBER 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2025-19 SUPPORTING DESTINATION DOWNTOWN ROSEBURG'S AFFILIATED MAIN STREET APPLICATION

Meeting Date: December 8, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council is asked to consider adopting the attached resolution supporting Destination Downtown Roseburg's application to the Oregon Main Street Program to become an Affiliated Main Street program.

BACKGROUND

A. Council Action History.
None.

B. Analysis.

Several downtown business owners have been working towards forming a new downtown association. The work has been facilitated by Thrive Umpqua and has been underway for several months. The new organization has been named "Destination Downtown Roseburg" (DDR) and has filed and been granted nonprofit status. DDR is planning on applying to the Oregon Main Street Program to become an Affiliated Main Street program. According to the Oregon Main Street website, "The Affiliated Main Street level is for communities who are either just starting to form, or are working on strengthening, their Main Street structure to harness the powerful main street methodology to create lasting impact in enhancing their historic downtown or traditional commercial neighborhood." The application process requires a letter or resolution outlining the City's support for the organization submitting the application.

More information on the Oregon Main Street program can be found here:
<https://www.oregon.gov/oprd/oh/pages/oms.aspx>.

C. Financial/Resource Considerations.

The City provided \$10,000 through the Economic Development Fund to Thrive Umpqua to help facilitate the efforts of exploring creation of a new downtown organization. No further financial commitments have been made. Staff anticipate there may be future requests for funding support.

D. Timing Considerations.

The application deadline is January 15, 2026.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution supporting DDR's application for Affiliated Main Street status; or
2. Request additional information; or
3. Do nothing.

STAFF RECOMMENDATION

Staff recommend the Council adopt the attached resolution supporting DDR's application to the Oregon Main Street program.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-19, SUPPORTING DESTINATION DOWNTOWN ROSEBURG'S AFFILIATED MAIN STREET APPLICATION."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-19

RESOLUTION NO. 2025-19

**A RESOLUTION SUPPORTING DESTINATION DOWNTOWN ROSEBURG'S
AFFILIATED MAIN STREET APPLICATION**

WHEREAS, the City of Roseburg recognizes that Downtown Roseburg is the heart of the community; and

WHEREAS, the continued improvement, revitalization and development of Downtown Roseburg is a priority for the City; and

WHEREAS, Destination Downtown Roseburg (DDR) has been created to champion historic Downtown Roseburg as a welcoming, vibrant place for community, commerce, and culture; and

WHEREAS, DDR has successfully obtained nonprofit status, finalized their governance documents, assembled a dedicated board of directors, and initiated development of a strategic plan; and

WHEREAS, DDR is seeking to submit an Affiliated Main Street application to the Oregon Main Street Network; and

WHEREAS, the City of Roseburg wishes to support DDR's work and their application for Affiliated Main Street status.

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

Section 1. The City Council of the City of Roseburg endorses and supports Destination Downtown Roseburg's Affiliated Main Street application and recognizes the importance of having a Main Street organization to enhance and sustain Downtown.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 8th DAY OF DECEMBER, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RMC 2.25.030 ORGANIZATION OF PLANNING COMMISSION CODE UPDATE ORDINANCE NO. 3617

Meeting Date: 12/8/2025
Department: Community Development
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

At the November 10, 2025, meeting the Council heard the first reading of Ordinance 3617. 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. 3617."

ATTACHMENTS:

Attachment #1 - Ordinance No. 3617

ORDINANCE NO. 3617

**AN ORDINANCE AMENDING SECTION 2.25.030 OF THE
ROSEBURG MUNICIPAL CODE**

WHEREAS, new state law adopted under House Bill 3136 (2025) changes the restrictions regarding the number of members principally engaged in the buying, selling or developing of real estate may be allowed to serve on a city Planning Commission with more than five members; and

WHEREAS, adoption of the proposed amendment would bring the Roseburg Municipal Code into compliance with new state law.

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

SECTION 1. Section 2.25.030 entitled “Organization of Commission” is hereby amended to read as follows:

Members. The Commission shall consist of seven members. At least six of the members must be residents of the City; the other member may reside outside City limits, but must reside within the Urban Growth Boundary of the City. ~~No more than two may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit; and n~~
Not more than two members shall may be engaged in the same kind of occupation, business, trade or profession. All members shall be appointed by the Council.

SECTION 2. All other Chapters, Sections and Subsections of Title 2 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



UMPQUA VALLEY ARTS ASSOCIATION LEASE AGREEMENT

Meeting Date: December 8, 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 lease agreement between the City and Umpqua Valley Arts Association (UVAA) expires on December 31, 2025. City staff have prepared a new agreement for consideration.

BACKGROUND

A. Council Action History.
None.

B. Analysis.

Umpqua Valley Arts Association began leasing the current site located within Fir Grove Park, commonly known as the "Art Center," in 1984, and the building commonly known as the "Clay Place" in 1986. A second lease agreement was executed on January 1, 2005, for a term ending on December 15, 2015, with the right to renew for two successive five-year periods. The proposed agreement is for an initial ten-year period, with two successive five-year lease periods allowed. Conditions in the proposed agreement remain essentially the same as within the previous agreement and amendments, although an increase in the amount of liability insurance required has been included.

The proposed agreement allows for reasonable admission charge for persons entering the premises to view works of art or other displays arranged by UVAA, provided that the premises remain open to the public free of charge for at least three hours, on one or more days per week. No admission fee shall be charged to elementary or secondary school students who visit the premises as a group under school supervision during the school year. City reserves the right, after Council hearing, to review the reasonableness of any admission charge and to modify or reject the amount. Admission fees remain exclusively the property of UVAA, subject only to City's right to an accounting. UVAA may establish public hours except as otherwise limited in the agreement.

The proposed agreement states that UVAA, solely at its own expense, shall maintain and keep the premises, including all interior and exterior doors, outdoor stage, heating,

ventilating and cooling systems, interior wiring, electric fixtures or elements, plumbing and drain pipes to sewer, in as good of condition as presently exists, and replace all glass in the windows and doors of the premises that may be broken or damaged during the term of the agreement with glass of as good or better quality as that now is in use. UVAA agrees that it will make no alterations, additions or improvements to or upon the premises without the prior written consent of City and that any improvements made or provided shall revert to the benefit of City and becomes sole property of City at the termination of the agreement or as it may be extended or renewed. UVAA agrees to notify City in writing promptly of the need for repairs or alterations, additions or improvements such as may be necessary or proper to keep the premises in a safe condition for the purposes for which the premises are intended.

C. Financial/Resource Considerations.

There is no charge for UVAA to lease the facilities.

D. Timing Considerations.

The existing lease agreement expires on December 31, 2025. If authorized, the lease agreement will be executed as soon as practical.

COUNCIL OPTIONS

1. Authorize the City Manager to negotiate and execute the Lease Agreement with Umpqua Valley Arts Association; or
2. Direct staff to make changes to the lease.

STAFF RECOMMENDATION

Staff recommends that the Council authorize the City Manager to negotiate and execute the lease agreement with UVAA.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE LEASE AGREEMENT WITH UMPQUA VALLEY ARTS ASSOCIATION."

ATTACHMENTS:

Attachment #1 – Map of Lease Area





TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Thrive Smoking/Vaping Presentation
 - Tent Camping Rules Discussion
 - Speed Reduction Program (2026)
 - Council Goals Adoption (2026)
-

January 12, 2026

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments
- D. Homeless Commission Discussion

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 8, 2025 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-

January 26, 2026 – 6:30 P.M.

Planning Commission Interview

January 26, 2026

Consent Agenda

- A. January 12, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 - ____ - Setting a New Council Reimbursement Amount for 2026
- B. Resolution No. 2026 - ____ - Legal Fee Reimbursement

Ordinances

- A. Ordinance No. 3619 Solid Waste Management Code Update, First Reading
- B. Ordinance No. 3620 Homeless Commission Code Amendment, First Reading

Department Items

- A. Tennis Center Fee Schedule Modification
- B. Police Accreditation Presentation

Informational

- A. Future Tentative Council Agendas
 - B. Municipal Court Quarterly Report
-

February 9, 2026

Consent Agenda

- A. January 26, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 - ____ - OPRD Grant Application Authorization

Ordinances

- A. Ordinance No. 3619 Solid Waste Management Code Update, Second Reading
- B. Ordinance No. 3620 Homeless Commission Code Amendment, Second Reading

Department Items

- A. Umpqua Health Alliance Grant Acceptance, Turf Fields

Informational

A. Future Tentative Council Agendas

February 23, 2026

Mayor Reports

- A. 2024 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2024 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
B. Quarterly Report Ending December 31, 2025
C. 2026 – 2027 Budget Calendar

Consent Agenda

- A. February 23, 2026 Meeting Minutes

Department Items

- A. Water System Master Plan Contract Award
B. 5-Year Pavement Maintenance Plan
C. Sunshine Mountain Bike Trail Construction Bid Award

Informational

- A. Future Tentative Council Agendas
-

March 9, 2026

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 23, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 -___ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension
B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. Future Tentative Council Agendas

Urban Renewal Agency Board Meeting

Consent Agenda

- A. June 9, 2025 URA Work Study Meeting Minutes
B. June 9, 2025 Regular URA Meeting Minutes

Department Items

- A. Resolution No. UR2026 -___ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road
-

March 23, 2026

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 9, 2026 Meeting Minutes

Department Items

- A. Parrott Creek Culvert Replacement Bid Award
B. Airport Runway 16/34 Rehabilitation Design Contract
C. 5-Year Capital Improvement Plan

Informational

A. Future Tentative Council Agendas

April 13, 2026

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 23, 2026 Meeting Minutes
- B. 2026 OLCC Annual Liquor License Renewal Endorsement

Informational

A. Future Tentative Council Agendas

April 27, 2026

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 13, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
 - B. Finance Quarterly Report
 - C. Municipal Court Quarterly Report
-

May 11, 2026

Mayor Reports

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

Consent Agenda

- A. April 27, 2026 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No. 2026 - ____: General Fees
 - ii. Resolution No. 2026 - ____: Water Related Fees

Informational

A. Future Tentative Council Agendas

May 25, 2026 MEMORIAL DAY

June 8, 2026

Mayor Reports

Consent Agenda

- A. May 11, 2026 Meeting Minutes

Resolution

- A. Resolution No. 2026 - ____ - 2025-26 Budget Adoption

Informational

A. Future Tentative Council Agendas

June 22, 2026

Mayor Reports

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. June 8, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

July 13, 2026

Mayor Reports

Consent Agenda

A. June 22, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

July 27, 2026

Mayor Reports

Consent Agenda

A. July 13, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

August 10, 2026

Mayor Reports

Consent Agenda

A. July 27, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

August 24, 2026

Mayor Reports

Consent Agenda

A. August 10, 2026 Meeting Minutes

Executive Session

A. ORS192.660(2)(i) – City Manager Evaluation

Informational

A. Future Tentative Council Agendas

B. Quarterly Financial Report

September 14, 2026

Mayor Reports

Consent Agenda

A. August 24, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

September 28, 2026

Mayor Reports

Consent Agenda

A. September 14, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

October 12, 2026

Mayor Reports

Consent Agenda

A. September 28, 2026 Meeting Minutes

Department Items

- A. 2026 Oregon Public Library Statistical Report
 - Informational
 - A. Future Tentative Council Agendas
-

October 26, 2026

Consent Agenda

- A. October 12, 2026 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
-

November 9, 2026

Mayor Reports

- A. Veterans Day and Military Families Month Proclamation

Consent Agenda

- A. October 26, 2026 Meeting Minutes

Executive Session

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

Informational

- A. Future Tentative Council Agendas
-

December 14, 2026

Mayor Reports

Consent Agenda

- A. November 9, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-