



**ROSEBURG PARKS COMMISSION AGENDA
WEDNESDAY, APRIL 3, 2019**

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3/28/19*

**8:15 a.m. Regular Meeting City Hall Third Floor Conference Room
900 SE Douglas Avenue, Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Alison Eggers
Commissioners: Kyle Bailey Leila Heislein Diana Wales
Bob Grubbs Marsha La Verne Bob Walker

III. APPROVAL OF MINUTES

A. March 6, 2019

IV. DISCUSSION ITEMS

- A. Riverfront Park Multi-Use Path Renovation Phase 2 Bid Award Recommendation
- B. OPRD Local Government Grant Application Authorization

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name and address for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. INFORMATIONAL

A. Arbor Day Proclamation

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 1, 2019

VIII. ADJOURNMENT

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

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470 (Phone 541-492-6700) 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.

**CITY OF ROSEBURG
PARKS AND RECREATION COMMISSION
MARCH 6, 2019**

MINUTES

CALL TO ORDER: Chair Alison Eggers called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:15 a.m. Wednesday, March 6, 2019, in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Alison Eggers, Commissioners Diana Wales, Bob Grubbs, and Marsha La Verne

Absent: Kyle Bailey, Leila Heislein and Bob Walker

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, Parks and Recreation Program Manager Kris Ammerman, and Department Technician Chanelle Rogers

Others Present: None

APPROVAL OF MINUTES: Wales moved to approve the minutes of the February 6th, 2019 Parks and Recreation Commission meeting. The motion was seconded by La Verne and carried unanimously.

DISCUSSION ITEMS:

OPRD Local Government Grant Application: Ammerman informed that in 2018 staff had applied for a grant through the Local Government Grant (LGG) program run by the Oregon Parks and Recreation Department (OPRD) for improvements to Beulah Park. The grant program is highly competitive and the project was not awarded funding last year. It is staff's intent to apply for the grant again this year. Last year the proposed project had both a planning phase and a construction phase. After several conversations with OPRD's program coordinator, staff is planning on eliminating the planning portion of the project. . Making this change would allow more of the funds to go towards construction and will demonstrate a higher level of project readiness, which is something the review committee looks for in a successful project. Wales inquired what is an Oodle Swing, one of the features on the drawing. Staff replied it is a large round swing that many kids can be on at one time. There is one at Micelli Park. Grubbs asked if Blue Zones could help with the grant application. Messenger said we could get a letter of support from them and maybe have one of them go with staff when they do the presentation. Wales questioned if this design would impact the area that had been suggested for the Community Garden, Colley stated that area was up past the basketball court so there shouldn't be any impact. Eggers asked when should hear if we get the funding. Ammerman said the application is due April 1, 2019. Projects are presented to the review committee in June and notifications should go out sometime in July.

MOTION: Grubbs moved to recommend the City Council adopt the attached resolution supporting a grant application seeking funding through the OPRD Local Government Grant program for improvements to Beulah Park. The motion was seconded by Wales and carried unanimously.

AUDIENCE PARTICIPATION: None

INFORMATIONAL: Messenger stated there are a lot of trees down from the snow storm. Many of which were located in Laurelwood Park where staff was in the process of hiring a tree service to take them down. La Verne asked if the parks had been checked for liability issues with downed trees. Staff said they believed the Parks Maintenance crews had been around checking the parks for issues.

Maintenance Report: The parks maintenance report prepared by Parks Superintendent Pat Cook for February 2019 was provided to the commission.

BUSINESS FROM THE COMMISSION:

ADJOURNMENT: Meeting adjourned at 8:31 a.m.

Chanelle Rogers _____

Chanelle Rogers,
Public Works Department Technician



**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 3, 2018
TO: Parks & Recreation Commission
FROM: Kris Ammerman
SUBJECT: **Riverfront Park Multi-Use Path Renovation Phase 2
Bid Award Recommendation**

ISSUE STATEMENT AND SUMMARY

The City received bids for the reconstruction of a section of the multi-use path in Riverfront Park. The issue for Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND / ANALYSIS

The Riverfront Park Multi-Use Path Renovation Phase 2 Project includes removing, replacing, and widening approximately 2,000 linear feet of multi-use path in Riverfront Park between the terminus of the 2017 path reconstruction, at the top of the hill near the entrance to the Oak grove, and the intersection of the path running north/south near Interstate 5. The new path will be reconstructed in the same alignment but widened to ten feet wide. The City received a grant for this project from the Oregon Parks and Recreation Department (OPRD) through their Recreational Trails Program (RTP).

The project was previously bid and awarded by City Council on April 23, 2018. However, the Notice to Proceed was delayed from OPRD due to archeological concerns over some minor realignment work. The City revised the plans to keep the newly widened path in the same location to avoid further expenses with archeological investigations. Due to this delay, the City was forced to reject the bids and re-bid the work this spring.

The project was re-advertised to bidders on March 5th and bids were opened on March 26th, 2019. Six bids were received and are outlined below:

1. K&B Quality Excavating	\$129,398.15
2. LTM, Inc. dba Knife River	\$135,490.00
3. Black Pearl	\$138,258.00
4. Cradar Enterprises	\$145,997.00
5. Wildish Construction	\$165,830.00
6. R&G Excavating	\$214,370.00
<i>Engineer's Estimate</i>	<i>\$131,525.00</i>

FINANCIAL CONSIDERATIONS

To date, \$10,126 has been spent to perform the archeological study and to advertise this project. Of that, \$1,414 was spent in FY 18-19. The FY 2018-19 Bike Trail Fund budget includes \$150,000 for this project. This does not account for in-kind labor. Total project costs are estimated below:

Archeologic Study	\$ 9,969
Construction	\$129,398
In-kind labor	\$ 9,000
Contingency	<u>\$ 9,705</u>
<i>Total</i>	<i>\$158,072</i>

Project funding is estimated as follows:

RTP Grant	\$111,304
In-Kind labor	\$ 9,000
Bike Trail Fund	<u>\$ 37,768</u>
<i>Total</i>	<i>\$158,072</i>

TIMING ISSUES

If the Commission recommends award, it will be presented to the Council at their April 8th meeting. The contractor will have 60 days to complete the project once the Notice to Proceed is issued. It is anticipated the project will be completed in late June.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council award the contract to the lowest responsible bidder, K&B Quality Excavating for \$129,398.15; or
2. Request additional information; or
3. Recommend that the City Council reject all bids.

STAFF RECOMMENDATION

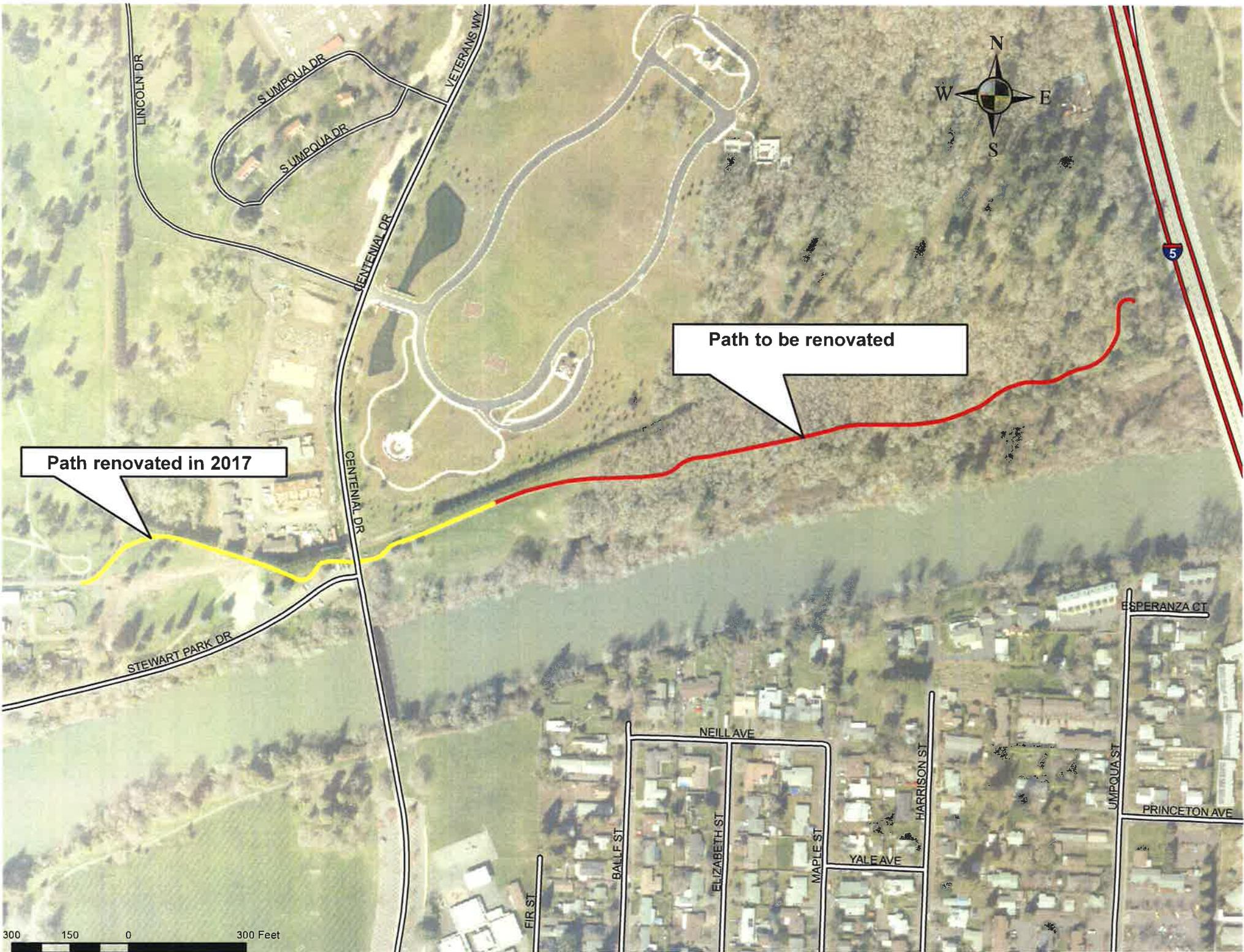
Money has been budgeted and is available to complete this project. The bids appear to be both responsive and responsible. Therefore, staff recommends awarding the project to the lowest responsible bidder, K&B Quality Excavating for \$129,398.15.

SUGGESTED MOTION

I move to recommend the City Council award the Riverfront Park Multi-Use Path Renovation Phase 2 Project to the lowest responsible bidder, K&B Quality Excavation, for \$129,398.15.

ATTACHMENTS

Map



Path renovated in 2017

Path to be renovated

300 150 0 300 Feet



**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 3, 2019

TO: Parks & Recreation Commission

FROM: Kris Ammerman, Parks & Recreation Program Manager

VIA: Nikki Messenger, Public Works Director

SUBJECT: **OPRD Local Government Grant Application Authorization**

ISSUE STATEMENT AND SUMMARY

OPRD's Local Government Grant program is currently open with an application deadline of May 1, 2019 for the small (<\$75,000) grant category. The issue for the Commission is whether to recommend that the City Council adopt the attached resolution authorizing a grant application for renovating the pavilion at Stewart Park.

BACKGROUND / ANALYSIS

The Stewart Park Pavilion receives frequent and heavy use and is the main outdoor facility in the City's most beloved and well used park. It plays host to dozens of events annually from smaller events like birthday parties and family gatherings to larger events such as graduation parties, company picnics and family/class reunions. These events serve thousands of residents and visitors annually. From the Music on the Half Shell series to the multiple 5/9 K runs to the NUT Cracker Mt Bike Race the pavilion is packed all summer long with events that draw people to the park. It is the marquee venue in Stewart Park and at nearly 50 years old, it is definitely showing its age. It is in desperate need of a makeover so that it can continue to support major events that draw people into the Roseburg area for many years to come.

Staff is interested in pursuing a grant through the Oregon Parks & Recreation Department (OPRD) to rehabilitate the Stewart Park Pavilion. The pavilion was built circa 1970 as part of a collaborative effort with the Roseburg Rotary club. It has served the community well for nearly 50 years. However, the roof of the pavilion has reached the end of its useful life. There are four different areas that have started leaking. It is imperative to act quickly before the water damage leads to structural damage and the cost of repairs begins to escalate. The project will consist of replacing the existing tile roof with a lighter and longer lasting metal roof. In addition to the roof replacement staff intends to address the darkness in the shelter, the broken and unusable stone fire pits, and the overall dark and dingy appearance of the outdated structure.

The OPRD Local Government Grant Program (LGGP) has a large scale (>\$75K) and a small scale (<\$75K) category. The City has recently applied for the renovation of Beulah Park in

this year's large grant category. The anticipated total cost of this project works well in the small grant category. The \$75,000 cut off is based on grant request amount, not the total project cost.

FINANCIAL CONSIDERATIONS

A minimum of forty percent match is required to participate in the Local Government Grant Program. Staff is requesting a portion of the matching funds from the Economic Development Fund. The Economic Development Commission will consider that request at their April 8th meeting. If that request is denied or partially funded, the remaining amount would come from the Park Improvement Fund.

Estimated funding requirements are outlined below.

OPRD's Local Government Grant	\$ 75,000
Stewart Park Trust Fund	\$ 25,000
Economic Development/Park Improvement Fund	<u>\$ 25,000</u>
Total Project Cost	\$125,000

TIMING ISSUES

The grant application is due by May 1, 2019. If the Commission recommends proceeding with a grant application, the resolution will be presented to the City Council at their April 22nd meeting.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to City Council to adopt the attached Resolution authorizing staff to submit a grant application.

SUGGESTED MOTION

I move to recommend the City Council adopt the attached resolution supporting a grant application seeking funding through the OPRD Local Government Grant Program for improvements to the Stewart Park Pavilion.

ATTACHMENTS

Resolution

RESOLUTION NO. 2019-

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON
PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT**

WHEREAS, the City of Roseburg Parks and Recreation Commission has recognized the renovation of the Stewart Park Pavilion as a high priority for the Parks Division's capital improvement projects; and

WHEREAS, the tile roof has begun to leak and has exceeded its useful life; and

WHEREAS, the renovation of the Stewart Park Pavilion will ensure that residents and visitors will continue to have a place to gather during events and activities that provides shade and respite from the elements; and

WHEREAS, a newly refurbished Stewart Park Pavilion will provide a gathering place to connect people with the natural environment, and with each other; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on April 3, 2019 the Parks and Recreation Commission recommended proceeding with a grant application to renovate the Stewart Park Pavilion; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time; and

WHEREAS, the City is committed to the future on-going operation and maintenance of the Stewart Park Pavilion,

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

Section 1. Authorization is granted to apply for a Local Government Grant for the renovation of The Stewart Park Pavilion.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 22nd DAY OF APRIL 2019**

Amy L. Sowa, City Recorder

PROCLAMATION

CITY OF ROSEBURG, OREGON

ARBOR DAY

- WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and
- WHEREAS:** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and
- WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and
- WHEREAS:** In honor of Arbor Day, the City of Roseburg Parks & Recreation Division is teaming up with the Roseburg Public Library and the OSU Extension Service to host our annual Arbor Day celebration. The event will take place on April 30th from 2-4pm at the Roseburg Public Library. This free event will have knowledgeable speakers discussing topics such as dealing with storm damaged trees, fire hazard prevention, and proper pruning techniques. After the presentations there will be fun activities for kids and a prize drawing.

NOW, THEREFORE, I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 26, 2019, as

ARBOR DAY

and urge all citizens to celebrate this day and to plant trees to promote the well-being of this and future generations.

DATED this 8th day of April, 2019.

Larry Rich, Mayor