



**ROSEBURG PARKS COMMISSION AGENDA
WEDNESDAY, APRIL 4, 2018**

*sec AM
3/28/2018*

**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 Bob Cotterell Bob Walker

III. APPROVAL OF MINUTES

A. March 7, 2018

IV. DISCUSSION ITEMS

A. **Riverfront Park Multi-use Path Renovation (Phase Two) – Bid Award Recommendation**

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. Parks Maintenance Report – March 2018

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 2, 2018

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 7, 2018**

MINUTES

CALL TO ORDER: Chair Alison Eggers called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:27 a.m. Wednesday, March 7, 2018, in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Alison Eggers, Commissioners Bob Grubbs, Leila Heislein, Kyle Bailey, Bob Cotterell, and Diana Wales

Absent: Bob Walkers

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

Others Present: Mark Sparagna, Delaware Parks Superintendent

APPROVAL OF MINUTES: Heislein moved to approve the minutes of the November 1, 2017 Parks and Recreation Commission meeting. The motion was seconded by Wales and carried unanimously.

DISCUSSION ITEMS:

OPRD Local Government Grant Application: Ammerman informed that the OPRD's Local Government Grant program is currently open with an application deadline of April 1st; staff would like to submit application for improvements to Beulah Park. Ammerman stated that Beulah Park is the largest neighborhood park in Roseburg at 6.85 acres. The largest part of the park is undeveloped area; there is a level irrigated turf area and also basketball court and picnic tables. Ammerman said the original play equipment was outdated and unsafe and has been removed. The proposed project may include adding a new playground, picnic area, and hard surface pathways. Part of the grant application, staff is recommending to include a small amount to work with a consultant to develop a site master plan which would be part of the first phase of the project along with the new play equipment and accessible paths. The second phase may include trail and viewpoint development on the back portion and upgrades to the basketball courts. Ammerman informed that the City match would be 40% and come out of the Park Improvement Fund/Force Account. Cotterell questioned if the city's portion was all money. Messenger replied that staff would install the play equipment so there would also be some in kind. Heislein is glad to see that Beulah Park is being looked at for improvements. Wales inquired if it would help to include Blue Zones information. Ammerman said they will be providing a letter of support that will be included with the application.

MOTION: Cotterell 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 Grubbs and carried unanimously.

Draft 2018 – 2023 Capital Improvement Plan: Messenger informed staff is currently preparing a draft Five Year Capital Improvement Plan (CIP). Messenger briefly went over the projects listed on the Park Improvements/Stewart Trust Funds and the Bike Trail Fund which are the ones the Parks Commission is responsible for advising on. Heislein inquired about the funds that were dedicated to the Parks from the sale of the Willis House property. Messenger said there wasn't any specific project those funds were to go towards but they have been transferred into the Park Improvement Fund. Messenger stated that with the current path improvement project that will be the section of Riverfront Park going through the disc golf area, there will be some trees that need to be removed.

MOTION: Grubbs moved to recommend to the City Council the adoption of the 2018 – 2023 Capital Improvement Plan for Park Improvement, Stewart Trust, and Bike Trail Funds. The motion was seconded by Bailey and carried unanimously.

AUDIENCE PARTICIPATION: Mark Sparagna, Delaware Parks Superintendent, provided some information on how poured in place rubber surface is installed.

INFORMATIONAL: Ammerman informed that there have been multiple volunteer projects in the parks over the last couple months.

Messenger stated that City Manager is on multiple committees in regards to the incident at UCC. One of the committees wants to do some memorials they are looking at having one at UCC but would also like one in the community and had looked at the area by the Butterfly Garden at Stewart Park. Messenger said she would bring more information back as it becomes available.

BUSINESS FROM THE COMMISSION: Eggers inquired how the progress of the Splash Pad was going. Ammerman said they were almost half way done should have it open by June. It was asked what the product was going to be under the playground. Ammerman stated it would be a poured in place rubber surface. Egger asked about the impact it has had on the soccer group. Ammerman informed staff has been working with them on issues that come up. Ammerman also mentioned as part of the project the restrooms have been redone with new fixtures and painted. Cotterell inquired about the Duck Pond, he feels the turtle population has gone down. Staff informed that an overflow drain had been found that was clogged with debris, now the pond is at the level it was designed to be at, so it does look lower than in the past. Messenger also stated that the city contracts with someone to relocate the Nutria in that area. Heislein asked if there was an Arbor Day project. Ammerman said there will be one in April not sure of the date yet.

ADJOURNMENT: Meeting adjourned at 8:51 a.m.

Chanelle Rogers

Chanelle Rogers,
Public Works Department Technician



CITY OF ROSEBURG MEMORANDUM



DATE: April 4, 2018

TO: Parks & Recreation Commission

FROM: Nick Stanfill, Engineering Technician

SUBJECT: **Riverfront Park Multi-use Path Renovation (Phase Two) – Bid Award Recommendation**

ISSUE STATEMENT AND SUMMARY

On March 22, 2018, 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 City received a grant from the Oregon Parks and Recreation Department through the Recreational Trails Program to renovate a section of multi-use path in Riverfront Park between the terminus of last year's path construction, east of Stewart Park Drive, and the northeast corner of the park (section through disc golf). The section is approximately 2,000 feet long and will be reconstructed ten feet wide. The path route will be slightly altered in a few locations to avoid tree roots and low areas.

The removal of the existing path and additional minor project components will be completed by Public Works and Parks crews. The construction of the new path will be completed by a contractor based on the bids below.

Bids were opened on March 22nd. Six bids were received and are outlined below.

1. JRT Construction	\$115,785.50*
2. Suulutaaq, Inc.	\$118,637.50
3. LTM Incorporated dba Knife River	\$119,119
4. Cradar Enterprises	\$123,102
5. Black Pearl Paving & Excavation	\$123,315
6. Guido Construction	\$145,782
<i>Engineer's Estimate</i>	<i>\$116,850</i>

**Corrected Bid Amount – a math error was found on JRT's bid. Per the contract specifications, the error was corrected. Prior to correcting the error, JRT was the low bidder, but the correction lowered the bid by \$1,999.50.*

FINANCIAL CONSIDERATIONS

The estimated project cost on the grant application was \$139,130. The FY 17-18 Bike Trail Fund budget includes \$140,000 to construct the project. Total project costs are estimated below:

Archeology Report	\$ 9,788
Add'l Archeology (est)	\$ 2,000
Construction	\$115,786
Contingency	<u>\$ 11,578</u>
Total Project Cost	\$139,152

Grant funding will reimburse the City for up to 80% of the estimated project cost. Estimated project funding is outlined below:

OPRD Grant	\$111,304
Bike Trail Fund	\$ 19,000
City Labor & Equipment	<u>\$ 9,696</u>
Total Funding	\$140,000

TIMING ISSUES

If the Commission recommends award, it will be presented to the Council at their April 9th meeting. The contractor will have 60 days to complete the project from when 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 to City Council to award the contract to the low bidder, JRT Construction for \$115,785.50; 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 low bidder, JRT Construction for \$115,785.50.

SUGGESTED MOTION

I move to recommend to the City Council the award of the Riverfront Park Path Renovation Phase 2 Project to the low bidder, JRT Construction for \$115,785.50.

Park Maintenance Report – March 2018

- Chase Forsloff (BSA Troop 195, and adult helpers) Eagle Scout project, included Avista bench, cement pad, and shade tree (supplied by City) installation in Stewart Park, near the volleyball courts.
- Umpqua Valley Chapter NPSO renewed their agreement, and pulled weeds in their section (March)
- Turningpoint Youth, referred by Blue Zones, completed a volunteer project (raking and hauling leaves) at North Riverside Park (March 17th)
- Bike Walk Roseburg completed litter clean-up in their section (South Umpqua Greenway)
- Removed the Skate Park Pavilion due to rot/decay found in structural supports
- The City has taken on maintenance of the Library grounds
- In honor of Arbor Day, The City of Roseburg, along with several partnering agencies will be offering a free educational event highlighting the benefits of trees. The focus of the training will be on the cost savings and financial benefits on a small (homeowner) and large (community) scale. The training will be Friday, April 27th from 12pm-1pm at the OSU Extension Office's new auditorium.