

**CITY OF ROSEBURG
PARKS AND RECREATION COMMISSION
DECEMBER 5, 2018**

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, December 5, 2018, in the Third Floor Conference Room at City Hall.

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

Absent:

Attending Staff: City Manager Lance Colley, Parks and Recreation Program Manager Kris Ammerman, Parks Superintendent Pat Cook, and Department Technician Chanelle Rogers

Others Present: Jess Miller with Umpqua Community College, Jessica Hand with Blue Zones Project, and Ruth and Tommy Smith with SERVICE

APPROVAL OF MINUTES: Cotterell moved to approve the minutes of the October 3, 2018 Parks and Recreation Commission meeting. Heislein questioned how Eggers could call the meeting to order if she was absent, Rogers said she would correct the error. The motion was seconded by Grubbs and carried unanimously with corrections.

Ammerman introduced Pat Cook who is the New City Parks Superintendent. Cook said most of his experience is in golf and landscape construction but he is looking forward to this role.

DISCUSSION ITEMS:

Proposed Memorial in Stewart Park: Colley informed that staff has been working with a community group on potential memorial sites to honor the victims of the UCC incident. Colley stated that a potential site within Stewart Park has been identified north of the butterfly garden. Jess Miller from Umpqua Community College (UCC) said they had contacted both the City and County for potential sites and will be taking the proposed locations back to the UCC committee to make a decision on which one they would like to move forward with getting a design for. Cotterell said he is very supportive of the idea but would request there be no mention of the shooters name at the memorial site. Grubbs questioned if there was any design criteria. Colley said it would be brought back to the commission if the City site is the one chosen by the UCC committee.

MOTION: Cotterell moved to recommend that the City Council support the concept of installing a UCC memorial within Stewart Park in the area described. The motion was seconded by Grubbs and carried unanimously.

Blue Zones Community Garden Concept: Staff informed that Blue Zones has been working on increasing the number of community gardens available to the residents of Roseburg. Jessica Hand with Blue Zones did an inventory and there are approximately 15 gardens in Roseburg with most of them being on private property. Blue Zones is working with NeighborWorks Umpqua to begin drafting a proposed policy that may allow future gardens on properties owned by the City. Hand informed they feel the areas that could benefit most from a community garden are the south end of town and the neighborhood near Beulah Park. They currently have a conceptual garden for the public right-of-way south of the Roseburg Senior Center where Stephens and Pine Streets meet. Staff informed this

location is not Park land but would like to look at other areas within some parks to be designated for community gardens. The City doesn't have the staff to maintain community gardens so the concept would need to be brought back with what organization will be the one maintaining it. Eggers inquired how the garden would be funded. Hand stated that Blue Zones is working with many organizations applying for grants. Ruth Smith, SERVICE representative, mentioned that these community gardens will also have an educational aspect. Grubbs questioned if each garden would look the same. Colley stated it would all depend on the location. Discussion ensued. Consensus from the commission was for staff to move ahead with developing a draft policy for Blue Zones and/or other community groups for installing and maintaining community gardens on City property.

AUDIENCE PARTICIPATION: During discussion

INFORMATIONAL: Colley informed that this was the last meeting for Cotterell as he had been voted back on to City Council starting in January. Colley awarded a certificate of recognition for his years of service on the Parks Commission.

BUSINESS FROM THE COMMISSION: Cotterell inquired about the type of trees that were being planted in the holding ponds by Stewart Parkway. Cook informed that the wetlands plan called for native wetland species such as Willow and Ash.

ADJOURNMENT: Meeting adjourned at 9:15 a.m.

Chanelle Rogers

Chanelle Rogers,
Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 6, 2019
TO: Parks Commission
FROM: Kris Ammerman, Parks & Recreation Program Manager
SUBJECT: Purchase of a 2019 Turf Mower

ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division is budgeted to purchase a new Large Turf Mower this fiscal year. The issue for Commission is whether to forward a recommendation to purchase this equipment to the City Council.

BACKGROUND/ANALYSIS

The Mower scheduled for replacement is a 2012 Toro 5400-D with a 100" cutting width. The existing mower currently has 2752 hours on it and is still in working order. However, as turf equipment approaches the 3,000 hour mark the cost of maintaining it becomes exceedingly high. Staff is proposing to replace the mower with a new 2019 Toro Reelmaster 3555-D with upgraded cutting units that will increase the mowing width to 110 inches.

FNAINCIAL/RESOURCE CONSIDERATIONS

The FY2018-2019 Equipment Replacement Fund budget includes \$65,000 for the replacement of this mower. Staff has received a quote of \$50,731.05 from Turf Star (the Oregon supplier for Toro products) utilizing Oregon Procurement Information Network (ORPIN) contract pricing.

TIMING ISSUES

Estimated time for delivery is approximately three weeks. This will get the new mower here prior to the heavy spring/summer mowing season.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize the purchase of a new Toro mower from Turf Star/Western Equipment in the amount of \$50,731.05; or
2. Request additional information; or
3. Not recommend the purchase at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to purchase this mower. Therefore, staff recommends the purchase be awarded to Turf Star/Western Equipment for \$50,731.05 utilizing ORPIN contract pricing.

SUGGESTED MOTION

I move to recommend the City Council award the purchase of a 2019 Toro Reelmaster 3555-D to Turf Star/Western Equipment for \$50,731.05 utilizing ORPIN contract pricing.

Parks Maintenance Report – December/January

Over seeded the soccer fields at Fir Grove
Applied Lime to increase calcium in the soil at Fir Grove Park
Cleaned out the planter at the Splash Pad
Aerified soccer fields at Fir Grove, Stewart Park softball, and Gaddis fields
Applied fertilizer at Fir Grove, Stewart Park, Gaddis fields, and Sunshine fields
Limbed (crown raised) trees at Stewart Park
Removed eight dead trees at Sunshine Park
Removed five trees in the island on Stewart Parkway, we have prepared irrigation for new trees and we will be planting them the week of the 7th
We had six trees come down in the wind storm in Stewart Park
Installed two benches in Stewart Park that were removed for the bank project
Complete planting in the mitigation project on Stewart Parkway
Completed Equipment list for inventory
Applied mulch chips for Frisbee golf tee areas
Smart meters installed at Gaddis Park
Planted five trees on Stewart Park Drive near Carl's JR.
Backflow Preventer repaired at Sunshine Park
Cleaned up around Art Center for their first event
Trimmed and cleaned up the planter at the South entrance to town
Painted benches and tables at Commercial Park

Volunteer Efforts

Had a good turn-out (60+) for MLK Jr Service Day: Umpqua River Clean-up

Umpqua Kennel Club, they picked up trash on the path from the Pond near Fred Meyer up to the entrance of Stewart Park