



**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, MARCH 6, 2019**

*Handwritten initials in blue ink.*

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

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*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. February 6, 2019

**IV. DISCUSSION ITEMS**

A. OPRD Local Government Grant Application

**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. Maintenance Report

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:** April 3, 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  
FEBRUARY 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, February 6, 2019, in the Third Floor Conference Room at City Hall.

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

Absent: Leila Heislein and Bob Walker

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

Others Present: None

**APPROVAL OF MINUTES:** Grubbs moved to approve the minutes of the December 5, 2018 Parks and Recreation Commission meeting. The motion was seconded by Bailey and carried unanimously.

New commission member Marsha La Verne was introduced; additionally staff and other commission members provided a little background about themselves.

**DISCUSSION ITEMS:**

**Purchase of a 2019 Turf Mower** Messenger informed the Parks Maintenance Division is budgeted to purchase a new Turf Mower. The current mower has 2752 hours on it and is still in working order but as turf equipment approaches the 3000 hour mark the cost of maintaining it becomes exceedingly high. The proposed replacement mower will have upgraded cutting units that will increase the mowing width to 110 inches from the current 100 inches. Messenger stated the 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 utilizing Oregon Procurement Information Network (ORPIN).

**MOTION:** Wales moved 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. The motion was seconded by Bailey and carried unanimously.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:**

**Riverfront Park MUP Phase II Update (Verbal):** Messenger informed that this project will be going back out to bid. It was awarded last year but then the City didn't receive the Notice to Proceed in time from Oregon Parks and Recreation to construct the path during the construction season last year.

**VA Waterline Project (Verbal):** Messenger stated that the VA is currently doing some water line work within their campus. They will need to go through an area of Stewart Park to tie into the City water line, but that will not happen until fall.

**Legion Turf Project Update (Verbal):** Ammerman stated that the Legion Turf Project was also being pushed out to be done in the fall. They are not quite ready to start the project and get it done before the spring baseball season starts. Eggers asked if their fundraising was going well. Ammerman replied that it was, but he understood they were still waiting on a few large donations.

**Maintenance Report:** The parks maintenance report prepared by Parks Superintendent Pat Cook for December 2018 and January 2019 was provided to the commission

**BUSINESS FROM THE COMMISSION:** Eggers inquired when the proposed project would be at Beulah Park. Messenger said staff had applied for a grant but didn't receive it. Staff will apply again for the Beulah project in OPRD's LGGP large grant category and also apply to redo the pavilion at Stewart Park in the small grant category.

Staff informed the City was required to do wetland mitigation as part of the Stewart Park Realignment Project. Originally it was projected to cost about \$100,000 to do all the planting required. Parks staff along with Phoenix School and the work crew was able to get it done for around \$10,000.

**ADJOURNMENT:** Meeting adjourned at 8:49 a.m.

*Chanelle Rogers*

Chanelle Rogers,  
Public Works Department Technician



## CITY OF ROSEBURG MEMORANDUM



**DATE:** March 6, 2019

**TO:** Parks & Recreation Commission

**FROM:** Kris Ammerman, Parks & Recreation Program Manager

**VIA:** Nikki Messenger, Public Works Director

**SUBJECT:** OPRD Local Government Grant Application

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### ISSUE STATEMENT AND SUMMARY

OPRD's Local Government Grant program is currently open with an application deadline of April 1, 2019 for the large (>\$75,000) grant category. It is the intent of the Parks & Recreation department to seek funding in this program for improvements to Beulah Park. The issue for the Commission is whether to recommend that the City Council adopt the attached resolution authorizing a grant application.

### BACKGROUND / ANALYSIS

At 6.85 acres, Beulah Park is the largest neighborhood park in Roseburg. Located north of downtown, the park is near the top of a hill with a view of downtown and much of the valley. The largest portion of the site is an undeveloped area going up the hill from a level irrigated turf area, which also has a basketball court and picnic tables.

In 2018 staff applied for a grant through the Local Government Grant (LGG) program run by the Oregon Parks and Recreation Department (OPRD). There are two classifications of grants through the LGG program; large grants (>\$75,000), and small grants (<\$75,000). The Beulah project was part of the large grant program. The large grant program is highly competitive and the project was not awarded funding last year.

The previous grant application had two components. One was funding for planning future improvements for the overall park and one was for immediate improvements to the park including new play equipment. After consulting with OPRD's program coordinator, staff is recommending removing the planning portion of the grant application. This change will allow for more money to go to the actual construction project and may demonstrate a higher level of project readiness, which is something they are looking for in a successful project. Staff has also been working with a consultant to revamp the Beulah proposal in hopes of increasing the likelihood of being funded.

The original play equipment in Beulah Park has exceeded its useful life and has been removed. The only remaining amenity in the park is the basketball court. This project will include adding

a new playground, shade trees, and hard surface accessible pathways to connect these amenities to the entrance of the Park.

### **FINANCIAL CONSIDERATIONS**

A forty percent match is required to participate in the Local Government Grant Program. Estimated funding requirements are outlined below.

OPRD's Local Government Grant	\$150,000
Park Improvement Fund/Force Account	\$100,000
Sidewalk Fund	<u>\$ 15,000</u>
<b>Total Project Cost</b>	<b>\$265,000</b>

### **TIMING ISSUES**

The Local Government Grant Program application must be submitted no later than April 1, 2019. Grant submission requires a resolution from City Council authorizing the application for the grant. For a resolution to be included, it must be approved by City Council no later than their March 25<sup>th</sup> 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 Beulah Park.***

### **ATTACHMENTS**

- Resolution
- Preliminary Plan Concept Drawing

**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 Beulah Park as a high priority for the Parks Division's capital improvement projects; and

**WHEREAS**, the play structures at Beulah Park have exceeded their useful life and have been removed; and

**WHEREAS**, the Comprehensive Parks Master Plan recommends new play equipment for Beulah Park; and

**WHEREAS**, the construction of an accessible play area will serve to encourage healthy play and connect families; 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 March 6, 2019 the Parks and Recreation Commission recommended proceeding with a grant application to renovate Beulah Park; 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 Beulah Park,

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

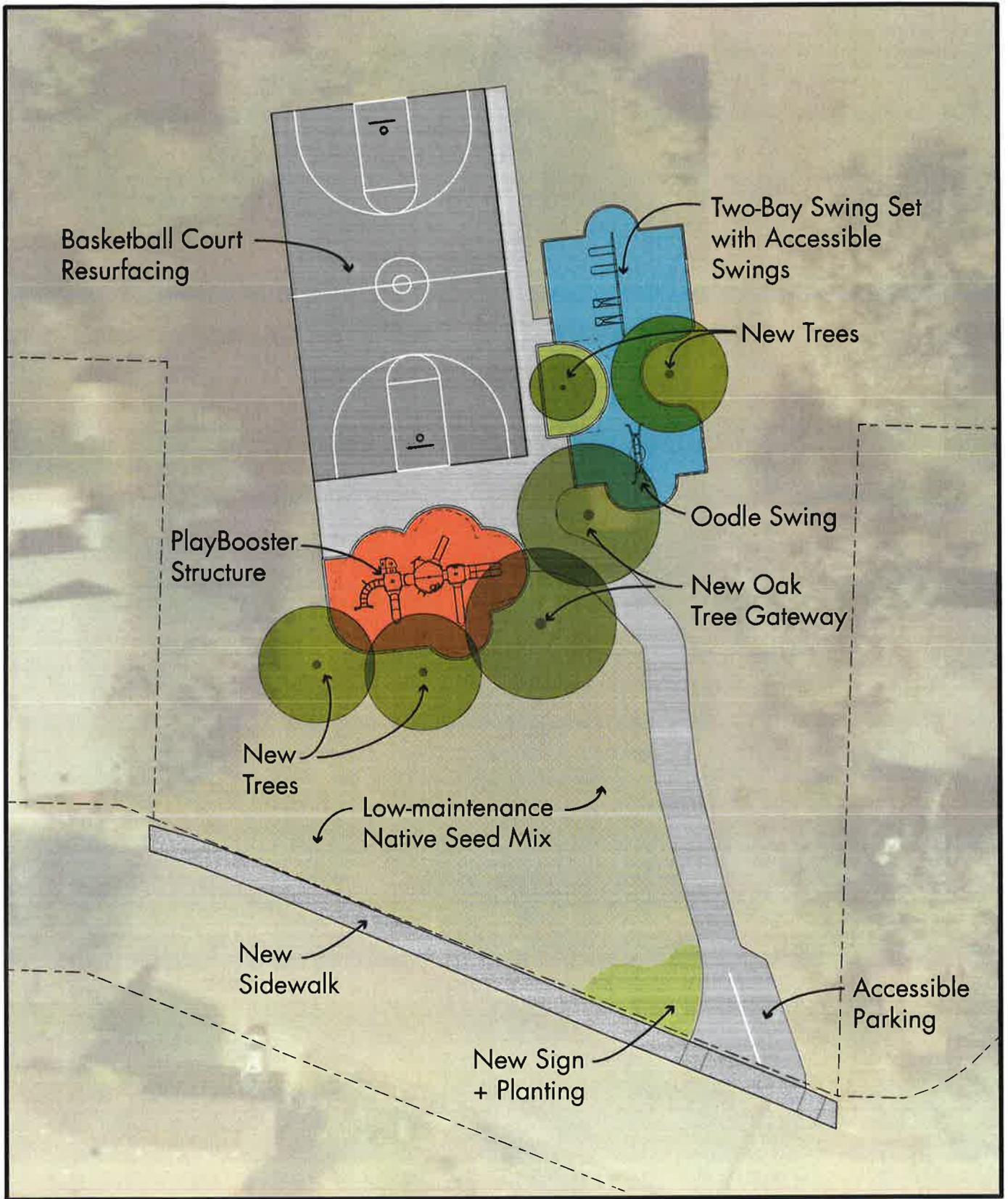
Section 1. Authorization is granted to apply for a Local Government Grant for the renovation of Beulah Park.

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

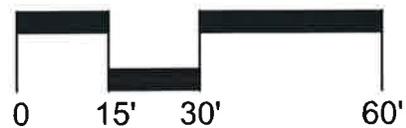
**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR  
MEETING ON THE \_\_\_<sup>th</sup> DAY OF MARCH 2019**

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Amy L. Sowa, City Recorder



# BEULAH PARK



## Parks Maintenance Report – February

Replaced the 2" backflow device at Sunshine Park

We have drained the irrigation lines at Sunshine Park in preparation to repair the large back flow device

Chipped up large pile of limbs at Sunshine Park

Located and unplugged the sewer line at Fir Grove Park

Unplugged sewer line at Micelli Park

Placed bark around trees and in planters at Stewart Park

Used the slice seeder to over seed Fir Grove

Trimmed plantings at Alameda

Trimmed plantings at City Hall

Painted benches and tables at Commercial Park

Performed an assessment of trees at Laurelwood Park with Limb Walker

Cleaned up the Templin boat launch after high water

Trimmed plantings at Beulah Park entrance

Updated equipment lists

Repaired gutters on the storage building at the Park Shop

Cleaned and buffed the restroom floors at Stewart Park

We have started tracing wires for irrigation valves that are not working at Stewart Park

We have tree damage that we are cleaning up at Fir Grove Park, Quintus Park, Stewart Park, Laurelwood Park, Riverfront Park, Tennis Center, Charles Gardiner Park, also have several tree limbs on paths through out.

Laurelwood Park has extensive tree damage, several have come down and will need to be removed and there are several more that should come down. We will be getting a plan to proceed.