



ROSEBURG PARKS COMMISSION AGENDA
WEDNESDAY, MARCH 7, 2018

JK
3/2/18

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. November 1, 2017

IV. DISCUSSION ITEMS

- A. **OPRD Local Government Grant Application**
- B. **Draft 2018 – 2023 Capital Improvement Plan**

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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: April 4, 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
NOVEMBER 1, 2017**

MINUTES

CALL TO ORDER: Chair Alison Eggers called the special meeting of the City of Roseburg Parks and Recreation Commission to order at 8:27 a.m. Wednesday, November 1, 2017, in the Third Floor Conference Room at City Hall.

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

Absent: Bob Grubbs, Kyle Bailey, and Bob Cotterell

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

Others Present: News Review Reporter, John Dickey

APPROVAL OF MINUTES: Heislein moved to approve the minutes of the October 4, 2017 Parks and Recreation Commission meeting. The motion was seconded by Walker and carried unanimously.

DISCUSSION ITEMS: Fir Grove Park Playground & Splashpad – Bid Recommendation: Ammerman gave a little history on this project and informed that the project was previously bid in the spring of 2017. At that time two bids were received and the low bid was significantly higher than the engineer's estimate and the available resources. Staff reviewed the project and made some changes to the project in order to reduce the construction costs. Ammerman briefly went over the changes that were made. The project was rebid with the changes and bids were opened on October 25, 2017, three bids were received and the low bid was below the new engineers estimate. Messenger discussed the costs and how the changes impacted the cost, she informed there is money budgeted in the Park Improvement Fund to complete the project. Heislein questioned when the 200 days for completion starts. Messenger said not until the notice to proceed is issued which will be around December 1, 2017. Rodgers stated the project should be done for use next summer around June or July. Walker asked what the change from 75 days to 200 days does for the project. Messenger replied that it allows the contractor some flexibility to get certain parts of the project completed. Walker inquired as to where the low bidder was from. Rodgers said they are out of Eugene and specialize in swimming pool installation which this project is very similar too; they have also done work for both the City of Eugene and Springfield. Heislein questioned how City of Sutherlin was able to already get their splash park. Messenger said it was smaller and a different setup for the water usage.

MOTION: Heislein moved to recommend to the City Council the award of the Fir Grove Splash Pad and Playground Project to the low bidder, Classic Design and Construction LLC, for \$357,788.67. The motion was seconded by Wales and carried unanimously.

AUDIENCE PARTICIPATION: None

INFORMATIONAL: None

BUSINESS FROM THE COMMISSION: None

ADJOURNMENT: Meeting adjourned at 8:41 a.m.

Chanelle Rogers

Chanelle Rogers,
Public Works Department Technician



**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 7, 2018
TO: Parks & Recreation Commission
FROM: Kris Ammerman, Parks & Recreation Program Manager
SUBJECT: OPRD Local Government Grant Application

ISSUE STATEMENT AND SUMMARY

OPRD's Local Government Grant program is currently open with an application deadline of April 1, 2018. 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 the city center, 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.

The original play equipment in Beulah Park was outdated and unsafe and has been removed over the years. The only remaining amenity in the park is the basketball court. This project may include adding a new playground, a new picnic area and hard surface pathways to connect these amenities to the entrance of the Park.

As part of the grant application, staff is recommending that we include a small amount to work with a consultant to develop a site master plan, which is the first recommendation outlined in the 2008 Comprehensive Parks Master Plan. Other master plan recommendations include new play equipment, new site furnishings, improved park accessibility, new trail system, and viewpoint. As much as 15% of total project cost can be dedicated to planning elements. The proposed project will be broken up into phases with the site master plan, new play equipment, and adjoining ADA accessible path making up the first phase. The second phase may include trail and viewpoint development on the back portion of the property and upgrades to the basketball courts.

FINANCIAL CONSIDERATIONS

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

OPRD's Local Government Grant	\$129,000
Park Improvement Fund/Force Account	\$ 76,000
Sidewalk Fund	<u>\$ 10,000</u>
Total Project Cost	\$215,000

RESOLUTION NO. 2018-

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 been removed over the years due to unsafe conditions; and

WHEREAS, the Comprehensive Parks Master Plan recommends a site master plan and new play equipment for Beulah Park; an

WHEREAS, the construction of a 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 7, 2018 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 12th DAY OF MARCH 2018

Sheila Cox, City Recorder



CITY OF ROSEBURG
 Public Works Department
 Nikki Messenger, P.E. – DIRECTOR
 Parks Department

BEULAH PARK RENOVATION
 CONCEPT PLAN

DATE:	3/2/2018	DESIGN:	
REVISIONS:		DRAWN:	NRS
1.		SCALE:	1" = 30'
2.		SHEET:	1/1
3.			
4.			

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 3, 2018
TO: Parks Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Draft 2018-2023 Capital Improvement Plan

ISSUE STATEMENT AND SUMMARY

Staff has prepared a draft Five Year Capital Improvement Plan (CIP) for consideration. Specifically, the Parks Commission reviews the section of the plan covering the Park Improvement, Stewart Trust, and Bike Trail Funds. The issue for Commission is whether to forward a recommendation to the City Council to adopt the Five Year CIP for these funds.

BACKGROUND / ANALYSIS

The CIP is separated into several different funds including Parks, IT/General Fund, Bike Trail Fund, Equipment Replacement, Storm Drainage, Streetlight/Sidewalk, Transportation, Urban Renewal, Facilities, Airport, and Water. The Parks Commission is responsible for advising on the Park Improvement Fund, Stewart Trust Fund, and the Bike Trail Fund.

In preparing an update to the plan, staff reviews the existing master plans and various other studies previously prepared to better define future projects. "Other" plans include documents such as the 2008 Comprehensive Parks Master Plan, the Waterfront Plan, and others.

The attached sheets show the draft project lists for the Park Improvement and Bike Trail funds.

FINANCIAL/RESOURCE IMPACTS

The Bike Trail and Park Improvement Funds are highly dependent upon grants to be able to construct capital projects. Revenues within the Park Improvement fund include Parks System Development Charges, an annual General Fund contribution (currently \$50,000), grants and interest. Revenue for the Bike Trail Fund includes one percent of the gas tax funds provided to the City from the State, an annual Transportation Fund contribution (currently \$10,000) and grant contributions.

TIMING ISSUES

The CIP is scheduled to be presented to the City Council at their March 26th meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council adopt the 2018 – 23 Capital Improvement Plan for the Park Improvement Fund, Stewart Trust, and the Bike Trail Funds; or
2. Request changes to the projects listed in the plan and recommend Council adoption;
or
3. Not take any action on the plan at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation for the City Council to adopt the draft plan as related to the funds that the Commission oversees.

SUGGESTED MOTION

I move to recommend to the City Council the adoption of the 2018-2023 Capital Improvement Plan for Park Improvement, Stewart Trust, and Bike Trail Funds.

ATTACHMENTS

2018-23 Draft Capital Improvement Plan for Park Improvement & Stewart Trust, and Bike Trail Funds

PARKS PROJECTS

PARK IMPROVEMENT/STEWART TRUST FUNDS



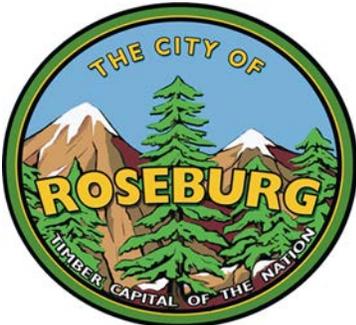
The City of Roseburg owns and manages 362 acres of park land. The parks range in size from 0.2 to over 200 acres. The park system includes five mini-parks, three neighborhood parks, three community parks, one regional park, four special use areas and three natural areas/greenways. In addition, the Parks Division maintains beautification areas throughout the City.

In 2008 a Parks Master Plan was completed. The Plan was developed to guide the City in continuing to provide quality parks

and recreation facilities that meet the needs of the community over the next two decades.

Projects within parks are generally accomplished with a combination of grant funding, Park Improvement Funds and/or Stewart Trust Funds for projects occurring within Stewart Park. In recent history, Urban Renewal Funds have been used as a grant matching source for projects located within the Urban Renewal District.

320 710	PARKS						
	Project Description	Estimated Cost	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	Beulah Park Improvements	215,000	50,000	165,000			
	Deer Creek Path Erosion	100,000	100,000				
	Stewart Park Erosion	250,000	250,000				
	Property Acquisition/Playground development/Park Improvements	450,000			150,000	150,000	150,000
	Skate Park Improvements	25,000			25,000		
	PARKS TOTAL	\$1,040,000	\$400,000	\$165,000	\$175,000	\$150,000	\$150,000



PARKS PROJECTS



Beulah Park Improvements

All play equipment has been removed from Beulah Park due to safety concerns regarding the aging equipment. Planned improvements include a site master plan, new play equipment, a new sidewalk abutting the street, a new walkways within the park.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	215,000	50,000	165,000			
Funding Source						
Grant	129,000	30,000	99,000			
Park Improvement	76,000	20,000	56,000			
Sidewalk Fund	10,000		10,000			

PARKS PROJECTS



Deer Creek Path Erosion Repairs

A high water event in December of 2015 caused significant erosion near the multi-use path between Deer Creek and Gaddis Park. The City has received federal funding via FEMA to repair the eroded area in order to prevent additional loss of river bank in an area where the path runs between the river and the railroad.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	100,000	100,000				
Funding Source						
FEMA Grant	75,000	75,000				
Park Improvement	25,000	25,000				

PARKS PROJECTS



Stewart Park Erosion Repairs

A high water event in December of 2015 caused significant erosion in Stewart Park between the half-shell and the Stewart Parkway Bridge. The City has received federal funding via FEMA to repair the eroded area in order to prevent additional loss of river bank within the park. City staff has made emergency repairs near the main irrigation pumping station in order to protect this asset until such time as the erosion repairs are completed.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	250,000	250,000				
Funding Source						
FEMA Grant	187,500	187,500				
Park Improvement	37,500	37,500				
Stewart Trust	25,000	25,000				

PARKS PROJECTS



Property Acquisition/Playground Development/Park Improvements

Specific projects have not necessarily been identified for these future, grant funded projects. In 2013, the City Council voted to sell Willis Park with the Willis House in downtown Roseburg. Twenty five percent of the net sale has been dedicated to the Park Improvement Fund for the purpose of park land acquisition. The location of this property has not been finalized, but may be the land adjacent to Brown Park. Development of any new park land will be contingent upon a successful grant application. Other current park needs include redeveloping aging play structures and other aging amenities such as basketball courts, tennis courts, etc.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	450,000			150,000	150,000	150,000
Funding Source						
Park Improvement	270,000			90,000	90,000	90,000
Grant	180,000			60,000	60,000	60,000

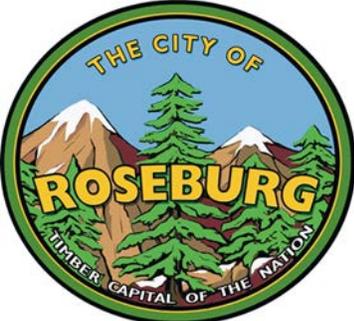
PARKS PROJECTS



Skate Park Improvements

The Parks Master Plan recommends improvements to the Skate Park within Stewart Park. Improvements may include a new area for beginners, shade structure, spectator seating, and landscaping improvements. Improvements would be at least partially grant funded and could include a community support as a funding component.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	25,000			25,000		
Funding Source						
Stewart Trust Fund	10,000			10,000		
Grant Fund	10,000			10,000		
Community Support	5,000			5,000		



BIKE TRAIL PROJECTS



The Bike Trail Fund accounts for the state mandated 1% share of gasoline subventions and grant revenues for the construction of multi-use paths within the City boundaries. The projects in the Bike Trail Fund are coordinated through the Parks Division and Parks & Recreation Commission. Bike trails are located within many of the City’s parks as well as adjacent to streets. The Bicycle and Pedestrian Plan was adopted in 2009 which identified priorities for bicycle and pedestrian facilities. Technically, repairs to existing paths are found in the Materials & Services portion of the Bike Trail Fund. Repairs have been included below for informational purposes.

250 BIKE TRAIL FUND						
Project Description	Estimated Cost	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Multi-Use Path Upgrades - Grant Funding Required	750,000	150,000	150,000	150,000	150,000	150,000
Repairs to existing multi-use trail system	50,000	10,000	10,000	10,000	10,000	10,000
BIKE TRAIL TOTAL	\$800,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000

BIKE TRAIL FUND FINANCIALS

Bike Trail	18-19	19-20	20-21	21-22	22-23
Beg Fund	101,280	88,425	77,702	67,112	56,655
Rev	147,145	149,277	149,410	149,544	149,679
M&S	10,000	10,000	10,000	10,000	10,000
Capital	150,000	150,000	150,000	150,000	150,000
End Bal	88,425	77,702	67,112	56,655	46,334

Assumptions:

- Materials & Services (M&S) remain unchanged
 - M&S includes path repairs that are not complete reconstructions

- Revenues –
 - 80 % of capital (grants)
 - \$10,000 from franchise fees
 - 1% from gas tax pass through

BIKE TRAIL PROJECTS



Multi-Use Path Upgrades – Grant Match/Repairs

This is money budgeted annually to provide matching funds for any grant opportunities which may become available and for repairs to the existing path system. Any off-highway project listed within the Bicycle and Pedestrian Plan, Parks Master Plan, or the Waterfront Development Plan may be considered when applying for grants to construct new sections of path. Grants may also be utilized to replace existing sections of path that have reached the end of their useful life or to widen existing paths. Projects are chosen based on meeting the granting program criteria and on need. Staff is in the process of applying for a grant to reconstruct a section of the path between Gaddis Park and Deer Creek.

	Total	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Costs	600,000	150,000	150,000	150,000	150,000	150,000
M&S Costs	50,000	10,000	10,000	10,000	10,000	10,000
Funding Source						
Bike Trail	650,000	160,000	160,000	160,000	160,000	160,000

