



**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, OCTOBER 3, 2018**

**8:15 a.m. Regular Meeting      Umpqua Valley Tennis Center  
1200 NW Stewart Parkway, Roseburg, Oregon 97471**

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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.***

***NOTE: LOCATION CHANGE***

**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. September 19, 2018 – Special Meeting

**IV. DISCUSSION ITEMS**

A. **Umpqua Valley Tennis Center Expansion Proposal**

**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: November 7, 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  
SPECIAL PARKS AND RECREATION COMMISSION  
SEPTEMBER 19, 2018**

**MINUTES**

**CALL TO ORDER:** Chair Alison Eggers called the meeting of the City of Roseburg Special Parks and Recreation Commission to order at 8:15 a.m. Wednesday, September 19, 2018, in the Third Floor Conference Room at City Hall.

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

**Absent:** Bob Grubbs and Diana Wales

**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:** Legion Field & UCC Representatives Guy Kennerly, Craig Jackson, and Greg Admire

**APPROVAL OF MINUTES:** Cotterell moved to approve the minutes of the August 1, 2018 Parks and Recreation Commission meeting. The motion was seconded by Heislein and carried unanimously.

**DISCUSSION ITEMS:**

**Legion Field Improvement Proposal 2018:** Messenger informed that Roseburg American Legion had previously submitted a proposal to remove the existing natural grass surface and replace it with artificial turf. The proposal was approved by Commission and Council with the condition that all funding for the project must be secured prior to construction beginning. Messenger stated that on August 29<sup>th</sup> staff met with representatives from Umpqua Community College (UCC) and Legion to discuss new details regarding the turf project, those being that Umpqua Valley Christian (UVC) and UCC want the ability to use the field space and the group would like an exemption from the current naming policy in order to provide naming rights as part of their fundraising efforts. Messenger said that other communities have allowed naming rights but it isn't something the City of Roseburg has allowed in the past. Messenger is concerned that allowing advertising at Legion will set a precedent that will carry over into other City facilities that are not enclosed, such as the girl's softball field. Walker asked what the issue is with allowing advertising to be seen. The City doesn't want City property overwhelmed with advertising. Colley also stated that it has been a Council policy for over 30 years not allowing private advertising on public property. Ammerman also mentioned that OSAA has some regulations about the types of sponsorship that is allowed. Discussion ensued. Guy Kennerly, Legion Field Representative, went over the questions that were in the agenda packet. He informed that Legion would be responsible for collecting and accounting for money and hiring and paying the contractor. The maintenance would still be done by Legion as it is now. He also mentioned that there is a water line that goes through the field and was hoping to work with the City to get that line moved to go around so the new turf wouldn't need to be up if the line were to break. Cotterell asked who would pay to move the water line. Gary Admire, Legion Field Representative, said they could purchase the pipe and have city staff install it. Messenger stated that would be the easiest. Walker asked who would be responsible for scheduling of the field. Craig Jackson, Legion Field Representative, informed that all the groups would work on the scheduling. Discussion ensued regarding when games and practices happen. Cotterell asked if there could possibly be 3 different names in the 20 year contract time. Legion Reps stated that there could be, but they are hoping the same donor would renew again after the 6 year time frame. Heislein questioned if the donor had to pay up front or over the six year period. Kennerly stated that it could be over the six year period, but that a financial institution would front the money and the donor would be paying the financial

institution. Cotterell asked if the proposal gets approved by Council when the group would want to start. Kennerly said they are ready to start now.

**MOTION:** Cotterell moved to forward a recommendation to the City Council to approve an exemption to the naming rights policy for the American Legion Baseball Commission's turf fundraising project as outlined and only allowing products/companies that are youth appropriate. The motion was seconded by Walker and carried with Heislein abstaining due to not feeling she had enough time to review the information provided.

**AUDIENCE PARTICIPATION:** During discussion

**INFORMATIONAL:** Messenger informed the October meeting will be at the Tennis Center as they would like to discuss an expansion project.

**BUSINESS FROM THE COMMISSION:** Heislein inquired as to where the portion of the sale of the Willis House that was supposed to go to the park fund was at. Colley stated that the money has been put in the fund. Heislein mentioned there had been talk of trying to purchase the property by Brown Park and she wondered if staff had been in contact with the property owner to see if they would be interested in selling. Colley replied that no one had been in contact with the property owner and the price of the property is most likely more than the portion received from the sale of the Willis House.

**ADJOURNMENT:** Meeting adjourned at 9:12 a.m.

*Chanelle Rogers*

Chanelle Rogers,  
Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** October 3, 2018

**TO:** Parks & Recreation Commission

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

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

**SUBJECT:** **Umpqua Valley Tennis Center Expansion Proposal**

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**ISSUE STATEMENT AND SUMMARY**

The Umpqua Valley Tennis Center is proposing to make several improvements at the facility located in Stewart Park. The issue for Commission is whether to recommend that Council give preliminary approval to UVTC's conceptual improvement and expansion plan.

**BACKGROUND/ANALYSIS**

The Umpqua Valley Tennis Center (UVTC) has been working with a landscape architect to develop a site master plan. The plan identifies several significant changes such as an expansion of the indoor facility, replacement/reconfiguration of the outdoor courts, renovation of the Hoffman Center, and relocation of the outdoor basketball courts.

One of the main issues UVTC is facing is the age of the outdoor tennis courts. The first six courts were installed in 1959 and the other six followed in 1970 - far exceeding the lifespan of a tennis court without ever having significant improvements. The current courts are past the point of repair and need to be replaced.

UVTC has been working on a conceptual design that includes replacing the existing courts, but is also interested in exploring different surfacing types and creating improved spectator opportunities. In order to accomplish these improvements, UVTC is proposing to reduce the number of outdoor courts located in the current area from eleven to nine. There were previously twelve courts. One court was removed as part of the South Stewart Parkway Improvement Project last summer.

In addition to replacing and reconfiguring the outdoor tennis courts, the plan also includes:

- Relocation of the basketball courts.
- Public restroom near basketball courts
- Rehab of the Hoffman Tennis Center - nothing firm, but UVTC would like to create a usable community space.
- Two new indoor tennis/pickleball courts
- Outdoor storage areas.

Due to the scope of work, the project will require multiple phases to be completed. Staff has requested that UVTC coordinate the phases in such a way that the outdoor basketball courts would have minimal down time.

Since the proposal includes an expansion of the indoor facilities it will be subject to section 6(f)(3) of the Land and Water Conservation Fund Act which states that no property acquired or developed with assistance shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. Stewart Park falls under this category therefore the proposed project will need to be submitted to OPRD and possibly NPS for their review. Converting outdoor space to indoor space may require that additional outdoor space be purchased or repurposed for outdoor recreation use.

### **FINANCIAL / RESOURCE CONSIDERATIONS**

A preliminary cost estimate totaling nearly \$4.9 million has been attached for your review. The proposed project is being funded entirely by UVTC. No financial impacts are expected for the City. There may be grant opportunities that would allow the City to help financially. Those have not been identified at this time.

### **TIMING ISSUES**

UVTC would like to begin fundraising as soon as possible. As such, they are seeking a preliminary approval to allow that effort to begin.

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend that the City Council grant preliminary approval to UVTC's conceptual improvement plans; or
2. Request additional information; or
3. Not recommend preliminary approval.

### **STAFF RECOMMENDATION**

UVTC has a history of successfully fundraising and implementing improvements at the tennis center. These projects do not develop overnight. As an example, UVTC first approached the City in 2006 about constructing additional indoor facilities. Construction began in 2010. As outlined below, the Commission was updated multiple times prior to giving final approval for construction.

- June 2006 – Parks Commission gave consensus on the expansion plan.
- October 2007 - UVTC gave an update to the Parks Commission on their fundraising efforts
- June 2008 – UVTC brought forth final plans for Commission review.
- March 2010 – UVTC gave an update to the Parks Commission and requested funding support to mitigate wetlands, which was approved by Council in April 2010.

Staff believes the current improvement projects will occur in much the same way. Giving preliminary approval to the concept is step one. As such, staff recommends that the Commission forward a recommendation to the City Council to approve the preliminary concepts attached to this memo. This will allow UVTC to begin fundraising efforts while continuing to refine the project and working through details with staff.

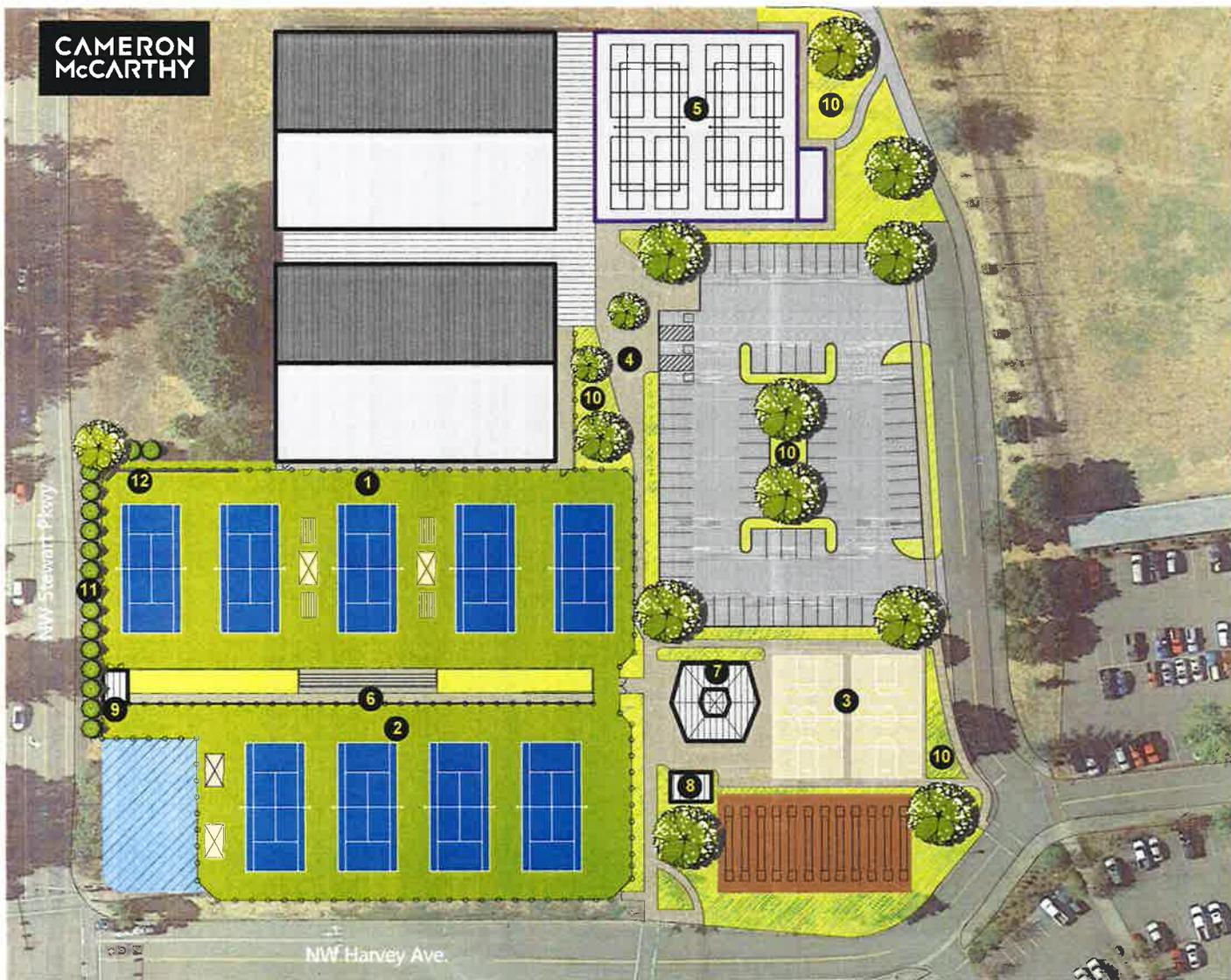
### **SUGGESTED MOTION**

***I move to forward a recommendation to the City Council to give preliminary approval to UVTC's conceptual expansion plan.***

### **ATTACHMENTS**

UVTC Master Plan  
Project Cost Estimate

**CAMERON  
McCARTHY**



**KEYNOTES**

- 1** RECONFIGURE NORTH COURT AREA (MAIN COURT WITH STADIUM SEATING)
- 2** RECONFIGURE SOUTH COURTS (PRACTICE COURTS)
- 3** RELOCATE BASKETBALL COURTS
- 4** ENTRY/FACILITY ACCESS IMPROVEMENTS
- 5** INDOOR FACILITY EXPANSION (2) TENNIS COURTS, (8) PICKLEBALL COURTS
- 6** LANDSCAPE BERM BISECTING NORTH AND SOUTH COURTS (ADDITIONAL SEATING AND VISUAL BARRIER BETWEEN COURT BATTERIES)
- 7** REMODEL EXISTING CONCESSIONS BUILDING TO PROVIDE RESTROOM AND HOSPITALITY FACILITIES
- 8** INSTALL PREFABRICATED RESTROOMS FOR BASKETBALL AND HORSESHOE PIT USERS
- 9** STORAGE FOR MAINTENANCE EQUIPMENT
- 10** GENERAL LANDSCAPE
- 11** LANDSCAPING/VEGETATIVE BARRIER BETWEEN COURTS AND STREETS
- 12** HITTING WALL

PROPOSED BUILDING OUTLINE  
 CHAINLINK FENCE  
 GENERAL COURT AREA SURFACE  
 COURT PLAYING SURFACE  
 BLEACHER SEATING  
 SHADE CABANA  
 CONCRETE WALKS  
 ASPHALT PARKING  
 PLANT BED/LANDSCAPE BERM  
 EXISTING STORMWATER AREA  
 BASKETBALL COURT  
 HORSESHOE PIT

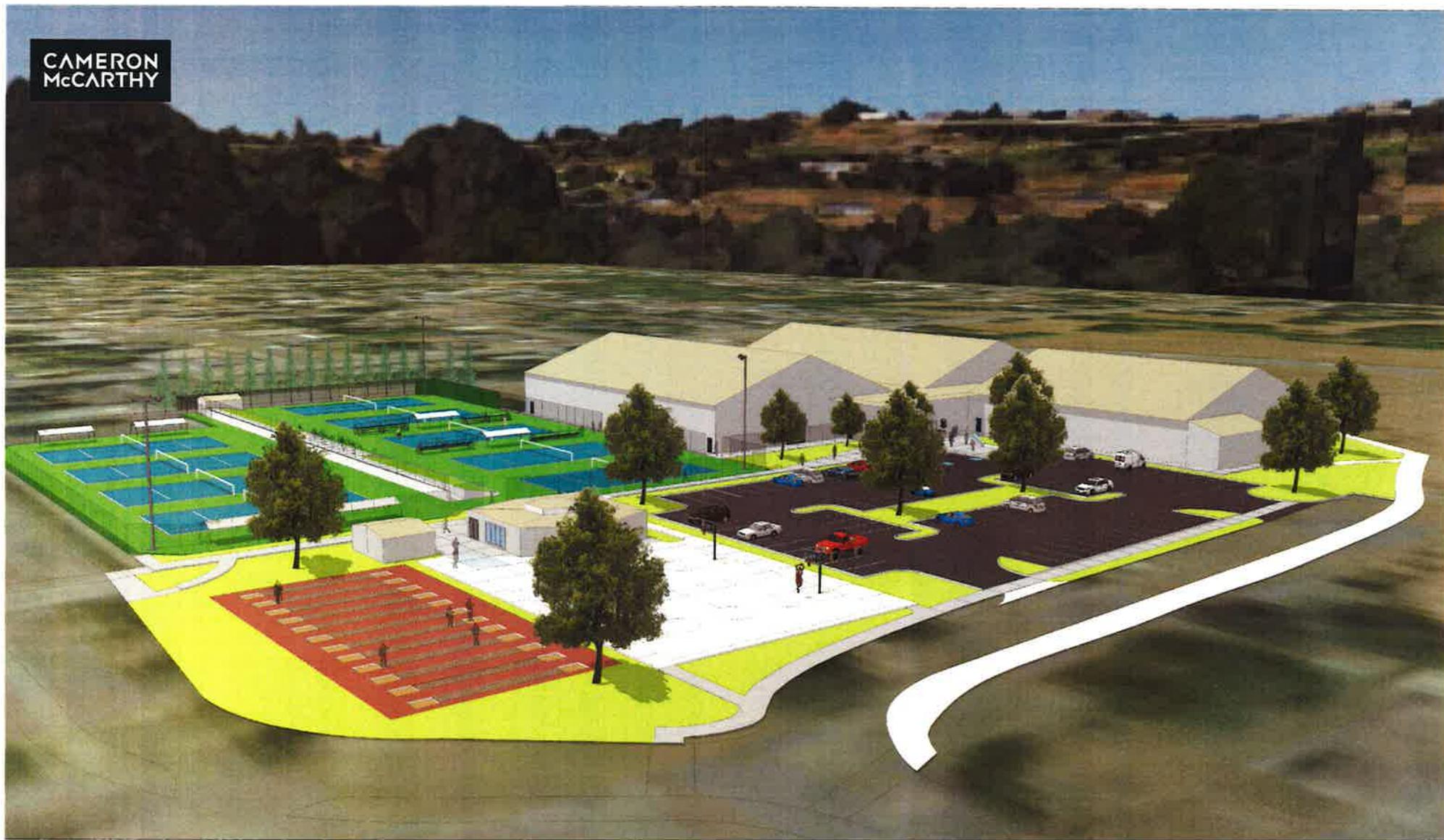
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**MASTER PLAN**

**UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS**

CAMERON  
McCARTHY



MASTER PLAN PERSPECTIVE (view facing northwest)

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS



CAMERON  
McCARTHY

MASTER PLAN PERSPECTIVE (view facing northeast)

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS



NORTH COURTS AND AMPHITHEATER (view facing east)



COURTS AND AMPHITHEATER BERM ACCESS RAMP (view facing west)



ENTRANCE PLAZA (view facing northwest)

## MASTER PLAN PERSPECTIVES

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS

**UVTC MASTER PLAN  
UMPUA VALLEY TENNIS CENTER**

MASTER PLAN  
PLANNING LEVEL COST ESTIMATE

June 14, 2018

ITEM	QTY	UNIT	UNIT COST	TOTAL COST	NOTES
<b>DIRECT CONSTRUCTION COSTS</b>					
0	1	LS	\$ 33,569	\$ 33,569	
1	1	LS	\$ 597,010	\$ 597,010	
2	1	LS	\$ 398,007	\$ 398,007	
2A	1	LS	\$ 220,000	\$ 220,000	
3	1	LS	\$ 51,056	\$ 51,056	
4	1	LS	\$ 228,198	\$ 228,198	
5A	14150	SF	\$ 62	\$ 877,300	
5B	3350	SF	\$ 40	\$ 134,000	
6	3570	SF	\$ 26	\$ 92,820	
7	2150	SF	\$ 20	\$ 43,000	
8	1	LS	\$ 60,000	\$ 60,000	
9	300	SF	\$ 12	\$ 3,600	
10	25250	SF	\$ 4.50	\$ 113,625	
11	5000	SF	\$ 4.50	\$ 22,500	
12	80	LF	\$ 80	\$ 6,400	
<b>Estimated Direct Construction Cost (DCC)</b>				<b>\$ 2,881,085</b>	
<b>INDIRECT CONSTRUCTION COSTS (18%-25%)</b>					
General Requirements	@	10%	\$ 288,108		
Bonds & Insurance	@	2%	\$ 57,622		
Contractor Overhead & Profit	@	6%	\$ 172,865		
Contractor's Contingency	@	10%	\$ 288,108		
<b>Estimated Indirect Construction Cost (ICC)</b>				<b>\$ 806,704</b>	
<b>TOTAL ESTIMATED BID COST (DCC + ICC)</b>					<b>\$3,687,789</b>
<b>OWNER SOFT COSTS (25%-35%)</b>					
Design Fees	@	7%	\$ 323,854		
Design Contingency	@	25%	\$ 720,271		
Permits & Administration	@	5%	\$ 144,054		
<b>Estimated Owner Soft Cost (OSC)</b>				<b>\$ 1,188,179</b>	
<b>TOTAL ESTIMATED PROJECT COST (DCC + ICC + OSC)</b>					<b>\$4,875,968</b>

NOTES:

\* Denotes allowance to be refined; not based on quantities