



**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, June 5, 2019**

**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. April 3, 2019

**IV. DISCUSSION ITEMS**

A. Recreational Trails Program 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**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:** July 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  
APRIL 3, 2019**

**MINUTES**

**CALL TO ORDER:** Commissioner Bob Grubbs called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:15 a.m. Wednesday, April 3, 2019, in the Third Floor Conference Room at City Hall.

**ROLL CALL:** Present: Commissioners Diana Wales, Bob Grubbs, Kyle Bailey, Leila Heislein, and Marsha La Verne

**Absent:** Chair Alison Eggers and Bob Walker

**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:** None

**APPROVAL OF MINUTES:** Commissioner Wales moved to approve the minutes of the March 6th, 2019 Parks and Recreation Commission meeting. Motion was seconded by Commissioner La Verne and approved with the following vote: Commissioners Wales, La Verne, Grubbs, Bailey and Heislein voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Riverfront Park Multi-Use Path Renovation Phase 2 Bid Award Recommendation:** Messenger stated the City received a grant from Oregon Parks and Recreation Department (OPRD) through their Recreational Trails Program (RTP) for the reconstruction of a section of the multi-use path in Riverfront Park. Messenger said the project was previously bid and awarded by City Council in April, 2018, but the Notice to Proceed was delayed from OPRD due to archeological concerns over some minor realignment work. Due to the delay, the City had to reject the bids and re-bid the project. Messenger informed the commission that there were six bids received. Staff previously worked with the low bidder K&B Quality Excavating on the Stewart Park erosion project. Bailey inquired what the alignment would be like. Messenger stated it would be the same as it is currently; staff had looked at realigning but revised the plans to keep in the same location to avoid further archeological work. Grubbs asked if the snowstorm damage changed anything about the project. Messenger replied that it hadn't other than some of the trees that were scheduled to be removed came down during the storm.

**MOTION:** Commissioner Bailey moved to recommend the City Council award the Riverfront Park Multi-Use Path Renovation Phase 2 Project to the lowest responsible bidder, K&B Quality Excavation, for \$129,398.15 Motion was seconded by Commissioner Heislein and approved with the following vote: Commissioners Wales, La Verne, Grubbs, Bailey and Heislein voted yes. No one voted no.

**OPRD Local Government Grant Application Authorization:** Ammerman stated last month staff talked about applying for grant to do a project at Beulah in OPRD's large grant category. Staff would also like to apply in the small grant category for renovating the pavilion at Stewart Park. Ammerman informed the pavilion was built around 1970 and has served the community well for nearly 50 years. However, the roof of the pavilion has reached the end of its useful life; there are four areas that have started leaking. Ammerman said that in addition to replacing the roof, staff would like to address the darkness, the broken and unusable stone fire pits, and the overall appearance of the outdated structure. Staff has been working with PIVOT Architecture to get some ideas of what it could look like. Grubbs questioned if

the plan was to rebuild in same location. Staff said would depend on the amount of funding received. The roof is the major item to repair. The rest of the items will be addressed as the budget allows.

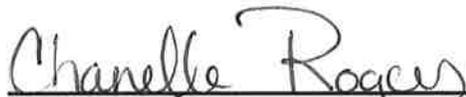
**MOTION:** Commissioner Wales moved to recommend the City Council adopt the attached resolution supporting a grant application seeking funding through the OPRD Local Government Grant Program for improvements to the Stewart Park Pavilion. Motion was seconded by Commissioner Bailey and approved with the following vote: Commissioners Wales, La Verne, Grubbs, Bailey and Heislein voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Ammerman mentioned that Arbor Day is in April and this year Parks and Recreation is teaming up with the Roseburg Public Library to host the annual Arbor Day celebration. The event will take place on April 30<sup>th</sup> from 2pm-4pm at the Roseburg Public Library. It is a free event, with the first hour being speakers and the second hour will be fun activities for kids. Messenger informed that this was City Manager Lance Colley's last Parks Commission meeting before he retires at the end of April. Colley thanked the commissioners for all of their time. Messenger said Colley had gotten in touch with the owner of the property south of Brown Park to inquire if he would be interested in selling it. Colley stated that the property owner didn't seem opposed to selling, but would probably want to get the tax assessed value of \$175,000. There may be an opportunity to look at purchasing the property in the future.

**BUSINESS FROM THE COMMISSION:** Commissioner Wales mentioned a few years back she had spoken with Tracy Pope regarding getting some signs put up at the duck pond explaining what not to feed the ducks and what types of animals are located around that area, she wanted to know what the status was of getting signs. Colley said there are multiple options of signage available but feels that there should be some education information included on the signs in addition to what not to do. Discussion ensued regarding signs at the duck pond and other options of things to do instead of feeding the wildlife.

**ADJOURNMENT:** Meeting adjourned at 8:45 a.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 5th, 2019

**TO:** Parks & Recreation Commission

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

**SUBJECT:** **Recreational Trails Program Grant Application**

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**ISSUE STATEMENT AND SUMMARY**

The Oregon Parks and Recreation Department oversees the annual Recreational Trails Program (RTP), which awards grant funding throughout the state. Staff plans to prepare and submit a grant application to the RTP program. The issue for Commission is whether to forward a recommendation to City Council for staff to apply for a Recreational Trails Program Grant.

**BACKGROUND/ANALYSIS**

Oregon Parks and Recreation Department and the Recreational Trails Program (RTP) Advisory Committee intend that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. Grants require a 20% match.

The proposed project will include the heavy restoration of approximately 1600' of the Umpqua River Greenway multi-use path located near Deer Creek Park within the City of Roseburg. The existing 10' wide section is raveled and cracked and has exceeded its useful life. There is also an approximately 225' section with some heavy damage and undermining due to erosion. This section will get drainage upgrades to allow the water to flow away from the path to eliminate future undermining.

An aerial photograph is included to identify the location of the potential project.

**FINANCIAL/RESOURCE ISSUES**

Preliminary cost estimate for this project is \$165,000 with a minimum 20% match of \$33,000 coming from a combination of in-house labor and the Bike Trail Fund.

**TIMING ISSUES**

The application must be submitted by June 15, 2019. Staff intends to forward the Commission's recommendation to the June 10<sup>th</sup> Council meeting.

**STAFF RECOMMENDATION**

Staff recommends the Commission forward a recommendation to City Council to adopt the attached Resolution supporting the grant application.

**SUGGESTED MOTION**

*I move to recommend to City Council the adoption of the Resolution in support of the grant application seeking RTP funding.*

**ATTACHMENTS**

Resolution  
Aerial photograph

**RESOLUTION NO. 2019-13**

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

**WHEREAS**, the adopted City of Roseburg Parks Master Plan indicates the need for improvements to the City's bicycle/pedestrian paths; and

**WHEREAS**, the existing path has reached the end of its useful life, does not meet current standards, and is in need of renovation; and

**WHEREAS**, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

**WHEREAS**, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

**WHEREAS**, on June 5th, 2019, the Parks and Recreation Commission recommended proceeding with a grant application to renovate a section of the multi-use path; 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 maintenance of the multi-use path system in the City parks,

**IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG**, that:  
Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the renovation of the multi-use trail.

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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.**

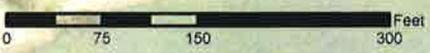
\_\_\_\_\_  
Amy L. Sowa, City Recorder



1 in = 150 ft

WRIGHT AVE

STEPHENS ST



**Project Site Plan**  
**City of Roseburg**  
**RTP Deer Creek Trail Renovation 2019**

 Proposed Trail Project

Printed on 5/29/2019