



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA  
WEDNESDAY, DECEMBER 7, 2022  
8:15 a.m. Regular Meeting**

LN  
12-1-2022

**Hybrid Meeting – In Person at Public Safety Center Umpqua Room and Electronic  
Public Access: [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)**

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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: Beverly Cole  
Commissioners: Kyle Bailey Ryan Finlay Diana Wales  
Bob Grubbs Marsha La Verne Tobiah Mogavero

**III. APPROVAL OF MINUTES**

A. April 6, 2022

**IV. DISCUSSION ITEMS**

A. ORPD Local Government Grant Application – Stewart Park Outdoor Tennis Courts

**AUDIENCE PARTICIPATION** – Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Tuesday, December 6, 2022.** Comments must include the person’s name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:**

**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 6, 2022**

**MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:15 a.m. Wednesday, April 6, 2022, electronically via Zoom in Roseburg Oregon.

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

Absent: Commissioners Tobiah Mogavero and Ryan Finlay

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Parks and Recreation Program Manager Val Ligon, and Department Technician Chanelle Rogers

Others Present: None

**APPROVAL OF MINUTES:** Commissioner Grubbs moved to approve the minutes of the February 2, 2022 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Eggers, Commissioners Wales, Bailey, La Verne, and Grubbs voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Parks Maintenance Equipment Purchase:** Perkins informed the Parks Maintenance Department is budgeted to purchase a new Forklift Telehandler. This equipment will allow staff to safely load and unload palletized materials such as fertilizer, lime, concrete from trucks and place them where they will be stored. In addition, the large river irrigation pumps have recently been mounted on pallets so it will also be used to move those. Perkins said staff tried to get three quotes but one of the companies was not able to provide a quote, as they are not able to acquire the specific piece of equipment. Two quotes were received with the low price being from Aerial Titans in the amount of \$73,700.00. Perkins stated the price came in over budget but that is due to inflation and the price of steel that the equipment is built from, so even with it being over budget there is funding available. Chair Eggers asked where Aerial Titans is located. Perkins stated they are located in Georgia. Commissioner Wales questioned if the company has the equipment available. Perkins said that when they gave the quote they had them. Commissioner Grubbs inquired if there were additional equipment that was planned to be purchased with the remainder of the funds budgeted. Perkins replied that two mowers were scheduled to be purchased which one has already been ordered; the other is not currently available so the funds will carry over to next budget.

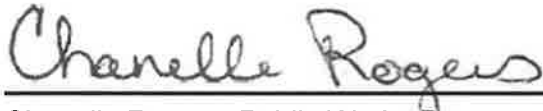
**MOTION:** Commissioner Grubbs moved to recommend to City Council the approval to purchase a 2022 Genie GTH-5519 Forklift Telehandler to Aerial Titans for \$73,700.00. Motion was seconded by Commissioner La Verne and approved with the following vote: Chair Eggers, Commissioners Wales, Bailey, La Verne, and Grubbs voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Maintenance report for February & March 2022 was provided in the agenda packet. Chair Eggers asked if the restrooms at Gaddis would be opened back up. Ligon said those are only open when there is a user group at the fields and the Fir Grove restrooms are possibly still having some maintenance repairs done.

**BUSINESS FROM THE COMMISSION:** Commissioner Wales informed there would be a Swift Watch this year; it will be four Fridays beginning April 22. On two of the nights, the Audubon Society will partner with a few other agencies and provide some birding information. Commissioner La Verne questioned what time the event would start. Commissioner Wales said it starts about one hour prior to sunset as the birds start going into the chimney right about sunset. Commissioner Bailey said he recently spent time in The Dalles and they have a multi-use trail that is almost 14 miles long and goes along the Columbia River and is heavily used. A private group maintains it although the City and County there are involved with it due to where it is located.

**ADJOURNMENT:** Meeting adjourned at 8:29 a.m.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician



## CITY OF ROSEBURG MEMORANDUM



**DATE:** December 7, 2022

**TO:** Parks & Recreation Commission

**FROM:** Velorie Ligon, Parks & Recreation Program Manager

**VIA:** Dawn Easley, Public Works Director

**SUBJECT:** **ORPD Local Government Grant Application –  
Stewart Park Outdoor Tennis Courts**

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### ISSUE STATEMENT AND SUMMARY

Staff seeks approval to apply for a Local Government Grant from Oregon Parks & Recreation Department to assist with funding for improvements to the outdoor tennis courts in Stewart Park. The issue for the Commission is whether to recommend that the City Council adopt the attached Resolution authorizing a grant application.

### BACKGROUND/ANALYSIS

On October 22, 2018, the Council granted preliminary approval of the Umpqua Valley Tennis Center's (UVTC) conceptual expansion plans.

The Umpqua Valley Tennis Center (UVTC) worked with a landscape architect to develop a site master plan. This plan identifies several significant changes, which will require multiple phases to complete. One of the main issues UVTC is facing is the age of the outdoor tennis courts. The first six tennis courts were installed in 1959 and the additional six courts followed in 1970 – far exceeding the lifespan of a tennis court without ever having significant improvements. The current courts are well past the point of repair and need to be replaced.

UVTC has been working on a conceptual design that includes replacing the existing outdoor courts, but is also interested in exploring different surfacing types and creating improved spectator opportunities. In addition, 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 in 2017. This reconfiguration will allow for five tennis courts on the north side and the remaining four courts on the south side will house 16 pickleball courts. Currently there are no outdoor pickleball courts within the City.

### FINANCIAL/RESOURCE ISSUES

Staff anticipates applying for the maximum amount of \$750,000. There is a 40% match requirement, which could procure a \$1,200,000 project. Matching funds would come from a

combination of sources, which could include UVTC, the Park Improvement Fund and the Stewart Park Trust Fund.

### **TIMING ISSUES**

The Local Government Grant Program opens its yearly grant cycle on January 1, 2023. The application deadline is April 1, 2023 for the large (>\$75,000) grant category. Grant submission requires a resolution from City Council authorizing the application for the grant.

Typically, projects are awarded in September and are required to be completed within two years. If awarded, the renovation project would likely begin in the spring or fall of 2024.

### **RECOMMENDATION**

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

### **RECOMMENDED MOTION**

I move to recommend to City Council the adoption of the attached Resolution authorizing the submission of an application to the Local Government Grant Program for the Stewart Park Outdoor Tennis Court project.

### **ATTACHMENTS**

Resolution  
Preliminary Plan Concept Drawing

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT PROGRAM GRANT**

**WHEREAS**, the City of Roseburg Parks and Recreation Commission has recognized the renovation of the Stewart Park Outdoor Tennis Courts as a high priority for the Parks Division's capital improvement projects; and

**WHEREAS**, the outdoor tennis courts have far exceeded their lifespan, are past the point of repair and need to be replaced; 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 December 8, 2022 the Parks and Recreation Commission recommended proceeding with a grant application to reconfigure and replace the Stewart Park Outdoor Tennis Courts.

**NOW, THEREFORE, 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 reconfiguration and replacement of the Stewart Park Outdoor Tennis Courts.

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

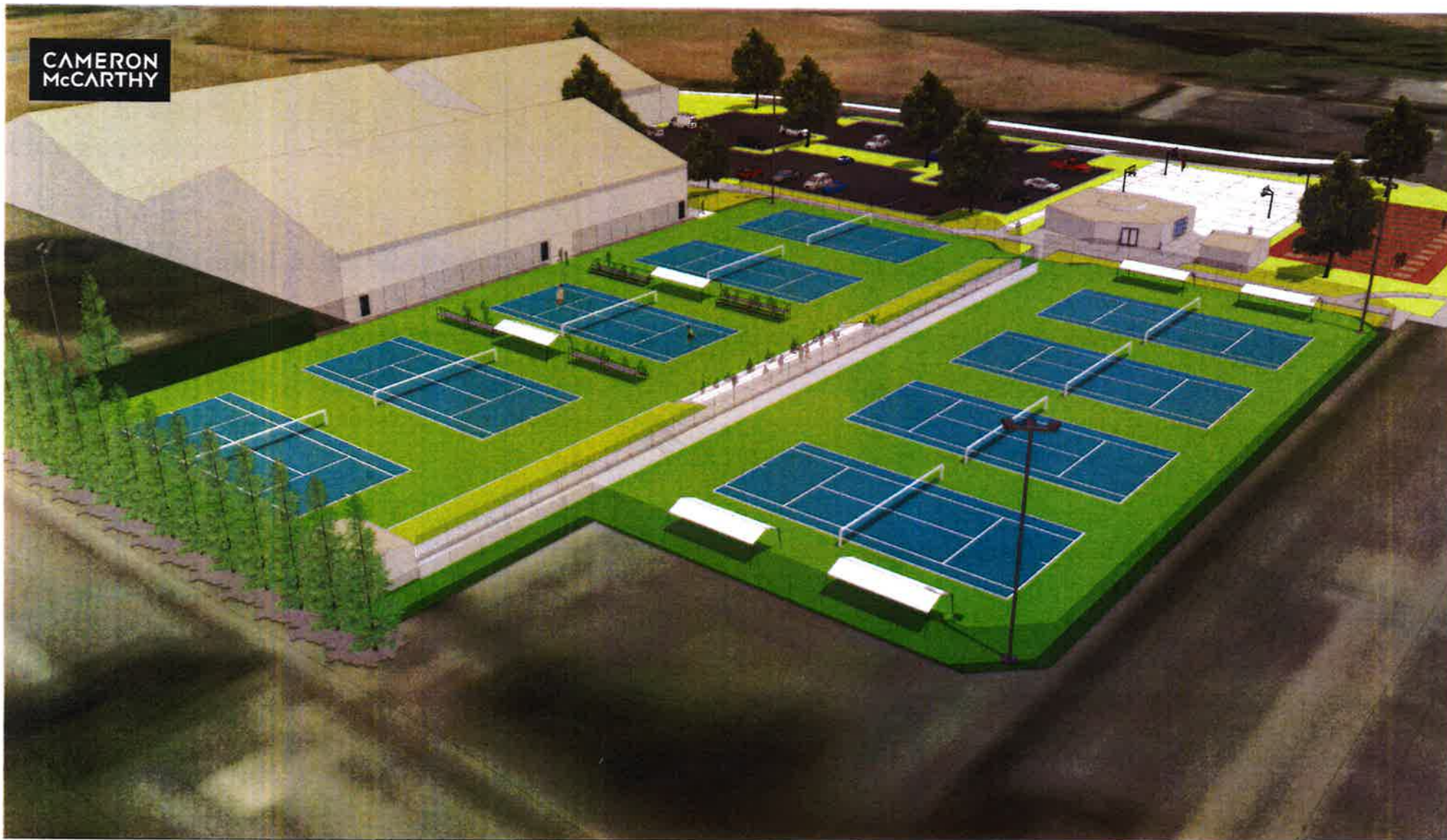
**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE \_\_ DAY OF \_\_\_\_\_, 2022**

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**Amy L. Sowa, Assistant City Manager/City Recorder**



CAMERON  
McCARTHY



MASTER PLAN PERSPECTIVE (view facing northeast)

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS