



ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, APRIL 6, 2022
8:15 a.m. Regular Meeting

LA
3-31-2022

Electronic Meeting

Public Access: www.Facebook.com/CityofRoseburg

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 Ryan Finlay Diana Wales
Bob Grubbs Marsha La Verne Tobiah Mogavero

III. APPROVAL OF MINUTES

A. February 2, 2022

IV. DISCUSSION ITEMS

A. Parks Maintenance Equipment Purchase

AUDIENCE PARTICIPATION – Comments can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Tuesday, April 5, 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

A. Maintenance Report

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 4, 2022

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 2, 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, February 2, 2022, electronically via Zoom in Roseburg Oregon.

ROLL CALL: Present: Chair Alison Eggers Commissioners Ryan Finlay, Kyle Bailey, Marsha La Verne, and Bob Grubbs

Absent: Commissioners Tobiah Mogavero and Diana Wales

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Parks and Recreation Program Manager Val Ligon, Parks and Recreation Program Coordinator Tracy Moser, Public Works Staff Assistant Kandi Leroue, and Department Technician Chanelle Rogers

Others Present: None

APPROVAL OF MINUTES: Commissioner La Verne moved to approve the minutes of the October 6, 2021 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Eggers, Commissioners Finlay, Bailey, La Verne, and Grubbs voted yes. No one voted no.

Perkins informed Val Ligon was promoted to Parks and Recreation Program Manager which left her previous position as Parks and Recreation Program Coordinator open. That position has recently been filled by Tracy Mosher who previously worked at Wildlife Safari as the Development Coordinator.

DISCUSSION ITEMS:

Parks Rules and Regulations Update: Ligon informed that staff felt it was good time to update the Parks Rules and Regulations to align with the proposed amendment to Roseburg Municipal Code 12.04.020. The proposed amendment is to allow mini-retail businesses (MRB), or uses that are commonly referred to as food trucks or mobile vendors, to be permitted outright in any public reserve zone (PR) to match what is currently allowed in commercial or industrial zones. Ligon said the Parks Rules pre-date the proposed City's adoption of the MRB land use code, therefore staff is recommending changes to the Parks Rules and Regulations. Ligon stated the main change to the rules was rewriting section 2, now titled: Rules Specific to Special Events (not sponsored by the City). The changes are intended to help define a park special event, the requirements to hold such an event and to clarify requirements for MRB's in parks. Section 2.3 was added to address park vendors in conjunction with a special event. Section 2.4 references mobile vendors and directs permittee to section 5, which outlines rules specific to mobile vendors/food trucks in city parks. Ligon said in Section 4 rule 4.6 was changed limiting inflatables to 2 hours between June 1st and August 31st, to protect the turf from any damage. Section 6 regarding Insurance Requirements was added. Commissioner Grubbs asked for clarification on rule 2.9 in regards to the amount of people at an event, was it stating for every 50 people over the first 1000 or just every 50 people. Ligon stated it was for every 50 people over 1000. Messenger suggested adding "over 1000 people" to the end of the first bullet. Commissioner Grubbs questioned what adequate number of portable toilets represents, might

want to set a certain number required. Messenger stated that events she has been involved in they typically call the company providing the portable toilets and let them know the number of people expected and how long the event will last and the company recommends how many should be provided. Commissioner Grubbs also inquired if Mobile Vendors/Food Trucks must be approved by the Public Works Director to have them at an event or each vendor needs to be approved. Perkins said the intent was to have some discretion on what types of items are being sold in the park. Messenger stated will need to check with City Attorney on that. Discussion ensued. Commissioner La Verne said the part that says food trucks are generally prohibited could be confusing; it should be a yes or no on if they are allowed. Perkins stated we could remove the first sentence of that rule. Commissioner La Verne said it would be nice to find a way to have food trucks available in the park. Messenger said doing that is really unfair to the brick and mortar business to allow other businesses to use city property to run their business and then also how do you decide who gets to be at the park.

MOTION: Commissioner Grubbs moved to approve the revised Parks Rules as amended and to recommend to City Council the adoption of a resolution repealing and replacing the City of Roseburg Parks Rules. Motion was seconded by Commissioner Finlay and approved with the following vote: Chair Eggers, Commissioners Finlay, Bailey, La Verne, and Grubbs voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

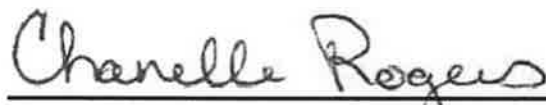
INFORMATIONAL: Maintenance report for January 2022 was provided in the agenda packet, Messenger acknowledged the parks maintenance crews for all their hard work with the situations they are faced with lately, she also thanked all of the volunteer groups that have been helping in the parks.

Perkins wanted to let the commission know that he will be retiring at the end of June, there will be a job announcement going out soon for his position.

Ligon informed this Saturday, February 5, 2022 would be the Parks and Recreation Geocache event starting at 9:00 am at the Stewart Park Pavilion.

BUSINESS FROM THE COMMISSION:

ADJOURNMENT: Meeting adjourned at 8:40 a.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 25, 2022
TO: Parks & Recreation Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: Parks Maintenance Equipment Purchase

ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division is budgeted to purchase a Forklift Telehandler this fiscal year. The issue for the Commission is whether to make a recommendation to City Council to authorize the purchase of this equipment.

BACKGROUND/ANALYSIS

The Parks Department has planned to purchase a new Forklift Telehandler in the current fiscal year. This equipment will allow staff to safely load and unload palletized materials such as fertilizer, lime, concrete, etc. from trucks and place the pallets where they will be stored. It will also be used to move and set large river irrigation pumps that have been recently been mounted on pallets to improve storage and organization.

Staff requested quotes from three vendors that supply this type of equipment and are outlined below.

#	Bidder	Bid Amount
1	Aerial Titans	\$73,700.00
2	Start Rentals	\$79,582.77
3	United Rentals	Unable to bid at this time

FINANCIAL/RESOURCE ISSUES

The FY 2021-22 Equipment Replacement Fund budget includes \$165,000 for purchase of Parks Maintenance equipment. This budget included \$60,000 for the purchase of the Forklift Telehandler.

TIMING ISSUES

Estimated time of delivery is approximately three months.

COMMISSION OPTIONS

The Commission has the following options:

1. Forward a recommendation to City Council to award the purchase of a Forklift Telehandler to Aerial Titans in the amount of \$73,700; or
2. Request additional information; or
3. Not recommend purchase at this time.

STAFF RECOMMENDATION

Funds have been budgeted and are available to purchase a Forklift Telehandler. Staff recommends awarding the purchase of a 2022 Genie GTH-5519 Forklift Telehandler to Aerial Titans in the amount of \$73,700.

SUGGESTED MOTION

I move to recommend to City Council the approval to purchase a 2022 Genie GTH-5519 Forklift Telehandler to Aerial Titans for \$73,700.00.

ATTACHMENTS

None

Park Maintenance Report – February & March 2022

This February and March the weather has been mild and parks maintenance has really picked up. The daffodils were out early this year and have held on wonderfully. Lots of new wildflowers along the path really show spring is here. With the nice days we have been getting it's nice to see people out enjoying the parks system!

Here are a few things we have been working on.

- Vandalism repair
- Graffiti removal
- Rose Pruning
- Mowing
- Tree pruning
- Installed new Waste Oil recycler at the parks shop
- Restroom painting
- Equipment maintenance
- Field work to prep for spring sports

