



**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, JANUARY 6, 2021  
8:15 a.m. Regular Meeting**

*ajf*

**Electronic Meeting**

**Public Access: [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)**

**Comments on agenda items or Audience Participation section can be provided via e-mail to the Public Works Department General E-mail at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) by 12:00 pm on Tuesday, January 5, 2021.**

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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 Ryan Finlay Diana Wales  
Bob Grubbs Marsha La Verne

**III. APPROVAL OF MINUTES**

A. September 2, 2020

**IV. DISCUSSION ITEMS**

A. Oregon Community Paths 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**

A. Maintenance Report

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE:** February 3, 2021

**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  
SEPTEMBER 2, 2020**

**MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:16 a.m. Wednesday, September 2, 2020, at the Large Pavilion at Stewart Park.

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

Absent: Marsha La Verne, Leila Heislein, and Ryan Finlay

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Communications Specialist Eric Johnson, Parks and Recreation Program Manager Kris Ammerman, Construction and Design Manager Ryan Herinckx, and Department Technician Chanelle Rogers

Others Present:

**APPROVAL OF MINUTES:** Commissioner Wales moved to approve the minutes of the August 5, 2020 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Eggers and Commissioners Bailey, Wales, and Grubbs voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Stewart Park Pavilion Renovation – Bid Award Recommendation:** Ammerman reported that the City had received a grant from the Oregon Parks and Recreation Department through the Local Government Grant Program to renovate the Stewart Park Pavilion. Perkins informed the City received four bids for the project and the low bidder was DSL Builders with a bid of \$119,875.00. Chair Eggers asked where the company was from. Herinckx stated from the Eugene area. Commissioner Wales asked what all would be removed. Perkins said it includes the removal of the two existing stone fireplaces, removal and replacement of two trusses and associated roof purlins and sheeting. Additionally the existing tile roofing will be replaced with new standing seam metal roofing and there will be electrical lighting upgrades. Herinckx also mentioned there will be some skylights added to allow natural light in the pavilion. Messenger stated that 50 years is a good run for the structure and that it is time for some upgrades. Herinckx said the contractor would like to get started beginning of October and has 45 days to complete the project.

**MOTION:** Commissioner Grubbs moved to recommend to City Council the award of the Stewart Park Pavilion Renovation Project to the low bidder, DSL Builders for \$119,875.00. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Eggers and Commissioners Bailey, Wales, and Grubbs voted yes. No one voted no.

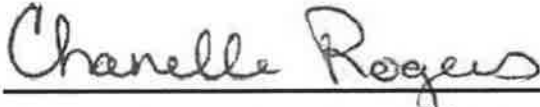
**AUDIENCE PARTICIPATION:**

**INFORMATIONAL:** Commissioner Wales said she is impressed with how much maintenance there is to do in the parks and how much gets accomplished with the small staff. Perkins informed the property owner on the eastern edge of Sunshine Park has built their driveway on City property. Staff has been working with that property owner to do a boundary line adjustment

and get an easement. This would allow them legal access to their property and also get City access to that edge of the park property for emergency access.

**BUSINESS FROM THE COMMISSION:** Commissioner Wales informed the swift migration is in full swing and there are still people showing up to watch but are social distancing. The swifts are going in the chimney around 8pm when the sun goes down, there were more than 2000 birds on September 1<sup>st</sup>.

**ADJOURNMENT:** Meeting adjourned at 8:28 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:** January 6, 2021  
**TO:** Parks & Recreation Commission  
**FROM:** Kris W. Ammerman, Parks & Recreation Program Manager  
**SUBJECT:** Oregon Community Paths Program Grant Application

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**ISSUE STATEMENT AND SUMMARY**

The Oregon Department of Transportation has developed a new grant program for improvements to multiuse paths that improve access and safety for people walking and bicycling. Staff plans to prepare and submit a grant application to the Oregon Community Paths (OCP) program.

**BACKGROUND/ANALYSIS**

Staff has previously submitted the Deer Creek Trail Renovation Project to the Recreational Trails Program (RTP) administered by the Oregon Parks and Recreation Department (OPRD). The project has been unsuccessful in that grant program due to its tendency to favor projects that are more recreational than utilitarian in nature. The Deer Creek project appears to be a much better fit for the newly developed OCP program, which is dedicated to helping communities create and maintain connections through multiuse paths.

The proposed project will include the heavy restoration of approximately 1600' of the Umpqua River Trail located in Deer Creek Park within the City of Roseburg. The existing 10' wide section is raveled, cracked, and beyond 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 \$175,000; with a minimum 10% match of \$17,500 coming from a combination of in-house labor and the Bike Trail Fund.

**TIMING ISSUES**

The Oregon Community Paths grant application must be submitted by January 31, 2021. For a resolution to be included, it must be approved by City Council no later than the January 25, 2021 meeting.

**STAFF RECOMMENDATION**

Staff recommends the Commission approve and forward a recommendation to City Council to support the attached Resolution and also recommend City Council authorize the City Manager to sign the grant application.

**SUGGESTED MOTION**

*I move to recommend to City Council the authorization of the City Manager to sign the OCP grant application and adoption of the supporting Resolution.*

**ATTACHMENTS**

Resolution  
Aerial photograph

RESOLUTION NO. 2021-\_\_\_\_\_

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON DEPARTMENT OF TRANSPORTATION OREGON COMMUNITY PATHS PROGRAM GRANT**

**WHEREAS**, the Oregon Department of Transportation is accepting applications for grants through the Oregon Community Paths Program for projects that improve access and safety for people walking and bicycling; 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 City of Roseburg desires to participate in this grant program to the greatest extent possible; and

**WHEREAS**, on January 6, 2021, 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 an Oregon Community Paths 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 \_\_\_\_\_, 2021.**

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

RESOLUTION NO. 2021-\_\_\_\_\_



1 in = 150 ft

WRIGHT AVE

STEPHENS ST

ROWE AVE

DIAMOND LAKE BLVD

PINE ST

### Deer Creek Project Site Plan



Proposed Trail Project

Printed on 12/16/2020

0 75 150 300 Feet



# Park Maintenance Report - December

With the cold December weather setting in the grass has slowed and thankfully we are just about finished with our leaf cleanup. We hope everyone is enjoying the holidays and it's been nice seeing everyone out using the parks when weather permits. Thankfully we have been catching up on some building maintenance. These are a few of the other things we have been working on.

- Park maintenance shop repairs
- Equipment maintenance
- Graffiti removal
- Gutter cleaning
- New Trash receptacles installed
- Bleacher repairs
- Old signage removed
- Vandalism repair
- New lighting at Stewart Park small pavilion
- New egress safety system installed at Stewart Park restroom

