



ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, MARCH 3, 2021  
8:15 a.m. Regular Meeting

W  
02-24-2021

**Electronic Meeting**

Public Access: [www.Facebook.com/CityofRoseburg](https://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: Alison Eggers  
Commissioners: Kyle Bailey Ryan Finlay Diana Wales  
Bob Grubbs Marsha La Verne Vacant

**III. APPROVAL OF MINUTES**

A. January 6, 2021

**IV. DISCUSSION ITEMS**

A. Five-Year Capital Improvement Plan Update

**AUDIENCE PARTICIPATION** – Persons providing comments via e-mail to the Commission must include their name and address for the record, including whether or not they are a resident of the City of Roseburg.

**Anyone wishing to provide comments may do so by e-mailing the Public Works Department general e-mail at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) by 12:00 pm on Tuesday, March 2, 2021.** 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:** April 7, 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  
JANUARY 6, 2021**

**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, January 6, 2021, electronically via Zoom in Roseburg Oregon.

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

Absent: Chair Alison Eggers

Attending Staff: Public Works Director Brice Perkins, Parks and Recreation Program Manager Kris Ammerman, Public Works Staff Assistant Kandi Leroue, and Department Technician Chanelle Rogers

Others Present:

**APPROVAL OF MINUTES:** Commissioner Bailey moved to approve the minutes of the September 2, 2020 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Wales and approved with the following vote: Commissioners Bailey, Wales, La Verne, Finlay, and Grubbs voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Oregon Community Paths Program Grant Application:** Ammerman informed the Oregon Department of Transportation has developed a new grant program called Oregon Community Paths (OCP). This program is for improvements to multiuse paths that improve access and safety for people walking and bicycling. Ammerman said staff plans to prepare and submit a grant for the Deer Creek Trail Renovation Project. Staff has previously submitted this project to the Recreational Trails Program (RTP) which it was unsuccessful. The RTP grant program has a tendency to favor projects that are more recreational than utilitarian. 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. Ammerman said the preliminary cost of the project is \$175,000, with a minimum 10% match which will come from a combination of in-house labor and the Bike Trail Fund. Perkins feels we should have a good chance at this grant as it is the first round of funding for the program and the project has to be off the street and out of the right of way. This section of path fits those criteria. This new program also allows for the rehab of existing paths where others are geared toward new development of paths. Commissioner Bailey questioned when the City would hear back on the application. Ammerman said he isn't sure on how long the process takes since it is new program. Commissioner Grubbs asked how the bank stabilization project is holding up. Ammerman said it appears to be holding up well and doing what it was supposed to do. Commissioner Finlay questioned if there was a limit to the size of project submitted. Ammerman said he wasn't sure since it is a new program, but with other the other agency this seemed to be a good sized project.

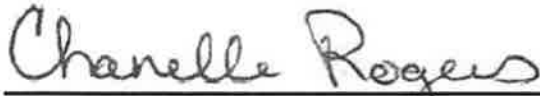
**MOTION:** Commissioner Bailey moved to recommend to City Council the authorization of the City Manager to sign the OCP grant application and adoption of the supporting Resolution. Motion was seconded by Commissioner La Verne and approved with the following vote: Commissioners Bailey, Wales, La Verne, Finlay, and Grubbs voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Maintenance report for December was provided. Commissioner Wales complimented the City on the renovation of the Stewart Park Pavilion.

**BUSINESS FROM THE COMMISSION:** None

**ADJOURNMENT:** Meeting adjourned at 8:31 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:** March 3, 2021  
**TO:** Parks & Recreation Commission  
**FROM:** Brice Perkins, PE, Public Works Director  
**SUBJECT:** Five-Year Capital Improvement Plan Update

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**ISSUE STATEMENT AND SUMMARY**

Staff is in the process of drafting an update to the City's Five-Year Capital Improvement Plan (CIP). Staff is seeking input from the Commission regarding the updated plan.

**BACKGROUND/ANALYSIS**

The CIP is separated into several different funds including the Parks Improvement Fund, IT/General Fund, Bike Trail, Equipment Replacement, Storm Drainage, Streetlight/Sidewalk, Transportation, Urban Renewal, Facilities, Airport, and Water. The Parks Commission is responsible for advising on the Parks Improvement, Bike Trail, and the Stewart Trust funds.

**FINANCIAL/RESOURCE ISSUES**

The following spreadsheet identifies the projected spending by fund.

| <b>Fund</b>                    | <b>5 Year Total</b> | <b>2021-22</b> | <b>2022-23</b> | <b>2023-24</b> | <b>2024-25</b> | <b>2025-26</b> |
|--------------------------------|---------------------|----------------|----------------|----------------|----------------|----------------|
| Bike Trail                     | \$925,000           | \$160,000      | \$185,000      | \$260,000      | \$160,000      | \$160,000      |
| Park Improvement/Stewart Trust | \$430,000           | \$40,000       | \$45,000       | \$90,000       | \$90,000       | \$165,000      |

**TIMING ISSUES**

Staff presented the draft plan to the Airport Commission on December 17, 2020, the Public Works Commission on February 11, 2021 and intends to present the plan to the City Council on April 12, 2021.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend that the City Council adopt the Bike Trail, Park Improvement, and Stewart Trust Fund components of the Five-Year Capital Improvement Plan; or
2. Recommend changes within the funds that the Commission oversees; or
3. Request additional Information

**STAFF RECOMMENDATION**

The CIP is meant to be a living document that can be updated as needed. That flexibility provides staff the opportunity to react to unforeseen issues as necessary, while still providing a road map for future improvements. Staff recommends that the Commission forward a recommendation to the City Council to adopt the five-year CIP.

## **SUGGESTED MOTION**

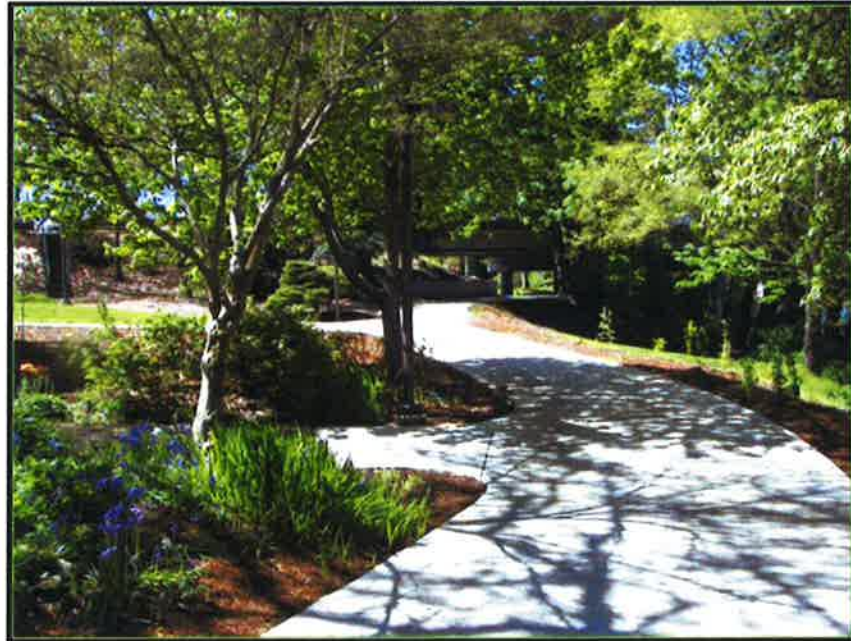
**I move to recommend to City Council adoption of the Bike Trail, Parks Improvement, and Stewart Trust Fund components of the 2021-2026 Capital Improvement Plan**

## **ATTACHMENTS**

Chapters from Draft 2021-26 Capital Improvement Plan

- Bike Trail Fund
- Parks Improvement Fund / Stewart Trust Fund

# BIKE TRAIL PROJECTS



The Bike Trail Fund accounts for the state mandated 1% share of gasoline subventions and grant revenues for the construction of multi-use paths within the City boundaries. The projects in the Bike Trail Fund are coordinated through the Parks Division and Parks & Recreation Commission. Bike trails are located within many of the City's parks as well as adjacent to streets. The Bicycle and Pedestrian Plan was adopted in 2009 which identified priorities for bicycle and pedestrian facilities. Technically, repairs to existing paths are found in the Materials & Services portion of the Bike Trail Fund. Repairs have been included below for informational purposes.

| 250 BIKE TRAIL FUND                                      |                  | Estimated Cost   | 2021-2022        | 2022-2023        | 2023-2024        | 2024-2025        | 2025-2026        |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Project Description                                      |                  |                  |                  |                  |                  |                  |                  |
| Multi-Use Path Upgrades - Grant Funding Required         | 450,000          | 150,000          |                  |                  |                  | 150,000          | 150,000          |
| Repairs to existing multi-use trail system (non-capital) | 50,000           | 10,000           | 10,000           | 10,000           | 10,000           | 10,000           | 10,000           |
| Deer Creek Trail Renovation - Community Paths Grant      | 175,000          |                  |                  | 175,000          |                  |                  |                  |
| Sunshine Park Trail System Construction                  | 250,000          |                  |                  |                  | 250,000          |                  |                  |
| <b>BIKE TRAIL TOTAL</b>                                  | <b>\$925,000</b> | <b>\$160,000</b> | <b>\$185,000</b> | <b>\$260,000</b> | <b>\$160,000</b> | <b>\$160,000</b> | <b>\$160,000</b> |

## BIKE TRAIL FUND FINANCIALS

| <b>Bike Trail</b> | 20-21   | 21-22   | 22-23   | 23-24   | 24-25   | 25-26   |
|-------------------|---------|---------|---------|---------|---------|---------|
| Beg Fund          | 180,850 | 196,100 | 215,800 | 191,322 | 192,094 | 193,475 |
| Rev               | 28,750  | 204,700 | 170,522 | 270,773 | 171,381 | 171,368 |
| M&S               | 5,000   | 10,000  | 10,000  | 10,000  | 10,000  | 10,000  |
| Capital           | 8,500   | 175,000 | 185,000 | 260,000 | 160,000 | 160,000 |
| End Bal           | 196,100 | 215,800 | 191,322 | 192,094 | 193,475 | 194,843 |

### Assumptions:

- **Materials & Services (M&S) remain unchanged**
  - M&S includes path repairs that are not complete reconstructions
  
- **Revenues –**
  - Assumes \$150,000 OCP grant in FY 23
  - Assumes \$175,000 RTP grant in FY 24
  - Assumes \$150,000 in capital grants per year in FY 25 and FY 26
  - \$10,000 from franchise fees
  - 1% from gas tax pass through

## BIKE TRAIL PROJECTS



### Multi-Use Path Upgrades – Grant Match/Repairs

These are funds budgeted annually to provide matching funds for any grant opportunities which may become available and for repairs to the existing path system. Any off-highway project listed within the Bicycle and Pedestrian Plan, Parks Master Plan, or the Waterfront Development Plan may be considered when applying for grants to construct new sections of path. Grants may also be utilized to replace existing sections of path that have reached the end of their useful life or to widen existing paths. Projects are chosen based on meeting the granting program criteria and on need. Staff is in the process of applying for a grant to reconstruct a section of the path between Gaddis Park and Deer Creek.

| <b>Project Description</b> | <b>Total</b>   | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Costs</b>       | <b>450,000</b> | 150,000        |                |                | 150,000        | 150,000        |
| <b>M&amp;S Costs</b>       | <b>50,000</b>  | 10,000         | 10,000         | 10,000         | 10,000         | 10,000         |
| <b>Funding Source</b>      |                |                |                |                |                |                |
| Bike Trail                 | <b>50,000</b>  | 10,000         | 10,000         | 10,000         | 10,000         | 10,000         |
| Grants                     | <b>450,000</b> | 150,000        |                |                | 150,000        | 150,000        |



BIKE TRAIL PROJECTS



Deer Creek Trail Renovation

Staff has applied for an Oregon Community Paths grant to reconstruct a section of the path between Gaddis Park and Deer Creek that has reached the end of its lifecycle and has been partially damaged by erosion.

| Project Description   | Total          | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
|-----------------------|----------------|---------|---------|---------|---------|---------|
| <b>Capital Costs</b>  | <b>175,000</b> |         | 175,000 |         |         |         |
|                       |                |         |         |         |         |         |
| <b>Funding Source</b> |                |         |         |         |         |         |
| Bike Trail            | <b>25,000</b>  |         | 25,000  |         |         |         |
| Grant                 | <b>150,000</b> |         | 150,000 |         |         |         |

## BIKE TRAIL PROJECTS



### Sunshine Park Trail System

Staff will apply for Recreational Trail Program grant when available to construct a bike trail system at Sunshine Park.

| Project Description   | Total          | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
|-----------------------|----------------|---------|---------|---------|---------|---------|
| <b>Capital Costs</b>  | <b>250,000</b> |         |         | 250,000 |         |         |
| <b>Funding Source</b> |                |         |         |         |         |         |
| Bike Trail            | <b>75,000</b>  |         |         | 75,000  |         |         |
| OCP Grant             | <b>175,000</b> |         |         | 175,000 |         |         |

Fund 250



# PARKS PROJECTS

## PARK IMPROVEMENT/STEWART TRUST FUNDS



The City of Roseburg owns and manages 362 acres of park land. The parks range in size from 0.2 to over 200 acres. The park system includes five mini-parks, three neighborhood parks, three community parks, one regional park, four special use areas and three natural areas/greenways. In addition, the Parks Division maintains beautification areas throughout the City.

In 2008 a Parks Master Plan was completed. The Plan was developed to guide the City in continuing to provide quality parks

and recreation facilities that meet the needs of the community over the next two decades.

Projects within parks are generally accomplished with a combination of grant funding, Park Improvement Funds and/or Stewart Trust Funds for projects occurring within Stewart Park. In recent history, Urban Renewal Funds have been used as a grant matching source for projects located within the Urban Renewal District.

|     |  |                       |                  |                  |                  |                  |                  |
|-----|--|-----------------------|------------------|------------------|------------------|------------------|------------------|
| 320 |  |                       |                  |                  |                  |                  |                  |
| 710 | <b>PARKS</b>                                   |                       |                  |                  |                  |                  |                  |
|     | <b>Project Description</b>                     | <b>Estimated Cost</b> | <b>2021-2022</b> | <b>2022-2023</b> | <b>2023-2024</b> | <b>2024-2025</b> | <b>2025-2026</b> |
|     | Brown Park Expansion                           | 300,000               |                  |                  | 75,000           | 75,000           | 150,000          |
|     | Skate Park Improvements                        | 30,000                |                  | 30,000           |                  |                  |                  |
|     | Beulah Park Improvements                       | 25,000                | 25,000           |                  |                  |                  |                  |
|     | Legion Field Improvements (Stewart Trust Fund) | 75,000                | 15,000           | 15,000           | 15,000           | 15,000           | 15,000           |
|     | <b>PARKS TOTAL</b>                             | <b>\$430,000</b>      | <b>\$40,000</b>  | <b>\$45,000</b>  | <b>\$90,000</b>  | <b>\$90,000</b>  | <b>\$165,000</b> |

## PARK IMPROVEMENT FUND FINANCIALS

| <b>Park Improvement</b> | <b>20-21</b> | <b>21-22</b> | <b>22-23</b> | <b>23-24</b> | <b>24-25</b> | <b>25-26</b> |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Beg Fund                | 390,926      | 463,401      | 490,401      | 521,501      | 551,674      | 580,892      |
| Rev                     | 360,600      | 97,000       | 107,000      | 152,000      | 152,000      | 197,000      |
| M&S                     | 30,000       | 30,000       | 30,900       | 31,827       | 32,782       | 33,765       |
| Capital                 | 258,125      | 40,000       | 45,000       | 90,000       | 90,000       | 165,000      |
| End Bal                 | 463,401      | 490,401      | 521,501      | 551,674      | 580,892      | 579,127      |

**Assumptions:**

- Revenues do not increase over time.
- Materials & Services (M&S) increase 3% annually

## STEWART TRUST FINANCIALS

| <b>Stewart Trust</b> | <b>20-21</b> | <b>21-22</b> | <b>22-23</b> | <b>23-24</b> | <b>24-25</b> | <b>25-26</b> |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Beg Fund             | 104,254      | 70,004       | 73,004       | 78,504       | 84,504       | 90,504       |
| Rev                  | 20,750       | 18,000       | 20,500       | 21,000       | 21,000       | 21,000       |
| Capital              | 55,000       | 15,000       | 15,000       | 15,000       | 15,000       | 15,000       |
| End Bal              | 70,004       | 73,004       | 78,504       | 84,504       | 90,504       | 96,504       |

## PARKS PROJECTS



### Brown Park Property Acquisition/Playground Development

The vacant land adjacent to Brown Park has been identified for potential expansion of the park. The expansion of the park could include updated playground equipment relocated away from Harvard Ave., basketball courts, walking paths, picnic areas, etc. In 2013, the City Council voted to sell Willis Park with the Willis House in downtown Roseburg. Twenty-five percent of the net sale has been dedicated to the Park Improvement Fund for the purpose of park land acquisition. Development of any new park land will be contingent upon a successful grant application.

|                       | <b>Total</b>   | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Costs</b>  | <b>300,000</b> |                |                | 75,000         | 75,000         | 150,000        |
| <b>Funding Source</b> |                |                |                |                |                |                |
| Park Improvement      | <b>80,000</b>  |                |                | 20,000         | 20,000         | 40,000         |
| Grant                 | <b>220,000</b> |                |                | 55,000         | 55,000         | 110,000        |

## PARKS PROJECTS



### Skate Park Improvements

The Parks Master Plan recommends improvements to the Skate Park within Stewart Park. Improvements may include a new area for beginners, shade structure, spectator seating, and landscaping improvements. Improvements would be at least partially grant funded and could include a community support as a funding component.

|                       | <b>Total</b>  | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> |
|-----------------------|---------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Costs</b>  | <b>30,000</b> |                | 30,000         |                |                |                |
| <b>Funding Source</b> |               |                |                |                |                |                |
| Stewart Trust Fund    | <b>10,000</b> |                | 10,000         |                |                |                |
| Grant                 | <b>15,000</b> |                | 15,000         |                |                |                |
| Community Support     | <b>5,000</b>  |                | 5,000          |                |                |                |

## PARKS PROJECTS



### Beulah Park Improvements

All play equipment has been removed from Beulah Park due to safety concerns regarding the aging equipment. Planned improvements include a site master plan, new play equipment, a new sidewalk abutting the street, and new walkways within the park.

|                       | <b>Total</b>  | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> |
|-----------------------|---------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Costs</b>  | <b>25,000</b> | 25,000         |                |                |                |                |
|                       |               |                |                |                |                |                |
| <b>Funding Source</b> |               |                |                |                |                |                |
| Grant                 | <b>25,000</b> | 25,000         |                |                |                |                |





# Park Maintenance Report - February

It's hard to believe spring is almost upon us. We want to thank the volunteers that jumped in to help us over the winter with litter and other various tasks. As we look forward to a new season we are preparing for a great one. As we start seeing those blue skies and sunny days we hope you get out and enjoy our wonderful park system!

Here is a few things we have been working on:

- River pump Maintenance
- Graffiti painting
- Volunteer litter pickup partnership
- Equipment maintenance
- Fence Repairs
- Restroom Vandalism repairs
- Parks Shop maintenance
- Water line repair
- Playground maintenance

