



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, APRIL 7, 2021
8:15 a.m. Regular Meeting**

ajf

Electronic Meeting

Public Access: [www.Facebook.com/CityofRoseburg](https://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. January 6, 2021

IV. DISCUSSION ITEMS

- A. Beulah Park Improvement – Bid Award Recommendation
- B. Five-Year Capital Improvement Plan Update

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 6, 2021**. 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: May 5, 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 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 the other agency this seemed to be a good sized project.

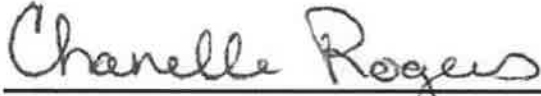
MOTION: Commissioner Bailey moved to recommend to City Council the authorization of the City Manager to sign the OCP grant application and adoption of the supporting Resolution. Motion was seconded by Commissioner La Verne and approved with the following vote: Commissioners Bailey, Wales, La Verne, Finlay, 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: April 7, 2021

TO: Parks & Recreation Commission

FROM: Kris Ammerman, Parks & Recreation Program Manager
Via Brice Perkins, Public Works Director

SUBJECT: **Beulah Park Improvement –
Bid Award Recommendation**

ISSUE STATEMENT AND SUMMARY

On March 31, 2021, the City received bids for the renovation of Beulah Park. The issue for Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND / ANALYSIS

The City received a grant from the Oregon Parks and Recreation Department through the Local Government Grant Program to make improvements to Beulah Park. Beulah is one of Roseburg’s oldest neighborhood parks and is located close to the city’s historic downtown district. The original play equipment in Beulah Park has exceeded its useful life and has been removed. The overall project includes the addition of new play equipment, access paths, sidewalks, landscaping, shade trees, and a new surface on the basketball court. The next phase of the project is the concrete work.

The bids for concrete work were separated into Schedule A for the majority of the work and Schedule B for one additional walkway. Bids for the concrete work were opened on March 31, 2021. Three bids were received and are outlined below.

#	Bidder	Schedule A	Schedule B	Total Bid Amount
1	Guido Construction Inc.	\$49,995.50	\$3,390.00	\$53,387.50
2	Freedom Builders, LLC	\$55,978.00	\$4,360.00	\$60,338.00
3	Brown Contracting, Inc.	\$60,587.01	\$6,301.00	\$66,888.01
	Engineer’s Estimate			\$69,494.00

FINANCIAL/RESOURCE CONSIDERATIONS

Funds are available in the FY 2021 and FY 2022 Park Improvement Fund. The total project costs are estimated below:

Construction	\$ 53,387.50
Contingency (5%)	\$ 2,669.38
Total	\$ 56,056.88

TIMING ISSUES

If the Commission recommends award, it will be presented to the City Council at their April 12, 2021 meeting. The contractor will have 45 days to complete the project after the Notice to Proceed is issued.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend to City Council to award the contract to the low bidder, Guido Construction, Inc. for \$53,387.50; or
2. Request additional information; or
3. Recommend that the City Council reject all bids.

STAFF RECOMMENDATION

Funds have been budgeted and are available to complete this project. The bids appear to be both responsive and responsible. Therefore, staff recommends awarding the project to the low bidder, Guido Construction, Inc. for \$53,387.50.

SUGGESTED MOTION

I move to recommend to the City Council to award Schedules A and B of the Beulah Park Improvement Project to the low bidder, Guido Construction, Inc. for \$53,387.50.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 31, 2021
TO: Parks & Recreation Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: Five-Year Capital Improvement Plan Update

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.

Fund	5 Year Total	2021-22	2022-23	2023-24	2024-25	2025-26
Bike Trail	\$750,000	\$160,000	\$10,000	\$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							
Project Description	Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Multi-Use Path Upgrades - Grant Funding Required	300,000				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	
Deer Creek Trail Renovation - Community Paths Grant	150,000	150,000					
Sunshine Park Trail System Construction	250,000			250,000			
BIKE TRAIL TOTAL	\$750,000	\$160,000	\$10,000	\$260,000	\$160,000	\$160,000	

BIKE TRAIL FUND FINANCIALS

Bike Trail	20-21	21-22	22-23	23-24	24-25	25-26
Beg Fund	180,850	201,100	193,250	193,772	119,544	120,925
Rev	28,750	162,150	20,522	195,773	171,381	171,368
M&S	5,000	10,000	10,000	10,000	10,000	10,000
Capital	3,500	160,000	10,000	260,000	160,000	160,000
End Bal	201,100	193,250	193,772	119,544	120,925	122,293

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 22
 - 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.

Project Description	Total	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Costs	300,000				150,000	150,000
M&S Costs	50,000	10,000	10,000	10,000	10,000	10,000
Funding Source						
Bike Trail	50,000	10,000	10,000	10,000	10,000	10,000
Grants	300,000				150,000	150,000

Fund 250

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
Capital Costs	150,000	150,000				
Funding Source						
Bike Trail						
Grant	150,000	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
Capital Costs	250,000			250,000		
Funding Source						
Bike Trail	75,000			75,000		
OCP Grant	175,000			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	PARKS						
	Project Description	Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	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
	PARKS TOTAL	\$430,000	\$40,000	\$45,000	\$90,000	\$90,000	\$165,000

PARK IMPROVEMENT FUND FINANCIALS

Park Improvement	20-21	21-22	22-23	23-24	24-25	25-26
Beg Fund	390,926	463,401	505,401	561,501	606,674	650,892
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	25,000	20,000	75,000	75,000	150,000
End Bal	463,401	505,401	561,501	606,674	650,892	664,127

Assumptions:

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

STEWART TRUST FINANCIALS

Stewart Trust	20-21	21-22	22-23	23-24	24-25	25-26
Beg Fund	104,254	70,004	73,004	68,504	74,504	80,504
Rev	20,750	18,000	20,500	21,000	21,000	21,000
Capital	55,000	15,000	25,000	15,000	15,000	15,000
End Bal	70,004	73,004	68,504	74,504	80,504	86,504

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.

	Total	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Costs	300,000			75,000	75,000	150,000
Funding Source						
Park Improvement	80,000			20,000	20,000	40,000
Grant	220,000			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.

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

	Total	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Costs	25,000	25,000				
Funding Source						
Grant	25,000	25,000				

