



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, NOVEMBER 1, 2023
8:15 a.m. Regular Meeting**

*UP
10-26-2023*

**In Person at City Hall Third Floor Conference Room
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:

<u>Chair:</u>	Ruth Smith		
<u>Commissioners:</u>	Kyle Bailey	Ryan Finlay	Diana Wales
	Bob Grubbs	Marsha La Verne	Tobiah Mogavero

III. APPROVAL OF MINUTES

A. October 4, 2023

IV. DISCUSSION ITEMS

A. **Parks Maintenance Equipment Purchase**

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 for the record. All remarks shall be directed to the whole Commission. Comments also 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, October 31, 2023.** 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: December 6, 2023

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 800-735-2900.

**CITY OF ROSEBURG
PARKS AND RECREATION COMMISSION
OCTOBER 4, 2023**

MINUTES

CALL TO ORDER: The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:18 a.m. Wednesday, October 4, 2023, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

ROLL CALL: Present: Commissioners Bob Grubbs, Kyle Bailey, Diana Wales, Tobiah Mogavero (arrived 8:19), and Ryan Finlay

Absent: Chair Ruth Smith and Commissioner Marsha La Verne

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, 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 June 7, 2023 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Finlay and approved with the following vote: Commissioners Grubbs, Bailey, Wales, Mogavero and Finlay voted yes. No one voted no.

DISCUSSION ITEMS:

Brown Park Expansion Project – Authorization to Accept Donation, Negotiate Donation Agreement and Purchase Real Property: Ligon informed staff is seeking authorization to enter into an agreement with a local donor to accept a donation of \$150,000 for the Brown Park expansion project with the understanding the City will submit an application for grant funding through the Local Government Grant Program in January 2024 for development of the expansion. Staff is also asking the Commission to make a recommendation to the City Council authorizing the purchase of property located at 710 W. Francis Street in Roseburg for the expansion of Brown Park. Ligon stated Brown Park is currently a small park located in west Roseburg. The land was conveyed to the City for public park and playground purposes. The Comprehensive Parks Master Plan, adopted in April 2008, specifically identifies the following projects at Brown Park.

- Upgrade the playground with equipment for multiple age groups.
- Monitor the adjacent parcel and purchase if possible.
- Provide internal pathways, site amenities and equipment that are universally accessible, regardless of ability.

The Master Plan also notes that if the park were to be expanded, special attention should be paid to improving access to the site and reorienting the play area away from Harvard. Recently the Francis St. property owner contacted the City stating they were ready to move forward with the sale of the property. In addition, another local couple who wanted to make a financial donation benefiting City parks also contacted staff. Their wish was to create a safe and accessible space, benefiting all kids and the community. Commissioner Bailey said this project has been something that has been talked about for a long time. Commissioner Grubbs asked if there was any timing issues. Messenger and Ligon both informed if the process gets started now there would be enough time to get the grant submitted. Commissioner Grubbs questioned how complete the grant is. Easley said the age of the playground and how close to the road should score well. Discussion ensued regarding possible unhoused camping issues once

developed. Commissioner Bailey questioned if the parking would just be on the street. Messenger stated staff is still looking into that issue with the design portion.

MOTION: Commissioner Grubbs moved to recommend the City Council authorize the City Manager to negotiate and execute a donation agreement to accept \$150,000 towards the expansion of Brown Park and authorize the City Manager to proceed with the purchase of 710 W. Francis Street for the expansion of Brown Park. Motion was seconded by Commissioner Wales and approved with the following vote: Commissioners Grubbs, Bailey, Wales, Mogavero, and Finlay voted yes. No one voted no.

Park Rules & Regulations Update: Easley informed staff recognized the need to update the Parks Rules and Regulations to remove language prohibiting the distribution of any circular, notice, leaflet, pamphlet, or written or printed information of any kind. Easley said currently the Park Rules and Regulations restricts the distribution of any written or printed material in the park. The U.S. Constitution protects citizens' freedom of speech and assembly. Staff recommends removing this prohibition in the Park Rules and Regulations and add a designated assembly area for the purpose of soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written or printed materials inside a park. Easley stated Commissioner Bailey asked if a group having an event at the park would be prohibited from handing out information. Easley did not feel that it would be an issue as that would be handled when they get a permit. Commissioner Grubbs questioned if the designated areas would be signed. Easley replied they will be marked in some way but was not sure how yet. Commissioner Finlay asked if it was legal to restrict to just a certain area. Easley said she worked with the City Attorney and that it was legal to have a designated area.

MOTION: Commissioner Wales moved to recommend the City Council approve the revised Parks Rules and Regulations and adopt a resolution repealing and replacing the City of Roseburg Parks Rules and Regulations. Motion was seconded by Commissioner Grubbs and approved with the following vote: Commissioners Grubbs, Bailey, Wales, Mogavero, and Finlay voted yes. No one voted no.

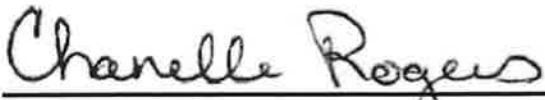
AUDIENCE PARTICIPATION: None

INFORMATIONAL: Ligon informed the city received a \$750,000 grant from Oregon Parks and Recreation Department grant program. The grant will be used to replace the tennis courts. The renovation will include 8 new tennis courts and 10 dedicated pickle ball courts and new fencing, lighting, seating, entryway and security system. Ligon said staff is hoping to break ground after tennis is over for the high school, so possibly June – October but ultimately depends on when we get the notice to proceed.

BUSINESS FROM THE COMMISSION: Commissioner Wales inquired about the “No Smoking” signs at Fir Grove Park. She said during the Swift watch events there seemed to be quite a few people smoking and she couldn't find the signs to point out to the people that there is no smoking allowed. Staff said they could look into it. Ligon also mentioned as part of the new Wayfinding signage they are trying to put multiple signs on one post.

NEXT MEETING DATE: November 1, 2023

ADJOURNMENT: Meeting adjourned at 8:50 a.m.


Chanelle Rogers, Public Works Department Technician



CITY OF ROSEBURG MEMORANDUM



DATE: November 1, 2023
TO: Parks & Recreation Commission
FROM: Dawn Easley, Public Works Director
SUBJECT: Parks Maintenance Equipment Purchase

ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division is budgeted to replace two pickups this fiscal year. The issue for the Commission is whether to make a recommendation to the City Council to authorize the purchase of these pickups.

BACKGROUND/ANALYSIS

The Parks Department has planned to purchase two new pickups as part of the regular equipment replacement program. The Parks Department regular replacement rotation varies on pickup trucks based on usage and maintenance costs. The two pickups being replaced are a 2007 Ford F-150 with 84,928 miles and a 2013 Ford F-150 with 124,887 miles. The pickups are used to transport personnel and equipment to maintain City Parks.

Staff utilized the Oregon Buys state pricing system and compared capabilities and pricing of various comparable models. Staff recommends purchasing two 2024 Chevrolet Silverado 2500HD 4WD Double Cab Gas Engine pickups. Dick Hannah Chevrolet is the state price agreement vendor.

FINANCIAL/RESOURCE ISSUES

Council adopted the FY 2023-2024 and the Equipment Replacement Fund includes \$125,000 for purchase of Parks Maintenance equipment. The pickups can be purchased with State Price Agreement number 10700-00012917. The 2024 Chevrolet Silverado 2500HD 4WD Double Cab Gas Engine pickups with Service Body are listed for \$61,008.56 each. The total cost for both pickups is \$122,017.12.

TIMING ISSUES

Dick Hannah Chevrolet cannot provide a delivery estimation until the purchase order is received. Recent vehicle purchases have taken six to twelve months.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council authorize the purchase of two new 2024 Chevrolet Silverado 2500HD 4WD Double Cab Gas Engine pickups with Service Body from Dick Hannah Chevrolet for \$122,017.12; or
2. Request additional information; or

3. Not recommend awarding the purchase.

STAFF RECOMMENDATION

Funds have been budgeted and are available to purchase the two pickups. Staff recommends the purchase of two 2024 2500HD Chevrolet 4WD Double Cab Gas Engine pickups with Service Body for use by the Parks Maintenance Division.

SUGGESTED MOTION

I move to recommend to City Council authorize the purchase of two 2024 2500HD Chevrolet 4WD Double Cab Gas Engine pickups with Service Body from Dick Hannah Chevrolet for \$122,017.12.

ATTACHMENTS

None

