



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, FEBRUARY 5, 2025
8:15 a.m. Regular Meeting**

✓
1-31-2025

**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:

Chair: Ruth Smith
Commissioners: Kyle Bailey Ryan Finlay Diana Wales
Bob Grubbs Vacant Tobiah Mogavero

III. APPROVAL OF MINUTES

A. October 2, 2024

IV. DISCUSSION ITEMS

A. Playground Equipment Purchase – Brown Park

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, February 4, 2025.** 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. Project Updates - Verbal

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: March 5, 2025

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 2, 2024**

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, October 2, 2024, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

ROLL CALL: **Present:** Chair Ruth Smith, Commissioners Kyle Bailey, Ryan Finlay, Marsha LaVerne, and Tobiah Mogavero

Absent: Commissioners Diana Wales and Bob Grubbs

Attending Staff: City Manager Nikki Messenger, Parks and Recreation Program Manager Val Ligon, and Department Technician Chanelle Rogers

Others Present: Melody Schwegel with UACT, Rachel Pokrandt with UCC, George Herrold, Tom Donegan with American Legion Baseball, Craig Jackson, Steve Loosley, Jeremiah Robbins, Guion Randol, Jeff Johnson with Douglas County Baseball Association, and Clint Newell

APPROVAL OF MINUTES: Commissioner LaVerne moved to approve the minutes of the July 3, 2024 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Finlay and approved with the following vote: Chair Smith, Commissioners Bailey, Finlay, LaVerne, and Mogavero voted yes. No one voted no.

DISCUSSION ITEMS:

Umpqua Actors Community Theatre (UACT) – Renovation Project: Ligon informed UACT came to the commission in May 2023 preliminary approval of the conceptual expansion and renovation of the Betty Long Unruh Theatre building. UACT has been working with a local architect and have a conceptual plan. Staff felt since it had been almost a year since approving the proposed expansion they would bring the proposed renovations back to the commission to review. Commissioner LaVerne questioned if there had been discussion regarding when the work would happen so not to impact Fir Grove School. Ligon said most likely it won't happen until 2026 so still time to discuss those impacts. Discussion ensued. Messenger mentioned preliminary approval from Council is recommended so UACT can start fund raising.

MOTION: Commissioner Mogavero moved to forward a recommendation to City Council to give preliminary approval to UACT's conceptual expansion and renovation plan. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Smith, Commissioners Bailey, Finlay, LaVerne, and Mogavero voted yes. No one voted no.

Legion Field Management and Operation Agreement and Legion Field Turf Construction License Agreement Assignment: Ligon informed the City owns all of the facilities within Stewart Park, including the American Legion Baseball complex aka Bill Gray Stadium and has a long-standing relationship with the Roseburg American Legion Baseball Commission related to the operation of the stadium. They have requested the assignment of their agreements to a new non-profit organization, currently being led by Umpqua Community College. Ligon said the

two agreements the City currently has with Roseburg American Legion Baseball Commission are

1. Legion Field Management and Operation Agreement and
2. Legion Field Turf Construction License Agreement

The Operation Agreement outlines the requirements and responsibilities for operation the Facility. The Turf Agreement became effective in 2019 and outlined requirements and responsibilities for the construction of turf within the Facility. Ligon stated American Legion Commission has dedicated countless hours to making the facility a success, but finds their membership aging and dwindling in numbers. They reached out to Umpqua Community College (UCC), which formed a baseball team in 2020 that uses the facility, to assist with managing the facility. They requested that the agreements between them and the City be re-assigned to a new non-profit organization being formed as the Douglas County Baseball Association (DCBA). UCC will act as the temporary fiscal agent and UCC President has indicated the DCBA board will have representation of interested parties from the local baseball community. The City has requested an ex-officio position in order to keep informed. Ligon said City staff hosted a meeting with representative from American Legion Commission, UCC, Umpqua Valley Christian School (UVCS) and Roseburg High School (RHS) to discuss the proposed assignment. Staff wanted to make sure all of the current user groups were informed and to get feedback and answer any questions. One of the primary concerns was around priority usage, which would remain the same as the current agreement.

MOTION: Commissioner LaVerne moved to forward a recommendation to City Council to approve the assignment of the Legion Field Management and Operation Agreement and the Legion Field Turf Construction License Agreement to Douglas County Baseball Association. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Smith, Commissioners Bailey, Finlay, LaVerne, and Mogavero voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

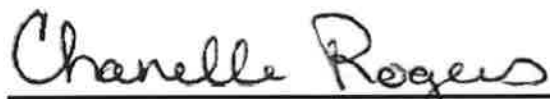
INFORMATIONAL: Ligon informed the City had got official word that we received the grant for Brown Park. We hope to break ground next summer.

BUSINESS FROM THE COMMISSION: Commissioner Finlay thanked George Herrold and Tom Donegan for all they have done over the years with American Legion Baseball.

Commissioner Mogavero asked what the status was of the pickle ball courts. Ligon said they are planning to break ground in May, Umpqua Valley Tennis Center is still fundraising.

NEXT MEETING DATE: June 5, 2024

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



Chanelle Rogers, Public Works Department Technician



CITY OF ROSEBURG MEMORANDUM



DATE: February 5, 2025

TO: Parks & Recreation Commission

FROM: Velorie Ligon, Parks & Recreation Program Manager

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Playground Equipment Purchase – Brown Park**

ISSUE STATEMENT AND SUMMARY

City of Roseburg was awarded a grant from the Oregon Parks and Recreation Department (ORPD) for the construction of a playground and other improvements at Brown Park. The issue for the Commission is whether to forward a recommendation to the City Council for the purchase of play equipment and playground surfacing.

BACKGROUND

On October 9, 2023, City Council authorized the City Manager to negotiate and execute a donation agreement to accept \$150,000 from a local donor for the Brown Park Expansion Project. Council also authorized the City Manager to proceed with the purchase of the adjacent lot located at 710 W Francis Street for the expansion of Brown Park.

April of 2024, staff applied for and received grant funding through the Oregon Parks and Recreation Department Local Government Grant Program. Notice to Proceed was issued on November 5, 2024.

City staff evaluated the quality, durability and design of play equipment and amenities from several manufacturers. Staff contacted various manufacturers to receive information, which included lists of play areas to visit. Information was gathered through on-site comparisons of equipment by different manufacturers. After evaluation, play equipment manufactured by Landscape Structures, sold exclusively in Oregon by Ross Recreation Equipment, was chosen.

The City received a quote from Ross Recreation Equipment in the amount of \$401,623.04 for the purchase of play equipment and \$230,768.45 for playground surfacing material and installation. These quotes include a 7% discount offered for the playground equipment and an 8% discount for the playground surfacing material when purchased using the National Purchasing Partners (NPP) cooperative purchasing contract

NPP is a national cooperative procurement organization based in Seattle, Washington offering publicly solicited contracts to government entities nationwide. These contracts are established through an RFP process conducted by a Lead Public Agency (League of Oregon Cities). This contract satisfies Oregon's formal competitive bid requirements. The City of Roseburg has an active status with NPP and has been a member since 2005.

FINANCIAL/RESOURCE ISSUES

The FY 2024-25 adopted Park Improvement fund includes \$754,852 for this project. Approximately \$1,111,750 in funding has been identified for this project, utilizing a combination of sources. Cost estimates and funding breakdowns are summarized in the following tables.

Playground Equipment Purchase

Playground Equipment	\$ 401,623.04
Playground Surfacing – Materials & Installation	\$ 230,768.45
Total Playground Equipment Purchase	\$ 632,391.49

Construction Cost Estimate

	Amount
Play Equipment	\$ 401,623.04
Play Surfacing – Materials & Install	\$ 230,768.45
Site Work & Concrete Install	\$ 172,567.50
Sidewalk Along Francis Street	\$ 55,000.00
Parking Lot & Access	\$ 74,827.50
Misc: Amenities, Landscaping	\$ 26,963.51
Total Est. Project Cost	\$ 961,750.00

Funding Sources

	Amount
State LGGP Grant Award	\$ 667,050.00
Match:	
City Forces Labor & Equipment	\$ 147,581.25
Sidewalk Fund	\$ 45,000.00 *FY25-26 Budget
Park Improvement Fund	\$ 102,118.75
Total	\$ 961,750.00

TIMING ISSUES

In order to avoid price increases and meet our timeline of completing the project prior to the winter of 2025, staff is seeking authorization to purchase the play equipment as soon as practical. If the Commission provides a recommendation, it will be presented to City Council on February 24, 2025.

STAFF RECOMMENDATION

Staff recommends forwarding a recommendation to City Council authorizing the purchase of Landscape Structures play equipment and ForeverLawn Playground surfacing from Ross Recreation Equipment in the amount of \$632,391.49 utilizing the NPP purchasing contract.

SUGGESTED MOTION

"I move to recommend to the City Council the purchase of play equipment and surfacing material from Ross Recreation Equipment in the amount of \$632,391.49 for the Brown Park Expansion Project, using the NPP purchasing contract."

ATTACHMENTS

Play Equipment Image



Brown Park Expansion Project

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