



4  
10-31-2025

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

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

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**I. CALL TO ORDER**

**II. ROLL CALL:**

<u>Chair:</u>	Ruth Smith		
<u>Commissioners:</u>	Kyle Bailey	Ryan Finlay	Diana Wales
	Bob Grubbs	Joshua James	Vacant

**III. APPROVAL OF MINUTES**

A. September 3, 2025

**IV. DISCUSSION ITEMS**

A. **Umpqua Valley Tennis Center Fee Adjustment Proposal**

**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](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Tuesday, November 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. **Parks Verbal Updates**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: December 3, 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  
SEPTEMBER 3, 2025**

**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 3, 2025, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ruth Smith (arrived 8:28 am), Commissioners Ryan Finlay, Bob Grubbs, Diana Wales and Josh James

Absent: Commissioners Kyle Bailey

Attending Staff: City Manager Nikki Messenger, Public Works Director Ryan Herinckx, Parks and Recreation Program Manager Val Ligon, and Department Technician Chanelle Rogers

Others Present: Douglas County Baseball Association member Jacob Whisler

**APPROVAL OF MINUTES:** Commissioner Finlay moved to approve the minutes of the July 16, 2025, Parks and Recreation Commission meeting. Motion was seconded by Commissioner Grubbs and approved with the following vote: Commissioners, Finlay, Grubbs, Wales and James voted yes. No one voted no.

Introductions were made for the new commission member Josh James

**DISCUSSION ITEMS:**

**Douglas County Baseball Association's Proposal for Year-Round Beer Sales at DCBA Events – Follow-up from 6/18/25:** Ligon reminded the commission that Douglas County Baseball Association (DCBA) presented their proposal to sell beer year-round at DCBA events at the June Parks Commission meeting, at that time the commission requested additional information. Jake Whisler from DCBA informed they have had more players try out this year than before. Whisler said this issue is just a small piece of their puzzle on figuring out how to fund upgrades and ongoing maintenance, he mentioned some of the other ideas DCBA is looking at to generate revenue also. Whisler also went over the risk management plan that DCBA plans to implement. Messenger questioned if the limit of drinks was per game or per day. Whisler replied it would be per day. Commissioner Grubbs questioned if there could be an alcohol zone for those purchasing alcohol and the rest of the seating is open to anyone. Commissioner James said Reser Stadium in the past didn't allow alcohol at all, then they did and had family zones. They have since removed the family zones and he hasn't seen any issues from having people drinking alcohol around those that aren't. Discussion ensued.

**MOTION:** Commissioner Finlay moved to recommend accepting Douglas County Baseball Association (DCBA) proposal on a one-year trial with removal of special alcohol zone and clarify limit of 3 beers per person per day. Motion was seconded by Commissioner James and approved with the following vote: Commissioners Finlay, James, Smith voted yes. Commissioners Grubbs and Wales voted no.

**AUDIENCE PARTICIPATION:** Email received and provided to the commission members from John Costello regarding potential tree to be removed during the Brown Park Expansion project. Staff provided some photos of the tree and provided some information on the possible issues with the tree and location of it.

**INFORMATIONAL:**

**Project Updates:** Staff gave brief verbal updates on multiple park projects.

**BUSINESS FROM THE COMMISSION:** Wales informed the Swifts were not cooperating this year and had not shown up to the Clay Place chimney. The Audubon Society is keeping eye out for them.

**NEXT MEETING DATE:** October 1, 2025

**ADJOURNMENT:** Meeting adjourned at 9:16 a.m.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in dark ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician



## CITY OF ROSEBURG MEMORANDUM



**DATE:** November 4, 2025

**TO:** Parks & Recreation Commission

**FROM:** Velorie Ligon, Parks & Recreation Program Manager

**VIA:** Ryan Herinckx, Public Works Director

**SUBJECT:** Umpqua Valley Tennis Center Proposal  
Monthly Outdoor Court Memberships

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### ISSUE STATEMENT AND SUMMARY

The Umpqua Valley Tennis Center (UVTC) is requesting the Parks & Recreation Commission consider a proposal to offer a month-to-month membership for the outdoor tennis and pickleball courts to non-members and forward the recommendation to City Council.

### BACKGROUND/ANALYSIS

Per the 2010 Stewart Park Tennis Center Ground Lease and Operating Agreement, subject to the City's right to review and modify, UVTC may occasionally adjust the fees charged in connection with the use of the facilities. UVTC shall notify the City in writing at least 90 days prior to any proposed change in fees. Also, in establishing fees, the City shall consider the condition of the facilities, any outstanding debt, the cost of maintenance and operation, the existing fees, UVTC's obligations under the agreement, and other economic conditions within the community. The agreement further states that The City shall not be unreasonable in adjusting the fees, and no fees set by the City shall be adjusted by UVTC for at least one year thereafter without first obtaining City's approval.

The last fee adjustment request from the Umpqua Valley Tennis Center was in November of 2019. At that time UVTC proposed a 4% fee increase only to its members using the indoor facilities. The fees for the public use of the outdoor courts remained the same at \$2.00 per day, youth play for free.

Members of the UVTC plan to attend the November 4, 2025, Parks Commission Meeting and will provide additional information to the Commission at that time.

### TIMING ISSUES

The agreement requires a 90-day notification prior to any proposed changes in fees. UVTC's contacted City staff on October 8, 2025 with the proposed changes to the fee structure. In consideration of these timing issues UVTC requests that the proposal goes into effect February 1, 2026.

**STAFF RECOMMENDATION**

Staff recommends the Commission forward a recommendation to the City Council for UVTC's request to offer a Monthly Outdoor Court Membership, with no annual commitment.

**SUGGESTED MOTION**

*I move to recommend to the City Council the approval of UVTC's request to offer a Monthly Outdoor Court Membership, with no annual commitment.*

**ATTACHMENTS** UVTC Membership Options and Non-Member Daily Court Fees and Outdoor-Only Monthly Membership Options

## UVTC MEMBERSHIP OPTIONS

<b>INDOOR &amp; OUTDOOR COURT MEMBERSHIP</b>		
<b>FAMILY</b>	<b>CURRENT</b>	<b>PROPOSED</b>
Annual Commitment - Single Payment	\$1,068	no change
Annual Commitment - Monthly Payment	\$103	no change
Monthly (no commitment)	\$133	no change
<b>COUPLE</b>		
Annual Commitment - Single Payment	\$998	no change
Annual Commitment - Monthly Payment	\$96	no change
Monthly (no commitment)	\$125	no change
<b>SINGLE</b>		
Annual Commitment - Single Payment	\$742	no change
Annual Commitment - Monthly Payment	\$71	no change
Monthly (no commitment)	\$93	no change
<b>JUNIOR 18 and under</b>		
Annual Commitment - Single Payment	\$251	no change
Annual Commitment - Monthly Payment	\$24	no change
Monthly (no commitment)	\$31	no change

<b>NON-MEMBER DAILY COURT FEES</b>		
Indoor Daily Fee	\$15/day	no change
Outdoor Adult Daily Fee	\$2/day	no change
Outdoor Junior 18 & under Daily Fee	free	no change

<b>OUTDOOR-ONLY MONTHLY MEMBERSHIP (no annual commitment)</b>		
Family or Couple	NA	\$45
Single	NA	\$25
Junior 18 and under	free	no change