



ROSEBURG PARKS AND RECREATION COMMISSION AGENDA
WEDNESDAY, APRIL 16, 2025
8:15 a.m. Regular Meeting

CA
4-11-2025

In Person at City Hall Third Floor Conference Room
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.

DATE CHANGE

I. CALL TO ORDER

II. ROLL CALL:

Chair: Ruth Smith

Commissioners: Kyle Bailey
Bob Grubbs

Ryan Finlay
Vacant

Diana Wales
Tobiah Mogavero

III. APPROVAL OF MINUTES

A. February 5, 2025

IV. DISCUSSION ITEMS

A. **Stewart Park Tennis & Pickleball Courts Bid Award Recommendation – Project No. 23GR23**

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, April 15, 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. **Umpqua Health alliance – Community Health Improvement Plan**

B. **Project Updates**

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 7, 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
FEBRUARY 5, 2025**

MINUTES

CALL TO ORDER: The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:17 a.m. Wednesday, February 5, 2025, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

ROLL CALL: Present: Chair Ruth Smith, Commissioners Kyle Bailey, Ryan Finlay, Bob Grubbs, and Tobiah Mogavero

Absent: Commissioner Diana Wales

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:

APPROVAL OF MINUTES: Commissioner Bailey moved to approve the minutes of the October 2, 2024 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Finlay and approved with the following vote: Chair Smith, Commissioners Bailey, Finlay, Grubbs, and Mogavero voted yes. No one voted no.

DISCUSSION ITEMS:

Playground Equipment Purchase – Brown Park: Ligon reminded the commission that the City was awarded a grant from the Oregon Parks and Recreation Department (ORPD) for the construction of a playground and other improvements at Brown Park. Ligon said staff evaluated the quality, durability, and design of play equipment and amenities from several manufacturers. After the evaluations, play equipment manufactured by Landscape Structures, sold exclusively in Oregon by Ross Recreation Equipment, was chosen. Staff received quotes from Ross Recreation Equipment which included discounts for purchasing using the National Purchasing Partners (NPP) cooperative purchasing contract. Chair Smith questioned what type of surface will be used. Ligon replied it would be ForeverLawn like what was used at Beulah Park. Commissioner Finlay inquired about parking. Herinckx stated that in addition to the on street parking that is already there, a small lot will be added at the south end and will have ADA access to the playground. Commissioner Bailey asked how far back from W. Harvard would the playground be. Staff said it would be back on the new lot. Commissioner Grubbs inquired if Ross Recreation was a common supplier. Ligon said the City has used them since the Stewart Park playground remodel which was in 2010 and that playground is still holding up.

MOTION: Commissioner Grubbs moved 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. Motion was seconded by Commissioner Bailey and approved with the following vote: Chair Smith, Commissioners Bailey, Finlay, and Grubbs voted yes. Commissioner Mogavero voted no.

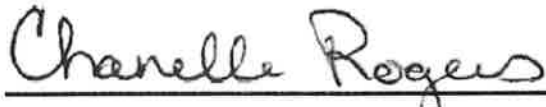
AUDIENCE PARTICIPATION: None

INFORMATIONAL: Staff provided verbal updates on the Tennis/Pickleball Courts project, Sunshine Trail Project, and the Soccer field's project.

BUSINESS FROM THE COMMISSION: None

NEXT MEETING DATE: March 5, 2025

ADJOURNMENT: Meeting adjourned at 8:51 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

FINANCIAL/RESOURCE ISSUES

The FY 2024-25 adopted Park Improvement fund includes \$1,300,000 for this project. Approximately \$2,524,895 in funding has been identified for this project, utilizing a combination of sources. Cost estimates and funding breakdowns are summarized in the following tables.

Total project construction costs are estimated as follows:

Engineering and Bidding:	\$ 73,600
Construction Bid:	\$ 2,360,310
Identified Cost Reductions	\$ (64,725)
Construction Admin.	\$ 35,000
<u>Contingency (5%)</u>	<u>\$ 118,015</u>
Total Cost Est.	\$ 2,522,200

Total funding package is outlined below:

Oregon Parks and Rec. Grant	\$ 750,000
Umpqua Valley Tennis Association Fund Raising	\$ 1,091,895
Water Capital Fund	\$ 138,000
Sidewalk Improvement Fund	\$ 45,000
Park Improvement Fund	\$ 120,000
Stewart Trust and Other Grants	\$ 100,000
Tourism Funds	\$ 120,000
<u>US Tennis Association Grant</u>	<u>\$ 160,000</u>
Total Funding	\$ 2,524,895

TIMING ISSUES

The Oregon Parks and Recreation Grant agreement requires the project to be completed by December 31, 2025, unless otherwise extended. If awarded, Notice to Proceed would be issued for May 19, 2025. The construction contract requires work to be completed by October 5, 2025. If the Commission provides a recommendation, it will be presented to City Council on April 28, 2025.

STAFF RECOMMENDATION

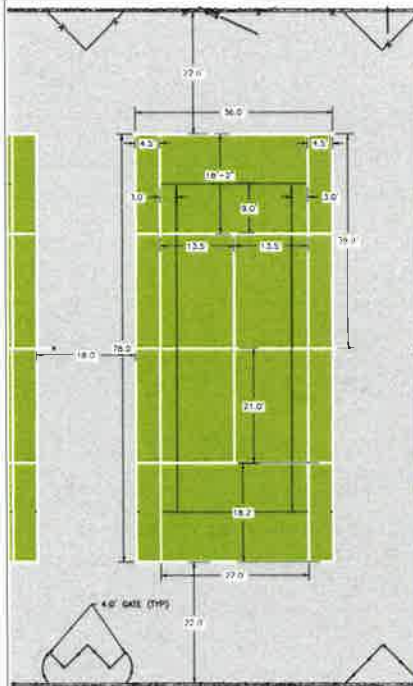
The lowest bidder submitted all required documentation and is considered responsive. Funds have been identified for the project. Therefore, staff recommends forwarding a recommendation to City Council to award the project to the lowest responsive bidder, JRT Construction for \$2,360,310.

SUGGESTED MOTION

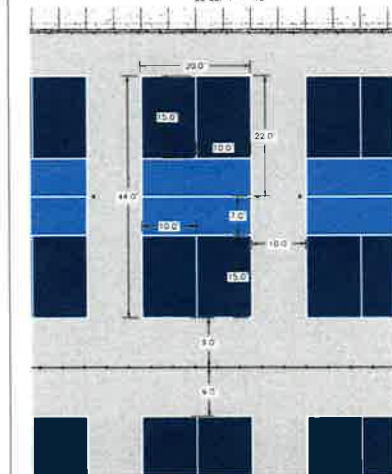
"I move to recommend to the City Council the award of the Stewart Park Tennis & Pickleball Courts project to JRT Construction for \$2,360,310."

ATTACHMENTS

Site Plan



TYPICAL TENNIS COURT LAYOUT
SCALE: 1" = 10'



TYPICAL PICKLEBALL COURT LAYOUT
SCALE: 1" = 10'



UMPQUA VALLEY
TENNIS CENTER
INDOOR BUILDING

UMPQUA VALLEY
TENNIS CENTER
PARKING LOT

NW STEWART PARKWAY

NW HARVEY AVE

ENTRANCE
TO YMCA

TO PARKING LOT
FOR UVC & GOLF
COURSE

CALL BEFORE YOU DIG!
ONE CALL: 800-332-2344
OR: 503-001-0015 THROUGH
503-001-0080



ie

Description

Date

Rev.

Drawn

Check

Scale

Notes

Sheet

Project

Client

C.2



CITY OF ROSEBURG MEMORANDUM



DATE:

TO: Parks & Recreation Commission

FROM: Velorie Ligon, Parks & Recreation Program Manager

VIA: Ryan Herinckx, Public Works Director

SUBJECT: Umpqua Health Alliance - Community Health Improvement Plan

INFORMATIONAL

Thrive Umpqua has approached City staff and other community stakeholders with a request to collaboratively brainstorm and identify potential projects within our parks that would positively impact the health and well-being of Douglas County. Jessica Hand, with Thrive Umpqua, will be here to talk about project ideas and present information about Umpqua Health Alliance's Community Health Improvement Plan (CHIP), and the funding opportunities they offer.



CITY OF ROSEBURG MEMORANDUM



DATE: April 16, 2025

TO: Parks & Recreation Commission

FROM: Velorie Ligon, Parks & Recreation Program Manager

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Project Updates**

The following is a brief status update of current Parks projects.

Brown Park

On February 24, 2025, Council authorized the purchase of playground equipment and surfacing material for the Brown Park Expansion Project. Playground equipment and surfacing material will be delivered in late summer. Construction is expected to start in late summer / early fall. Project completion is expected by the end of the year.

Fir Grove Soccer Field Turf Project

Field size, layout and site grading has been determined. Fir Grove is located within the floodway of the South Umpqua River. The consultant is currently reviewing the grading plan and hydraulic modeling to confirm a "No-Rise certification" using FEMA guidelines. Staff is anticipating submitting a grant application with Oregon Parks and Recreation Department in Spring of 2026 for partial project funding.

Legion Field Assignment to Douglas County Softball Association

Council approved the Assignment of the Legion Field Management and Operation Agreement and the Legion Field Turf License Agreement to Douglas County Baseball Association (DCBA). Staff is currently awaiting the IRS's review of DCBA's 501c3 application packet. Once Federal approval is completed, the Assignment can be finalized.

Sunshine Trails

On December 2, 2024, both City and County Planning Commissions held a joint public hearing to consider bringing 49.92 acres of park property into the UGB and inside the City limits. Planning Commission requested staff prepare findings of fact referring the request to Council with a recommendation that Council approve the UGB expansion and subsequent land use actions.

On February 10, 2015, Council approved Ordinance 3608 Amending the UGB, Annexing Property, Amending the Comprehensive Plan Map, Amending the City Zoning Map and Amending the Urban Growth Management Agreement (UGMA).

On March 19, 2025, the Douglas County Commissioners held a public hearing and approved Co-Adoption of the Amendments. The 21-day appeal period ended on Wednesday, April 9, 2025.

UACT Renovation Project

UACT is currently working on submitting for site plan review. Once plan review comments are received UACT will proceed with design work.

March 16th Flood Damage in Parks

- Stewart Park - Halfshell electrical
- Stewart Park Natural Area
- Stewart Park Golf Course
- Templin Beach Park
- Happy Tails Dog Park-
- Parrot Creek Park
- Eastwood Park
- Sunshine Park
- Charles Gardiner Park