



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

Handwritten: 1-26-2023

**Hybrid Meeting – In Person at Public Safety Center Umpqua Room and Electronic
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: Patrice Sipos
Commissioners: Kyle Bailey Ryan Finlay Diana Wales
Bob Grubbs Marsha La Verne Tobiah Mogavero

III. APPROVAL OF MINUTES

A. December 7, 2022

IV. DISCUSSION ITEMS

- A. Five-Year Capital Improvement Plan Update
- B. Leila Heislen / Brown Park Discussion

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, January 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

A. Park Updates

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: March 1, 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
DECEMBER 7, 2022**

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, December 7, 2022, in the Umpqua Room at Roseburg Public Safety Center, Roseburg, Oregon and electronically via Zoom.

ROLL CALL: Present: Commissioners Kyle Bailey, Ryan Finlay, Diana Wales, Bob Grubbs, Marsha La Verne, and Tobiah Mogavero

Absent: Chair Beverly Cole

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 La Verne moved to approve the minutes of the April 6, 2022 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Wales and approved with the following vote: Commissioners Bailey, Finlay, Wales, Grubbs, La Verne, and Mogavero voted yes. No one voted no.

DISCUSSION ITEMS:

ORPD Local Government Grant Application – Stewart Park Outdoor Tennis Center: Easley informed staff is seeking approval to apply for a Local Government Grant from Oregon Parks & Recreation Department to assist with funding for improvements to the outdoor tennis courts in Stewart Park. The first six tennis courts were installed in 1959 and the additional six courts followed in 1970, far exceeding the lifespan of a tennis court without ever having significant improvements. Staff informed the Umpqua Valley Tennis Center (UVTC) design includes replacing the existing outdoor courts and reducing the number of courts from eleven to nine. The reconfiguration will allow for five tennis courts on the north side and the remaining four courts on the south side will house 16 pickle ball courts. Commissioner Bailey questioned how this project would tie in with the new pickle ball courts they recently opened. Ligon stated the new pickle ball courts are indoor this project is regarding the outdoor courts. Commissioner Wales inquired if they could stripe all the courts to include the striping for pickle ball rather than just four of the courts. Messenger said staff could check with UVTC, but there may be some restrictions for the striping for the tennis tournaments that are held there.

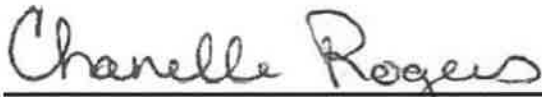
MOTION: Commissioner Bailey moved to recommend to City Council the adoption of the attached Resolution authorizing the submission of an application to the Local Government Grant Program for the Stewart Park Outdoor Tennis Court project. Motion was seconded by Commissioner Finlay and approved with the following vote: Commissioners Bailey, Finlay, Wales, Grubbs, La Verne, and Mogavero voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL: Ligon informed the geocache event would be happening the first Saturday in February at Stewart Park Pavilion would be the kick-off event. Commission Grubbs questioned if it brings in many people from out of town. Ligon replied that about 89% of the people that come to the kick-off event are from out of Douglas County. Ligon said that this year there will be a little more to some of the locations as there will be a QR code to scan to learn more about that location. Ligon also informed the Parks and Recreation staff had a new event this year called Tapes-Trees which allows community members to sign up to knit or crochet wraps to put around the trees in Fir Grove, they will be put up during the Arts Festival in June. Bailey questioned how long they would be left on the trees. Ligon stated through the summer.

BUSINESS FROM THE COMMISSION:

ADJOURNMENT: Meeting adjourned at 8:36 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: February 1, 2023

TO: Parks & Recreation Commission

FROM: Dawn Easley, 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.

The current plan was adopted in April 2021. Several projects are complete and other projects have been delayed.

FINANCIAL/RESOURCE ISSUES

We are in the planning stage of revising the plan and currently are not recommending any specific project.

TIMING ISSUES

The budget process starting on 1/26/2023 and staff would like to have any changes to the CIP plan by the end of February 2023, to have the opportunity to update cost estimates and bring the plan to commission and council prior to the 23-24 budget.

COMMISSION OPTIONS

The Commission has the following options:

1. To provide feedback and direction for the update of the 2021-2026 Capital Improvement Plan for Park Improvement, Bike Trail, and The Stewart Trust funds.

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 wanted to discuss the projects that we have completed and get recommendation for new projects.

SUGGESTED MOTION

None

ATTACHMENTS

Chapters from 2021-2026 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

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				





**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 1, 2023

TO: Parks & Recreation Commission

FROM: Velorie Ligon, Parks & Recreation Program Manager

VIA: Dawn Easley, Public Works Director

SUBJECT: **Leila Heislen / Brown Park Discussion**

ISSUE STATEMENT AND SUMMARY

Leila Heislen was an active member on the Parks & Recreation Commission from 1992 - 2020. As a member of the Parks Commission, Leila was instrumental in many park improvement projects including the development of Sunshine Park, Happy Tails Dog Park, the Fir Grove Splash Pad and Playground and continued expansion of the park trail system. Leila officially adopted Brown Park in 1995 and spent countless hours each year helping care for the landscape. The flowers that she planted at the edge of the park near Harvard Avenue were enjoyed by passers-by every summer. She also donated trees and perennials that were planted at Brown Park and throughout the park system.

Currently in Brown Park there is a recognition bench that was placed noting her 25 years of service on the Parks Commission and a small Adopt-A-Park plaque. Conversations have taken place on ways to further recognize Leila.

BACKGROUND/ANALYSIS

Brown Park is a small mini park located in west Roseburg along Harvard Avenue. In June of 1958 the land was conveyed to the City of Roseburg for public park and playground purposes only and as a memorial to George M. Brown, former Attorney General and Supreme Court Justice of the State of Oregon. The deed states that in the event the City fails to maintain and use the property for public park, playground and said memorial purposes or attempt to make other use of said property the title shall revert to and become the property of the grantors and/or their heirs.

DISCUSSION

Staff is requesting input and feedback from the Commission at this time on possible options to further recognize and memorialize Leila Heislen.

ATTACHMENT

Naming Policy

RESOLUTION NO. 2010 - 16

A RESOLUTION ENACTING THE CITY OF ROSEBURG PARK MEMORIAL AND NAMING POLICY

WHEREAS, the City of Roseburg periodically receives requests for installation of memorials within parks; and

WHEREAS, the City of Roseburg periodically receives requests to name and/or rename existing City parks or specific sections therein; and

WHEREAS, the City of Roseburg Parks & Recreation Commission developed a policy outlining requirements for installing memorials and/or naming or renaming City parks or sections therein; and

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Roseburg, Oregon, that the "City of Roseburg Park Memorial and Naming Policy" attached hereto as "Exhibit A" is hereby adopted and is effective immediately upon adoption.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 22ND DAY OF NOVEMBER 2010.



Debi Davidson, Acting City Recorder

Exhibit "A"
City of Roseburg Park Memorial & Naming Policy

Definitions

- 1) "City Property" means a parcel of land or improvement owned and / or controlled by the City of Roseburg.
- 2) "Park" means a parcel of land owned and/or controlled by the City of Roseburg for park and recreation purposes, or as an area of City beautification.
- 3) "Facility" means a building or structure located on a City property, including but not limited to libraries, office buildings, utility buildings, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports such as tennis courts, basketball courts and skateparks.
- 4) "Amenity" means a smaller support structure located within a larger City park facility, such as benches, picnic tables, conference rooms, playgrounds, drinking fountains, decorative or water play fountains, gardens, gazebos or vegetation.
- 5) "Memorial" means a facility or amenity placed within a City park facility or on City park property in remembrance of a particular person or event. For the purposes of this policy, "memorials" also include features designated for purposes such as celebrations, or other special recognition. Memorials are divided into two categories:
 - a. "Minor Memorial" means an amenity or facility proposed for use as a memorial with a value of less than \$5,000.
 - b. "Major Memorial" means an amenity or facility proposed for use as a memorial with a value of more than \$5,000.

The value of a memorial will be determined based on the costs attributable to the project.

- 6) "Resident" means a person residing or owning land within the Roseburg city limits, or a business located within the Roseburg city limits.
- 7) "Plaque" means a marker used to identify an amenity or facility as a memorial.

Process; Exemption

- 1) All requests to place memorials on City property shall be submitted in writing to the Public Works Director. Major memorial requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to create a memorial.

2) Requests shall be evaluated as follows:

- a. Minor Memorials. The Public Works Director shall decide whether to approve or deny any minor memorial request in consultation with other City staff or individuals, as necessary.
- b. Major Memorials. Staff shall make a recommendation to the City of Roseburg Parks Commission, who shall review all major memorial requests. The Parks Commission will forward a recommendation to the City Council for approval, or issue a denial, which can be appealed to the City Manager.

3) The criteria to be used to evaluate a minor or major memorial request shall include, but not be limited to, the following:

- a. Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staff time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the City.
- b. Whether the memorial will interfere with the existing or planned design, function or intended user experience of the area in which it is to be located.
- c. Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision or appeal of any park facility or property.
- d. Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.
- e. Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City.
- f. Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality material, and no more than 5"x7" in size.
- g. Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.
- h. Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.
- i. Whether the requesting party agrees and understands that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that the memorial may be removed, at the City's sole discretion, if the Public Works Director finds the removal to be in the public's best interest.

Naming of City Park Properties, Amenities or Facilities

- 1) Consideration of the following in naming City park properties, amenities or facilities is strongly encouraged:
 - a. Historical significance;
 - b. Geographical identifiers; and
 - c. Natural characteristics, including flora and fauna that are characteristic of the Roseburg area.
- 2) All requests to name or re-name a City park property, amenity or facility shall be made in writing to the Public Works Director. Such requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.
- 3) Requests to name or re-name a City park property, amenity or facility shall be evaluated by the Parks Commission along with a staff recommendation. The Parks Commission shall make a recommendation to the City Council for approval of the name. A denial by the Parks Commission may be appealed to the City Manager.
- 4) Generally, the naming of a City park property, amenity or facility shall occur before or during development, and be the product of a public participation process.
- 5) For purposes of evaluation and recommendation, the naming of a City park property, amenity or facility shall be divided into two categories:
 - a. **Service and Non-monetary Contribution.** A City park property, amenity or facility may be named to honor a person, living or deceased, in recognition of that person's extraordinary volunteerism, employment, leadership or similar service or non-monetary contributions to the mission and purpose of parks and recreation in the City of Roseburg. The applicant should submit a letter providing a summary and examples of the significant contributions to the mission and purpose of parks and recreation in Roseburg, with supporting documentation such as newspaper clippings, letters of support, or other relevant information.
 - b. **Financial Contributions.** The Parks Commission may consider naming a City park property, amenity or facility for a resident, organization or a business that has given or offered to give an appropriate and significant financial contribution to acquire, construct or otherwise enhance a park and recreation facility. A significant contribution means a donation of at least 51% (or \$300,000, whichever is greater) of the cost of the acquisition, construction or improvement of the City property, park, amenity or facility requested for naming. The Parks Commission may consider a time limitation on naming of a park property, amenity or facility by a business.
- 6) **Renaming of City Park Properties, Facilities or Amenities.** The City of Roseburg intends that the name on a facility be the permanent designation. Only under extreme or extraordinary circumstances shall facilities be renamed, unless the duration of naming was identified by prior agreement.

- 7) An application to rename a facility shall comply with and be evaluated in accordance with the procedures set out in the previous 'Process; Exemption' section.

Deviations from Policy

The Public Works Director may allow minor deviations from this policy if he/she finds that such deviation will further the goals and intent of this policy and will help further the mission of parks and recreation in the Roseburg community.