



**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, AUGUST 6, 2014**

*Leila Heislein*  
*Aug 8/1/2014*

**8:15 a.m Regular Meeting      City Hall Third Floor Conference Room  
900 SE Douglas Avenue, Roseburg, Oregon 97470**

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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.**

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair:                      Bob Cotterell  
Commissioners:        Kyle Bailey                      Leila Heislein                      Diana Wales  
   Bob Grubbs                      Marty Verberkmoes              Bob Walker

**III. APPROVAL OF MINUTES**

A. Regular Meeting July 2, 2014

**IV. DISCUSSION ITEMS**

A. **Equipment Purchase – Two Mid-Sized Mowers**

**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 and address for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

**V. INFORMATIONAL**

A. Parks Maintenance Report

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: September 3, 2014**

**VIII. ADJOURNMENT**

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

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG  
PARKS AND RECREATION COMMISSION  
JULY 2, 2014**

**MINUTES**

**CALL TO ORDER:** Commissioner Leila Heislein called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:16 a.m. Wednesday, July 2, 2014, in the Third Floor Conference Room at City Hall.

**ROLL CALL:** Present: Commissioners Leila Heislein, Kyle Bailey, Bob Grubbs, and Diana Wales

Absent: Chair Bob Cotterell, Commissioners Bob Walker, and Marty Verberkmoes

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, Parks and Recreation Program Manager Barbara Taylor, and Department Technician Chanelle Rogers

Others Present: None

**APPROVAL OF MINUTES:** Wales moved to approve the minutes of the April 2, 2014 Parks and Recreation Commission meeting with correction. The motion was seconded by Grubbs and carried unanimously.

**DISCUSSION ITEMS:**

**Recreational Trails Program Grant Application – Stewart Park:** Taylor informed staff would like to apply for a Recreational Trails Program Grant from Oregon Parks & Recreation Department. The grant request would be for the total renovation of a 2,300 linear foot section of paved multi-use trail in central Stewart Park. Taylor stated that the portion of path runs between the park maintenance shop at the south end to the golf course parking lot at the north end. This section has been in place for over thirty years, has several areas that hold water in the winter along with some uplifted areas from tree roots and additional areas that are falling apart. Taylor informed that the new path would be 10' wide, which is consistent with ODOT multi-use trail standards and other recently built trails in the city, the current section ranges from 5 ½ to 6 ½ feet wide. Wales questioned if the widening the path would allow for designated bike section. Staff stated it would not. Grubbs inquired if the new path would be in the same place as the current one and would the 10' width cause any problems with trees. Taylor replied that it would be in the same place and there shouldn't be any issues with trees will have to move a couple of benches. Wales asked about the depth of the path she is concerned the tree could be accidentally killed from digging down. Taylor stated that the plan is to have the grade of the path go up at the tree so they won't have to be digging down. Discussion ensued.

**MOTION:** Bailey moved to recommend to City Council the adoption of the Resolution authorizing the submission of an application to the Recreational Trails Grant program for the Stewart Park multi-use trail renovation project. Motion was seconded by Grubbs and carried unanimously.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Taylor informed that the playground project at Micelli Park is nearing completion. Staff will be picking a date for the grand opening within the next month. Grubbs asked if an aerial will be done so people can see the turtle shape. Messenger stated that she had asked Gary Leif from Leif Photography if he could take one the next time he is up taking aerial photographs. Taylor also mentioned that the last Movie in the Park was cancelled due to the expected bad weather, but staff is looking at rescheduling it for Friday, August 22<sup>nd</sup>.

**BUSINESS FROM THE COMMISSION:** Heislein questioned where the wood was going from the tree that was cut down at Brown Park. Messenger stated that it is being donated to UCAN. Bailey asked if the tobacco free park rule applied to the e-cigarettes. Taylor replied that it currently does not. Colley said staff is happy to support adding that if the commission wants to but may also need to look at adding marijuana or broaden it to  
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state no smoking rather than specify what type of project is prohibited. Heislein inquired as to who enforces the park rules during the Music on the Halfshell concerts. Staff informed that it is the Halfshell committee members. Colley also stated that there are police officers at the concerts most of the evening.

**ADJOURNMENT:** Meeting adjourned at 8:35 a.m.

*Chanelle Rogers*

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 6, 2014  
**TO:** Parks & Recreation Commission  
**FROM:** Nikki Messenger, Public Works Director  
**SUBJECT:** Equipment Purchase – Two Mid-Sized Mowers

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**ISSUE STATEMENT AND SUMMARY**

The FY 14-15 Equipment Replacement Fund budget includes the replacement of two mowers for the Parks Maintenance Division. The issue for Commission is whether to recommend to the City Council the purchase of the mowers.

**BACKGROUND**

**A. Analysis.** Two mid-sized, riding mowers are due for replacement during the 2014-15 budget cycle. The new mowers would replace a 2009 four-wheel drive Toro with 72-inch deck (model 3280-D), and a 2009 John Deere ZTrak. Both 2009 mowers are in fair condition (with 1631 and 411.3 hours, respectively) and are expected to be kept in inventory until parts and service costs exceed benefits.

Staff is proposing to not replace the existing mowers with the same models. Maintenance staff members have expressed a preference for the 72-inch, four-wheel drive Toro mowers over the 84-inch Toro (currently being phased out of parks inventory), and the 54-inch John Deere ZTrak. Staff members have reported that the redesigned ZTrak (2009) is heavier and throws more debris than the previously used ZTrak (2004).

Recently a demonstration model Toro Groundmaster 360 Quad-Steer mower was provided for maintenance staff to test. It combines the benefits of the four-wheel drive Toro (3280-D), with the maneuverability of the ZTrak. The wider tires and wheel base, made it safer to mow sidehills and steep/slippery slopes. The all-wheel steering also helped with mowing slopes, and made it easier to mow around obstacles (trees, benches, etc.). The maneuverability was described as being similar to other zero-turn designs, but did not "tear up the turf" like the ZTrak. The design makes it possible to mow very close to obstacles without backing up or "catching" them with the back of the mower. The Quad-Steer has a speed control feature (ASC), which purportedly reduces slipping and turf damage.

**C. Financial and/or Resource Considerations.**

The FY 2014-15 Equipment Replacement Fund budget includes \$54,000 for these two mowers. The combined cost for two Quad-Steer mowers is \$52,945.98. Both mowers would be purchased through Western Equipment Distributors, Inc. (the Pacific Northwest Toro supplier), and available at a reduced price through Oregon state contract pricing (ORPIN).

**D. Timing Issues.** If the Commission forwards a recommendation to Council it will be presented at their August 11<sup>th</sup> meeting.

**STAFF RECOMMENDATION**

Maintenance staff has evaluated the equipment to determine what best fits their needs. Money has been budgeted and is available to make the purchase. Therefore, staff recommends proceeding with the purchase of the two mid-sized mowers.

**RECOMMENDED MOTION**

*I move to recommend to the City Council the purchase of two Toro Groundmaster 360 quad steer mowers from Western Equipment Distributors, Inc. for \$52,945.98 utilizing ORPIN as the purchasing mechanism.*

## Maintenance Report for July 2014

### Parks Maintenance Division

- Removed hazard trees and limbs (Parks Maint. Div. and Service Provider)
- Completed irrigation for new Micelli playground
- Completed some fence repairs at Gaddis Park
- Repaired irrigation breaks in several parks
- Performed weed trimming in many areas
- Replaced faulty electrical breaker at Stewart Park (Service Provider)
- Replaced (old/worn) toilet seats at Stewart Park (Facilities Services Div.)
- Replaced toilet paper dispensers, with vandal-resistant type, at the Duck Pond restrooms (Facilities Services Div.)
- Painted fascia boards at Stewart Park restrooms (Facilities Services Div.)
- Replaced flush sensor at Sunshine Park (Facilities Services Div.)
- Painted/repaired picnic tables
- Mowed (with flail) near Gaddis Park and west side of Stewart Park
- Performed natural areas work: watering, weed trimming, pulling tansy, clipping blackberry vines, resetting cages
- Participated in event set-up and clean-up for many events (4<sup>th</sup> of July, Music on the Halfshell, tournaments, family gatherings, etc.)
- Installed memorial bench and plaque at Fir Grove Park
- Douglas County Juvenile Crew removed litter and began pulling/clipping English Ivy at North Riverside Park
- Disc golf volunteers piled/marked debris for removal, retained wildlife habitat (including known sites for squirrels, songbirds, and beneficial bees); also placed small logs to retain materials around baskets at Riverfront Park
- Phoenix School, Oregon Youth Conservation Corps (several crews) performed tasks along the Umpqua Greenway: removed grapevines, picked up lots of litter, clipped blackberry vines and trimmed annual weeds
- Church of Latter Day Saints (Melrose Ward) volunteers completed several projects at Stewart Park: scrubbed and sanitized play equipment, raked fall zone material back under swings, checked for loose bolts on picnic tables, pulled weeds, pruned shrubs, removed crabapple suckers, deadheaded flowers, removed litter, planted perennial flowers

