



**ROSEBURG PARKS COMMISSION AGENDA
WEDNESDAY, SEPTEMBER 2, 2020**

✓
8-21-2020

**8:15 a.m. Regular Meeting Stewart Park Pavilion
2041 NW Stewart Park Dr., Roseburg, Oregon 97471**

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.

NOTE: LOCATION CHANGE

I. CALL TO ORDER

II. ROLL CALL:

Chair: Alison Eggers
Commissioners: Kyle Bailey Leila Heislein Diana Wales
Bob Grubbs Marsha La Verne Ryan Finlay

III. APPROVAL OF MINUTES

A. August 5, 2020

IV. DISCUSSION ITEMS

A. Stewart Park Pavilion Renovation – Bid Award Recommendation

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. Maintenance Report

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: October 7, 2020

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
AUGUST 5, 2020**

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, August 5, 2020, in the Umpqua Room at the Public Safety Center.

ROLL CALL: Present: Commissioners Kyle Bailey, Leila Heislein, Diana Wales, Marsha La Verne, and Bob Grubbs

Absent: Chair Alison Eggers and Ryan Finlay

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Communications Specialist Eric Johnson, Parks and Recreation Program Manager Kris Ammerman, and Department Technician Chanelle Rogers

Others Present: Umpqua United Soccer Club Representatives Lance Colley, Alex Palm, Ronnie Bustamonte, and Vanessa Mosher, Wildlife Safari Member Leila Goulet, Citizen Patrick Lewandowski

APPROVAL OF MINUTES: Commissioner Bailey moved to approve the minutes of the March 4, 2020 Parks and Recreation Commission meeting. Motion was seconded by Commissioner La Verne and approved with the following vote: Commissioners Bailey, Heislein, Wales, LaVerne, and Grubbs voted yes. No one voted no.

DISCUSSION ITEMS:

Fir Grove Field Improvement request: Ammerman informed representatives of Umpqua United Soccer Club (UUSC) are requesting to make a major field improvement to one of the fields in the Fir Grove section of Stewart Park and extend their current agreement with the City to twenty years. Lance Colley, UUSC representative, stated the UUSC had received a grant from the Ford Foundation to determine the feasibility of installing artificial turf on one of the fields at Fir Grove. Colley also mentioned UUSC members have been meeting with City staff to discuss the project and review the plan to make sure it works with the Master Plan for that area. UUSC would like to proceed with a fundraising opportunity for this project along with work with staff to extend their agreement with the City to twenty years to more appropriately reflect their level of investment and to aid them in securing grants for the project. Ronnie Bustamonte, UUSC representative, informed that UUSC is a non-profit 503(C) youth sports organization but would like to get to the point to provide opportunities for adults also. Bustamonte informed in order for UUSC to continue to provide opportunities within our community, they need adequate facilities to meet the demand. They currently have in the fall season 52 recreational teams, 9-12 competitive teams, and 5 high school teams that use the fields. The grass fields don't meet their needs for space and year round access, also there is no field lighting which causes loss of time on the fields. Bustamonte stated the goals for the project are to provide a multi-sport facility at Fir Grove, provide year-around access, provide opportunities to host future sporting events, and generate income for the local community. Bustamonte discussed the benefits of synthetic turf fields and adding lighting. Alex Palm, UUSC representative, said the club has been working on this plan for at least one year and have been reviewing the master plan for that area to see what would be feasible. They have looked at many layouts, some would include reconfiguring the fields to accommodate more field space. Palm also mentioned that there are a lot of utilities that run under the fields that would be relocated into the grass that would be between artificial turf fields. Commissioner Wales questioned who would pay for the utilities to

be moved. Palm stated if the City had funds to put towards that it would be great but the UUSC would include that in the total cost for the field improvement project. Bustamonte stated the club would also like to install fencing, not to keep people from using the fields when they aren't using them, but to prevent vehicles from driving on them. The lights would only shine onto the fields as to not disturb any nearby businesses or residences. It was mentioned that maintenance of the artificial turf field would be included in the contract with the installing company, they come back every so often to do any maintenance required. Colley stated the group would like to get the approval from Council to move forward to do fundraising and work with staff on a long term agreement. Commissioner Wales questioned what other groups have long term agreements with the City. Messenger stated American Legion also did a long term lease when doing the turf project at Legion field. Many of the granting agencies won't work with groups unless they have a long term agreement with the property owner. Staff mentioned that the tennis center also recently entered into a long term agreement with the City. Discussion ensued regarding the agreement length. Commissioner Wales stated she was uncomfortable with doing a twenty year agreement. Commissioner Wales also mentioned she is involved with the Audubon Society and is concerned about the lighting spilling over into the sky along with the type of turf being used in regards to how it could affect the Swifts and other wildlife in the area. Multiple commission members feel this would be a good benefit for the community. Commissioner Bailey did mention his concern with the two parking lots tying together by the Arts Center. Palm said the Master Plan showed that so that is why they incorporated it into the plan. Messenger asked if anyone has been in communication with the Arts Center and UACT. Colley said they had been in contact with those organizations and had modified the parking as to not impact the Summer Arts Festival.

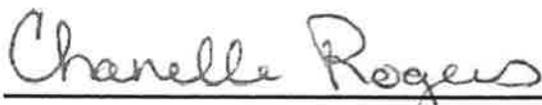
MOTION: Commissioner Bailey moved to recommend to City Council the approval of the request by Umpqua United Soccer Club to improve the surface of one of the Fir Grove fields to artificial turf, add lighting, and extend the terms of their agreement from five to twenty years, with the condition that all funding is secured prior to beginning the project. Motion was seconded by Commissioner La Verne and approved with the following vote: Commissioners Bailey, Heislein, LaVerne, and Grubbs voted yes. Commissioner Wales voted no.

AUDIENCE PARTICIPATION:

INFORMATIONAL: Ammerman informed staff has been working with Wildlife Safari and the Audubon Society on updating the kiosk at the Stewart Park natural area. Ammerman said Romtec has offered to provide a new kiosk at cost and there will also be a few stand-alone signs. Leila Goulet from Wildlife Safari went over the sign designs and what type of information will be on the signs. There will also be signage informing what not to feed and what to feed the wildlife there. Goulet said there has been discussion about possibly working with Fred Meyer to have signs put up in the store suggesting items that could be purchased to feed the wildlife.

BUSINESS FROM THE COMMISSION: Commissioner Wales informed the Swift watch event will not happen this year due to COVID-19, although the birds will still be there. Messenger questioned if staff needs to take into consideration the Swifts and if the lighting the soccer club is proposing would impact the migration. Commissioner Wales would like some additional information regarding the lighting to determine if it would be an issue.

ADJOURNMENT: Meeting adjourned at 9:27 a.m.



Chanelle Rogers, Public Works Department Technician



**CITY OF ROSEBURG
MEMORANDUM**



DATE: September 2, 2020
TO: Parks & Recreation Commission
FROM: Kris Ammerman, Parks & Recreation Program Manager
SUBJECT: **Stewart Park Pavilion Renovation –
Bid Award Recommendation**

ISSUE STATEMENT AND SUMMARY

On August 6, 2020, the City received bids for the renovation of the large pavilion at Stewart Park. The issue for Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND / ANALYSIS

The City received a grant from the Oregon Parks and Recreation Department through the Local Government Grant Program to renovate the Stewart Park Pavilion. The pavilion was built around 1970. It has served the City and its residents well for many years, but it is starting to show its age. The roof is leaking in several spots and there is an immediate need to address those issues before further deterioration occurs.

The project will include the demolition of two existing stone fireplaces, removal and replacement of two trusses and associated roof purlins and sheeting. The project will also include the removal of the existing tile roofing and installation of new standing seam metal roofing and electrical lighting upgrades.

Bids were opened on August 6, 2020. Four bids were received and are outlined below.

1. DSL Builders	\$119,875.00
2. Win Elder Construction	\$130,127.50
3. Meraki Construction	\$135,000.00
4. Zerbach Construction	\$177,219.80
<i>Engineer's Estimate</i>	\$126,715.00

FINANCIAL CONSIDERATIONS

Total project costs are estimated below:

Construction	\$119,875.00
Contingency (10%)	\$ 11,987.50
Total Project Cost	\$131,862.50

The FY 20-21 Stewart Trust Fund budget includes \$40,000 to construct the project. The FY 20-21 Park Improvement Fund also includes \$25,000 for the project. Grant funding will reimburse the City for up to \$75,000. Estimated project funding is outlined below:

OPRD Grant	\$ 75,000
Stewart Trust Fund	\$ 40,000
Park Improvement Fund	<u>\$ 25,000</u>
Total Funding	\$140,000

TIMING ISSUES

If the Commission recommends award, it will be presented to the Council at their September 14, 2020 meeting. The contractor will have 45 days to complete the project after the Notice to Proceed is issued. It is anticipated the project will be completed by the end of November.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend to City Council to award the contract to the low bidder, DSL Builders for \$119,875.00; or
2. Request additional information; or
3. Recommend that the City Council reject all bids.

STAFF RECOMMENDATION

Funds have been budgeted and are available to complete this project. The bids appear to be both responsive and responsible. Therefore, staff recommends awarding the project to the low bidder, DSL Builders for \$119,875.00.

SUGGESTED MOTION

I move to recommend to the City Council the award of the Stewart Park Pavilion Renovation Project to the low bidder, DSL Builders for \$119,875.00.

It's nice to have an opportunity to catch up on what Park Maintenance has been busy doing. It seems like spring was so long ago however we partnered with some great community organizations this last spring to accomplish some maintenance goals.

We then faced some challenges, as you all know, with our lives pertaining to Covid19. The parks system saw a huge increase in use. We met many great citizens from all over the county and in fact the state looking for a place to walk, bike ride, and feel a sense of normalcy. We did our best to keep services as close to normal as we could while complying with ever-changing health and safety regulations. Here is a summary of some of the things we completed and our currently working on.

A special thanks to the following for our spring maintenance tasks:

1. Umpqua United Soccer association worked with us and the community partners to obtain the donations
2. Green Diamond performance products - donated 300 tons of Green sand to help
3. Umpqua Sand and gravel – Donated half of the trucking from Riddle to the soccer fields

This couldn't have been done without them! We have a great Community!!

Other maintenance tasks are as follows

1. Deep tine and sand all soccer fields
2. Aerated and sanded Stewart Park
3. Planted pollinators Gaddis park
4. Replace toilet paper dispensers (vandalism)
5. Fertilized all sports fields
6. Mowing
7. Equipment maintenance
8. Installed arbor in pollinator garden
9. Added additional dog bag location along the path at Gaddis park
10. Removed some damaged trees, brush and weeds along path areas to help with visibility between Gaddis Park and Deer creek.
11. Improved the maintenance path at Stewart Park natural area pond
12. Increased disinfection time in bathrooms
13. Added new nets at the sand volleyball pits
14. Repaired damaged irrigation wiring systems
15. Working on new door lock system for Stewart Park restrooms to better monitor scheduling and help prevent vandalism by monitoring after hour door lock status.
16. Testing a new digital internet cloud based Irrigation clock for the area from Stewart Park to the sand volleyball pit. This will allow us to respond to changes in weather or failures of our electric irrigation valves. In the future this will help with water conservation, finding irrigation leaks sooner or failures to water at all.

There is much more to mention however we appreciate your time and are excited to hear the commission is able to get together and discuss what's happening or being planned in our park areas.