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10-31-19

**ROSEBURG PARKS COMMISSION AGENDA  
WEDNESDAY, November 6, 2019**

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

**III. APPROVAL OF MINUTES**

A. September 4, 2019

**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 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:** December 4, 2019

**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  
SEPTEMBER 4, 2019**

**MINUTES**

**CALL TO ORDER:** Chair Alison Eggers called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:15 a.m. Wednesday, September 4, 2019, in the Third Floor Conference Room at City Hall.

**ROLL CALL: Present:** Chair Alison Eggers, Commissioners Kyle Bailey, Diana Wales, Ryan Finlay, Bob Grubbs, Marsha La Verne, and Leila Heislein

**Absent:** None

**Attending Staff:** City Manager Nikki Messenger, Parks and Recreation Program Manager Kris Ammerman, and Department Technician Chanelle Rogers

**Others Present:** Blue Zones Project Representatives Jessica Hand and News Review reporter Scott Carroll

**APPROVAL OF MINUTES:** Commissioner La Verne moved to approve the minutes of the August 7, 2019 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Grubbs and approved with the following vote: Chair Eggers and Commissioners Bailey, Wales, Finlay, Grubbs, La Verne, and Heislein voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Park Capital Improvement Priorities:** Ammerman informed that it has been 11 years since the Parks Master Plan was drafted and adopted. Ammerman stated there is a limited budget when it comes to capital improvements, so there is a need to prioritize the remaining projects. A list of the remaining Priority 1 projects was included in the agenda packet. Messenger informed that the City has received grants for both renovating Beulah Park and the large Pavilion at Stewart Park. Staff discussed which funding source can be used for the match on both of these grant approved projects. Discussion ensued regarding the projects on the list and which ones the commission felt were high priority. Commissioner Wales questioned if there would be interest/use if mountain bike trails were developed like one of the suggested projects. Ammerman replied that he has received many calls and inquiries from the public about doing a project of this type, so he feels that there would be interest and it would be used if we developed trails. Commissioner La Verne questioned if there would be a way it could be an income generator. Messenger stated staff had not looked into renting the course if it is developed. Commissioner Finlay inquired about getting turf at the Fir Grove Soccer Fields or building and indoor facility. Messenger informed that a project of that size would require community funding and the indoor facility would be a challenge as that area is required to stay as outdoor recreation space. Discussion ensued.

**MOTION:** Commissioner Grubbs moved to direct staff to include the following projects in the next Five Year Capital Improvement Plan update: 1. Sunshine Park-develop trail system, 2 Brown Park-expand the park and upgrade the playground, 3. Fir Grove, Gaddis, & Skate Park-install shade structures, 4. Gaddis Park-possibly covered playground area. The motion was

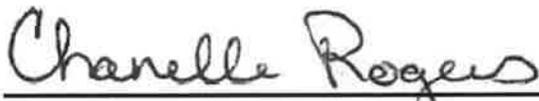
seconded by Commissioner La Verne and approved with the following vote: Chair Eggers and Commissioners Grubbs, La Verne, and Heislein voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Ammerman informed that Pacific Power would be donating a power pole, platform, and installing it at Gaddis Park to be able to move the Osprey nest off the lights.

**BUSINESS FROM THE COMMISSION:** Commissioner Wales informed the Swift Watch was happening on Friday evenings at the chimney at Fir Grove. There have been about 2000 birds each night, and have had good citizen turn out. Commissioner Wales also mentioned this year there was only one Green Heron nest in the downtown area, past years there have been three.

**ADJOURNMENT:** Meeting adjourned at 9:19 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:** November 6<sup>th</sup>, 2019

**TO:** Parks & Recreation Commission

**FROM:** Kris W. Ammerman, Parks & Recreation Program Manager

**SUBJECT:** **Umpqua Valley Tennis Center Fee Adjustment Proposal**

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**ISSUE STATEMENT AND SUMMARY**

The Umpqua Valley Tennis Center (UVTC) is requesting the Parks & Recreation Commission consider a 4% fee increase for their members and forward their recommendation to 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 Tennis 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 Tennis 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 to the City from the Umpqua Valley Tennis Center was in February of 2017. At That time UVTC proposed a 5% fee increase.

**TIMING ISSUES**

The agreement requires a 90 day notification period. UVTC's first indication to City staff was in early September, 2019. However, the parks commission did not meet in October. In consideration of these timing issues UVTC requests that the new fees go into effect beginning January 1, 2020.

**STAFF RECOMMENDATION**

Staff recommends Commission approve and forward a recommendation to City Council for UVTC's 4% fee increase to its members.

**SUGGESTED MOTION**

*I move to recommend to City Council the approval of UVTC's fee adjustment request.*

**ATTACHMENTS** Proposed Rate Increase

**FULL MEMBERSHIP**

<b>FAMILY</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 1,027.00	\$ 1,068.08
Quarter Pay - annual	\$ 275.00	\$ 286.00
Monthly Pay - annual	\$ 99.00	\$ 102.96
Month-to-Month - Monthly Pay	\$ 128.00	\$ 133.12

<b>COUPLE</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 960.00	\$ 998.40
Annual Commitment -Quarter Pay - annual	\$ 257.00	\$ 267.28
Annual Commitment -Monthly Pay - annual	\$ 92.00	\$ 95.68
Month-to-Month - Monthly Pay	\$ 120.00	\$ 124.80

<b>SINGLE</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 713.00	\$ 741.52
Annual Commitment -Quarter Pay - annual	\$ 191.00	\$ 198.64
Annual Commitment -Monthly Pay - annual	\$ 68.00	\$ 70.72
Month-to-Month - Monthly Pay	\$ 89.00	\$ 92.56

<b>YOUNG ADULT - Single 19-24</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 570.00	\$ 592.80
Annual Commitment -Quarter Pay - annual	\$ 153.00	\$ 159.12
Annual Commitment -Monthly Pay - annual	\$ 55.00	\$ 57.20
Month-to-Month - Monthly Pay	\$ 71.00	\$ 73.84

<b>JUNIOR 18 and under</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 241.00	\$ 250.64
Annual Commitment -Quarter Pay - annual	\$ 65.00	\$ 67.60
Annual Commitment -Monthly Pay - annual	\$ 23.00	\$ 23.92
Month-to-Month - Monthly Pay	\$ 30.00	\$ 31.20

**PICKLEBALL ONLY**

<b>FAMILY</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 643.00	\$ 668.72
Annual Commitment -Quarter Pay - annual	\$ 172.00	\$ 178.88
Annual Commitment -Monthly Pay - annual	\$ 62.00	\$ 64.48
Month-to-Month - Monthly Pay	\$ 80.00	\$ 83.20

<b>COUPLE</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 601.00	\$ 625.04
Annual Commitment -Quarter Pay - annual	\$ 161.00	\$ 167.44
Annual Commitment -Monthly Pay - annual	\$ 58.00	\$ 60.32
Month-to-Month - Monthly Pay	\$ 76.00	\$ 79.04

<b>SINGLE</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 447.00	\$ 464.88
Annual Commitment -Quarter Pay - annual	\$ 120.00	\$ 124.80
Annual Commitment -Monthly Pay - annual	\$ 43.00	\$ 44.72
Month-to-Month - Monthly Pay	\$ 56.00	\$ 58.24

<b>YOUNG ADULT - Single 19-24</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 358.00	\$ 372.32
Annual Commitment -Quarter Pay - annual	\$ 96.00	\$ 99.84
Annual Commitment -Monthly Pay - annual	\$ 34.00	\$ 35.36
Month-to-Month - Monthly Pay	\$ 45.00	\$ 46.80

<b>JUNIOR - 18 and under</b>	<b>Current</b>	<b>4% Increase</b>
Annual Commitment -Single Pay - annual	\$ 151.00	\$ 157.04
Annual Commitment -Quarter Pay - annual	\$ 41.00	\$ 42.64
Annual Commitment -Monthly Pay - annual	\$ 14.00	\$ 14.56
Month-to-Month - Monthly Pay	\$ 19.00	\$ 19.76

## Maintenance Report for September and October

Leaves have begun to fall and our regularly scheduled park maintenance has been on going and complemented by several volunteer group events that we have been assisting. A special thanks to all those who have taken their time to help us improve our maintenance accessibility, wildlife food source and habitat improvements as well as improving safe public access.

Here is just a few of the groups and events that have been a success over the last two months.

- Roseburg Sister Cities volunteers planted perennials, and pulled weeds at the Sister City Friendship Garden (behind the library)
- RHS Freshman Class and Staff volunteer event; pulling and piling storm debris, clipping weeds, and planting trees and shrubs, including some fruit varieties for wildlife. - Riverfront Park, Gaddis Park and South Umpqua Greenway
- DHS Freshman Class and Staff volunteer event; pulling weeds, deadheading flowers, planting Fall annuals and perennials; Stewart Park raised planter and Butterfly Garden
- Umpqua Chapter NPSO volunteers; pulling weeds and raking leaves at Fir Grove native plant area (ongoing)
- Small Planet Solutions completed Adopt-A-Trail litter removal at Fir Grove
- SORB renewed agreement for Adopt-A-Trail at Gaddis Park
- Laurelwood Community Advocate volunteers picked up litter, cut and piled weeds, and cut low (small) branches for easier follow-up maintenance, mowing etc. along the path to deer creek. - South Umpqua Greenway
- Coordinated and staged wood chips for UCC Cross Country/Track & Field volunteers to apply on trails. - Stewart Park Natural Area
- Roseburg Tracker volunteers cut weeds, removed litter, and removed low (small) branches for easier follow-up maintenance, mowing, etc. - Stewart Park Natural Area
- USFWS donated milkweed plants for Monarch butterfly habitat – Planted in various park locations.
- This week - Milo Adventist Academy Students and Staff volunteers to cut weeds, and removed low (small) branches for easier follow-up maintenance. - Stewart Park Natural Area
- This week - Roseburg Tracker volunteers to plant trees, shrubs and pollinator garden perennials. - Stewart Park Natural Area
- (Pending) Trail adoption of Sister City Friendship Garden and Riverfront Disc Golf