



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, MAY 9, 2024
3:30 Regular Meeting

5-2-2024

In Person at Roseburg City Hall, Council Chambers
Public Access: Facebook Live at 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:

<u>Chair:</u>	Ellen Porter		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Roger Whitcomb
	John Seward	Fred Dayton	Brandon Pearsall
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. April 11, 2024

IV. DISCUSSION ITEMS

A. Parker Road Newton Creek Bridge Intergovernmental Agreement for Right-of-Way Services with Oregon Department of Transportation

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 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 Thursday, May 9, 2024**. 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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: June 13, 2024

VIII. ADJOURNMENT

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

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting time if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
APRIL 11, 2024
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, April 11, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Commissioners John Seward, Fred Dayton, Roger Whitcomb, Pat Lewandowski, Ken Hoffine, Stuart Liebowitz (via phone) and Brandon Pearsall

Absent: Chair Ellen Porter and Commissioner Tim Swenson

Others Present: None

Attending Staff: Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Hoffine moved to approve the minutes of the March 14, 2024 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine, Liebowitz, and Pearsall. No one voted no.

DISCUSSION ITEMS:

Bradford Avenue ADA Ramp Replacement Bid Award Recommendation – 24PW07: Easley informed the City's adopted ADA Transition Plan has identified 1,554 sidewalk access ramps that need to be improved or replaced to satisfy ADA requirements. Replacement of many of the substandard ramps will be accomplished in conjunction with an overlay project or other planned improvements. This project includes the replacement of 19 curb ramps on W Bradford Avenue and W Broccoli Street near Fullerton Elementary. The project was advertised for bid on March 14th and opened on April 2nd. Four bids were received with low bidding being Freedom Builders in the amount of \$208,672.00. Easley stated there are funds available in the 2023-2024 Sidewalk Fund. Commissioner Whitcomb questioned what the difference was between Schedule A and B. Easley said they split up the project just in case bids come in high they can still complete part of the project. Herinckx stated Schedule B is a little bit lower priority locations. Commissioner Pearsall asked if the City has worked with Freedom Builders previously. Herinckx replied that the City has worked with them in the past they have done a few different sidewalk ramp jobs over the last few years. Commissioner Whitcomb inquired how many of the 1,554 ramps have been repaired already. Herinckx stated little under 300 have been done, approximately 40-50 are being done each year. The ADA Transition Plan has them all replaced within 30 years. Commissioner Lewandowski asked if these prices were typical. Herinckx said they are for residential area; the price goes up when get on the main roads as there is more traffic control needed.

MOTION: Commissioner Hoffine moved to recommend to the City Council award Bradford Avenue ADA Ramp Replacement Project to the lowest responsible bidder, Freedom Builders for \$208,672.00. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine, Liebowitz, and Pearsall. No one voted no.

AUDIENCE PARTICIPATION: None

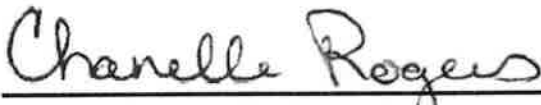
INFORMATIONAL ITEMS: Easley mentioned a couple of the commission members inquired about a discussion at City Council regarding a parking fee added onto the utility bill. Easley informed it would not be an increase to the water rate; it would be a parking fee that would use the utility bill as a mechanism to get the payment. Therefore, it is outside the scope of the Public Works Commission since it is a parking issue not a water rate issue. Commissioner Dayton asked if the issue would ever come to the Public Works Commission. Easley felt the only reason it might come to this commission is to discuss if water could be shut off if someone did not pay that portion of the bill. Easley did inform that as citizens they could share their opinion on the issue with City Council.

Easley also informed she has a conflict with the next meeting date, May 9th. She inquired if the commission would be available on either May 2nd or May 16th consensus of the commission was May 16th would work better.

BUSINESS FROM THE COMMISSION: Commissioner Lewandowski asked if there were any plans to revitalize the arch coming into downtown. Easley replied she has not heard of any plans but does receive inquiries from people looking for volunteer projects so she will add that to the list of ideas.

NEXT MEETING DATE: To Be Determined

ADJOURNMENT: Meeting adjourned at 3:50 pm.

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: May 9, 2024

TO: Public Works Commission

FROM: Dawn Easley

SUBJECT: **Parker Road Newton Creek Bridge Intergovernmental Agreement for Right-of-Way Services with Oregon Department of Transportation.**

ISSUE STATEMENT AND SUMMARY

Staff recently received the draft Intergovernmental Agreement (IGA) for the Parker Road Newton Deer Creek Bridge for Right-of-Way Services from the Oregon Department of Transportation (ODOT). The issue for the Commission is whether to recommend the City Council authorize the agreement.

BACKGROUND/ANALYSIS

In July 2022, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program to design and replace the bridge on Parker Road over Newton Creek. In January 2023, the Council authorized the execution of an IGA with ODOT to deliver the federal project on behalf of the City of Roseburg. The City is not a certified local agency and is not qualified to deliver the project according to Federal Highway Administration (FHWA) rules. Since ODOT is delivering the project, it makes sense for ODOT to perform the right-of-way acquisition services for the project as well. Any ROW acquired as part of the project will be under the jurisdiction of the City.

Right-of-way acquisition is the process of obtaining property necessary for the project, from negotiation to possession of the property, using various sub-processes including, but not limited to, appraisal, negotiation, condemnation, relocation, title closing, and project-related property management related to the potential exercise of eminent domain. The Right-of-Way Services IGA requires the City to adopt a resolution outlining intention and determination of necessity in accordance with ORS 35.235 and ORS 35.610, authorizing acquisition or condemnation if made necessary by the project. Per ORS 35.235, the state will attempt to agree with the owner with respect to the compensation to be paid for any taking and any related damages.

FINANCIAL/RESOURCE IMPACTS

The funding and payment for the services are set forth in the Project Agreement executed in January 2023. This Agreement does not commit to additional funding for the Services.

TIMING ISSUES

If the Commission recommends authorizing the execution of the agreement, it will be presented to the City Council at its May 13, 2024, meeting.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize the execution of the Parker Road Newton Creek Bridge Right-of-Way Services Intergovernmental Agreement; or
2. Request additional information.
3. Recommend not authorizing the agreement at this time.

STAFF RECOMMENDATION

The project is federally funded and managed by ODOT and all aspects of the project should be performed by the state to ensure all federal and state regulations are met. Staff recommends that the Commission provide a recommendation that the City Council authorize execution of the Right-of-Way Services for the Parker Road Newton Creek Bridge Project Intergovernmental Agreement.

SUGGESTED MOTION

“I move to recommend to the City Council the authorization to execute the Parker Road Newton Creek Bridge Right-of-Way Services Intergovernmental Agreement.”

ATTACHMENTS

None.