

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
June 23, 2014



*Handwritten signature and date: 6/17/14*

**7:00 p.m. City Hall Council Chambers**  
***(Immediately following City Council meeting)***

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1. **CALL TO ORDER:** Larry Rich, Chairperson
  
  2. **ROLL CALL OF BOARD MEMBERS**

Bob Cotterell	Ken Fazio	Victoria Hawks	Mike Hilton
Steve Kaser	Marty Katz	Lew Marks	Tom Ryan
  
  3. **CONSENT AGENDA**
    - A. Minutes of June 9, 2014 Meeting
  
  4. **DISCUSSION ITEMS**
    - A. Court Street Retaining Wall
  
  5. **AUDIENCE PARTICIPATION**
  
  6. **ADJOURNMENT**
  
  7. **EXECUTIVE SESSION – ORS 192.660(2)**

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**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
June 9, 2014**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:16 p.m. on Monday, June 9, 2014, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Bob Cotterell, Ken Fazio, Victoria Hawks, Mike Hilton, Steve Kaser, Marty Katz, Lew Marks and Tom Ryan.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Public Works Director Nikki Messenger, Finance Director Ron Harker, Community Development Director Brian Davis, Police Chief Jim Burge, Human Resources Director John VanWinkle, Fire Chief Appointee Gregg Timm, Management Technician Debi Davidson and Kyle Bailey of KQEN Radio.

CONSENT AGENDA

Ryan moved to approve the following consent agenda items:

- A. Minutes of May 12, 2014 meeting.
- B. Highway 138 Intergovernmental Agreement with ODOT

Motion was seconded by Cotterell and carried unanimously.

PUBLIC HEARING – 2014-15 BUDGET ADOPTION, RESOLUTION NO. UR-14-01

At 8:16 p.m., Rich opened the public hearing regarding the 2014-15 Agency budget. Harker reported that total requirements were \$8,486,283 as recommended by the Budget Committee on May 6, 2014. As no one else wished to speak, the hearing was closed at 8:17 p.m. Hawks moved to adopt Resolution No. UR-14-01 adopting the 2014-15 budget, making appropriations and declaring tax increment financing. Motion was seconded by Fazio and carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:18 p.m.

  
Debi Davidson  
Management Technician



# ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

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## Court Street Wall Repair Bid Award 13UR02

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Meeting Date: June 23, 2014  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Nikki Messenger  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

The City received bids for the Court Street Wall Repair project. The issue for the Board is whether to award the construction contract to the low bidder.

### BACKGROUND

**A. Board Action History** None.

**B. Analysis.** In January 2013 the City contracted with Pinnacle Western Engineering to complete contract documents for the design of retaining wall improvements at the intersection of Court Street and Jackson Street. The project is necessary to repair the existing failed retaining wall and remove and replace the sidewalk that has been undermined. Five bids were received on May 29<sup>th</sup>. They are summarized below.

	<b>Bidder</b>	<b>Total Bid Amount</b>
1	Jack Mathis Construction LLC	\$ 57,507
2	Guido Construction, Inc.	\$ 59,511
3	Humbert Building Inc.	\$ 65,949
4	J. Todd & Company Inc.	\$ 67,067
5	Wildish Construction Co.	\$ 111,945
	<i>Engineer's Estimate</i>	\$ 57,120

**C. Financial and/or Resource Considerations.** Money is available in the current and next fiscal year's budget to begin construction this summer. Project costs moving forward are estimated below:

Construction	\$ 57,507
Construction Mgt. Support	\$ 1,500
Contingency (7.5%)	\$ 4,313
<b>Total</b>	<b>\$ 63,320</b>

**D. Timing Issues.** If the project is awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 60 calendar days to complete the project.

## **BOARD OPTIONS**

The Board has the options to:

1. Award the contract to the low bidder, Jack Mathis Construction LLC for \$57,507; or
2. Request additional information and delay taking action; or
3. Reject all bids.

## **STAFF RECOMMENDATION**

The Public Works Commission discussed this project at their June 12<sup>th</sup> meeting. The bids appear to be both responsive and responsible. Money has been budgeted and is available to construct the project. The Commission recommended awarding the project to the low bidder, Jack Mathis Construction LLC for \$57,507. Staff concurs with this recommendation.

## **SUGGESTED MOTION**

*I move to award the Court Street Wall Repair Project to the low bidder, Jack Mathis Construction LLC for \$57,507.*

## **ATTACHMENTS**

Picture of failed wall

