



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, DECEMBER 9, 2021**  
**3:30 Regular Meeting**

LA  
12-2-2021

**Electronic Meeting**

**Public Access:** [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)

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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: Ken Hoffine                      Stuart Liebowitz                      Noel Groshong  
                                 John Seward                              Vern Munion                              Fred Dayton  
                                 Pat Lewandowski                      Roger Whitcomb

**III. APPROVAL OF MINUTES**

A. November 10, 2021

**IV. DISCUSSION ITEMS**

A. Work Order Authorization Recommendation  
Traffic Signal Power Supply Upgrade, Project - 21PW18

**AUDIENCE PARTICIPATION** – Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, December 9, 2021.** 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:**

**VIII. ADJOURNMENT**

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

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (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  
PUBLIC WORKS COMMISSION MEETING  
NOVEMBER 10, 2021  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:33 p.m. Thursday, November 10, 2021 electronically via Zoom in Roseburg Oregon.

**ROLL CALL:** Present: Commissioners Fred Dayton, John Seward, Stuart Liebowitz, Pat Lewandowski, Noel Groshong, and Roger Whitcomb

Absent: Chair Bob Cotterell, Commissioners Ken Hoffine, and Vern Munion

Others Present: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, Public Works Staff Assistant Kandi Street, and Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Lewandowski moved to approve the minutes of the October 14, 2021 Public Works Commission meeting. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Commissioners Dayton, Seward, Liebowitz, Lewandowski, Whitcomb, and Groshong voted yes. No one voted no.

**DISCUSSION ITEMS: Task Order Award Recommendation – 2022 Pavement Management Project – Overlays – 22PW01:** Perkins informed in 2019 City Council awarded a Five Year Pavement Management Program engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work. The following pavement rehabilitation project in the Five Year Pavement Maintenance Plan. The project would be on NE Stephens from 640 ft. north of Diamond Lake Blvd to Alameda Ave. Perkins said this project would be done in two parts, the first being the ADA ramps then the grind and inlay paving portion. Commissioner Whitcomb asked what the time frame is for the design. Herinckx explained that the design of the ADA ramps would be done first then when that part of the project is being done the engineer will complete the design for the grind and inlay portion. Commissioner Whitcomb inquired if it is better to split the project into two parts. Perkins said it was done this way when Lincoln St was done and seems to be more cost efficient for the concrete prices.

**MOTION:** Commissioner Whitcomb moved to recommend to City Council the award of a task order for the 2022 Pavement Rehabilitation design services to Century West Engineering, for an amount not to exceed \$123,629. Motion was seconded by Commissioner Groshong and approved with the following vote: Commissioners Dayton, Seward, Liebowitz, Lewandowski, Whitcomb, and Groshong voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE: December 9, 2021**

**ADJOURNMENT:** Meeting adjourned at 4:40 p.m.

*Chanelle Rogers*

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Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** December 9, 2021

**TO:** Public Works Commission

**FROM:** Brice Perkins, P.E., Public Works Director

**SUBJECT: Work Order Authorization Recommendation  
Traffic Signal Power Supply Upgrade, Project – 21PW18**

**ISSUE STATEMENT AND SUMMARY**

The Street Light/Sidewalk Fund includes funding for the Traffic Signal Power Supply Upgrade Project. The issue for the Commission is whether to make a recommendation to Council to approve a Work Order Authorization under the Flexible Services Maintenance Agreement with the Oregon Department of Transportation (ODOT to perform the work).

**BACKGROUND/ANALYSIS**

On September 23, 2013, Council authorized a 10-year Flexible Services Maintenance Agreement with ODOT for the performance of work on certain types of maintenance or improvement projects; ODOT Agreement No. 29467. The agreement allows for ODOT to perform work for the City on a time and materials basis.

The existing computer power supply modules in eight of the City's traffic signal control cabinets are reaching the end of their life cycle and need to be replaced prior to failure. These particular power supplies are built-in to the cabinet which requires the entire cabinet be replaced. These cabinets are in excess of 30 years old. This project is identified in the City of Roseburg 2021-2026 Capital Improvement Plan and the project is planned for the current fiscal year.

The ODOT Traffic Systems Maintenance staff have the technical expertise to perform the work and the Flexible Services Maintenance Agreement provides the framework for ODOT to complete the work and invoice the City. ODOT currently provides routine maintenance and emergency response for the City's traffic signals under a separate agreement.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The estimated cost of the Work Order Authorization is \$150,000.00 including contingency. Funds are available in the current Street Light/Sidewalk Fund budget to proceed with the project.

**TIMING ISSUES**

If the Commission provides a recommendation to approve the Work Order Authorization, it will be presented to the City Council at their December 13, 2021 meeting. Work will begin upon approval of the Work Order Authorization and scheduling by ODOT.

### **COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend to the City Council the approval of the ODOT Work Order Authorization for an amount not to exceed \$150,000; or
- b. Request additional information; or
- c. Recommend that the City Council not approve the ODOT Work Order Authorization and not move forward with the project at this time.

### **STAFF RECOMMENDATION**

Funds have been budgeted and are available to proceed with the Traffic Signal Power Supply Upgrade project. Staff recommends that the Work Order Authorization be approved.

### **SUGGESTED MOTION**

*I move to recommend to City Council the approval of a Work Order Authorization under the Flexible Maintenance Services Agreement with ODOT for completion of the Traffic Signal Power Supply Upgrade Project for an amount not to exceed \$150,000.00.*

### **ATTACHMENT**