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**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, May 11, 2023**  
**3:30 Regular Meeting**

In Person at Roseburg City Hall, Council Chambers  
Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](http://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 13, 2023

**IV. DISCUSSION ITEMS**

- A. Douglas Ave. Deer Creek Bridge Intergovernmental Agreement
- B. Flexible Service Maintenance Agreement

**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](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, May 11, 2023**. 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 8, 2023**

**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 13, 2023  
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 13, 2023 in the City Hall Council Chambers, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ellen Porter, Commissioners Fred Dayton, Stuart Liebowitz, Pat Lewandowski, Roger Whitcomb, Tim Swenson, Ken Hoffine, Brandon Pearsall, and John Seward

Absent: None

Others Present: None

Attending Staff: City Manager Nikki Messenger, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Whitcomb moved to approve the minutes of the February 9, 2023 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Swenson, Hoffine, and Pearsall. No one voted no.

**DISCUSSION ITEMS:**

**Vine Street Main Replacement – Project No. 23WA04, Hooker Road Main Extension – Project No. 23WA05 Construction Bid Recommendation:** Anderson informed that the Vine Street Main Replacement project would be replacing approximately 565 LF of existing 4-inch diameter cast iron water main with new 8-inch ductile iron and will include a new fire hydrant. Anderson stated the Hooker Road Main Extension project would extend an existing 6-inch diameter ductile iron water main approximately 1,200 LF with a new 8-inch ductile iron main add will add a new fire hydrant. Currently four homes on Hooker Road are fed by a temporary water line that crosses under the railroad and is fed by the Transmission main on NE Stephens Street. Both of these projects were bid together and six bids were received with Cradar Enterprises, Inc. being the low bidder at \$309,735.00, which was also below the Engineer estimate. Commissioner Whitcomb inquired how long is ductile iron pipe expected to last. Anderson said approximately 100 years, most of what is being replaced is cast iron from about 75 years ago. Commissioner Pearsall asked if Oregon requires the City to go with the low bidder and if so did staff make sure everything was included in the bid since it was so much under the engineer estimate. Anderson replied that they are required to go with low bidder and some of the cost difference is due to the supply and demand of some of the products. Commissioner Swenson questioned why there was not any dollar amount on the construction management section of the overall cost. Anderson and Herinckx stated that will be done in house with City staff. Commissioner Dayton asked what the 8-inch line will feed other than the four houses. Anderson said it also provides fire protection and for possible future development.

**MOTION:** Commissioner Dayton moved to recommend the City Council award the Vine Street Main Replacement Project and the Hooker Road Main Extension Project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$309,735.00. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Swenson, Hoffine, and Pearsall. No one voted no.

**Calkins-Troost-Harvard Storm Improvements Project Bid Award Recommendation – Project 22GR20:** Herinckx mentioned this started as two separate projects but when they were submitted for ARPA funds, the state combined them into one project and awarded a little over \$1.5 million. Since the state combined the projects, the City decided to leave them that way and bid them as one project. Herinckx briefly discussed the location of the projects and mentioned in couple of areas the system is currently piped under homes or structures. The City received four bids with Black Pearl Paving & Excavation being the low bidder at \$1,277,415.00, which was also below the engineer estimate. Whitcomb asked who will be the construction management on this project. Herinckx stated ie Engineering who is also the engineer for the project. Commissioner Whitcomb said he noticed these projects were identified as needing to be done multiple years ago but we are just not getting to them is that normal time frame. Herinckx stated the Calkins section is the third phase of the project in that area. Messenger said that another reason why this project was pushed out was due to the last five years staff was focusing on the storm pipes that we had found were failing. Chair Porter asked how the storm drains got under the structures did. Herinckx stated that some are not in easements, some were put in creeks in the 50's and 60's then covered up and built on, and others were in easements but still built on top of. Commissioner Dayton also mentioned many of these areas were in the county when they were developed so the standards were not the same as City standards.

**MOTION:** Commissioner Lewandowski moved to recommend to the City Council the award of the Calkins-Troost-Harvard Storm Improvement Project to the low bidder, Black Pearl Paving and Excavation of \$1,277,415.00. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Swenson, Hoffine, and Pearsall. No one voted no.

**Award Recommendation – Task Order No. 1 for Design through Bidding Services for SE Stephens Street and SE Pine Street Main Replacement Project 23WA12:** Anderson informed this is for Task Order #1 of the Five-Year Design and Engineering Services contract that was awarded to Century West Engineering. This project includes replacing approximately 2,700 feet of cast iron water main on both SE Stephens Street and SE Pine Street. Anderson stated the line on SE Stephens will be replaced with a new 12-inch ductile iron and the line on SE Pine will be 8-inch ductile iron. There will also be a small approximately 300 feet of water line replaced on both Mosher Avenue and Cass Avenue between SE Pine Street and SE Stephens Street. In addition, this will also include installation of new fire hydrants. Commissioner Whitcomb questioned how long it should take to complete this task. Anderson said design should be done by Winter 2023 and construction start in Spring 2024. Commissioner Seward inquired where the dollar amount not to exceed came from. Anderson stated it was negotiated with the engineering company. Dayton questioned why there was size difference on the two streets. Herinckx stated there is more customers that are commercial on SE Stephens and the Water Master Plan called for it to be upsized.

**MOTION:** Commissioner Whitcomb moved to recommend to City Council to authorize Task Order No. 1 with Century West Engineering for design and bidding services for Distribution Main Replacment on SE Stephens Street from SE Sykes Avenue to SE Oak Avenue, and SE Pine Street from SE Oak Avenue to SE Sykes Avenue for an amount not to exceed \$151,011.00. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Swenson, Hoffine, and Pearsall. No one voted no.

**AUDIENCE PARTICIPATION:** None

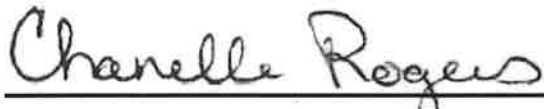
**INFORMATIONAL ITEMS:**

**Project Updates:** Herinckx gave brief update on projects. Commissioner Whitcomb asked if the grind inlay on Stewart Parkway will affect the railroad. Herinckx stated the project would only be from east of Airport Rd going up to NE Stephens St. Commissioner Pearsall inquired if the generator going in at the Water Treatment Plant if there are any EPA exhaust limitations Herinckx stated he would check with the engineer. Discussion ensued regarding EPA standards when a generator is standby or emergency.

**BUSINESS FROM THE COMMISSION:** Commissioner Dayton mentioned in the past that there had been talk about an additional reservoir out east of town, with the development that is happening east of town is that something that staff is looking into. Herinckx stated the City is due for a new Water Master Plan so that is something that can be looked into.

**NEXT MEETING DATE: May 11, 2023**

**ADJOURNMENT:** Meeting adjourned at 4:21 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 11, 2023

**TO:** Public Works Commission

**FROM:** Dawn Easley

**SUBJECT:** **Douglas Ave. Deer 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 Douglas Avenue 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 March, 2019, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program for design and replacement of the bridge on Douglas Avenue over Deer Creek. In December 2020, 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 FHWA rules. Since ODOT is delivering the project, it makes sense for ODOT to perform the right-of-way acquisition services for the project a well. Any right-of-way 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 February of 2021. This Agreement commits no additional funding for the Services.

**TIMING ISSUES**

If the Commission provides a recommendation to authorize execution of the agreement, it will be presented to the City Council at their May 22, 2023 meeting.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend that City Council authorize execution of the Douglas Avenue Deer 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 Douglas Avenue Deer Creek Bridge Project Intergovernmental Agreement.

#### **SUGGESTED MOTION**

*I move to recommend to the City Council the authorization to execute the Douglas Avenue Deer Creek Bridge Right-of-Way Services Intergovernmental Agreement.*

#### **ATTACHMENTS**

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** May 11, 2023

**TO:** Public Works Commission

**FROM:** Dawn Easley

**SUBJECT:** **Flexible Service Maintenance Agreement Oregon Department of Transportation**

**ISSUE STATEMENT AND SUMMARY**

The City and the Oregon Department of Transportation (ODOT) currently have an agreement that allows both entities to provide the other with certain maintenance services. That agreement is expiring and ODOT is proposing a new ten year agreement. The issue for the Commission is whether to recommend to the City Council to authorize the agreement.

**BACKGROUND/ANALYSIS**

The City and ODOT work together on many maintenance activities in order to share resources and to deliver services as quickly and economically as possible. For instance, the state pays the City to sweep ODOT's roadways within the City (Washington, Oak, Stephens, Diamond Lake, Harvard). The state has a storage facility for deicer, so the City buys all its deicer from ODOT and picks it up at their maintenance facility in Green. If the City needs paint and ODOT has it, we may use ODOT's paint and then replace it, or vice versa.

The proposed agreement would cover "patching, shouldering, ditching, sweeping, vegetation control, brushing, signing, landscaping, striping, bridge repair, guardrail repair, winter maintenance activities, hazardous material spills, drainage, traffic signal work, purchase of liquid asphalt, deicer, striping paint, and slurry sealing."

**FINANCIAL/RESOURCE IMPACTS**

This agreement proposes a maximum amount of \$600,000 over ten years. Any "project" over \$100,000 would still require a separate approval by the City Council, or any project over \$150,000 for the state would require additional approvals.

**TIMING ISSUES**

The existing agreement expires on October 15, 2023.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend to City Council to authorize a Flexible Service Maintenance Agreement with ODOT; or
2. Request additional information.
3. Recommend not authorizing the agreement at this time.

**STAFF RECOMMENDATION**

Staff recommends that the Commission provide a recommendation to the City Council the authorization to execute a Flexible Services Maintenance Agreement with ODOT.

**SUGGESTED MOTION**

***I move to recommend to the City Council the authorization to execute a Flexible Services Maintenance Agreement with ODOT.***

**ATTACHMENTS**

None