



W
10-3-2025

ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, OCTOBER 9, 2025
3:30 Regular Meeting

In Person at Roseburg City Hall, Third Floor Conference Room
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	Brad Johnson
	John Seward	Fred Dayton	Vacant
	Pat Lewandowski	Vacant	

III. APPROVAL OF MINUTES

A. August 14, 2025

IV. DISCUSSION ITEMS

- A. Award Recommendation – Task Order No. 5 for Design through Bidding Services for SE Stephens Street Curb Ramp and Pavement Improvements
- B. Award Recommendation – Engineering Design Contract Douglas Avenue Safe Routes to School

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, October 9, 2025.** 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: November 13, 2025

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
AUGUST 14, 2025
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, August 14, 2025, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

ROLL CALL: Present: Commissioners Ken Hoffine, Tim Swenson, Fred Dayton, Pat Lewandowski, and Brad Johnson

Absent: Chair Ellen Porter, Commissioners John Seward and Stuart Liebowitz

Others Present: None

Attending Staff: City Manager Nikki Messenger, City Engineer Daryn Anderson, Civil Engineers Jesten Brenner and Audrey Bowers, Special Projects Coordinator Jennifer Bragg, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the July 10, 2025, Public Works Commission meeting. Motion was seconded by Commissioner Swenson and approved with the following vote: Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Johnson voted yes. No one voted no.

DISCUSSION ITEMS:

Equipment Purchase – Tow-Behind leaf Pickup Machine: Anderson informed the Street Maintenance department is responsible for keeping our streets and storm pipes clean and functioning. Each year, the street maintenance crews removed about 1,000 cubic yards of leaves from city streets. The annual leaf collection program minimizes the amount of leaves entering city storm pipes or plugging storm catch basins and inlets. The current leaf pickup machine is a 2010 and has 3,250 hours of run time on the engine. The City can purchase the same machine through the Sourcewall cooperative purchasing agreement for \$129,888.04 which is four percent discount from the MSRP of \$135,048.04. This piece of equipment is due to be replaced and has funds budgeted in the FY 25-26 Equipment Replacement Fund. Commissioner Lewandowski questioned what the capacity of the leaf machine was. Anderson replied that it is towed behind a 5yd dump truck that the leaves are shot into the back of. Commissioner Dayton asked what the useful life of the equipment was. Anderson said the engine was over the useful life and the machine itself takes a beating from gravel and sticks that are sometimes in the piles of leaves, staff have done a lot of repairs on it over the years to keep it running. Commissioner Johnson stated he was surprised we hadn't replaced it already and wondered if we needed a bigger one or if this size was sufficient. Messenger stated some of the streets it has to go down are tight so this size is sufficient.

MOTION: Commissioner Swenson moved to recommend the City Council authorize the purchase of a XtremeVac LCT6000 tow-behind leaf pickup machine from Old Dominion Brush Company through the Sourcewall cooperative purchasing agreement for \$129,888.04. Motion was seconded by Commissioner Johnson and approved with the following vote: Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Johnson voted yes. No one voted no

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

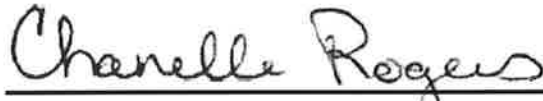
Project Updates: Anderson went over the project update list that was provided in the packet.

BUSINESS FROM THE COMMISSION: Commissioner Lewandowski questioned if Douglas County issuing an Emergency Drought Order would affect the City of Roseburg water system. Anderson replied at this time staff have not seen anything alarming at the Water Treatment Plant that would warrant a water curtailment for citizens served by city water. Discussion ensued.

Commissioner Swenson read his letter of resignation from the Public Works Commission.

NEXT MEETING DATE: August 14, 2025

ADJOURNMENT: Meeting adjourned at 4:17 pm.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in dark ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: Oct 09, 2025

TO: Public Works Commission

FROM: Jesten Brenner, P.E.

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Award Recommendation – Task Order No. 5 for Design through Bidding Services for SE Stephens Street Curb Ramp and Pavement Improvements**

ISSUE STATEMENT AND SUMMARY

On February 20, 2025 the City Council awarded a master engineering contract to Century West Engineering to provide design, bidding, and construction management services for the Five-Year Pavement Management Plan (PMP). The issue for the Commission is whether to forward a recommendation to City Council for the authorization of Task Order No. 5 for design through bidding services for SE Stephens Street Curb Ramp and Pavement Improvement project.

BACKGROUND/ANALYSIS

The City of Roseburg adopted a Pavement Management Plan (PMP) in 2019, and as a part of that plan, annual improvement projects were identified. The plan identified SE Stephens Street as the annual project for 2026. This project will more precisely determine the boundaries of the improvements to match our annual construction budget, identify and design curb ramps to meet ADA requirements, and improve the pavement section and driving surface.

Each task order under the master contract is individually negotiated, based on an agreed upon scope of work. Task Order No. 5 for the current PMP has been negotiated with Century West Engineering and includes design and bidding services at a cost not to exceed \$115,119.00

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2025-26 adopted Street Light and Sidewalk Fund includes \$130,000 for ADA curb ramp design, and the Transportation Fund includes \$40,000 for the PMP design. Funds are available in the current year budget to proceed with this task order.

TIMING ISSUES

If the Commission provides a recommendation to authorize this task order, it will be presented to the City Council at their October 27, 2025 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council authorize Task Order No. 5 to Century West Engineering for an amount not to exceed \$115,119.00; **or**
- b. Request additional information; **or**
- c. Recommend that the Council not authorize the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize PMP Task Order No.5 with Century West Engineering.

SUGGESTED MOTION

I move to recommend the City Council authorize a task order with Century West Engineering for design and bidding services for the SE Stephens Street Curb Ramp and Pavement Improvements project for an amount not to exceed \$115,119.00

ATTACHMENTS

None.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: Oct 09, 2025

TO: Public Works Commission

FROM: Jesten Brenner, P.E.

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Award Recommendation – Engineering Design Contract
Douglas Avenue Safe Routes to School**

ISSUE STATEMENT AND SUMMARY

Century West Engineering was previously contracted to design roadway and infrastructure improvements for Douglas Avenue from Rifle Range Street to Patterson Street. Staff is requesting an additional design contract from Century West Engineering for the design to encompass additional design elements needed to satisfy the Safe Routes to School (SRTS) funding requirements. The issue for the Commission is whether to forward a recommendation to City Council to authorize the engineering design contract.

BACKGROUND/ANALYSIS

There are two contracts that precede the work described in this design contract. The first contract was signed in April 2019, and it authorized i.e. engineering for the survey work and Century West Engineering for the preliminary design work for submitted for a SRTS grant. The scope included roadway improvements on Douglas Avenue from Rifle Range Street to Patterson Street. This contract was for design only up to the 75% completion milestone.

The second contract was to bring the design up to the 100% completion point. To provide continuity, the design work was offered to Century West Engineering and the contract was signed in August 2020. This phase of work included designing water, stormwater, and utility facilities as well as sub-surface explorations and a rapid flash crossing device. These plans did not go out to bid for construction.

The design contract being discussed in this memo is to provide engineering design to include provisions to satisfy the SRTS funding package that was awarded to the City. These provisions include adding curb and driveway ramp improvements along Rifle Range Road, between Douglas Avenue and Highway 138, curb ramp improvements for the intersection of Rifle Range Road and Highway 138, and other minor updates as needed to reflect current conditions. The design contract will also include road section design completion from Rifle Range Street west to the Deer Creek Bridge.

FINANCIAL CONSIDERATIONS

The FY 25-26 Urban Renewal Fund includes \$100,000 for the for the design phase of the project. The SRTS grant that was awarded to the City for the construction of this project totals \$2,750,000.

The provided design fees are shown below. At this time the contingency task is assumed to be unnecessary.

Design and Expenses	\$	85,550.00
Bridge Coordination Contingency	\$	13,430.00
Total	\$	98,980.00

TIMING ISSUES

If the Commission provides a recommendation to authorize the engineering design contract, it will be presented to the City Council at their October 27, 2025 meeting.

The project has 5 years to complete construction after the grant award date; or May 2030. These construction tasks for the project are planned to be completed in 2028, after the Douglas Ave Deer Creek Bridge replacement project is complete.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council award the Engineering Design Contract to Century West Engineering for \$98,980.00; **or**
- b. Request additional information; **or**
- c. Recommend that the City Council not move forward with the project at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize the Engineering Design Contract with Century West Engineering:

SUGGESTED MOTION

I move to recommend the City Council authorize the Engineering Design Contract with Century West Engineering for an amount not to exceed \$98,890.00

ATTACHMENTS

None