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8-8-2025

**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, August 14, 2025**  
**3:30 Regular Meeting**

In Person at Roseburg City Hall, Third Floor Conference Room  
**Public Access: Facebook Live at [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.**

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**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	Tim Swenson	

**III. APPROVAL OF MINUTES**

A. July 10, 2025

**IV. DISCUSSION ITEMS**

A. Equipment Purchase – Tow-Behind Leaf Pickup Machine

**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, August 14, 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**

A. Project Updates

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: September 11, 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  
JULY 10, 2025  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, July 10, 2025, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ellen Porter, Commissioners John Seward, Fred Dayton, Pat Lewandowski, Brad Johnson, and Stuart Liebowitz (arrived 3:36pm)

Absent: Commissioners Ken Hoffine and Tim Swenson

Others Present: None

Attending Staff: Public Works Director Ryan Herinckx, City Engineer Daryn Anderson, Civil Engineer Jesten Brenner, and Public Works Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Lewandowski moved to approve the minutes of the June 12, 2025, Public Works Commission meeting. Motion was seconded by Commissioner Johnson and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Lewandowski, Liebowitz, and Johnson voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Pine Street Water Main Replacement – Bid Award Recommendation – 25WA03:** Anderson informed the city received bids for the Pine Street Water Main Replacement Project. This project consists of replacing approximately 2,600 LF of 6-inch diameter cast iron water main installed in the 1930's with new 8-inch ductile iron water main on SE Pine Street between SE Sykes Avenue and SE Oak Avenue. The existing main has reached the end of its useful life and needs replaced. Anderson stated the project was bid in June 2025 and five bids were received. The low bidder was Northcore USA LLC with a bid of \$2,222,445.82 which was lower than the engineer's estimate. Commissioner Lewandowski questioned if the city had worked with this contractor previously. Staff replied that the city had not but looking at the contractors' CCB license there aren't any issues. Anderson said Century West had called and talked with the contractor and were comfortable with them. Discussion ensued regarding the new laterals and water meters.

**MOTION:** Commissioner Seward moved to recommend the City Council award the Pine Street Main Replacement Project to the low bidder, Northcore USA LLC, for \$1,222,445.82. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Lewandowski, Liebowitz, and Johnson voted yes. No one voted no.

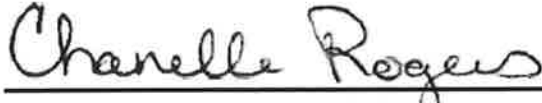
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Herinckx gave a presentation on the issues the City sustained from the flooding that happened in March 2025. Discussion ensued regarding some of the issues.

**BUSINESS FROM THE COMMISSION**: Commissioner Lewandowski inquired about the promotion Anderson received. Anderson stated he had been promoted to City Engineer on April 1, 2025. He is said there is a good group of staff he works with and is proud to work here.

**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 black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 14, 2025

**TO:** Public Works Commission

**FROM:** Ryan Herinckx, Public Works Director

**VIA:** Daryn Anderson, P.E.

**SUBJECT: Equipment Purchase – Tow-Behind Leaf Pickup Machine**

**ISSUE STATEMENT AND SUMMARY**

The Street Maintenance department is budgeted to purchase a tow-behind leaf pickup Machine in FY 25-26. The issue for the Commission is whether to recommend the City Council authorize the purchase.

**BACKGROUND/ANALYSIS**

The Street Maintenance department is responsible for keeping our streets and storm pipes clean and functioning. Each year, city maintenance crews remove about 1,000 cubic yards of leaves from city streets. This 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, LCT6000 and has 3,250 hours of run time on the engine.

**FINANCIAL CONSIDERATIONS**

Acquisition of a XtremeVac LCT6000 tow-behind leaf pickup machine can be made under the Sourcewell cooperative purchasing agreement that offers a four percent discount from MSRP of \$135,048.04, leaving a purchase price of \$129,888.04. The FY 25-26 Equipment Replacement Fund includes \$135,000 for purchase of the leaf pickup machine.

**TIMING ISSUES**

If the Commission recommends award, this item will be presented to the City Council at their August 25, 2025 meeting. The Sourcewell cooperative purchasing contract with Old Dominion Brush Company expires January 31, 2029.

**COMMISSION OPTIONS**

The Commission can provide its recommendation to the City Council to:

1. Authorize the purchase of a XtremeVac LCT6000 tow-behind leaf pickup machine from Old Dominion Brush Company through the Sourcewell cooperative purchasing agreement; or
2. Request additional information; or
3. Not purchase the tow-behind leaf pickup machine at this time.

**STAFF RECOMMENDATION**

Funds have been budgeted and are available. Therefore, staff recommends the Commission make a recommendation to the City Council to authorize the purchase of a XtremeVac LCT6000 tow-behind leaf pickup machine from Old Dominion Brush Company through the Sourcewell cooperative purchasing agreement.

**SUGGESTED MOTION**

***“I move to recommend the City Council authorize the purchase of a XtremeVac LCT6000 tow-behind leaf pickup machine from Old Dominion Brush Company through the Sourcewell cooperative purchasing agreement for \$129,888.04.”***

**ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** August 14, 2025  
**TO:** Public Works Commission  
**FROM:** Daryn Anderson  
**SUBJECT:** Project Updates

The following is a brief status update of current Public Works projects.

**WATER PROJECTS**

**24-inch Transmission Main Replacement – Isabell to Newton Crk Project is Complete**

This project replaced about 4,100 linear feet of 20-inch diameter OD steel pipe installed in 1934 with 24-inch diameter ductile iron pipe.

22WA11	24" Transmission Main, Isabell to Newton Cree		
	Bid	Final	% to Bid
Engineering Services	\$ 267,577.00	\$ 263,625.00	-1.5%
Construction	\$ 4,009,236.00	\$ 3,941,404.53	-1.7%
Construction Mgmt.	\$ 220,747.00	\$ 208,029.69	-5.8%
<b>Total Cost:</b>	<b>\$ 4,497,560.00</b>	<b>\$ 4,413,059.22</b>	<b>-1.9%</b>

**SE Stephens Water Main Replacement Project is substantially complete**

This project replaced about 2,700 linear feet of 6-inch cast iron pipe in SE Stephens with 12-inch ductile iron. The existing pipe was installed between 1928 and 1935. The pipe installation, testing and connection to the water system is complete. The contractor is currently working on final trench patching.

**24-Inch Transmission Main Replacement Design, Newton Crk to Emerald Dr. In Design**

This project is currently in design and will replace about 3,400 linear feet of 20-inch diameter OD steel pipe installed in 1934 and 1936 with 24-inch diameter ductile iron pipe. Project will be ready to bid spring of 2026.

**Hwy 138 Water Main Replacement – Kester Rd to Sunshine Rd Project is Designed**

Consultant has finalized design and bid documents. Project will bid when funding has been approved in the budget. This project will upsize approximately 3,200 LF of existing 8-inch asbestos cement water main with 18-inch ductile iron water main.

**SE Pine Water Main Replacement The construction contract has been awarded**

The project includes replacing approximately 2,700 linear feet of 4 and 6-inch cast iron pipe in SE Pine with 8-inch ductile iron. The existing pipe in SE Pine was installed between 1938 and 1962. Project was awarded by council on July 28<sup>th</sup>, staff will be

scheduling a pre-construction meeting with the contractor. Construction is scheduled to begin in September.

Jackson & Commercial Water Main Replacement **Project is in Design**

This project will replace approximately 5,300 linear feet of 4-inch and 6-inch cast iron pipe with 8-inch ductile iron. Consultant has submitted a 90% design plan set for review. Bid documents and specification are anticipated to be completed fall of 2025. Project will bid when funding has been approved in the budget.

Water Master Plan Update

Staff has a draft Request for Qualifications for the Water Master Plan update. RFQ is anticipated to advertise fall of 2025.

## TRANSPORTATION PROJECTS

2024 Slurry Seal Project **Project is Complete**

Project treated 3.4 miles of city streets with slurry seal treatment per the 5-year pavement management program (PMP).

24PW02	2024 Slurry Seals			
	Bid		Final	% to Bid
Construction	\$ 256,000.00	\$	255,256.95	-0.3%
<b>Total Cost:</b>	<b>\$ 256,000.00</b>	<b>\$</b>	<b>255,256.95</b>	<b>-0.3%</b>

2024 Grind/Inlay NE Stephens from Edenbower to North City Limits **Project is Complete**

This project consisted of approximately 300 SY of base repair and a 2-inch grind and inlay on NE Stephens from NE Edenbower to the North City Limits. Project included replacement of 14 non-compliant curb ramps. Project also included base repair of approximately 350 SY in the 400 block of NE Garden Valley Blvd.

24PW01	NE Stephens Road Improvement Project			
	Bid		Final	% to Bid
Engineering Services	\$ 54,127.00	\$	43,767.38	-19.1%
Construction	\$ 1,175,355.00	\$	1,124,534.76	-4.3%
Construction Mgmt.	\$ 45,206.00	\$	28,463.43	-37.0%
<b>Total Cost:</b>	<b>\$ 1,274,688.00</b>	<b>\$</b>	<b>1,196,765.57</b>	<b>-6.1%</b>

SE Douglas Ave. Pavement Repairs **Project is Complete**

This project rehabilitated about 625 square yards of road base repair on Douglas Avenue between Rose and Main Streets. The project also included the replacement of 6 curb ramps.

24PW09	Douglas Avenue Pavement Repairs			
	Bid		Final	% to Bid
Construction	\$ 259,390.56	\$	272,814.96	5.2%
<b>Total Cost:</b>	<b>\$ 259,390.56</b>	<b>\$</b>	<b>272,814.96</b>	<b>5.2%</b>

#### 5-Year Pavement Management Plan

Staff is currently working with the consultant to complete a survey of city streets and develop a current pavement condition index for all street segments. Staff anticipates bringing the 5-Year Pavement Management plan to the Commission in November.

#### 2025 Slurry Seal Project **Project has been awarded**

This project will slurry seal coat 17 street segments located in the SE quadrant of town totaling 2.6 miles. The contractor is scheduled to begin work on August 28th. The project is scheduled to be completed the middle of September.

#### 2025 Grind/Inlay, Stewart Parkway and Garden Valley **Project is under Construction**

This project will replace non-compliant curb ramps on NW Stewart Parkway between NW Garden Valley Blvd. and NW Renann St., curb ramps will also be replaced on NW Garden Valley Blvd. between NW Mulholland Dr. and NW Fairmont St. Construction began on July 28<sup>th</sup> and is expected to be completed the middle of November.

#### Stewart Park Drive Bridge Rehabilitation **Project is under construction**

This project will provide structural repairs and upgrades the bridge, new walking path, safety rail upgrades, lighting and repainting. The project is under construction and scheduled to be completed this November.

### **STORM PROJECTS**

#### Military Storm Drainage Improvements **Project is Complete**

This project installed approximately 425 lineal feet of storm drainage pipe, two new manholes, and other site improvements to capture and re-route storm water to an existing storm water manhole located within Altamont Street right-of-way.

23PW14	Military and Altamont Storm Improvements			
	Bid		Final	% to Bid
Construction	\$ 117,710.00	\$	111,063.80	-5.6%
<b>Total Cost:</b>	<b>\$ 117,710.00</b>	<b>\$</b>	<b>111,063.80</b>	<b>-5.6%</b>

#### Harvard Ave Storm Drainage Improvements **Project is under Construction**

This project will replace and upsize the existing storm pipe in Harvard Avenue from Ballf St. to Umpqua St. The contractor began construction on August 4<sup>th</sup>, the project is Expected to be completed the middle of November.

#### Parrott Creek Storm Culvert Replacement **Project is in Design**

This project will replace 3 culvert crossings on Parrott Creek that were damaged by the March 16, 2025 flood event. The project is currently at 60% design and complete design, specifications and permitting are expected in October. Staff has included a 4<sup>th</sup> culvert creek crossing at SE Ichabod St. in the design effort. The culvert was not damaged in the flood event, but was installed in the same time frame as the 3 that failed.



Mill Street Storm Pipe Repair

During the March 16, 2025 storm event, the existing 24-inch a storm culvert in the 1700 block of SE Mill began to fail. Staff is currently working with a consultant on a design scope and fee for this project.