



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
MARCH 16, 2015 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

**1. CALL TO ORDER**

Chairman Maurice Sanders called the meeting of the Dunes City Road Commission to order at 6:40 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders, Commissioner Bill Harris, Commissioner Christopher John and at 6:43 pm, Commissioner Richard Palmer entered the meeting.

**Absent and Excused:** None

**Others Present:** Road Secretary Laurale Lorentzen and Public Works Director Gary Baker.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. NOMINATION AND ELECTION OF VICE-CHAIRMAN**

**Chairman Sanders nominated Commissioner Bill Harris for the position of Vice-Chairman of the Road Commission.** Commissioner Harris stated that because he may move to Coos County sometime in the near future, he may not be able to fulfill the position of Vice-Chairman through the end of the year. Chairman Sanders stated he nevertheless stands by his nomination. **Commissioner John seconded the nomination. The nomination passed by a unanimous vote.**

**5. APPROVAL OF THE AGENDA**

Chairman Sanders approved the Agenda as is and stated that no motion was necessary.

**6. MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2014 AND THE FEBRUARY 16, 2015 MEETINGS**

**Commissioner Palmer made a motion to approve the December 15, 2014 and the February 16, 2015 Minutes. Commissioner John seconded the motion. The motion passed by unanimous vote.**

**7. ANNOUNCEMENTS / CORRESPONDENCE (NONE)**

**8. CITIZEN INPUT (NONE)**

**9. BUDGET REPORT**

A. Revenue & Expense – Street Fund Budget vs. Actual – City Administrator Hilden

Chairman Sanders stated the budget report placed in the Commissioner's packet shows an under-budget value of \$19,000 for road maintenance and some available funds still left for engineering and consulting services.

**10. UNFINISHED / OLD BUSINESS**

A. Street Maintenance Projects for Fiscal Year 2015 – Public Works Director Baker

Public Works Director Baker stated that because of a perceived lack of funds, the scaled-down version of last year's program left Russell Drive omitted and thus he recommended the candidate street for this year's street maintenance project will be only Russell Drive in its entirety. Referring to the one-page Engineers Cost Estimate spreadsheet in each Commissioner's packet, Public Works Director Baker discussed the three options listed for the 2015 Street Maintenance Projects. He stated that in a nutshell, the recommendation is that Russell Drive be the primary focus and adding Rio Drive to receive a slurry seal. He further stated that in 2010, four years ago, the PCI (Pavement Condition Index) for Russell Drive was an 82 and is now a 42. He noted that sometimes streets don't follow the typical deterioration curve and that is what happened with Russell Drive through much faster deterioration than anticipated. He also noted that when another network-wide street inventory is performed again in 3 to 6 months, we may find similar situations on other streets within the system. Public Works Director Baker pointed out that we have no choice but to treat Russell Drive right now and as far as we know, this is the street that is definitely in the worst condition throughout the street network at the present time.

Public Works Director Baker stated that Dave Schmidt from The Dyer Partnership walked Russell Drive and Rio Drive with us and together measured the streets once again identifying and quantifying distress in considerable detail, which culminated in an outline which offers various alternatives. Public Works Director Baker explained in detail the work involved that includes dig-outs, which is the most expensive process, reconstruction, asphalt slurry seal, a one and one-half inch AC overlay, and areas that would receive limited amounts of glass grid paving fabric. He went on to add that Option B would be his recommended choice. Another important point he added was that this project has the potential for becoming a public outreach nightmare. He explained that when we do the work, the only access into the area is Russell Drive, so the citizens on Rio Drive and at the bottom of Russell Drive will be inconvenienced. Public Works Director Baker suggested doing the bottom half of Russell Drive first and then slurry seal the entrance as a secondary part of the work. It was estimated that there are approximately 30 residences

in this project area. Public Works Director Baker stated that The Dyer Partnership will proceed with the contract bid documents and they anticipate these documents will be ready for review by April 1, 2015. He also mentioned that this bid will be an optional bid contract, meaning that if we have to eliminate something, we will. Also, the bid will stipulate that City Council would have to approve the budget at the June 2015 meeting or sooner if possible, but the work will not begin until the Road Commission specifies a proposed summer start date. By accelerating this process, we are hoping to receive more competitive bids from the contracting community.

Commissioner Palmer questioned if any drainage work would be done during the process of overlaying the streets and if anything would be done about the tree root problem. A discussion ensued and Public Works Director Baker stated that there has been no concentration on drainage issues as yet, and the tree root problems would have to be addressed. Commissioner John questioned if removing trees would possibly be an issue when addressing the problematic tree root problems. Public Works Director Baker stated that to this point, the bid cost estimate only refers to the street work, but if the Commissioners recommend that tree removal and drainage issues be addressed at the same time, then we can do some additional work. More discussion ensued and the Commission agreed that this work would have to become a supplemental component to this project as presently envisioned, but yet part of the submission to the Budget Committee. Chairman Sanders informed the Road Commissioners that at last week's City Council meeting, he informed the City Council that the Road Commission will soon be requesting approximately \$82,000 for this year's street maintenance program and that that amount would include engineering services. Public Works Director Baker pointed out that although the original task order from The Dyer Partnership states \$6,800 for engineering services, the amount has been dropped to \$5,800 since the City will do its own inspection on this project.

Commissioner John mentioned that he didn't feel there would be any issues selling this project to the homeowners on Russell Drive since he lives on this street and knows that most of the homeowners are retirees and there are ways to mitigate issues regarding travel and access (in and out) during the time of construction

B. 2015/2016 Street Maintenance Budget Recommendation – Public Works Director Baker

After discussing items A and B together, **Commissioner Harris made a motion that the Road Commission accept Option B and the Rio Road basic bid of the 2015 Street Maintenance Project Engineers Cost Estimate dated March 5, 2015 plus a bid to remove necessary trees. Commissioner John seconded the motion. The motion passed by unanimous vote.** Chairman Sanders stated that this recommendation will be sent to the Budget Committee for their approval.

C. Authorize Preparation of 2015/2016 Street Maintenance Program Bid Documents

In conjunction with the previous motion in Item B, **Commissioner John made a motion to direct staff to contact The Dyer Partnership to prepare the bid documents for the 2015 Street Maintenance Projects as soon as possible so the bid documents can be**

**presented at next month's meeting and the work can begin on or before July 1, 2015. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

Public Works Director Baker thanked Commissioner Palmer for mentioning the ditching and drainage issues and promised to talk to The Dyer Partnership to receive feedback from them regarding this concern.

#### **11. NEW BUSINESS (None)**

#### **12. UNSCHEDULED ITEMS NOT LISTED ON AGENDA**

Commissioner Harris stated that somehow the need for an ongoing maintenance plan/contract for Dune City's right-of-ways should be addressed in a more comprehensive manner.

Chairman Sanders stated that at the televised City Council meeting last week, he aired his concerns and explained that attention needs to be made to the following facts: there is a rise in road costs, engineering costs, associated costs to maintain the roads, our City population is aging, our pool of volunteers is shrinking and the amount of money we receive from ODOT is lessening every year. He added that the cost of doing business as a City with a necessary staff, the City cannot operate without a tax base, and if this community wants to have a City, they need a tax base soon. All was quiet within the council chambers and then Councilor Wells responded very favorably and added his opinion as did the other Councilors who agreed. He went on to say that the City would have a hard time replacing our City Administrator for the salary he receives and the fact that he produced a perfect audit report this year. He concluded by saying that this was his opinion, he stated it, and he wanted the Road Commissioners to be informed on what he had brought up at the City Council meeting.

#### **13. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:33 pm.**

The proceedings of the Dunes City Road Commission meeting were recorded, and are on file at City Hall. Upon approval by the Road Commission, these minutes will be available online at [www.dunescity.com](http://www.dunescity.com).

**APPROVED BY THE ROAD COMMISSION ON THE 20TH DAY OF APRIL 2015.**

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Maurice Sanders, Road Commission Chairman

ATTEST:

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Laurale Lorentzen, Road Secretary