



**ROAD COMMISSION SPECIAL SESSION ~ APPROVED
JUNE 25, 2012 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

1. Call to Order

Chairman Troy Sathe called the Special Session of the Dunes City Road Commission to order at 5:40 pm.

2. Roll Call

Roll Call was taken by City Recorder Fred Hilden.

Present: Chairman Troy Sathe, Vice-Chairman Jerry Curran and Commissioner Henry Leach.

Absent and Excused: Commissioner Richard Palmer, Commissioner Bill Harris and Commissioner Ron Tucker.

Others Present: City Recorder Fred Hilden, Planning Chairman Lee Riechel and Honorary Road Commissioner Bill Sathe.

3. Pledge of Allegiance

All who were present stood for the Pledge of Allegiance.

4. Motion to Approve the Agenda

Vice-Chairman Jerry Curran made a motion to approve the Agenda. Commissioner Henry Leach seconded the motion. The motion passed by unanimous vote.

5. Announcements / Correspondence

A. City Recorder Fred Hilden announced that Laurale Lorentzen has agreed to be the Road Secretary and will begin attending all regular and special/work sessions.

6. Citizen Input (None)

7. Unfinished / Old Business

A. Master Road Plan Review – Gary Baker

Chairman Sathe discussed page numbering with the attendees who reached an agreeable conclusion that the pages would be numbered in sequence throughout the whole document and the Table of Contents would reflect the page number for each section of the Master Road Plan.

City Recorder Hilden stated that in a previous meeting they decided to merge Chapter 10 with Chapter 4, delete Chapters 7 and 8, add the role and position of City Engineer, and eliminate the Inspector of Roads' position (Chapter 5.5). Vice-Chairman Curran stated that the position of Inspector of Roads was redundant since the Commissioners are the actual "road runners" now. Chairman Sathe stated that the Inspector of Roads position has actually been replaced with the Director of Roads, which is Gary Baker's position.

Vice-Chairman Curran initiated the discussion of Section 1.2 (The Plan) and the recommendation that we don't need all the history of past references to acknowledgements, but at the same time we don't want to leave anyone out. It was determined and agreed that Section 1.2 should be eliminated and credit be given to everyone who volunteered, without naming anyone in particular while changing the title to Acknowledgments.

Regarding Section 1.3, it was determined that the Mission/Vision Statement is acceptable as is.

Chairman Sathe stated that Section 1.4 – Compliance with Oregon Transportation Rule was very long and yet Director of Roads Gary Baker had suggested it stay in this document for reference material. It was decided that a copy of this document would be made available at Dunes City Hall. Planning Chairman Riechel stated that this is a transportation plan for a 20-year period, and if it is mentioned in the data base and kept current, it would be sufficient.

Chapter 2.1 was discussed and decided that the issues presented were accepted by all present.

Chapter 2.2 was discussed and Planning Chairman Riechel noted that the Access Management Section should refer to Chapter 155 of the Dunes City Ordinance Code; an agreement was reached not to mention any details or examples, but to refer to the Code in Chapter 155. The maintenance and repair of existing streets was accepted; bicycle facilities section was discussed and agreed to say: Bicycle safety devices and signage should be considered, where appropriate. It was agreed that the Pedestrian Facilities section should say: The City should identify high-priority areas and construct improvements in these areas. Road Improvement Policies is exactly what we do, according to Chairman Sathe. Commissioner Henry Leach asked if we actually do make recommendations for road construction and it was determined that the Commissioners do. Chairman Sathe suggested deleting Section 2 Chapter 3 under Future Considerations. He also suggested deleting the yellow highlighted section on page 5 of 6. Planning Chairman Riechel suggested that since Future Considerations needs to be discussed further with Gary Baker, that we just add (Reserved) to the placeholder at this time.

Section 3.1 to 3.3, the Motorized Element section was discussed as being too long, but Chairman Sathe said he had no problem with the first part because it was an explanation of why the Pavement Management System was created. This section was discussed and deter-

mined that page 21 through 50 should all be moved to the Appendix because it is going to change every year, and it would save the City a lot of money by continually changing the page numbers every time a change is made. It was suggested to put it at the beginning of the Appendix section.

Section 3.4 was discussed at length regarding MRP Goals and Vice-Chairman Curran stated it should be changed to Current Goals and Future Objectives and everyone present agreed. Planning Chairman Riechel suggested adding Annual Considerations and all agreed.

Section 3.6 – Naming / Renaming Streets was discussed and Chairman Sathe stated that we don't rename streets, the County does. It was determined that renaming the streets is a process and this states the proper procedure. City Recorder Fred Hilden stated after being questioned why the fee was crossed out, he stated that it was only the dollar amount that was deleted. It was decided to get rid of part 2, but keep part 3 and 4 and part of 1. The note mentioned at the end of this section was determined to be acceptable and left in the document.

Section 3.7 – Future Road Systems was discussed and decided that “more information desired” should be deleted. After much discussion, Chairman Sathe recommended making a Section 3.7A for Proposed Future Road System and 3.7B for reserve entitled Future Plans. He also recommended that an example could be written here. After discussion, it was decided to delete the second paragraph and the footnote for this section.

Section 3.8 – Maintenance and Construction in Dunes City Right-of-Way under General Responsibilities was discussed regarding Section 90.01 and it was decided to change Section 90.01 to Chapter 90 of the Dunes City Code. A consensus was reached to say: Dunes City is responsible for the maintenance, construction, and upgrading of all public right-of-ways under the regulatory control of Dunes City as defined in Chapter 90 of the Dunes City Code.

Priorities under Section 3.8 were determined to be acceptable, except under the bullet First Priority where it was agreed to take out “mow all public right-of-ways twice every year.” The brushing issue was discussed at length and it was concluded that the brushing verbiage should remain as stated in the document. The Second Priority was discussed including upgrading the streets and Planning Chairman Riechel confirmed that this does not conflict with the Planning Commission. It was agreed that the Third Priority – Construction of New Streets should say: Construction standards for new streets shall meet the requirements of the City Engineer. Under the heading Addition to New Streets to Dunes City that will Require Dunes City to be Responsible for Permanent Maintenance, a decision was made to terminate the first bullet that mentions subdivision modification process because it's a Planning Commission issue; the second, third and fourth bullets were permitted to remain. Per consensus of the Commission under Emergency Events and Other Annual Fund Set Asides, Vice-Chairman Curran recommended adding to the first bullet not only as stated that the Chair may declare an emergency, but also include the Vice-Chair or City Recorder and this change was accepted. Chairman Sathe also recommended eliminating Ordinance 149 because a new Ordinance is going to replace it. The Road Project Proposals section was agreed to stay as is. The Un-Enumerated Nuisance Defined was agreed to refer to the Appendix. The Dunes City Street No Brushing Plan should be included in the Appendix as well.

Planning Chairman Lee Riechel made a motion to continue the meeting until 8:00 pm. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

Chapter 4 is being renamed to Beyond Roads and will be moved to Chapter 10 as discussed earlier.

Chapter 5 – The Job Descriptions section was accepted by all without discussion.

Chapter 6 – Funding and Financing basically says how we will secure grants according to Chairman Sathe, and was determined that since Gary Baker wrote this section, they will accept it as is.

Chapters 7 and 8 have been deleted as discussed earlier.

Chapter 9 – MRP Amendment Procedure was accepted as written and it was stated that it is Gary Baker's responsibility to update the Pavement Management System.

Chapter 10 – Other Considerations has been moved to Chapter 4.

City Recorder Fred Hilden stated that he will send an electronic document to the Commissioners by the end of the week and it was recommended that they compare it to their notes and confirm the document is correct.

Planning Chairman Riechel stated that the Road Commissioners are to be congratulated because they have accomplished a lot and reached this point a lot faster than he expected and have been working very effectively together. City Recorder Fred Hilden stated that this Road Commission has been able to accomplish more than any other in the past.

8. New Business (None)

9. Unscheduled Items Not Listed on Agenda

A. Woahink Drive and Wright Road Clean-Up

Commissioner Henry Leach stated that he sent an email to everyone regarding the debris at Woahink and Wright Road; he stated that he picked up the large stuff there, but there is still a lot of debris on that corner. He also stated that he hasn't had any input from anyone, no recommendations or complaints yet.

B. Sign on Truck Removed

Commissioner Henry Leach stated that the note that he and City Recorder Hilden put on the truck at 84277 Wright Road has been removed, but the truck is still there. Chairman Sathe stated that now we can tow the truck; he also stated that the owners have only 24 hours to remove it. It was discussed and decided that the towing fee would be passed on to the owner

and City Recorder Hilden volunteered to make a courtesy call to the owner to let him know the vehicle is being towed.

10. Final Comments

Planning Chairman Lee Riechel stated “nothing.”

Vice-Chairman Jerry Curran stated that he would like help to know how he should implement this.

City Recorder Fred Hilden stated that he was impressed with the job that has been done on this MRP, and he thinks this is a good document.

Commissioner Henry Leach stated that he would like to thank Planning Chairman Lee Riechel for helping out because this document is serving the needs of both departments and this product will reflect that.

Chairman Troy Sathe stated that this is why he surrounds himself with the best minds and he would like to thank everyone for their help.

11. Adjournment

There being no further business to come before the Road Commission, Planning Chairman Lee Riechel made a motion to adjourn the meeting. Commissioner Henry Leach seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission Special Session adjourned at 7:55 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.

APPROVED BY THE ROAD COMMISSION ON THE 20TH DAY OF AUGUST, 2012.

[Signed copy available at Dunes City Hall]

Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary