



**ROAD COMMISSION SPECIAL SESSION ~ APPROVED
JULY 2, 2012 AT 5:30 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 5:47 pm.

2. Roll Call

Roll Call was taken by City Recorder Fred Hilden.

Present: Chairman Troy Sathe, Vice-Chairman Jerry Curran, Commissioner Ron Tucker, Commissioner Bill Harris, and Commissioner Henry Leach.

Absent and Excused: Chairman Richard Palmer and Planning Chairman Lee Riechel.

Others Present: City Recorder Fred Hilden, Planning Vice-Chair George Burke, Director of Roads Gary Baker, Road Secretary Laurale Lorentzen 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 Bill Harris seconded the motion. The motion passed by unanimous vote.

5. Announcements / Correspondence

A. City Recorder Fred Hilden announced that Laurale Lorentzen is going to work as our Road Secretary on a contract basis for us, attending all of our Road Commission meetings and keeping and preparing the Road Commission minutes. He further stated Brandie Bell's position will not be replaced as staff will absorb the remaining Road Secretary workload and the remainder of other work that Brandie was doing.

B. Recorder Hilden stated that we did experience a substantial budget reduction, but he

thinks it will work out okay. Commissioner Bill Harris questioned why there was a budget reduction. Recorder Hilden stated it was due to a lack of sufficient income. Our budget this fiscal year (which ended last Friday) was \$120,000 and the budget that the City Council has adopted for the upcoming fiscal year is \$107,000 – a 15% reduction. Chairman Sathe remarked that after crunching the numbers, the money was just not there. Recorder Hilden said we cannot spend more than what comes in.

- C. Chairman Sathe stated that Planning Vice-Chair George Burke is an official voting member of this meeting.

6. Citizen Input - None

7. Unfinished / Old Business

A. Master Road Plan Review – Gary Baker

Chairman Sathe asked Director of Roads Gary Baker's opinion for the results of the reviewed and revised MRP. Mr. Baker said, "I think what you came up with is marvelous." He also went on to explain that it was important to him to have a consensus and he likes the way it was organized and condensed; he appreciates everybody's assistance in pulling their thoughts and opinions together and feels it is a great accomplishment as well as an excellent draft. Chairman Sathe stated that the only people who were not available to assist in the process were Planning Vice-Chair George Burke and Commissioner Harris. Chairman Sathe stated he would like to hear from them at which point both Planning Vice-Chairman Burke and Commissioner Harris stated that it looks good to them. Planning Vice-Chairman Burke commented it was much better than the old document; it made sense, and is easy to read and understand. Commissioner Harris wanted to know why we were always afraid to mention hunting when water skiing is often mentioned, but never hunting. He feels that it plays a major part in the image of this area. He stated that Dunes City is one of only three cities in Oregon where one can hunt within the City limits.

Commissioner Ron Tucker stated it should be mentioned inside the cover that the MRP was drafted by Gary Baker. Commissioner Tucker thought we were just repeating our records in listing all of the Road Commissioners for acknowledgement. Recorder Hilden stated this subject was kicked around and discussed a lot and the consensus was to leave the names out. Commissioner Tucker stated we should reference the document without putting it into the body. Recorder Hilden stated it was mentioned in Chapter 5 on page 55. Section 5.1 will be a reference to Chapter 32 of the City Code. Commissioner Tucker verbally agreed.

Director of Roads Gary Baker suggested we recognize both the original and the updated Master Road Plan participants, which would thus recognize this group.

Mr. Baker said he likes the present organization of the plan and the placement of the Pavement Management System data sheets now residing in the Appendix. Following discussion regarding the CPMS there exists in that plan reference to the 6-year plan peri-

od. Some ensuing discussion was held regarding a proper planning period. Since the current plan will have frequent changes (that will be noted in the Appendix) Planning Vice-Chairman Burke did not believe extending out 20 years was necessary for the road plan and that 6 years was fine. In regards to new development and thus new roads, Mr. Burke mentioned there is only one large track of land off 101 and the docks plan east of Cloud Nine that is not private property; therefore, he thought 6 years was an appropriate plan timeframe. Because of the previous issues with incorporating problems into the current plan, Chairman Sathe recommended we incorporate the 20-year plan for the roads into the 6-year plan we already have. Mr. Baker stated that anything beyond a 5-6 year cycle for pavement management forecasting is just a guess. He did suggest however, that the City should consider looking at the overall infrastructure system to include bike paths, sign managements systems (SIMS), and other elements to begin a longer term planning process and an eventual overall computerized infrastructure maintenance management program. Chairman Sathe recommended adding this to the MRP.

Mr. Baker stated that there should be more discussion regarding contents for the Appendix asked if the Commission could look through the table of contents together - mainly Section 1.4 of the Oregon Transportation Rule. He does not recommend attaching the entire rule into the Appendix, but in terms of additional needs in the body of the MRP, an important consideration is to be thinking about developing additional and more specific goals and objectives through future workshops and subsequent incorporation into the plan. He mentioned that developing a larger structure as on page 37 of Section 3.4 is a good idea and specific goals can be inserted at any time even though they would change every year. Seeking grant money for specific projects identified through the goal setting process is recommended by identifying these projects through both short and long range future planning. Commissioner Tucker mentioned that the Road Commission has met in the past and planned specific current years' projects such as ditching and wanted to know if this was what Mr. Baker was referring to and Mr. Baker said definitely.

Mr. Baker stated that the Commission should look out over a period of one to three years, and ask what goals can be identified immediately that are of an immediate nature (referring to the bottom of page 37). In addition, Commissioners and the City in general should be planning out 3-5 years and beyond noting projects that will tie together the current plan and local transportation needs. For an example, he mentioned specifically the need for a sign management program, bike paths, etc. "As a strategic planner myself, things happen when you plan the work and work the plan." Mr. Baker stated this is what he thought was missing in the plan as presently structured, and suggested listing action steps to meet targets and goals, once better defined. Chairman Sathe mentioned that after some workshops are conducted; it would be a good time to list trees, roads, right-of-ways, capital projects, and parks. Mr. Baker stated it is important to think about financial goals as well and as soon as possible show them in the document. Chairman Sathe stated it would be easier for Mr. Baker to look for the funding if the goals are identified as soon as possible. He suggested that the City think about how to connect the dots and bring more tourists to the community. Mr. Baker stated he would be "like a hawk" to ensure the goals are in fact current and that financing alternatives are pursued where applicable. Mr. Baker asked about the timber money and Recorder Hilden stated the Feds have ap-

proved, but the monies are being closely administered by Lane County and so if we “bark up that tree”, we need to “bark” at the Lane County Commissioners. According to Chairman Sathe, Lane County receives more money than all the rest of the counties (\$13M) and yet they do not have the money for roads. Planning Vice-Chair George Burke confirmed that Lane County is not good at managing their money. Mr. Baker said you should push the agenda. Planning Vice-Chairman Burke stated that we are not scheduled to get any money from Lane County so if we want it we are going to have to go after it.

Recorder Hilden stated that the Road Commissioners have done an excellent job of taking ownership of their respective streets on an individual basis and so, in addition to the incorporation of the necessary maps into the current MRP draft maps, it would be a good idea to mention how each road commissioner is assigned certain streets. Recorder Hilden complimented the Commissioners by saying they are more on top of the street system than any other Commission in the past.

B. Master Road Plan Update – Action Item

Chairman Sathe stated that he would like Commissioner Leach and Vice-Chairman Curran to review the MRP after Mr. Baker produces the finished document so the Planning Commission could review it once again for approval before sending it to the City Council. After attaching the permits and maps, it should be ready to go. All of the Commissioners who were present agreed. Recorder Hilden stated there was a lack of time to produce the job description (Chapter 5.1) but agreed to send Chapter 5.1 to 5.5 this week to Vice-Chairman Curran and Commissioner Leach for another set of eyes and input.

Vice Chairman Jerry Curran made a motion to finish the necessary process to send the MRP for final approval to City Council. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

8. New Business – None

9. Unscheduled Items Not Listed on Agenda

City Right-of-Way

Commissioner Harris stated there are two different streets in his area that are encroaching into the public right-of-way. Commissioner Harris mentioned that landscaping was an issue in one instance and a fence another; he further stated that these items have gotten away from us and he does not know what to do about it. He does not want to get into an argument with the citizen involved and felt the Commission needs to discuss these matters. Planning Vice-Chairman Burke mentioned that the City does not have the money to maintain the right-of-way so it has been said that they can plant foliage, etc. in the right-of-way. He said it is a catch-22. Recorder Hilden mentioned no brushing was discussed in previous meetings and we have some issues regarding this type of situation, but this has been an issue long before the City was incorporated in 1963. Planning Vice-Chairman Burke says it is very hard to enforce the rules, keep peace, and not play favorites.

Trench Issue Across Huckleberry

Commissioner Leach stated that the trench we built across Huckleberry has settled and in some places a two-inch drop (right before the speed bump) has developed. He stated he would like to see that filled back up with asphalt. Chairman Sathe noted that the contractor was Gary Rose (Leisure Excavating) This is a one-year contract warranty and thus needs to be addressed right away because the contractor may otherwise most likely wait until he has enough asphalt for other projects before he will fill this trench. Vice-Chairman Curran said he would contact the contractor in the morning.

84277 Wright Road (Truck in the Right-of-Way)

Chairman Sathe stated that this parked vehicle in violation has been an issue for over a year and has been addressed at multiple Road Commission meetings. He has personally talked to the owner three times and his wife once, and they have agreed to move the vehicle, but they have ignored the request. A survey has been done and two messages have been left with the owner.

Vice-Chairman Jerry Curran made a motion to tow the truck. Commissioner Ron Tucker seconded the motion. The motion passed by unanimous vote.

A discussion followed concerning the cost and legal enforcement of the towing and Recorder Hilden stated he would not agree to tow if it costs the City money, but he will leave it up to the City. He also stated if Monty Towing will bill the owner of the truck, then he would agree. Commissioner Harris asked what is the recourse if the violator contests? Filing a complaint with the City Council was discussed, but was agreed it would not be a good idea.

Changes to Section 153 and 155

Planning Vice-Chairman George Burke mentioned that the Planning Commission has been in the process of changing the wording and ended up with an additional eight pages of revisions. This has been consolidated into Transportation Standards. All of this will be addressed more closely in the next meeting and copies of their work will be sent to all Road Commissioners.

10. Final Comments

The final comments consisted of positive feedback and expressions of appreciation for a job well done by all members of the Road Commission regarding Mr. Baker's development of the Master Road Plan update.

11. Adjournment

There being no further business to come before the Road Commission, Commissioner Ron Tucker made a motion to adjourn the meeting. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

The Special Session of the Dunes City Road Commission adjourned at 7:05 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]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary