



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
SEPTEMBER 17, 2012 AT 6:30 PM**

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

1. CALL TO ORDER

Vice-Chairman Jerry Curran called the meeting of the Dunes City Road Commission to order at 6:32 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Vice-Chairman Jerry Curran, Commissioner Bill Harris, Commissioner Richard Palmer and Commissioner Henry Leach.

Absent and Excused: Chairman Troy Sathe and Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, Director of Roads Gary Baker, Road Secretary Laurale Lorentzen, and citizen Bruce Herbert.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance led by Vice-Chairman Jerry Curran.

4. APPROVAL OF THE AGENDA

Commissioner Henry Leach made a motion to approve the Agenda as presented. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

5. MOTION TO APPROVE THE MINUTES FROM AUGUST 20, 2012

Commissioner Henry Leach made a motion to approve the August 20, 2012 minutes as presented. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

A. Alders in the Right-of-Way on Manzanita (Tom Grove)

This item was discussed once again and Commissioner Richard Palmer was reminded that in previous meetings it was determined that he would provide the use of his tractor to remove the alder trees located in the public right-of-way on Manzanita. Commissioner Palmer stated that he will discuss this issue further with Chairman Sathe and one of them will report back to the Commissioners at the next meeting.

B. Right-of-Way Exchange: Peninsula Road and Cedar Lane

Vice-Chairman Jerry Curran stated that Citizen Bruce Herbert and City Recorder Fred Hilden discussed the right-of-way exchange today to better define the process required to satisfy the protocol toward finalization of this exchange. Commissioners were pleased that the requested changes had been made to the new map. The adjusted map and the conditional use permit now indicate a fair exchange. The Road Commission recommended approval of the conditional use permit, and this topic and action item will be forwarded to the next required level of approval.

Commissioner Bill Harris made a motion that we approve the property lines for the fair exchange of property and that the Commission approve the conditional use permit. Commissioner Richard Palmer seconded the motion. The motion passed by unanimous vote.

C. Wright Road and Woahink Drive Intersection – Henry Leach

Discussion continued on the repairs necessary for the improvement drainage at this intersection. It was once again decided that bids from Leisure Excavating and Richard Huff Logging regarding the annual work/maintenance program, which had yet to be reviewed at the time of this discussion, would hold up any final decision on this project until the available budget was further determined following review of the referenced bids.

9. NEW BUSINESS - Contractor Bid Results from Leisure Excavating and Richard Huff Logging

Bids for the annual work and maintenance program were presented to the Commission for review, discussion and approval. Two bids were received, one from Leisure Excavating and the other from Richard Huff Logging. It was quickly noted that the respective bids did not appear to cover the same items of work. Concern was expressed by various Commissioners regarding the differences between the two bids, and in particular, questions were raised by Commissioner Richard Palmer and Director of Roads Gary Baker regarding the lack of different quantities on which the bids were based. It was understood by all that these bids were intended to be based on an earlier walk-through of the various projects; however, as expressed again by Commissioner Palmer and Mr. Baker that the lack of specific information including bid quantities, unit prices, etc. could leave the City at risk for the possibility of considerable change order work with no apparent control mechanisms in place. Commissioner Palmer and Director of Roads Mr. Baker suggested that the Commission consider an

entirely different approach to this bid process which would involve development and utilization of bid documents that are prepared to be more specific thus better enabling the City to receive the desired end product. The result of all these discussions was the Commissioners decision that the current bids as received be rejected, a new set of bid documents be prepared, and the work be re-bid when the new bid documents are available.

Commissioner Bill Harris made a motion to table the bids by having Commissioner Richard Palmer, Director of Roads Gary Baker, Chairman Troy Sathe and City Recorder Fred Hilden discuss this matter further, and in the meantime put this matter on hold until more concise bid documents can be prepared that include line items regarding type of work, specific quantities and specifications for each component. Commissioner Richard Palmer seconded the motion. The motion passed by unanimous vote.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Bill Harris stated that there appears to be a spruce tree that is dead on Hilltop Drive between Clear Lake and Spruce and is in close proximity to power lines in the area. Commissioner Harris stated that this matter was discussed with Recorder Hilden and it was determined that Recorder Hilden will investigate the matter and likely call PUD to determine the appropriate action required.

Commissioner Bill Harris once again addressed the safety issue on Hilltop Drive where parents pick up their children from school. Commissioner Harris stated that a “No Parking” sign has been placed on the north side of the street and that he graded and added gravel to a large portion across the street from the stop sign so the parents could park there instead of parking in front of the stop sign. He stated that he hasn’t yet determined if the parents are utilizing the area for parking, but he will follow-up on this issue and report back to the Commission.

Commissioner Bill Harris stated that he had contacted a representative from ODOT who is their designated advisor on bike paths. Following their discussions, she commented that due to the demographics of the City (numerous retired people in Dunes City), that bike path construction is likely not a viable option particularly for grant funding. She did comment however that the 1% portion of the City’s gas tax revenue (approximately \$700/yr.) which would total an approximate \$70,000 over a 10 year period, could be used for “some type” of bike path related work as desired by the City. She also stated that any bike path construction must be done adjacent to existing road ways. Further discussions resulted in a suggestion that possibly the bike path revenues be used for roadside signs that referenced bicycle activity. Commissioner Harris produced for review, examples of the types of signs that could be utilized. This matter of bike paths, and in particular the one candidate route that has been mentioned previously by Commissioner Harris, will be subject to further discussion in future meetings. Director of Roads Gary Baker commented that he will continue to further investigate bike path funding potential.

Commissioner Henry Leach stated that he felt that there is a need to update the Road Commission contact list. Road Secretary Laurale Lorentzen stated that she will update and email the list to each Commissioner as soon as possible.

Commissioner Richard Palmer, in revisiting the bicycle path issue stated that the City should consider the construction of bike paths as an opportunity to widen and improve safety aspects on some of the City's existing roadways. Director of Roads Gary Baker agreed and stated that he would advise the Commission to consider a strategic planning session such that a list of candidate streets could be identified for possible funding purposes. Commissioner Bill Harris stated that he supports the idea of Commissioners continuing to reflect on this subject of bike paths and encouraged Commissioners to bring new ideas to the future meetings.

11. FINAL COMMENTS

Planning Chairman Lee Riechel stated he had no comments.

Commissioner Henry Leach stated that the Dunes City newsletter was prepared very well.

Vice-Chairman Jerry Curran further stated that he thought the newsletter was done very professionally.

Commissioner Bill Harris stated that he thought this was a productive meeting.

Road Secretary Laurale Lorentzen had no comments.

Director of Roads Gary Baker had no further comments.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Commissioner Richard Palmer made a motion to adjourn the meeting. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission adjourned at 8:02 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 15TH DAY OF OCTOBER, 2012.

[Signed copy available at Dunes City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Fred Hilden, City Recorder