



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
JANUARY 28, 2013 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 6:33 pm. This meeting was rescheduled from the January 21, 2013 meeting that was cancelled due to the absence of a quorum.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Maurice Sanders, Commissioner Bill Harris, Commissioner Henry Leach and Vice Chairman Jerry Curran.

Absent and Excused: Commissioner Ron Tucker and Commissioner Richard Palmer.

Others Present: Planning Chairman Lee Riechel, Road Secretary Laurale Lorentzen, City Recorder Fred Hilden, and Director of Roads Gary Baker.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. ADMINISTRATIVE UPDATE

A. Swearing-in of Reappointed Commissioner Bill Harris.

City Recorder Fred Hilden swore in reappointed Commissioner Bill Harris.

B. Election of Vice-Chairman

Commissioner Henry Leach made a motion to re-elect the current Vice Chairman Jerry Curran as Vice Chairman of the Road Commission. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE AGENDA

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

6. MOTION TO APPROVE THE MINUTES FROM DECEMBER 17, 2012

Vice-Chairman Curran made a motion to approve the December 17, 2012 minutes as written. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

7. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

8. CITIZEN INPUT (NONE)

9. UNFINISHED / OLD BUSINESS

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

Commissioner Leach provided some background information on this project and stated that it has been on the Agenda for a long time. The street was determined to be in Richard Palmer's assigned section and the Commissioners made the following decision. **Vice-Chairman Curran made a motion to table discussion on this item until the next meeting when Commissioner Palmer will be present. Commissioner Leach seconded the motion. The motion passed by unanimous vote.**

B. Wright Road and Woahink Drive Intersection – Henry Leach

Commissioner Leach stated he is adding this project to his 2013 recommended maintenance road projects. The project will involve a new drainage inlet box, a new culvert across the road, repaving, and widening of the apex. After some discussion with City Recorder Hilden, Director of Roads Baker and the Commissioners, it was agreed that since there are sufficient remaining funds in this years' budget, an engineer be hired to draw the appropriate plans and specifications to prepare this project for bid as early as April or May of this year, thereby allowing the work to be completed by early summer.

Commissioner Leach made a motion to authorize an engineering firm to do the necessary work for the project at the intersection of Wright Road and Woahink Drive on the southeast corner and have the funds from the 2012 budget initiate the engineering work. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

C. Woahink Drive No Parking Signs in Right-of-Way – Henry Leach

Commissioner Leach provided background information declaring that Commissioner Palmer had previously stated that he was going to erect signs at this location. **Commissioner Harris made a motion to table this item until the next meeting when**

Commissioner Palmer is present. Commissioner Curran seconded the motion. The motion passed by unanimous vote.

D. Leanza Drive – Access Issue

Two memorandums written to the Commissioners by Director of Roads Gary Baker and a letter addressed to the property owner Mr. Donald Forum written by City Recorder Fred Hilden were discussed and the motion that follows states how they will proceed in this matter. **Vice Chairman Curran made a motion to direct staff to write a letter and or call the owner of the subject property to explain the liability of the matter again and ask that he attend our next regularly scheduled Road Commission meeting; ask Staff to acquire an estimate from Lane County to clean the street on both north and south sides of the property to generate an engineering assessment as soon as the street is cleaned for an assessment of the pavement damage. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

E. Work in Right-of-Way at Osprey Way – Bill Harris

The subject of property owners landscaping beyond their property line into the City's right-of-way without a permit prompted further discussion including this issue on Osprey Way. Chairman Sanders stated that he thought this would be an appropriate time for him to read a newsletter article he wrote before he was on the Commission that addressed this same type of issue regarding the City's right-of-way. Chairman Sanders read his newsletter that stated in a nutshell that no person may encroach upon or use the public right-of-way without the permission from the City. He went on to explain that if someone has been using the right-of-way for say 5 years, this does not mean that the City has waived its jurisdiction and right to control the City's right-of-way. He also stated that basically, the City reserves the right to remove any non-permitted encroachment from the public right-of-way at any time or any other code violations at the time and that the City has the right to not take any action until the time is necessary due to a safety issue or hazard. Chairman Sanders stated that the bottom line of his newsletter was to prevent problems "down the road."

After more discussion with the Commissioners, it was determined that the letter he read was excellent material for the Dunes City website and the City's January 2013 newsletter. After discussing the issue with those who had visited the site, it was determined that no real drainage problem is present and the Commission agreed to drop this Osprey Way issue from any further discussion.

F. 5583 Woahink Drive Right-of-Way – Henry Leach

Commissioner Leach stated that City Recorder Hilden was working with the property owner on right-of-way permits and other existing permits, but that he has not seen any activity in the right-of-way at this location lately. City Recorder Hilden stated that he continues to work with the owner on the permits, but felt there would be no more

problems with this issue. He suggested we leave it on the Agenda as a staff item until we can get the permits finalized (removal of vegetation in the right-of-way and structural permits). **Vice Chairman Curran made a motion to leave this item on the Agenda as a staff report until the permits are finalized, paid for and in place. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

G. 5343 Leavitt Loop – Drainage Problem

As a project in Commissioner Leach's section 5, he stated that the Leavitt Loop drainage problem involves an old caved-in drainage box that needs to be replaced along with a culvert. Commissioner Leach stated that he has added this item to his 2013 project list. After discussion it was recommended that an engineering report be prepared by an engineer to assess the needs and prepare the necessary documents for construction. **Commissioner Leach made a motion to set up an engineering report to add a drainage box and a culvert for 5343 Leavitt Loop within this year's budget and include the Wright Road and Woahink Drive project at the same time. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.** It was further discussed that these projects will be moved to the 2013 engineering project list.

H. 2012 Projects Status Report

City Recorder Hilden distributed 2 recent contract purchase orders for Richard Huff Logging. The original purchase order signed by the Mayor and Richard Huff for the primary contract totaled \$29,995; the second purchase order totaled \$2,422 for a change order on Huckleberry Lane and Woahink Drive for a radius addition and extra work on Russell Drive shoulder rock, Rio Drive for three additional asphalt repairs, and Parkway Drive shoulder rock. City Recorder Hilden stated that both have been approved by the Mayor, signed off by Councilor Troy Sathe as completed.

Ensuing discussions were associated with the quality of the work done throughout the contract and the manner in which the work was outlined and supervised. In regards to his projects in section 5, Commissioner Leach stated his lack of satisfaction and disappointment for the way the work was done, the unnecessary re-work repair as well as the quality of the work. He also stated that he has transferred the work that is unsatisfactory to his new 2013 project list. City Recorder Hilden reminded the Commissioners that this contract is under a 1-year warranty and each project contract will be reviewed at the end of the summer prior to the expiration of the warranty period. He was concerned about the cuts in the pavement that have not been sealed. Director of Roads Baker commented on lessons learned and the need for engineering to be done on certain projects and that no contract should be closed out in the future without a punch list prior to the final payment of the contract.

Commissioner Leach made a motion to pay the invoices that match the purchase order amount of \$32,417 to Richard Huff Logging for the 2012 project list with a

caveat that there is a one-year warranty period starting January 18, 2013. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

I. Update 2013 Road Projects

Commissioner Henry Leach stated that his section 5 list encompasses 6 recommendations for repairs. He submitted his list for documentation into the master list and made a presentation of his projects for 2013.

Director of Roads Gary Baker make a recommendation that once the preliminary list for each Commissioner has been established, he is willing to spend time with each one and go through each of their streets with them. It was agreed upon that Director of Roads Baker will have a list completed by next month stating any need for engineering services in the 2013 program.

Vice Chairman Curran did not have a project list available at this time, but expressed a need to spend some time going over the budget requirements and actually do a breakdown on how much money is available and get a better handle on where we are headed.

Regarding section 2, Commissioner Harris stated his concerns for his project list which included bike paths and several other projects. It was discussed and determined that bike paths are considered a capital project and needed to be added to that list for possible separate funding.

Chairman Sanders questioned City Recorder Hilden if the Commissioners who were not present had submitted a project list for 2013. Director of Roads Baker agreed to review Commissioner Tucker's section 6 area with City Recorder Hilden since Commissioner Tucker is not able to do so at this time. City Recorder Hilden agreed to contact Commissioner Palmer (not present) regarding his 2013 project list.

Chairman Sanders stated he has forwarded his list to the Road Commission Secretary for his section and made a presentation of his projects and specifically asked that the cutbacks he recommended be expanded from 3 feet on each side to 15 feet.

J. Master Road Plan – Maurice Sanders

Chairman Sanders stated that a draft MRP was brought to City Council in September 13, 2012 and several issues were expressed at that time and he inquired if the Commissioners wanted this is an agenda item for next month or do they want to basically say that they looked at it and wish to accept it "as is." Chairman Sanders stated he was concerned that the MRP will just sit and collect dust. After discussion with the Commissioners regarding several MRP issues, it was recommended by the City Recorder to create a red-line document and then have it reviewed by this Commission before sending it to the Council and the Commissioners agreed. After further discussion, Chairman Sanders recommended a goal-setting special session be held in the summer; he al-

so volunteered to write the red-line document if the MRP could be sent to him by email.

Chairman Sanders asked for a 5 minute recess; the meeting stopped at 8:30 pm and resumed at 8:37 pm.

10. NEW BUSINESS

A. Code Enforcement Update

Chairman Sanders announced that Ordinance No. 219 was approved by City Council creating a City Code Enforcement Officer which is City Recorder Hilden. He stated that this new position will provide the City authority to enforce code ordinance violations. He simply wanted this Commission to be aware of this new position for their information and that it could be discussed further at the next meeting.

B. Budget Report

City Recorder Hilden distributed his budget report entitled Revenue and Expense Budget vs. Actual (DRAFT) July 2012 – December 2012 (50% of Fiscal Year) and then proceeded to explain the document. As a summary, he stated that overall we are where we need to be. Commissioner Harris asked if a line item for the bicycle fund could be added to the report and City Recorder Hilden stated he would add that for the next meeting report.

C. 2013 Capital Projects

A discussion was held regarding “Capital Projects” which was mentioned by Chairman Sanders as other than “maintenance” projects. The point for this discussion was to draw the distinction between the two. With regard to Capital Improvement Projects (CIP) specifically, bicycle paths and Ocean Boulevard were noted as the City’s current highest priority CIP needs. Efforts will be made to locate sources of funding for these in particular and other in the future CIP programs. Correspondingly, discussions will be held with the County and the Army Corps of Engineers and other affected agencies regarding their possible involvement in the Ocean Boulevard project. Further discussion touched upon the need to identify additional CIP projects as well as further define the upcoming necessary slurry programs through the aforementioned goal setting planning session to be held in the upcoming summer with the actual date yet to be determined.

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Leach stated that the PUD spent 3 to 4 days doing major line trimming in the Woahink Drive area and he was very impressed with the work they had done including cleaning up areas in our right-of-way. Vice Chairman Curran recommended sending a thank you letter to PUD to let them know how much we appreciate the work that they

have done. Commissioner Leach stated that he would write the letter to PUD and he will send it to the Road Secretary to then put it on City letterhead.

Chairman Sanders discussed the street sign inventory project including the requirement to replace all signs with reflectorized signs. City Recorder Hilden stated that the City has 10 years to comply with that requirement. Further discussion ensued and it was determined that this should be a project for the summertime including verification of who is responsible for what in this matter.

Planning Vice Chairman Riechel applauded the Road Commission for the direction in which they are now headed commenting that in all his 12 years working with the Road Commission, he was never able to get the idea across that this Commission needed to specify items or issues to the degree of establishing a check and balance system on projects as well as other dealings and now he is pleased to see the Commission is heading in a good direction.

Commissioner Bill Harris made an appropriate closing quote: “We can’t control the wind, but we can adjust our sails.”

Director of Roads Baker stated his pleasure in doing business with this Commission.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 9:16 pm and no vote was taken.

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 18TH DAY OF FEBRUARY 2013.

[Signed copy available at Dunes City Hall]
Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]
Laurale Lorentzen, Road Secretary