



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
FEBRUARY 18, 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.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

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

Absent and Excused: 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. APPROVAL OF THE AGENDA

Chairman Sanders removed Items A, B and E under Section 8 Unfinished / Old Business.

Vice Chairman Curran made a motion to approve the Agenda as amended. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

5. MOTION TO APPROVE THE MINUTES FROM JANUARY 28, 2013

Vice Chairman Curran made a motion to approve the January 28, 2013 minutes as presented. Commissioner Leach seconded the motion. The motion passed by unanimous vote with 3 yeas and 1 abstention (Commissioner Tucker).

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Budget Committee Meeting February 19, 2013 at 4:00 pm.

Chairman Sanders announced that the meeting is a review of the entire City's budget performance year-to-date, and will be the initiation as a starting point for the budget process for the next fiscal year.

B. Dunes City Street Fund Budget Status

City Recorder Hilden distributed the draft City Street Fund Budget for information purposes only. Chairman Sanders stated that questions should be directed to the City Recorder or addressed at the next Road Commission meeting.

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

A. Alders in the Right-of-Way on Manzanita – Item Removed

B. Woahink Drive No Parking Signs in Right-of-Way – Item Removed

C. Leanza Drive Access Issue – Staff Follow-up

City Recorder Hilden explained that a request has been made to Lane County to sweep and clean Leanza Drive so the Director of Roads / City Engineer can assess the damages incurred at this location, and once the required pavement repair and cost is documented, the resident will be invited to attend the next scheduled Road Commission meeting. This project falls within Vice Chairman Curran's assigned Section 4 for his list of recommended maintenance road projects. Vice Chairman Curran read his report regarding this issue into the report and distributed his complete section list to those in attendance. According to City Recorder Hilden, this item should be resolved by March. Chairman Sanders stated that this item will stay on the Agenda for the next meeting.

D. 5583 Woahink Drive Right-of-Way – Staff Follow-up

City Recorder Hilden stated that this is an absentee owner situation and it has been difficult to obtain structural and vegetation removal and right-of-way permits from the owner. The staff has sent a certified letter to the owner in hopes that this will resolve the issue. Vice Chairman Curran recommended obtaining a telephone number to contact him directly. Chairman Sanders stated that he would also like to see this item stay on the Agenda for the next meeting.

E. Reassign Streets in Ron Tucker's Section 6 – Item Removed

F. Update 2013 Road Projects

Discussions were held regarding the 2013 road projects and in particular, the priorities

that resulted from the inspections of each of the Commissioner's roads that were conducted with Director of Roads Baker and each Commissioner. Following some brief discussion regarding the timing of the final list of projects and associated due dates, Director of Roads Baker was asked to present his thoughts regarding the priorities for this year's program. Director of Roads Baker shared with the Commission that based on his observations, there were 3 major priorities that must be dealt with consisting of network-wide street sweeping, designated brushing and a targeted series of ditching projects, all of which must be done as a first order of priority. In addition, two separate projects, budget permitting, were identified as well for this 2013 program as follows: Hilltop and Clear Lake intersection improvements, and Woahink and Wright intersection improvements. It was also mentioned by Director of Roads Baker that there are numerous other specific projects that could and should be addressed; however, budget constraints may require these projects as well as future slurry seals to be done at a future date. Each of the Commissioners submitted their respective list of recommended projects; however, after much discussion between the Director of Roads Baker, Commissioners and the City Recorder, it was concluded that those listed above in all likelihood would be the only work we could accomplish this year within an estimated budget of \$40,000. Important points raised during these discussions dealt with the true budget available, and the timing of gathering estimates for the work addressed as the priorities as well as the cost and timing of engineering services associated with these projects. Critical to the success of the 2013 program as stated by all Commissioners, will be the importance of having these contracts underway during the summer months and possibly some underway as early as June 2013, with no invoicing until into the new fiscal year. Regarding the two intersection projects, Director of Roads Baker reported that the Dyer Partnership firm is in the process of providing the City with both estimates and follow-up engineering services for the two intersection projects and it is anticipated that the cost for that work will be available within the next 2 weeks. City Recorder Hilden said he would follow-up with Dyer Partnership and get back to the Commission regarding these matters. Subsequent discussions led to a final determination of the order of priority for the program envisioned at this time which was noted to be as follows: 1) sweeping, 2) brushing, 3) ditching, 4) Hilltop Road and Clear Lake intersection project, and 5) Wright Road and Woahink Drive intersection project.

After all the above considerations were discussed and an original motion by Commissioner Tucker was amended, the final consensus was summed up in the following amended motion.

Commissioner Tucker made a motion recommending in order of priority, citywide sweeping, brushing, then targeted critical ditching, intersection repair on Hilltop Drive and Clear Lake Road, with Wright Road and Woahink Drive following as determined by the Director of Roads, if the opportunity and costs permit. Commissioner Harris seconded the motion. The amended motion passed by unanimous vote.

G. 2013 Capital Projects

Capital Projects were discussed and it was noted that Ocean Boulevard represents the City's only true Capital Improvement Project at the present time with bike paths as another potential project in the future. Director of Roads Baker was asked to provide the Commission with the current status of the Ocean Boulevard project. Director of Roads Baker reported that he placed cones around the area of concern to keep traffic away from the edge of pavement where subsidence is occurring, but there doesn't seem to be an easy fix to this situation; grant money was applied for and denied. After a meeting with City Recorder Hilden, Road Chairman Sanders, and Tom Hart of Dyer Partnership, a meeting was suggested to pull stakeholders together by September of this year (preferably onsite). In order to ascertain the respective responsibilities of the stakeholders and identify alternatives or reach a decision on how this project can be funded and completed. Director of Roads Baker went on to point out that as an approximate \$300,000 project, safety, as well as environmental issues are at stake. The following agencies were recommended and discussed by the Commissioners as those to contact including: Oregon Department of State Lands, US Army Corps of Engineers, Oregon State Marine Board, Lane County, National Marine Fisheries Service, FEMA, and a State Bridge Reconstruction Agency. Commissioner Harris commented that the Sweet Creek project now underway in Mapleton might offer a good source of information since it is an erosion related reconstruction project on the edge of the Siuslaw River. Chairman Sanders recommended mentioning the Ocean Boulevard project to the Council to keep it on the radar to advise them of the grant money efforts we are planning and this could become part of the budget package we are presenting to the Council for consideration of the 2013 road projects.

More questions and discussions ensued and City Recorder Hilden stated that in relation to City Council, if the Road Commission recommends a budget, Council will usually accept it only if the expense and revenue balance; therefore, funding has to come from the road fund or grant money.

Commissioner Harris made a motion to add Ocean Boulevard to the 2013 Capital Projects and to pursue all available sources of revenue including grant funding and that no money be expended until that funding is identified. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.

H. Master Road Plan

Chairman Sanders recommended that the Road Commission review his input to the Master Road Plan (MRP) as recommended by City Council and act upon the plan either accepting and forwarding it back to City Council for consideration and adoption, or retain it for further changes.

Commissioner Tucker made a motion to accept the changes into the Master Road Plan and send it on to City Council for adoption. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.

As part of the MRP discussion, Chairman Sanders brought up the issue of the development of a community-wide Master Bike Plan as a means of addressing the bike path

issues as noted in Section 4.1 of the MRP. Chairman Sanders suggested as a first order of business is a possibility of developing a long-term citywide bicycle action plan before any specific projects become candidates for immediate consideration.

City Recorder Hilden stated that he would conduct research on the 1% bicycle past monies that have been allocated to the road fund and will report back next month on his findings. Chairman Sanders further stated that before any action is taken on any single project, such as that discussed relative to Hilltop Road, he suggests a public meeting be held in order to gauge what the public wants. Road Director Baker stated that in his limited experience with bike paths, he agreed that the bigger picture should be a Bicycle Master Plan as a starting point. The Hilltop Road project could be a very expensive project and he thought the 1% money set aside would be insufficient by itself to cover the cost of that project. Director of Roads Baker stated that he informed Dyer Partnership to consider the bicycle path on Hilltop Drive plan when they do the design work for the Hilltop Road intersection project. Subsequent discussions involved the possibility of a Bicycle Master Plan as part of the MRP and within that context, public input could be sought. Vice Chairman Curran suggested starting with posting the Share the Road signs first, to begin making the public aware of the need for bicycle lanes. Other ideas ensued for valid uses of bicycle awareness throughout the City. Commissioner Harris stated he would not mind extending the bicycle dialog to another time when we know how much money we have for bicycle and footpaths. The Commission agreed with Chairman Sanders to set this aside, but visit the subject again in a couple of months.

9. NEW BUSINESS

Commissioner Harris stated that a home owned by John Barnett on Siltcoos (after crossing Spruce Lane), has no culvert under the driveway. He went on to point out that water is running under the asphalt in the City's right-of-way and is causing erosion to take place and a culvert needs to be installed. Discussions were held and Director of Roads Baker offered to assess the situation and report back to the Commission. According to Commissioner Harris, the owner spoke of adding a french drain and City Recorder Hilden stated he has the authorization to waive the permit fee since this home was built before any permits were required. Chairman Sanders stated and it was agreed that this situation will be handled as an administrative function.

Commissioner Tucker questioned the possibility of buying a chipper and a shed to store equipment as was listed on a previous Agenda. Commissioner Harris stated that a chipper would cost about \$15,000 and City Recorder Hilden stated that he thought Council would say no to a shed in front of City Hall.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Leach questioned the location of the Road Commission's log-splitter. Commissioner Tucker stated that it is stored in his garage.

Commissioner Leach stated that he will sign the thank you letter he wrote to Lane County PUD enclosed in the Commissioner's packet. Vice Chairman Curran stated it was a very nice letter and recommended sending it out. Chairman Sanders stated that a letter like this is very appropriate for any Commissioner to send, signed personally by them to show appreciation for any work that others do for us.

Commissioner Harris stated that it would be helpful if the Commission would approach citizens within the community for user input regarding the bicycle project.

Planning Vice Chairman Lee pointed out that in regards to the bicycle plan, no one has addressed the issue of maintenance of the pathways.

City Recorder Hilden commented that under "Personal Services" in the budget report, the Administrative Wages are slightly under budget and this is where it should be, and it is expected to be the same at the end of the year.

11. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:38 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 MARCH 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