



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
MARCH 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, Vice Chairman Jerry Curran, Commissioner Bill Harris, Commissioner Ron Tucker and Commissioner Henry Leach.

Absent and Excused: Commissioner Richard Palmer.

Others Present: 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

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

5. MOTION TO APPROVE THE MINUTES FROM FEBRUARY 18, 2013

Vice Chairman Curran made a motion to approve the February 18, 2013 minutes as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. There will be a City Council Special Session on Tuesday, March 19 from 3-5 pm to review the City's Comprehensive Plan.

- B. Chairman Sanders announced that items A & B would be pulled from the Agenda since Commissioner Palmer was not present.

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

- A. Alders in the Right-of-Way on Manzanita – Richard Palmer – Item Removed
- B. Woahink Drive No Parking Signs in Right-of-Way – Richard Palmer – Item Removed
- C. Leanza Drive Access Issue – Staff Follow-up

City Recorder Hilden stated that the property has not been swept at this time. Chairman Sanders directed the City Recorder or the Road Secretary to email the entire Road Commission as soon as the property has been cleaned. During the meeting, City Recorder Hilden received an email from Richard Perkins (Lane County Supervisor) stating that they are planning to clean Leanza Drive tomorrow (3/19/13).

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

City Recorder Hilden stated that he is pleased to announce that the approved vegetation permit is posted on the property and PUD has done additional cleanup in the right-of-way. No final instruction to replant from City Recorder Hilden has been made at this time. Chairman Sanders stated that this item will be pulled from the Agenda as a completed item; if other problems surface in the future, we will add it again at that time.

- E. Update 2013 Road Projects – Gary Baker

Director of Roads Baker was asked to provide an update on the current status of the 2013/2014 Street Maintenance Program. He stated that at the present time the priorities established in the previous Commission meeting would serve as the initial plan for the year with The Dyer Partnership providing the Commission with contract documents for sweeping, brushing, and ditching with the hope that this minor amount of engineering services could be completed for an amount not to exceed \$13,900.00. The intersection projects that represent a separate set of engineering documents were priced at \$21,700 for just the engineering alone, not accounting for the cost of construction. Several discussions were held regarding the most suitable game plan given the City's limited budget including the Commissioners providing, along with the Director of Roads, much of the required inspection work that will be necessary for the phase 1 work, thus reducing the cost of The Dyer Partnership services. Discussion was also held regarding the nature of the services to be provided in phase 1 and Director of Roads Baker stated that the contract documents would include specific descriptions for each part of the work i.e., definitions of what is required for ditching, brushing, etc. Typical details will be provided in the documents for the contractor to clearly

understand what is required. Each of the Commissioners thereby agreed to inspect the work in their respective areas and, following some training, will place the burden for inspection on the Road Commission. Once documents are received and bids are in, the Commission may decide to investigate the possibility of moving ahead with one or both of the intersection projects depending on remaining funding. In addition, ensuing discussion also included whether or not it would be a better idea to use remaining funding for future slurry seals instead, as questioned by City Recorder Hilden. Further discussions will be held on these subjects once the phase I work is identified with respect to projected costs for that part of the program. It is hoped that work can begin by July 1, 2013.

Commissioner Tucker made a motion as agreed by the Road Commission to do the inspection ourselves, and make immediate arrangements for a training session after bid documents are prepared. Commissioner Harris seconded the motion. The motion passed by unanimously vote.

9. NEW BUSINESS

A. Road Commission Strategic Planning

Chairman Sanders conversed with members of the Road Commission, Director of Roads Baker, and City Recorder Hilden regarding scheduling a future date for a Special Session on Strategic Planning. It was decided that for everyone present, June 10th at 6:00 – 9:00 pm would be a suitable time and date. Director of Roads Baker suggested that the Commissioners begin thinking about projects; maintenance and capital improvements projects such as bike paths, etc. for a three to five year plan. It was also decided that initially, Road Commissioners and Staff would be invited, but later the findings could be taken further to Council and possibly public input could be incorporated into the Plan.

B. Emergency Planning

Chairman Sanders explained that an emergency plan would mainly entail meeting the necessities of the community if the City were without power, or encountered a crisis situation. He added that the only services Dunes City has at the time is opening City Hall. The goal of this topic is to have a process, a guide in place with an action plan for problems that would transpire during an emergency situation. Some of the subjects discussed were tree cutting, using PUD, an alert system with cell phones, radio station, a central meeting place such as the fire station on Clear Lake Road, equipment, materials, RFP for a preferred contractor, and splitting up the supplies at City Hall. Chairman Sanders shared his idea of bringing a PUD official to one of our Road Commission meetings to discuss what they can and cannot do for the City during an emergency. He volunteered to look into the matter and will report back to the Commission on his discoveries. Road Director Baker suggested adding emergency planning to our strategic planning session and noted that for the City of Dunes City, the Road Com-

mission is basically the Public Works Department for the City. Chairman Sanders stated he would like to see us act instead of just react to an emergency situation.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Road Secretary Lorentzen thanked the reviewers for their help and efficiency in checking for errors in the Minutes every month.

Director of Roads Baker announced that he sent ODOT 4 pre-application grants for the Transportation Growth Management Program in the amount of approximately \$300,000. The projects for funding were: 1) Ocean Boulevard Slope Stabilization Project; 2) Update City's Computerized Pavement Management System; 3) Update to the City's Master Road Plan; 4) City-Wide Sign Inventory and Management System; 5) Development of a Citywide Master Bike Plan (to be added). He also mentioned that he will be writing an article for the Siuslaw Newspaper opinion section regarding the condition of Highway 101.

Commissioner Tucker questioned the status of the MRP document at this time and Chairman Sanders stated it will soon be on the City Council Agenda.

Commissioner Harris discussed the bicycle sign project and after learning the signs had recently been delivered to City Hall, he stated that the signs can be placed in the County's jurisdiction, but the County has to install them.

Commissioner Tucker made a motion that Commissioner Harris coordinate the installation of three Share the Road bicycle signs with Lane County. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.

Commissioner Harris brought to the Commissioners' attention that there is a problem at a residence on Siltcoos Drive where a citizen needs a culvert. Commissioner Harris presented another problem he came upon with a citizen who has two culverts in the City's right-of-way which are plugged with debris. The Commissioners were not sure what the Code of Ordinance stated regarding a culvert under a driveway, and Chairman Sanders and Commissioner Harris agreed to research the issue together, but to leave the issue open.

Commissioner Leach stated that he would like to see the drain issue in the 5500 block of Huckleberry Lane be put on the Agenda for next month.

Chairman Sanders announced that he is looking into obtaining a DVD from a webinar concerning right-of-way issues that he will view tomorrow from 12 to 1:00 pm. He stated it would be a valuable asset for the Roads Department.

11. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:20 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 15TH DAY OF APRIL 2013.

[Signed copy available at Dunes Hall]

Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes Hall]

Laurale Lorentzen, Road Secretary