



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
APRIL 15, 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 6:30 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Maurice Sanders, Commissioner Bill Harris, Commissioner Richard Palmer, Commissioner Ron Tucker and Commissioner Henry Leach.

Absent and Excused: Vice-Chairman Jerry Curran.

Others Present: Road Secretary Laurale Lorentzen, City Recorder Fred Hilden, Planning Vice-Chairman Lee Riechel 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 Leach made a motion to approve the Agenda. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

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

Commissioner Leach made a motion to approve the March 18, 2013 minutes as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. 2013-2014 Budget Schedule

In reference to the distributed 2013 – 2014 Budget Schedule, Chairman Sanders pointed out that the first budget meeting is scheduled for April 23.

B. Triathlon Update – Volunteers Assistance

Chairman Sanders announced the Triathlon of May 11th and asked if each Commissioner would volunteer a few hours on that day. Chairman Sanders distributed a bike path plan with control points and maps and encouraged the Commissioners to contact Administrative Assistant Renee Green at City Hall if they are interested in helping with this event on the bicycle portion of the race.

C. Shed Cleanup Date and Time

Chairman Sanders announced that the shed cleanup occurred this past Friday, April 12th from 10 to 1:00 pm. He thanked Commissioner Bill Harris, Commissioner Henry Leach, City Recorder Fred Hilden and Road Secretary Laurale Lorentzen for helping him in this successful endeavor. He also announced that we now have a complete inventory of the contents of the shed.

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

A. Alders in the Right-of-Way on Manzanita – Richard Palmer

Commissioner Palmer announced he will be able to take care of this issue real soon, as his machine is in the shop at the moment being fixed. Commissioner Palmer agreed to contact Road Secretary Lorentzen within the next 2 to 3 weeks when the work has been completed so it can be removed from the Agenda.

B. Woahink Drive No Parking Signs in Right-of-Way – Richard Palmer

Commissioner Palmer agreed to place 2 no parking signs with posts on the corner of Woahink Drive on the edge of the property all the way to the stop sign.

C. Leanza Drive Access Issue – Director of Roads

Director of Roads Baker informed the Commission that the County swept the entire street both width and length, which was followed up by a personal site visit. On Leanza Drive, various areas indicated some cracking, primarily of an edge cracking nature and also a depression in the pavement was also noted in an area in the middle of the property across the street that should be further investigated as well. In an overall sense, it was reported by Director of Roads Baker that the cracking is of a minimal nature. Mr. Baker will be contacting at least 2 contractors to receive estimates for the necessary repairs which should be done at a later date when other surface treatments are applied to this street. A question was asked whether the owner has been billed yet for the brushing and sweeping and the answer was no. Commissioner Leach questioned Director of Roads Baker regarding the depression areas that he believed to have been caused by the earlier heavy equipment loads that he had personally observed in

the vicinity of the depression. This will also be further investigated during discussions with the contractors who will be invited to submit estimates for the required repairs.

D. 2013 Projects Update – Director of Roads.

Director of Roads Baker gave an updated report regarding the projects. He stated that after talking to Tom Hart from The Dyer Partnership this morning; The Dyer Partnership has completed one portion of their assignment the base mapping of the entire street system. He announced that 2 meetings have been scheduled with The Dyer Partnership, one for Friday, the 19th of April and the other Monday, the 22nd both at 8:30 am at City Hall. The purpose of these meetings is intended to provide orientation, and if necessary, training for all parties i.e., The Dyer Partnership representatives, Commissioners, and Director of Roads an opportunity to finalize the project objectives for all phases of work and to coordinate such activities and associated responsibilities. At the present time, the bid documents are expected to be completed by The Dyer Partnership not later than the second week of June. Bids will then be requested from a minimum of 3 contractors. After some more discussion, it was stated by the Director of Roads Baker that \$13,900 is the open-ended amount at this time for all The Dyer Partnership services. In further discussion, Chairman Sanders questioned the Commissioners whether they wanted 3 or more bids to be submitted by the interested contractors. City Recorder Hilden stated that the project would be advertised in the Siuslaw News, Coos Bay World and the Register Guard.

E. Share the Road Signs

Commissioner Harris stated that after contacting the County, he was told that the share the road signs we purchased are not legal on County Roads. Chairman Sanders and City Recorder Hilden will however contact the County for further clarification on their position regarding this issue before any signs are placed at all. The locations discussed for the placement of 3 signs were Huckleberry Lane, Parkway Drive and Tsiltcoos Drive.

9. NEW BUSINESS

A. 5500 Block Huckleberry Lane – Drain Issue – Henry Leach

Commissioner Leach stated that the drainage repair at this location that had been added to last year's program is not functioning as desired because the necessary work that was required on the other side of the street was never dealt with and thus the drainage characteristics have resulted in silt and debris collecting on the east side of Huckleberry. He asked if there is a warranty on the previous contract that could be utilized to have this corrected as originally envisioned.

City Recorder Hilden agreed to have Commissioner Leach call Leisure Excavating to meet with their representative at the site to review and discuss this particular issue.

Chairman Sanders requested that this item be kept on the Agenda for next month's meeting.

B. Culvert Maintenance Responsibility Concern

Commissioner Harris mentioned a drainage issue near Hilltop Drive and Tsiltcoos Drive where there appears to be a possible need for a culvert. The area may need to be addressed at the upcoming ditching program. With this particular issue in mind, Chairman Sanders distributed the streets and sidewalks Code 90.13 that covers culverts and driveways. Planning Vice-Chairman Riechel commented that if a culvert is within the city's right-of-way, the City took care of it, but if on private property, they are responsible. Chairman Sanders recommended turning this matter over to the City Recorder to deal with it accordingly. He suggested keeping this item in process and listing this item as a follow-up for next month's Agenda as old business.

Commissioner Harris presented open discussion regarding a possible need for a culvert on Spruce Lane and Tsiltcoos Drive. It had earlier been assumed that a culvert existed in this area; however, after further investigation, none has been identified as yet. There will be further discussions in the field covering this particular issue.

C. 2014 Special City Allotment Program Grant

Director of Roads Baker reported that the City has received the 2014 Special City Allotment Grant Program request. Applications from interested small cities must be received by ODOT not later than August 1, 2013. Director of Roads Baker stated that based on the criteria required by this particular grant program, in all likelihood, Dunes City will not be a viable candidate. He further commented that in last year's program where we had submitted the Ocean Boulevard project, we were denied. He stated that he may consider putting forth another request for Ocean Boulevard based on a write-up that stresses in an even greater sense of urgency, the safety and the environmental concerns that the City continues to have regarding this necessary project.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Planning Vice-Chairman Riechel reported that the Planning Commission has been working on Section 155 and the development part is complete and waiting for the Comprehensive Plan change so it can be rewritten as an Ordinance. He stated that Goal 1 is affecting practically everything and especially the CCI problem.

Director of Roads Baker commented that the pre-application process for the Transportation Growth Management (TGM) grants which were recently completed and submitted to ODOT, will now be going through a second phase. This phase will require that the City submit actual applications as a follow-up to the pre-application submittals. Application packets are scheduled to be released by ODOT not later than April 15, 2013 and will be due by May 15, 2013. The Commission was reminded that Director of Roads Baker had

earlier submitted 5 separate requests for this grant program. The Commission will be updated on the status at the upcoming meeting.

Road Secretary Lorentzen requested that the Commissioners update their project maintenance list that she sent by email to each Commissioner.

Commissioner Leach asked the current status as to the final approval of the Master Road Plan (MRP) because he felt that the document could be used effectively in the decision-making process of numerous matters that come up routinely. Chairman Sanders stated that the MRP hasn't been adopted yet, but has gone before the City Council for the first reading, and will come up for the initial adoption in the May meeting. He stated that we will be working under the old document for 2 months until the new MRP is adopted. Commissioner Leach expressed concern regarding the schedule for this year's upcoming maintenance program and whether the timing will be such that the work can be completed during periods of good weather.

Chairman Sanders mentioned that a contractor from Washington stopped by City Hall with a business card flyer indicating an interest in working with the City to provide contracting services in the future. He also mentioned that the shed clean-up was a lot of fun and thanked the Commissioners for their help.

Director of Roads Baker addressed Commissioner Leach's concerns about the schedule by stating that we are pushing The Dyer Partnership very hard to complete their work and at the present time they seem to be doing their part very well.

Chairman Sanders reminded the Commissioners of the Strategic Planning Session scheduled for June 10, 2013.

11. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:57 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 20TH DAY OF MAY 2013.

[Signed copy available at Dunes Hall]

Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes Hall]

Laurale Lorentzen, Road Secretary