



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
JANUARY 20, 2014 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 6:35 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Maurice Sanders, Vice-Chairman Jerry Curran, Commissioner Bill Harris, and Commissioner Chris John (arrived at 6:45 pm).

Absent and Excused: Commissioner Richard Palmer.

Others Present: Road Secretary Laurale Lorentzen, Public Works Director Gary Baker, Planning Chairman George Burke, City Administrator Fred Hilden and a citizen Tim Hanson.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

5. MOTION TO APPROVE THE MINUTES FROM DECEMBER 16, 2013

Commissioner Harris made a motion to approve the December 16, 2013 Road Commission Minutes. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Internship Posting – Chairman Sanders

Chairman Sanders announced that the City has received one internship application for the bike and pedestrian path assessment project to determine the need to develop a bicycle plan for Dunes City. Public Works Director Baker stated that the applicant is in his first year of the Master in Community and Regional Planning program at the University of Oregon and is an excellent candidate on paper and has significant experience in this field

of study. Vice-Chairman Curran offered to assist with the internship interviewing process stating that he has served professionally at a university interviewing staff and has significant experience in this area. Road Secretary Lorentzen distributed the 3-page resume and cover letter to each Commissioner and City Administrator Hilden thanked Vice Chairman Curran for his offer to assist in this matter. According to Chairman Sanders, the candidate chosen for this position will begin his internship March 1, 2014.

B. Master Road Plan Citizen Advisory Committee – Chairman Sanders

Chairman Sanders announced that an article was published in the Siuslaw News inviting members of the community to participate in the first Citizen Advisory Committee (CAC) with the Master Road Plan (MRP) as the topic for the first order of business. Planning Chairman Burke stated that he favors three citizens to be involved in the CAC, but unfortunately as to this date, there has been no interest. Chairman Burke went on to state that Public Works Director Baker is scheduled to lead the discussion regarding the MRP and is not considered a required citizen for the CAC and the Planning Commission is in the process of discussing what will take place if no citizens sign up. He also stated that the Road Commission can be involved in speaking at the City Council public hearing regarding the MRP if the CAC is not formed. City Administrator Hilden gave an update regarding the status of the MRP, stating that the revised, draft MRP is a Land Use Ordinance, and that if there are no replies from any citizens to be involved in the CAC, the City Council will move ahead with the MRP because it has already been approved by the Planning Commission and Road Commission. He added that the MRP is ready to go before the City Council in March 2014.

7. CITIZEN INPUT (NONE)

8. BUDGET REPORT

Chairman Sanders stated that should any of the Commissioners have comments or questions regarding the budget report hand-out, they should contact City Administrator Hilden.

9. UNFINISHED / OLD BUSINESS

A. Alder Drive Road Slide – Commissioner Palmer & Public Works Director Baker

City Administrator Hilden stated that according to the survey work done in late December and the issue of the pavement encroachment, a title search was requested of First American Title and was closed today. City Administrator Hilden stated that the property corners have been established, the street is described from point-to-point; it appears that a small portion of the pavement is on private property and beyond the designated dedication for the Alder Drive street. According to City Administrator Hilden, this is not a critical emergency, but the plan is to obtain an easement from the property owner which he personally does not see any problem acquiring. Public Works Director Baker added that once clarified, he will meet with Commissioner Palmer to determine what to do next with

this issue. Chairman Sanders suggested leaving this item on next month's Agenda under unfinished business.

B. Slurry Seal / Crack Seal Project Recommendation – Public Works Director Baker

Public Works Director Baker presented to the Road Commission a final recommended sealcoat program for 2014 / 2015. Mr. Baker proceeded to explain the content of the spreadsheet that outlined the recommended candidate streets and then further explained the type of treatment recommended for use in this year's program. He commented that the spreadsheet as presented, offered various alternatives consisting of the base program recommendation in terms of candidate streets. He also pointed out that depending on the bid results once received, other alternate streets may be added to the overall program. He also explained that due to our limited available funding, a product other than slurry seal is recommended but should yield a three to four year life expectancy rather than the five to seven year typically anticipated life of a slurry seal. Mr. Baker commented that the base program representing a 139,273 square feet of pavement area described in the handout spreadsheet will also have associated costs in addition to the sealcoat for necessary patching and crack filling as required, and also the cost associated with contract documents being prepared by The Dyer Partnership. It was further stated at this year's program that the final costs would not exceed \$50,000 all inclusive. Public Works Director Baker commented that patch repair and crack filling areas will be identified prior to sealing via a walk-through of each of the candidate streets with the City Engineer, Mr. Tom Hart. He also added that this upcoming program will require considerable public outreach as the neighborhoods will have to be advised of the scheduled work, as it may impact the residents' ability to access their homes for the better part of the day due to the time required for the temperature sensitive sealcoat product to cure and set-up before traffic can drive over the new seal. Considerable discussions followed which resulted in the following motion. **Commissioner Harris made a motion that Public Works Director Baker proceed with the base program and direct The Dyer Partnership to begin preparation of the contract document for bid purposes, and recommend the City Council approve applying the recommended sealer to the streets listed in the spreadsheet from the 2014 / 2015 Road Commission Maintenance Program. Commissioner John seconded the motion. The motion passed by unanimous vote.**

C. Dead Spruce Tree Limb on Hilltop Dr. - Staff

Chairman Sanders stated that the work has been completed for \$250.00.

D. Culvert / Catch Basin Inventory Project Update – Public Works Director Baker

Public Works Director Baker stated that he plans to get this project underway within the week of the 10th of February. He added that City Administrator Hilden is working on a template that will be used for inventory purposes. It was further mentioned by Mr. Baker that the drainage inventory will be conducted in conjunction with a new updated inventory of the street system using reference points currently established by the Computerized Pavement Management System.

10. NEW BUSINESS

A. Schedule Next Strategic Planning Session – Public Works Director Baker

Director of Public Works Baker noted that we need to move ahead with the next strategic planning session; however, the date is yet to be determined as we have so much activity on our plate at the present time.

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Planning Chairman Burke apologized for not attending the last meeting due to unforeseen circumstances. Chairman Sanders recommended that Planning Chairman Burke inform the Road Commissioners of the upcoming status of the Citizen Advisory Committee (CAC) and Planning Chairman Burke agreed to do so.

Vice Chairman Curran welcomed Tim Hanson, the new Road Commission candidate.

Commissioner Harris welcomed Mr. Hanson as well.

Chairman Sanders stated that Commissioner Palmer will be absent from the Commission approximately 3 to 4 weeks as he has been called out of the country. He also stated that he himself will not be able to attend the next Road Commission meeting, but Vice Chairman Curran will preside.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:45 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 17TH DAY OF FEBRUARY 2014.

[Signed copy available at Dunes City Hall]

Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary