



**ROAD COMMISSION MEETING MINUTES ~ DRAFT
MARCH 21, 2011 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

1. CALL TO ORDER

The Road Commission meeting was called to order by Road Chairman, Troy Sathe at 6:32 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary, Selena Carter.

Present: Road Chairman Troy Sathe, Commissioner Henry Leach, Commissioner Jerry Curran, Commissioner Mike Smith, Commissioner Bill Harris, and Commissioner Ron Tucker.

Absent: None

Others Present: Selena Carter Road Secretary, Planning Chair Lee Riechel

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Smith made the motion to amend the agenda. Item (A) under new business be moved forward on the agenda to after approve the Agenda. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

Commissioner Smith made the motion to approve the Agenda as amended. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE 2/21/2011 MEETING MINUTES

Page 2- Selena stated the trees have been trimmed. (not done by Dune City)

Page 4- Insert a statement by Commissioner Harris noted that there was a culvert on Osprey Lane before Commissioner Smith stated maintenance of the culvert is maintained by the property owner and is a hazard.

Commissioner Curran made the motion to accept the minutes of 2/21/2011 as amended. Commissioner Smith seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

- Discussion on Street vacation on Buckskin Bob

Chairman Sathe stated he let the City Council know at the March Council meeting their vote on the Street vacation.

- Vegetation and Tree removal (Right-of-way Use Permit) David & Esther McLaughlin

Chairman Sathe stated the Road Commission went out and inspection the trees for this permit. The Road Commission decided to deny the permit because the owners wanted to cut down the trees for a view of the lake.

- English Laurel growing over the road at 5279 Hilltop

Commissioner Harris stated he went and talked to the property owners about cutting the Laurel that is growing. Commission Harris stated they showed him what needs to be cut.

Commissioner Tucker stated he would be willing to help Commissioner Harris cut down the English Laurel.

7. CITIZEN INPUT

Paul Floto stated he had a question on the Buckskin Bob vacation. Paul asked if we know many public streets go to the lakes. Paul asked if it was possible to produce a map to that would show what streets the City believes are City streets.

Chairman Sathe stated that would be a good project.

Lee Riechel stated he is very happy to hear that the road services are in good condition. Lee stated in all his years on the Road Commission he kept bringing up and trying to get something done about it. Lee stated he would like to ask everybody to think about the shoulders, ditching, and brush because the standing water and vegetation could cause problems.

Commissioner Harris stated that where he lives off osprey and hilltop he sees a lot of brush work that needs to be done that might need to be contracted out.

Commissioner Smith stated there are a lot of roads that needs to be cleaned from brush that we can't take care of it all. Commissioner Smith stated the reason we have not been able to take care of the issue is because

Chairman Sathe stated when the Road Commission gets together to go over the budget this year we want to come up with project that we could contract with the county to take care of.

Lee Riechel stated he fully supports that but you need to get the brush off from the shoulder of the road to see what kind of condition it is in. He stated the sooner that gets done the more time you can concentrate on what areas are bad and need work done.

8. UNFINISHED / OLD BUSINESS

- Update by Commissioner Curran and Ron Tucker regarding street ownership.

Commissioner Tucker handed out three documents that he found on streets. Commissioner Tucker stated he is trying to find out what is going on by going through the files. He discussed in length his finding and stated there are not a lot of documents in the file and it is difficult for him to understand how a street is selected to be private or public.

Commissioner Smith stated deeds are recorded with the county clerk office.

Commissioner Curran stated the confusion with Shady Lane is that there is an easement that lies off from Shady Lane. He stated the easement is private and Shady Lane is not private.

Chairman Sathe stated he would like the Commission to find all the streets listed on the 1973 resolution that they think could be city streets and give that list to Selena for her to investigate.

- Review Master Road Plan

Commissioner Tucker stated that we should incorporate Gary's plans into the Master Road Plan.

Chairman Sathe asked the Commission if they want to put the Master Rad Plan out to bid to Gary Baker or The Dyer Partnership.

Commissioner Leach thinks that it is not practical to send the Master Road plan to The Dyer Partnership and to have Gary Baker give us a bid that combines the Mater Road Plan and the PCI into one document that is a guide book.

Chairman Sathe stated we have to do at least two bids because it is going to cost over \$2500 to rewrite the Master Road Plan.

Commissioner Smith stated you have to put the bid out to everyone and that you cannot only select the ones that you want to bid on it.

Commissioner Curran stated we need to determine what it is that we want before we send it out.

Commissioner Tucker made a motion that we put the Master Road Plan out to bid. Commissioner Smith seconded the motion. The motion passed by unanimous vote.

Commissioner Harris asked if the document needs to be ratified by the City Council.

Chairman Planner Lee Riechel stated that half of the Master Road Plan is appendix's pointing back to Ordinance 155 so if one changes then the other has to change.

9. NEW BUSINESS

- Presentation by Gary Baker regarding updated Pavement Management System.

Gary Baker presented information on the updated Pavement Management System. He explained what the Pavement Management System is and the purpose for it.

Commissioner Tucker asked Gary Baker if he could get a copy of the original Pavement Management System that was created.

Commissioner Tucker asked Gary Baker where he got the list of streets on the Pavement Management Plan.

Gary Baker stated he got it through a lot of cross references and research.

Fred Hilden stated that the list is not an exact match with the Master Road Plan.

Commissioner Tucker stated he is still trying to understand what roads are public versus private.

Commissioner Leach stated that Commissioner Tucker and Curran are trying to update what roads are current. Commissioner Leach sees that there are a number of roads that are not on the PCI list.

Commissioner Smith stated he appreciates the work that Gary Baker has done here. Commissioner Smith stated if there is any question about a street it should not be on this list.

Commissioner Curran stated he has been doing some research with Commissioner Tucker on what streets Dune City owns.

City Recorder Fred Hilden thanked Mr. Gary Baker on his hard work that he has done.

Gary Baker stated that if we have a perfect world or not we do have a system that is in place that is light years ahead of other agencies that surround Dunes City. Gary Baker shared a comment by ODOT stating they were amazed at how organized the City of Dunes City seems to be with regards to the road system.

Commissioner Smith thanked Gary Baker and asked him would the potential grant be used for this 2011-2012 or used next year.

Fred Hilden stated that there are a lot of grants out there and they want the money awarded before we do the work.

Mr. Gary Baker stated that what we have in the street management program is a foundation that is a place to begin. It is in the best for the community as a whole to come together to brainstorm of some projects.

Commissioner Tucker asked Mr. Gary Baker is he would be willing to Chair a brainstorm session for the City.

Mr. Gary Baker said he would be more than happy to Chair a brainstorm session.

- Commissioner Curran and Commissioner Tucker will present a rough draft of a mission statement.

Chairman Sathe stated all the committee and commissions are doing mission statement this year and Commission Curran prepared one for the commission.

Commissioner Curran read the rough draft of his proposed mission statement: The Dunes City Road Commission serves to enhance the city's quality of life by providing the public with a safe, convenient, efficient, economical and aesthetically pleasing street system for the transportation of people and goods.

Commissioner Curran made a motion that we accept the prepared mission statement as presented. Commissioner Tucker seconded the motion. The motion passed by vote of 4 ayes and 1 abstain (Commissioner Smith).

- Right-of-Way facilities placement permit from Bruce Herbert.

Chairman Sathe stated he walked with Bruce Herbert around where the waterline would be placed.

Commissioner Tucker asked how long the road would be disrupted for.

Chairman Sathe stated the contractors put a metal plate over the area that is cut so traffic would not be interrupted.

Commissioner Smith makes motion that we approve the permit. Commissioner Curran seconded the motion. The motion passed by unanimous vote.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Selena presented an email from Michael Jackson from Lane County regarding the ownership of S. Pioneer.

Commissioner Curran asked if we have found anything out about the Skeelee's property.

Selena passed out a copy of a letter that City Recorder Fred Hilden sent to the Skeelee's lawyers.

11.FINAL COMMENTS

Chairman Planner Lee Riechel stated he is happy with the results of the presentation by Gary Baker. He stated the city is going to review the entire code book. He stated the Planning Commission is going to be going through the Lane use code book, section 155. He stated it is going

to be a big task so the Planning Commission will be meeting at least 2 times a month until they has some kind of draft to where it should be going. He stated it is going to be a busy year.

Selena will be taking some time off within the next month or so.

Commissioner Leach stated he appreciated the work Gary Baker done to finalize the PCI information and to see that the road is in a positive format.

Commissioner Curran thanked Troy for all his hard that he had done for getting the Master Road Plan Book reproduced.

Commissioner Smith has nothing to say.

Commissioner Harris stated he is happy with the presentation that Gary Baker presented and he is very knowledgeable with the road system.

Commissioner Tucker stated if he disagrees with anyone it is not against anyone's personal integrity.

Chairman Sathe stated everyone disagrees with each other at some time and that is why we have a great diverse Road Commission.

12.ADJOURNMENT

There being no further business to come before the Road Commission, Commissioner Tucker made the motion to adjourn the meeting. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission adjourned at 9:15 pm.

The proceedings of the Dunes City Road Commission meeting were recorded on tape, 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 APRIL, 2011.

[Signed copy available at City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Selena Carter, Road Secretary