



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
AUGUST 15, 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 6:33 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: Road Secretary Selena Carter, City Recorder Fred Hilden, Administrative Assistant Amanda Clinton, Planning Commission Chairman Lee Riechel, Planning Commissioner Norman Martin and Bill Sathe.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Smith made a motion to move item 9 (Master Road Plan Review by Gary Baker) to item 5.5 on the agenda. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

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

5. APPROVAL OF THE 7/18/2011 MEETING MINUTES

Commissioner Tucker made a motion to accept the minutes of 7/18/2011 as amended. Commissioner Smith seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

- Fir Lane update by Commissioner Leach

Commissioner Leach stated the work was over engineered but has now been completed to the best of the contractor's ability. The drain box is in place and modification was made to the rock drain so it should take water instead of resisting water. Commissioner Leach said he does not think the Fir Lane project was a suitable job for Leisure Excavating. Commissioner Leach stated he does not think an engineer needs to go out and look at anything.

Commissioner Leach made a motion to pay Leisure Excavating for the work on Fir Lane that has been completed by the engineers drawing. Commissioner Tucker seconded the motion. The motion passed by unanimous vote. Commissioner

Curran left the meeting.

- Greengate Road Lights

Road Secretary Selena Carter stated that the two lights on Greengate Road had been turned on.

7. CITIZEN INPUT

Norman Martin asked about Rio Drive.

Commissioner Smith stated the topping of Rio Drive definitely needs to be brushed and it is something the Road Commission could knock out within a couple of hours. Commissioner Smith went out and took pictures of some cracks in the road and sent them via email to the Road Commission. There is nothing noticeable to say that the roots from the trees are causing the cracks.

8. UNFINISHED / OLD BUSINESS

- Staff member to provide a list of Streets

Selena handed out the current inventory list of streets in Dunes City. She stated it is a work in progress but this is a start.

- Update on 2011-2012 Projects (No brushing permits & Lane County)

City Recorder Fred Hilden stated as soon as we get a copy of the Lane County's agreement we can schedule the 2011-2012 projects.

Selena stated there are currently eight No Brushing permits for 2011-2012.

- Sectioned map of Commissioners road responsibilities

Selena stated since the maps are so tiny they will be provided with a different map that has the streets lights on them.

- Dirt pile on Leavitt Loop

Chairman Sathe stated Commissioner Curran, Commissioner Leach, and Commissioner Tucker and he went out to investigate the issue.

Fred stated the property owner has an excavation and grading permit and the work being done is within the permit except for the sand that has been moved to the City's right of way.

Commissioner Smith made a motion to send a letter to the property owner requiring them to provide documentation that shows his parking space he has created is on his private property, Mr. Nicholson, and not in the public right of way. Commissioner Harris added to the letter to also invite Mr. Nicholson to the next Road Commission meeting in September to address any concerns Mr. Nicholson may have. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

9. NEW BUSINESS

- Master Road Plan by Gary Baker

Gary Baker discussed thirteen topics on the development of the updated Master Road Plan with the Road Commission.

What are some of the goals, objectives, and policies of this update?

- ✓ Proactive
- ✓ Address in Plan – What? How? When? Where? etc.
- ✓ Image
- ✓ Importance to community
- ✓ Stepped goals
- ✓ Policies (current and ongoing)
- ✓ Maximize communication
- ✓ Be specific with objectives
- ✓ Working together across the City

What are your reasons for updating the plan?

- ✓ Update every 2-3 years – projects/funding sources
- ✓ Stay current
- ✓ “Correctly” updated
- ✓ It was never an official document
- ✓ Good information? Need accurate information
- ✓ Bias?? Eliminate bias
- ✓ Overlapping rules???

What should be in the Appendix?

- ✓ Accurate up-to-date information
- ✓ Enforcement and appeal process
- ✓ RC forms, applications

- ✓ Franchise agreements
- ✓ Reference materials
- ✓ MRP update trail
- ✓ Appeal process
- ✓ Allocation map
- ✓ Map of street lights
- ✓ Parking
- ✓ Reference to maps
- ✓ Guidelines for vacating and adopting roads

Recent significant accomplishments

- ✓ Computerized Pavement Management System (CPMS)
- ✓ Nothing else?

What is the purpose of a Master Road Plan?

- ✓ Computerized CPMS
- ✓ Weight and force of law
- ✓ Duties of Road Commission
- ✓ Connect with ordinances and codes
- ✓ Objectives
- ✓ List of requirements and standards for street construction
- ✓ Clear guidelines/expectations
- ✓ Road Commission duties
- ✓ Clear concise rules and standards
- ✓ Projects and funding sources
- ✓ Define future needs and how they will be met
- ✓ Info on how Road Commission will operate – tools, outside sources
- ✓ Time element
- ✓ Don't duplicate codes/MRP
- ✓ Comply with current needs and ordinances

Strengths of Current Plan

- ✓ Followed State ordinances
- ✓ A starting point/plan
- ✓ Duties and explanation, basic guidelines
- ✓ Roles and responsibilities
- ✓ Linked to local ordinances
- ✓ Built foundation guidelines
- ✓ Good info
- ✓ Ability to be edited
- ✓ Attempted street inventory
- ✓ Tools

Weaknesses of Current Plan

- ✓ Not editable
- ✓ Obsolete
- ✓ No standard for building streets and codes
- ✓ Don't trump an ordinance
- ✓ Dysfunction – no how's

- ✓ Lack of State standards
- ✓ Unenforceable
- ✓ No teeth – needs teeth
- ✓ Needs to be tied to ordinance with power
- ✓ Division between codes and MRP
- ✓ No future road plans

Why has Plan not been updated earlier?

- ✓ (Never really answered)
- ✓ Ordinance 171 – passed 2004?

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Commissioner Leach stated he has been questioned by some citizens on Huckleberry that when the road was slurry sealed the yellow line went missing from the middle.

Chairman Sathe stated the Road Commission put yellow lines on the road because we thought we got paid more money for doubling the street by having a yellow line down the road. Chairman Sathe stated when Huckleberry was slurry sealed the Road Commission decided that it did not need a yellow line down the middle of it because it is not wide enough to have a yellow line.

11. FINAL COMMENTS

Planning Commission Chairman Lee Riechel stated he hopes to eliminate some confusion on what code is applicable or not. In 1997 all the ordinances that were written up to that time were included in a codification of the ordinances of Dunes City. Subsequently Chapter 155 and 156 were established to govern zoning and development. Ordinance 182 was passed deleting Chapter 156 and replacing Chapter 155. Ordinance 182 should be used in reference to any land use planning.

City Recorder Fred Hilden had nothing to add.

Road Secretary Selena had nothing to add.

Administrative Assistant Amanda had nothing to add.

Commissioner Leach stated since we have spent a lot of time with Mr. Baker he is just glad that we have someone like him running the ship because it looks like he is going to put us in the right direction with the Master Road Plan.

Commissioner Smith had nothing to add.

Commissioner Harris had nothing to add.

Commissioner Tucker stated he also appreciates the work done on the road list and to make sure that is the only list we use if someone wants to reference streets.

Chairman Sathe stated he appreciates all the hard work that Selena and Fred have done on the current road inventory list.

12. ADJOURNMENT

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

The meeting of the Dunes City Road Commission adjourned at 9:43 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 19TH DAY OF SEPTEMBER 2011.

[Signed copy available at City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Selena Carter, Road Secretary