



ROAD COMMISSION MEETING MINUTES ~ APPROVED

APRIL 20, 2015 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, and Commissioner Christopher John.

Absent and Unexcused: Commissioner Richard Palmer. Chairman Sanders declared a quorum with those present.

Others Present: Road Secretary Laurale Lorentzen.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Chairman Sanders made a motion to approve the Agenda as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote of 2 ayes and 0 nays.

5. MOTION TO APPROVE THE MINUTES FROM THE MARCH 16, 2015 MEETING

Chairman Sanders made a motion to approve the March 16, 2015 Minutes. Commissioner John seconded the motion. The motion passed by a unanimous vote of 2 ayes and 0 nays.

6. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

7. CITIZEN INPUT (NONE)

8. BUDGET REPORT

A. Revenue & Expense – Street Fund Budget vs. Actual – City Administrator Hilden

Chairman Sanders stated that the City Administrator is out and was not able to provide the street fund budget report for this month. Chairman Sanders requested that Road Secretary Lorentzen send the street fund budget report to the Commissioners when the City Administrator returns and she agreed to his request.

9. UNFINISHED / OLD BUSINESS

A. Review and Approval of 2015/2016 Street Maintenance Program Bid Documents

Referring to the draft 2015 Street Maintenance Program Projects Bid Contract Document from The Dyer Partnership dated May 2015, Chairman Sanders asked the Commissioners to note that under the Agreement title on Page 1, tree root removal is not included in the work to be done because The Dyer Partnership cannot give a quote on a possible obstacle that is currently concealed; therefore, any tree root removals will be added as a change order. Chairman Sanders stated that this bid is subject to approval by the Budget Committee and Dunes City Council. A phone call was made to Public Works Director Baker and he stated that although he did not have The Dyer Partnership document in front of him, he believes the statement from The Dyer Partnership was such that the City has the right to refuse or reject the bid documents for any reason whatsoever, and that the statement is in the draft bid document. Chairman Sanders read the applicable section located in Exhibit A under the 5th paragraph that states: OWNER reserves the right to reject any or all Bids A discussion ensued regarding the May 14, 2015 date when the documents will be issued, and the actual date for the bid opening has not been decided yet, but that The Dyer Partnership recommended that the date for scheduling the award of the bid to be sometime in June 2015; the Road Commissioners present concurred.

Chairman Sanders made a motion that the Road Commission recommend to Dunes City Council that the bid contract documents for Project No. 177.07 be put out to bid with bid awards to occur sometime in June 2015. Commissioner Harris seconded the motion. The motion passed by a unanimous vote of 2 ayes and 0 nays.

Chairman Sanders stated that Commissioner Harris and Commissioner John can take a copy of The Dyer Partnership draft bid document home with them to review at their convenience and he encouraged them to report any questionable issues to Public Works Director Gary Baker.

10. NEW BUSINESS

A. Identify 2015 Deferred Street Maintenance Projects for Completion

Chairman Sanders stated that after driving through the project areas twice and after discussing with Public Works Director Baker and Road Secretary Lorentzen after their drive

through, he updated the Road Commission's List of Recommended Maintenance Road Projects. Chairman Sanders distributed his one-page updated document entitled List of Recommended Other Maintenance Road Projects 2015. Chairman Sanders noted that he compiled all the brushing and sweeping projects from each section into a section entitled "All Sections". Some of the projects discussed were: missing street sign at the intersection of Woahink Drive and Wright Road to be ordered by Road Secretary Lorentzen and installed by Commissioner Harris; Chairman Sanders requested each Commissioner drive by Woahink Drive and Wright Road and determine whether the No Parking signs should be pulled and be ready to give their opinion at the next meeting; place a berm in front of the driveway at 5343 Leavitt Loop; patch and repair the corner of Huckleberry Lane and Wright Road to Woahink Drive; clean out drainage box with ditching at Fir Lane to Alder Drive; brush and clear drain box at 5510 Huckleberry Lane; gravel rutted area at Wright Road and Leavitt Loop intersection; sweep and ditch near the end of Little Woahink Drive; and sweep and brush all streets. Chairman Sanders and the Commission prioritized each project on the list. Chairman Sanders and the Commissioners agreed to present the Budget Committee with a suggested \$5,000 to \$6,000 cost to complete the project list involving sections 5 and 6. Commissioner Harris recommended making brushing a priority over the entire City with a designated 5 foot clearance. Chairman Sanders suggested obtaining cost quotes from the City Administrator, Commissioner Palmer and the City of Florence for sweeping and brushing all streets in Dunes City but noting that some streets are in good shape and do not need sweeping. The Commissioners agreed that Chairman Sanders would identify the streets that need sweeping for section 1, Commissioner Harris would inspect section 2, Commissioner Palmer was designated to check section 3, Public Works Director Baker would check section 4, and Chris John would assess sections 5 and 6. Chairman Sanders agreed to write a dollar-amount recommendation to the Budget Committee and the City Administrator for the maintenance road projects which also includes brushing, gravel for filling ruts and sweeping of certain streets. He also agreed to send the document via email to the Road Secretary and the City Administrator and the Road Secretary would in turn send it on to the Commissioners by email.

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Harris mentioned that there has been several complaints regarding a school bus parked on Clear Lake and he has referred the complaint to the County.

Road Secretary Lorentzen asked the Commissioners if they are willing to volunteer for the Triathlon/Duathlon on May 9, 2015. Commissioner John mentioned that he offered his service 2 years in a row and was never contacted. Road Secretary Lorentzen assured him that he will receive a call.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:10 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 15TH DAY OF JUNE 2015.

Maurice Sanders, Road Commission Chairman

ATTEST:

Laurale Lorentzen, Road Secretary