



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
AUGUST 19, 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. SWEARING IN OF NEW ROAD COMMISSIONER CHRISTOPHER JOHN

Chairman Sanders swore in new Road Commissioner Christopher John who took the oath as the newest Road Commissioner, replacing Ron Tucker who had resigned due to health concerns.

3. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Maurice Sanders, Vice-Chairman Jerry Curran, Commissioner Richard Palmer, Commissioner Christopher John, Commissioner Henry Leach and Commissioner Bill Harris.

Absent and Excused: (None)

Others Present: Road Secretary Laurale Lorentzen, Director of Roads Gary Baker, City Recorder Fred Hilden, retired Road Commissioner Ron Tucker and Administrative Assistant Linda Stevens.

4. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

5. APPROVAL OF THE AGENDA

Commissioner Leach made a motion to approve the Agenda. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.

6. MOTION TO APPROVE THE MINUTES FROM JUNE 17, 2013

Vice Chairman Curran made a motion to approve the June 17, 2013 Minutes. Commissioner Leach seconded the motion. The motion passed.

7. RECOGNITION OF RETIRED ROAD COMMISSIONER RON TUCKER

Chairman Sanders presented Ron Tucker with a Certificate of Appreciation for his dedication and service to the Road Commission. A round of applause ensued.

8. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

9. CITIZEN INPUT (NONE)

10. UNFINISHED / OLD BUSINESS

A. 5500 Block Huckleberry Lane – Drain Issue – Staff (F. Hilden)

City Administrator Hilden stated that he and Commissioner Leach met with Gary Rose of Leisure Excavating (the contractor for the 2012/2013 citywide maintenance work) to discuss one of the areas originally repaired by Leisure that has not performed well, but was under warranty. The culmination of this meeting resulted in a good faith offer by Gary Rose to provide the first catch basin and culvert cleaning at this site at no charge to the City. City Administrator Hilden stated that he requested that Director of Roads Baker submit a proposal (which was distributed to the Commissioners) to develop and include a citywide culvert and catch basin inventory to the network of our data base. Several questions were raised from the Commissioners regarding the proposal and the inventory was discussed at length. The conclusion of their discussions was that Mr. Baker was given the approval to move ahead with the inventory as presented in his proposal and that the inventory would eventually become a part of the Master Road Plan.

Commissioner Curran made a motion that the Commission accept the recommended citywide culvert inventory proposal dated August 5, 2013 at the disclosed price of \$1,320 and give support to identify and inventory only City owned streets. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.

B. Leanza Drive Access Issue Update – Director of Roads Baker

Director of Roads Baker presented to the Commission an estimate for repairs prepared by Coast Pavement Maintenance. Director Baker explained that he had solicited this one bid as an indication of the anticipated cost for repairing the sections on this street which have been supposedly damaged by heavy equipment loads originating from an adjacent property. Coast Pavement Maintenance is a local firm originating from the Coos Bay area that has an excellent reputation for doing quality work on small projects. Mr. Baker further stated that he had investigated the possibility of receiving bids from other contractors, but was unable to find at this time any who were very interested in doing these small patching jobs only.

Vice Chairman Curran made a motion to accept the Coast Pavement Maintenance bid and Commissioner Harris seconded the motion, but when further discussions ensued, the original motion was withdrawn. The Commissioners suggested the Director of Roads have the bid revised to state that an approval by the Commission was granted to put a not-to-exceed ceiling of \$2,000 on this work, add the name and address of the project, correct the mathematical error in square footage, provide information pertaining precisely to what was to be done,

when the work would be started and finished, what written warranty can be expected, who would inspect the work, and submit the proposal to the City, not Gary Baker. The revised motion was seconded by Commissioner Palmer who recommended a not-to-exceed budget of \$2,000 to complete the work.

Vice Chairman Curran made a motion to accept the Coast Pavement Maintenance bid as discussed with amendments and with a not-to-exceed budget of \$2,000. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

C. Transportation & Growth Management Grant Update – Director of Roads Baker

Director of Roads Baker provided the Commission an update on the pending grant request presently in for review and hopefully approval by ODOT. Director of Roads Baker commented that he is still receiving good vibes from the ODOT representative with whom he has been conversing and we should expect to hear something regarding the outcome of the statewide competition for this money sometime in either mid-September or the first part of October. City Administrator Hilden agreed to contact the Road Commission if he hears anything on this issue. Chairman Sanders stated that this item will return to the agenda in October.

D. Review / Update Street Maintenance Projects – Director of Roads Baker

Director of Roads Baker referred the update to Commissioner Palmer stating he was not as current with the progress as Commissioner Palmer. Commissioner Palmer stated that during the brushing operations he is encountering a considerable number of trees, culverts and sign issues. He noted the need for some gravel to use as part of his operations for the maintenance projects. Discussions were held resulting in the consensus of the Commission to have the City purchase 10 yards of 1.5” gravel that will be placed at the far end of Spruce Street for Commissioner Palmer to use in his work as needed in the next few months. City Administrator Hilden agreed to make this happen. As part of the overall work, Chairman Sanders asked each Commissioner to identify within 21 days, specific information with respect to drainage problems in their respective areas and forward that information to Commissioner Palmer and Chairman Sanders. Additionally, the Commission planned a tree removal work party for September 21, 2013 at 9:00 am with the Commissioners assisting. Director of Roads Baker also requested that a formal update, using the spreadsheets provided, be submitted relative to the brushing work to date.

11. NEW BUSINESS

A. Develop Ocean Boulevard Strategy

Chairman Sanders, Commissioners Curran and Palmer drove around the City, visited the Ocean Boulevard project and discussed the subsidence occurring on the south side of the road adjacent to the Siltcoos River. This particular problem is of continuing concern on the part of the Road Commission. Following considerable discussion regarding rehabilitation alternatives other than the current estimate in front of the City (approximately 300K), it was

the decision of the Commissioners to look at the project from the perspective of Commissioner Palmer's recommended "fix" strategy and meet at the Ocean Boulevard site on Friday, August 23 at 12:00 pm for a Road Commission Special Session to further review and discuss his recommended strategy as well as other options for Ocean Boulevard.

B. Set Strategic Planning Meeting Date – Director of Roads Baker

Director of Roads Baker suggested the Commission schedule the next round of strategic planning discussions. A meeting date of October 21, 2013 at 6:30 pm was set for this purpose. The session will replace the regular meeting set for that date and will focus on establishing specific goals and objectives.

C. Emergency Operations Plan for Road Commission – (M. Sanders)

Chairman Sanders discussed his version of the 2 Emergency Operations Plan handouts with the Commissioners and invited discussion pointing out that it was just a draft at this point. After considerable discussion, minor changes were made to the documents and the Commission approved the two new Emergency Operations Plans for its activities. Chairman Sanders pointed out that the most important component of this plan is that at no time will any volunteers of the City of Dunes City work in any environment that is reasonably known or believed to be unsafe.

Commissioner Leach made a motion to adopt the 2 amended Dunes City Road Commission Emergency Operations Plans for right-of-ways and equipment operations and documents will be placed in the Master Road Plan. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.

Road Secretary Lorentzen made the requested amendments to the documents and each Commissioner signed the amended documents which will be filed for the record.

D. Plan to Identify Work Projects for 2014 - 2015

Chairman Sanders suggested and the Road Commission agreed to begin several months early on identifying maintenance work projects for the next fiscal year. The Director of Roads was asked to prepare a listing of streets for potential slurry sealing during that year. Brushing, sweeping and culvert maintenance will continue on an annual basis as has been initiated this year. The Commission will discuss this plan at the November 18, 2013 meeting.

12. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Director of Roads Baker stated that this is a great Commission to work with.

City Administrator Hilden introduced Linda Stevens as the City's new Administrative Assistant and provided some background information on her various skills and accomplishments. He also stated that the budget document distributed tonight will be part of the Commissioner's packets every month in the future.

Road Secretary Lorentzen welcomed our new Commissioner Christopher John.

Commissioner John thanked the Commission for the warm welcome and he looks forward to helping the City of Dunes City do the best that we can.

Commissioner Leach also welcomed Commissioner John and congratulated City Administrator Hilden for his new title. He also stated that he received a positive phone call from a resident on Woahink Drive who is very pleased with the placement of the No Parking signs.

Commissioner Curran welcomed Administrative Assistant Linda Stevens and Commissioner Christopher John.

Commissioner Palmer suggested making up a work order.

Commissioner Harris stated that he installed 2 signs - Buckskin Bob and a Stop sign and discussed the subject of tree limbs hanging over the City's property.

Chairman Sanders stated that this has been a productive meeting and he appreciates not only everyone's support for Commissioner Palmer, but their patience as he pushed the Agenda items through tonight. He welcomed Administrative Assistant Linda Stevens and Commissioner Christopher John.

13. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:48 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 16TH DAY OF SEPTEMBER 2013.

[Signed copy available at Dunes City Hall]

Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary