



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
SEPTEMBER 16, 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. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders, Vice-Chairman Jerry Curran, Commissioner Bill Harris (arrived at 6:33 pm), Commissioner Richard Palmer, and Commissioner Henry Leach.

**Absent and Excused:** Commissioner Christopher John.

**Others Present:** Road Secretary Laurale Lorentzen and Director of Roads Gary Baker.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. MOTION TO APPROVE THE MINUTES FROM AUGUST 19, 2013 AND AUGUST 23, 2013**

**Commissioner Leach made a motion to approve the August 19, 2013 Minutes. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

Before the Special Session Minutes were approved, Commissioner Harris questioned the (already passed) validity of the August 19, 2013 Minutes under Item 6 (Motion to Approve the Minutes from June 17, 2013). **Vice-Chairman Curran made a motion to reopen the August 19, 2013 Minutes. Commissioner Harris seconded the motion. The motion passed by unanimous vote.** Discussions were held, and the following motion was made.

**Vice-Chairman Curran made a motion to amend the third sentence of No. 6 (Motion to approve the Minutes from June 17, 2013) of the August 19, 2013 Minutes to reflect "The motion passed." and delete everything else. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

**Vice-Chairman Curran made a motion to approve the amended Minutes of the August 19, 2013 Minutes. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

**Vice-Chairman Curran made a motion to approve the Special Session Minutes of August 23, 2013. Commissioner Palmer seconded the motion. The motion passed by unanimous vote with 3 ayes and one abstention (Commissioner Leach).**

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

### **A. Temporary Closure of Ocean Boulevard on August 26, 2013.**

Chairman Sanders stated that he made a declaration to temporarily close Ocean Boulevard and although some of the necessary brushing that has been identified and completed, the Commission is still waiting for the utility district to top or remove a tree. Chairman Sanders asked Director of Roads Baker if he is correct in stating that he (Chairman Sanders) suspects the plan is to dig out part of the hill as suggested by Commissioner Palmer, if The Dyer Partnership agrees, followed by the placement of gravel in the excavated area and the placement of k-rail on the edge of the roadway. Director of Roads Baker stated that this plan may be acceptable, however; subject to inspection and comments beforehand from the City Engineer, as a follow-up, Mr. Hart met with City administrator Hilden at the site, and Mr. Hart stated that he was uncomfortable with the utilization of heavy equipment in the areas around the top of the slope. He added that a final decision as to what to do next from an engineering point of view may require further discussion. Chairman Sanders added that he will meet with City Administrator Hilden to best understand the essence of the discussions that were held between Hilden and Mr. Hart and report back to the commissioners once this discussion has taken place.

### **B. Work Party on September 21, 2013 @ 9:00 am. Chairman Sanders announced that the Commissioners are to meet at City Hall for a tree-cutting party at Little Woahink.**

**C. Strategic Planning Session on October 21, 2013 @ 6:30 pm. Chairman Sanders commented to the Commission that this meeting date was originally scheduled to be a road commission meeting. Director of Roads Baker however encouraged Chairman Sanders and the Commission to utilize this date instead for the next Strategic Planning Session. He also commented that the commissioners should be giving thought in the meantime to their respective "wish list" of goals and objectives. Secretary Lorentzen agreed to send the notes from the previous Strategic Planning Session to all the Commissioners for their review.**

### **D. Budget Committee Meeting on October 29, 2013 at 4:00 pm at City Hall. Chairman Sanders mentioned that this scheduled meeting is the first review of the first quarter's 2014/2015 budget for the entire City and will be open to the public.**

## **7. CITIZEN INPUT (NONE)**

## **8. BUDGET INFORMATION**

Chairman Sanders noted that this budget will be available at every Road Commission meeting and that this report reflects about 16.5% of the year already gone, but this tells us we are in fairly good shape according to the revenue and expense report and that City Administrator Hilden, the Budget Officer, is available to answer your questions. Vice-Chairman Curran stated that the Commission has asked City Administrator Hilden to give the Commission an account of what we have spent from our budget, and we were told it would happen, but it hasn't. Chairman Sanders disagreed with Vice-Chairman's requested for another report, but stated that if the Commission wants individual expense items, this information is compiled with all the City reports that is presented to the Council as the Bills of the Session, and if you are asking for a separate report, the City Administrator would have to make another report. Vice-Chairman Curran stated the current report doesn't show us what we have spent for the Road Commission and yet the Commission has asked for detail.

## **9. UNFINISHED / OLD BUSINESS**

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

Director of Roads Baker offered a report since City Administrator Hilden was not present. He stated that as instructed by Administrator Hilden, he left a message with the office secretary for Gary Rose from Leisure Excavating to call back, but has not received a return call. Chairman Sanders stated that according to his understanding, Gary Rose agreed to clean out the drain free gratis for the first time, but the Commission needs to schedule a maintenance clean-out every year. Director of Roads Baker stated that at this time, the work has not been done and Commissioner Leach agreed. Director of Roads Baker agreed to follow-up with this matter.

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

Director of Roads Baker referred to an email and photo that was handed out to each Commissioner at this meeting, prepared by City Administrator Hilden originating from Tom Hart of The Dyer Partnership who met on site with City Administrator Hilden. As a result of the meeting, Mr. Hart and City Administrator Hilden stated that he considered the issue on Leanza Drive to be caused by a weak subgrade in an isolated area and a heavy load over that weak area was the causative factor for the depression that presently exists. Director of Roads Baker agreed that some water infiltration could be a contributing factor, but not directly related to some of the other cracking that has occurred. He further stated that as mentioned by more than one Commissioner, the city does not presently have a load restriction policy in place and thus recommended once again that we use the current estimate from Coast Paving with corrections, as discussed previously, and present that to the property owner. Additionally, Director of Roads Baker suggested that in the interest of community relations, discount the actual amount that we will in turn charge the property owner. Considerable discussion followed concerning both the issue of Tom Hart's conclusions, the lack of a load restriction policy, and various Commissioners' opinions with respect to the true causes of the pavement distress that currently exist. Director of Roads Baker stated that we could solicit additional

estimates, but they would likely be in the range of the current estimate or in fact, even a higher amount. Since a not-to-exceed limit of \$2000 was concluded at the previous Commission meeting, Director of Roads Baker reiterated in the interest of getting this issue resolved, that we go ahead with the original estimate, the work be done at a later date when the street receives some seal coating and/or resurfacing. The Commissioners agreed to follow Director of Roads Baker's advice, and it was the consensus of the Commission to direct City Administrator Hilden and Director of Roads Baker to prepare the revised estimate and present this estimate to the property owner by the end of next week.

#### C. Review / Update Street Maintenance Projects – R. Palmer

Commissioner Palmer stated that he hasn't done any brushing work since the last meeting and went on to add that the culvert at Green Gate needs to be fixed and he is also waiting on the determination on Ocean Boulevard repairs. Director of Roads Baker mentioned that he was not sure where we stand on the street maintenance projects and that the priority spreadsheet prepared was created for the purpose of keeping track of where we were, and hasn't seen any update to that spreadsheet. Commissioner Palmer stated that he hasn't had time, and when he gets back to it, he will let people know. Commissioner Palmer agreed that it needs to be updated and he will furnish the information soon regarding the updated progress.

Discussions were then held about maintenance issues at hand, mainly Ocean Boulevard. Commissioner Palmer reiterated that now that he has cleaned up the brush on the problematic side, he had other excavators look at the situation and they determined that they did not feel that slippage was the cause of the current situation. Commissioner Palmer once again stated that he felt upon further investigation of the current conditions, that his earlier recommendations to dig a bench and place eco blocks or some similar product adjacent to the existing asphalt would work and provide a less expensive and expeditious solution to the challenges at hand. Commissioner Harris cautioned that anytime anybody is working around a waterway, they have to be very careful and cautious. Commissioner Palmer once again stated that he did not see any potential problem with the work that he was recommending; it would be less expensive and a quick fix. Some further discussion transpired that was associated with the period of time that this type of repair might buy the City. Director of Roads Baker suggested holding a meeting onsite with Commissioner Palmer, who has offered some alternative strategies, City Engineer Tom Hart from The Dyer Partnership, and all interested parties that would like to be a part of this for a decision to be made. He further stated that because of the difference of opinions, it is important to get all the parties together at the site before we go too far to discuss these various alternatives because you can't be too careful.

**Chairman Sanders made a motion that this Commission direct City Administrator Hilden to set up a meeting with The Dyer Partnership, Director of Roads Baker, and Commissioner Palmer and any other interested parties as soon as possible and as practical as can be, onsite at Ocean Boulevard to explore Commissioner Palmer's ideas to resolve this quickly, safely, environmentally, and with fiscal soundness. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

Vice-Chairman Curran asked if we had heard anything about the telephone pole, and Chairman Sanders stated City Administrator Hilden mentioned it should be done sometime this week, but Chairman Sanders was not certain about that.

**10. NEW BUSINESS (None)**

**11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA**

Commissioner Harris asked to see the actual budget amount for the bike paths under the 1% bicycle funding from the gas tax. Chairman Sanders agreed to contact the City Administrator to enquire from Sheila Lyons of ODOT as to how much is in the fund. Commissioner Harris once again reiterated his strong interest in his designated bike path project. Roads Director Baker and Chairman Sanders rerouted the discussion toward patience in terms of the response that we expect soon from ODOT regarding the TGM Grant request.

Director of Roads Baker commented on how much he appreciated the cooperation he received from the County Sign Department and the County Traffic Engineer for their prompt response to our needs for Ocean Boulevard emergency signage.

Commissioner Leach recommended using some time in the future, Eugene Sand and Gravel as a potential vendor given his favorable impression of the work they just completed for the County on Canary Road.

**12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:42 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](http://www.dunescity.com).

**APPROVED BY THE ROAD COMMISSION ON THE 18TH DAY OF NOVEMBER 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