



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
NOVEMBER 4, 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, Commissioner Richard Palmer, Commissioner Henry Leach, Commissioner Bill Harris, Commissioner Chris John and Vice-Chairman Jerry Curran (arrived at 6:34 pm).

Absent and Unexcused: (None)

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

5. MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 16, 2013

No motion was made for the September 16, 2013 Minutes, therefore the Minutes will be held until the November 18, 2013 meeting.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Leanza Drive Status

Chairman Sanders reported that the City has settled on an agreement with Mr. Donald Forum for damages incurred on Leanza Drive, and that a check for \$900 from Mr. Forum has been received by the City and deposited.

B. Ocean Blvd. Status

Chairman Sanders stated that 50 feet of k-rail has been ordered for \$1,000 and are waiting in storage in Wilsonville; a Eugene trucking company will deliver the k-rails in 7 to 10 days at a cost of \$500. Director of Roads Baker will inspect the site after installation of the k-rails, and the road will be reopened.

Chairman Sanders also reported that the catch basin drain warranty work on Huckleberry Lane has been cleaned by Gary Rose of Leisure Excavating.

7. CITIZEN INPUT (NONE)

8. BUDGET INFORMATION

Chairman Sanders distributed the current revenue and expense budget report and directed the Commissioners to contact Budget Officer Fred Hilden during normal business hours if they have any questions.

9. UNFINISHED / OLD BUSINESS

A. Strategic Planning for the Dunes City Road Commission – Gary Baker

Director of Roads Baker introduced the agenda for tonight's Strategic Planning session and encouraged each of the Commissioners to be active participants in this evening's development of our goals and objectives (of both a short and long-term nature). He further explained to the group that in a planning process such as envisioned for this exercise, there are no bad ideas. With that in mind, he proceeded to facilitate the development of an initial set of goals and objectives for the Road Commission. Upon completion of the evening's activities, a draft outline document resulted (Exhibit B) which will be reviewed by commission members for further discussion and finalization. These preliminary goals and objectives are attached for reference purposes. In addition to tonight's development of goals was the completion of the Phase 1 (Exhibit A) planning efforts to include the addition of threats to the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis that had been conducted during the earlier planning session. In conclusion, Director of Roads Baker suggested that we strive, through continued work sessions, toward a completed draft Strategic Plan document not later than April 15, 2014.

10. NEW BUSINESS

Vice Chairman Curran stated that Johnson Rock Excavating offered to donate roadway fill material to the City, and he recommended depositing the material on Cedar Lane to shore up the failing wall. He offered to be present at the site when the material is unloaded, and stated that the owner of the property, Mr. Jensen, verbally agreed to allow the material to be placed at the referenced site. **Commissioner Harris made a motion to unload the road material provided and approved by Johnson Rock to fill the property on Cedar Lane and/or on**

Commissioner Palmer's property just outside the City limits. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.

Vice Chairman Curran expressed a concern regarding moving the log splitter now located on Ron Tucker's property to a different location. After discussion, it was determined that it would be moved to Commissioner Palmer's property.

Commissioner Harris sketched a drawing for clarification concerning a stop sign located at a cult-a-sac on Parkway Drive that is stopping traffic on a public highway; he recommended removing the stop sign. **Commissioner Richard Palmer made a motion to remove the stop sign on Parkway Drive. Vice Chairman Curran seconded the motion. The motion passed by unanimous vote.**

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Leach noted that the possible road subsidence on Alder Drive was addressed by him several months ago through an email with photos, and Commissioner Palmer has visited the site and has concluded the same concern. It was determined that the issue would be further addressed at the next meeting.

Commissioner Leach also mentioned that Vice Chairman Curran and he did some debris clean-up on Woahink Drive and removed about 7 problem trees.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:51 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 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