



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
NOVEMBER 18, 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 Bill Harris, Vice-Chairman Jerry Curran and Commissioner Henry Leach (arrived at 7:10 pm).

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

**Others Present:** Road Secretary Laurale Lorentzen and Planning Commission Chairman George Burke.

**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. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

**5. MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 16, 2013 AND NOVEMBER 4, 2013**

**Chairman Sanders made a motion to approve the September 16, 2013 Minutes and the November 4, 2013 Minutes. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE (NONE)**

**7. CITIZEN INPUT**

Planning Commission Chairman George Burke stated that he is now the liaison between the Planning Commission and the Road Commission since the previous Chairman, Lee Riechel retired.

Vice-Chairman Curran questioned Mr. Burke regarding the status of Ordinance 155. A discussion ensued in which Planning Chairman Burke explained the applicable process, the approximate date it will be passed by City Council and the series of changes that take place after the Ordinance is passed. Chairman Sanders noted that at the last City Council meeting, he suggested that Council place the MRP (Master Road Plan) as the first item of business. Chairman Sanders also encouraged the Road Commissioners to be a part of the CAC (Citizen's Advisory Committee) and advocated Director of Roads / Public Works Baker as an expert for the CAC in regards to this issue.

## **8. BUDGET INFORMATION**

Chairman Sanders stated that according to the budget, the Road Commission is doing very well in regards to the street fund YTD with current figures a few thousand dollars under budget. He encouraged the Commissioners to contact City Administrator Hilden if they have any further questions regarding the budget.

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

### **A. Alder Drive Road Slide – Chairman Sanders**

Chairman Sanders opened this issue for discussion with the Commissioners and Director of Roads / Public Works Baker in California who joined this meeting via conference speaker phone. The dialog that ensued included accurate identification of property lines, obtaining the permission of the absentee property owner, uncertain City right-of-way demarcations, stabilization techniques that may be utilized, and the probability of the work encompassing an estimated 2-day period. Chairman Sanders solicited and received a consensus from each Commissioner in favor of Commissioner Palmer taking the lead on this project and report back his findings to Director of Roads / Public Works Baker and Chairman Sanders.

### **B. Ocean Blvd. Status – Chairman Sanders**

Chairman Sanders announced that Ocean Blvd. was reopened at 1:00 pm today; the barricades were removed and the k-rails had been installed. He further stated that the press release is out, the warning signs are down and the project is complete with kudos extended to Commissioner Palmer for his fine work and money-saving techniques.

### **C. Stop Sign Removal at Parkway Drive – Commissioner Harris**

Commissioner Harris stated that he has not been able to address this issue yet, but he will.

D. Log Splitter Transfer – Vice Chairman Curran

Vice Chairman Curran stated that the log splitter has been transferred to Commissioner Palmer's property.

E. Placement of Import Material at Peninsula Drive – Chairman Sanders

After considerable discussion, it was determined that more research needs to be done regarding who owns the property at this location. Chairman Sanders offered to contact Staff regarding the ownership of the property and bring his discoveries to the next meeting.

F. Continue Strategic Planning Process – Director of Roads / Public Works Baker

Director of Roads / Public Works Baker referred the Commissioners to his memo dated November 18, 2013 pertaining to draft copies of Exhibit B - Global Strategic "Top Ten" Plan Targets (Prioritized) and Exhibit A - Sealcoat Candidate Streets for 2014/2015 documents. He stated that this "Top Ten" handout basically represents his first-pass thoughts on an appropriate order of priority relative to these top ten targets. He asked the Commissioners to review his priority list, or change it to reflect their viewpoints and forward their comments accordingly. Commensurate with our listed target #1, Chairman Sanders distributed a draft proposed organizational chart as well as a draft one-page Organization Chart by Function document. After explaining in detail the implication of the org chart and how it relates to the Organization Chart by Function, Chairman Sanders petitioned the Commissioners to discuss their views on this organizational structure and either concur or not. A lengthy discussion followed that involved questions and answers with regard to the layout of the organizational chart, and operational issues vs. policy matters. Planning Chairman Burke answered numerous questions of the Commissioners for clarification purposes and the overall conclusion and consensus of the Commissioners was that this is a viable organizational structure. Commissioner Harris indicated that it was difficult to read and understand both documents together. Chairman Sanders offered to reorganize and format the document for clarity and insert it into next month's Agenda.

## **10. NEW BUSINESS**

A. Slurry Seal Project Recommendation FY 2014/2015 – Director of Roads Baker

Director of Roads / Public Works Baker explained that the streets listed on the Sealcoat Candidate Streets spreadsheet list he prepared, and which were distributed tonight, coincides with the current version of our Computerized Pavement Management System (CPMS). The PCI's listed represent the information that is a function of the systems prediction models reflecting the anticipated PCI's for each street since their most recent evaluation in 2012. Since no actual sealcoat program has taken place over the last two seasons, the candidate streets represent those scheduled earlier in the programs that never occurred. As stated in the spreadsheet, they represent an approximate \$85,000 expenditure. He stated that even though the overall street network (system) is in very

good condition (an ideal situation), we need to continue moving ahead with a very aggressive and proactive preventative maintenance program, if at all affordable. Discussions ensued and it was mentioned that with regard to one street in particular (Pioneer Road South) is a private street (and therefore needs to be deleted from the list). A nearby street however, (Chets Trail) is a city street, and it was pointed out by Vice Chairman Curran that Leanza Drive also needs to be added to the current list, and was added. Chairman Sanders offered to take the spreadsheet and divide the streets to be sealed into specific geographical sections per the Commissioner's specific areas of responsibility so they can confirm the needs as stated in the current list as well as other needs that may warrant attention on their assigned streets. Chairman Sanders also offered to discuss once again with City Administrator Hilden the city road fund budget availability and constraints. Director of Roads / Public Works Baker also requested that each Commissioner take a look at their designated streets, if they wish, in their respective sections, to identify new distress (such as alligator cracking) and report their findings to him. He will be conducting a separate complete network-wide inventory once again to update all CPMS information and will contact each Commissioner with the results. He stated that at the moment, many of Commissioner Harris' streets fall into the higher priority category and further commented that no final list of sealcoat projects will be completed until the aforementioned inventory and further discussions with each Commissioner is completed. Chairman Sanders suggested Director of Roads / Public Works Baker also contact Commissioner Chris John (absent tonight) regarding his streets. Chairman Sanders noted that this item will be on next month's Agenda.

#### B. Maintenance Projects FY 2014/2015 – All

Chairman Sanders stated that his maintenance projects have been previously identified and submitted and therefore no changes other than a few streets that need a little blading to cut the slope back (possibly Maple Street and Laguna Lane), and the annual brushing will be required. He further stated that the main problem in his area was Ocean Blvd. and that has been resolved.

Commissioner Leach also confirmed that his list is the same as last year, but noted to add the Alder Drive project he submitted a few months ago. He also mentioned Woahink Drive as a constant sweeping problem from Huckleberry Lane to Wright Road. Chairman Sanders suggested considering a bi-annual sweeping project for problem streets like this.

Vice-Chairman Curran reported that his concerns are the same as last year.

Commissioner Palmer stated that his section needs normal maintenance (brushing, trees out of the roadway) and some drainage issues that need to be established.

Commissioner Harris mentioned a safety issue involving a dead spruce tree limb on Hilltop Drive between Clear Lake and Spruce Lane where PUD is in the area now. He would like to address this issue at the next meeting in December.

### C. Bicycle/Pedestrian Plan Development Opportunity – Chairman Sanders

Chairman Sanders stated that he has had conversations and contact with the University of Oregon and their professional planning and management development department for the possible assistance from a student intern to conduct a needs assessment of potential bicycle and pedestrian paths assessment of our community. Chairman Sanders stated that the initial conversation with the PHD will take place tomorrow with Administrator Hilden, Director of Roads / Public Works Baker and himself. This internship matter opportunity will be addressed at the December 16, 2013 meeting.

## 11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Planning Chairman Burke requested a stop sign and post replaced at Cherry Street and Lake Blvd.

Road Secretary Lorentzen took a survey of the Commissioners to determine if a pdf file only would be acceptable for their electronic packets.

Director of Roads / Public Works Baker thanked the Commissioners for tolerating his attendance via phone conference call at tonight's meeting.

Commissioner Leach requested someone to look into the Montgomery project new road/old road situation. Planning Chairman Burke explained that they have a one year extension to finish their final plat. Other questions were addressed and answered by Planning Chairman Burke regarding the final inspection, and drainage problem provisions relative to this project.

Vice-Chairman Curran suggested eliminating brushing permits. Chairman Sanders will put this on the Agenda as an action item for next month.

Vice Chairman Curran stated that the person who damaged Leanza Drive has now deposited a 40-foot container in the City's (uncertain) right-of-way. A discussion ensued with Planning Commission Chairman Burke. Chairman Sanders will put this on the Agenda for next month for follow-up information from the Code Enforcement Officer if a violation of code is found to exist.

Commissioner Harris questioned Planning Commission Chairman Burke about the process and determination of a private/city street and Vice Chairman Curran asked what is required for a private street to be accepted as a city street. Planning Chairman Burke answered both of the questions in detail.

Chairman Sanders announced that he will probably be leaving town for family issues and Vice Chairman Curran will be informed when he leaves as well as keeping Vice Chairman Curran apprised of his anticipated return date. Chairman Sanders asked Commissioner Palmer and Vice Chairman Curran if the work project that was done on Shady Lane was done as members of the Road Commission or as private citizens. Vice Chairman Curran stated that it was done as private citizens, it involved citizens getting together and doing

something that needed to be done, and it didn't involve the City at all because it was private property. Chairman Sanders asked if any City equipment was used for the project, and he stated "negative."

Chairman Sanders questioned the location of a leaf blower and pole saw that is now outstanding from the equipment shed. Vice Chairman Curran stated that he has them in his garage. He further stated that the pole saw needed the chain replaced and that has been done. Chairman Sanders asked Vice Chairman Curran to return the equipment to the road department's shed at City Hall.

## **12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:16 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 16TH DAY OF DECEMBER 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