



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
DECEMBER 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 6:31 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders, Commissioner Bill Harris, Vice-Chairman Jerry Curran, Commissioner Henry Leach and Commissioner Richard Palmer (arrived at 6:46 pm).

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

**Others Present:** Road Secretary Laurale Lorentzen and Public Works Director Gary Baker.

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

**5. MOTION TO APPROVE THE MINUTES FROM NOVEMBER 18, 2013**

**Vice-Chairman Curran made a motion to approve the amended November 18, 2013 Minutes. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

**A. Recognition of Retiring Road Commissioner Henry Leach**

Chairman Sanders presented Commissioner Leach with a Certificate of Appreciation for 3-years of dedicated service to the Road Commission.

**B. Mayor's Holiday Potluck at City Hall on Friday, December 20<sup>th</sup> at 5:30 pm.**

## 7. CITIZEN INPUT (NONE)

## 8. BUDGET REPORT

Chairman Sanders noted that the annual budget report complete with Road Commission year-to-date figures was handed out for tonight's meeting. He suggested that should any of the Commissioners have comments or questions regarding this report that they contact City Administrator Hilden directly.

## 9. UNFINISHED / OLD BUSINESS

### A. Alder Drive Road Slide – Commissioner Palmer

Chairman Sanders noted that Commissioner Palmer was not in attendance at the present time and then asked Public Works Director Baker if he could address this issue. Mr. Baker stated he felt it would be best to hold off on any discussions regarding this matter until he, Chairman Sanders and Commissioner Palmer could discuss the latest developments together in the following week and report back to the Commission at a later date, very likely at the next Commission meeting scheduled for January 20, 2014.

Before this matter was tabled however, Commissioner Palmer arrived at 6:46 pm to join the Commission meeting. He was then asked to provide the Commission his input and perspective regarding the status of Alder Drive. He confirmed that he and Mr. Baker need to discuss further, at the site, options related to correcting the current potential unstable portion of the roadway. It was determined that before any work is done, or conclusions drawn with respect to remedial action, the City right-of-way boundaries must be clearly defined.

### B. Operational Org Chart and Functions Update – Chairman Sanders

Chairman Sanders initiated discussion regarding the new proposed organizational structure that has emerged as the Commission's number one priority identified through the recent strategic planning process. Copies of the preliminary organization chart had been handed out at the previous Commission meeting and the Commissioners had been asked to review the document for comments and questions they may have. Commissioner Harris requested clarification regarding the communication protocol for dealing with and responding to citizen concerns and the procedure for follow-up reports that summarize findings and conclusions. The conclusion was that the City Administrator and the Road Secretary needs to be copied on all correspondence of this type. Commissioner Curran requested clarification on the position of the field superintendent which was resolved. Following additional discussions, Chairman Sanders shared once again that this is a first-generation of our approach to operational and organizational structure and certainly will be subject to revision as we further define the processes associated with doing business. With that in mind, **Chairman Sanders made a motion that this initial plan for operational procedures be adopted. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.**

C. Slurry Seal Project Recommendation FY 2015/2015 – Public Works Director Baker

The upcoming proposed 2014/15 sealcoat candidates streets were discussed at length with regard to various options such as limiting the work to simply crack sealing the identified candidate streets, and moving ahead with full sealcoating of the streets, or both, also taking into consideration other issues such as dealing with tree root infiltration and the like. In conclusion it was decided that Public Works Director Baker would tour the subject areas with Commissioners Palmer, Curran and Leach, and following these field inspections, final recommendations would be brought forward, and maintenance / repair contract documents would be prepared following Commission approval of the final program definition. The field investigations will be preliminarily scheduled for the final week of December or the first week of January. As a final matter regarding the candidate street recommendations, Public Words Director Baker will contact Commissioner John to review his streets and determine his thoughts regarding the maintenance repair of the streets within his jurisdiction. Chairman Sanders stated that this topic will be tabled to the next meeting in January 2014.

D. Maintenance Projects FY 2014/2015 – Road Secretary Lorentzen

Road Secretary Lorentzen asked the Commissioners to review the updated road maintenance project handout to confirm that their section additions were accurate. Commissioner Palmer questioned the pavement trench cut in his section on Woodland Lane where debris was left from contractor Gary Rose. Mr. Baker confirmed that he observed the conditions were the same and that the contractor has been directed to clean up the site and Mr. Baker will inspect the site once again. Commissioner Harris stated that in his section 3, items 1 and 2 were actually the same intersection (Hilltop Drive and Clear Lake), and that an annual brushing is needed for all of his streets. He also mentioned widening the apron on Hilltop Drive. Commissioner Palmer recommended that for a better clarification of all in-house work requiring his services, a special work order form be given to the Commissioners for their use . Secretary Lorentzen printed and distributed the requested work order forms to each Commissioner.

E. Bicycle / Pedestrian Plan Development – Chairman Sanders

Chairman Sanders distributed a draft copy of an intern posting form that identified three segmented projects to determine the need for the development of bike and pedestrian pathways initiated through a graduate program at University of Oregon. He stated that with 160 hours at \$12 an hour (under \$2,000) paid with the 1% bicycle funding grant from Oregon Department of Transportation (ODOT) would enable a bicycle plan to be assessed for Dunes City. Chairman Sanders suggested that the Road Commission recommend that the monies that are available from the bicycle plan be expended through this graduate intern program for next year. **Commissioner Harris made a motion to move forward with the assistant planner internship for Dunes City to develop a bicycle pedestrian path plan to be paid for out of the 1% dedicated bicycle road fund**

**from the State. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.**

## **10. NEW BUSINESS**

### **A. No Brushing Permits – Vice-Chairman Curran**

After briefly discussing a recommendation to repeal No Brushing Permits, a motion ensued. Vice-Chairman Curran made a motion to repeal the No Brushing Permit that exists in the City Code and Commissioner Palmer seconded the motion. Before the motion was finalized, it was retracted by Vice-Chairman Curran and Commissioner Palmer and changed to reflect the following. **Vice-Chairman Curran made a motion to recommend to Council to repeal Ordinance 168, an Ordinance establishing a policy to provide a no brushing plan for property owners abutting the City right-of-way. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.** Chairman Sanders asked the Commissioners to be willing to testify before the Council at an appropriate time if requested by Council.

### **B. Leanza Dr. Container Update – Code Enforcement Officer Hilden**

Chairman Sanders stated that City Administrator Hilden notified him that the storage container will be removed by December 25, 2013 and is not an ordinance violation. Vice-Chairman Curran questioned why this was not an Ordinance violation. Chairman Sanders stated that Vice-Chairman Curran would have to discuss the matter further with City Administrator Hilden if he chooses to do so.

### **C. Dead Spruce Tree Limb on Hilltop Dr. – Commissioner Harris**

Commissioner Harris stated there is a tree located at 5168 Hilltop Drive that is a potential safety hazard because it crosses the road and could come down on a power line. The Public Utility District was recently doing annual trimming in the area, but did not remove the tree as part of the trimming operation. It is the opinion of Commissioner Harris that the removal of this tree is critical in regard to public safety, and therefore following considerable discussion, it was determined that the City should investigate the possibility of contacting various tree companies for bids to have this tree removed.

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

Director of Public Works Baker commented on the need to schedule the next strategic planning session. He also requested from the Commissioners any suggested input regarding the current prioritized goals and objectives. It was suggested that the next planning session be scheduled for some time yet to be determined in either late January or most likely February 2014. He also shared with the Commissioners his desire to meet with each one separately to review together their infrastructure needs and as well as further train each Commissioner in the procedure associated with pavement evaluations. He also commented that the upcoming drainage inventory, first stage of which has already been approved, must get underway in late

January 2014. This particular inventory will be one of the top priority discussions yet to be held with each individual Commissioner.

Further discussion was held by Road Secretary Laurale regarding the need for a revised work order form. Commissioner Palmer commented on the need for more specific information on the work order form. Road Secretary Laurale agreed to move forward with a revised format.

Commission Harris reported that the stop sign he mentioned at the previous meeting has been removed.

Vice-Chairman Curran commented on the need to encourage Commissioner John to arrange his schedule so he can be in attendance at the Road Commission meetings in the future. He further added that particularly critical is the fact that with Commissioner Leach retiring and no replacement identified at this point, Commissioner John's presence will be vital to ensure that we have a quorum at all future meetings. Chairman Sanders commented that he may have an interested candidate to replace Commissioner Leach and will update the Commission relevant to this individual at a later date.

Commissioner Leach stated his appreciation and cooperation he has received from all the people associated with the Commission both past and present. He also noted that he has substantial files and documentation which he will leave with the Road Secretary Laurale. Public Works Director Baker and others expressed what a pleasure it has been to work with Commissioner Leach and how much the Commission appreciated Commissioner Leach's level of detail and work ethic relative to the manner in which he represented the Commission.

Chairman Sanders followed up with a question regarding the current location of the leaf blower and the pole saw and asked Road Secretary Laurale if that equipment had been returned to the storage shed. She stated that the leaf blower has not to date been returned and Vice-Chairman Curran stated that it is in his garage, but would return it if so desired. Chairman Sanders reported with "Please" to have him return it to the City's storage shed. Vice-Chairman Curran stated that he will return the leaf blower to the shed.

Chairman Sanders was pleased to announce that Commissioner Palmer has re-enlisted for another term on the Road Commission. Chairman Sanders expressed appreciation for the fine work that Commissioner Palmer has done and encouraged all the Commissioners to look for a possible replacement for Commissioner Leach and also at all times, be thinking about cultivating their eventual successors.

## **12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:53 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 20TH DAY OF JANUARY 2014.**

[Signed copy available at Dunes City Hall] \_\_\_\_\_  
Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall] \_\_\_\_\_  
Laurale Lorentzen, Road Secretary