



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
FEBRUARY 17, 2014 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 Richard Palmer, and Commissioner Bill Harris.

Absent and Excused: Commissioner Chris John was absent and excused.

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. SWEARING IN OF REAPPOINTED ROAD COMMISSIONER

Chairman Sanders swore in Commissioner Richard Palmer for another 2-year term as a Commissioner for the Dunes City Road Commission.

5. APPROVAL OF THE AGENDA

Vice Chairman Curran made a motion to approve the Agenda as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

6. MOTION TO APPROVE THE MINUTES FROM JANUARY 20, 2014

Vice Chairman Curran made a motion to approve the January 20, 2014 Road Commission Minutes as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

7. ANNOUNCEMENTS / CORRESPONDENCE

A. LCOG 2013 Citizen of the Year – Chairman Sanders

Chairman Sanders announced that Commissioner Palmer was nominated for the Outstanding Citizen of the year award for Lane County. According to Lane Council of Gov-

ernments (LCOG), Commissioner Palmer was then ultimately selected to receive this prestigious award. When announced to the Commission applause ensued. Chairman Sanders added that Commissioner Palmer set an exceptional example for Dunes City and other cities in Lane County and Commissioner Palmer will receive official recognition including certificates, photos, and a press release in the newspaper.

B. Internship Update – Chairman Sanders

Chairman Sanders announced that our newly hired intern graduate Ross Peizer (from the University of Oregon), recently spent a day in Dunes City with Vice Chairman Curran, Council President Mills, City Administrator Hilden, and Mayor Ruede, touring and becoming familiar with the City of Dunes City. Mr. Peizer has been hired to facilitate a needs analysis project relative to the City developing a bike and pedestrian path program. Chairman Sanders also stated that following the meeting, City Administrator Hilden received an email from Ross outlining his recommended goals and work plan to approach this project. City Administrator Hilden will send Ross's plan to all of the Road Commissioners for their review. Chairman Sanders requested that Road Secretary Lorentzen start a file for this project.

C. Master Road Plan – Chairman Sanders

Chairman Sanders announced that, at this time, the best way for the Master Road Plan (MRP) to be processed toward final acceptance is that it be amended to the City's Comprehensive Plan; the 45-day notice has been given, and it will go before the Planning Commission on March 27, 2014 followed by a recommendation to the City Council which will be addressed at the April 10, 2014 City Council meeting. With no foreseeable roadblocks in sight, Chairman Sanders stated he could conceivably see an adopted Master Road Plan by the end of April 2014.

D. Oregon Dunes Triathlon – May 10, 2014

Chairman Sanders encouraged each Commissioner, and all those associated with the Road Department, to donate some hours on the Saturday (day of the event) by contacting Renee Green, the Permits Secretary at Dunes City Hall.

8. CITIZEN INPUT (NONE)

9. BUDGET REPORT

Chairman Sanders announced and recommended that all interested Commissioners attend the Budget Committee meeting on February 25, 2014 at 4:00 pm. at City Hall. This meeting will involve the initial review of the first 6 months of the adjusted expenditures and revenue relative to the City's budget.

10. UNFINISHED / OLD BUSINESS

A. Alder Drive Road Slide – Commissioner Palmer & Public Works Director Baker

Public Works Director Baker had no current updates to share regarding this project since public right-of-way issues remain unresolved. City Administrator Hilden is still trying to identify the easements and right-of-way boundaries. In addition, Public Works Director Baker suggested that we wait for better weather before we begin any construction, even if the boundary determinations are made soon. Chairman Sanders stated that his understanding is that if we get an easement, then we have the right to go in and do the project. According to Commissioner Palmer, the surveyor placed preliminary boundary stakes and the current pavement section appears to be approximately 3 feet into private property. Commissioner Palmer suggested that an ultimate “fix” would be to add a new addition of street (approx. 8 feet by 200 feet) consisting initially of just base rock for the time being and then at a later date place the finished surface of asphalt concrete. Vice Chairman Curran suggested a ballpark estimate (for budget purposes) to complete this project of \$4,500 which was the consensus of the Commission as well. More specific information will be brought forth at a later date as project details become more clear.

B. 2014 Pavement Maintenance Project Update – Public Works Director Baker

Public Works Director Baker mentioned that the contract documents for this project are currently being prepared by The Dyer Partnership, and that City Engineer Tom Hart just returned from vacation, and will now proceed with their preparation. Public Works Director Baker will be meeting with Mr. Tom Hart this Thursday, February 20, 2014 for a field review of all streets under consideration for sealing this year. He also stated that the documents will be ready for the March 17, 2014 meeting. There were no further comments from the Commissioners.

C. Culvert / Catch Basin Inventory Project Update – Public Works Director Baker

Public Works Director Baker stated that the inventory is underway, however subject culverts have been very difficult if not impossible to locate based on preliminary field reviews. Chairman Sanders requested that this item be continued for further discussion at the next meeting in March.

11. NEW BUSINESS (NONE)

12. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Palmer stated that he has moved the wood splitter to his new residence. He also stated that the ditching he has done recently on Kiechle Arm which has resulted in a significant difference in the flow of the water, thus providing considerable drainage improvements in this area. He further stated that there are other similar problem areas throughout the City. He also offered to receive the brush and debris at his residence once it is removed from the eventual culvert cleanup so the City does not have to dispose of the materials at the

dump. Public Works Director Baker stated that he will contact Mike Miller of the City of Florence regarding our culvert/ditching issues and Chairman Sanders approved the idea. Secretary Lorentzen asked each Commissioner present to sign a sympathy card for Ron Tucker's wife and family. Vice Chairman Curran offered to personally deliver the card tomorrow.

Commissioner Harris discussed the significance of and problems associated with the teardrop symbol (Woahink Lake Association) signs posted throughout the City which are encroaching into the City's right of way. He stated that he will email the City Administrator regarding this situation. Commissioner Harris will inform the Commission of the current status at the time of next month's meeting.

Chairman Sanders shared words of appreciation to Commissioner Harris for accompanying him in replacing old street and stop signs. He also provided a report regarding Ordinance No. 168 (No Brushing Permit) which was discussed at the last City Council meeting after the recommendation of the Road Commission to repeal the Ordinance. He encouraged the Commissioners to attend the March 13, City Council meeting if this issue is listed on the Agenda for the purpose of sharing their thoughts publicly regarding this issue and explaining their concerns. Road Secretary Lorentzen agreed to contact the Commissioners if Ordinance No. 168 is scheduled for the City Council's March Agenda.

Commissioner Sanders suggested adding a placeholder in the appendix to the MRP for roadway specifications and city standards before the document is presented to the Planning Commission and forwarded to City Council. More discussion followed regarding this subject which included performance bonds, and adding "teeth" to the eventual MRP, possibly in the Appendix section, particularly with regard to encroachment work done in the City street right of way. Public Works Director Baker agreed to contact The Dyer Partnership this week regarding these issues and Chairman Sanders requested that this subject be placed on next month's meeting agenda.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:30 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 17TH DAY OF MARCH 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