



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
APRIL 21, 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 6:38 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Maurice Sanders, Vice Chairman Jerry Curran, Commissioner Richard Palmer, Commissioner Chris John and Commissioner Bill Harris.

Absent and Excused: None

Others Present: City Administrator Fred Hilden, Planning Chairman George Burke, Citizen Pam Palmer, and Road Secretary Laurale Lorentzen.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Vice Chairman Curran 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 MARCH 17, 2014

Commissioner Palmer made a motion to approve the March 17, 2014 Road Commission Minutes as presented. Commissioner John seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Oregon Dunes Triathlon – May 10, 2014

Chairman Sanders announced that 143 applicants have already signed up for this event compared to last year's final count of 53. This significant increase equates to almost three times the number who registered last year. He also mentioned that more volunteers

are needed and he encouraged the Commissioners to contact Coordinator Renee Green at City Hall to register as a volunteer for this event.

B. Ordinance No. 224 – Repealing No Brushing

Chairman Sanders announced that Ordinance No. 224 was passed unanimously by the City Council at the March 2014 meeting and was effective April 12, 2014; the No Brushing Ordinance no longer exists.

C. Ordinance No. 225 – Chapter 32, Committees & Commissions

Chairman Sanders announced that Ordinance No. 225 was adopted by City Council except a portion of the plan requiring the Road Commission Chairman to notify the City Recorder, the City Recorder to notify the Mayor and the City Council President before any emergency action could be taken.

D. Ordinance No. 226 – Master Transportation Plan

Chairman Sanders stated that the Master Road Plan was adopted by City Council on March 13, 2014 with a few changes, namely some scribner errors, a map change and a name change to the Master Transportation Plan. City Administrator Hilden explained that in order for this to be a Comprehensive Plan amendment, the City is requesting from the Director of the Department of Land Conservation & Development (DLCD) that certain elements of the City's Master Transportation Plan not be required to be fulfilled in accordance with the state's Transportation System Planning Rule. He pointed out that even though it is just basically a technicality issue, the effectiveness of that document cannot take place until we get approval from the director. Discussions continued and Chairman Sanders requested that the Road Commissioners exchange their old Master Road Plan binders with the newly designated Master Transportation Plan at the next meeting in May.

7. CITIZEN INPUT (NONE)

8. BUDGET REPORT

A. Update City Audit / Review Report – City Administrator Hilden

City Administrator Hilden provided an audit report handout for the Commissioners and then proceeded to provide some background information concerning former financial audits and the problems the City has had in the past. He went on to state that despite the problems with the earlier City audits since 2008, this is the third year the City has had a clean audit. He also stated that he noticed a disparity in the allocation of the City's street fund. He clarified that \$18,000 would be allocated back to the street fund. He also stated that no money is missing and he is not concerned, but that how the money was allocated was part of the auditing process.

B. Revenue & Expense – Budget vs. Actual Report.

City Administrator Hilden commented that his handout also included the nine-month budget vs actual report and as indicated, we are pretty much exactly where we wanted to be with state highway apportionment income. City Administrator Hilden explained various line items on the report and reported that the current road fund has \$14,000 more in the state street fund at the end of March than we had at the beginning of July of last year. He went on to point out that the State Street Fund is within 33% of the budget at this time. With hats off to Commissioner Palmer, he stated that overall, budget-wise, we are in really good shape. Chairman Sanders further noted his appreciation to City Administrator Hilden for his continued efforts in straightening out the funding issue.

9. UNFINISHED / OLD BUSINESS

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

Because Public Works Director Baker was not present, City Administrator Hilden encouraged the Commissioners to specifically locate street culverts (not driveway culverts) that are situated under the street and catch basins that might need to be cleaned out. He also stated that he is working on an electronic format for this project. Chairman Sanders requested that this topic be included in next month's Agenda.

B. Alder Drive Maintenance Project Update – City Administrator Hilden

City Administrator Hilden stated that it has been confirmed that there are no easements on the private property adjacent to Alder Drive. He added that at this point, the surveyor and he will visit the property and upper-stake the right-of-way areas. Vice Chairman Curran offered to accompany City Administrator Hilden and the surveyor on this project. City Administrator Hilden consented to schedule a meeting date within the next couple of days.

C. City Equipment Use Policy – City Administrator Hilden

A lengthy discussion was held regarding the City's current and previous equipment use policy. An exchange of ideas and opinions were shared amongst the Commissioners and City Administrator Hilden stated that after consulting with the Mayor, he will prepare a resolution to put a policy in place for the City Council's adoption regarding this matter. More discussions ensued and Pam Palmer, a citizen of Dunes City, suggested that a release waiver be added to the check-out list, which would release the City of any responsibility for anyone signing for the use of City equipment (her suggestion summarized the previous discussion with the Commissioners). Chairman Sanders requested that this issue be scheduled as an Agenda item in 6 months. The Commissioners agreed to revisit this item at the October 2014 meeting.

D. Woodland Lane Drainage Issue – Chairman Sanders

Chairman Sanders stated that at last month's meeting, a problem was discussed regarding driveway permits and he was able to meet with Commissioner Palmer the next day. The mailbox issue and the ditching and culvert issues for the driveway entrance were resolved the next day. City Administrator Hilden explained the difference between a driveway permit for construction of a new home, and a driveway access permit. He also explained that the permit procedure requires that the Road Commission Chairman or Vice Chairman sign-off on all driveway access permits. Commissioner Palmer suggested in his opinion that there was an unacceptable sign-off of the patchwork and culvert issue on Woodland Lane. An agreement could not be reached during the discussion as to whether the asphalt had been cleaned up in that area or not.

10. NEW BUSINESS (NONE)

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Road Secretary Lorentzen gave Commissioner Palmer kudos for the exemplary work he accomplished on View Terrace as a result of a citizen request. In a follow-up call by Secretary Lorentzen, citizen Mary Grisby stated that Commissioner Palmer went "beyond the call" and she couldn't thank us enough for what he had accomplished in response to her request.

A Commissioner questioned "Who owns the culverts in the right-of-way"? City Administrator Hilden responded that if the culvert is under the owner's driveway, the maintenance of that culvert is the responsibility of the landowner. With regards to a culvert issue on Osprey Way, City Administrator Hilden offered to accompany Commissioner Harris the following day to examine the problem.

Commissioner Palmer expressed a concern regarding a problem he has mowing areas consisting of rock in swales, especially on Clearwater Cove Road, Summerbell Road and Cloud Nine Road; he suggested using sod because it is easier on a mower.

In response to Commissioner Palmer's concern and using an example, Planning Chairman Burke noted that during the process of building a subdivision, anytime the elevation is too great, the Stormwater Management Plan is adhered to by placing big rock to slow down the natural flow of water. According to Planning Chairman Burke, the Stormwater Management Plan is regulated under federal standards. More discussions ensued and Chairman Sanders requested that Planning Chairman Burke follow-up on the issue on behalf of the Road Commission. Planning Chairman Burke suggested a joint meeting with the City Engineer, the Planning Commission, and the Road Commission to inquire if a standard can be determined for rock in the ditches. A consensus was made that Planning Chairman Burke contact Chairman Sanders when a meeting could be scheduled.

Vice Chairman Curran pointed out to City Administrator Hilden that there is still a car in the right-of-way in front of a house in Section 5. City Administrator Hilden stated that the car has been moved and according to 3 people's opinion on the issue, with photographs, it was

determined by himself and Chairman Sanders that the car was not blocking anyone's view. Vice Chairman Curran stated that he no longer desires to be responsible for Section 5.

Chairman Sanders asked for a convenient date for the Commissioners to inspect the equipment in the south shed. Since no consensus could be made, he offered to send an email to the Commissioners with possible dates for the equipment inspection. The Commissioners agreed to review the dates and respond to his request.

Chairman Sanders stated that at this time, The Dyer Partnership bid opening date for the slurry seal was unclear, but thought it was either May 12th or May 14th. City Administrator Hildden stated that the bid opening would be at City Hall and the members of the Road Commission and citizens of Dunes City are welcome. Commissioner Palmer requested a copy of the revised bid document from The Dyer Partnership.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:43 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 2ND DAY OF JUNE 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