



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
JUNE 2, 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, Commissioner Bill Harris and 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**

**Commissioner Palmer made a motion to approve the Agenda. Commissioner John seconded the motion. The motion passed by unanimous vote.**

**5. MOTION TO APPROVE THE MINUTES FROM APRIL 21, 2014 and May 19, 2014**

Commissioner Harris pointed out that on the April 21, 2014 minutes under Item #11 Un-scheduled Items Not Listed on the Agenda, page 4, paragraph 2, he didn't remember questioning who owns the culverts in the right-of-way. Because it was uncertain which Commissioner posed the question, it was agreed to change the paragraph to read, "A Commissioner questioned who owns the culverts in the right-of-way." Secretary Lorentzen changed the April 21, 2014 minutes as requested to reflect the change.

**Commissioner Palmer made a motion to approve the amended April 21, 2014 Minutes and the May 19, 2014 minutes as presented. Commissioner John seconded the motion. The motion passed by unanimous vote.**

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

### **A. Issue New Master Transportation Plan Binders**

A discussion was held regarding the binders and Commissioner John was the only Commissioner who had not received a new Master Transportation Plan binder. Road Secretary Lorentzen arranged for him to sign and receive his new binder after the meeting.

### **B. Turn in Old Master Road Plan Binders**

Commissioner John stated that when he became a Road Commissioner last year, he did not receive a Master Road Plan binder; therefore, this was noted on the sign-in sheet when he received his new Master Transportation Plan binder.

### **C. City Proposed Budget Status – Chairman Sanders**

Chairman Sanders stated that the proposed budget was approved at the last Budget Committee meeting and is now prepared to go before the City Council.

### **D. 2014 Road Maintenance Project Update – Chairman Sanders**

Chairman Sanders stated that the City has received three bids for the 2014 Road Maintenance Project in the amounts of \$39K, \$49K, and \$98K. It was determined that the City would select the lowest bidder, Johnson Rock, and that our City Administrator Hilden will contact them once the budget is adopted by City Council. According to Public Works Director Baker, the highest bid was just a courtesy bid and since the engineering estimate was \$45K, Johnson Rock's bid was about \$6,000 under the engineer's estimate, which is always desirable. Chairman Sanders stated that the current status is that all things seem to be equal between the two lowest bidders, so if everything moves forward as expected, the work will begin this summer and actual dates to be identified following further discussions with Johnson Rock.

## **7. CITIZEN INPUT (NONE)**

## **8. BUDGET REPORT**

### **A. Street Fund Approved Budget Update – Chairman Sanders**

Chairman Sanders distributed a handout and discussed the street fund budget report with the Commissioners and summarized that expenses are under budget by approximately \$10,000 year to date. He went on to point out that this puts the Road Commission in a good position to proceed with increasing the funding balance as we go into the next fiscal year. He further stated that the Commissioners should contact City Administrator Hilden if they have any questions regarding the budget.

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

Chairman Sanders stated that the Budget Committee was able to resolve a significant portion of the difference between the budget and the actual fund balance and they were able to place approximately \$18,000 back into the fund balance for the Road Commission. He also stated that the Road Commission budget is now where we thought it should be.

**9. UNFINISHED / OLD BUSINESS**

A. Alder Drive Maintenance Project Update – Chairman Sanders

Chairman Sanders reported that no work has been done on this project to this point and City Administrator Hilden is still working on the approach of the easement. He added that the right-of-way stakes have been placed by Wobbe & Associates Surveyors and that in his opinion, this project is not an urgent matter and does not warrant a project bid at this time and if part of the roadway or slope falls away, we can cut into the hillside as an emergency fix at that time. He further noted that this was just his opinion and if the Commissioners disagree, they should make a presentation at the City Council Meeting during budget discussions and recommend this project be included in the budget. Commissioner John questioned the history of the project and Commissioner Curran was concerned about the safety of the street since it is very narrow.

B. City Equipment Use Policy – City Administrator Hilden

Chairman Sanders read a report signed by City Administrator Fred Hilden to the Road Commission regarding the city equipment use policy. Basically it stated that City Administrator Hilden will perform some additional research with other cities regarding this matter and prepare a recommendation that will be reviewed with Councilor and Road Commission Chairman Sanders. City Administrator Hilden also noted in his report that if any members of the Road Commission would like to make input to the process, they should contact him. Chairman Sanders mentioned that he and Commissioner Harris did an inspection of the equipment and had certain items repaired and returned to the shed in working condition. Chairman Sanders stated that he will make a written certification to the Road Commission Secretary per the policy that the Commission has agreed to follow which includes a once-a-year inspection of the equipment.

**10. NEW BUSINESS**

A. Trees in Right-of-Way on Pluto's Promenade

Chairman Sanders provided some background information on the trees in the City's right-of-way on Pluto's Promenade and the Commissioners discussed several options to resolve the issue including have the City move the waterlines under the trees, allow the

homeowners to remove the trees without a permit fee or have the City cut the trees and leave the stumps. **Vice Chairman Curran made a motion that the impacted property owners on Pluto's Promenade obtain a no fee tree removal permit from the City and remove the trees at their own expense. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

Commissioner Harris recommended that one of the homeowners contact the parties affected by this issue with the recommendations of the Road Commission to have the trees removed at their expense and if need be, have them contact City Administrator Hilden with any questions they may have.

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

Commissioner John stated that he will not be able to attend the next Road Commission meeting on June 16, 2014.

Chairman Sanders asked the Commissioners to discuss their preference regarding the June 16<sup>th</sup> meeting since he will not be able to attend. It was the consensus of the Road Commission to not meet on June 16, 2014 and have the next Road Commission meeting on July 21, 2014.

Public Works Director Baker presented the current status of the Transportation and Growth Management (TGM) Grant, stating that the grant is due this week and there is a lot of work to be done. He also stated that our request includes money for a bike and pedestrian assessment, upgrades to the Pavement Management System (PMS), a sign management system, and a right-of-way survey.

Chairman Sanders stated that he attended the Lane Area Commission on Transportation (ACT) meeting and discovered that health and safety is a critical component to this grant, and letters of support are being written to substantiate the City's need for these monies. He also stated that the impact of the Triathlon & Duathlon have also validated a greater chance for the City to obtain this grant. Public Works Director Baker stated that the emphasis on recreational health and safety are the primary themes that we are incorporating within the grant request this year.

Public Works Director Baker also brought to the Commission's attention that the low bidder on the Street Maintenance Program this year (Johnson Rock) has the contract for the slurry seal program for the City of Florence as well.

## **12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:14 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 21ST DAY OF JULY 2014.**

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Maurice Sanders, Road Commission Chairman

ATTEST:

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Laurale Lorentzen, Road Secretary