



**ROAD COMMISSION MEETING MINUTES ~APPROVED  
JULY 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 6:30 pm.

**2. SWEARING IN OF NEW ROAD COMMISSIONER ROY DONAGHEY**

This Agenda item was deleted before the Agenda was approved under Agenda Item No. 5.

**3. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

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

Absent and Excused: Commissioner Richard Palmer

**Others Present:** Road Secretary Laurale Lorentzen, Public Works Director Gary Baker, Planning Chairman George Burke, and City Administrator Fred Hilden.

**4. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**5. APPROVAL OF THE AGENDA**

Chairman Sanders stated that Item 2 should be removed from the Agenda because just prior to the meeting, Roy Donaghey informed us that he is unable to take office at this time.

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

**6. MOTION TO APPROVE THE MINUTES FROM THE JUNE 2, 2014 Meeting**

**Vice Chairman Curran made a motion to approve the June 2, 2014 minutes as presented. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

## **7. ANNOUNCEMENTS / CORRESPONDENCE**

### **A. 2014 Street Maintenance Projects (Work Schedule)**

City Administrator Hilden reported that the bid for the 2014 Street Maintenance Project was awarded to Johnson Rock of Coos Bay and they have already completed the patch and repair work of the contract on Laguna Avenue, Osprey Way, and Leanza Drive. Those streets have been inspected and signed off by the City Engineer and Public Works Director Baker will also inspect the streets. The slurry seal is scheduled for the week of August 11, 2014 and is being subcontracted by Johnson Rock. City Administrator Hilden stated that he will meet with Public Works Director Baker and Johnson Rock and their subcontractor tomorrow with information and questions. Chairman Sanders stated he has already discussed the situation with the residents on Ka-Teech Drive. Public Works Director Baker discussed the importance of informing the subcontractor and Johnson Rock of various issues related to daily production once underway, and the importance of communicating information through letters, phone calls and door hangers to the public. A lengthy discussion ensued, involving issues regarding specific streets involved, parking issues, damage of the product to cars, pets, carpets and shoes, and an exchange of ideas about informing the public of these concerns. City Administrator Hilden stated he will contact Commissioner Palmer regarding brushing and sweeping certain streets before the slurry seal is placed.

On an unrelated matter, City Administrator Hilden stated that the Planning Commission conducted a site visit today on the Robertson Puzzle Forest Project on Clear Lake Road across from the fire station. He provided some background information and stated that the two lots will be divided into three individual lots and a new street (named Doonbrae Lane) with a cul-de-sac will be dedicated to the City as part of the acceptance of the final plat. The final plat is expected to be presented to the Planning Commission this Thursday, July 24, 2014 at 5:00 pm. More discussions followed including a private driveway; the size of the street and cul-de-sac; the status of the culverts; street sign, assigned address numbers; City Engineer's requirement of a private gravel road for maintenance for the bio swale and the culvert; water and electric is in the easement and installed; and because of the lot size, no further partitioning is allowed according to our existing codes.

## **8. PRESENTATION –BICYCLE & PEDESTRIAN PATH NEEDS ASSESSMENT SURVEY**

Ross Peizer, an intern hired by the City from the University of Oregon, presented a Power Point demonstration of the Dunes City Bicycle and Pedestrian Needs Assessment Survey project he has been working on since February 2014. His 20-minute presentation included many important points he highlighted from an online survey and in-person interactions at the 2<sup>nd</sup> annual Oregon Dunes Triathlon and Duathlon on Saturday, May 10, 2014. His summary recommendations to the City included:

- ? Pursuing the feasibility of an off-street path between Westlake and North beach, possibly along Siltcoos Lake.
- ? Better connection between Honeyman State Park along the Canary Road bridges for bicyclists and pedestrians.
- ? Pursuing the feasibility of connecting the road between Foothill Drive in Westlake to South Pioneer Road in the Darlings/North Beach neighborhood. This connection would allow cars, bicyclists and pedestrians to get around Dunes City without using Highway 101.
- ? Researching the feasibility of a trail or boardwalk starting from Dunes City Hall/Visitor's Center along the Siltcoos River connecting to Hemlock Street. This type of walkway or infrastructure would be an amenity for residents and visitors alike and would be supported based on the Needs Assessment survey.

Mr. Peizer summarized the results of the survey, and answered each question in detail citing potential options for the City. Next steps for Dunes City were listed and discussed; immediate next steps were encouraged including creating a vision statement with clear-cut goals, examining tax lots, land use and wetlands in the area between Westlake and North Beach and along the Siltcoos River to determine the feasibility of different rail alignments. Mr. Peizer's Power Point pictures added an exceptional visual component to his report. Additionally, as part of the overall plan, coordination with other agencies was discussed and encouraged.

In summary, when the session was opened for questions, Commissioner Harris stated that Mr. Peizer's presentation was excellent and the report was very thorough. Chairman Sanders stated that Mr. Peizer should pat himself on the back because according to him, Mr. Peizer gave us the equivalent of what a 7 to 10-year professional planner would prepare and he far exceeds our expectations. Vice Chairman Curran concurred with Chairman Sanders and added that Mr. Peizer did a superb job. City Administrator Hilden said he too echoes the compliments voiced here tonight and stated that Mr. Peizer has been an absolute pleasure to work with and had also exceeded his expectations in this intern project. City Administrator Hilden acknowledged all the efforts Mr. Peizer made including weekly phone conversations that included minimal guidance because he functioned like a true professional. Public Works Director Baker also shared kudos for keeping everything on schedule and stated he did a magnificent job despite the negative responses he received at times from some of the public. Merits, opportunities, goals, priorities, plans, monies and visions were discussed. Chairman Sanders requested City Administrator Hilden write a letter to Rhonda Smith at the University of Oregon with a copy to Ross Peizer citing his accomplishments as our intern and his possible use again in the future. City Administrator Hilden concurred and urged the Commission to await the City Council's response to Mr. Peizer's Needs Assessment report on Thursday, August 14 to determine what the next step will be. City Administrator Hilden discussed opportunities "out there" that are available in several areas for bicycle and pedestrian paths for Dunes City. It was the consensus of the Commission to accept Mr. Peizer's report on the bike plan, await the response from City Council, and hopefully give us the go-ahead toward the next step as well as having Mr. Peizer also help with the development of a sign inventory program.

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

## **10. BUDGET REPORT**

### **A. Revenue & Expense – Budget vs. Actual Report.**

City Administrator Hilden stated he is still making some final adjustments to the report and anticipates it will be ready by Wednesday, at which time he will email the report to the Road Commission.

## **11. UNFINISHED / OLD BUSINESS**

### **A. City Equipment Use Policy Status**

City Administrator Hilden stated he is still working on this policy as the street maintenance project has become a higher priority at this time. Chairman Sanders stated he had some suggestions that he will forward the City Administrator via email and at that time, the City Administrator could forward it to the Road Commission. Chairman Sanders apologized to the Road Commission for not having the letter ready that certifies the equipment in the south shed is operationally sound and ready to go. He stated the pole saw has been in the saw shop for almost 3 months but is finally repaired. Secretary Lorentzen agreed to scan and email the signed policy to all the Commissioners when the certification letter is prepared. The only piece of equipment that is an exception to the policy at this time is the log splitter which is located at Commissioner Palmer's residence.

### **B. 2014 Street Maintenance Projects – Notification of Residents that are Impacted**

Chairman Sanders stated that this Agenda item was discussed in 7- A above.

## **12. NEW BUSINESS**

### **A. Brushing Needed in Roads Section 2**

Commissioner Harris stated that he is concerned about a large laurel hedge overgrowing toward the pavement on Osprey Way located on the first block from Hilltop Drive to Tsiltcoos Terrace. He also mentioned a bank on the other side with small alders, spruce and fir trees that need brushing before they become a problem. A discussion ensued regarding Commissioner Palmer brushing this area and Lakeshore Drive and concerns about the property line on Osprey Way. Secretary Lorentzen agreed to contact Commissioner Palmer regarding his availability for brushing needs. Other issues discussed were Public Works equipment, City Council's ongoing Agenda of property acquisition and disposition, development and improvement of parks, and a grant for acquisition of land for maintenance and park needs. Chairman Sanders stated that if City Administrator Hilden feels that the Road Commission needs to make a recommendation or become a voice of opinion to the Council regarding this issue, to let him know and he will put it on the Agenda for next month's meeting.

### 13. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

City Administrator Hilden announced that he made a presentation to the Woahink Lake Association on Saturday on behalf of Dunes City. The requested presentation requested was on the status of septic system maintenance in Dunes City and what our records indicate. He stated that he was pleased with the response and support from the group and felt this was an excellent expansion of public relations between the Woahink Lake Association and City staff. As an eyewitness at the meeting, Vice Chairman Curran stated that more people currently living near the lake now understand the situation and who is responsible for what.

Chairman Sanders asked every member of the Commission to start communicating again in terms of street projects for their individual sections as related to the 2015 Street Maintenance schedule which he plans to add to September's Agenda. He commended the current process of letting maintenance contracts out for bid in April or May so when Council approves the fiscal year budget, we are ready to go during the best time of the year in terms of weather. Public Works Director Baker agreed to provide to the Commission in September a potential list of candidate projects for the 2015 Street Maintenance project. Chairman Sanders asked Public Works Director Baker to take a drive through section 5 for a condition update within the next 2 weeks since there is no Commissioner responsible for that section at this time, and also update the rating of Commissioner Palmer's section if he is unable to at this time.

### 14. ADJOURNMENT

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 8:03 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 18TH DAY OF AUGUST 2014.**

---

Jerry Curran, Road Commission Vice Chairman

ATTEST:

---

Laurale Lorentzen, Road Secretary