



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
AUGUST 18, 2014 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

**1. CALL TO ORDER**

Vice Chairman Jerry Curran 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:** Vice Chairman Jerry Curran, Commissioner Bill Harris, Commissioner Chris John and Commissioner Richard Palmer.

Absent and Excused: Chairman Maurice Sanders

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

**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 Harris seconded the motion. The motion passed by unanimous vote.**

**5. MOTION TO APPROVE THE MINUTES FROM THE JULY 21, 2014 Meeting**

**Commissioner Palmer made a motion to approve the July 21, 2014 minutes as presented. Commissioner John seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

Administrator Hilden announced that Planning Commission Chairman George Burke sold his home and the new owners will take possession on September 5, 2014; Mr. Burke will be relocating to Eugene, Oregon before that time. As the 2014 Volunteer of the Year for Dunes City, Mr. Burke will be asking the Planning Commission if they would like to appoint him as an unpaid contractor so he could feel more inclined to participate in the completion of Chapter 155. City Administrator Hilden stated that he anticipates Mr. Burke to be appointed as an unpaid consultant. He also stated that gratitude is due to Mr.

Burke for his many years of volunteering for the City. Vice Chairman Curran questioned when Chapter 155 would be adopted, and City Administrator Hilden stated that he felt that if the necessary requirements proceed as planned, he anticipates City Council holding a Public Hearing and adopting the ordinance around January of 2015 or before.

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

## **8. BUDGET REPORT**

### **A. Revenue & Expense – Street Fund Budget vs. Actual**

City Administrator Hilden stated that at the July 2014 City Council meeting, Mayor Ruede requested that he produce a monthly fund balance report. In reference to the report he distributed to the Commissioners, City Administrator Hilden explained each line item in detail and added that this is the format the Road Commission will receive every month. City Administrator Hilden discussed the current status of the street fund briefly, stating that it will be explained further in Agenda item 9A. City Administrator Hilden stated that we have received one pay request on the street fund for the patch and repair work which is approximately \$10,000 of the \$39,000 plus quote. He also stated that a very modest cost overrun in the amount of \$900 to \$1,500 is expected along with a pay request for the balance of the project as soon as the punch list is complete.

Vice Chairman Curran questioned the whereabouts of the \$900 that was paid to the City by a citizen for the damage done on Leanza Drive. City Administrator Hilden explained that the money is part of the state street fund revenue for 2013/2014 shown in the fund balance report. Vice Chairman Curran asked who determines where the City's money is invested such as the City's money market account. City Administrator Hilden stated that if anyone knows of a good interest-bearing account, and if they have an investment profile that would produce a better yield for the City, he would be happy to present it to City Council for consideration. Commissioner Palmer added that some investment accounts have restrictions that do not allow the money to be moved in a timely manner. City Administrator Hilden also mentioned that this change would have to be approved by our auditor because it has to be a source that is protected according to the state revenue department budgetary departments for municipalities.

Commissioner Palmer requested a financial report specifically for the Road Commission showing basic detail of what was spent and what the balance is at that time so the Commission can track each month and determine if the Road Commission's allocated expenditures are within a safe range. City Administrator Hilden stated that he could provide this backup detail of the breakdown every month for the Road Commission.

## **9. UNFINISHED / OLD BUSINESS**

### **A. 2014 Street Maintenance Projects Update**

Vice Chairman Curran stated that Public Works Director Baker did a very nice job in his summary progress update report to the Road Commission by explaining the street project in detail and how the project progressed from day-to-day including weather interference setbacks. He added that all the streets were finally completed on Friday with the help from Public Works Director Baker, the Road Secretary and Commissioner Harris. He also stated despite a few citizen vehicle tracks across a neighbor's driveway apron, he felt the situation was handled very well. He also added that the subcontractor crew from Pave Northwest was very cooperative, fun to work with and very professional.

Commissioner Harris stated that he has informed the property owner whose driveway and apron were visually damaged by tire tracks of a neighbor. Public Works Director Baker saw the neighbor drive through the fresh slurry seal onto complainant's driveway. City Administrator Hilden stated that the man with the complaint should start by contacting the resident who drove onto his driveway because that person's homeowner's policy will cover the damage. More discussion took place that included city right-of-ways, driveway aprons, the extent of the damage and the question if the City should even be involved in this situation. City Administrator Hilden suggested waiting to see what the homeowner will do at this point.

City Administrator Hilden stated that the community outreach this year for this pavement management project was just incredible and that Public Works Director Baker did a great job in putting this together including a 3-page flyer that the Road Secretary helped him with. He added that Chairman Sanders helped by contacting his neighbors on Ka-Teech Drive; Vice Chairman Curran worked with the project; Commissioner Harris did a lot of delivery in the Hilltop Drive area. He went on to say hats off to everyone who had anything to do with this slurry seal project because it was huge. City Administrator Hilden pointed out that the subcontractor Pave Northwest went beyond the call of duty by delivering door hangers to all the residents prior to work on their streets. In addition, Commissioner Palmer and his wife Pam brushed Lakeshore Drive on a last minute request to assist the effort as well.

A discussion was held regarding updating the Street Maintenance Projects list for 2014 / 2015. Road Secretary Lorentzen agreed to prepare a red-line version of the completed tasks and send the electronic updated version to each Commissioner for their input in their respective sections.

#### B. Update on Street Brushing (All Sections)

City Administrator Hilden stated that he felt Chairman Sanders' purpose for listing this item on the Agenda was to have the Commissioners begin their priority brushing inventory of those areas in their section that are in the greatest need of brushing despite the fact that we do not know at this point what Commissioner Palmer's capacity to do this work will be at the present time. City Administrator Hilden proposed that the Road Secretary Lorentzen compile a list of required brushing as each Commissioner refers their list to her.

City Administrator Hilden stated that he received a citizen request for brushing on Meadow Lake Way where alder trees are encroaching on the narrow road and that only one-half of the section is within the City's jurisdiction. Commissioner Harris requested a current map of the Dunes City streets because several streets are not listed on his year 2000 map. City Administrator Hilden and Road Secretary Lorentzen agreed to distribute new maps at the next Road Commission meeting in September.

**10. NEW BUSINESS (NONE)**

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

Commissioner Harris questioned the validity of bike lanes in Dunes City since he has rarely seen bicyclists within the City. He acknowledged that even though Ross Peizer's report was excellent, we should question whether we really need bicycle paths before we spend a million dollars. A discussion ensued and City Administrator Hilden stated that we can request a waiver from Oregon Department of Transportation (ODOT).

Commissioner Harris asked City Administrator Hilden if the Road Commissioners could sign for a key to the shed in order to simplify returning the equipment when City Hall is not open. Opinions and ideas were discussed and Commissioner John suggested installing a coded lock box on the shed. City Administrator Hilden suggested discussing this matter further at the next meeting in September with Chairman Sanders.

Commissioner Harris suggested exploring other ways to educate Dunes City residents regarding parking illegally on the pavement. Some of the ideas discussed involved signs, safety issues involving emergency vehicles, courtesy notices, newsletter, mass mailings, and enforcement. City Administrator Hilden recommended placing this as an Agenda item for next month's meeting and the Commission agreed.

**12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Vice Chairman Curran adjourned the meeting at 7:38 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 15TH DAY OF SEPTEMBER 2014.**

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Maurice Sanders, Road Commission Chairman

ATTEST:

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Laurale Lorentzen, Road Secretary