



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
SEPTEMBER 15, 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 Administrative Assistant Renee Green.

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

Absent and Excused: Commissioner Chris John.

Others Present: Administrative Assistant Renee Green.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Chairman Sanders stated that the previous Agenda sent to the Commissioners by email listed Vice-Chairman Curran as calling the meeting to order, but Chairman Sanders asked for a consensus without a motion to accept the revised Agenda before the meeting that correctly reflects Chairman Maurice Sanders as calling the meeting to order. **By consent, the revised Agenda was approved.**

5. MOTION TO APPROVE THE MINUTES FROM THE AUGUST 18, 2014 Meeting

Vice Chairman Curran stated that under Section 12 Adjournment, Chairman Sanders should not be the signee for the approved minutes because he was not at the meeting and it should be changed to Vice Chairman Jerry Curran. Commissioner Harris asked that the wording in the second paragraph of page 3 of 4 be changed to reflect that he did not see the neighbor drive onto the driveway, but that Public Works Director Baker did. The sentences were changed to reflect this error. **Commissioner Palmer made a motion to approve the August 18, 2014 amended minutes. Commissioner Harris seconded the motion. The motion passed by unanimous vote.**

6. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

7. CITIZEN INPUT (NONE)

8. BUDGET REPORT

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

Chairman Sanders stated that he received an email from City Administrator Hilden stating that because of his surgery, he was unable to prepare the budget report but assured us that he would send the report to the Commissioners electronically as soon as possible.

9. UNFINISHED / OLD BUSINESS

A. 2015 Street Maintenance Projects Update

Chairman Sanders asked the Commissioners for additional input into the red-line version document prepared by Road Secretary Lorentzen which includes the deleted 2014 projects that were accomplished. Under his Section, Chairman Sanders stated that he plans to do some of the work in his section himself when he has time.

Commissioner Harris asked permission to further discuss the situation under Item #5 regarding the driveway tire marks complaint by asking Administrative Assistant Green for the current status of the situation. Administrative Assistant Green informed the Commission that the complainant has not been back into the office and that the complainant just wanted to know how to clean up the marks on his driveway. She also stated that Administrator Hilden contacted Tom Hart of The Dyer Partnership regarding this situation, but she hasn't heard anything further, but knows that the complainant has not contacted City Hall with any further complaints. Commissioner Palmer stated that a pressure washer would be the solution to this problem. Chairman Sanders stated that this is a City matter for the City Administrator.

Commissioner Harris stated that it would take him forever to itemize every issue on every street, take pictures, download them to the computer, and send it in the form of an email. Commissioner Harris suggested and Commissioner Palmer agreed that the work should be done on a street-by-street, mile-by-mile basis just to get the work done because it seems like we're just not getting anywhere.

Commissioner Palmer stated that trees and brush are encroaching onto the road at Meadow Lake Way and the complaint involves a lot of work. He added that he doesn't mind helping the City, but keeping up with the work is becoming expensive, such as paying someone when he needs more than one person on a piece of equipment and also the wear and tear on his equipment. He pointed out that the City does not have the funds to get all the work done and that something needs to be done legally. Commissioner Palmer suggested having a meeting so everyone is clear on the problem and possibly come up with a dollar amount that the City can spend without a bid. Chairman Sanders suggested that Commissioner Palmer have a meeting with Administrator Hilden to discuss budget

vs. cost and together find a reasonable spending amount to mitigate this problem. Vice Chairman Curran recommended an in-house maintenance budget for the streets. Commissioner Palmer recommended that the City buy a ride-on broom for brushing that would then become the property of the City since the brushing needs to be done more regularly. Ideas were discussed regarding where the ride-on broom and possibly other equipment could be purchased for the City. On a trial basis, Chairman Sanders suggested that Commissioner Harris, Vice Chairman Curran and Commissioner Palmer identify a certain street in their respective section in order to get all the necessary work done street-by-street. Administrative Assistant Green agreed to discuss this matter with Administrator Hilden. The Commission consented to this recommendation.

10. New Business

A. 2016 Street Maintenance Projects

Chairman Sanders asked the Commissioners to begin thinking in terms of road project suggestions for next year including slurry seals and overlay projects. He stated that he has asked Public Works Director Baker to bring his recommendations to the next meeting based upon our pavement management system. Vice Chairman Curran pointed out that Russell Drive needs maintenance badly. Commissioner Harris pointed out that he is pleased with what was done in his area and that Public Works Director Baker stated that he would ask the contractor to come back and sweep the streets when finished, but in his opinion, it does not appear to be an issue at this time; Chairman Sanders agreed with Commissioner Harris' opinion for his section as well. The Commission agreed to carry this item over to next month's Agenda.

B. Parking on Pavement Education (Bill Harris)

Commissioner Harris stated that he had two on-going parking issues resolved by the City writing letters to the homeowners, and he is pleased with the response. He went on to note that it is difficult to know what to do when people are parking on the pavement in the City right-of-way, especially when they obstruct emergency traffic. A discussion followed that included signs on windshields, filing a complaint from the Commissioners to our Code Enforcement officer, placing an article in the Siuslaw News, and writing an article for the Dune City's Newsletter. Chairman Sanders offered to contact Administrator Hilden regarding writing an article for this concern in the City's Newsletter.

C. Certification Letter for City Equipment

Chairman Sanders stated that he sent an email to the Commissioners certifying that the pole saw, two chain saws, four weed whackers, and the power blower are all functioning properly. Commissioner Palmer certified that the log splitter stored on his property is also working properly.

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Harris brought to the Commissioner's attention two items that were mentioned in last month's Minutes. One was regarding Road Secretary and Administrator Hilden distributing new and updated maps for the Commissioners, but since both were absent, he recommended that this item be addressed at the next meeting. The other item was the issue of a coded lock box for the equipment shed in order to simplify returning the equipment when City Hall was not open. Chairman Sanders stated that the problem we have had in the past is that the equipment has been taken out and not returned and his thoughts have been to control the shed by issuing Administrator Hilden, Chairman Sanders and Mayor Ruede with a key in order to make sure the equipment is returned because it has been a problem. After a lengthy discussion, it was agreed that Chairman Sanders will do his best to produce a draft for the October meeting with a list of his thoughts for a solution that takes the challenges into consideration for a policy that will accommodate this problem.

Vice Chairman Curran announced that he will be absent at the next meeting in October. Chairman Sanders stated that Vice Chairman Curran will be absent and excused. Commissioner Harris questioned the protocol for being absent and Chairman Sanders explained that an email to the City, with ccs to Chairman Sanders, Road Secretary Lorentzen and City Administrator Hilden would suffice as absent and excused.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:21 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 20TH DAY OF OCTOBER 2014.

Maurice Sanders, Road Commission Chairman

ATTEST:

Laurale Lorentzen, Road Secretary