



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
OCTOBER 20, 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 6:33 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders, Vice Chairman Jerry Curran, Commissioner Richard Palmer, and Commissioner Chris John. Commissioner Bill Harris joined the meeting at 7:11 pm.

**Absent and Excused:** (None)

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

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Chairman Sanders made a motion to approve the Agenda. Commissioner Palmer seconded the motion. The motion passed by unanimous vote by 3 ayes and 0 nays.**

**5. MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 15, 2014 Meeting**

**Commissioner Palmer made a motion to approve the September 15, 2014 minutes. Commissioner John seconded the motion. The motion passed by unanimous vote by 3 ayes and 0 nays.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

**A. Volunteer Opportunities in City**

City Administrator Hilden stated that the current openings are: one Planning Commission opening, one Road Commission opening, four Budget Committee openings, one Parks & Recreation Committee opening and one Ordinance Review Committee opening. Chair-

man Sanders stated that the reason for this announcement is for everyone to pursue friends and neighbors to possibly step forward and volunteer for the City in one of these capacities.

#### B. Planning Commission to Review Ordinance 203

City Administrator Hilden announced that the Planning Commission has reviewed the septic ordinance three times for public comment and two more reviews are scheduled; everyone is encouraged to attend the meetings and share their observations and comments.

#### C. No Brushing Post Removal

Chairman Sanders stated that since the Road Commission recommended City Council repeal the no brushing permits, City Council revoked Ordinance 224. The Council is now ready to seize any opportunity to remove the no brushing sign posts. He further noted that he was hoping to discuss this Agenda item with Commissioner Harris by asking him to use his tractor to remove the posts.

#### D. Reminder of Emergency Plan

Chairman Sanders asked Road Secretary Lorentzen to distribute the Emergency Operation Plan document signed by each Commissioner. He suggested they review the plan on their own time and become familiar and prepared with the storm plan for the winter.

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

### **8. BUDGET REPORT**

Referring to the July 1, 2014 through September 30, 2014 Revenue & Expense report handed out to each Commissioner, City Administrator Hilden basically explained the report line-by-line. One of the highlights of the report was that the Street Maintenance Project spent 68% of the budget this summer for the patch, repair and slurry seal project. The project was completed this summer and \$40,947.78 was paid to Johnson Rock. City Administrator Hilden called the Commissioner's attention to the Street Transaction Detail Report on the second page that itemized every dollar amount that was paid out of the state street fund in July, August and September of 2014. City Administrator Hilden stated that the Commissioners are encouraged to take the report home and contact him anytime with questions they may have.

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

#### A. 2014 Street Maintenance Projects Update – City Administrator Hilden

City Administrator Hilden stated that all the street maintenance work that was identified and budgeted, including a purchase order that was issued, is complete and paid for. He added that he has heard nothing but great things from the community regarding the slurry

seal including positive feedback for the outreach that was done. He complimented Public Works Director Baker, and Road Secretary Lorentzen for their excellent work and also for coordinating with Chairman Sanders during this project.

Although not a subject related to this Agenda item, there was some discussion about the recommendation that was made to choose three streets from three different sections and take care of the maintenance on them all at one time. According to City Administrator Hilden, he sees this as an on-going brushing and sweeping issue and noted that there is \$2,000 in the budget for brushing and sweeping.

B. 2015 Street Maintenance Projects List of Projects – Public Works Director Baker

Public Works Director Baker stated that at the top of the priority list of projects for next year is Russell Drive, stating that this street requires dig-outs and an overlay and it will be an expensive project. He also stated that he is looking into alternatives in order to save as much money as we can for this project. In regards to slurry seals, Public Works Director Baker has already identified some streets from our Pavement Management System updates. He stated that he has identified between 7 to 10 candidate streets for next year and the list will be forwarded to the Commission at a later date. He also added that the final determinations will be based on budget constraints.

**10. New Business**

A. Proposed City Equipment Use Policy ..... **Information Item**

City Administrator Hilden introduced the proposed City Equipment Use Policy that has been in its initial stage for the last couple of months and drafted by Chairman Sanders. City Administrator Hilden noted that the policy was emailed to all the Commissioners and the only response he received was from Commissioner Harris who commented that staff should be able to check equipment out when either the City Administrator or the Road Commission Chair is unavailable. City Administrator Hilden pointed out that this concern is addressed in the 8<sup>th</sup> paragraph of the policy which states: City employees will have access to the equipment storage shed key during normal business hours. He also stated that the policy has been red-lined and blue-lined by staff which basically gives more clarification to the document. Vice Chairman Curran questioned what kind of policy was in place in the past and why haven't we seen it. City Administrator Hilden answered that he was not aware of any policy. City Administrator Hilden went on to note that there have been practices in the past that were all over the board, and that at one point there were no keys when Rob Quandt was Chairman of the Road Commission. At that time, only Chairman Quandt and the City Recorder had a key to the equipment shed. He added that Road Commission Chairman Sathe felt everyone should have a key when he was Chairman, so we have gone from one end of the spectrum to the other. City Administrator Hilden stated that he thought this use policy is a good compromise. Chairman Sanders noted that under the section "Failure to comply with this policy ...." under #1, instead of "Warning – Verbal", we should add "General Discussion / Training" because sometimes people may not know their expectation or have had no training in this matter.

Chairman Sanders stated that the purpose of this Agenda item is to obtain further input from those members at the dais tonight. City Administrator Hilden agreed and added that even though this is an information item, he welcomes any comments and additional input. Further discussions ensued and Vice Chairman Curran questioned whether the signed liability waiver included the Road Commission members; City Administrator Hilden answered affirmative. He also explained the role of Worker's Compensation in case of an accident. City Administrator Hilden stated that the City Equipment Use Policy is more about whether the person is qualified to operate the equipment, and not about whether the person is covered for a personal injury. He added that we could attach the liability waiver for personal injuries covered by the City's Workman's Compensation policy. Chairman Sanders suggested attaching the liability resolution that Council renews every year to the City Equipment Use Policy and that will explain everything. Sanders stated that this is all about managing the city equipment. In regards to Vice Chairman Curran's question as to who will have a key to the shed, City Administrator Hilden responded by reading the 7<sup>th</sup> paragraph of the policy which states: The City Administrator, the Chair of the Road Commission, and one other person as designated by the City Administrator shall possess the key to the shed that houses the City's equipment. City Administrator Hilden added that in his opinion, the "one other person" would be the Road Commission Vice Chairman.

Chairman Sanders stated, let the record show that Commissioner Harris has joined the meeting at 7:11 pm."

Chairman Sanders added that he assumes that the reason for three keys is when the Chairman is out of town, the responsibility automatically falls to the Vice Chairman as an alternative designated for his absence.

Commissioner Palmer questioned and challenged the enormous amount of money being spent on the shed equipment for repair and Administrator Hilden countered his challenge with explanations for each maintenance expenditure and stated that in his opinion, it was not abnormally high.

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

As requested by Commissioner Harris in past meetings, a current LCOG Dunes City Street map was distributed to each Commissioner by Road Secretary Lorentzen.

Commissioner Harris said "Thank you for the map and glad to see Gary back."

Commissioner Palmer asked for some work signs, such as "Road Work Ahead" and possibly other street warning gear to assist him with his work for the City. City Administrator Hilden reported that there is \$2,000 in the budget for signs and he suggested that Commissioner Palmer get together with Public Works Director Baker to specify what he needs. Following some further discussion which included opportunities to possibly borrow signs from the City of Florence and Lane County, it was agreed that this request will be further researched.

Commissioner John said he had nothing to add, but “thank you” for the map.

**12. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:32 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 17TH DAY OF NOVEMBER 2014.**

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Jerry Curran, Road Commission Vice Chairman

ATTEST:

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Laurale Lorentzen, Road Secretary