



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
DECEMBER 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 Road Secretary Laurale Lorentzen.

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

Absent and Excused: Commissioner Chris John.

Others Present: Road Secretary Laurale Lorentzen.

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 December 15, 2014 Agenda. Commissioner Harris seconded the motion. The motion passed by a unanimous vote.

5. MOTION TO APPROVE THE MINUTES FROM THE NOVEMBER 17, 2014 Meeting

Since no vote was taken to approve the October 20, 2014 minutes at the November meeting, **Commissioner Harris made a motion to approve both the October 20, 2014 and the November 17, 2014 Minutes. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

6. ANNOUNCEMENTS / CORRESPONDENCE

Chairman Sanders announced that City Administrator Hilden's wife Sally passed away just a few days ago. Road Secretary Lorentzen announced that a memorial service for Sally is scheduled for Saturday, December 20, 2014 at 1:00 pm at City Hall.

7. CITIZEN INPUT (NONE)

8. BUDGET REPORT

- A. Revenue & Expense – Street Fund Budget vs. Actual – Chairman Sanders stated that due to the City Administrator’s family / medical leave absence, no revenue and expense report is available at the present time, however; as soon as one is received, he will email the report to each Road Commissioner.

9. UNFINISHED / OLD BUSINESS

- A. Woahink Drive Brush Work Order

In response to Vice Chairman Curran’s request at the November 17, 2014 addressing four (4) areas of concern addressed at an earlier date by Henry Leach (a previous Road Commissioner assigned to Section 5), Road Secretary Lorentzen distributed a Work Order to Commissioner Palmer for this specific concern on Woahink Drive.

- B. William Teel Resident Trailer Permanently Parked in Right-of-Way at 5563 Woahink Drive

With regard to the second concern mentioned in 9A, Chairman Sanders discussed the visibility issue at 5563 Woahink Drive which included a photograph taken by Road Secretary Lorentzen of the permanently parked trailer at that location. Chairman Sanders stated that according to the photograph, it appears there is no visual obstruction of the roadway since the trailer is parked off the pavement. Vice Chairman Curran stated however that the trailer obstructs the visibility of traffic when a car is exiting the driveway in front of that location. Chairman Sanders requested that this item be referred to the Code Enforcement Officer.

- C. Huckleberry Avenue & Wright Road Puddle and Drainage Problem

Addressing a third item from Section 5 presented at last month’s meeting, Chairman Sanders discussed the debris-plugged drainage problem at this location. He stated that he has been in contact with Public Works Director Baker and that this item is on the top priority list of drainage issues to be resolved. He also commented that this issue will be a follow-up item on next month’s Agenda.

- D. Boat on Trailer Parked in City’s Right-of-Way at 5593 Woahink Drive

Road Secretary Lorentzen informed the Commission that she drove by 5593 Woahink Drive 2 days ago, and there was no boat on a trailer parked at that location.

- E. Update Maintenance Projects – Public Works Director Baker

Chairman Sanders stated that this item is a carry-over from the project update that Public Works Director Baker was working on and since he is not present at this meeting, the item will be addressed at the next meeting. He also stated that this is one of the “blowing

the budget” projects that has been discussed previously with respect to annual maintenance priorities, and the conflict addressing miscellaneous nagging maintenance projects first before doing other work such as slurry seals and overlays. Chairman Sanders stated that he will meet with Public Works Director Baker within the next few weeks and they will get started on this issue.

F. Safety Warning Signs – Chairman Sanders

Chairman Sanders asked Road Secretary Lorentzen to share with the Commissioners the photographs and the initial cost associated with the Road Work Ahead signs she received from the Lane County Sign Shop in Eugene. A discussion ensued and the Commissioners debated over low-cost sandwich boards or ODOT-approved bright orange and more expensive Road Work Ahead warning signs recommended by Lane County. Chairman Sanders confirmed that money is in the budget for this purchase and a decision was reached. **Vice Chairman Curran made a motion to purchase two (2) Road Work Ahead signs from the County for approximately \$367.00. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.** Road Secretary Lorentzen agreed to order the signs as soon as possible.

G. Share the Road Signs

Chairman Sanders initiated a discussion regarding the Commissioner’s preferences in placing the Share the Road signs in Dunes City. Since six (6) Share the Road signs have already been purchased by the Road Commission and the County does not want them placed in their jurisdiction, the Commissioners suggested and agreed to place the signs at the following locations: 1) Lake Boulevard and north side of Cherry Street; 2) on Huckleberry Lane, 50 feet clear of Clear Lake Road; 3) Hill Top Drive off Clear Lake Road; 4) Tsiltcoos Drive off Clear Lake Road; 5) Cloud Nine off Clear Lake Road; and 6) on Parkway Drive off Boy Scout Road.

H. Street Maintenance Projects for Fiscal Year 2015

Since Public Works Director Baker was absent and this was his item for discussion, Chairman Sanders talked about possible priorities for next year which include an overlay on Russell Drive and he asked the Commissioners to take a look at Russell Drive and familiarize themselves with the condition of the road. Vice Chairman Curran’s feedback was that he has seen the condition of Russell Drive many times and he has concluded that the road needs an overlay. Chairman Sanders recommended adding this item to next month’s agenda when Public Works Director Baker can provide information related to costs associated with this endeavor.

10. NEW BUSINESS

A. City Equipment Inventory

Chairman Sanders and the Commissioners reviewed and discussed Road Secretary Lorentzen's revised City equipment list and determined that certain items need to be re-named and counted. Chairman Sanders agreed to meet with Road Secretary Lorentzen tomorrow, December 16, 2014 to go over the list. Road Secretary Lorentzen agreed to send the revised list via email to all the Commissioners when the list is completed. Commissioner Harris recommended that we obtain the serial number for the log splitter stored at Commissioner Palmer's residence. Further discussion ensued regarding the log splitter and the Commission had no objection to the City selling the log splitter to Commissioner Palmer at a fair market value provided the City could have access and use of the splitter whenever a need arises. Vice Chairman Curran suggested this purchase be written into a contract with the City. Chairman Sanders suggested forwarding these comments to City Administrator Hilden for a follow-up discussion with Commissioner Palmer.

11. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Chairman Sanders made it known that a resident named Harley of Dunes City came to a recent council meeting, introduced himself and stated he wants to become a volunteer for the City. Chairman Sanders will follow-up with Harley regarding becoming a Commissioner to the Road Commission.

Commissioner Harris mentioned that he straightened a sign on Ka-Teech Drive and as he was doing so, a resident requested that the sign be taller, so he plans to install a taller post for the same sign. Commissioner Harris also mentioned that he hopes the City will eventually reach a better solution for controlling cars that block emergency vehicle access to driveways. Chairman Sanders offered to talk to City Administrator Hilden and possibly other appropriate parties regarding a solution to this challenging issue.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 7:15 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 16TH DAY OF MARCH 2015.

Maurice Sanders, Road Commission Chairman

ATTEST:

Laurale Lorentzen, Road Secretary