



**ROAD COMMISSION MEETING MINUTES ~ DRAFT
NOVEMBER 26, 2012 AT 6:30 PM**

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

1. CALL TO ORDER

Chairman Troy Sathe called the meeting of the Dunes City Road Commission to order at 6:30 pm. He stated that this meeting replaces the meeting scheduled for the 19th of November that was cancelled due to a storm and power outage in Dunes City.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

Present: Chairman Troy Sathe, Vice-Chairman Jerry Curran, Commissioner Bill Harris, Commissioner Henry Leach and Commissioner Richard Palmer.

Absent and Excused: Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, Honorary Road Commissioner Bill Sathe, Councilor-Elect Maurice Sanders, City Recorder Fred Hilden and Road Secretary Laurale Lorentzen

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance led by Commissioner Henry Leach.

4. APPROVAL OF THE AGENDA

Commissioner Bill Harris made a motion to approve the Agenda as presented. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

5. MOTION TO APPROVE THE MINUTES FROM OCTOBER 15, 2012

Commissioner Curran made a motion to approve the October 15, 2012 minutes as presented. Commissioner Henry Leach seconded. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Bid Awarded to Richard Huff Logging

Chairman Troy Sathe announced that the third bid for the 2012 road projects was Johnson Rock out of Coos Bay, but it was a “no bid.”

B. Approval of Puzzle Forest, LLC

Chairman Sathe stated that the Planning Commission approved the Puzzle Forest development.

C. Approval of Right-of-Way Exchange: Peninsula Road and Cedar Lane

Chairman Sathe announced that City Council approved the right-of-way exchange during the November 8, 2012 Council Meeting.

D. Unauthorized Use of Courtesy Notices

Chairman Troy Sathe stated that someone has been placing bogus courtesy notices in citizen’s mailboxes and on vehicles. According to City Recorder Hilden, the reputed bogus material is basically written verbatim to a typical City Notice, but the City’s logo, phone number and address is lacking as well as a signature. Instead of a press release, Recorder Hilden suggested the City send an email or copy to the Road Commissioners whenever a genuine Courtesy Notice is delivered by the City.

E. Maurice Sanders Future City Council Member

Chairman Troy Sathe announced that Councilor-Elect Maurice Sanders has graciously agreed to take over the Road Commission Chairman position in January 2013. Chairman Sathe stated that he is stepping down because he will not have the time to fill the position adequately, and he will volunteer his services in the future to the Parks and Recreation Commission.

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

A. Alders in the Right-of-Way on Manzanita (Tom Grove)

Chairman Sathe asked Commissioner Richard Palmer when he could bring his truck to cut the trees. Commissioner Palmer stated maybe next week since it was going to rain this week. Chairman Sathe commented that he would be happy if he could get it done within the next month so we can take this matter off the Agenda.

B. Wright Road and Woahink Drive Intersection –Henry Leach

After some discussion between Commissioner Henry Leach and Chairman Sathe, it was determined and agreed that Commissioner Leach would prepare the plans for the upcoming work at the intersection at Wright Road and Woahink Drive, and after Chairman Sathe reviewed the drawings, Consulting Director of Roads Gary Baker would review the plans and comment on his findings and also indicate where the placement of the drainage facility should occur. It was agreed that Director of Roads Baker would be compensated

for one hour for his review time. Chairman Sathe stated that the work could be done this winter.

C. Brush Removal from Right-of-Way - Woahink

According to Commissioner Henry Leach, it was determined at the subject site review meeting that the vegetation at 5583 Woahink Drive had been removed from the City's right-of-way. Recorder Hilden stated that the owner is in the process of obtaining a structural permit and a right-of-way use permit. Chairman Sathe asked for a consensus on what should be done with this issue. The Commissioners, City Recorder and the Planning Chairman subsequently discussed at length, liability issues, setting a precedence, conifer trees, tradition, a re-vegetation plan, rewriting the policies, operational procedures, double fees, right-of-ways, and grass seed mixture. City Recorder Hilden commented that after reviewing previous agendas, he realized that more than 50 or 60 percent of old business and new business had to do with issues involving vegetation in the right-of-way and use of the right-of-way. For that reason, he stated that Road Secretary Lortzen and he printed a packet (which was distributed to the Commissioners) to better equip them with applicable Ordinances and Resolutions for their review. Recorder Hilden expressed that he felt this discussion warrants a special session in order to hash over what the ordinances are and what kind of recommendations for change could be brought before the Council as to how we administer the way we use our right-of-ways. He went on to point out that this has considerable impact on many people. More discussion ensued on previous incidences and what action was taken. Commissioner Palmer suggested that a grass mixture be added to the stipulation to help stabilize the soil that has been exposed in the right-of-way. **Commissioner Richard Palmer made a motion that the property owner at 5583 Woahink Drive put in a grass mixture seed back on the right of way to keep erosion down and obtain a tree removal permit for 2 trees and a vegetation removal permit for vegetation taken out in the city's right-of-way. Commissioner Henry Leach seconded the motion. The motion passed by unanimous vote.**

D. Firewood on City's Right-of-Way: Spruce Lane – Bill Harris

Commissioner Harris stated that he and others visited the site where firewood is stacked on the City's right-of-way. Commissioner Palmer added that he looked at firewood on Wright Road and also gravel that has been added at the same address and he felt it would be unfair to make a ruling on one person and not the other. Additional examples were brought to the Commissioners attention by Recorder Hilden, Commissioner Palmer, Commissioner Bill Harris and Chairman Sathe. It was discussed and decided between the Commissioners to put aside the moot point until a later date. **Commissioner Richard Palmer made a motion to table the firewood in the City right-of-way on the Spruce Lane issue. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.**

E. Trailer Parked in Right-of-Way: Woahink Drive – Henry Leach

This point in question was discussed regarding citizens using the City's right-of-way for their own personal use. Concerns of safety, definitions, registered letters, a certified letter, the City's jurisdiction, towing, emergency vehicles, inconsistencies, fire department involvement, emergency issues, towing the trailer, and no parking signs were discussed. Commissioner Leach stated that he has lived in Dunes City for nine years and this has been a problem for ten. **Commissioner Richard Palmer made a motion to put two (2) no parking signs 100 feet from the north corner lot of Woahink Drive to the intersection of Wright Road and send a letter to remove the current licensed trailer in the right-of-way. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.**

9. NEW BUSINESS -

A. Stump in Right-of-Way on Spruce Lane – Bill Harris

Commissioner Bill Harris addressed the stump in the right-of-way on Spruce Lane near his residence. Commissioner Palmer stated that he will remove the stump.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Henry Leach explained his disappointment in the work that had been done on the south “west” corner of Huckleberry and Fir Lane and the north “east” side of Woahink and Huckleberry instead of his request that the work be done on the south “east” corner of Huckleberry Lane and Woahink and the north “west” corner of Huckleberry and Fir and the “south” side of Wright and Huckleberry. He stated that he didn't feel that the work that was done addressed the issues that were there. He referred to the emails and six (6) photos he sent to all the Commissioners and explained various problems with apexes and potholes by referring to the photos that were also distributed as a handout to the Commissioners. A street project status update (dated 11/26/12) from Richard Huff Logging was also in the handout along with a bid statement and Purchase Order from Richard Huff Logging. Vice-Chairman Curran stated that specifics should have been written down. The issue was discussed at length and concluded that there was a lack of communication.

Commissioner Harris asked several questions regarding the process to work with the county regarding an apron that needs attention Clear Lake off Hilltop Road. He also asked if there is a method by which we can contact the county and share the cost because the street is not wide enough. Recorder Hilden explained that he needed to contact Richard Perkins of the county. Commissioner Harris said he would do that and would keep Recorder Hilden in the loop on this issue.

Road Secretary Laurale Lorentzen asked if the request of Council President Jamie Mills at the last Council meeting regarding a road collapsing on Parkway Drive was ever addressed. Chairman Sathe stated that he looked at it and though it was very small, he told Council President Mills to talk to Richard (Huff) when he was out there doing a ditching

project and show him the problem and have him send us a bid to do the repair, and if it is only a couple hundred dollars, it can be handled through a change order.

Road Secretary Lorentzen also mentioned another issue addressed by Gene Cockeram at the last Council meeting regarding a Parkway Drive sign on Boy Scout Road that is turned the wrong way. Chairman Sathe stated that he spoke to Gene Cockeram after the meeting and explained that because it is a county sign, the Road Commission is not allowed to address the issue, but that it has to be brought to the county's attention.

Commissioner Bill Harris inquired as to the status of the bicycle signs and Recorder Hilden stated that he is in the process of getting the purchase order together. Another issue he addressed to Recorder Hilden was whether he was able to contact South Coast Water District regarding the missing cover onto Tsiltcoos Terrace and Spruce Lane. Recorder Hilden stated that Administrative Assistant Renee Green called them today regarding a separate issue and assumed she addressed the missing cover at that time.

Commissioner Harris asked several questions regarding Ordinance 149. Recorder Hilden stated it is in the process of being updated and he would encourage the Road Commission to revisit that Ordinance.

Commissioner Harris noted that there are misspelled words in the no brushing permit section stating that something should be published in "the paper" when it should say published in "a newspaper."

11. FINAL COMMENTS

City Recorder Fred Hilden stated that Laurale graciously brought brownies, so treats are available in the kitchen after the meeting.

Commissioner Henry Leach - none

Vice-Chairman Jerry Curran - none

Commissioner Bill Harris stated thanks and he recommends we adjourn this meeting.

Chairman Richard Palmer - none

Planning Lee Riechel stated his dissatisfaction with the ditching done on Jensen Lane where the main flow of water is blocked and has washed gravel across the road and into the low area. He advised all to be aware of the situation as they may be hearing from the Robertsons and suggested looking at what the rain did to that ditch and the fill material they used.

Road Secretary Lorentzen stated that she has two previous minutes to be signed after the meeting by Chairman Sathe, and one for Vice-Chairman Curran.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Commissioner Bill Harris made a motion to adjourn the meeting. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission adjourned at 9:05 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 17TH DAY OF DECEMBER 2012.

Troy Sathe, Road Commission Chairman

ATTEST:

Laurale Lorentzen, Road Secretary