



**ROAD COMMISSION MEETING MINUTES ~ APPROVED**  
**MARCH 19, 2012 AT 6:30 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR

**1. CALL TO ORDER**

The Road Commission meeting was called to order by Road Chairman Troy Sathe at 7:28 pm.

**2. ROLL CALL**

Roll Call was taken by City Recorder Fred Hilden.

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

**Others Present:** City Recorder Fred Hilden, Planning Chairman Lee Riechel, Road Secretary Brandie Bell and Honorary Road Commissioner Bill Sathe.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Commissioner Leach made a motion to approve the Agenda as written. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

**5. APPROVAL OF THE 2/13/2012 AND THE 2/20/12 MEETING MINUTES**

**Commissioner Tucker made a motion to accept the 2/13/2012 minutes as presented. Commissioner Leach seconded the motion. The motion passed by unanimous vote.**

**Commissioner Tucker made a motion to accept the 2/20/2012 minutes with changes. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE - NONE**

**A. Rotten Alders at 83340 Spruce Lane – Bill Harris**

Commissioner Harris stated they are gone and it has been paid for.

Road Secretary Brandie Bell stated she got a phone call regarding 5561 Huckleberry from a resident asking if there is going to be anyone picking up the branches. She also, received a call regarding a tree hanging on Hilltop by the Bus Stop. She requested if it was possible to have Commissioners Harris and Leach to take a look and let her know if she needs to do anything further. Commissioner Harris stated that CLPUD cut the limbs on Hilltop Dr by the bus stop on Fri 16<sup>th</sup> and the roadway is now cleaned up. She also, stated that the lawyer letter the Commission received in their last road meeting, the phone number was disconnected and the Administrative Assistant Selena Carter received a phone call from the resident today with a different number. When the road secretary Brandie Bell returned the call the voice message left the disconnected number. She left a message requesting the resident to come to the road meeting today. Chairman Sathe stated that Commissioner Palmer would talk about this later on the Agenda.

**7. CITIZEN INPUT - NONE**

**8. UNFINISHED / OLD BUSINESS**

**A. Master Road Plan – Gary Baker**

Staff passed out the draft Master Road Plan from Gary Baker and asked the Commissioners if they could please review it and have ready some feedback for the next regularly scheduled road meeting. Chairman Sathe would like to invite the Planning Commission and the City Council to the next road meeting.

**B. Alders in the Right-of-Way on Manzanita – Tom Grove**

Chairman Sathe stated he should have this done by next month.

**C. Little Woahink Drive Project – Ron Tucker**

Commissioner Tucker stated we didn't get any work done on that this time but hopefully we can schedule another work party. The tree that Gary Rose was asked to cut down is cut down and removed. Someone also, cut down a smaller fir tree and left it in the road. It is blocking the gated section of the road and no limbs were taken of it and it is a different tree then the one Gary Rose cut. When we go back down there we will have to remove it. He is not sure if anyone uses that gated area so he unsure if it is a problem. Also, Shady Lane is a mess. We didn't get power back until last night so maybe we can schedule a work party when the weather dies down, maybe in a couple of weeks.

Chairman Sathe asked if there was anything done on Woahink Circle.

Commissioner Tucker stated that he went through there and did not see anything more that had come down. The other thing that is not on the Agenda is Lakeshore Drive that we had the bids for to cut down, they have not been cut down and the brush that is there has not been taken away.

Chairman Sathe asked if Commissioner Tucker had checked that today.

Commissioner Tucker stated , “No.”

Chairman Sathe stated that the job was scheduled for today but that he had not gone out there today to check so, he is not sure if it is complete. Chairman Sathe stated he would have to take a look.

Commissioner Tucker stated he would also take a look. Commissioner Tucker he would get a hold of everyone to try to schedule the next work party.

Chairman Sathe stated Ford way is in a bad way also.

Commissioner Tucker stated that some of the residents had cleaned some of the mess up. The power lines were back up and the street was passable over the weekend.

#### D. Budget for 2012-2013

City Recorder / Budget Officer Fred Hilden stated that the requested changes to the budget that were discussed in the last meeting were done as the Commission can see, and requested feedback on whether or not there were any more changes or an approval.

The Commissioners discussed the need for a shed and Commissioner Palmer stated that he will find the brochure for the metal shed and present that for discussion.

Chairman Sathe asked about the time tracking software.

Road Secretary Brandie Bell stated that she is the beta tester and has it set up on her computer. She stated that she is still learning the software so it is taking a fair amount of time. Since she does more than roads it takes time to allocate all the different things that I do and the time to remember to clock in and out of the different items requires serious discipline and thought. Road Secretary Bell gave a presentation on the software and hopes to have a guess as to how much time is spent on roads by the next road meeting.

The City Recorder / Budget Officer Fred Hilden stated that he will have a monthly budget report for the Commission to review every month.

**Commissioner Tucker made a motion to accept the budget as presented. Commissioner Leach seconded the motion. The motion passed unanimously.**

City Recorder / Budget Officer Fred Hilden stated, “Thank you for your help.”

Vice-Chairman Curran stated, “Thank you for all your hard work.”

#### 9. NEW BUSINESS - NONE

#### 10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Commissioner Palmer stated that the complaint and lawyer letter that the Commission received about Woodland Lane, one tree might be in the road right-of-way. However, he feels that the resident's reason is to get a view of the water. Commissioner Palmer stated that he pretty much got the resident to state as such and that he feels that it is not a danger tree.

Chairman Sathe stated that there is nothing further to be done and if the resident wants to come to a road meeting with photographs then maybe the Road Commission would re-consider the issue.

Commissioner Palmer stated he would like to bring up a separate issue on Russell Drive. The ditching project that run along 5261 Russell to 5774 Russell, he has uncovered more of the culvert and it is full of mud. One of the residents has a dumpster and garbage in the right-of-way and needs it removed to complete the ditching project.

City Recorder Fred Hilden stated that he was over there on Saturday afternoon and all the items were removed and the dumpster was back on the resident's property.

Commissioner Palmer stated he will check again.

Chairman Sathe stated the homeowner that wanted to divert the culvert so the water doesn't run down the driveway and was supposed to pay for the price of the culvert, put the culvert in, everything was on him, he agreed to all of this.

Vice-Chairman Curran asked if we got that in writing.

Chairman Sathe stated assumed that Rob had taken care of all of this.

The City Recorder Fred Hilden stated that since he knows the homeowner he would propose going with Commissioner Palmer to talk to the homeowner regarding the culvert and get something in writing and get a plan.

Chairman Sathe stated the only other choice is to put the culvert back where it was and let the water run down his driveway if he does not agree.

Commissioner Harris stated it would be a good idea if the City had an empty lot where the residents could dump their brush to help keep the roads clean, maybe for the future. He has a lot of brush left over from the storms and he has made select location and was wondering if we could hire somebody to come by and clean those up. Last thing, there is a limb in the road right-of-way hanging over Eric Hauptman's driveway and it is too much for him to handle on his own. Commissioner Harris stated that Troy might be able to handle that tomorrow. Mr. Hauptman was unsure if it was in the right-of-way or not but Commissioner Harris stated that they could split the difference on that. By the way that is on Hilltop drive.

Commissioner Leach stated that everyone received an email about the shoulder damage on Huckleberry. It is still there. He has not found anyone doing it but the road is cracked and slurry seals are damaged. Commissioner Leach requested the City to use the specific funds to help with the storm damage for it is too much for the Road Commission to accomplish. He stated we should use our emergency funds and just have someone go down all the roads.

Commissioner Harris stated just tell them the roads that don't need to be done.

Chairman Sathe stated that he would like a list of streets that do not need attention (for there are too many streets with issues), if everyone could go around to their streets and make a report and have that ready by Saturday and we will get some bids.

**Commissioner Tucker made a motion that the Commission would put together a list of streets that do not need attention by Saturday for the purpose of getting bids. Commissioner Leach seconded the motion. The motion passed unanimously.**

Road Secretary Brandie Bell stated that she had a couple of items and also a comment, going back to Commissioner Leach and Huckleberry Road, we have a trail camera, and Troy I have the card for it now if you would like to check it out, that Commissioner we can mount there to watch the street. The second item that I put in your packet is a notice of decision regarding the fence in the right-of-way, that is there for your information.

Commissioner Harris stated that the fence has been removed. There is wood piles in the road but that is not a nuisance.

Road Secretary Bell continued stating that the third item that is in your packet is the Code 155 for the road section and was hoping you had time to review that and was wondering if you had questions, concerns, or comments for our Planning Commission meeting is tomorrow and we would like to review that.

Chairman Sathe stated he was happy with that himself.

City Recorder stated this was so you could check it against your notes and to see if everything was correctly documented.

Chairman Sathe stated from his notes this was exact.

Commissioner Tucker stated just so you know that the motions are still in there.

City Recorder stated that was done so you could proof and check it against your notes.

Chairman Sathe asked if the Planning Chairman had a chance to look at it.

Planning Chairman Lee Riechel stated this went to you so that you could give your blessing on it and then the Planning Commission will review your changes.

Chairman Sathe stated that the Planning Chairman Lee Riechel should receive a road packet for every month.

Vice-Chairman Curran stated this does meet my approval, a job well done.

Chairman Sathe stated that he has one unscheduled item. Councilor Wells was supposed to be here tonight but this is in regards to the truck in the road right-of-way. A letter was sent from the staff to the resident and he has 45 days to remove the truck and Councilor Wells is going to talk to the resident and discuss this issue at his next Site Review meeting in April. If the resident has not

done anything then he is handing it over to the Road Commission. If it is turned over to the Road Commission and we have to send a letter then we will request everything to be removed.

Commissioner Harris stated he does not think it is a good idea to have a letter sent out with a bigger request. We should just send a letter out to have him remove the truck.

Commissioner Tucker stated why don't we just send him a letter to remove everything from the road right-of-way for it can't stay there anyway.

**Vice-Chairman Curran made a motion to send out a letter to remove everything from the road right-of-way if he didn't respond by the Site Review's requested date.** Commissioner Harris is leery of the whole thing for legal reasons. Commissioner Leach agrees with Commissioner Harris. City Recorder asked if we know where the property pins are. Chairman Sathe stated yes we do. Road Secretary Brandie Bell stated we had this complaint and I had Dave from The Building Department, LLC go out there and look at it, I have not been out there but, his response was that he could not find the pin markers for that property. From lining up the pin markers that he did find and lining them up down the street he is not 100% certain that the road is not placed incorrectly. That was his opinion, I have not looked at it, but that was his comments which I forwarded to the Site Review Committee and I don't know what they did with that. Chairman Sathe stated we have the Woahink Drive pin and we can measure that and there is no if and's or but's Brandie. Commissioner Leach stated we are also going to find, as Brandie said, that the road is not in the right place because the big spruce tree that is there that the road goes around because no one wanted to remove that spruce tree. So, the road goes around the tree towards the driveway and if the tree wasn't there the road would be over here, that would be our road so, we really don't know that. Commissioner Harris stated we should locate the monuments. City Recorder stated he have a motion on the table that has not been seconded. **Commissioner Harris seconded the motion. The motion passed unanimously.**

Commissioner Harris would like to have the street surveyed.

Commissioner Palmer stated you need to know where the property lines are and that he would donate to the City his State certified surveyor and pay for it, since he is going to be out there for a different project, to come and locate those monuments so we can stop all this arguing.

City Recorder stated that my offer was not that good but we could have staff set up to get the monuments located since we already have a shovel ready project to do over there before we send out the letter and that will accomplish everything.

Commissioner Tucker would like to receive an email when the survey is done so they can know what is happening.

Road Secretary Brandie Bell stated that would be fine.

Chairman Sathe stated that we have this violation all over the City and would like all his Commissioners to keep their eyes out.

City Recorder Fred Hilden stated to get this kind of information out to our residents the Commission could utilize the newsletter and let them know to be conscious of the road right-of-way and keeping our streets nice, etc. and put a positive spin on that. You can get further with

honey rather than vinegar. This newsletter would be too late but you can do this for the next newsletter.

## 11. FINAL COMMENTS

City Recorder Fred Hilden stated would like to thank the Road Commission for working through things tonight. It was a good meeting. Thank you.

Road Secretary Brandie Bell stated Happy Birthday Commissioner Leach, coming up.... Commissioner Leach stated thanks....I appreciate all your hard work with regards to the storms and would like to thank you for that. A Lot of residents are very grateful and Troy's bringing wood to a little old lady, I am sure is really happy for she has had no power for days and days so, we appreciate you all. Thank you.

Commissioner Leach stated I think it is good that Mayor showed up to our meeting obviously, we have been heard and that does help regardless of what comments were made and if we can keep pushing in that forward positive direction I guess we will still be on the Road Commission.

Vice-Chairman Curran stated once we re-wrote it for them they understood it but to put that kind of document in front of us is really poor politics and we should not have to do their work and it somehow looks like we had an argument doing that. I don't think we were arguing with each other we were all arguing about that document and didn't give us any lead time to even process it. Well done gentleman for standing your ground.

Chairman Sathe stated anybody thought that we were fighting against each other is crazy and wasn't at the meeting. Everyone here was pretty much unanimous on every point and we had no argument with each other and that upset me when Becky brought that up. It was that we all agreed that the document wasn't good. I brought up everything you guys brought up in the meeting at the Ordinance Review Committee meeting and if you guys don't like it then you can say so.

Commissioner Palmer had nothing to add.

Commissioner Harris stated I am thankful that the Mayor came to us and tried to be a mediator and I think she did a good job and anyway that's done. I think we can commend ourselves as a Commission on having the streets trimmed I think that saved us a bundle with that last wet snow storm. We would have had a lot more work on our hands. Brandie I would like to commend your work as the Road Secretary. You are progressive and looking for things and helping us out, you're not just sitting there silently here so, you are doing a good job and I appreciate your work.

Road Secretary Brandie Bell stated, "Thank you Bill."

Commissioner Tucker stated that I just wanted to second Bill's comments. I appreciate getting the timely emails and keeping us updated. I appreciate it. Thank you.

Road Secretary Brandie Bell stated, "Thank you Ron."

## 12. ADJOURNMENT

**There being no further business to come before the Road Commission, Commissioner Tucker made a motion to adjourn the meeting. Commissioner Harris seconded the**

**motion. The motion passed by unanimous vote.**

The meeting of the Dunes City Road Commission adjourned at 9:50 pm.

The proceedings of the Dunes City Road Commission meeting were recorded on tape, 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 16<sup>TH</sup> DAY OF APRIL 2012.**



Troy Sathe, Road Commission Chairman

ATTEST:



Brandie Bell, Road Secretary