



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
JUNE 18, 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 6:33 p.m.

2. ROLL CALL

Roll Call was taken by Road Secretary Brandie Bell.

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

Absent & Excused: Commissioner Bill Harris and Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, City Recorder Fred Hilden, 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

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

5. MOTION TO APPROVE THE MINUTES (5/21/12)

Vice-Chairman Curran made a motion to approve the Minutes as amended. Commissioner Palmer seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Road Commission Work Session on the Master Road Plan (6/25/12 at 5:30 pm)

Chairman Sathe announced the next Master Road Plan Work Session to be on June 25, 2012 at 5:30 pm at Dunes City Hall. Also, on July 2, 2012 at 5:30 at Dunes City Hall, will be a Work Session with Gary Baker.

City Recorder Fred Hilden stated that since Commissioner Leach and Commissioner Palmer were absent and excused at the previous meeting that their copies of the draft Master Road Plan will be available after the meeting. He continued stating that over the weekend he emptied the work trailer at the dump and it is clean and complete.

B. Little Woahink Drive Project Completion Report (Ron Tucker)

Road Secretary Brandie Bell read into the record Commissioner Tucker's response, "I apologize but I will not be able to make the meeting tonight. My son and his family are visiting and we have other plans. However, I would like to thank everyone for the work done on Little Woahink Circle. The piles of brush we left have been cleaned up and it looks really great. If the Parks and Recreation Committee get their act together it can be turned into a nice local park." She continued to state that the rest of the email is Commissioner Tucker's input in regards to the draft Master Road Plan and when the Commission has time they can take that into account when reviewing their concerns.

7. CITIZEN INPUT - NONE

8. UNFINISHED / OLD BUSINESS

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

Chairman Sathe Stated this is still not done and he is still waiting on the truck and will just keep this on the Agenda until it gets done.

B. 84277 Wright Road – Truck in the Right-of-Way

Chairman Sathe stated that the truck is still in the right-of-way and he is looking for a motion to put a courtesy notice on the truck.

Commissioner Leach and the City Recorder Hilden stated that they would be willing to take it to the address tomorrow.

Vice-Chairman Curran made a motion to have a courtesy notice put on the truck at 84277 Wright Road. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

9. NEW BUSINESS - NONE

A. Meter Placement (Electric & Water)

Chairman Sathe stated we are having troubles with meters being put in the road right-of-way. He continued to state that the electrical code book states that at all your service has to be on

your property and not in the road right-of-way. So, whoever signed those off was breaking the State Law.

Road Secretary Brandie Bell stated that this is just not a staff issue. Staff expects the Building Department to catch some of these problems and feels there are two problems. 1) All right-of-way permits should be double checked and 2) Get some agreements from companies such as the PUD and if it is necessary then a review should be done.

Planning Chairman Lee Riechel stated that he thinks that the Building Department should be alerted in writing as to what our policy is.

Chairman Sathe stated that he is the one to sign off on these and if someone wants a meter in the right-of-way then it won't be signed off.

City Recorder Fred Hilden stated that he will draft and send an email to the Building Department as to the City's policies on meters in the right-of-way.

B. Road Secretary

Road Secretary Brandie Bell stated, "I think you have all received my letter of resignation and I will be going back home and I appreciate the time to serve your Commission and thank you very much for the opportunity."

Chairman Sathe stated that, "she might be back to visit people every once in a while and if you see her smiling face wave at her."

Vice-Chairman Curran stated, "When are you leaving? Thank you for your good work while you were here."

Road Secretary Brandie Bell stated, "thank you and I will start moving in about three weeks."

City Recorder Fred Hilden stated, "Brandie's last day will be this Thursday, June 21 and I want to extend my personal gratitude for all the hard work she has done, not only for the Road Commission as the Road Secretary but also for the Planning Commission as the Planning Secretary. She kicked it up a notch and brought a new level of expectation to the job. That's a good thing. Thank you Brandie."

Chairman Sathe stated, "She cranked out a lot of work for the City right off the bat. She stepped in there and did a great job."

Commissioner Palmer stated, "We are not having a going away party?"

Chairman Sathe stated, "I have been so busy, I should have had a cake or something and I am really sorry about that Brandie."

City Recorder Fred Hilden stated, "Not only is she working Thursday but she is working late Thursday. We have a Public Hearing on a Minor Partition Thursday so we will be doing something before that. I assume we will do something between the hours of 5:00 pm and 6:00 pm here at Dunes City Hall. So, I would personally extend an invitation to all the Road Commission."

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

Vice-Chairman Jerry Curran stated that if you take a look at your map the areas that are redlined are the areas of discussion. Cedar Lane is eroding away and we want to exchange an unnecessary amount of road right-of-way on Peninsula Road with a portion of adjacent property to Cedar Lane so that Cedar Lane can be moved over. The person who has the property is willing to do an exchange with us at no cost and we will work out the details on this.

Commissioner Leach asked if there was a possibility to take a bigger chunk so there is even more room to move the road. What if in the future it continues to degrade?

Commissioner Palmer asked if it was steep.

Commissioner Leach stated it's a canyon.

Chairman Sathe stated: "Is what we are going to do is to have the surveyor figure out how many square feet there is and see if that is what we need."

City Recorder Hilden stated the Planning Chairman Riechel has made a good point. This exchange will make one of the lots more non-conforming and from the Planning perspective we are not to pass more non-conforming lots than they already are. The same owner owns both lots and has questioned the City on combining the two lots but does not want to pay for a conditional use permit. This has to go to the City Council. We could consider waving the variance requirement; we just need to be aware of our laws. We might even propose if he is willing to split the recording fees, we might consider waving the conditional use permit and let him do a lot line adjustment as part of this exchange.

**Commissioner Leach made a motion to have the surveyor sent out and acquire the amount of land necessary to move Cedar Lane from its current location.
Commissioner Palmer seconded the motion. The motion passed by unanimous vote.**

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA - NONE

Commissioner Leach stated that he was disappointed that the Commission did not move forward on the Wright Road/Woahink intersection. He would like to see that intersection cleaned up for it is hard to see around the corner. The second item for discussion is the trail camera that he set up. He has a picture for everyone but could not identify a culprit and as you can see it is hard for two trucks to pass. The last item is that he thought there was a policy on not having a solid fence above three feet and the property owner at 5593 Woahink Drive has put one up.

City Recorder Fred Hilden stated that he would drive by and take a look.

The Commission reached a consensus to schedule a work party for July 7, 2012 at 9:00am.

11. FINAL COMMENTS

Planning Chairman stated there is some salal on Jensen Lane that is coming up through the pavement.

City Recorder Fred Hilden stated that he had nothing to add.

Chairman Sathe stated that maybe under yours you should state that you are going to be the new Road Secretary until we find a replacement.

Road Secretary Brandie Bell stated, "Well thank you for letting me serve your Commission and we did a good job we are done at 8:00 pm."

Vice-Chairman Curran stated, "Hallelujah."

Commission Leach stated, "well, I am sad to see Brandie leave because I thought she was very positive in her work ethic here and I hope we can get someone who is half as good as she is to do the rest of the work. I also, apologize for not being at the last Road meeting, I was out of State until Saturday night so, sorry for missing those meetings."

Vice-Chairman Curran stated, "Sorry to see you go Brandie. Thanks for you for the help. I wish you the best."

Road Secretary Brandie Bell stated, "Thank you."

Chairman Sathe stated, "You get a big whoha from me too. You have done the best minutes that we've had in a long, long time. Maria did some good minutes but since then our minutes were kind of scary. You've done a very professional job and..."

Road Secretary Brandie Bell stated you have helped catch my mistakes so thank you for working with me."

Chairman Sathe stated, "Well, the whole thing was you were easy to work with and you were able to create a plan where it was able to be done before it went to City Council so we didn't look like some rednecks out here."

Commissioner Palmer stated, "I'm sorry to see you go. I am sorry for anybody that has to go south to that country but anyway."

Road Secretary Brandie Bell stated, "Thank you."

Commissioner Palmer stated, “The other thing too, from 7/13 to just about the end of the month I will be gone.”

12. ADJOURNMENT

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

The meeting of the Dunes City Road Commission adjourned at 8:05 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.

APPROVED BY THE ROAD COMMISSION ON THE 16TH DAY OF JULY 2012.

[Signed copy available at Dunes City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary