



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
JULY 16, 2012 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

**1. CALL TO ORDER**

Chairman Troy Sathe called the meeting of the Dunes City Road Commission to order at 6:39 pm.

**2. ROLL CALL**

Roll Call was taken by City Recorder Fred Hilden.

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

**Others Present:** City Recorder Fred Hilden, Planning Chairman Lee Riechel, Director of Roads Gary Baker, Road Secretary Laurale Lorentzen and citizen Mr. Bruce Herbert.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Commissioner Ron Tucker made a motion to approve the Agenda as presented. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.**

**5. MOTION TO APPROVE THE MINUTES FROM JUNE 18, 2012**

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

City Recorder Fred Hilden mentioned that the Work Session minutes for June 25 and the Special Session minutes for July 2, 2012 are not completed yet and are not available at this time.

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

- A. Road Chairman Troy Sathe announced we have a new digital audio recorder. City Recorder Fred Hilden stated that this was long overdue; he also stated that the equipment is of a high quality, very clear and a good asset to the City. He also stated a DVD security system was installed at City Hall with eight high definition color cameras instead of four. The camera now catches all four doors and is recorded digitally.
- B. Chairman Sathe extended a thank you to Commissioner Henry Leach for taking the road trailer home with him and making some very nice improvements by painting, adding rails and cleaning it up for us.
- C. Vice-Chairman Jerry Curran stated that he called Gary Rose of Leisure Excavating and the road patch on Huckleberry Lane is completed.

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

## **8. UNFINISHED/OLD BUSINESS**

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

Chairman Sathe announced that Bob Petersdorf has not called regarding the use of his truck; therefore, the issue will be addressed next month. Chairman Sathe said he will call Petersdorf, yet all he needs is a tractor that will lift him 15 feet in the air and he can trim the alder trees himself. He stated this has been on the Agenda for the last 6 months and it would be nice to get this done. Commissioner Ron Tucker offered the use of a tractor for the project; Chairman Sathe said he was fine with that.

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

City Recorder Fred Hilden stated that after talking with the City Attorney, she pointed out to him a state statute regarding the removal of vehicles in the right-of-way and he will be able to review the document tomorrow. Once done, he will know how to proceed, and then let the Commissioners know his findings by Wednesday. Recorder Hilden stated a courtesy notice has been delivered to the residents and he just wants to make sure we are not violating any statute.

Commissioner Henry Leach stated that he checked today and the truck is still there. His comment was that this has been on the Agenda for 3 months, the truck has been there for 9 years and this has just gone on too long.

Chairman Sathe stated Siuslaw Towing says that as soon as you give them a call, they will come out and get the truck. He also stated that there could be no mistake or misunderstanding whatsoever about this matter. Chairman Sathe also said I have contacted them personally 9 times and they have both lied to me; they said they would move it right away and never have. He stated he would like to see the truck gone before the next City Council meeting.

### C. Electric Meter & Water Meter Placement

City Recorder Fred Hilden provided some history regarding this issue. He stated that permits were issued in 2006-2007 and at that time the same people doing building inspections who are presently the same people; electrical permits were signed-off by our electrical inspector, and driveway permits were signed-off by the Inspector of Roads, but since that time the administration department has changed personnel. City Recorder Fred Hilden stated the need at this time is to develop a policy statement regarding the placement of electric meters. He stated that the City cannot require putting them adjacent to a property owner's home, but can require the meters be placed outside of the City's right-of-way.

Chairman Sathe stated that an administrative policy needs to be created and it's important that the Commissioners vocalize their opinions regarding this policy. Chairman Sathe asked City Recorder Fred Hilden if this is something he can write up and have available for the Commission at the next meeting, and Recorder Hilden said yes.

Several Commissioners voiced their opinions and concerns relating to electrical meters and water meters. In essence, it was determined that the first step would be to prepare a cost estimate for moving meters out of the City's right-of-way resulting in a single meter or meters being relocated on the owner's property since under the current situation, it may be the City's liability if anything were to happen given the current scenario. Planning Chairman Lee Riechel was requested to bring the code that applies to this issue to the next meeting and he agreed to do so.

City Recorder Fred Hilden stated he estimates there are between 6 and 8 meters that are currently within the City's right-of-way. City Recorder Hilden agreed to write a resolution for the next meeting, which can be codified and sent to Council for acceptance. In addition, he agreed that we should invite Councilor Scarberry (Revenue Committee Chair) to the next meeting. Although there may be more homeowners directly affected by this issue, the Road Commission decided to address the motion specifically for the following homeowner as noted below.

**Commissioner Ron Tucker made a motion to have PUD provide us a cost estimate to move the meter off the City's right-of-way and place it on the homeowner's property at 5174 Russell Drive. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.**

### D. Right-of-Way Exchange (Peninsula Road and Cedar Lane)

Vice-Chairman Jerry Curran distributed maps and photos to all in attendance to better reference the areas of discussion. The exchange involves the City acquiring additional right-of-way property at the southeast corner of Cedar Lane (Lot 114) from Mr. Bruce Herbert, 5666 Peninsula Road (Lot 113). Mr. Herbert owns both properties. It is Mr. Herbert's desire to acquire an equal portion of Dunes City's right-of-way at the northeast

corner of his property located at 5666 Peninsula Road. Mr. Herbert wants to combine the two tax lots and after approval by the City Council, drop all fees for this application and process. Vice-Chairman Curran explained the straight exchange involves no cost and will allow Mr. Herbert to build a garage and at the same time allow the City to procure land that we may need to restore a portion of a road that is ready to fail due to possible erosion. Vice-Chairman Curran stated there might be springs under the road and we would use part of the land we exchanged to build up the road, which extends down to the Jensen property. This entire process will involve relocating Cedar Lane to the east and therefore giving Mr. Herbert a 25-foot setback to build a garage.

City Recorder Fred Hilden stated he has written a draft memorandum of understanding letter to City Council; he distributed the letter to everyone present. Recorder Hilden explained the letter is not a contract. Mr. Bruce Herbert and Chairman Sathe signed the document, which will be presented to Council next month in order to expedite the process. City Recorder Fred Hilden stated that Gene Wobbe will forward the exact footage for the proposal and this will be a win-win situation for the City. Chairman Sathe asked that a picture be attached to the letter to Council for reference.

**Commissioner Bill Harris made a motion to take this to City Council for approval of the right-of-way exchange on Cedar Lane and Peninsula Road, Lots 114 and 113. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.**

Commissioner Ron Tucker stated we should get the Jensen's approval first before proceeding. City Recorder Fred Hilden stated we cannot move forward until we have Mr. Jensen's approval.

Chairman Sathe stated that tomorrow he would take the signed letter to Mr. Jensen for his approval. He also stated we need to prepare a memorandum for Mr. Jensen that explains the City's purpose for this project as it relates to his property.

## **9. NEW BUSINESS (None)**

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

Commissioner Henry Leach stated his concerns regarding the cleanup needed at the corner of Woahink and Wright Road. He has personally picked up two trailer loads of debris in that location and would like to see something more done with the remaining unsightly nature of this corner. City Recorder Fred Hilden stated that he has received positive input for the work that Commissioner Henry Leach has completed and especially the improved visibility at that corner.

Chairman Sathe stated this is one of many projects that are currently on the Road Commission's project list for review and we need to arrange for our contractors to accompany Commissioners on a tour of our proposed projects so that they can compile a bid to submit to the City. He also stated we have not done any of our projects and it is already July. Chairman

Sathe invited Commissioner Ron Tucker, City Recorder Fred Hilden, Director of Roads Gary Baker, Gary Rose of Leisure Excavating, Ron Tucker, Richard Huff and anyone else who wants to review our list of projects to visit the various sites together. We need these bids submitted by the next meeting so that we can get the work underway and completed as soon as possible.

The second item Commissioner Henry Leach raised was an issue at this same corner (mainly the west side of Wright Road) regarding a drainage problem and some possible pavement maintenance. Chairman Sathe stated that he and Commissioner Leach have already designed a culvert, which would serve as a catch basin right in the middle of the pavement; therefore, there would be no reason to bother other contractors by soliciting a bid. Commissioner Leach stated that this area was under water this year. Chairman Sathe stated that he would like the Director of Roads Gary Baker to look at this issue and the design proposal and offer his comments and assessment/recommendations. Chairman Sathe stated that possibly the road can be paved next year if we have the funds to do so.

Commissioner Bill Harris stated he wanted to discuss for consideration a problem that could possibly become a health and safety issue on Hilltop Drive near Clear Lake Road where parents stop to pick up their children from the school bus. There is no other place for the bus to stop and his solution is to possibly provide some room where we can add some gravel base below the existing elevation of the asphalt in that vicinity and possibly post a temporary parking sign for the parents to park for a short period. Chairman Troy Sathe stated it might be necessary to declare this an emergency and we could do it ourselves and therefore complete this project right away. He suggested we find out how much money is left in our budget to fund this miscellaneous project.

Commissioner Henry Leach stated there is a huge pothole located near the intersection of Wright and Huckleberry that needs to be filled with gravel and cold patch. Chairman Sathe asked this to be brought up at our next meeting. Chairman Sathe thought this was already on the project list. He suggested that we do projects on our current list, and then address other issues if we have enough money.

## **11. FINAL COMMENTS**

Commissioner Ron Tucker stated it is just after 8:00 pm and it's nice to be able to get out this early.

Commissioner Bill Harris stated, "No comment."

Commissioner Richard Palmer stated, "Sustained."

Chairman Troy Sathe stated I'm excited about getting these road projects for this year going.

Vice-Chairman Jerry Curran stated he was glad to see the Peninsula project well underway and glad to see the agreement signed and expedited hopefully; so I think we're making progress.

Commissioner Henry Leach stated he is concerned about the lack of ability to change any existing issues that are in Dunes City. The truck in the right-of-way is a prime example - there was some railroad ties, trailers, people living in them; there are a lot of issues - I really feel we are often very powerless and nothing gets accomplished; it's disheartening and goes on for eternity and it really comes down to the citizens who lack enough respect for Dunes City. They could solve their own problems and I feel we just don't have enough push power and I wish we did.

City Recorder Fred Hilden had no final comments and no final comment was made by Planning Chairman Lee Riechel.

City Recorder Hilden asked if the work party had been rescheduled, and Chairman Sathe said it had not been rescheduled. Recorder Fred Hilden asked what about Ocean Boulevard because he thinks it is a substantial project, but Chairman Sathe said it could be done in 2 hours.

Director of Roads Gary Baker stated he completed his edit of the Master Road Plan as we know it right now and he is not sure where to proceed from here. City Recorder Fred Hilden stated the Master Road Plan has been edited by Mr. Baker and it's in my hands to add the job descriptions and the remaining portions of things that still need to be plugged in.

Chairman Sathe stated that we need another meeting before the upcoming Council meeting so all this can go through the final draft before we give it to Council. City Recorder Hilden stated that he could have his portion finished by Wednesday the 25<sup>th</sup> of July. The Road Commission reached a consensus to hold a Special Session on Monday, July 30<sup>th</sup> at 5:30 pm.

Chairman Sathe stated he would like to invite Planning Chairman Lee Riechel, Planning Vice-Chairman George Burke and Planning Commissioner Norman Martin to the meeting on July 30<sup>th</sup> even though they will not be able to vote on any issues.

Director of Roads Gary Baker stated he could rearrange his schedule to be at the meeting and would be happy to help Fred with any work that remains unfinished. City Recorder Hilden requested an invoice from Mr. Baker in order to get it in front of the Council.

City Recorder Fred Hilden stated that what goes to City Council will be a draft, not an ordinance that adopts the Master Road Plan because it has to be an ordinance that replaces the ordinance that adopted the original plan. Chairman Sathe stated he could write the ordinance with John Stead.

Director of Roads Gary Baker stated he wanted to bring up the fact that this is an incomplete document and he would like to suggest some goals and objectives of a very specific nature be developed and incorporated into the plan whenever the Road Commission can fit this into their schedule.

Chairman Sathe asked Mr. Baker to send an email to City Recorder Fred Hilden regarding this matter that can be read at the next Council meeting. Director Gary Baker agreed to do so.

Director of Roads Gary Baker stated he would have some input from the Dyer Partnership regarding the Ocean Boulevard grant request. He stated he had talked to Tom Hart today regarding the project and Tom provided some thoughts on what impact a collapse of Ocean Boulevard might have on the county's bridge if that failure occurred. The grant information is being developed as part of the justification for receiving the grant from ODOT.

Road Secretary Laurale Lorentzen stated she was beginning to become acquainted with the Commissioners and their names and was enjoying her new responsibilities and the opportunity to be of service to the City.

## **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 8:20 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 20<sup>TH</sup> DAY OF AUGUST 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