



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
AUGUST 20, 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 6:36 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

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

Absent and Excused: Commissioner Richard Palmer and Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, Director of Roads Gary Baker, Road Secretary Laurale Lorentzen and Honorary Road Commissioner Bill Sathe.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance led by Commissioner Bill Harris.

4. APPROVAL OF THE AGENDA

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

5. MOTION TO APPROVE THE MINUTES FROM JUNE 25, 2012, JULY 2, 2012, JULY 16, 2012 AND JULY 30, 2012.

Vice-Chairman Jerry Curran made a motion to approve the Special Session Minutes of June 25, 2012 as presented. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

Commissioner Henry Leach made a motion to approve the Special Session Minutes of July 2, 2012 as amended. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

Vice-Chairman Jerry Curran made a motion to approve the July 16, 2012 Minutes as presented. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

Commissioner Henry Leach made a motion to approve the Special Session Minutes of July 30, 2012 as amended. Vice-Chairman Jerry Curran seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE (NONE)

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

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

Chairman Sathe stated that the Commission decided not to wait for Bob Petersdorf's equipment, such that when Commissioner Richard Palmer can provide his tractor with a bucket, he and Chairman Sathe will cut the alder trees located within the public right-of-way.

B. Meter Placement (Electric and Water) – Lee Riechel

Planning Chairman Lee Riechel distributed a handout that replaces the previous document submitted and entitled Proposed Code Change for Rights-of-Way. During a recent Planning Commission's Special Session, changes were made to the original and are reflected in this new handout. The following changes stated that "electric" (meters) replaced "power" (meters), "Code Change" replaced "Proposed" Code Change and "Placement" replaced "Proposed" Placement. According to Planning Chairman Riechel, the Code is now in the process of becoming official.

Chairman Sathe stated that while Planning Chairman Riechel was present, he would also like to discuss a somewhat unrelated issue dealing with the need to pave private streets, such as the property across the street from Commissioner Richard Palmer. Planning Chairman Riechel stated that there are several other examples just like that one within the overall street system, and in the past we have applied the City's rules dealing with subdivision requirements to those types of situations. Chairman Sathe stated that he did not like the idea that all private streets have to be paved since it conflicts not only with environmental issues, but because of the liability impact on the City. He stated that the City will not accept any private street that has a PCI (Pavement Condition Index) level of 87 or less. He stated that the policy should state "city" maintained streets, not "private" streets. Planning Chairman Riechel stated that we should still consider phased development. Many examples were discussed at length and all Commissioners present unanimously agreed that this issue should be presented to the Planning Commission and have Planning Chairman Riechel report his findings back to the Road Commission at a later date.

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

Vice-Chairman Curran distributed a revised map regarding this exchange prepared and signed by Eugene M. Wobbe of Wobbe & Associates. He stated his concern that on this map there is not an even exchange of land in this proposed exchange and that being true, this issue could become a legal issue in the future due to the mere fact that Mr. Herbert is giving the City more land than the amount the City is exchanging with him. He stated that he was interested to know how the rest of the Commissioners felt, or if they even cared. He also stated that it bothers him that we paid professionals to create the map, and it is not a professional job. He further pointed out that what was received is a schematic drawing, but there is no scale. Commissioner Henry Leach stated that he agreed with Vice-Chairman Curran and in addition stated that he is a fan of symmetry and offered his thoughts regarding the need for a 50-foot radius approach. Chairman Sathe stated that the difference would amount to less than 1/10th of a square foot as far as he figured, but he could be wrong. Vice-Chairman Curran stated that Mr. Wobbe could of at least put a plus or minus square foot comment in the equation to suggest equality. It was further discussed and decided that this needs to go before the Planning Commission's next meeting because the sense of urgency is a concern and we cannot hold off another month to get this matter finalized due to the fact that winter rains may begin soon and some of this land could be in jeopardy from a stability point of view.

As a starting point to move the matter forward, **Commissioner Bill Harris made a motion to have Wobbe & Associates make a change in the form of adding a note that the exchange must denote an equal square footage exchange on the map by placing a plus or minus sign. Vice-Chairman Curran seconded the motion. The motion passed by a vote of 2 ayes and 1 nay (Commissioner Henry Leach).**

Chairman Sathe stated that City Recorder Hilden and Planning Chairman Riechel will need to discuss this issue further regarding whether or not this land exchange requires a public hearing and better define the entire process necessary to meet the protocol in bringing official finalization to this exchange. As noted above, this is an urgent matter due to the portions of pavement on this property that are ready to possibly drop into a canyon. Chairman Sathe recommended this matter be directed to City Recorder Hilden for clarification as to the necessary process to complete this exchange.

D. Wright Road and Woahink Drive Intersection – Henry Leach

Commissioner Henry Leach stated that based on previous discussions, he would like to move forward with Mr. Baker's recommendations and place a new catch basin and new culvert to extend across the street to improve drainage at this intersection. Chairman Sathe stated that we do not know if we have sufficient money in the budget for this work at the present time; however, we will know next month when the bids come in from Leisure Excavating and Richard Huff who will be submitting bids for this year's already defined maintenance program. Commissioner Leach agreed to leave this item on the Agen-

da until the bids have been received, evaluated and the remaining budget is better defined.

9. NEW BUSINESS

A. 2012 – 2013 Road Projects – Troy Sathe

Chairman Troy Sathe distributed a two-page document entitled **Dunes City 2012-2013 Road Commission Projects**. On the first page, each Commissioner's responsibility for their individual projects was listed relative to their respective streets to receive work. The second page listed the Road Commission Tasks/Work Parties for 2012. Each project identified was further discussed with every Commissioner present.

Vice-Chairman Curran made a motion that Chairman Sathe solicit and present bids and that the Commission accept the lowest bid on each portion of work, provided the successful contractors meet the City's criteria. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Bill Harris presented his thoughts regarding the bike path issue previously discussed with Director of Roads Gary Baker. Commissioner Harris stated if the Commissioners agree, he would like to call the Oregon Department of Transportation to inquire if they could send someone out to meet with City officials regarding guidance on the development of a new bike path. He stated that the area he had in mind for a bike path could begin at the north side of Hilltop Drive and Clear Lake Road, continue down the west side of Spruce Lane to Tsiltcoos Drive and extend from the south side of Tsiltcoos Drive back to Clear Lake Road. He stated that the road has plenty of shoulder, is a flat area, would require minimal excavating and land movement, and it should be low in cost to the City. He has talked with several citizens in that area and one in particular stated that at least 8 couples walk around that block every day, 3 people in electric wheelchairs use it, and children ride their bikes in that location as well. It was further discussed and agreed that Commissioner Harris will call ODOT and the Director of Roads Gary Baker would be brought into the process to assist with the evaluation and possible follow-up on funding requests. Chairman Sathe proposed that 10 hours of consulting time be set aside and approved for Mr. Baker's involvement relative to this study. Chairman Sathe stated that Huckleberry Road and Wright Road would be another area of interest for this type of project. He also stated that if it's feasible, consider having the bike lane go down Hilltop Drive to reach the parks. All these potential ideas will be discussed with ODOT particularly those involving connectivity to the park areas. Planning Chairman Riechel mentioned that scooters are an extensive form of transportation in this City, but according to Commissioner Harris, they cannot be used on the bike paths.

Commissioner Henry Leach stated that he has been monitoring activities at 5583 Woahink Drive where numerous trees have been removed on the property and the next tree the owner takes out will be within the City's right-of-way. He also stated that no permit has been issued, and although there are 8 or 9 storage trailers on the property that are legally allowed,

the trailer that is being lived in is on its own leach field and could be a health issue. Chairman Sathe stated that this could be a Planning Commission issue and should be put on their radar as well as City Hall as a heads-up issue. After more discussion, it was determined this is not a Road Commission issue until they actually encroach into the City's right-of-way. Commissioner Henry Leach stated that he has recently been on the property and measured the areas in question. Chairman Sathe recommended having our building inspector investigate this issue further.

Director of Roads Gary Baker stated that since the initial update of the Master Road Plan (MRP) is completed and approved, he would like to recommend a planning/brain-storming session to identify specific goals and objectives for future infrastructure projects and a resultant strategic planning session, the results of which can be incorporated into the MRP. Chairman Sathe stated that at the last Council meeting, he submitted the MRP to City Council and gave them an entire month to read and bring forth any comments they may have at their next month's meeting. He stated that the Council was very impressed with the document. Chairman Sathe acknowledged that the small amount of money we paid for this updated document may, also according to Mr. Baker, possibly be recovered through a grant from ODOT. Mr. Baker will be looking into this matter and report back to the Commission.

11. FINAL COMMENTS

Planning Chairman Lee Riechel stated "no comment."

Commissioner Henry Leach stated that we are going in a positive direction each time we have a meeting and are making progress.

Vice-Chairman Jerry Curran stated that this was a well conducted and productive meeting.

Chairman Troy Sathe stated that the meeting went very well and smooth and he was glad to have Gary Baker present.

Commissioner Bill Harris stated that he would like to reiterate again that we should be careful in sharing information with local citizens but indeed let them know that we are volunteers because he's still hearing that they don't want anything to do with government and we are bothering them too much. He also stated that after doing some sod removal with his own tractor, a citizen questioned him regarding the tractor and was surprised to hear it was not the City's, but that he was a volunteer and was using his own tractor for City use. It was further discussed that Commissioner Leach had just written an article for the City's newsletter and the article explains what the Road Commission does as volunteers for the City. According to Chairman Sathe, he stated that he reviewed and approved the article and that per City Recorder Hilden, the article is at the printers now. He also stated that he believes this will get the exact message out to the Community that Commissioner Harris is concerned about.

Road Secretary Laurale Lorentzen stated that she had no further comments at this time.

Director of Roads Gary Baker stated that this Commission in particular needs to be complimented for the good work they are doing and he has in mind to write an article (letter to the editor – local news) to share what a pleasure it has been working with such a hard working productive group of City Government volunteers, describing the dedication and commitment to excellence that he has observed and experienced in his work with the Road Commission.

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 8:15 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 17TH DAY OF SEPTEMBER, 2012.

[Signed copy available at Dunes City Hall]

Jerry Curran, Road Commission Vice-Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary