



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
OCTOBER 15, 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 6:34 pm.

2. ROLL CALL

Roll Call was taken by City Recorder Fred Hilden.

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

Absent and Excused: Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, Honorary Road Commissioner Bill Sathe.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance led by Commissioner Richard Palmer.

4. APPROVAL OF THE AGENDA

Commissioner Henry Leach 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 JUNE 11, 2012 AND SEPTEMBER 17, 2012

Commissioner Henry Leach made a motion to approve the September 17, 2012 minutes as presented. Commissioner Richard Palmer seconded. The motion passed by unanimous vote. Vice-Chairman Jerry Curran made a motion to approve the June 11, 2012 minutes as presented. Commissioner Bill Harris seconded. The motion passed with two abstains: Commissioner Leach and Commissioner Palmer.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Chairman Troy Sathe stated that a third bid for the 2012 road projects is currently being prepared and will be submitted soon by Kortney of Johnson Rock. This will represent a third bid as required per criteria shared by the City Attorney. Vice-Chairman Curran commented that Johnson Rock should be notified of a cut-off date for this bid submittal and City Recorder Hilden stated that he would call Kortney in the morning and confirm this week as the cut-off date for this additional bid.

B. Recorder Fred Hilden announced that Councilor Jamie Mills is planning to hold a Haunted Hall function at City Hall from Friday, October 26 through Sunday, October 28, 2012 from 6:00 pm to 10:00 pm. He further stated that this event will be a benefit to raise money for the Water Quality Committee. The entrance fee will vary between \$3.00 and \$5.00. Bags of goodies will be provided, with fun, “fear” and frivolity for all.

7. CITIZEN INPUT (NONE)

8. UNFINISHED / OLD BUSINESS

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

This item was discussed once again and Commissioner Richard Palmer agreed to bring his tractor up from Coos Bay to remove the alder trees located in the public right-of-way on Manzanita. He stated that possibly the 24th of this month would be a good day and if there are any other trees that need to be topped, he would be willing to cut them at the same time. Chairman Sathe suggested knocking down the little Alders trees located on Cloud Nine and then take them to the dump.

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

City Recorder Fred Hilden stated that there will be a public hearing at the Planning Commission meeting on October 25th regarding the Conditional Use Permit regarding this matter. On November 8th there will be a public hearing regarding this right-of-way exchange at the City Council meeting. Planning Chairman Lee Riechel stated that Recorder Fred Hilden has scheduled a site review and as soon as that is underway and completed a public hearing will be scheduled. Chairman Troy Sathe questioned whether photos would be taken during the site review and Recorder Hilden stated yes they will.

9. NEW BUSINESS - (None)

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Henry Leach stated that activity at 5583 Woahink Drive involves additional trailers being moved onto the property. A tree in the right-of-way hasn't been touched, but the right-of-way brush has been taken out without a permit. Recorder Fred Hilden stated he thought it was important to have an inspector examine the use issues and asked whether we should file a complaint. He also stated that this becomes a difficult issue with regards to brushing because often the citizens believe they are doing the City a favor by removing vege-

tation from the City's right-of-way. Issues involving brush removal from the right-of-way, standards, safety, permits, replanting trees/shrubs, were all discussed in detail and in summation it was decided by the Commissioners that this subject would be added to next month's Agenda. It was also determined that Road Secretary Laurale Lorentzen and Recorder Hilden will prepare and add to the Commissioner's packets pertinent and helpful information that relates to this subject. It was further discussed and agreed upon that City Recorder Fred Hilden, Commissioner Henry Leach and Commissioner Richard Palmer will meet at 5583 Woahink Drive for a site visit assessment on Friday, October 19 at 1:00 pm.

Commissioner Henry Leach stated that there is a storage trailer that has been moved from the City's right-of-way on Wright Road to the City's right-of-way on Woahink Drive. Chairman Troy Sathe stated that because cars are parked on both sides of the City's right-of-way in that area, there is no way an emergency vehicle would be able to obtain access to the street and therefore this is an emergency issue. Recorder Fred Hilden agreed to assess this property on Friday as well as Woahink Drive.

Commissioner Bill Harris stated the same problem exists on Spruce Lane where firewood has been stacked as a fence on the City's right-of-way. Recorder Hilden suggested giving the resident a right-of-way use permit. Chairman Troy Sathe stated that he would like this issue added to next month's Agenda.

Commissioner Henry Leach stated that a wooden speed limit sign on Huckleberry Lane had the bolts removed and placed upside down; he replaced the bolts and repaired the sign and so far no further issues have been noticed.

Commissioner Bill Harris stated there is a tree limb on Hilltop Drive that needs to be removed by PUD. Chairman Troy Sathe stated that the limb is not in the City's right-of-way and although it is a safety issue and could conceivably take the electrical lines out and possibly hit the house across the street, we are not allowed to touch it because it is a county-owned tree. Chairman Sathe stated that this issue has been addressed previously for many months with PUD, the phone company, the cable company, and there is nothing we can do but wait for the tree/branch to fall and only then will it be within the City's jurisdiction. The Commissioners agreed to leave the tree limb as is.

Commissioner Bill Harris stated that he would like the City to purchase some safety advisory signs from the bicycle fund. He described the signs as yellow, diamond-shaped with a vehicle/pedestrian/bike icon with the words "Share the Road" inscribed. He stated it is a bona fide acceptable use of funds and the sign is currently posted on Rhody Drive near the sewer plant. **Commissioner Bill Harris made a motion to purchase twelve (12) yellow diamond-shaped traffic advisory signs with an icon of a vehicle/pedestrian/bike with the words "Share the Road" and twelve (12) metal posts and fasteners. Vice-Chairman Curran seconded the motion. The motion passed by unanimous vote.**

Chairman Sathe stated that there has been a complaint received from a UPS driver regarding Ocean Boulevard relating to the need for the City to cut the brush that has encroached into the roadway. This will be addressed as soon as the annual work projects are completed.

Chairman Sathe stated that the email from Linda Lauck requesting the Road Commission volunteers to clean the top half of Kiechle Arm Road will be added to the Agenda for next month.

11. FINAL COMMENTS

City Recorder Fred Hilden said Road Secretary Laurale Lorentzen was unable to attend tonight's meeting as she is in California dealing with medical issues concerning her daughter. He stated that he told her he was happy to cover for her. As an additional item, City Recorder Hilden offered to present Commissioner term expiration dates at the next meeting.

Commissioner Henry Leach stated that with this being the first storm, he expects to see more activity this year related to limbs/branches.

Vice-Chairman Jerry Curran stated that he would like to see the latest bid for the annual work program as soon as possible. Following considerable discussion regarding these bids, it was concluded that the bid at Johnson Rock will be the determining factor.

Commissioner Bill Harris stated and suggested that we should get Gary Baker to provide some insight and possible direction on issues related to trees adjacent to the roadway and their contributory impact on pavement distress throughout the City. Chairman Sathe added that both he and City Recorder Hilden had been discussing with Gary the possibility of getting more involved in a variety of matters related to our public works infrastructure and Gary has indicated that he is interested in doing so.

12. ADJOURNMENT

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

The meeting of the Dunes City Road Commission adjourned at 8:24 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 26TH DAY OF NOVEMBER 2012.

[Signed copy available at Dunes City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Fred Hilden, Dunes City Recorder