



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
DECEMBER 17, 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 6:35 pm.

2. ROLL CALL

Roll Call was taken by Road Secretary Laurale Lorentzen.

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

Absent and Excused: Commissioner Ron Tucker.

Others Present: Planning Chairman Lee Riechel, Honorary Road Commissioner William Sathe, Councilor-Elect Maurice Sanders, Road Secretary Laurale Lorentzen, Contract Director of Roads Gary Baker, City Recorder Fred Hilden, and Citizens Merton Beebe and Bob Mattison.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance led by Vice-Chairman Curran.

4. APPROVAL OF THE AGENDA

Vice-Chairman Jerry Curran made a motion to add Leanza Drive to New Business under Item C, add Osprey Way to New Business under Item D and approve the amended Agenda. Commissioner Bill Harris seconded the motion. The motion passed by unanimous vote.

5. MOTION TO APPROVE THE MINUTES FROM OCTOBER 15, 2012

Vice-Chairman Curran made a motion to approve the November 26, 2012 minutes as written. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Update 2012 Road Projects

Chairman Sathe stated that Richard Huff Logging has completed the ditching projects, the brushing is done on Ocean Boulevard which allows UPS better access for at least 5 years, and the pavement repair and the box near the log cabin on Russell Drive are items to be completed. He went on to point out that Ford Way, Lakeview, Rio, Woodland Lane, Cloud Nine and Huckleberry are the streets still waiting for pavement repair; preliminary work has been completed, the remainder will be done at a later date. Chairman Sathe stated that he foresees that all the road work will be completed within a week and he will confirm with each Commissioner that the projects on their respective streets are acceptable to them.

Commissioner Leach distributed a 5-page handout and stated that after reviewing the work done on Fir and Huckleberry, his feeling was that they have worked on the wrong side of the road. He stated that the contractor removed 3 feet of road that was good slurry seal pavement and placed rock in that location that Commissioner Leach maintained never needed attention; he commented that although it is done now and we have an apex there, it didn't do anything for what we wanted done. Chairman Sathe stated that the road would be paved. Commissioner Leach expressed his feeling that there was nothing wrong with the part of the road he took out. Commissioner Leach went on to express his feelings as explained in a previous meeting that the projects need to be properly documented. After much discussion regarding appropriate documentation and instruction for the contractor as well as the responsibilities of the Commissioners, Chairman Sathe stated that he has already spoken with the contractor and that the correct portion of the road will be paved.

7. CITIZEN INPUT

Merton Beebe and Bob Mattison – Leanza Drive

Citizen Merton Beebe stated that he lives on Leanza Drive and has lived there for 11+ years, built a nice house there, but beyond the four nice houses on his street is a yard that his friends and relatives refer to as the junk yard. He stated he has had conversations with the owner of the property for several years now and there is a boat there that sits in a pile that the owner promised to move and dispose of 8 years ago, but it is still there. He stated that he understands after talking to Hank and some other people locally that know Dunes City code, that according to the rules and regulations, there is nothing that can be done if a person has excess vehicles, boats, tractors, trailers, trash on their lots. He asked the question: Is that correct, or is there some point where a certain number of vehicles, boats, trailers, and things become too much? He also went on to point out that it is an eyesore for anybody who drives by. Chairman Sathe stated that the only thing this Commission is in charge of is the road surface and the road right-of-way, but that under New Business on the Agenda, section C, the issue will be addressed further with respect to a problem where someone drove on the street and damaged the pavement in several places. Chairman Sathe referred Citizen Beebe to the Site Review Committee where he can file a complaint

of an eyesore and Recorder Fred Hilden can show him the Dunes City codes and what people are allowed to do and also what is not allowed.

Commissioner Leach explained that these two citizens (Beebe and Mattison) both have a problem with mud because when it rains, the culvert in front of the property overflows and the mud goes across the road. He went on to point out that Leanza Drive has had a big mud trail that goes out onto Clear Lake Road. Citizen Beebe went on to explain further problems with the mud saying that if you ever want to have a clean car and you wash it, one trip up Leanza Drive and it just mucks it all up again. Chairman Sathe explained that this was one of the Commission's projects and a new culvert had been placed in the subject location recently. Citizen Mattison stated that a couple of weeks ago he watched a truck driver with a crane moving a shipping container and when he made a right hand turn off Leanza Drive and onto Clear Lake Road, he backed up 3 or 4 times trying to straighten out the unit and then saw him drive over the culvert the City had just fixed. Citizen Mattison stated that his complaint is that yes, you guys fixed the culvert and it helped somewhat, but there is still a lot of mud runoff from his driveway. Chairman Sathe stated that they should file a complaint with the City and Citizens Beebe and Mattison agreed. Chairman Sathe stated that he and Vice-Chairman Curran took pictures and a video of the situation and there was mud everywhere where work had just been completed and the hope was that it would alleviate most of the mud problem. Citizen Mattison stated that he has had to call the fire marshal several times because of smoke at 4:00 in the morning and the Marshal encouraged him to call anytime stating he would fine the property owner and that could result in a significant fine. He went on to ask if we could instruct the property owner to do something with his driveway.

Vice-Chairman Curran commented that this is one of his assigned streets, and he thinks we should extend the culvert across all of his property. He stated that we also need to check to see if he has a driveway permit from Dunes City and that Recorder Hilden was checking on that. According to Vice-Chairman Curran, the property owner should be held accountable for breaking up the road and he should be charged for damages to City property. He also asked if the owner has a commercial license to operate anything within the City of Dunes City. Citizen Beebe asked what the legal setback is. Chairman Sathe mentioned to these citizens present that they can raise their hand and make any comments they want when we address line item "C" under New Business.

8. UNFINISHED / OLD BUSINESS

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

Chairman Sathe stated that the Alder trees are still there, but agreed with Commissioner Palmer that it would be done this week!

B. Wright Road and Woahink Drive Intersection – Henry Leach

Commissioner Leach distributed a handout for information purposes only. He stated that someone still has to take a look at this project to determine where to lay out the drain and

the culvert, but the photos showed specifically the location of the project on Wright Road and Woahink Drive along with an area map, a parcel map, and 2 photos of the intersection indicating a possible location for installing the drain box, the culvert cut, and the markings of the right-of-way limits to make it perfectly clear such that there would be no questions. Residents in the area who will be most inconvenienced will be Levitt Loop and Collins Loop and therefore we need to get notices out to them. Commissioner Leach proposed that Gary Baker, Director of Roads, review these documents to confirm the type of engineered drain box we need and show where the culvert will go and be placed. After some discussion with Chairman Sathe, it was determined that adding some pavement and broadening the apex would be advantageous if it were done at the same time since we have enough money to spend on this project.

C. Trailer Parked in Right-of-Way: Woahink Drive – Henry Leach

Commissioner Leach announced that the trailer is miraculously gone. Chairman Sathe suggested leaving this issue on the Agenda since we have ordered “No Parking” signs and they have not arrived yet. Commissioner Palmer stated that he has some signs, posts and rivets that he can bring for the project once his son can help him when he gets out of school Friday or Saturday.

9. NEW BUSINESS -

A. 5343 Leavitt Loop – Drainage Problem

Commissioner Leach stated that the resident at 5343 Leavitt Loop contacted the City regarding water running into his yard and washing away his bark mulch. After Commissioner Leach visited the site and cleaned the drain and culvert, he determined that the large Alder tree is dumping debris that flows into the drain and it will plug up again the next time it rains. He stated that the drain box/culvert was placed there in the 60's and really needs to be replaced and he would like to add this issue to next year's projects. Commissioner Leach also stated that he advised the resident to put a berm in his yard and a neighbor to contact PUD about an Alder tree that is leaning on an adjacent electric line. He distributed a handwritten map of the project to the Commissioners for their clarification and review. After more discussion, it was determined and agreed by the Commissioners that the Alder tree needs to be removed.

B. Update 2013 Road Projects Kickoff

Commissioner Leach stated that he will make up a list and will have it ready for the January meeting. Chairman Sathe commented that we have gone without slurry seals for two years and maybe we should get back to the seals before we lose our PCI's. Director of Roads Gary Baker stated that a good first item of business would be to take a look at the pavement management system and see what recommendations from a programming point of view were recommended in the 2013 plan. Commissioner Leach asked what PCI number are we looking at when it's time to redo the road. Director of Roads Baker stated that relative to condition ratings, anything slipping down into the 50's and low 60's

would be next on the slurry candidate list. He stated that we have a rather minimal scheduled list for the upcoming year and the City may want to defer those projects unless they show low PCI's and consider more projects into the next year's annual program because of most cost-effectiveness, since you will pay a much higher price for sealing just a few streets. He recommended revisiting the streets (and he would be willing to do that) and meet with each one of the Commissioners on their designated streets to determine what they feel would be candidates for next year. Chairman Sathe recommended looking at Commissioner Palmer's sector and Commissioner Harris' streets because Hilltop, Osprey and Spruce have all never been done.

Commissioner Harris expressed his concern about gravel and a drainage problem on one of his assigned streets that is affecting the roadway. He also stated that Recorder Hilden and he met with the county regarding widening the apron on Hilltop which will require permits. Further discussions will be held with the county about adding this project to a list of other future projects that will be done with the idea in mind to obtain a better price for the work. Director of Roads Baker said he would personally like to talk to other agencies around the area and learn what they are doing in regards to their respective maintenance programs to see if we might possibly be able to piggy-back our projects with other municipalities to obtain better prices for our contract work.

Commissioner Harris addressed bicycle projects and that he would like more direction into the proper process regarding the next step and stated he wasn't sure of the next steps, but he would like to see bike paths as a project for next year. Chairman Sathe stated that all he has to do is set it in next year's project list and we can go from there. Commissioner Harris inquired if Director of Roads Baker would set a date to walk the project with him and they agreed to set a date in January.

Director of Roads Baker requested the Commissioners to schedule a MRP Planning Session with him so we can brainstorm projects well into the future with the idea of going after money above and beyond just maintenance money.

The subject of slurry seal specifications, the amount of oil that is required, the Dyer Partnership's slurry seal project and the issues involved, the MRP, questions regarding terminology, requirements, explanations, overall pavement condition, drainage issues, factors for maintaining the streets, PCI ranges, Travel Oregon, safety issues, grant money and other issues were discussed at length between the Commissioners, Chairman, Director of Roads and Councilor-Elect Sanders. In conclusion Chairman Sathe encouraged the Commissioners to finish their project list in January so we can move forward.

C. Leanza Road

Regarding citizens Merton Beebe and Bob Mattison's input tonight concerning the problem on Leanza Road, Vice-Chairman Curran noted the need to address the issue in a timely manner and asked Director of Roads Baker to meet him at the property tomorrow or as soon as possible to solicit his opinion regarding the matter. Director of Roads Baker agreed to meet.

D. Work in the Right-of-Way – Osprey Way

Commissioner Harris stated that on the north end of Osprey on the west edge, there is a large A-frame home where Commissioner Harris has been managing the sod with his tractor so the water will not encroach into the pavement, but recently someone has applied some large landscaping rock next to the pavement which impairs the flow of the water off the pavement and is in the City's right-of-way. He also mentioned that although the same problem exists across the street, this is a new problem. Commissioner Harris stated he was not sure what we should do about this situation. Vice-Chairman Curran offered to meet Commissioner Harris at the site to review the issue firsthand. A suggestion was made by Recorder Hilden to have Director of Roads Baker inspect the property on Osprey and determine if it is an unsafe situation in our right-of-way.

After more discussion regarding right-of-way issues involving selected enforcements and the problems they have created, further discussion followed as to what should be done to solve this ongoing problem between citizens and the City. Chairman Sathe suggested enforcing a new Ordinance that states "from this point on" everyone has to abide by these rules. Recorder Hilden suggested that instead of a new Ordinance; just let the public know, maybe through a newsletter article that relative to anything placed in the City's right-of-way can be removed by the City so they (the citizens) run a risk by using the City's right-of-way. Also discussed was the belief that most citizens do not know the boundaries of their property as far as the city's right-of-way is concerned and again, a newsletter article could address and educate the citizens regarding this issue.

10. UNSCHEDULED ITEMS NOT LISTED ON AGENDA

Commissioner Leach questioned the outcome of the issue involving the property located at 5583 Woahink Drive. Recorder Hilden stated that they are still working with the property owner on the right-of-way use permit and other existing permits that he has pulled, but the permit issue is still not resolved, therefore it was decided to leave the item on the Agenda for next month.

11. FINAL COMMENTS

City Recorder Fred Hilden presented William Sathe with an Honorary Road Commissioner certificate for all the work he has done for the Road Commission.

Commissioner Henry Leach addressed what he thought is a Dunes City problem and that was narrow roads, using Wright Road as an example. He asked the Commissioners to join him and his focus for next year by considering widening areas of the roads such as apexes which will make them safer and more solid roads for the traveling public.

Vice-Chairman Jerry Curran stated we are going to miss our Commander in Chief Troy, and thought he did a good job, worked very hard and “the reason we rag on you is because we really like you.”

Commissioner Bill Harris – stated he hoped Troy would think about us when he’s gone.

Chairman Richard Palmer – stated he hoped Troy would think about us when in he’s in Albany.

Planning Chairman Lee Riechel announced a special Planning Commission meeting tomorrow that involves a rewrite to Ordinance 155 with the attorney on a final review.

Director of Roads Gary Baker - none

Road Secretary Laurale Lorentzen invited everyone to share a black forest cake together after the meeting in lieu of Chairman Sathe leaving the Road Commission and that she had previous minutes to be signed by him.

Chairman Troy Sathe commented “it has been an honor and a privilege to work with you all.”

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 Henry Leach seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission adjourned at 8:34 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 28TH DAY OF JANUARY 2013.

[Signed copy available at Dunes City Hall]

Maurice Sanders, Road Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]

Laurale Lorentzen, Road Secretary