



**CITY COUNCIL MEETING MINUTES ~ APPROVED
JANUARY 8, 2015 AT 7:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall. Upon approval by the City Council, these minutes will be available online at www.DunesCity.com

1. CALL TO ORDER

Mayor Rebecca Ruede called the January 8th meeting of the Dunes City Council to order at 7:05 pm after photos of the Council were taken by *The Siuslaw News* editor, Theresa Baer.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder Fred Hilden.

Present: Mayor Rebecca Ruede, Council President Jamie Mills, Councilor Ed Scarberry, Councilor Maurice Sanders, Councilor Duke Wells, and Councilor Sheldon Meyer.

Absent and Excused: Councilor-elect Ken Platt.

Also Present: City Administrator/Recorder Fred Hilden, Administrative Assistant Linda Stevens, Administrative Assistant Rapunzel Oberholtzer, and several citizens.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. OATH OF OFFICE

City Administrator/Recorder Hilden administered the Oath of Office to re-elected Mayor Rebecca Ruede and to re-elected Councilors Duke Wells and Sheldon Meyer.

Mayor Ruede announced that newly elected Councilor Ken Platt will be sworn in at a Council meeting when he is back in town.

5. APPROVAL OF THE AGENDA

Councilor Sanders made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

6. CONSENT AGENDA

Council President Mills requested that the minutes of the December 11, 2014 City Council meeting be removed from the Consent Agenda in order to discuss a correction.

Councilor Sanders made a motion to approve the Consent Agenda without the City Council meeting minutes from December 11, 2014. Council President Mills seconded the motion. The motion passed by unanimous vote.

Council President Mills pointed out an error in the December 11, 2014 minutes on page five of nine. In the last sentence on the page the term “certified water master” should be “certified water rights surveyor.”

Councilor Sanders made a motion to approve the December 11, 2014 meeting minutes as amended. Council President Mills seconded the motion. The motion passed by unanimous vote.

7. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede read aloud the list of announcements from the meeting Agenda and commented.

- A. The City Council Special Session for Goal Setting previously scheduled for January 15th from 10:00 am to 2:00 pm will be rescheduled later in this meeting.

Mayor Ruede invited Dunes City residents to submit written comments concerning Goal Setting prior to the Goal Setting Work Session as citizen input will not be heard during the Work/Special Session. Citizens’ written comments will be presented to Councilors prior to the Special Session and will be discussed and considered during the Special Session.

- B. The 3rd Annual Oregon Dunes Triathlon and Duathlon is May 9th, 2015.

Mayor Ruede noted that she was working with others on a PowerPoint presentation to show at meetings of various local organizations so they can learn more about the event and how they can be involved in it. She went on to note that the presentation could also be used to solicit sponsorships.

Mayor Ruede announced an item not on the meeting Agenda. There will be a special going away celebration on Monday, January 19th for *The Siuslaw News* editor, Theresa Baer. The celebration, to be held at Spice in Florence from 5:00–7:00 pm is to honor Ms. Baer for her many years on the newspaper dedicated to reporting on events in Dunes City and in Florence and to wish her well as leaves the area.

In another announcement not on the Agenda, Mayor Ruede explained that the WLEOG Emergency Management Institute for Elected Officials will hold an orientation to the National Incident Management System and the Incident Command System training in preparation for planning updates to the local Emergency Operations Plan. Council President Mills elaborated by explaining that it is important for people to understand how the emergency response systems work, starting from the federal level down to the local level and this training is to facilitate that understanding so that all agencies are working together during an emergency. She went on to explain that WLEOG is encouraging everyone who will be involved with updating the EOP to become 100, 200 or 700 ICS certified, or all

three. Mayor Ruede remarked that she planned to attend the training and invited Councilors to do so as well.

- C. January birthday wishes to Councilor Ed Scarberry on the 19th and Administrative Assistant Laurale Lorentzen on the 12th.

Mayor Ruede invited everyone present to join Councilors for birthday cake immediately following the meeting.

8. CITIZEN INPUT – None

9. NEW BUSINESS

A. Nomination and Appointment of Council President

Mayor Ruede explained that the Council elects a Council President in every odd numbered calendar year.

Councilor Sanders made a motion to nominate Jamie Mills for Council President. Councilor Wells seconded the motion.

Councilor Mills commented that she would be honored to accept the nomination.

Councilor Sanders made a motion to close nominations. There was no second.

The motion to nominate Jamie Mills for Council President passed by unanimous vote.

Mayor Ruede thanked Council President Mills for her service and her help on the Council.

B. Appointment of Commission and Committee Chairs

Mayor Ruede directed the Councilors' attention to a list of her recommendations that was included in the Council packets and read her recommendations aloud:

Road Commission Chair: Councilor Maurice Sanders
Communication & Education Committee: Council President Mills
Conservation Committee: Councilor-elect Ken Platt
Ordinance Review Committee: Council President Mills
Parks & Recreation Committee: Councilor Ed Scarberry
Water Quality Committee: Councilor Sheldon Meyer
City Hall/Community Center: Councilor Duke Wells

Councilor Sanders made a motion to accept the Mayor's recommendations. Councilor Wells seconded the motion. The motion passed by unanimous vote.

C. Planning Commission Appointments

Mayor Ruede explained that there were two vacancies on the Commission, both of them with term-ending dates of January 11, 2018, and two applicants. She requested a motion to appoint Mr. Paul Gargis to the Planning Commission.

Councilor Sanders made the motion to appoint Paul Gargis to the Planning Commission. Council President Mills seconded the motion. The motion passed by unanimous vote.

Mayor Ruede requested a motion to appoint Ms. Susie Navetta to the Planning Commission. There was no motion. Mayor Ruede proclaimed that the subject was dead for lack of a motion.

D. Parks and Recreation Committee Appointment

Mayor Ruede introduced the application submitted by Mr. Gary Lapping, noting that Mr. Lapping has served on the Committee for some time now. She requested a motion to appoint Mr. Gary Lapping to the Parks and Recreation Committee.

Councilor Sanders made the motion to appoint Gary Lapping to the Parks and Recreation Committee. Councilor Wells seconded the motion. The motion passed by unanimous vote.

E. Water Quality Committee Appointment

Mayor Ruede pointed out that Mr. David Dumas has re-applied for appointment to the Water Quality Committee on which he has served for several years. She requested a motion to appoint Mr. David Dumas to the Water Quality Committee.

Councilor Sanders made the motion to appoint David Dumas to the Water Quality Committee. Council President Mills seconded the motion. The motion passed by unanimous vote.

10. UNFINISHED/OLD BUSINESS

A. Reschedule Goal Setting Special Session

Mayor Ruede explained that she requested this item be placed on the Agenda even though the Goal Setting Special Session had been set for January 15th during the December Council meeting. She went on to explain that Councilor-elect Platt would not be available for the meeting on January 15th but, in the interests of teamwork and cohesiveness, it was important that he be included in discussions of City Council goals. The City Administrator/Recorder has contacted Mr. Platt about when he will be back in town and available for the Special Session, but has not yet received a reply.

There was some discussion about the timeline for scheduling the meeting. City Administrator/Recorder Hilden suggested that it might be feasible to schedule a Budget Review for the same day as the Goal Setting Special Session. Following further discussion it was agreed to tentatively schedule the Goal Setting Special Session for Tuesday, February 10th at 2:00 pm. City Administrator/Recorder Hilden agreed to try to have a budget overview ready for presentation at that time and noted that Budget Committee members could be invited to attend the budget overview portion of the meeting for informational purposes. Mayor Ruede requested that City Administrator/Recorder Hilden notify Councilor-elect Platt of the meeting date and time. City Administrator/Recorder Hilden noted that he could administer the Oath of Office to Councilor-elect Platt at the start of the meeting.

B. West Lane Emergency Operations Group – Associate Member Agreement

Council President Mills explained that no further Council action was necessary on this subject. The WLEOG Board had approved the Associate Member Agreement and the Associate Members were to take the new Agreement back to their respective Boards.

C. Removal of Committee Members – Lack of Attendance

Mayor Ruede explained that there had been some discussion at the December meeting about Committee members who, for various reasons, cannot or do not make it to Committee meetings. Councilor Scarberry remarked that he wanted to discuss the issue, but did not intend to take any immediate action of any kind. Councilor Scarberry pointed out that if only two members of his Committee come to a meeting, there is no quorum and the meeting cannot be held. He went on to note that he has scheduled a meeting for next week and will notify Committee members by email, stressing the importance of attending and requesting that members let him know if they will not attend, or do not wish to attend future meetings. Councilor Scarberry commented that attendance might improve if meetings were held quarterly, rather than monthly. Council President Mills noted that Chapter 32 now allows a Committee to determine its own meeting schedule, with the exception that meetings are to be held at least in October and in February. Mayor Ruede noted that meetings were not necessary unless there was business to address. She went on to suggest that Councilors think about the possibility of combining Committees, and whether it would make sense to do so.

Council President Mills made a request for citizen volunteers, noting that volunteering does not usually require a lot of time and it gives citizens a chance to learn about the community and get to know other residents. Mayor Ruede agreed with Council President Mills' comments and added that volunteering produces good for the entire community and is a great way to give back to the community.

11. REPORTS

Mayor's Report: Mayor Ruede offered a tribute to everyone who had supported her during her three terms as Mayor. In particular she thanked her husband, Rick, who understands the long hours that she sometimes has to work; she thanked her granddaughter whose game nights are missed when they fall on the same night as a Council meeting; she thanked her employer, US Bank, the regional president and district manager for understanding that being Mayor is a personal mission of giving back to the community; she thanked the Dunes City City Administrator, Fred Hilden, for his guidance over the years and for assembling a great office staff; she thanked Allen Campbell for making the Councilors look good on television; she thanked each of the Councilors for their service on the Council, on the City Committees and for all that they've been able to accomplish; and, she thanked Dunes City residents for supporting her and re-electing her as Mayor, promising to perform the duties of the office entrusted to her in a cheerful, fair and compassionate manner.

Communication and Education Committee Report: Councilor Meyer noted that he would be "passing the baton" to Council President Mills and they would have to schedule a meeting to share information.

Ordinance Review Committee Report: Council President Mills reported that the Committee did not meet but she prepared an annual report for the Council. In the annual report it was noted that the Committee met nine times in 2014 and volunteered 28 hours. Among the accomplishments of the Committee, the report cited: Finalized Comprehensive Plan amendment draft ordinance as it relates to Statewide Planning Goal One and sent it to City Council for action; finalized Chapter 32 draft Ordinance and sent it to City Council for action; finalized Shared Domestic Water Supply draft Ordinance and sent it to staff and legal counsel for review; and, submitted draft plan for Comprehensive Plan updates to City Council. Council President Mills pointed out that it is helpful, for grant purposes, for Committee Chairpersons to track volunteer time over the course of the year. City Administrator/Recorder Hilden noted also that reporting volunteer time is mandatory for CIS.

Water Quality Committee Report: Council President Mills reported that Mr. Jerry Curran agreed to serve as the water testing scheduler—he will not be a Committee member, however. Council President Mills went on to report that the Committee set goals for the year and they are: To successfully continue the water testing program after the departure of Mr. Mark Chandler; to ensure that water testing data is safely preserved, backed up and kept at City Hall; change signage from "boat flushing" to "boat washing"; develop or obtain a handout or sign illustrating locations of boat flushing facilities; put the Highway 101 barrier on the back burner unless an opportunity arises to address the issue; provide newsletter articles about the importance of riparian areas to water protection and property values; establish a water quality sampling program for volunteers to sample water off their docks; prepare a harmful algal bloom mitigation grant to submit to NOAA in 2017; and, work with Honeyman State Park to install concrete or rock steps at the dive park. Council President Mills went on to add that the Committee suggests all Committee Chairpersons prepare an annual report for the City Council and noted that volunteer expenses may be deductible for tax purposes. Council President Mills

also reported that the Committee met nine times in 2014 and volunteered 106 hours, exclusive of water testing time.

Community Center Report: Councilor Wells reported that City Staff reminded him that the pump house needs to be replaced this year; he will work on that.

Conservation Committee Report: City Administrator/Recorder Hilden reported that there was no noteworthy activity. In response to an inquiry from Council President Mills about a tree removal permit, Councilor Sanders reported that he and former Councilor Anderson visited the site and found no issues with removing the tree in question and leaving a stump.

Parks and Recreation Committee: Councilor Scarberry reported that there was no meeting due to lack of a quorum.

Road Commission Report and December Draft Minutes: Councilor Sanders pointed out that the minutes of the December meeting were included in the Councilors' packets for review. He added that there are now two vacancies on the Road Commission and volunteers are needed.

Emergency Services Report: Council President Mills reported on the December 15th WLEOG meeting and the Special Session on the 19th. Stacy Buhr Consulting was selected as the primary EOP Services Consultant and the County has agreed to spend up to \$5,000 to hire a project manager to oversee the EOP rewrite; the project manager would be the same individual who is currently working on the County's hazard mitigation plan. Ms. Buhr outlined her proposed timeline and activities for the EOP rewrite. Councilor Sanders raised a question: who from the County would represent law enforcement in our area in the event of an emergency (the County Sheriff does not attend the WLEOG meetings). Council President Mills noted that that type of question is what should be discussed with Ms. Buhr during her meetings with Dunes City representatives along with any other issues specific to the unique location and needs of Dunes City. She invited Councilor Sanders to participate in the meetings with Ms. Buhr, along with anyone else interested in participating so there is as much input from the City as possible. Mayor Ruede pointed out that she met with Linda Cook, who seemed to have a good understanding about how each community's needs are unique; because of that the County has agreed to hire the project manager to ensure that each community has the opportunity to provide input and then gets what it needs. She went on to note that the desired outcome is for each EOP to be similar, but specific to the individual community. Mayor Ruede also noted that Ms. Buhr is planning to hold workshops in Dunes City so the City's concerns can be addressed. Council President Mills pointed out that Ms. Buhr will conduct the 100, 200 and 700 ICS certification training and that will give everyone attending an opportunity to get to know her.

City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Hilden read highlights of his report: December permit activity decreased compared to November; work continues on the Montgomery View Estates subdivision application; the Planning Commission finished work on a new septic maintenance ordinance and made further progress on re-working Chapter 155; sponsorship packets for the 3rd Annual Triathlon and Duathlon continue

to be mailed; and, Council President Mills' water rights article in the newsletter generated many responses from residents.

12. FOR THE GOOD OF THE ORDER

Council President Mills noted that water permit 54405 was extended until 2031.

Councilor Wells took the opportunity to thank all of the citizens of Dunes City who had the faith in him to re-elect him to the Council for another four years and remarked that he is looking forward to serving.

Councilor Meyer also thanked the citizens who re-elected him and said he is also looking forward to serving.

13. ADJOURNMENT

Mayor Ruede requested a motion for adjournment. Councilor Scarberry made the motion to adjourn. Councilor Meyer seconded the motion. There was no vote taken.

Mayor Ruede adjourned the meeting at 8:07 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 12th DAY OF FEBRUARY 2015.

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder