



**CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ APPROVED
FEBRUARY 10, 2015 AT 2:00 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 Special Session of the Dunes City Council to order at 2:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator Fred Hilden.

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

Also Present: Councilor-elect Ken Platt, City Administrator/Recorder Fred Hilden, Administrative Assistant Renee Green, and Administrative Assistant Rapunzel Oberholtzer.

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 Councilor-elect Ken Platt. Everyone present welcomed him to the Council and he took his seat at the dais.

5. APPROVAL OF THE AGENDA

Councilor Sanders made a motion to approve the agenda. Council President Mills seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede read a list of announcements from the agenda:

- A. The Dunes City Budget Committee will meet on Tuesday, February 10th at 4:00 pm to review Budget vs Actual for the first half of fiscal Year 2014-2015.
- B. City Day at the Capitol will be Thursday, February 26th, 2015. If anyone has legislative concerns please bring them to a Councilor so they can be taken forward.

Mayor Ruede asked Councilors if any of them planned to attend City Day at the Capitol. Mayor Ruede, Council President Mills, and Councilors Meyer and Wells agreed to attend the event. Councilor Sanders could not commit at the time and Councilors Scarberry and Platt said that they could not attend. City Administrator/Recorder Hilden, who also planned to attend, volunteered to drive his van if Councilors wanted to carpool to Salem.

7. CITIZEN INPUT

Mayor Ruede pointed out that email correspondence between Dunes City resident Mary Jo Leach and DOGAMI representative Jed Roberts was included in the Councilors' information packets. The subject of the email chain is Dunes City Goal Setting for 2015 and the content of the email is a discussion of FEMA's efforts to revise its Flood Insurance Rate Maps (FIRMs) using Base Flood Elevation (BFE) studies, DOGAMI's role in the process and Dunes City's role. City Administrator/Recorder Hilden explained that City Staff has been working with DOGAMI on this matter for some time, noting also that the updated information would be useful to everyone who lived around the lakes.

Councilor Sanders requested an explanation of the City's role in establishing BFEs around the lakes. Council President Mills explained that the City's Comprehensive Plan designates the ordinary high water marks for both lakes and the City uses that information to determine building setbacks and other guidelines for land development. In addition, she noted that when FEMA completes its mapping, the City receives a copy that can be included in the updated Comprehensive Plan and various Committees doing site visits or making permit decisions can reference. City Administrator/Recorder Hilden noted that the cost to the City is almost nothing, just a few hours of Staff time.

Council President Mills went on to note that the studies requested by Jed Roberts are listed in the Comprehensive Plan Appendix and she volunteered to provide those to him.

Mayor Ruede asked if the new maps would show changes to the ordinary high water marks. City Administrator/Hilden explained that the high water marks would not change, but the FIRMs that come from the new mapping would change. He noted that the current FIRMs are inaccurate and having new ones could possibly affect about 280 properties around the lakes. Mayor Ruede asked Staff to provide FEMA with the information it needs to move forward.

There was no further discussion on the subject and no additional citizen input received by Staff or the Councilors.

8. NEW BUSINESS

A. Attendance at City Day at the Capitol

Mayor Ruede noted that this issue had been addressed during discussion of the Announcements and Correspondence. Administrative Assistant Green asked Councilors to let Staff know if they need name tags.

9. CITY COUNCIL GOAL SETTING

A. Introduction and Purpose

Mayor Ruede explained that she proposed the Goal Setting process when she became Mayor, and the City Council agreed that it was a good tool, for planning purposes, to set new goals at the beginning of the year and to review the goals that were set the previous year to determine whether they've been met, need to be revised, or need to be carried over. The goals act as the City's road map for action during the year.

B. Review January 2014 Goals and Make Adjustments If Needed

City Administrator/Recorder Hilden pointed out that Councilors each had a copy of the January 2014 goal setting meeting minutes and that the final list of goals from that meeting was on page nine. Mayor Ruede suggested using last year's list to begin discussion.

Goal I (Financial Stability)(A – Balanced Budget)

City Administrator/Recorder Hilden pointed out that, for the most part, the City had achieved the goal but, while the State defines a balanced budget as one where anticipated income matches allocations, a balanced budget normally has a balance between absolute revenue and absolute expenses with no carry forward. Council President Mills expressed her opinion that it was more important to maintain a true balanced budget, spending within the City's means. Councilor Sanders agreed noting that the Road Fund has been operating on reserves for years, which could become a problem in the future. In his opinion, the balanced budget should be redefined as one that reflects true annual income and true annual expenses, making the statement that the City will not spend more than it brings in. Councilor Mills agreed. There was some discussion during which it was noted that the City/County Road Fund revenue had declined over the years, decreasing City revenue, and Councilors and City residents should start to think about ideas to bring in significant revenue, such as the Oregon Dunes Triathlon and Duathlon. It was also noted that if the City cannot support its expenses, then either services would need to be cut or the residents would need to determine how the City would operate, whether they would be willing to fund it through a tax base, or whether the City would cease to exist.

It was generally agreed that the City should explore various ways to generate income. Council President Mills suggested adding an Item C "explore additional means to augment income." Mayor Ruede asked Councilors for their opinions on the issue.

Councilor Wells agreed with the opinions that the City needed a balanced budget. He went on to note that several years ago a group of citizens whose actions, and their particular agenda, cost the City a considerable amount of money in legal fees. He pointed out that the Councilors need to listen to citizen input but must also be cautious about taking actions that could, potentially, result in legal action that cost the City money. As an example, Councilor Wells mentioned if the proposed septic ordinance should eventually be subject to a LUBA review, the City should not spend the money to defend it.

Councilor Meyer concurred with the idea of a balanced budget and agreed with Council President Mills' suggestion for an Item C to look at additional revenue opportunities. He noted that the Oregon Dunes Triathlon and Duathlon had tremendous potential but the City should explore other avenues to bring in revenue so the City does not spend more than it brings in.

Councilor Scarberry also agreed with the need for a balanced budget and suggested that there could be other ways to generate additional income through sources that are already set up and those could be discussed during the Budget Committee meeting.

Councilor Platt concurred with the other Councilors about the need for a balanced budget.

Mayor Ruede summarized the discussion noting that Item 1(A) Balanced Budget would remain the top priority. City Administrator/Recorder Hilden reminded everyone that Council President Mills suggested adding an Item C to find additional ways to increase income and noted that it sounded like other Councilors agreed with the idea.

Council President Mills suggested changing Item 1 (A) to *Balanced Budget (No Deficit Spending)* and adding Item 1 (C) *Seek ways to augment income*, noting that Councilor Scarberry pointed out that there may be instances where the City is not receiving as much income as it could from existing sources. She also suggested that if Councilors have ideas they could contact her, the Mayor, or the City Administrator and request that discussion of the idea be added to the Agenda for the next Council meeting.

Councilors agreed and there was no further discussion.

Goal I (Financial Stability) (B – Develop Triathlon/Duathlon)

Mayor Ruede noted that the event is in its third year and is becoming a recognized event in the Pacific Northwest. She asked Staff for an update. Administrative Assistant Green reported that there are currently 52 registered participants but, according to Blair Bronson, Race Director, more athletes will register closer to the event. She also reported that PeaceHealth agreed to sponsor the event at the \$1,000 level and about 60 sponsor packets were mailed to prospects.

Mayor Ruede asked Councilors if there was agreement to leave this item on the list of goals as described. Councilor Sanders pointed out that the City has met its goal to develop the event and suggested changing the goal from “*develop*” to “*promote*.” There was no objection to the change and it was agreed to leave the item on the list of goals.

Following discussion, Mayor Ruede summarized goal I (C) would be *Seek additional sources to augment income*. She noted that ideas would be added to Council meeting Agenda as needed for discussion.

Goal II (Good Governance) (A – Codification)

Council President Mills pointed out that Codification cannot go forward until the changes to Title XV are complete; she suggested moving the item to a lower priority. There was

some discussion about the expected delivery date of final changes to Title XV the Chapters that need updating and the process for doing so. City Administer/Recorder noted that it would be optimistic to finish the work before September of this year, but might be possible by the end of the year. He pointed out that Chapters 151, 152, 154, 155, and 157 are all being updated. Mayor Ruede noted that Codification was a critical issue for the City and suggested leaving it as a top priority. City Administrator/Recorder suggested the addition of more specific language pertaining to a deliverable date.

In further discussion, during which Mayor Ruede pointed out that the goals act as a benchmark for the City to measure progress, City Administrator/Recorder noted that the Planning Commission has accomplished major revisions to all of the aforementioned Chapters but there is still substantial work to be done on the final documents that will go to final review.

Councilor Sanders suggested including a target deliverable date as a way to ensure progress. Mayor Ruede suggested *adding a target date of June 30, 2016*, the end of the next fiscal year. There were no objections.

Goal II (Good Governance) (B – Comp Plan Updates)

City Administrator Hilden pointed out that the Council made major progress last year with a significant revision to the Comprehensive Plan's Citizen Involvement Program. There was some discussion about the process so far, including the request for outside proposals and quotes to do updates. Councilor Sanders reminded the others that he recommended a source (Ms. Bellson) who would do the work for substantially less than the quotes the City received last year. It was suggested that perhaps a portion of the Comp Plan could be given to Ms. Bellson to update, after which the Council would evaluate her work.

It was agreed to leave the item as written on the list of goals and to give City Staff further direction at the next Council meeting.

Goal II (Good Governance) (C – Public Information Dissemination Policy)

During discussion it was agreed that the Policy for disseminating public information was covered in the City's Chapter 32 governing Committees and Commissions, which was adopted by Ordinance No. 225 last year. It was further agreed that the item could be deleted from the list of goals.

Goal II (Good Governance) (D – Monthly Press Releases)

During discussion it was noted that the City has done a good job with press coverage this year and it was agreed to leave the item on the list as a continuing goal.

Goal II (Good Governance) (E – Web Camera[s])

Council President Mills requested a progress report from City Staff. City Administrator/Recorder Hilden explained that Staff has identified two possible locations for cameras, one on Siltcoos Lake at Lake's Edge and one on Woahink Lake at former Councilor Dick Anderson's location. He went on to explain that Staff is researching the cost for installation, noting that there would be some cost to the City. Councilor Sanders pointed out that

the RTMP fund should cover costs. It was agreed to leave the item on the list until the goal is accomplished.

Goal II (Good Governance) (F – Council Chamber Improvements)

Mayor Ruede noted that the Dais Communication/Recognition System has been difficult to acquire. Council President Mills pointed out that one might become available through State Surplus Property as municipalities upgrade to new systems. She volunteered to find a manufacturer and provide Staff with the name and contact information. City Administrator/Recorder Hilden noted that several of last year's goals to upgrade the Council Chambers and the Office have been accomplished.

Councilor Sanders suggested removing the item from the list and assign the task of finding a dais recognition system to City Staff as an administrative function. There were no objections to Councilor Sanders' suggestion.

Council President Mills asked Councilor Wells, as Chairman of the Community Center Committee, whether there are other future building improvements that the Council should consider. Councilor Wells noted that the siding and underlayment on the west side of the building should probably be replaced in the spring, as weather permits. In addition, he reported that he had the material to replace the water pump cover and would do that as soon as weather allowed.

Goal II (Good Governance) (G – Personnel Handbook)

City Administrator/Recorder Hilden reported that Council President Mills sent him a draft handbook about two months ago for review. He explained that he would review the document, coordinate changes to it with Council President Mills and then present it to the Council for approval.

It was agreed to leave the item on the list until the Council has reviewed and approved the proposed handbook.

Goal III (Water Quality and Resources) (A – Promote Septic Education Program)

Council President Mills suggested leaving the item on the list and also suggested picking a date for an educational event. Councilor Wells remarked that, although he was looking forward to the first educational event, he would like to see a new septic maintenance ordinance in place before any educational events are held.

Mayor Ruede pointed out that the City has been continuing septic education efforts through newsletter articles and would continue to do so.

Councilor Sanders suggested adding another item to the Water Quality and Resources section. Noting that many City residents draw water from wells, he recommended developing information about the need for testing wells and the recommended frequency for doing so. Councilors agreed that undetected water contamination is a significant safety issue and agreed to add an item *“Develop and disseminate educational information to well owners about water quality and testing.”* During discussion it was agreed that the Water Quality

Committee could draft a handout that, when finalized, could be mailed to residents. In further discussion, City Administrator/Recorder Hilden pointed out that residents may not realize the importance of regularly testing their well water, which can become contaminated.

Goal III (Water Quality and Resources) (B – Water Supply/Extend Woahink Permits, etc.)
City Administrator/Recorder Hilden explained that Dunes City has four active water permits for Woahink Lake for water storage and for water consumption. He went on to note that two of the permits were recently granted extensions to 2031, but there is still work to be done to ensure that all of the permits are certified and perfected.

There was no discussion about removing the item from the list of goals.

Goal III (Water Quality and Resources) (C – Acquire Access to Weir)
City Administrator/Recorder Hilden explained that he and Council President Mills have been working on this complicated matter. One of the issues, he explained, is to acquire the land needed to develop and construct a gravel road to access the weir itself, but the entire issue of access is complicated. He went on to note that access for maintenance of the weir is a requirement of one of the domestic water supply permit.

There was some discussion about maintaining the weir from a barge on the lake, including the fact that there are currently no barges on the lake and it would be difficult, if not unlikely, for a barge to be brought to the lake. City Administrator/Recorder Hilden remarked that, in his opinion, the best option for maintaining the weir is through land access.

It was agreed to leave the item on the list of goals.

Goal III (Water Quality and Resources) (D – Shared Domestic Water Supply Program)
Council President Mills explained that she is still researching the issues around developing a domestic water supply program and the draft ordinance about the program is still on a list of items for review by City Staff and City Counsel. She recommended leaving the item on the list, noting that it needs to be completed as part of the permit certification process.

Councilors agreed with Council President Mills' recommendation to leave the item on the list of goals.

Goal III (Water Quality and Resources) (E – Add Water Quality Information Chart to City Website)

City Administrator/Recorder Hilden reported that the task is nearly finished. The Water Quality Committee has finished the work that it needed to, but the information needs to be pushed up to the website. He suggested leaving the task on the list of goals.

Mayor Ruede asked if the website would include a narrative about how to interpret the data. City Administrator/Recorder Hilden agreed that there should be. Council President Mills explained that the goal of the Water Quality Committee is that the information—water clarity, phosphorus levels, turbidity—would be presented in a chart with sidebar explanation of the data.

There was a short discussion about the timeframe for getting the data on the City website. City Administrator/Recorder Hilden agreed to a deadline of June 30th, this year and it was agreed to leave the item on the list of goals with that deadline.

Goal IV (Emergency Preparedness) (A – Emergency Preparedness)

Council President Mills explained that the West Lane Emergency Operations Group (WLEOG) is in the process of revising its Emergency Operations Plan (EOP) and has hired a consultant to write a new plan. The work dovetails with Lane County’s revision of its Hazard Mitigation Plan and NOAA’s revision of its Recovery guidelines. WLEOG’s consultant, she went on to note, has requested that the Dunes City Council hold one special meeting during March, April and May to talk about Dunes City’s unique needs after a major catastrophic event; the WLEOG consultant will use the information from Dunes City to write a EOP for Dunes City that would also become part of the greater Florence area EOP.

Mayor Ruede pointed out that this was an opportunity for the City to provide input on the EOP specifically relevant to Dunes City’s distinctive needs and come out of the discussions with its own EOP. Mayor Ruede recommended that Councilors agree to the meeting requests from the WLEOG consultant. Councilor Sanders remarked that the meetings would also be a forum for City residents to attend and provide input.

Councilor Sanders suggested changing item IV (A) from *Emergency Preparedness* to *Prepare an Emergency Operations Plan for Dunes City*.

There was some discussion of the meetings requested by WLEOG’s consultant. City Administrator/Recorder Hilden noted that, at this point, the consultant is expecting him and Council President Mills to attend the meetings in Florence. Council President Mills suggested sending notices of the meetings to all of the Councilors so that they could attend if they wanted to do so. Councilor Sanders suggested that all of the Councilors attend.

Discussing emergency preparedness further, Councilor Platt asked whether the City had ever invited Jean Busby to provide a class on preparedness and if there was a designated “safe house” for Dunes City. Council President Mills noted that Ms. Busby trained her and she, in turn, trains others. In discussion, it was also noted that Dunes City Hall is the only designated gathering point for residents after a catastrophe. Council President Mills pointed out that a safe rendezvous location in Dunes City would be discussed during meetings with the WLEOG consultant.

There was some discussion about emergency supplies for City Staff, which City Administrator/Recorder Hilden pointed out was an item on the Agenda for the February 12th Council meeting. It was agreed to add a new Item B under Emergency Preparedness, “*Emergency Supplies for City Staff for 72 to 120 hours.*”

There were no objections to Councilor Sanders’ suggested change to goal IV (A).

Goal IV (Emergency Preparedness) (B – Communication Protocol)

Councilor Sanders pointed out that Communication Protocol would be covered in the new EOP for Dunes City and suggested removing it from the list of goals. Councilors agreed to the deletion.

Goal IV (Emergency Preparedness) (C – Generator/Grant)

City Administrator/Recorder Hilden explained that City Staff is working on a \$20,000 grant application to the Ford Family Foundation. The grant, if funded would provide for the generator, the propane tank and the propane. He went on to note that even if the grant is only partially funded, there is money in the RTMP fund to cover the balance needed for the generator project.

There was some discussion about where the generator would be situated. City Administrator/Recorder Hilden explained that a permit for it would need to be submitted to the City's Planning Official, but he would recommend locating it against the wall behind the septic system.

There was no further discussion about Emergency Preparedness.

After considerable deliberation and discussion, the final priorities and subcategory priorities were agreed upon as follows:

I. Financial Stability

- A. Balanced Budget (No deficit spending)
- B. ~~Develop~~ Promote the Oregon Dunes Triathlon & Duathlon into a signature event for the community (at large) (over 5-years)
- C. Seek additional ways to augment income

II. Good Governance

- A. Codification (Title XV finished by June 30, 2016)
- B. Comp Plan Updates (2-year time frame)
- ~~C. Public Information Dissemination Policy~~
- ~~D.C.~~ Monthly Press Releases
- ~~E.D.~~ Web Camera(s)
- ~~F. Council Chamber Improvements (Dials Communication/Recognition System & Upgrade Office Electrical)~~
- ~~G.E.~~ Personnel Handbook Review/Update

III. Water Quality & Resources

- A. Promote Septic Education Program/Hold Annual Educational Events
- B. Water Supply (Extend Woahink Lake permits, etc.)
- C. Acquire Access to Wier
- D. Shared Domestic Water Supply Program (Correct issues with the use of Dunes City's Woahink Lake water rights)

E. Add Water Quality Information Chart to City Website and Update (June 30, 2015)

~~E.F. Develop and Disseminate Educational Information To Well Owners about Water Quality and Testing~~

IV. Emergency Preparedness

- A. ~~Emergency Preparedness~~ Prepare an Emergency Operations Plan for Dunes City
- B. ~~Communication Protocol~~ Emergency Supplies for City Staff for 72–120 Hours
- C. Generator / Grant

10. FOR THE GOOD OF THE ORDER – None

11. ADJOURNMENT

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

Mayor Ruede adjourned the meeting at 3:45 pm.

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

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder