



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
APRIL 9, 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](http://www.DunesCity.com)

**1. CALL TO ORDER**

Mayor Rebecca Ruede called the April 9<sup>th</sup> meeting of the Dunes City Council to order at 7:00 pm.

**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 Ken Platt, Councilor Maurice Sanders, Councilor Duke Wells, and Councilor Sheldon Meyer.

**Also Present:** City Administrator/Recorder Fred Hilden, Administrative Assistant Rapunzel Oberholtzer, former City Councilor Richard Anderson, Liz Breon of Coast Jewelers, and other guests.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Council President Mills made a motion to approve the Agenda. Councilor Scarberry seconded the motion. The motion passed by unanimous vote.**

**5. CONSENT AGENDA**

**Councilor Scarberry made a motion to approve the Consent Agenda. Council President Mills seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

Mayor Ruede made an unscheduled announcement: Today is the birthday of her grandson, Alexander Pruett.

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

- A. The first Budget Committee Meeting will be April 28<sup>th</sup> from 2:00-5:00 pm and will continue every Tuesday from 2:00-5:00 pm until the Budget is approved.
- B. The 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon is May 9<sup>th</sup>, 2015.
- C. April birthday wishes to Administrative Assistant Renee Green on the 18<sup>th</sup>.

Mayor Ruede invited everyone present to stay after the meeting for cake in honor of Ms. Green's birthday.

## **7. CITIZEN INPUT**

Mayor Ruede recognized Mr. Maurice Sanders who signed in as a citizen, not a City Councilor, to make comments. Mr. Sanders remarked that the Oregon Dunes Triathlon and Duathlon should be a lot of fun this year with the challenges that Dunes City has made to Florence and to elected officials. He went on to say that he and Councilor Wells signed up for the Tri/Du again this year to represent Dunes City as a team in the sprint. On another note, he explained that both he and Councilor Wells are veterans and he is the Commander of the American Legion Post in Florence. He further explained that the American Legion Post is in the process of creating a new nonprofit called the Florence Area Veterans Relief Agency. Its purpose, he said, was to give limited emergency assistance to local veterans who have unexpected problems in their lives; the corporation will be finalized next week. He went on to say that he wanted to invite anyone who wanted to plant seed money in the new Agency to donate. Donations can be made by pledging to the Councilors' Tri/Du team or by donating as individuals or organizations. Kelly Riggs, who was present in the audience, pledged to give \$500 and Liz Breon, who was also present in the audience, pledged \$200 from Coast Jewelers. Mr. Sanders thanked them both and went on to say that he recently met a local combat veteran who had been shot in the head in Afghanistan; the Agency would help ensure that the man and his family, and others like them, would receive assistance if they needed it. Mr. Sanders added that donors could also contact him and Councilor Wells personally or through City Hall.

Councilors and audience members applauded the efforts by Mr. Sanders and the American Legion Post. Councilor Meyer personally gave a donation to Councilor Sanders as he returned to the dais, remarking that it was for the Relief Agency.

## **8. NEW BUSINESS**

### **A. Dunes City Clean Up Event**

Mayor Ruede introduced Ms. Liz Breon, owner of Coast Jewelers in Florence and a Dunes City area resident. Ms. Breon explained that she lives near Ada Resort on the back side of Siltcoos Lake and drives to work during the week along Canary Road and Highway 101 and has noticed an increased amount of trash on the roadways. She went on to explain that she picks up trash on the roads in her neighborhood when she is walking her dog, but the

rest of the roads do not seem to be kept clean and are getting worse. Ms. Breon noted that she has discussed the situation with others and found a consensus for a two-prong approach to fixing the problem: one, clean up and, two, maintenance.

Ms. Breon outlined some ideas for clean up: Asking ODOT if there is anything they can do (they have done clean up in the past); asking Lane County if they could help, especially on Canary Road, asking Honeyman State Park if they could clean their portion of Canary Road; asking local businesses. Ms. Breon spoke with Annette Foglio and secured a commitment for a loaned dumpster, but the dump fee would need to be raised. Ms. Breon went on to say that it would be nice if the clean up could be done before the Oregon Dunes Triathlon and Duathlon, perhaps the week before. There was some discussion about coordinating with Lane County to do mowing prior to the Tri/Du and the clean up before mowing is done.

In discussion about how to get volunteers for the project, Camp Florence was mentioned as a resource. Ms. Breon offered to supply “cool litter” in the form of jewelry from her store as an incentive to get citizens involved and she offered to write a press release once the timeframe for the project is agreed upon. In talking about the timeframe, Sunday, April 26<sup>th</sup> was suggested for litter removal with mowing done the following week in time for the Tri/Du.

Councilor Meyer expressed support for the project and added that he would like to see Dunes City become a Scotchbroom-free community, noting also that Scotchbroom removal could be incorporated into the project as long as it did not complicate the litter removal and mowing. Councilor Wells suggested more signage would be helpful after the clean up to educate visitors and residents about keeping the area clean. It was generally agreed that with the Tri/Du and Rhody Fest coming up, timing is critical and that the main areas to start with would be Canary Road and Highway 101 south of the bridge. City Administrator/Recorder Hilden agreed to assist Ms. Breon with contacting Highway 101 businesses for help.

There was some discussion about involving local service organizations such as Rotary or Kiwanis, who are instrumental in maintaining parts of Florence, and about how to make the clean up event fun for volunteers without over complicating it. It was noted that recognizing participating businesses in a newspaper article would benefit them. It was suggested that the City could host a “thank you” barbecue for volunteers.

Mayor Ruede suggested fleshing out specifics via communications outside of this meeting. City Administrator/Recorder Hilden suggested that the Council designate dates and times for the project, and sanction it as an official City event. Mayor Ruede requested a motion on the matter and suggested:

**Dunes City would like to recognize and sanction a clean up event prior to the Triathlon, the first of an annual event, to begin on Sunday, April 26<sup>th</sup>. Councilor Sanders made the motion. Council President Mills seconded the motion.**

Mayor Ruede clarified that the first annual clean up will begin on Sunday, April 26<sup>th</sup>, from 2:00 to 5:00 pm and will be publicized with a request for volunteers. Council President Mills broached the subject of safety, asking whether there were adequate safety vests available. Ms. Breon reminded everyone that ODOT or the County might do the bulk of the actual clean up. Councilor Sanders suggested that City Administrator/Recorder Hilden coordinate the details. Camp Florence was again mentioned as a possible resource and there was some discussion about whether or not those participants would have to be compensated. Mayor Ruede pointed out that this was an opportunity for citizens and businesses to improve the look of the area prior to the Tri/Du and noted that she would rather not see the City pay for help to clean up. Ms. Breon offered to contact local businesses to donate funding for the dump fee and for other possible expenses. Councilor Meyer noted that the Camp Florence kids are benefitting from their work.

**The motion passed by unanimous vote.**

Mayor Ruede thanked Ms. Breon for attending the meeting and suggesting the clean up event. Ms. Breon offered to work with City Administrator/Recorder Hilden on the details.

**B. Bike Path Set-aside Exemption from ODOT**

City Administrator/Recorder Hilden explained that the City audit report has for several years noted that the City has not done enough to use the 1% set aside funding for the bike and pedestrian path development. He went on to report that he has talked with the regional ODOT manager and found that although Dunes City does not qualify for an exemption, as suggested by the auditors, ODOT will allow the City to designate street sweeping as one of the official uses of that set aside money. He noted that he would work with ODOT and the City auditor to make sure that the City is in compliance with Oregon Revised Statutes with the use of the funds. During discussion, City Administrator/Recorder Hilden explained that his intent is, in conjunction with ODOT and the auditor, to allocate the street expenses from 2011 through 2014 to the set aside funds. The total amount is about \$14,000.

**C. City Hall Seismic and Wind Evaluation**

City Administrator/Recorder Hilden explained that it would not be practical to install the emergency generator at City Hall if the City Hall building would not withstand a catastrophic earthquake. Working with the Dyer Partnership, City Administrator/Recorder Hilden was referred to a certified specialist who provided an estimate to perform the evaluation and provide upgrade recommendations, if any are required, for a cost of \$1,000.

During discussion, Council President Mills pointed out that FEMA might also have resources to perform the evaluation and suggested that City Administrator/Recorder Hilden touch base with Stacy Burr, EOP consultant, to find out. It was agreed that the fee for the evaluation would come out of the RTMP funds. There was some discussion about whether or not repairs would be necessary and, if so, how they would be paid for. It was generally

agreed that the evaluation should be done to determine whether repairs could be necessary and then, if repairs are recommended, discuss them separately.

**Councilor Sanders made a motion to direct and authorize the City Administrator to spend up to \$1,000 to have a seismic and wind evaluation done on City Hall. Council President Mills seconded the motion. The motion passed by unanimous vote.**

## 9. UNFINISHED/OLD BUSINESS

### A. 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon Report

City Administrator/Recorder Hilden reported that there are only 29 days until the event and that the sweatshirts, T-shirts and hats arrived earlier in the week. Prices for the merchandise is slightly higher this year than last year—T-shirts are \$12, sweatshirts are \$22 and hats are \$16. Miscellaneous items left over from last year will be on sale for \$5. He went on to report that as of April 8, there are 115 athletes registered for the event and the number is expected to rise as the event date approaches. He noted that the City published a press release calling for volunteers to staff the event and offering a \$250 reward to the organization that brings the most volunteers, and that Volunteer Coordinator Renee Green has contacted local organizations to recruit volunteers. There are about 15 sponsors committed so far but, to date, there is no title sponsor or presenting sponsor.

Council President Mills reported that Ms. Green asked her to take over the task of following up with sponsors, which she agreed to do as long as Councilors would help. She read a list of potential sponsors who needed to be contacted and requested volunteers to follow up:

Three Rivers Casino	Fred Hilden
Coastal Fitness	Mayor Ruede
Sand Dunes Frontier	Mayor Ruede
Siuslaw Coffee Roasters	Kelly Riggs
Sue Gilday Insurance	Kelly Riggs
Sandland Adventures	Mayor Ruede
Ixtapa Restaurant	Richard Anderson
BiMart	Council President Mills
Restobar Restaurant	Kelly Riggs
Dr. Holmes/Dr. Linton	Fred Hilden
Dunes Café	Duke Wells
Sea Lion Caves	Council President Mills
On Your Feet	Kelly Riggs
Les Schwab	Councilor Meyer
Papa Murphy's	Council President Mills
Dr. Hunt	Councilor Sanders

Council President Mills pointed out that the list included individuals and businesses that have been contacted in the past or were suggested by Councilors or Staff but if anyone has other associates or friends who are not on the list, those are potential sponsors to approach. She suggested that while asking about sponsorship for the event, people should also ask about providing volunteers.

There was some discussion about the number volunteers signed up for the event to date. Mayor Ruede announced that she presented a request for volunteers during the Rotary Club meeting last week and reported that the press release offering a \$250 reward to the organization that provides the most volunteers seems to be effective. She also announced that she planned to issue a challenge to the city of Veneta next week. She explained that her challenge to the Mayor of Florence and the Mayor of Veneta includes an incentive: the losing Mayor(s) performs community service for the winner. She has also been working with the Florence Chamber of Commerce to get word about the event out in the area.

#### B. Active Shooter Task Force Report

Council President Mills reported that she attended the Active Shooter Task Force meeting on March 20<sup>th</sup>. A confidential draft of the Dunes City Plan was distributed during the meeting. Linda Cook, Lane County's Emergency Program Manager, suggested that the plan could be an internal Dunes City document developed by the City Administrator, but she would write an Active Shooter Plan template that all of the cities could use. Council President Mills announced that scenario training from Lane County Sheriff Sergeant Aaron Hoberg would tentatively be scheduled for the day of May's Council meeting, with a time to be announced.

#### C. Active Shooter Task Force Plan Executive Session Options

City Administrator/Recorder Hilden explained that this item was on the Agenda as a result of last month's meeting discussion about the confidentiality of some of the contents of the draft Active Shooter Plan and the possibility that further work on the Plan should be done in a closed meeting. He went on to report that after discussing the subject further with Mayor Ruede and looking at Oregon's public records and nondisclosure laws, it has been determined that he will continue to work on the document in the office. If Councilors wish to examine the document, they can come in to City Hall and do so at any time during regular office hours. No copies of the Plan will be released. Councilors agreed with the idea proposed by City Administrator/Recorder Hilden.

#### D. Emergency Generator and Propane Tank

City Administrator/Recorder Hilden reported that the Ford Family Foundation grant check for the generator project would be cut on April 15<sup>th</sup>. He went on to explain that installation could begin after the seismic and wind evaluation and noted that since the generator is just 20K it will not need a structure to house it and, further, there is no need to build housing for the propane tanks that will run the generator. There was some discussion about whether it would be necessary to protect the generator from potential vandalism. City

Administrator/Recorder Hilden suggested that it could be protected by chain-link fencing, but that could be determined at a later date.

Mayor Ruede called for a break in the meeting at 8:12 pm and reconvened at 8:20 pm.

#### E. Dunes City Comprehensive Plan

City Administrator/Recorder Hilden reminded everyone that during prior Council meetings there had been some discussion about how the City should move forward with updating the City's Comprehensive Plan with the suggestions that were identified during several Special Session meetings two years ago. He went on to explain that this item was on the Agenda for discussion so that Councilors could determine the next steps for moving the update process forward and provide City Staff with appropriate direction. He noted that during previous meetings various consultants who could do the work were identified, including one with relevant experience and a more reasonable billing rate than that quoted by the City's LCOG City Planner.

Mayor Ruede noted that the LCOG quote was too much for the City to spend and suggested that the City could use the independent consultant. It was generally agreed by all that the City Administrator would send the consultant a section of the Comprehensive Plan to begin working on and then the Council would evaluate her work and the cost when that section is finished.

#### F. Future Revenue Ideas

Mayor Ruede explained that this Agenda item was an opportunity for Councilors to discuss revenue ideas that were suggested at last month's meeting and to present new ideas for discussion.

At last month's meeting Council President Mills reported that a Dunes City resident suggested holding a community garage sale to raise money. She has not yet followed up on the idea. City Administrator/Recorder Hilden remarked that garage sales can be a good source of revenue if there is a good location and the sale is well planned. Councilor Wells noted that one of the local Florence thrift stores, operating with donated items and volunteer staff made \$60,000 last year. It was agreed that garage sales and thrift stores are different venues, but a garage sale could provide revenue potential. Council President Mills offered to keep looking into the idea.

Councilor Scarberry clarified that the term "expand" used to describe the Agenda item for discussing City business licenses was not his word but, rather, his idea when mentioning this subject at the last meeting was whether or not the requirement for business licenses could be enforced so that everyone doing business in the City would be required to have a license. He went on to explain that residents who hired vendors not licensed by the City were responsible for verifying that those vendors were actually qualified. City Administrator/Recorder Hilden reminded everyone that the business license Ordinance was written so that vendors required to obtain a permit to work on residences (for structural, mechanical,

plumbing, etc.) in the City must also have a valid State contractor license. He went on to explain that vendors who are not required to have State licenses are not required to have a City-issued business license. Councilor Scarberry suggested that the Ordinance should be renamed, such as “contractors’ fee” to more accurately reflect its purpose. There was some discussion about whether or not the Ordinance could be rewritten to make it more fair to all vendors, and whether or not it was reasonable for City Staff to continue to monitor licenses in terms of Staff workload. City Administrator/Recorder Hilden pointed out that the Ordinance was written so that the fees collected covered Staff expenses and suggested that further discussion about using the license fee for an additional revenue source be included in Budget meetings set to begin soon.

City Administrator/Recorder Hilden explained that he had been in contact with Lane County’s administrative staff about the IGA holdback agreement, but did not yet have information to report. He noted that the potential revenue may or may not be significant to the City but he would investigate. There was some discussion about whether or not it was feasible for City Staff to collect the fee when issuing building permits as opposed to having residents pay fees directly to the school district. It was generally agreed that it would be worthwhile to look at the cost vs. profit to the City for Staff time and possibly renegotiating the IGA agreement when its term expires.

Councilor Sanders spoke to the Tax Base Agenda item, noting that he was not in favor of a tax base to fund City operations, but the City should look at the possibility of a tax base or similar option in the future to offset declining revenue. He explained that if, for example, the City did not have funds to repair streets in the future, the repairs would not be done and residents should be thinking about that possibility and the consequences. He mentioned that one option could be to assess homeowners on streets in need of repair a fee to offset the cost at the time, rather than to ask all homeowners in the City to pay into a fund on an annual basis.

Councilor Sanders pointed out that City residents may not be aware of the budget process that determines how the City pays for projects and what revenue is available. He noted that there are five vacancies on the Budget Committee now and encouraged citizen volunteers to get involved and advocate for solutions. Mayor Ruede suggested that Councilors try to recruit Budget Committee volunteers to participate in the budget discussions set to begin April 28<sup>th</sup>. Former City Councilor, Dr. Richard Anderson, who was present in the audience volunteered.

Councilor Wells noted that he had talked with about 20 residents since the last Council meeting. One of the ideas that was suggested by a resident was for targeted fundraising events to support specific projects and it seemed as though residents might support the idea.

There was some discussion about how volunteers would be appointed to the Budget Committee prior to the next budget meeting. City Administrator/Recorder Hilden suggested a City Council Special Session just prior to the start of the Budget Committee meeting.

Mayor Ruede asked City Administrator/Recorder Hilden to schedule the appropriate meetings and provide details to the required participants.

## **10. REPORTS**

Mayor's Report: Mayor Ruede noted that Lane County has installed a plaque on its meeting place dais that commemorates all of the twelve cities that make up Lane County. She has asked the County Administrator for permission to use images of the plaque in the next Dunes City newsletter to promote recognition of City's participation in County governance and the County's efforts on behalf of the City.

Communication and Education Committee Report: Council President Mills reported that there was no meeting but the spring newsletter was finished and mailed. She noted that she is already working on articles for the next newsletter and is looking for ideas. Councilor Sanders pointed out the newsletter's article on private well maintenance and encouraged everyone to read it and follow the suggested recommendations to avoid water problems that could cause health issues or system failures.

Ordinance Review Committee Report: Council President Mills reported that the Committee did not meet and there is still a vacancy on the Committee.

Community Center Report: Councilor Wells reported that he was working on spring cleanup around the building and the visitor kiosk.

Conservation Committee Report: Councilor Platt reported that there was no news to report.

Parks and Recreation Committee: Councilor Scarberry reported that the next meeting will be on April 16<sup>th</sup> and one of the Agenda items for discussion will be cleaning up the Overlook area.

Road Commission Report and March Draft Minutes: Councilor Sanders reported that minutes of the March meeting are included in the Council packets. He noted that the next meeting would include a review of the bid documents for the Russell/Rio street repairs. The Commission's goal is to be able to submit the bids to the Budget Committee for discussion and have approval in hand in time to begin work in July when weather permits. He went on to note that the Commission is also working on prioritizing next year's maintenance projects, which will also be discussed during the budget meetings.

Water Quality Committee Report: Councilor Meyer reported that the Secchi and pH readings were holding at good levels. Council President Mills noted that long-time Dunes City resident Ralph Farnsworth passed away recently. She pointed out that the Water Quality Committee has been using his boat to get out on the lake to do water testing and, going forward, there may be a need to find another boat to use. Mayor Ruede suggested a newsletter article detailing the water testing process and how a boat is used so that residents might be encouraged to volunteer use of their boats. City Administrator/Recorder Hilden suggested including infor-

mation in the article about the amount of time involved in the testing and explaining that the gas expense is reimbursed to the citizen who owns the boat.

Emergency Services Report: City Administrator/Recorder Hilden noted that his report was included in the Council packets. He thanked Council President Mills for her time in attending the various meetings and for helping City Staff prepare for the meetings. Council President Mills pointed out that meetings have revealed that after a catastrophic event cities are only responsible for providing services they currently provide to residents; in Dunes City's case, the only service the City provides is the road system and, therefore, not required to be a primary service provider. In light of that, she asked that Councilors think about what would happen if there was a 9+ earthquake that rendered most, if not all, of the City's residents homeless and how the City could educate residents to be prepared for such an event. There was some discussion about the need for a continuity of government plan following a catastrophic event with Mayor Ruede pointing out that the County's goal is for each city to have such a plan later in the year.

City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Hilden noted that much of the information in his report, which was included in the Council packets, had been discussed during the meeting.

## **11. FOR THE GOOD OF THE ORDER**

Council President Mills pointed out that the Western Shelter demonstration would be held on April 13<sup>th</sup> and include information about emergency supplies for individuals and families. ESF 4 Communications would be held at the Fire Station on the 13<sup>th</sup> from 1:00-4:00 pm and ESF 14 Public Media would be from 9:00-12:00 on the 22<sup>nd</sup>.

## **12. ADJOURNMENT**

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

Mayor Ruede adjourned the meeting at 9:12 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 14<sup>th</sup> DAY OF MAY 2015.**

[Signed copy available at City Hall]  
Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]  
Fred Hilden, City Recorder