



**CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ APPROVED
FEBRUARY 3, 2016 AT 2:30 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

Council President Sanders called the Special Session of the Dunes City Council to order at 2:30 pm.

2. ROLL CALL

Roll Call was taken by Interim City Administrator/Recorder Jamie Mills.

Present: Council President Maurice Sanders, Councilor Ed Scarberry, Councilor Duke Wells, and Councilor Sheldon Meyer.

Also Present: Interim City Administrator/Recorder Jamie Mills and Administrative Assistant Rapunzel Oberholtzer.

City Administrator/Recorder Mills announced that Mayor Rebecca Ruede was running late but would arrive as soon as she could.

Absent and Excused: Councilor Ken Platt (There is one vacancy on the Council.)

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Scarberry made a motion to approve the agenda as presented. Councilor Wells seconded the motion. The motion passed by a vote of three ayes and none opposed.

5. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills announced that she hoped the Council could set a date for the next Budget Committee meeting before the end of this Special Session.

6. STATUS OF PRIOR GOALS

City Administrator/Recorder Mills read from the list of goals set last year and provided the status of each one.

A. Financial Stability

1. Balanced Budget (no deficit spending) – Done
2. Promote the Oregon Dunes Triathlon and Duathlon into a signature event – Done
3. Explore other revenue resources – Done

B. Good Governance

1. Codification (Title XV) – Not done
2. Update the Comprehensive Plan – Not done
3. Monthly press releases – Done
4. Install web cameras – Done
5. Update Personnel Handbook – Not done

C. Water Quality and Resource Protection

1. Promote septic education program – Done (with newsletter articles)
2. Hold annual educational events – Done (with first annual Expo)
3. Certification of Dunes City Water Right Permits – Not done
4. Acquire Access to the Outlet Control Structure – Not done but in the works
5. Correct issues with Woahink Water Right users – Not done
6. Add water testing results to the Dunes City website – Done but needs explanation
7. Develop and disseminate educational information to well owners on recommended water tests and frequency of those tests – Done (with newsletter articles)

D. Emergency Preparation

1. Prepare an Emergency Operations Plan specific to Dunes City – Not done (WLEOG Plan is almost finished and will provide the basis for Dunes City's EOP)
2. Store sufficient emergency supplies for staff for at least 120 hours – Done
3. Finalize grant for and install an emergency generator at City Hall – Grant is done, but installation of generator is dependent upon resolution of encroachment issues
4. Continue educational efforts to encourage citizenry to prepare for catastrophic events – Done

7. GOAL SETTING SURVEY RESULTS

City Administrator/Recorder Mills referred Councilors to the Goal Setting Survey Results handout and explained that the survey topics were based upon last year's goals and suggestions provided by City Staff and City residents, and the results could be used as a guideline for setting this year's goals. She also explained that the survey was sent to City Councilors, Planning Commissioners and the Interested Parties email list, which would explain the small number of survey responses received by City Hall.

8. SET GOALS FOR 2016-2017

Council President Sanders suggested keeping Balanced Budget as a priority for Financial Stability. There were no objections.

City Administrator/Recorder Mills suggested tabling discussion of the Oregon Dunes Triathlon as a goal until Mayor Ruede arrived. There were no objections.

Councilor Wells suggested adding to Financial Stability a goal to make better use of Staff time and efficiency.

Council President Sanders suggested “Finalize Chapter 155” as a priority for Good Governance. He also suggested keeping “Update the Comprehensive Plan” as the second item under Good Governance noting that, according to the survey results, both items were considered most important. There were no objections.

During discussion of the Personnel Handbook update and City staffing, Councilor Wells suggested eliminating all of the committees except for the Planning Commission and the Budget Committee, noting that doing so would save Staff time. He explained that the committees could continue as described in Code, but their activity could be done on an as needed, ad hoc basis. Council President Sanders noted that the role of the Road Commission could be handled by a part-time, contract Public Works Director. During discussion, Councilors agreed that most of the committees could easily meet as needed and doing so would maximize the members’ volunteer time.

Mayor Ruede arrived at the meeting at 2:50 pm. Council President Sanders turned control of the meeting over to her and provided an update on the goals agreed upon so far.

City Administrator/Recorder Mills reported that the City’s insurance carrier, CIS, recommended that the City obtain a fireproof safe in which to store backup hard drives. During discussion Councilors learned that both True Value and Bi-Mart have such safes for less than \$200. City Administrator/Recorder Mills was given authority to look into purchasing one. Council President Sanders suggested that duplicate backups should also be stored off-site.

City Administrator/Recorder Mills suggested adding to the Good Governance list, an update and finalization of the City’s website. There were no objections.

Discussion returned to the Oregon Dunes Triathlon. Mayor Ruede reported that she had been approached by the Mayor of Florence about collaborating on the event. During discussion, it was noted that the City of Florence benefits from the Triathlon, especially the motels and restaurants, but the event has become a signature Dunes City event. Mayor Ruede noted that she and Mayor Henry have not yet had an opportunity to talk further about the prospect of collaborating. It was generally agreed that talks with Mayor Henry would be worthwhile, particularly if Florence would agree to become a major sponsor of the event. Council President Sanders noted that the City of Florence has resources that could benefit Dunes City, such as buses, staff and a large volunteer base, so it made sense to open a dialogue with Mayor Henry. He suggested that the goal to “promote the Oregon Dunes Triathlon” had been met and suggested changing the stated goal to “improve the Oregon Dunes Triathlon.” There were no objections. Mayor Ruede agreed to discuss ideas with Mayor Henry and Council President Sanders offered to participate in the discussions.

Returning to discussion of Good Governance topics, Councilor Wells reiterated his suggestion to eliminate all of the committees but Planning Commission and Budget Committee, and Council President Sanders reiterated his suggestion for a part-time, contract Public Works Director, adding that the Road Commission could be replaced with a Public Works Department. Mayor Ruede asked for Councilors' opinions. All present agreed with the idea of eliminating committees and using those volunteer members on an as needed basis.

There was some discussion about Ordinance No. 228. Councilors agreed that the Council would hold its public hearing as soon as there is a fully staffed Council, probably in April. There was no suggestion to make the hearing a City goal.

City Administrator/Recorder Mills suggested creating an Office Policy Handbook that would be applicable to both contract Staff and City employees—this would eliminate the need for a Personnel Handbook. Councilors agreed and the task was added to Good Governance.

City Administrator/Recorder Mills reminded Councilors that a date for discussion of the City Administrator/Recorder job description and salary needed to be set. After discussion, it was agreed to hold a Special Session at 6:00 pm on Thursday, February 11, just before the regularly scheduled Council meeting.

Moving on to discussion of Water Quality, it was agreed that “Promote septic education program” did not need to remain a goal; it has become a regular City practice. It was also agreed that “Hold annual education event” could be removed from the list of goals; the event could continue with approval of the City Council. It was agreed to keep “Certification of Dunes City water right permit,” “Acquire access to the outlet control structure on Woahink Lake,” and “Correct issues with Woahink water right users” as goals.

There was some discussion about the “Do Not Drink Water from Faucets” signage in City Hall, during which City Administrator/Recorder Mills assured everyone the water was safe to drink and asked if the signs could be removed. There were no objections. It was agreed that Staff would have City Hall's well water tested regularly.

City Administrator/Recorder Mills suggested adding as a goal the installation of measuring devices at the Outlet Control Structure on Woahink Lake and at the confluence of Woahink Creek at Siltcoos Lake. There were no objections.

Councilors agreed that adding an interpretive guide to the water quality information on the City's website should be a goal added under Water Quality.

Council President Sanders suggested adding as a goal development of a Dunes City EOP in the event that Dunes City is cut off from Florence and areas to the south after a catastrophic plan. Following some discussion, it was agreed that should be goal number one under Emergency Preparation.

Council President Sanders suggested that the second goal under Emergency Preparedness should be “install emergency generator and propane tanks.” There were no objections.

Council President Sanders suggested adding a goal to resolve the portage issue. There were no objections and it was generally agreed that discussion would continue in future Council meetings.

There was some discussion about a placing Dunes City signage along Canary Road and at the south end of the City on Highway 101. Council President Sanders suggested that the Road Commission could handle acquisition of those signs using the money from its Street Sign allocation; the Commission would need direction from the Council about what the sign would say. In further discussion, it was suggested that a sign/patch reading, “Home of the Oregon Dunes Triathlon” could be put over the vandalized section on the existing City sign at Pacific Avenue and Highway 101. It was agreed that the “Home” sign should be acquired and placed as soon as possible and that no other repairs for that sign were needed at this time.

There was some discussion about a survey respondent’s suggestion to develop a bike/hiking trail connecting Clear Lake Road with Westlake. Mayor Ruede noted that there may be funding available and Council President Sanders explained that shoreline businesses such as Darlings Resort and Lakes Edge would be supportive of that project and would benefit from it, but funding for planning and possible acquisition of property would be required and may be available from ODOT. It was agreed to add the subject as a goal under a new topic, Economic Development.

During discussion of other ideas for goals:

- It was agreed that City Staff would present the Budget Committee with costs to improve office storage but the project did not need to be a stated goal,
- Councilor Wells agreed to take care of repairing the basketball hoop as part of City Hall maintenance, and
- City Administrator/Recorder Mills was given authority to create a purchase order for a large screen TV for the Council chamber.

In summary, the City Council agreed to the following 2016 goals:

A. FINANCIAL STABILITY

1. Balanced Budget – meaning no deficit spending,
2. Improve the Oregon Dunes Triathlon and Duathlon,
3. Explore other revenue sources, and
4. Review and change staff practices to improve financial efficiency.

B. GOOD GOVERNANCE

1. Finalize Chapter 155,
2. Update the Comprehensive Plan,
3. Eliminate all committees except the Planning Commission and the Budget Committee meaning needed activity will be done by Ad Hoc committees as needed,

4. Update and finalize the website,
5. Replace the Road Department with a Public Works Department, and
6. Develop an Office Policy Handbook.

C. WATER QUALITY

1. Certificate Permits as possible,
2. Acquire access to the outlet control structure on Woahink Lake,
3. Correct water right user issues,
4. Install appropriate measuring devices, and
5. On website, include interpretive information describing what the water test results mean.

D. EMERGENCY PREPARATION

1. Develop an Emergency Operations Plan specific for Dunes City in the event the bridges are not useable, and
2. Install emergency generator and propane tanks.

E. ECONOMIC DEVELOPMENT

1. Resolve the portage issue, and
2. Pursue planning, acquisition and installation of a bike/hiking trail that connects Clear Lake Road with the Westlake area.

9. FOR THE GOOD OF THE ORDER

There were no comments.

10. 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 4:05 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 10th DAY OF MARCH 2016.

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, Interim City Administrator/Recorder