



**CITY COUNCIL MEETING MINUTES ~ APPROVED
AUGUST 11, 2016 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 August 11th meeting of the Dunes City Council to order at 7:00 pm.

2. ROLL CALL

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

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

Absent and Excused: Councilor Ken Platt and Councilor Tom Mallen.

Also Present: City Administrator/Recorder Jamie Mills, Administrative Assistant Rapunzel Oberholtzer, and several citizens.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Meyer made a motion to approve the Agenda. Councilor Scarberry seconded the motion. The motion passed by unanimous vote.

5. CONSENT AGENDA

Council President Sanders made a motion to approve the Consent Agenda. Councilor Meyer seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

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

- A. Candidate Packets are available for pickup at Dunes City Hall. The time to file for office opened June 1, 2016 and will close on August 30; however, petitions must be returned to

the City Administrator on or before August 15. Positions open include the Mayor and three City Council positions.

City Administrator/Recorder Mills explained that, so far, one candidate for Mayor and one candidate for City Council have returned petitions.

- B. Dunes City will hold its annual Community Expo on Saturday, August 20th from 10:00 am to 3:00 pm at City Hall. Free food will be available and several interesting vendors will be on hand. Also attending will be State Senator Arnie Roblan and State Representative Caddy McKeown as well as candidates running for Dunes City Council and Mayor.

Mayor Ruede noted that invitations to the event were issued to Mayors in surrounding communities. City Administrator/Recorder Mills noted that County Commissioner Jay Bozievich will also attend.

- C. Birthday wishes to Administrative Assistant Linda Stevens on the 3rd. Refreshments will be served after the meeting and everyone is welcome to join in.

7. CITIZEN INPUT

There was none.

8. NEW BUSINESS

A. Siltcoos Water Quality

City Administrator/Recorder Mills reminded Councilors that during the July Council meeting Councilor Wells suggested that the Council consider opening a dialogue about improving water quality of Siltcoos Lake. Since then, she explained the Governor's Regional Solutions team contacted Dunes City and scheduled a meeting at Dunes City Hall next Thursday, August 18, at 9:30 am—a few different State agencies will be represented, as will two water districts from this area. City Administrator/Recorder Mills reported that she would take the meeting attendees on a tour of Dunes City and the meeting will focus on mapping out next steps for improving Siltcoos Lake. She noted that Siltcoos Lake actually is regulated by two different counties and several State agencies. Indian Tribes and several timber industry companies have interests in the lake as well.

Mayor Ruede explained that when she learned of the water issues in the Hilltop area she spoke with South Coast Water District owner, Mr. Randy Rietz, and learned that the company activated its telephone notification system to alert residents/customers about water quality problems and possible need to conserve water. Mr. Rietz reported that water usage actually increased during that time which, in turn, caused additional issues. Mayor Ruede asked residents to conserve water if, in the future, they are requested to do so by the water district management. She went on to note that many different agencies are working together for long-term solutions for the water district.

Councilor Wells noted that when South Coast Water District assumed ownership of the water distribution system, the system was in poor condition and Dunes City is lucky that they stepped in to manage it and upgrade it to the extent it has been upgraded so far. He went on to remark that he was confident that South Coast would eventually resolve its problems.

B. Support for Florence's Coast Guard Appreciation Dinner

City Administrator/Recorder Mills explained that Florence Mayor Joe Henry approached Mayor Ruede about the possibility that Dunes City could be a sponsor for the Coast Guard appreciation dinner/ball on October 7th at the Florence Events Center. Florence is looking for at least ten sponsors at the \$500 level. Mayor Ruede added that Florence is hoping to be designated as a Coast Guard City but the local Coast Guard station serves Dunes City and surrounding area as well.

There was some discussion during which Councilors did not object to the sponsorship and determined that funds were available for the sponsorship.

Council President Sanders made a motion to approve a \$500 sponsorship for the City of Florence to become a designated Coast Guard City. Councilor Meyer seconded the motion. The motion passed by unanimous vote.

C. Request for Approval to Reimburse Planning Commissioners for Training

City Administrator/Recorder Mills explained that the Oregon City Planning Directors Association is offering Planning Commissioner training. She went on to note that Staff intended to present the training opportunity to Planning Commissioners, most of whom are relatively new to the Planning Commission, but first wanted to know whether or not the Council would approve reimbursing the Commissioners for the cost of the training. In discussion, it was noted that the funds for reimbursement would come out of the budget line item allocated for training. There were no objections to reimbursement and Council President Sanders suggested reimbursing Commissioners for mileage and lunch.

Council President Sanders made a motion to authorize up to four people to attend the Planning Commissioner training and be reimbursed for the cost of training and their expenses. Councilor Wells seconded the motion. The motion passed by unanimous vote.

Mayor Ruede suggested that Planning Commissioners who attend the training could provide a report on it to the Council.

D. Dunes City Personnel Handbook

City Administrator/Recorder Mills referred Councilors to their copies of the Personnel Handbook included in their meeting packets. She explained that it has been a long time since the Handbook has been reviewed and updated and there are certain policy require-

ments that the City's insurance carrier would like to see addressed. She went on to note that this version of the Handbook was provided by the City's insurance carrier, CIS, and included revisions made by City Staff.

Mayor Ruede clarified that the workday is from 9:00 am to 5:00 pm, which is not an eight-hour day, so employees take a half-hour, unpaid lunch during which they do not work. City Administrator/Recorder Mills noted that lunch breaks are staggered so that the front office and the telephones are covered at all times during business hours. She went on to explain that in the past Personnel Handbooks have been approved by the City Council because they describe City policies, but the version presented in this meeting is intended for discussion and change suggestions; a final version will be presented for approval at a future meeting.

Mayor Ruede referred to page seventeen of the Handbook, "Vacation must be scheduled with one's supervisor at least Two (2) weeks in advance of the date(s) the employee wishes to take as vacation." She noted that some tolerance should be given in situations where an employee might not be able to provide two weeks' notice but needs to take vacation time. City Administrator/Recorder Mills explained that vacation only applies to salaried exempt and regular exempt employees, or full-time, neither of which Dunes City has at this time. There were no suggestions for changing the language but it was suggested that if the language needs to be changed in the future, it could be.

Council President Sanders referred to page eight of the Handbook where "gesture bullying" is prohibited, and asked what the term meant. City Administrator/Recorder Mills did not know and reminded Councilors that the language came from CIS. Council President recommended that the term be specifically defined in the Handbook.

Referring to page nineteen of the Handbook, item number six (Sick Leave Abuse), Council President Sanders asked if "healthcare provider" was defined anywhere in the document and, if it is a doctor, who pays for the doctor visit. He noted that the requirement for an employee to provide documentation could become problematic for the City.

Referring to page twenty-six, Council President Sanders pointed out that in item "d" there is no language prohibiting bringing marijuana-related equipment and devices onto Dunes City property and suggested adding that prohibition to the language.

Referring to page twenty-eight, "City Administrator should locate a second employee or witness to corroborate his/her 'reasonable cause' findings" Council President Sanders suggested changing the language from "a second employee" to "a member of the City Council."

Referring to page twenty-nine and the requirement for an employee to report any criminal arrest, entry into court-ordered diversion, etc. or be subject to disciplinary action, Council President Sanders suggested including clarifying language that would provide a connection between their arrest and bringing discredit to Dunes City.

Referring to page thirty-two, and the section entitled Use of Dunes City Email and Electronic Equipment, Council President Sanders asked if it was a violation of City policy for an employee at work to use a network other than Dunes City's internet to access Facebook, or other social media, or search the internet. City Administrator/Recorder Mills proposed to look into it and make sure that the policy made it a violation to do so.

There were no other suggestions for changes. Mayor Ruede asked Staff to make the suggested revisions and bring the document to a future meeting.

9. PUBLIC HEARING – None Scheduled

10. UNFINISHED/OLD BUSINESS

A. Digital Records

City Administrator/Recorder Mills explained that since the last Council meeting she has learned that the City cannot digitize written records for storage purposes, documents that have to be kept in perpetuity must be paper. Council President Sanders suggested that she ask Senator Roblan and Representative McKeown, who will be here for the Expo, to consider legislation to change that requirement. City Administrator/Recorder Mills noted that the City could, as another option, send its paper records to the Secretary of State for storage, for a fee.

B. Vacation of Undeveloped Roadway Easement Between Clear Lake Road, Darlings Loop and North Pioneer

City Administrator/Recorder Mills reported that she has not heard anything on this subject from the County officials and has no other information to present.

C. Wounded Animal Information

City Administrator/Recorder Mills referred Councilors to a copy of an email from Mr. Mark Wolf that was included in their meeting packets. Councilor Scarberry pointed out that it can be difficult to contact anyone at ODFW or Oregon State Police to report a killing or to get permission to transport. He suggested that the City send a letter to ODFW and the OSP Game Wardens to explain Dunes City's situation and find out if they have any suggestions.

Council President Sanders suggested that Staff look for local resources to accept donations of edible carcasses. City Administrator/Recorder Mills agreed to do so.

11. REPORTS

Mayor's Report: Mayor Ruede reported that she attended the Oregon Mayors Association conference July 21-23 in Lincoln City. She noted that of the 132 conference participants, 53 were mayors, others included representatives from the Governor's office, ODOT and other

State agencies. She went on to report that the conference is an excellent networking event. In lieu of the Governor, Senator Brian Boquist gave an interesting keynote address. She reported that she spent some time speaking with mayors from our coastal area and learned that Dunes City and other communities share common issues. Mayor Ruede was able to speak with representatives from some of the State agencies. In doing so, she learned that there may be funding resources available from the Department of Water Resources and Department of Aviation. She noted that Mayor Joe Henry has bid for Florence to host the conference in 2018.

Community Center Report: Councilor Wells asked whether the City had received a bid on the office expansion project. City Administrator/Recorder Mills reported that a bid has not yet been submitted.

Site Review Report: City Administrator/Recorder Mills reported that there were no site visits.

Water Quality Report: Councilor Meyer referred to a chart on the wall of the Council Chambers that illustrated water quality test results over the last fifteen years. He noted that the chart indicates that early testing showed very good test results, but diminished over time. The results now show that water quality is again good and improving, likely due to education and City oversight. The July water test report was included in Councilors' meeting packets.

Public Works Maintenance Supervisor Report: There was no report this month.

Emergency Services Report: City Administrator/Recorder Mills reported that her full report was included in Councilors' meeting packets. She noted that WLEOG will hold its Emergency Expo on Saturday, November 5th from 10:00 am to 3:00 pm. Mykel Hawk, an actor and survivalist with a television show on the Discovery Channel, will be among the speakers, and WLEOG hopes to have the Japanese Council General from San Francisco on hand to discuss what has been learned from the earthquake and tsunami that struck Japan in 2011. She also pointed out that on September 16th at the Florence Event Center there will be a presentation on "Aging in Place."

City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that 18 permits were issued in July, four of which were for new homes. She went on to report that in July, Ms. Bonnie Allen assumed the role of Chair of the Planning Commission after Mr. Gargis' resignation. At the July Planning Commission meeting, Staff was directed to work on a public service announcement for a CAC to review part of Chapter 155. She also reported that she is working with the City of Florence to acquire a section of the Siuslaw River Bridge railings to barricade the emergency propane tanks. Another follow up letter was sent to the School District about the amended IGA, and all individuals who are taking water from Woahink Lake are in compliance with permit requirements. City Administrator/Recorder Mills noted that the Personnel Handbook was distributed and discussed; revisions should be made in time for presentation to the September Council meeting. She went on to report that Mr. Richard Palmer continued to work in the Woahink/Wright/Leavitt Loop area. A complaint was filed with City Hall after some trimming was done on a tree in the City right-of-

way; Staff will follow up. Mayor Ruede suggested that, in the future, Staff could notify residents of work scheduled to be done in their neighborhoods.

12. FOR THE GOOD OF THE ORDER

Councilor Scarberry expressed concern that the City has not yet received its 4% of building permit fees from the School District, noting that the increase was approved several months ago. City Administrator/Recorder Mills explained that she has written to the Superintendent and will perhaps schedule a meeting to try to get the payments coming in.

Council President Sanders explained that he attended a Lane Area Commission on Transportation meeting during which it was reported that the State does not have funds to maintain its aging infrastructure, partially due to the fact that vehicles now are more fuel-efficient so the gasoline tax revenue has been reduced. The Lane ACT group is asking cities for ideas to raise funds for roadway maintenance. Some ideas for revenue include raising the statewide gas tax, having drivers pay a per-mile fee instead of a vehicle registration fee, increasing the vehicle registration fee, or taxing out-of-state drivers a gas tax. Council President Sanders asked Councilors if they had any suggestions. Following discussion, it was generally agreed that higher taxes and the pay-per-mile idea were not at all acceptable. It also agreed that paying a slightly higher vehicle registration fee would be acceptable, as would taxing out-of-state drivers for gas.

Council President Sanders went on to say that it has been a rewarding experience to have served on the City Council and he encouraged residents who have any interest in City operations to pick up candidate packets and run for office.

Councilor Wells reminded everyone to register to vote, if they have not already done so, to get educated on the issues and the candidates, and vote on Election Day.

City Administrator/Recorder Mills reported that the City received notice that it was given a \$300 scholarship for the League of Oregon Cities conference. She will send Councilors the conference material so they can decide whether or not they want to attend.

City Administrator/Recorder Mills explained that the City has had a dog ordinance on the books since about 2007 that requires the City to license dogs and capture nuisance dogs. At the time the ordinance was adopted, Dunes City had the ability to enter into an IGA with Lane County to perform those services. She went on to explain that she recently learned that the County has moved its Animal Control provisions from the police department to Parks and Recreation, and the Parks and Recreation department is amenable to entering into an IGA to provide Animal Control services to Dunes City on an as-needed basis, for which the City would reimburse their costs. She reported that she would explore the idea further and report back to the Council.

13. ADJOURNMENT

Mayor Ruede requested a motion for adjournment. Council President Sanders made the motion to adjourn. Councilor Scarberry 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 8th DAY OF SEPTEMBER 2016.


Rebecca Ruede, Mayor

ATTEST:


Jamie Mills, City Administrator/Recorder