



**CITY COUNCIL MEETING MINUTES (GOAL SETTING) ~ APPROVED  
JANUARY 19, 2017 AT 5:00 PM**

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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**

Council President Meyer called the January 19<sup>th</sup>, 2017, goal setting session of the Dunes City Council to order at 5:00 pm.

**2. ROLL CALL**

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

**Present:** Council President Sheldon Meyer, Councilor Duke Wells, Councilor Tom Mallen, Councilor Alan Montgomery, and Councilor Robert Orr.

**Absent and Excused:** Mayor Rebecca Ruede (there is one vacancy on the Council).

**Also Present:** Administrative Assistant Rapunzel Oberholtzer. Linda John, Budget Committee member, arrived at about 5:25 pm.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills announced that on Tuesday, January 24<sup>th</sup>, there will be an Executive Session of the City Council beginning at 12:30 pm, followed by Ethics Training at 1:30 pm.

**6. STATUS OF PRIOR GOALS**

Council President Meyer referred Councilors to the meeting Agenda on which the 2016 Goals were listed and asked City Administrator/Recorder Mills for an update on which goals have been met and which have not been met.

City Administrator/Recorder Mills reported on the status of the individual goals:

## **A. Financial Stability**

### **1. Balanced Budget (no deficit spending)**

Other than in the Road Fund and the Motel Fund, there was no deficit spending. The City passed its audit with flying colors.

### **2. Improve the Oregon Dunes Triathlon**

With the growth of the event last year and the fact that the event made money, this goal could be considered met. The Council will have to decide what to do about the contract with Best in the West Events.

### **3. Explore other revenue sources**

Surprisingly, the new septic Ordinance has generated about \$5,000 for the City.

### **4. Review and change staff practices to improve financial efficiency**

Staff is making some progress. The Permit Tech is on restricted work hours, which means that other Staff must cover some of her work, but the shortened hours mean there is a reduction in payroll cost.

## **B. Good Governance**

### **1. Finalize Title XV**

The first three parts of Chapter 155 are being reviewed by a CAC. There is still much work to do, but there is progress.

### **2. Update the Comprehensive Plan**

Revisions are somewhat contingent upon changes to Title XV, but the overall scope of the project has been discussed with Staff.

### **3. Eliminate all Committees except Planning Commission and Budget Committee**

This has been accomplished. The Water Quality Committee is still in existence, but the Committee members meet now only a handful of times per year.

### **4. Finalize and update the website**

Updating the website will always be a work in progress but improvements have been made and will continue to be made.

### **5. Replace the Road Department with a Public Works Department**

This has been done.

### **6. Develop an Office Policy Handbook**

This has been done. The City Council approved the new Handbook last year.

## **C. Water Quality**

### **1. Certificate Permits as possible**

City Administrator/Recorder is moving forward on all of the steps that need to be completed before permits can be certificated. One of the issues is that the City needs to know how much water is being used; there was progress made last year but there are still some residents who do not report their water usage to the City— Staff will increase efforts to procure the water usage. The City has confirmation from the State Engineer that water meters meet State specifications, a requirement of the City's Permit. The City also has confirmation from the State that South Coast Water District can draw water from Woahink Lake for distribution to its customers.

## **2. Acquire access to the outlet control structure on Woahink Lake**

Since the owner of the outlet control structure passed away, Staff has not been able to finalize negotiations to acquire the structure. City Administrator/Recorder Mills will continue to work on this.

## **3. Correct water right user issues**

Most of the water right issues have been corrected.

## **4. Install appropriate measuring devices**

Measuring devices need to be installed at the outlet control structure and at the confluence of Woahink Creek and Siltcoos Lake. City Administrator/Recorder Mills will continue to work with the State on where the devices can be placed.

## **5. On website, include interpretive information describing what water test results mean**

This has been accomplished and the information is updated regularly.

### **D. Emergency Preparation**

#### **1. Develop an Emergency Operations Plan specific to Dunes City in the event the bridges are out and not useable**

City Administrator/Recorder Mills has started work on the City's EOP and has instructed Staff to acquire at least ICS100 and IS700 certifications. Disaster drills in the past have shown that Dunes City will be on its own in the event of a disaster and residents will need to be prepared.

#### **2. Install emergency generator and propane tanks**

The generator and the propane tanks are installed but the tanks need to be anchored according to FEMA specifications. City Administrator/Recorder Mills will work with an engineer to finalize the tank anchor system.

### **E. Economic Development**

#### **1. Resolve the portage issue**

City Administrator/Recorder Mills has written a letter to the new owners of the IP property and dam offering the portage to the new owners. The main issue in that area is that the river is now dangerous to navigate due to deadfall in the water below the dam.

#### **2. Pursue planning, acquisition and installation of a bike/hiking trail that connects Clear Lake Road with the Westlake issue**

The City has so far been unsuccessful in obtaining a grant for acquiring land and moving forward on the project. FEMA has expressed support for the project as the trail would help North Shore residents get to Westlake in the event Highway 101 is unusable in a disaster. City Administrator/Recorder Mills and Staff will continue to work on the project.

## **7. SET GOALS FOR 2017**

Council President Meyer suggested rolling most of the unfinished goals from last year to this year's list of goals, noting that all of the main categories (Financial Stability, Good Governance, Water Quality, Emergency Preparation, and Economic Development) were important to Dunes City and its residents.

There was some discussion about Council President Meyer's suggestion. In discussion, it was generally agreed to keep the unfinished goals, modifying some of them, and to add new goals. The following changes were agreed upon:

A. Financial Stability

1. Balanced Budget, meaning no deficit spending
2. ~~Improve the Oregon Dunes Triathlon~~ Negotiate a better contract for the Oregon Dunes Triathlon and Duathlon
3. Explore other revenue resources
4. Review and change staff practices to improve financial efficiency.

B. Good Governance

1. Finalize Title XV
2. Update the Comprehensive Plan
3. ~~Eliminate all Committees except the Planning Commission and the Budget Committee~~
4. ~~Update and finalize the website~~ Continue to update the website
5. ~~Replace the Road Department with a Public Works Department~~ Councilors work harder to talk to citizens about what they want for the City in the future
6. ~~Develop an Office Policy Handbook~~ Clarify and streamline the land development process.

C. Water Quality

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

D. Emergency Preparation

1. Develop an Emergency Operations Plan specific to Dunes City in the event the bridges are out and not useable
2. ~~Install emergency generator and propane tanks~~ Repair the fireplace and install a "Rocket Stove" type of insert that allows for a cook top and water heater in one unit.

E. Economic Development

1. Resolve the portage issue
2. Pursue planning, acquisition and installation of a bike/hiking trail that connects the Clear Lake Road/North Beach area with the Westlake area.
3. Mark Siltcoos River Trail as "closed" on all signage
4. Acquire property in close proximity to City Hall.

Council President Meyer noted that the City has made a lot of progress in working towards its goals. City Administrator/Recorder Mills opened more discussion of economic development and asked whether or not the City would want to encourage marijuana-related business in Dunes City. It was noted that there would not be any immediate revenue from grow operations. City Administrator/Recorder Mills pointed out that water is a key issue for potential

growers because Dunes City's water rights do not allow using water for commercial operations—at this point, a grower would need to have his own water right. The odor associated with a grow operation was discussed. City Administrator/Recorder Mills offered to check current Code to determine whether or not noxious or offensive odors are prohibited.

City Administrator/Recorder Mills asked Councilors if they felt that the City was ready for a larger Commercial Zone which could be another way to encourage economic development. It was generally agreed that this would be a good question for citizens to consider.

**8. FOR THE GOOD OF THE ORDER**

There were no comments.

**9. ADJOURNMENT**

**Councilor Mallen made a motion to adjourn. There was no second and no vote taken.**

Council President Meyer adjourned the meeting at 6:20 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 9<sup>th</sup> DAY OF FEBRUARY 2017.**

[Signed copy available at City Hall]  
Sheldon Meyer, Council President

ATTEST:

[Signed copy available at City Hall]  
Jamie Mills, City Administrator/Recorder