



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
AUGUST 9, 2017 AT 6:00 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**

Council President Sheldon Meyer called the Wednesday, August 9, 2017, meeting of the Dunes City Council to order at 6:00 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 Robert Orr, and Councilor Robert Forsythe.

**Absent and Excused:** Mayor Rebecca Ruede and Councilor Alan Montgomery.

**Also Present:** Administrative Assistant Rapunzel Oberholtzer, Ms. Lillian Petersen, Ms. Ruby Chapman, and *Siuslaw News* community reporter Mr. Jared Anderson.

**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 with amended Bills of the Session. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

**5. APPROVAL OF THE CONSENT AGENDA**

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

**6. ANNOUNCEMENTS / CORRESPONDENCE**

Council President Meyer read aloud from the list of announcements on the Agenda.

A. The City of Florence will be celebrating the completion of the Rhody Drive project on Thursday at 10:00 am in the Peace Health parking lot where all will meet and walk down

Rhody to Greentrees. At the Greentrees Community Center a brief ceremony will take place and refreshments will be served.

- B. The City of Florence will be holding its Coast Guard City Designation Celebration on Wednesday, August 16, at 10:30 am at the Florence Events Center.
- C. On Monday, August 21, a solar eclipse will occur. Our area will experience a 97% black-out for about two minutes. Over a million people are expected to converge upon Oregon for the event. Residents are asked to stock up on supplies, fuel, food, and water well beforehand and to avoid road travel as much as possible. Most local motels and campgrounds are already booked.
- D. A thank you goes out to Dunes City resident Dan McIntyre for voluntarily digging a big portion of the trench that is needed so we can move the propane tanks to the concrete pad in the back yard of City Hall. Thank you, Dan!
- E. Another thank you goes out to Stew at Chuck's Plumbing who just happened to be working on a job near where the culvert caved in on Parkway Drive. His quick action to dump a scoop of gravel in the ever-growing hole helped save the day!
- F. Birthday wishes to Administrative Assistant Linda Stevens, on August 3. Refreshments will be served after the meeting. All are welcome to join us.

## **7. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA**

Council President Meyer recognized Ms. Lillian Petersen. Ms. Petersen introduced herself as the owner of a lot across the street from City Hall which the City had, a few months ago, expressed interest in buying. She explained that she was present to inquire whether the City still intended to buy the property. City Administrator/Recorder Mills explained that the Council would go into Executive Session later in the meeting to discuss the issue and a counter offer on another lot, so the City is still exploring options.

## **8. NEW BUSINESS**

- A. Approval of Execution of Letter of Understanding for Services To Be Performed by Hough, MacAdam, Wartnik, Fisher & Gorman, Certified Public Accounts

City Administrator/Recorder Mills explained that the services rendered would be a review of Fiscal Year July 2016 – June 30 2017, not a full audit. The review would provide the City with financial statements and recommendations for changes to accounting practices, if any.

**Councilor Orr made a motion to approve the Letter of Understanding with Hough, MacAdam, Wartnik, Fisher & Gorman, and to authorize the Council President to sign the letter. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

## B. Dunes City Continuity of Operations Plan Draft

City Administrator/Recorder Mills explained that the Continuity of Operations Plan (COOP) was suggested by the City's insurance carrier and, once in place, will lower the City's insurance premium. She went on to explain that the COOP is intended to act as a guide for the City to continue operations in the event of an emergency and is also intended to complement the local Emergency Operations Plan. She noted that the COOP contains sections where certain functions are assigned to specific individuals, not necessarily by name but by title or function to keep the document up to date in perpetuity. She explained that she is requesting the Council's guidance in determining who performs what functions, with provisions for alternate if a first designee is unavailable.

During discussion Councilor Forsythe noted that COOPs are always subject to change as individuals assigned to tasks leave their positions and the City Administrator can assign others to assume responsibility. He also noted that tasks could be assigned to other governing body members, such as Planning Commissioners, not just Councilors and City Staff. He offered to assist City Administrator/Recorder Mills with developing the document and the assignments.

## C. Road Vacation FAQ

City Administrator/Recorder Mills explained that the City Attorney has advised that the City cannot vacate the undeveloped roadways, as planned, because the roadways were deeded to the City by the County. The City Attorney will prepare the necessary documents and instructions for the Council to address at a future meeting.

## 9. PUBLIC HEARINGS

There were none.

## 10. EXECUTIVE SESSION

Council President Meyer announced that he would adjourn the regular meeting to go into Executive Session held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, and only representatives of the news media and designated Staff would be allowed to attend.

He adjourned the regular meeting at 6:25 pm.

Council President Meyer reconvened the regular meeting at 6:37 pm.

**Councilor Forsythe made a motion to have the City Administrator notify the seller of the property in question that the City wants to accept the offer pending approval of a Supplemental Budget in a hearing scheduled for August 24. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

## **11. OLD BUSINESS**

There was none.

## **12. REPORTS**

- A. Mayors Report: There was none.
- B. Community Center Report: Councilor Wells noted that, as reported by Staff, the work on moving propane tanks to the back of City Hall is progressing, thanks to Staff.
- C. Water Quality Report: Council President Meyer reported that water quality still looks good.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills reported that the City has received the County Permit to repair the approach to Woodland Lane off Clear Lake Road but work likely will not likely begin until about September. She also reported that a culvert under Parkway Drive collapsed last week; that project is mostly repaired and she is waiting for bids to replace the asphalt that was dug out to make the repairs.
- E. Emergency Services Report: City Administrator/Recorder Mills' report is on file at City Hall.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that there were 21 permits issued in July, including one for a new mobile home. She noted that the Planning Commission is continuing its review of Title XV and that the only CAC citizen-at-large member resigned in July, leaving the Planning Commissioners to act as the CAC reviewing 155.1 through 155.3. She went on to report that most of the complaints received by City Hall in July were related to dogs and engine noise—noise, such as barking dogs or revving engines, is considered a nuisance if it is continuous for 15 minutes or more. She also noted that the ban on open burning is still in effect, but contained burning is permitted for now, and warm water fishing in Woahink Creek is only allowed from May 22 to October 1—salmon fishing is not allowed.

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

Councilor Wells reported that a resident approached him about the possibility of forming a Siltcoos Lake Coalition for people living around the lake to have a forum for discussing water quality and lake levels, and possibly to look into purchasing the dam. City Administrator/Recorder Mills noted that there is a Siltcoos Lake Association in existence; David Jackson is the head of the Association and has met with the Water Master about lake levels—so far he is satisfied with his reports from the Water Master.

Councilor Wells also reported that he was approached by a resident who expressed concern about marijuana grows in Dunes City. City Administrator/Recorder Mills noted that she also

received a phone call about the issue and contacted the City Attorney to find out what steps, if any, can be taken to put a question on the ballot for the next general election, if that is what the Council desires. She also advised the Council that the City Attorney could prepare the documents necessary for a ballot measure. Councilors generally agreed that City Administrator/Recorder Mills should follow up with the City Attorney about a packet for a ballot measure and the possibility of a court order to stop future grows, and bring the Attorney's recommendations back to the Council at a future meeting.

#### **14. ADJOURNMENT**

**Councilor Mallen made a motion to adjourn. Councilor Orr seconded the motion. There was no vote taken.**

Council President Meyer adjourned the meeting at 6:52 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 13<sup>th</sup> DAY OF SEPTEMBER 2017.**

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder