



**CITY COUNCIL GOAL SETTING MEETING MINUTES ~ APPROVED
JANUARY 30, 2013 AT 1:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Council were recorded on tape 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 meeting of the Dunes City Council to order at 1:00 pm.

2. ROLL CALL

Roll Call was taken by Fred Hilden, City Recorder.

Present: Mayor Rebecca Ruede, Council President Jamie Mills, Councilor Dick Anderson, Councilor Maurice Sanders, Councilor Ed Scarberry and Councilor Duke Wells.

Absent and Excused: Councilor Troy Sathe.

Also Present: City Recorder Fred Hilden and Planning Commission Vice-Chair Lee Riechel.

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 Anderson seconded the motion. The motion passed by unanimous vote.

5. ANNOUNCEMENTS / CORRESPONDENCE

- A. The Dunes Budget Committee will meet on Tuesday, February 19th at 4:00 pm.
- B. The League of Oregon Cities & the Oregon Mayors Association are hosting a "City Day at the Capitol" in Salem on February 27, 2013 from 8:30 am to 6:00 pm. All Mayors, City Councilors and City Staff Members are invited to attend.
(Council President Mills suggested that we prepare name badges for Dunes City participants at this session. Everyone agreed this was a good idea.)

6. CITIZEN INPUT – See Agenda Item 8B.

7. UNFINISHED / OLD BUSINESS – None.

8. CITY COUNCIL GOAL SETTING

A. Introduction & Purpose:

Mayor Ruede explained that the purpose of today's session is to review the goals from last year, add to or change them as appropriate, review new citizen input to the process and set priorities for the current year.

B. Review Results of Citizen Input to Goal Setting:

City Recorder Fred Hilden stated that he had received an email from Del Riesenhuber on January 28, 2013 that read, "I never saw a request for citizen's input to goal setting, but my input is that a major goal should be to assure 100% compliance with Ordinance 203 by the March 2013 deadline." Mayor Ruede suggested that we insert Mr. Riesenhuber's comment during the review of goal number four, Water Quality.

Council President Mills stated that she had received citizen input verbally from a member of the Planning Commission who have been working very hard on amendments to our Land Use Code. It was a request for City Council to act quickly on new ordinances that are scheduled to come before the City Council during the coming year. Mayor Ruede suggested that we insert that citizen's comment during the review of goal number three, Good Governance.

Councilor Anderson commented that he felt it would be important to review the citizen input received for the January 2012 goal setting session. Mayor Ruede agreed.

C. Review January 2012 Goals & Make Adjustments if Needed:

Mayor Ruede began this agenda item by reviewing notes from the Dunes City Council Special Session on Goal Setting from January 25, 2012, beginning with Goal I, Improve Emergency Preparedness. Each sub item was then discussed in detail.

Goal I – Improve Emergency Preparedness

Goal I.A. – Generator for City Hall: City Recorder Fred Hilden reviewed the accomplishments on this goal during the past year including specifications that had been prepared by a subcommittee chaired by Councilor Duke Wells. Councilor Wells explained that a great deal of work had been completed examining in detail both a small generator and a large generator that would power all of City Hall including the heating system. After a substantial amount of discussion it was decided that while this item is a component of our emergency plan, it should be put on the City Council meeting agenda as an action item.

Goal I.B. – Staff Smart Phone: Mayor Ruede explained that this goal had been completed. The City Recorder explained that the improvement in productivity by not playing phone tag would more than pay for the monthly service charge.

Goal I.C. – Emergency Procedures / Communication Protocol: Council President Mills provided background on her work on the emergency procedures plan and explained that there are many components of the plan that the Council needs to weigh in on. She expressed her desire to have a work session to go through the emergency procedure plan in detail. After

some discussion, it was decided to schedule a City Council Work Session for Tuesday, March 5th from 3 to 5 pm.

Goal I.D. – Primary Contact / Emergency Services Coordinator: City Recorder Hilden commented that this action item had been acted on by the City Council last year, when they designated the City Recorder as the Emergency Services Coordinator. Councilor Sanders asked who was designated as his backup. While no backup was designated as part of the resolution, it did allow the City Recorder to designate a backup.

Goal I.E. – Expand GMRS Radio Network: City Recorder Hilden explained that this item is part of the larger GMRS radio network that is part of the West Lane Emergency Operations Group. This task will provide a local GMRS network that would allow citizens to communicate with City Hall. Councilor Sanders commented that Walt Zandy is relocating to Dunes City and may be a valuable resource for this task. Mayor Ruede asked what the acronym GMRS stood for and no one could answer. (GMRS = General Mobile Radio Service) Councilor Sanders commented that it would be a good idea for the City to look into acquiring a satellite phone. Mayor Ruede suggested that we add this item to the generator task when looking for funds to support it.

Goal I.F. – Web Cameras for Woahink & Siltcoos Lakes: Mayor Ruede explained that she had taken this action item and it was decided to wait until our new website was implemented. Now that the new website is up, it's time to reconsider this item. Council President Mills asked for clarification of the purpose of this item. Mayor Ruede explained that the purpose was twofold. First, to provide weather information for Dunes City and secondly as a marketing tool to assist in promoting the City. Councilor Sanders asked where these cameras would be located in Mayor Ruede replied that they could be located providing a nice view of the lakes and weather information at the same time. City Recorder Hilden provided an explanation of the monthly expense associated with a web camera. Mayor Ruede suggested that this item be referred to the Communication and Education Committee to make a recommendation to the City Council or Budget Committee. Councilor Sanders agreed this would be a good idea. Councilor Wells commented that with the Triathlon underway, a web cam would be a good idea and a logical next step. It was agreed this would be referred to the Communication and Education Committee for a recommendation.

Goal I.G. – Deer Hunting Season: After a substantial amount of discussion, it was agreed that there was no need for this goal and that it should be dropped from the list of Council priorities.

Councilor Wells commented that he felt very good about our accomplishments during the last year relative to our goals.

Mayor Ruede called a recess at 2:06 pm and reconvened the meeting at 2:17 pm.

Goal II – Financial Stability

Goal II.A. – Continue Efforts to keep the Budget Balanced: Mayor Ruede commented that as long as she has had the privilege of serving as Mayor, the more she is pleased with the hard work that the Budget Committee has done over the last two years is paying off. We took on the difficult task of reducing expenses and balancing our budget and we are now being rewarded for that. Councilor Anderson commented that the fact that we are staying within our budget is newsworthy and warrants a press release. Mayor Ruede agreed and assigned herself and Councilor Anderson to put together a positive message to the community.

Goal II.B. – Identify Grant Writer (Grant Funding): Mayor Ruede commented on the importance of this item and reiterated the fact that many grants require equal funding by the City. Councilor Sanders added that there are several grant writers in the local area. City Recorder Hilden stated that while Mr. Baker has been very helpful on road grants, he will be keeping fairly busy on road projects. He went on to explain that he (Hilden) intends to seek grant writing assistance from LCOG, especially planning grants. There are also parks grants and many others available.

Council President Mills explained that most grants share some common financial background or information even though they are specific to a given project. Everyone should keep their eyes open for any projects that become available whether noticed by email or other means. Councilor Sanders suggested putting out a request for submission from interested parties to help the City with a variety of grant opportunities. Council President Mills commented that what she is hearing is that this is still an important goal. Mayor Ruede suggested that each Councilor should consider grants something that is a responsibility of each of their committees. After substantial discussion, it was decided to put this item on a future City Council agenda to develop and approve a grant plan that meets a variety of needs. Council President Mills suggested a training session in grant writing for all commission and committee members.

Goal II.C. – Establish a Goal for Un-Restricted Reserve Fund: City Recorder Hilden provided some background on this item. It was a suggestion made by Budget Committee member Maurice Sanders a year ago as part of the budgeting process to have a designated reserve (or contingency) fund policy, like 10% of the fund balance. The Budget Committee had agreed that this was a good idea and plans to follow this practice in the future.

Goal II.D. – Fundraisers: Mayor Ruede asked City Recorder Hilden to provide an update on the Triathlon. He explained that the sponsorship package has been completed and approved. The first press release has been prepared and approved by Brian Douglass and the Communication & Education Committee. Chris Douglass and Blair Bronson are planning a trip to Dunes City next week to finalize the course map and all of the permits. Brain Douglass would like us to open any doors we can for him by way of introduction, but he should remain in the driver's seat on finalizing all sponsorship agreements.

Councilor Sanders suggested the Council consider creating a standing committee for the Triathlon. City Recorder Hilden explained that the Triathlon originally came under the purview

of the Revenue Committee and Councilor Scarberry did a great job with it. It has now fallen under the purview of the Communication and Education Committee to make sure that all the necessary announcements and correspondence are properly dealt with. However, that still leaves management of the volunteers, budget oversight and other matters to be administered and overseen. Council President Mills commented that it appears we are talking about a committee consisting of the chairs of several different committees including Communication and Education, Revenue and so on. Councilor Sanders added that it would probably be appropriate to have a member of the Road Commission, a member of the Water Quality Committee and so on. Mayor Ruede commented that it appears we were talking about a committee made up of Councilors. Councilor Wells agreed stating it sounds like we have the full Council involved with this. After a substantial amount of discussion it was decided to put the Triathlon on the next City Council agenda for consideration of an ad hoc committee consisting of the entire Council, chaired by the Mayor.

Goal II.E. – Establish Feasibility of Temporary Employee Holiday and Sick Pay: City Recorder Fred Hilden provided some background on this item. Basically, this could provide some level of holiday and sick pay for staff paid through Cardinal Services. Councilor Wells commented that he recalled the discussion during the last budget cycle and he supported it then and supports it now as it's important to recognize our staff. Councilor Sanders pointed out that this is a policy decision that should be made by Council not the Budget Committee. Mayor Ruede commented that we need to be careful not to violate state employment law and recommended that we put this in front of the City Attorney for review. It was agreed to put this on a future Council agenda for discussion.

Goal III – Credibility / Confidence / Good Governance

Goal III.A. – Comprehensive Plan Review: Mayor Ruede commented that we were to receive citizen input that had been brought up by Council President Mills at this time. Council President Mills commented that she had received verbal citizen input regarding the Council taking quick action on future ordinances that may come before them. The concern is that items referred to the Council for action not get deferred or lost. She went on to point out that the Planning Commission has spent a substantial amount of time and effort in revising our land use ordinances and they will be coming before the Council in the near future.

Councilor Sanders asked about a policy regarding review by the City Attorney prior to ordinances coming before the Council. City Recorder Hilden explained that this has been debated by Council over the years as to whether it was better to put the ordinance in front of the Council first to find out if it was even worth considering before spending any money for legal review on it.

City Recorder Fred Hilden provided an update on the recent meetings with the City Planner and City Attorney regarding the goal one changes necessary to our comprehensive plan specifically regarding the Committee for Citizen Involvement portion. We developed a clear strategy and plan to move ahead with an update to this process and the DLCD notice should be submitted during February.

After a substantial amount of discussion it was decided to schedule a City Council Special Session devoted to reviewing the Comprehensive Plan in detail for March 19, 2013 from 3-5 pm. Mayor Ruede commented that it will be important for everyone to review the document before the meeting.

Goal III.B. – Identify Public Information Person: Council President Mills provided some background on why this had been established as a goal. It was largely because individuals and committees/chairs were taking it upon themselves to disseminate information to the public and press, often making it appear as if they were speaking on behalf of the City. She went on to explain that she didn't believe it was a problem today but we probably should take some action that will ensure the corrective measures outlive this Council. Mayor Ruede explained that she always appreciate the heads-up regarding information that is being made public so she is prepared to respond to questions. Councilor Sanders offered to prepare some information for the Council that would become our Public Information Policy.

Goal III.C. – Monthly Press Release: Mayor Ruede explained that she felt we had done a reasonably good job of meeting this goal during the last year. It was a general consensus of the Council that the City's image is improving in the community, surrounding areas and within Lane County government entities. Councilor Anderson commented that he would like to see this continue as a specific goal of the Council. Council President Mills explained that she realized this responsibility ultimately fell on the chairman of the Communication and Education Committee and that she was already working to prepare a press release each month. City Recorder Hilden reminded everyone of the agreement for the Mayor and Councilor Anderson to prepare a positive budget-related press release. Mayor Ruede agreed this was an important thing to do.

After some discussion regarding personal opinions coming from individual Councilors, Councilor Sanders commented that it is very important to indicate that while you are an elected official and member of the Dunes City Council, you are not speaking on the Council's behalf but rather as an individual.

Goal III.D. – Complete Codification Process (by 12/31/2012): Council President Mills explained that this is still a top priority to her. Mayor Ruede agreed explaining how confusing it can be to look for an ordinance that is referenced somewhere but not in the code. Councilor Sanders added that it is extremely important and he is used to dealing with code in a complete sense. He went on to ask when we could reasonably expect to complete this process. He commented that this is transparency in government. Council President Mills explained that we need to complete the work being done on Chapter 155 (Zoning and Development), the changes to the Comprehensive Plan (Goal 1) and the ordinance to standardize commissions and committees, along with some additional housekeeping ordinances. After a substantial amount of discussion regarding the potential timing of completion of these tasks and budget matters it was decided to make this a number one priority within the overall category of Good Governance.

Councilor Sanders made a motion to make completion of the codification process the highest priority for Dunes City this year. Council President Mills seconded the motion. The motion passed by unanimous vote.

Goal III.E. – Feasibility of Scotch Broom Bounty Program: Councilor Wells provided some background on this goal explaining that his research had revealed that while it might have been someone’s pet peeve, there does not appear to be any activity regarding this program going on in Lane County. He continued that the biggest problem with scotch broom appears to be in County right-of-ways. Councilor Anderson suggested that the scotch broom flyer be included in the next newsletter as an insert. Council President Mills agreed. Councilor Anderson also suggested a future newsletter article about the harm caused by English Ivy. Council President Mills agreed to make sure that gets in a future newsletter. After a substantial amount of additional discussion it was agreed that this did not need to continue as a Council goal and will be deleted.

Goal IV – Water Quality

Mayor Ruede requested that we review Mr. Riesenhuber’s citizen input to this goal setting meeting. City Recorder Fred Hilden read an email from Del Riesenhuber dated January 28, 2013, “I never saw a request for citizen’s input to goal setting, but my input is that a major goal should be to assure 100% compliance with Ordinance 203 by the March 2013 deadline.” The Council agreed to acknowledge Mr. Riesenhuber’s input.

Councilor Wells commented that he did not agree with this request. Councilor Sanders stated he did not believe there was any way to achieve 100% compliance and therefore was uncertain about what was actually being requested. He added that it may be realistic to request the Code Enforcement Officer to take action to enforce Ordinance 203 but any lien on a property would be subject to Council appeal. City Recorder Hilden commented that his interpretation of this request was that staff would devote their entire time to enforcing this ordinance and work on nothing else. After further discussion it was agreed that an update on the compliance with this ordinance would be prepared for the February Council meeting.

Goal IV.A. – Continue the Work on Septic Education Program: Council President Mills explained that work continues on the septic education program and will include placement of a flyer in the next newsletter as well as information that has been added in a prominent location on our website. Councilor Wells explained that in his experience that many people move to this area and have no experience with septic systems having only been on municipal sewer systems. So, a simple explanation of how septic systems work is very helpful to these people. Mayor Ruede inquired as to whether or not we had done any outreach to real estate agents. City Recorder Hilden explained that real estate agents are generally familiar with the fact that Dunes City does not have a municipal sewer system.

Councilor Sanders requested that we have an Executive Session during the March Council meeting as there are still some unanswered questions he has from the December Executive Session. After discussion the consensus was this would be a good idea and the City Recorder

was tasked with arranging it with the City Attorney. It was also agreed that the Septic Education Program should continue as a goal for the Council deleting “adopted as part of 211A.”

Goal IV.B. – Continue Work on Water Supply in Woahink Lake: Council President Mills commented that this goal has to do with the weir and our storage and usage permits from the state on Woahink Lake. Mayor Ruede commented that we certainly cannot let that slip off our radar. After discussion it was agreed that this would continue as goal assigned to the Ordinance Review Committee and that the Ad Hoc Weir Committee would be dissolved.

Goal IV.C. – Siltcoos Lake – Dunes City Fronts (only) 8% of the Lake: Councilor Scarberry explained that this was mostly a reference item indicating that since most of the properties abutting Siltcoos Lake are outside Dunes City’s jurisdiction and therefore not under our control. After a substantial amount of discussion regarding a possible outreach program to areas outside of Dunes City it was agreed this could be something that the Communication and Education Committee can work on in the future. Councilor Sanders recommended removing this item as a specific goal for the Council.

Goal IV.D. – Determine Feasibility of a Web Camera: Mayor Ruede explained that we have already covered this goal item and there is no need to repeat it.

Goal IV.E. – Perform Full Panel Water Tests: Council President Mills explained that these tests are very expensive and that the state had performed these tests (on Woahink Lake) but the results are not yet available. Mayor Ruede commented that the Woahink Lake Association has not received any information about these results either. Councilor Sanders asked about the cost of these tests and Council President Mills replied about \$15,000. She went on to indicate the tests include testing for pharmaceuticals, petroleum and chemicals. She went on to explain that our current panel of water tests include those necessary to comply with DEQ and our agreement (QAPP) with them. After further discussion it was recommended that anyone who has complaints about water quality and its effect on their health, that they be required to submit documentation to the Council and it could be considered at that time.

Councilor Wells made a motion that we not perform full panel water tests annually on either Woahink and Siltcoos Lakes (and to remove this as a goal). The motion was seconded by Council President Mills. Councilor Sanders requested clarification of the complaints that have been received. Council President Mills responded that one complaint involved Giardia and another complaint involved a rash. After further discussion it was determined that no documentation of any type has been presented to the City supporting these complaints. **The motion passed by unanimous vote.**

D. Prioritize Goals:

Mayor Ruede asked about everyone’s understanding about the need to clarify the goal priorities. After a substantial amount of discussion City Recorder Hilden suggested renumbering the major categories of goals as: #1 - Financial Stability; #2 - Good Governance; after further consideration by the Council it was agreed that the final two priorities would be #3 - Water Quality and Resources; and #4 - Emergency Preparedness.

After a considerable amount of deliberation and adjustments, the final priorities including subcategory priorities were identified as follows:

- I. Financial Stability
 - A. Balanced Budget
 - B. Triathlon
 - C. Grant Writer
 - D. Temporary Employee Longevity Incentives
- II. Good Governance
 - A. Codification
 - B. Comp Plan Review
 - C. Public Information Dissemination Policy
 - D. Monthly Press Releases
 - E. Web Camera(s)
 - F. Council Chamber Improvements (Sound system & carpet)
- III. Water Quality & Resources
 - A. Promote Septic Education Program
 - B. Water Supply (Extend Woahink Lake permits, etc.)
 - C. Shared Domestic Water Supply Program
(Correct issues with the use of Dunes City's Woahink Lake water rights)
- IV. Emergency Preparedness
 - A. Emergency Preparedness / Communication Protocol
 - B. Generator / Grant

It was agreed that the Communication and Education Committee would draft a press release regarding the results of this goal setting session. Councilor Sanders commented that while it probably should not be listed as a goal, he would like the City to develop an annexation policy. Further discussion ensued regarding the buildable lands inventory and the implications

of annexation. While annexation does not provide any financial benefit to the City, as our Planning Commission chairman has so frequently pointed out, it does facilitate controlling the development of lands adjacent to the City. Councilor Sanders added that his primary interest is to preserve the quality of life in Dunes City.

Mayor Ruede asked Councilor Scarberry about the future of the Revenue Committee. Councilor Scarberry indicated that he felt the value of the committee has long since passed. This will likely be up for Council action in the near future.

Mayor Ruede commented about the need to improve audio recordings and suggested the Council consider the addition of more microphones to the dais. She also commented on the poor acoustics of the Council chambers and inquired about the status of new carpet that would help resolve this problem. These improvements were added under II.F.

9. FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

10. ADJOURNMENT

Council President Mills made a motion to adjourn. Councilor Scarberry seconded the motion. No vote was taken. Mayor Ruede adjourned the meeting at 5:07 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 14th DAY OF MARCH 2013.

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

ATTEST:

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