



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
DECEMBER 12, 2013 AT 7:00 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](http://www.DunesCity.com)

**1. CALL TO ORDER**

Mayor Rebecca Ruede called the meeting of the Dunes City Council to order at 7:00 pm.

**2. ROLL CALL**

Roll Call was taken by City Administrator Fred Hilden.

**Present:** Mayor Rebecca Ruede, Councilor Duke Wells, Councilor Maurice Sanders, Councilor Dick Anderson, and Councilor Ed Scarberry.

**Absent and Excused:** Council President Jamie Mills.

**Also Present:** City Administrator Fred Hilden, Administrative Assistant Renee Green, Administrative Assistant Rapunzel Oberholtzer, Planning Commission Chairman George Burke, City Council applicant Sheldon Meyer, retiring Siuslaw Valley Fire and Rescue Chief John Buchanan, and several citizens.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. CONSENT AGENDA**

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

**6. CITY COUNCIL APPOINTMENT**

A. Applicant Sheldon Meyer – Term ending 1/8/2015

Mayor Ruede introduced Sheldon Meyer, the applicant for the vacant City Council seat and asked him to step up to the microphone. The Mayor pointed out that the Councilors

had copies of his application and resume in hand and asked the Councilors whether they had questions for Mr. Meyer.

Councilor Sanders asked Mr. Meyer which Committees he would be willing to serve on. Mr. Meyer answered that he would be willing to fill any vacancies available. Mayor Ruede asked Mr. Meyer why he wanted to be on the City Council at this time. Mr. Meyer explained that he had been on the City Council several years ago, during a somewhat contentious period in the City's history. He went on to say he has noticed that this Council is doing a great job—doing what it was elected to do, and the City seems to be moving forward under its leadership. He mentioned that the current Council is a good group of people who are listening to concerns and responding. He also said that he is retired now, has the time to serve, and would like to contribute to the community he enjoys living in. Councilor Anderson expressed gratitude to Mr. Meyer for making the decision to apply and asked Mr. Meyer to clarify the dates he served on the City Council, noting that the term “to present” on Mr. Meyer's resume did not appear to be correct. Mr. Meyer said that he was last on the Council in 2008 and that the error Mr. Anderson questioned was probably a typographical one.

There was a brief discussion about the length of time remaining in the vacancy. City Administrator Hilden explained that if Mr. Meyer is appointed, he would serve through January 8, 2015 and if Mr. Meyer wanted to serve a longer term he would be able to do so by running for re-election in 2014.

**Councilor Sanders made a motion for the City Council to appoint Sheldon Meyer to the vacancy through the term ending January 8, 2015. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

City Administrator Fred Hilden performed the swearing in ceremony for Mr. Meyer and administered the oath of office, after which Councilor Meyer took his seat with the Mayor and other Councilors at the dais.

## **7. ANNOUNCEMENTS / CORRESPONDENCE**

Mayor Ruede read a list of items from the meeting agenda.

- A. All Dunes City residents are invited to the Mayor's Holiday Potluck on Friday, December 20<sup>th</sup> at 5:30 pm at Dunes City Hall. The Mayor invited everyone to come and to invite friends. She noted that the event is strictly fun and fellowship, no City business will be conducted—with the exception of filling, sealing and hiding the new Dunes City Time Capsule that will be opened in 2063, a process that will be recorded for television.
- B. Volunteers are needed to fill three Budget Committee openings, one Parks and Recreation Commission opening and one Water Tester for Siltcoos Lake.
- C. Dunes City Artist of the Month is Dunes City resident and artist Kenny Henson.
- D. December birthday wishes to Councilor Duke Wells on the 30<sup>th</sup>.

## 8. RECOGNITION

- A. Resolution Series 2013, No. 7 (12/12/2013) – Recognizing the achievements and contributions of retiring Siuslaw Valley Fire and Rescue Chief John Buchanan

Mayor Ruede read aloud the City of Dunes City Resolution Series 2013, No.7 dated December 12, 2013, a resolution recognizing the achievements of Siuslaw Valley Fire and Rescue Chief John Buchanan and his exemplary service to the Dunes City community.

The resolution expressed the appreciation of the Mayor and City Councilors for Mr. Buchanan's eighteen years of dedication and service to the City, and commended him for his thoughtful judgment and integrity, his leadership, commitment, and professionalism. All of these sentiments, and more, were also voiced individually by the Mayor, the Councilors and the City Administrator as they thanked Mr. Buchanan for his service and reminded him that he will be missed.

**Councilor Sanders made a motion to adopt Resolution Series 2013, No. 7 as read, stating that it was an honor and a privilege to make the motion. Councilor Wells seconded the motion. The motion passed by unanimous vote with five ayes, and one absence (Council President Mills).**

Mayor Ruede presented Mr. Buchanan with a framed Certificate of Appreciation commemorating his work on behalf of Dunes City and the Fire District. Accepting the plaque, Mr. Buchanan commended the Council for appointing Mr. Meyer to the vacant Council seat.

## 9. CITIZEN INPUT – None

## 10. UNFINISHED / OLD BUSINESS

- A. Determination of 2013 – 2063 Time Capsule Contents

For the record, the Mayor asked City Administrator Fred Hilden to read a list of proposed contents for the Time Capsule, noting that by reading the list into the record citizens will also know the contents of the Capsule. The list included: 1) the *Siuslaw News* Triathlon/Duathlon insert, 2) the invitation for the City's 50-year celebration, 3) the current Mayor's gavel, which Mr. Hilden noted has been in use since before the first Time Capsule was sealed in 1997, 4) a miniature flag of the USA that was given to soldiers deployed to Afghanistan and Iraq so that they'd always have a piece of the USA with them (donated by Councilor Sanders), 5) a CD showing the current Dunes City website, 6) photographs of Dunes City Hall (inside and out), the lakes and Septic Tank brochures, 7) "Stay and Play" and Siltcoos River Canoe Trail brochures, 8) photograph of the Dunes City sign behind the City Council dais, 9) the Resolution of the Sister City in Dunes, France, 10) a Woahink Lake water sample to be taken from the lake on December 20<sup>th</sup>, 11) one USPS "Forever" stamp, with the current value noted, 12) photograph of the Woahink Lake weir, 13) a USB drive containing recorded interviews with Dunes

City/Westlake notables Bob Read, Bob Petersdorf and Bob Jackson along with a printed transcript of the interviews, 14) an Oregon Dunes Triathlon and Duathlon T-shirt and finisher's medal, 15) a voided City check, 16) a written message from Mayor Ruede, 17) two rolls of US dollar coins (valued at \$25 each, donated by Mayor Rebecca Ruede) with instructions to give those to the first boy and girl born after June 1<sup>st</sup> in 2063, and 18) a printed PowerPoint presentation about Dunes City.

The Mayor and the Councilors discussed the list of items and agreed that they were appropriate. Mayor Ruede suggested also including photographs of the current City Council and Councilor Sanders suggested using the photograph of the Councilors packed into a telephone booth to show that the Council was not without a sense of humor. Councilor Anderson suggested including photographs of the current City Staff. Mayor Ruede also suggested including a collection of Dunes City newsletters. Mayor Ruede noted that residents of Dunes City and Councilors could bring other memorabilia to be included and noted that they should do so before or during the Mayor's potluck dinner on December 20<sup>th</sup>.

#### B. Oregon Dunes Triathlon and Duathlon Response(s) to Request for Proposal

City Administrator Hilden announced that the representative from the event production company selected to run the 2014 event, Blair Bronson of Best in the West Events, was unable to attend this meeting due to bad weather and travel conditions. Mr. Hilden noted that Best in the West was the only positive response to the City's RFP. He also noted that he has been working on the contract between Dunes City and Best in the West and would have that ready for City Council discussion and possible approval/signature at the January 9 City Council meeting.

Councilor Sanders asked Mr. Hilden if the contract would be the same one the City had with Smith Rock Race Group. Mr. Hilden said that it was not, that it would be modified and improved. There was no further discussion of the contract.

Mr. Hilden presented copies of a 2014 calendar published by the local newspaper, *Siuslaw News*. In it, he pointed out, the calendar features photographs from the 2013 event on the May cover page and includes a notation on the scheduled date of the event, May 10, 2014. Mr. Hilden also noted that there were already 15-20 entrants registered for the 2014 event. Councilor Sanders asked when official registration would begin and Mr. Hilden replied that it would begin January 1, 2014, further noting that the event was only 148 days away.

## 11. NEW BUSINESS

### A. Commission and Committee Appointments

Mayor Ruede read aloud a status of vacancies and applications for citizen participation in various commissions and committees and recommended that the City Council approve the applicants' appointments:

Planning Commission: Three vacancies with two applicants (George Burke and Norman Martin)

Road Commission: Two vacancies with one applicant (Richard Palmer)

Budget Committee: Four vacancies with one applicant (Stuart “Wally” Shoults)

Communication & Education Committee: One vacancy with one applicant (Steve Burton)

Parks & Recreation Commission: Two vacancies with one applicant (April Dumas)

Water Quality Committee: Two vacancies with two applicants (Mark Chandler and Stephen Hager)

Volunteer Water Tester: One vacancy with no applicants

After reading the list, Mayor Ruede asked whether there were any comments from citizens present and interested in applying to any of the positions. Current Planning Commissioner, George Burke, was present and stepped forward to speak. He began by congratulating the Council for appointing Sheldon Meyer. He went on to say that he was in the process of trying to sell his house and expected to move from the area when it sold. In light of that, he requested that the City Council appoint him to a one-year term. The Mayor agreed to his request.

**Councilor Sanders made a motion to approve the Mayor’s recommendations for appointments to the Commissions and Committees. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

The list of vacancies and the applications are on file at City Hall and attached to these minutes as Exhibit A.

B. Citizen Involvement Program Draft Administrative Rule from the Planning Commission

City Administrator Hilden recounted a short history about the development of the draft Rule, noting that the original version was drafted in 2012 by Planning Commissioner Norman Martin and that version was thoroughly reviewed and edited by the Planning Commission during its November 21<sup>st</sup> meeting. Mr. Hilden added that he and Planning Commission Chairman Burke had also reviewed the draft with Oregon’s Citizen Involvement Advisory Committee. He added that he hoped the City Council would authorize him to send the draft to the City Attorney for legal review and take the next steps toward creating a resolution for the City Council to adopt a final version.

At the request of the Mayor, Mr. Hilden read aloud the draft Administrative Rule submitted to the City Council by the Planning Commission:

Dunes City Citizen Involvement Program (CIP) Administrative Rule

Purpose: This Dunes City administrative rule provides the process that will be used by the Planning Commission to oversee the City's Citizen Involvement Program and the procedures to be followed to gather citizen input required by Goal 1 for land use matters.

A. Appointment. The Planning Commission has been designated as the City's Committee for Citizen Involvement (CCI) with the responsibility to oversee the Citizen Involvement Program that insures the opportunity for widespread citizen involvement in all phases of the planning process. The Planning Commission represents a broad cross-section of residents of the City, the Commission is appointed in an open well publicized process, including announcements of Commission openings at both Planning Commission and City Council meetings, posting of notice at City Hall and the local post office, notice on the City's website and publication in the local newspaper for at least two weeks prior to any appointment(s).

B. Responsibility. The Planning Commission in its role as the CCI is responsible for creating and maintaining the Administrative Rule that provide for effective oversight of the Citizen Involvement Program. This includes annual feedback to the City Council on the effectiveness of the City's CIP that will be included in the October annual report. The City's CIP Evaluation will be placed on the Planning Commission's agenda each year for their September regular session, with emphasis on citizen input regarding the City's CIP.

1. Subsequent to a proposed change to the City's Comprehensive Plan and/or land use regulations by the City Council or any Commission or Committee, Staff will forward a recommendation to the Planning Commission regarding their interpretation of whether or not the proposed change warrants formation of a Citizen Advisory Committee (CAC). In some cases, citizen involvement may be satisfied by the public hearing process.

2. Citizens Advisory Committee(s). The Planning Commission will appoint a group of citizens as the Citizens Advisory Committee (CAC), organized to provide citizen input on proposed changes to the Comprehensive Plan and/or land use regulations. A CAC is fluid and will be appointed or reappointed for each proposed change in which the Planning Commission is required to seek public input. As CACs are assigned specific tasks, multiple CACs may be in existence at any one time. Dunes City Staff will ensure compliance with Public Meeting Law and Goal 1 requirements for publicizing each meeting it adjudicates, including posting of notice at City Hall and the local post office, notice on the City's website, and publication in the local newspaper for at least two weeks prior to any appointment(s).

The Planning Commission will clearly define the task of a CAC, including the expected date of completion. The Planning Commission will also provide the authority of the CAC to provide the Planning Commission with recommendations independent

from Dunes City Staff. The CAC will appoint a chairman and Dunes City Staff will provide administrative support.

3. When deemed necessary to form a CAC, the Planning Commission will request City Staff to publicize the meeting with an accurate description of the proposed change to the City's Comprehensive Plan and/or land use regulations and the date and time of the meeting. A copy of the meeting notice, together with the locations to which it was posted and published, will be forwarded to the City Council and the Planning Commission. The notice will give the various modes of contact with the City for citizen queries. Answers to citizen queries will be sent promptly and copied to the City Council and the Planning Commission.
4. The CAC will be informed of the meeting time and technical information to be considered. Technical information will also be made available to citizens who request it, in a simplified and understandable form.
5. Recommendations from the CAC are to be forwarded to the Planning Commission and will be retained and made available for public assessment. Citizen recommendations to the CAC will be encouraged.

After reading the draft, Mr. Hilden went on to add that he was excited about the process of completing the document and creating procedures to implement CACs, further noting for the Council that one of the first CACs might be formed for the purpose of reviewing the City's planned revisions to the Master Road Plan.

Mayor Ruede asked the Councilors whether they had any questions or input for Mr. Hilden. Councilor Sanders noted that it was imperative to capture all of the recommendations made by citizens. Mr. Hilden explained that all of the input would be available because all of the CAC meetings would be recorded electronically and meeting minutes would be created, so that no voice will be sheltered. He further noted that CAC members would be subject to Oregon rules of ethics and that they all would be informed of their state-mandated obligations.

Mayor Ruede asked Mr. Hilden to consider adding "Oregon state wide planning" before each occurrence of "Goal 1."

## **12. REPORTS**

Mayor's Report: Mayor Ruede reiterated her invitation to attend the potluck dinner on December 20<sup>th</sup>.

Communication & Education Committee Report: Council President Mills was absent.

Ordinance Review Committee Report: Council President Mills was absent.

Water Quality Committee Report: Council President Mills was absent.

Community Center Report: Councilor Wells noted that he might need to build a new house for City Hall's water pump to prevent it from freezing in the future. He said that the fireplace in the Council chambers would be cleaned so that a fire could be safely lit in it during the pot-luck dinner.

Conservation Committee Report: Councilor Anderson announced that there have been no complaints around the shoreland areas and the Committee continues to be alert for infractions or dangers.

Parks & Recreation Commission Report: Councilor Scarberry reported that the November 21 meeting was his first since assuming duties of Chairman. He reported that Commission members were pleased with new signage for area hotels. He noted that the City Hall kiosk area should be cleaned up after the winter storms and the Commission would form a work party for that task.

Road Commission Report: Councilor Sanders quickly reviewed the draft minutes of the November 18 meeting and submitted them for the record. He noted that the Commissioners have completed a draft request to University of Oregon for an intern to help with the Master Road Plan and strategic planning that would ultimately result in a Dunes City Master Transportation Plan that includes bike trails and walking paths. He also noted that Ocean Boulevard reopened in November.

Emergency Services Report: City Administrator Hilden read his report and submitted it for the record, along with minutes from the October 21<sup>st</sup> WLEOG meeting. Mr. Hilden noted that on December 16<sup>th</sup> Jim Langborg would assume the duties of retiring Siuslaw Valley Fire and Rescue Chief John Buchanan. Mr. Hilden also noted that the November 18<sup>th</sup> WLEOG meeting included a presentation on the new federally funded and federally operated FirstNET program that would replace the current federal communications network. It is a few years out and does not immediately affect Dunes City.

City Administrator/Recorder/Planning Staff Report: City Recorder/City Administrator Hilden reviewed the staff report for the Council noting that November permit activity continued strong with eleven permits issued and that the final plat for the two-lot partition at 83981 Clear Lake Road was approved by the Planning Commission. He pointed out that staff had mailed the Triathlon/Duathlon finishers' medals. He also noted that Administrative Assistant Linda Stevens was continuing with day-to-day maintenance of the City's website and had posted the approved 2012 and 2013 City Council meeting minutes to the site.

Mayor Ruede asked Councilors whether they had questions about the staff report. Councilor Sanders asked Mr. Hilden if he had received any feedback from triathlon participants about the medals. Mr. Hilden replied that he had and it was positive. Mr. Sanders then asked Mr. Hilden if he had received any training in the area of code enforcement, which Mr. Hilden said he was working on for 2014. Councilor Sanders also asked if Mr. Hilden had taken any training relevant to his role as City Administrator. Councilor Sanders requested that Mr. Hilden keep the Council updated about those.

Mr. Hilden noted that the City Administrator job description and oath of office will be on the agenda for the January City Council meeting when all Councilors should be present.

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

Mayor Ruede asked Councilors for comments.

Councilor Scarberry announced that there would be a public celebration for retiring Fire Chief John Buchanan on December 13<sup>th</sup> at the fire station on Clear Lake Road.

Councilor Anderson welcomed Sheldon Meyer back to the City Council.

Councilor Wells thanked everyone who stepped up to fill vacancies on commissions and committees.

Councilor Meyer expressed his appreciation for being appointed to the Council.

## **14. ADJOURNMENT**

**Mayor Ruede requested a motion for adjournment. Councilor Anderson made the motion to adjourn. There was no second and no vote taken.**

Mayor Ruede adjourned the meeting at 8:05 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF JANUARY 2014**

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder

**Dunes City Council Agenda ~ Attachment "A"**

Updated 12/5/2013 ~ Dunes City, Oregon



The following is a list of Commission and Committee vacancies as of December 31, 2013 and includes applicants for the positions received through December 5, 2013. Appointments to these openings will be effective January 1, 2014 unless otherwise noted.

The Mayor recommends members for appointment with approval by the City Council. All applicants must reside in Dunes City, except for the Water Quality Committee, whom must reside in the watersheds of Siltcoos or Woahink Lake.

Applicants are listed alphabetically:

- 1) Planning Commission: 3 openings (2 terms end 12/31/2016, 1 term ends 12/31/2014)  
George Burke  
Norman Martin
- 2) Road Commission: 2 openings (2 terms end 12/31/2016)  
Richard Palmer
- 3) Budget Committee: 4 openings (3 terms end 6/30/2016, 1 term ends 6/30/2015)  
Stuart "Wally" Shoults
- 4) Communication & Education Committee: 1 opening (1 term ends 12/31/2016)  
Steve Burton
- 5) Parks & Recreation Commission: 2 openings (2 terms end 6/30/2016)  
April Dumas
- 6) Water Quality Committee
  - a) Members: 2 openings (2 terms end 12/31/2016)  
Mark Chandler  
Stephen Hager
  - b) Volunteer Water Testers: 1 opening (Siltcoos Lake - no term ending date)  
No Applicants

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