



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
JANUARY 9, 2014 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, Council President Jamie Mills, Councilor Ed Scarberry, Councilor Maurice Sanders, and Councilor Duke Wells.

**Absent and Excused:** Councilor Dick Anderson and Councilor Sheldon Meyer.

**Also Present:** City Administrator/Recorder Fred Hilden, Administrative Assistant Renee Green, Administrative Assistant Rapunzel Oberholtzer, Blair Bronson of Best in the West Events, Planning Commission Chairman George Burke, Siuslaw Valley Fire and Rescue Chief Jim Langborg and his wife Tina, and several citizens.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. CONSENT AGENDA**

**Councilor Sanders made a motion to approve the Consent Agenda, including the amended Bills of the Session. Councilor Wells seconded the motion.**

During discussion, Mayor Ruede noted that she and City Administrator Hilden have been exploring ways to avoid having to amend the Bills of the Session, which happens when vendors fail to submit their invoices in time to be included in the Bills of the Session document that is prepared for the Councilors' review prior to the Council meeting.

**The motion passed by unanimous vote.**

## 6. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede recognized and introduced Mr. Blair Bronson of Best in the West Events, who was present in the audience. The Mayor went on to note that he and his company would be coordinating the 2014 Oregon Dunes Triathlon and Duathlon activities before, during and after the event.

Mayor Ruede also introduced Mr. Jim Langborg, the new Chief of Siuslaw Valley Fire and Rescue and invited him to speak to the Council. Responding to a question, Chief Langborg told Councilors that he spent much of his life in the Pacific Northwest, and was happy to have the opportunity to move to Florence. Chief Langborg offered to attend Dunes City Council meetings to report about Siuslaw Valley Fire and Rescue activities. Mayor Ruede and the Councilors agreed to take advantage of his offer and suggested that they schedule his attendance in the near future.

Mayor Ruede went on to read a list of announcements from the meeting agenda.

- A. The Dunes City Planning Commission will be appointing the City's first Citizen Advisory Committee during January to review proposed changes to the Master Road Plan.
- 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. January birthday wishes to Councilor Ed Scarberry on the 19<sup>th</sup> and Road Secretary Laurale Lorentzen on the 12<sup>th</sup>.

During discussion of item A, Councilor Sanders asked how citizens were notified about the Citizen Advisory Committee (CAC) and how they applied to be on it. City Administrator Hilden explained that a public notice was submitted for publication two times in the *Siuslaw News*, and that a public service announcement had also been sent to local radio station KCST. Application forms, Mr. Hilden noted, were available from the City's website or at City Hall. Councilor Sanders asked whether staff had done any outreach for technical expertise to assist the CAC. Mr. Hilden explained that staff had not yet done so but had discussed, among other things, a group email to the City's "interested parties" email list. Council President Mills went on to note that the Planning Commission had the authority to bring in technical experts if it thought it was necessary.

Mayor Ruede recognized Planning Commission Chairman George Burke who was present and asked whether he had any comments about the CAC. Mr. Burke explained that the Planning Commission intended to have Mr. Gary Baker, Dunes City's contract Public Works Director, review the draft Master Road Plan with CAC members at their first meeting.

Mayor Ruede asked City Administrator Hilden whether he had additional announcements. Mr. Hilden noted that during the summer of 2013, after working with the State Department of Geology and Mineral Industries (DOGAMI) and the local West Lane Emergency Operations Group (WLEOG), Dunes City received its own Tsunami Evacuation Map and, thanks to a significant amount of work by Council President Mills, subsequently held a tsunami information

presentation at Dunes City Hall. DOGAMI issued several Certificates of Appreciation to individuals who worked over and above the call of duty to help make the tsunami educational outreach efforts successful. Mr. Hilden presented Council President Mills and Administrative Assistant Renee Green with Certificates of Appreciation.

**7. CITIZEN INPUT – None**

**8. UNFINISHED / OLD BUSINESS**

**A. Oregon Dunes Triathlon and Duathlon Contract Status and 2014 Budget**

Mayor Ruede invited Mr. Blair Bronson of Best in the West Events to talk about the status of preparations for the event. City Administrator Hilden noted that the contract between Dunes City and Best in the West Events was currently under legal review by the City Attorney. Mr. Hilden went on to note that the only detail that had not yet been finalized was the revenue sharing — that would be done within the next couple of weeks. Mr. Hilden also noted that he and Mr. Bronson were working on submitting a grant application for additional funds by the January 16<sup>th</sup> deadline.

Mr. Bronson opened his remarks by stating that he was looking forward to working with Dunes City on this event and then went on to discuss the budget projections that he prepared and distributed to Councilors. Mr. Bronson pointed out that although 2014 would be the event's second year, as the new event coordinator he would treat the event as if it was in its first year. He went on to note that although some of the projects from last year's event, such as the website and photos, were already fairly well developed he would look at revisiting some aspects of last year's event to bring a fresh perspective and make improvements.

Discussing the income portion of the budget, Mr. Bronson explained that he was basing his numbers on an anticipated 100 pre-race online registrants and ten (10) registrants on the day of the race, although those numbers could vary depending on the athletes' training and other race schedules. He noted that his numbers might be somewhat conservative but that was intentional because he did not want to over-inflate income projections.

Mr. Bronson asked whether Councilors had questions about the income projections. City Administrator Hilden noted that he and Mr. Bronson had reviewed the numbers and estimated that with the potential grant, the sponsorship opportunities and the pre-race interest level they would balance out fairly close to projections.

Mayor Ruede asked when sponsorship packets would be available and Mr. Bronson replied that they would be ready very soon.

Councilor Sanders asked when online registration would be available; Mr. Bronson replied that online registration was open and that there were 18 participants registered to date. Councilor Sanders went on to ask about merchandise for the 2014 event, noting that there did not appear to be any provisions for it in the budget projections. Mr. Bronson an-

swered that he typically would not invest heavily in merchandise for a first year event, primarily because, in his experience, logos often change and he prefers to make sure that the logo is solid before purchasing merchandise. Mayor Ruede mentioned that she had some ideas about merchandise that she would like to discuss.

Council President Mills asked whether the City could potentially handle the merchandising and take that off Best in the West's workload. City Administrator Hilden pointed out that that would be a City Council decision, but he wondered whether it would be possible to take pre-race orders for certain items if the City could determine what to offer. Mr. Bronson noted that since the online registration form was easily editable, he could determine pricing and add various merchandise that registrants could buy when they register.

Councilor Sanders asked for details about the grant that was mentioned earlier. Mr. Bronson explained that it was from Travel Lane County's \$100,000 pool of funds used for special event promotion. He went on to explain that Best in the West Events would be the applicant.

Discussing the expense portion of the projected budget, Mr. Bronson noted that he had estimated expenses on the high side so as to avoid having actual final expenses significantly higher than initially projected. He noted that the larger expenses included T-shirts, timing and flagging, and went on to note that Dunes City was fortunate to have Siuslaw Valley Fire and Rescue providing EMS to the City at no cost. There were no questions from Councilors about the expenses.

Mr. Bronson asked Councilors for feedback and/or suggestions about the event itself, noting that since it was a Dunes City event, local feedback was an important consideration. Mayor Ruede asked Mr. Bronson whether he had had an opportunity to review the post-event debriefing and Council meeting minutes from last year's event. Mr. Bronson replied that he had.

City Administrator Hilden pointed out that key to the success of the event was sponsors and volunteers and that the City needed to reach out to the community. He noted that this year's event included a new level of sponsorship — the Community level at \$100 for individuals and smaller businesses. Mr. Hilden also noted that the City would be looking for letters of support for the Travel Lane County grant, as well as any other grants that might be available, and requested that Councilors let him know of any individuals or businesses that might be interested in signing a letter of support.

Mayor Ruede asked Mr. Bronson who would be writing pre-race publicity and whether any was scheduled. Mr. Bronson replied that if there was a local public relations designee, he would provide information for that person to use. Other than that, he noted, he and his team were currently working with announcements at other venues, sports newsletters — both on and offline — and web-based event calendars. Closer to the date of the event there would be press announcements and signage. Mr. Bronson went on to note that print advertising would roll out soon and an email campaign went out on January 1<sup>st</sup>, scheduled to continue monthly until the event.

Council President Mills asked whether Best in the West Events utilized Facebook and Twitter. Mr. Bronson answered that he was hoping to have the Facebook account transferred in about a week from the former event coordinator and then his team would regularly update the page. Tweets are handled by a member of his team.

In general, Mr. Bronson noted that outreach through social media, print ads, race calendars, web-based calendars and newsletters, actual race venue ads, and local PR are scheduled to continue through April up to the event. Mr. Bronson noted that the Dunes City event will be the first open water outdoor event in the state this season.

Council President Mills inquired about the budget for volunteers and asked whether the City could count on about the same number of volunteers. Mr. Bronson replied that he would like to have more volunteers this year in order to give people breaks during the day and offer more support and excitement along the race route. He noted that last year there were some volunteers who were in one spot with no backup for the duration of the entire event. Councilor Scarberry recalled that he and Councilor Wells' son were stationed at a flagger position for the whole race and it was exhausting; he applauded the idea of having backup volunteers.

Mayor Ruede announced that the official event countdown stood at four months, twelve hours and twenty-one minutes as of January 9 at 7:40 pm.

There was a brief discussion about the availability of RTMP funds and whether or not that money could be used for merchandising. City Administrator Hilden noted that there was some funding that could be used.

Mayor Ruede thanked Mr. Bronson for attending and invited him to attend another meeting closer to race date. Mr. Bronson agreed to be available and to bring some of his crew to the next meeting.

**B. Resolution Series 2014, No. 1 (01/09/2014) – City Recorder/City Administrator Job Description**

City Administrator Hilden distributed copies of an email he received from the City Attorney's office detailing how to create the new City Administrator position and combine the City Recorder and City Administrator job duties without having to change City Code. Mr. Hilden noted that the City Attorney's recommendation was to create and adopt a resolution creating the City Administrator position, combining the two positions and then officially appointing Mr. Hilden to the combined positions. Mr. Hilden pointed out that the Councilors had in hand copies of the new City Administrator job description as well as the existing City Recorder job description and noted that they were also attached to the proposed resolution and would be incorporated into it if it was adopted.

There was a brief discussion about whether or not Mr. Hilden's employment contract as City Recorder would need amending. Mr. Hilden suggested that would be a question for the City Attorney. There was also a brief discussion about the two job descriptions. Coun-

cilors had no corrections to either description. It was noted that the City Council as a whole would act as the City Administrator's supervisor and would give annual reviews as a collective body. There was no further discussion or commentary.

**Councilor Wells made a motion to adopt Resolution Series 2014, No. 1 (01/09/2014). Councilor Sanders seconded the motion. The motion passed by unanimous vote.**

C. City Recorder/City Administrator Oath of Office

City Administrator Hilden noted that this agenda subject was originally brought to his attention some time ago. Mr. Hilden went on to note that he polled the Oregon Association of Municipal Recordors about the use of oaths of office. About half (50-60%) of those poll respondents indicated that their municipalities did not require an oath of office for City Manager/City Administrator personnel. Mr. Hilden also noted that the oath of office would, in his opinion, place added emphasis on the integrity of the position and the person in the position but the determination for requiring the oath would be up to the City Council.

There was a brief discussion among the Councilors. It was agreed by all that the oath was essentially a "covenant" between the person taking the oath and the city the person served. Additionally, the oath administered in a public ceremony, commits the individual to swearing that he/she would uphold the laws of the state, the City, and the community at large.

It was agreed that the Oath of Office would be placed on the City Council's February 13<sup>th</sup> meeting agenda.

D. Resolution Series 2014, No. 2 (01/09/2014) – Citizen Involvement Program Policy

Mayor Ruede directed the Councilors' attention to agenda item D of Unfinished/Old Business, the Citizen Involvement Program Policy. City Administrator Hilden explained that although the original draft of the original Administrative Rule presented by the Planning Commission was reviewed at the City Council's December 12<sup>th</sup> meeting and generally agreed upon, it had since been reviewed more thoroughly by the City Attorney and significantly amended. The document now before the Council was the City Attorney's amended version — a policy and not an administrative rule. Mr. Hilden went on to point out the various changes made by the City Attorney and recommended that the City Council approve the resolution to adopt the policy as amended, noting that if adopted the policy would guide the City's Planning Commission to appoint its first Citizen Advisory Committee under Ordinance No. 223.

Mayor Ruede remarked that she had reviewed the City Attorney's changes and thought that they helped to clarify the language of the policy. Council President Mills noted that prior to this Council meeting she read the proposed policy to make sure that it met State-wide Planning Goals and, based on her familiarity with the Planning Goals, she believed that it did.

**Councilor Sanders made a motion to adopt Resolution Series 2014, No. 2 (01/09/2014), a Resolution adopting the Dunes City Citizen Involvement Program Policy. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

## **9. NEW BUSINESS**

### **A. Schedule City Council Goal Setting Session**

Mayor Ruede asked Councilors to look at their calendars so that they could schedule the third annual Goal Setting Session. There was a brief discussion about whether or not the meeting would have a facilitator and, if so, who could do so. Councilors agreed that City Administrator Hilden would decide how to staff and/or facilitate the meeting. Councilors all agreed to have the Goal Setting Session on Friday, January 24<sup>th</sup> beginning at 2:00 pm.

Mayor Ruede and Council President Mills asked City Administrator Hilden to send out public notice for citizen feedback. Mr. Hilden explained that the agenda for the meeting would be published the week of January 13<sup>th</sup>, and an email sent from City Hall to its “interested parties” email list requesting citizen comments by noon on January 23<sup>rd</sup>. It was agreed that there would be no public input during the Goal Setting Session but the collective citizen comments, if any were received, would be made available to the Councilors.

### **B. Schedule Second Quarter Budget Review Meeting**

City Administrator Hilden requested that the first and second quarterly budget review meetings be combined as a semi-annual review and held during the last week of February. He explained that at that time he would have the results of the City’s audit for discussion. Council President Mills suggested that the meeting would be a good place for various Dunes City Committee Chairpersons to present their budget requests; Councilors agreed. Councilors went on to agree that the budget review meeting would be scheduled for February 25<sup>th</sup> at 4:00 pm.

### **C. Schedule City Council Special Session to Review and Approve Minutes from 2013 Comprehensive Plan Review Meetings**

Mayor Ruede pointed out to Councilors that the Minutes from the Comp Plan Review meetings last year were included in the Councilors’ information packets for today’s meeting, and she urged Councilors to carefully review the contents of the minutes to make sure that the corrections and edits to the Comp Plan listed there accurately reflected the suggestions from those meetings. Those minutes, she noted, would be approved or amended and approved during this next Special Session.

Councilor Sanders suggested that the Special Session be scheduled for February 25<sup>th</sup> from 2:00 – 4:00 pm, followed by the semi-annual budget review beginning at 4:00. A brief discussion followed during which Councilors talked about the process for making changes, prioritizing which Comp Plan and Code changes are made first and whether or not a CAC

would be needed to review the changes. Council President Mills noted that the Planning Commission was in the process of amending Code and expressed concern about those amendments becoming lost in the process of changing the Comp Plan. City Administrator Hilden explained that it would be possible to proceed with Code changes and Comp Plan changes almost simultaneously. It was generally agreed that at least one CAC would be formed to review changes at some point in the process.

Planning Commission Chairman George Burke was present in the audience and Mayor Ruede asked him for comments. Mr. Burke noted that changes to Code must reflect the language in the Comp Plan. The Mayor suggested that Mr. Burke should review the City Council minutes from meetings about the Comp Plan to make sure there are no conflicts with anticipated Code changes, even though the City Council's suggestions for changing the content, data and language are not significant changes to the Comp Plan itself. The Councilors and Chairman Burke agreed that the Council and the Planning Commission would work together to make sure new Code language reflected new language in the Comp Plan. Mayor Ruede invited Chairman Burke to attend the City Council Special Session on February 25<sup>th</sup>. Mr. Burke agreed to do so and noted that he had copies of the draft City Council minutes that were being discussed. Staff was directed to provide Chairman Burke and the Planning Commission with copies of the approved City Council Comp Plan review minutes when they became available.

Mayor Ruede reiterated that the Council's suggested changes and recommendations to the Comp Plan are editorial and housekeeping in nature for the purpose of bringing statistical data and other content up to date, not changes to the intent of the Comp Plan. She further noted that no actual changes have been made — the recommendations from the City Council to date are only a starting point for bringing the Plan current.

#### D. City Council Packet Technology Upgrade/Electronic Council Packets and Tablets

Mayor Ruede directed Councilor's attention to a discussion of technology upgrades, noting that the use of technology is infiltrating businesses everywhere and could be implemented to improve the processes of Dunes City. City Administrator Hilden opened the dialogue by asking Councilors about their preferences for using tablets or other technology to provide information packets vs. paper packets. He went on to note that many cities are now providing tablets to Councilors and report that it saves money on printing and shortens the delivery time of material. Mr. Hilden also commented that he has not yet done a cost/benefit analysis and that deployment of technology in cities has not always been successful, but it was worth hearing the opinions from Councilors before he spent time doing more research and preparing recommendations.

Mayor Ruede asked Councilors for comments. Council President Mills commented that while she likes paper, she is also comfortable with technology. She asked whether there was information from other small cities available or whether LCOG or the small cities network had any research available about how they are addressing the issue.

There was a brief discussion about the advantages of having multiple documents for refer-



ence stored and readily available on tablet devices and whether the amount of time staff required to prepare paper Council packets was a significant time drain.

Mayor Ruede solicited comments from other Councilors. Councilors Scarberry and Wells both commented that they would be comfortable with staff taking the time to do more research into the cost/benefits. Councilor Sanders agreed but also expressed concern about the security of the devices and the information stored on them. Mr. Sanders also noted that he would be willing to volunteer as a test subject with his iPad. Mayor Ruede directed staff to proceed with more feasibility/cost analysis investigation and report findings to the Council at its February 13<sup>th</sup> meeting. City Administrator Hilden commented that the contract for the copier was coming up for review and that he would have a new contract and lease details available at that meeting as well.

## **10. REPORTS**

Mayor's Report: Mayor Ruede noted that she did not prepare a written report for this meeting, having just presented a State of the City commentary at the Mayor's Potluck on December 20<sup>th</sup>. The Mayor went on to thank everyone who attended the Potluck and noted that the ladies present at the event agreed to call this year's event the Mayor's Banquet. City Administrator Hilden added that the time capsule contents displayed at the Potluck had been sealed in the capsule and placed in a wall at City Hall. He went to add that the Mayor is now using a new gavel — the old one was retired and placed in the time capsule. The Mayor read the inscription on the new gavel, "Presented to Dunes City 1/9/2014 by Mayor Rebecca Ruede, Mayor 2011 to present." and noted that the new gavel was made in Newport, Oregon.

Communication & Education Committee Report: Council President Mills noted that the committee had not held any meetings lately. There was a short discussion about the possibility of change to the committee leadership, with Mayor Ruede suggesting that could be discussed at the next City Council meeting.

Ordinance Review Committee Report: Council President Mills had no report.

Water Quality Committee Report: Council President Mills noted that the next committee meeting was scheduled for January 15<sup>th</sup>. Council President Mills noted, however, that a water quality test was performed and the results indicated no toxins were present.

Community Center Report: Councilor Wells noted that he and City Administrator Hilden had had an opportunity to look at the used generator at Peace Harbor Hospital. It turned out that the generator was much too large for Dunes City's needs and the operating costs were prohibitive. He went on to say that he and the City Administrator were investigating other possibilities.

Conservation Committee Report: Councilor Anderson was absent, but City Administrator Hilden noted that there was no activity or complaints to report during December.

Parks & Recreation Commission Report: Councilor Scarberry reported that there was no December meeting but the next meeting was scheduled for January 23<sup>rd</sup>.

Road Commission Report: Councilor Sanders presented his report, highlighting the fact that the Alder Drive slide repair work was slightly delayed when the surveyor discovered that part of the road was on private property. The situation is currently under investigation by the surveyor and the City. Councilor Sanders also reported that the internship opportunity through the University of Oregon had been opened to graduate students. City Administrator Hilden reported that there were two students interested in the internship, but no action has occurred yet. Councilor Sanders went on to note that the cost to pay for the internship would be covered by the 1% dedicated road fund required for bicycle and pedestrian paths, as unanimously agreed to by the Road Commissioners. Councilor Sanders added that the Road Commission unanimously agreed to recommend that the City Council consider repealing Ordinance No. 168 (No Brushing) of City Code and suggested the matter could be added to the March meeting agenda. Councilor Sanders submitted the minutes of his December 16, 2013 Road Commission meeting for inclusion in the record.

Emergency Services Report: City Administrator Hilden read his report and submitted it for the record, along with minutes from the November 18<sup>th</sup> WLEOG meeting. Mr. Hilden noted that Jim Langborg has assumed the duties of retiring Siuslaw Valley Fire and Rescue Chief John Buchanan. City Administrator Hilden also noted that there had been discussion about videos that would supplement emergency preparedness classes and it was agreed that due to cost restraints other videos that are already in existence and offered by public agencies are being evaluated for use. Mr. Hilden went on to report that ODOT presented an overview of their state-of-the-art RAPTOR emergency communications trailers, of which the state has 12, but none located on the coast.

City Administrator/Recorder/Planning Staff Report: City Recorder/City Administrator Hilden reviewed the staff report for the Council noting that December permit activity slowed slightly. In other activities involving staff: the Planning Commission is hoping to appoint the City's first CAC to provide citizen input into planned revisions to the Master Road Plan; work continues on revisions to City Code; and, the City received notification of an intent to file a Land Use Board of Appeals case on behalf of an applicant for a Conditional Use Permit that was denied by the City Council in December (actually November). Mr. Hilden's report is on file with a copy of these minutes.

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

Mayor Ruede asked Councilors for comments.

Councilor Wells expressed his appreciation for Mr. Blair Bronson's attendance at the meeting. He commented that he and his wife were planning to become community sponsors through their business this year and he hoped that other businesses as well as individuals would step up and do the same.

Councilor Sanders asked whether it would be possible to simplify the Council Packets, perhaps eliminating some of the content, to save time for staff. He went on to note that there might be some Best Business Practices that would be practical to apply and wondered if this could be a subject for a future agenda.

In response to Councilor Sanders' comments about simplifying the Council Packets, Council President Mills suggested that could be a subject to be discussed during the Goal Setting Session. She went on to say that she enjoyed her vacation but was glad to be home!

#### **14. ADJOURNMENT**

**Mayor Ruede requested a motion for adjournment. Council President Mills made a motion to adjourn. Councilor Scarberry seconded the motion. There was no vote taken.**

Mayor Ruede adjourned the meeting at 9:10 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 13th DAY OF FEBRUARY 2014**

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

ATTEST:

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