



**CITY COUNCIL SPECIAL SESSION MINUTES ~ APPROVED
JANUARY 24, 2014 AT 2:00 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 Special Session of the Dunes City Council to order at 2:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator Fred Hilden.

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

Also Present: City Administrator/Recorder Fred Hilden and Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Sanders made a motion to approve the agenda. Council President Mills seconded the motion. The motion passed by unanimous vote.

5. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede announced that 2013 was a very successful year for Dunes City. She went on to say that a few weeks ago, while she was thinking about the success and progress the City enjoyed during 2013, she decided to further promote Dunes City in the local area and purchased an ad spot on local radio station KCST. The station helped her produce a spot that, the Mayor noted, received a positive response from the community. Mayor Ruede asked City Administrator Hilden to play a recording of the spot for the Councilors, which he did. A copy of the recording is on file at City Hall with these minutes. City Administrator Hilden noted, for the record, that the Mayor purchased the ad spot with her personal money — no City funds were used. After a brief discussion, Councilors agreed that some RTMP funds could be used in the future to purchase similar promotional spots for the City.

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

- A. A City Council Special Session has been scheduled for Tuesday, February 25th from 2:00–4:00 pm to review and approve the minutes for the Comprehensive Plan review meetings that were held from March through July 2013.
- B. The Dunes City Budget Committee will meet on Tuesday, February 25th at 4:00 pm to review Budget vs Actual for the first half of Fiscal Year 2013–2014.

City Administrator Hilden announced that there are twenty-three (23) registered athletes for the 2014 Oregon Dunes Triathlon & Duathlon and went on to say that the sponsorship packets prepared by The Best in the West Events would be distributed to Councilors later in the meeting. Mr. Hilden also announced that staff is in the process of completing the City's fiscal year 2012–2013 audit work and noted that the audit letter from the auditors was very positive — this is the third year in a row that Dunes City has received a favorable audit report.

Updating the Councilors about news from the Planning Commission, City Administrator Hilden reported that there were no applicants for the City's first Citizen Advisory Committee (CAC) under Ordinance No. 223. As a result, the Planning Commission decided at its January 23rd meeting to hold a public hearing on February 27th during which it would discuss recommending that the City Council adopt the Master Road Plan or take other action prior to making such a recommendation.

City Administrator Hilden read an email he received earlier in the day from Brenda Wilson of LCOG in which she announced that Dunes City resident Richard Palmer had been selected Lane County's 2013 Outstanding Citizen and would be feted at a dinner in Eugene on February 7th. The Mayor and the Councilors discussed who would attend the dinner celebration and the logistics of making sure that Mr. Palmer would be there, without knowing in advance that he was going to be honored. Mayor Ruede noted that a public announcement of Mr. Palmer's recognition could be made at the February 13th City Council meeting. Mr. Hilden agreed to alert KCST and the *Siuslaw News* with the caution that they cannot publicize the information prior to the February 7th dinner and official announcement.

Councilor Sanders asked City Administrator Hilden about the status of University of Oregon intern applications for the Road Commission's transportation plan project. Mr. Hilden explained that there was one applicant who was scheduled to be interviewed on Monday, the 27th, via Skype. City Administrator Hilden and Road Commissioner Jerry Curran would be interviewing the applicant. If hired, the intern would start the project in the spring by interviewing Dunes City residents to try to determine a need for enhanced bicycle and/or pedestrian paths. Later, the information collected could be added via amendment to the Master Road Plan if it is adopted. The intern would also inventory all of the City street signs. Councilor Sanders noted that the internship was beneficial to both the intern and the City: the intern would gain experience working with public documents, amending them through the municipal political process and having them adopted, and the City would have a finished needs assessment/report to help in future planning and budgeting for road projects.

6. CITIZEN INPUT – None

7. NEW BUSINESS

A. Attendance at Intergovernmental Functions (City Council and Designated Staff)

City Administrator Hilden introduced this agenda item by noting that it had been added to the agenda at the request of Mayor Ruede for the purposes of budgeting discussions, transparency into City spending and determining whether there was a need for a level of Council-approved City and staff travel expenditures for attending City-related training and functions. Mayor Ruede asked Councilors for comments about how they would like to see these types of expenses handled.

There was a discussion during which Council President Mills suggested that there could be a dollar limit to spending and if a cost was expected to exceed that set amount, Council approval might be required. Councilor Sanders asked whether Dunes City had a travel policy that covered travel-related expenses. City Administrator Hilden said that he was not aware of an existing Dunes City travel policy. After additional discussion, Councilor Sanders suggested that the City Administrator could include a travel report in his monthly report to the Council and at some future point the Council could articulate a City policy regarding travel and related expenses. There was further discussion among Councilors about staff travel and Councilors' travel, intergovernmental/regional events that could be attended (such as the February 19th Small Cities Regional meeting), and the need for City policy to outline credit card and debit card use, expense reimbursement and expense limitations. It was agreed that staff would draft a travel policy that would be included in the City's personnel handbook.

8. CITY COUNCIL GOAL SETTING

A. Introduction and Purpose

Mayor Ruede explained that January was an opportune time to look at setting goals for the coming year as well as revisiting the goals set last year to review which ones were, or were not, accomplished. She also noted that this was an opportunity to determine long-term goals that would help guide Dunes City into the future.

B. Review January 2013 Goals and Make Adjustments If Needed

City Administrator Hilden pointed out that Councilors each had a copy of the January 2013 goal setting meeting minutes and that the final list of goals from that meeting was on page nine. Mayor Ruede asked Councilors if there was a consensus to use last year's list as a starting reference. Councilors agreed.

There were no changes to the four priority goals: Goal I–Financial Stability, Goal II–Good Governance, Goal III–Water Quality and Resources, and Goal IV–Emergency Preparedness. Councilors went on to discuss the individual subcategories.

Goal IA – Balanced Budget

It was generally agreed that this item should continue to be a top priority. Mayor Ruede commented that staff and the Council were instrumental in making sure that the City's budget was balanced and that the City's funds were used wisely.

Goal IB – Triathlon

There was considerable debate about whether this item should remain on the list of goals. It was noted that the event is already scheduled but it was also noted that by keeping it on the list it reminded everyone of its importance to the community. It was agreed that the triathlon itself was vital to the community but there was a lengthy discussion about the use of "triathlon" as a goal. It was suggested that the goal could be rewritten to "Conduct fundraisers to generate revenue for the City" and then noted that the financial benefit to the City was not as important as the positive image and the goodwill the event generated. There was considerable discussion about the details of the event. Councilor Sanders suggested that the goal could be stated as "Develop the Oregon Dunes Triathlon & Duathlon into a signature event for the community" and that it could be a long-term, five-year goal. Everyone agreed.

There was further discussion about possible revenue-generating and promotional activities (signage, merchandising, advertising) that could take place in conjunction with the triathlon event. It was agreed by all to include the formation of an ad hoc committee for merchandising and promotion of the event on the February 13th City Council meeting agenda.

Goal IC – Grant Writer

During discussion of this goal, City Administrator Hilden pointed out that Gary Baker, the City's contract Public Works Director, was currently the designated grant writer for the Road Commission. Council President Mills also pointed out that LCOG was a resource for grants and suggested that the item could be removed from the list of goals. Councilors agreed.

Goal ID – Temporary Employee Longevity Incentives

There was a detailed discussion among the Councilors about how the City's temporary employees are paid, at what rate and whether temporary employees could act as independent contractors instead. Councilor Sanders suggested that the City Administrator use his discretion to give temporary employees an annual gift card, or something similar, to show the City's appreciation. There was discussion of the City's budget for personnel and personal services. Council President Mills agreed that the City Administrator could make a recommendation to the City Council in the future, if necessary, about incentives. It was agreed by all to remove the item from the list of goals.

Goal IIA – Codification

It was agreed, in light of the ongoing Comprehensive Plan review and the Code changes in the works by the Planning Commission, this item should remain a priority.

Goal IIB – Comp Plan Review

City Administrator Hilden pointed out that the Council had completed its review of the Comp Plan. Council President Mills suggested that the goal should be changed to “Comp Plan Update” and left on the list. Councilor Sanders suggested giving the task a two-year timeframe and everyone agreed.

Mayor Ruede called a recess at 3:17 pm and reconvened the meeting at 3:25 pm.

Goal IIC – Public Information Dissemination Policy

City Administrator Hilden explained that the Council had not yet adopted any public information policy by resolution. Council President Mills noted that Ordinance Review Committee discussions about the amendments to Chapter 32 addressed this subject so that it would eventually be part of City Code. City Administrator Hilden recommended that the Public Information Dissemination Policy could be included in the General Provisions of Chapter 32. Council President Mills suggested leaving the goal on the list until Chapter 32 is amended. Everyone agreed.

Goal IID – Monthly Press Releases

During discussion of this goal it was noted that Dunes City has good press coverage, but there is more that can be done to keep the City in the news. City Administrator Hilden identified additional staff with the ability to write press releases. Councilors agreed to keep the item on the list and to work with staff on subject matter for press releases, if necessary.

Goal IIE – Web Camera(s)

Mayor Ruede noted that a Dunes City resident volunteered to install a web camera and asked City Administrator about the status of the project. Mr. Hilden explained that it was in the works so there would soon be a camera on Siltcoos Lake, but he noted that there was not yet a site selected for Woahink Lake. Councilor Anderson offered his dock, power and internet access as a potential site. Mayor Ruede pointed out that the web cameras on the City’s website were another opportunity to promote the area. City Administrator Hilden pointed out that there would soon be a Dunes City weather station on the website and that when lake view cameras were up and running they would also be on the website. There was discussion about the technology required for web cameras and other locations where they could be placed. It was agreed by everyone to leave the item on the list.

Goal IIF – Council Chamber Improvements (Sound system and carpet)

City Administrator Hilden pointed out that the sound system had been upgraded and that new carpet had been installed so those two items could be removed from the list of goals. Councilor Sanders suggested leaving Council Chamber Improvements on the list of goals and explained that there were other improvement projects that could be done, such as a dais recognition system. There was discussion about the availability of that kind of system, the technology required for it and potential resources for acquiring said system. It was agreed to add “dais recognition system” to the list of goals. Although it was not added to the list of goals, there was also some discussion about adding cabinets or tables in the corners of the dais area where there is unused space.

City Administrator Hilden raised the subject of acquiring additional property and identified two potential sites that would be beneficial to the City. There was a brief discussion about adding this item to the list of goals and whether future land acquisition would require a review and possible amendment of the City's Charter. It was agreed that the Council would appoint an ad hoc committee to look into acquiring specific parcels and resources to do so rather than undertake a review of the Charter at this time. Councilor Sanders pointed out that lot 19-12-34-21-01300, which is owned by the City, could be sold to offset the cost of purchasing other land. It was agreed that the ad hoc committee could pursue the sale of that property as well. Formation of the committee will appear on the Council's February 13th meeting agenda.

Council President Mills reminded Councilors that they had talked about revising the City's personnel handbook and asked if they thought that this would be a project to add to the list of goals for the year. Councilor Sanders pointed out that LCOG had personnel handbook templates that Dunes City could reference. Following a brief discussion, it was agreed to add new item G Personnel Handbook Review/Update under Good Governance.

Goal IIIA – Promote Septic Education Program

Councilor Wells suggested leaving the item on the list of goals and bringing in professionals to hold educational seminars for residents. Council President Mills suggested that local realtors could also be invited to attend those seminars so that they can learn about the septic issues specific to Dunes City. Councilor Wells pointed out the City's septic ordinance was still an important concern for Dunes City citizens. There was a lengthy discussion about the current septic regulations and the confusion that surrounds them as well as the cost for homeowners to make improvements to bring their systems into compliance with the septic ordinance.

While discussing cost to homeowners, Councilor Anderson asked whether there was funding available to help homeowners who could not afford to upgrade their septic systems. Council President Mills pointed out that the FHA provided some funding for hardship cases, but that those funds could only be used to replace a failed septic system, not to upgrade one. There was a brief discussion about available funding sources. Mayor Ruede suggested that the February meeting agenda include the formation of an ad hoc committee to investigate funding for hardship cases, and Councilor Anderson agreed to lead the committee. Councilor Scarberry expressed concern about offering such funding and Councilor Wells noted that the perception of a financial burden may have been brought about by the City's current requirement for mandatory septic tank pumping every five years.

Further discussion ensued about Ordinance No. 203, the Comprehensive Plan and whether it was necessary to create an action item to review them. Councilor Sanders recommended that the City Council direct the Planning Commission to appoint a CAC to review Policy E6 of the Comp Plan.

Council President Mills suggested leaving item A (Promote Septic Education Program) on the list of goals but add “Hold annual educational events” to it. Councilors agreed.

Goal IIIB – Water Supply (Extend Woahink Lake permits, etc.)

Council President Mills explained at length the difficulties involved in determining which homeowners get water from private wells and pointed out that the information was critical to following up on the state water permit issues.

Goal IIIC – Shared Domestic Water Supply Program

Council President Mills also explained that Dunes City currently does not have set rules about how the City will operate its shared domestic water supply. She noted that the state’s water master has directed the City to have such a program, but the City has not yet developed a clear process. Council President Mills noted that she drafted language for an ordinance that outlines the process, but it has not been reviewed by the Ordinance Review Committee.

Council President Mills suggested that both items remain on the list of goals until they are fully resolved. City Administrator Hilden agreed, noting that the City’s municipal water right on Woahink Lake could be in jeopardy if these issues are not resolved. Mr. Hilden went on to explain that the City also needed to acquire access to the weir on Woahink Lake because owning and operating it is also key to retaining the City’s water rights.

Mayor Ruede lauded Council President Mills for the work she has done on the water rights issues, noting that it has been a huge and time consuming task. City Administrator Hilden added that Council President Mills has been instrumental in leading the City’s struggle to acquire the weir. The Mayor recommended adding “Acquire access to the weir” as a new goal item C under Water Quality and Resources and change existing Goal C to D. There were no objections from the Councilors.

Goal IVA – Emergency Preparedness/Communication Protocol

Mayor Ruede opened discussion by noting that she, Council President Mills and City Administrator Hilden had attended a number of emergency preparedness classes and would attend more this year. City Administrator Hilden explained that Councilor Sanders worked with City staff to craft an emergency operations management plan and by working in conjunction with the Siuslaw Valley Fire Department and the Lane County Sheriff’s offices, the City now has a functional emergency operations center. He went on to explain that the City needed an emergency plan to deal with emergency events that were specific to Dunes City, such as damaging storms and road closures. Councilor Sanders added that the City has in place protocol for the Road Commission to deal with localized emergencies but that the protocol for dealing with tsunami and other larger emergency preparedness is slated to be reviewed and approved by Siuslaw Valley Fire and Rescue.

Council President Mills noted that during the January 2013 winter storm the Road Commission not only worked to clear roads so that citizens could get in and out of their homes, but they also delivered some supplies to people who were stranded. That kind of activity is what has prompted the Council to consider drafting communication protocol to clarify

what specific role(s) the City would play in helping citizens. Councilor Sanders suggested that the Mayor, the Council President and the City Administrator, as the City's authorities on communication, work on drafting language for the communications protocol and bring the draft back to the Council for review. At the Mayor's suggestion, Councilors agreed to list Communication Protocol as a separate, new goal item B.

Goal IVB – Generator/Grant

Councilor Wells explained that he and the City Administrator met several times during 2013 to determine what size and type of emergency generator would be suitable for the City and where it could be installed. He also noted that they had investigated several leads for low-cost or no-cost generators. They have agreed that a 250-gallon propane generator is the most practical option and would provide City Hall with power for about eight days. The Councilors briefly discussed where the generator and its propane tank could be situated and whether there was adequate electrical capacity for it. City Administrator Hilden added that he was currently looking into set back requirements for placing the propane tank and the generator to the south of City Hall and had quotes for electrical work.

Mayor Ruede asked about funding for the generator and installation work and whether any grants were available. City Administrator Hilden explained that there was some money in the budget and that a co-grant could be a possible funding resource. The Councilors briefly discussed funding sources; it was noted that both county and state emergency operations offices might have grant opportunities. Councilor Wells and City Administrator Hilden agreed to work on funding. The item was left on the list, pending completion of the acquisition and installation.

There was no further discussion about Emergency Preparedness.

Council President Mills informed the Councilors that the lead water tester for the Water Quality Committee was moving out of town and asked whether they felt that Dunes City should continue doing water tests. City Administrator Hilden noted that the annual cost for water testing was \$1,000 to \$2,000 per year for lab fees and boat fuel reimbursement, but the testing was done by volunteers. Councilor Meyer commented that Dunes City's proximity to two lakes and the fact that many residents depend upon at least one of the lakes for drinking water made it something of a responsibility for the City to conduct water testing. The Councilors briefly discussed the fact that Dunes City is not required to perform water tests, but does so anyway, providing a great benefit to residents. Everyone agreed that the City has a moral responsibility to citizens and visitors to continue testing the lake water; the consensus, Council President Mills noted, was to continue with testing. She pointed out that the Water Quality Committee members had a new person in mind to assume the helm of the water testers after the current lead leaves the area.

Council President Mills went on to tell Councilors that one of the goals of the Water Quality Committee would like to accomplish is to post a water quality chart on the City's website and keep it updated. Councilors agreed that the project should be added to the list of goals under Water Quality and Resources as item E.

After considerable deliberation and discussion, the final priorities and subcategory priorities were identified as follows:

- I. Financial Stability
 - A. Balanced Budget
 - B. Develop the Oregon Dunes Triathlon & Duathlon into a signature event for the community (at large) (over 5-years)

- II. Good Governance
 - A. Codification
 - B. Comp Plan Updates (2-year time frame)
 - C. Public Information Dissemination Policy
 - D. Monthly Press Releases
 - E. Web Camera(s)
 - F. Council Chamber Improvements (Dais Communication/Recognition System & Upgrade Office Electrical)
 - G. Personnel Handbook Review/Update

- III. Water Quality & Resources
 - A. Promote Septic Education Program/Hold Annual Educational Events
 - B. Water Supply (Extend Woahink Lake permits, etc.)
 - C. Acquire Access to Weir
 - D. Shared Domestic Water Supply Program (Correct issues with the use of Dunes City's Woahink Lake water rights)
 - E. Add Water Quality Information Chart to City Website and Update

- IV. Emergency Preparedness
 - A. Emergency Preparedness
 - B. Communication Protocol
 - C. Generator / Grant

9. FOR THE GOOD OF THE ORDER

Councilor Anderson revisited the Councilors' earlier discussions about the septic education program and water quality testing, and suggested that the agenda for a septic education seminar could include commentary about the efforts that Dunes City puts into protecting the lakes and testing the water. He also suggested that the educational seminar could include discussion about the City's emergency preparedness for large events such as tsunamis and for smaller ones such as severe storms. Councilors generally agreed that regularly scheduled educational seminars would be helpful to both new residents and existing residents.

10. ADJOURNMENT

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

Mayor Ruede adjourned the meeting at 5:00 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