



**CITY COUNCIL MEETING MINUTES ~ APPROVED
AUGUST 14, 2014 AT 7:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall. Upon approval by the City Council, these minutes will be available online at www.DunesCity.com

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/Recorder Fred Hilden.

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

Absent/Excused: Councilor Maurice Sanders and Councilor Duke Wells.

Also Present: City Administrator/Recorder Fred Hilden, Administrative Assistant Renee Green, Administrative Assistant Rapunzel Oberholtzer, Dunes City's University of Oregon intern Ross Peizer, and several other citizens.

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

5. CONSENT AGENDA

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

6. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede read aloud the list of announcements from the meeting Agenda.

A. I am pleased to announce the birth of Councilor Anderson's newest Great Grandchild, Trey Mitchell, on Saturday, August 2nd.

- B. Volunteers are needed to fill one Planning Commission opening, one Road Commission opening, three Budget Committee openings, one Parks and Recreation Committee opening, and one Water Tester for Siltcoos Lake.
- C. Citizen Advisory Committee (CAC) members for the Ordinance No. 203 review have been appointed by the Planning Commission. This is a five-member committee.
- D. Dunes City Artists of the Month are Students from Siuslaw High School.
- E. August birthday wishes to Administrative Assistant Linda Stevens on the 3rd.

7. CITIZEN INPUT – None

8. PRESENTATION

A. Bicycle and Pedestrian Path Needs Assessment

Mayor Ruede introduced Ross Peizer, Dunes City’s intern from the University of Oregon, who was here to present the results of the Dunes City Bicycle and Pedestrian Needs Assessment and the survey he conducted on behalf of the City.

Mr. Peizer introduced himself, noting that he had been Dunes City’s intern since April of this year and, when he isn’t interning for the City, he is a Master’s student studying community and regional planning. He went on to add that his background also includes some bicycle and pedestrian work in New Orleans.

Mr. Peizer noted that Councilors had copies of his full report and his presentation was a condensed version of that. He began his slide presentation with the question, “Why are bicycles and pedestrians important?” The key reasons are because transportation rules in many cases now require cities to facilitate both alternative modes of movement, and because both are healthy. He explained that there were three basic reasons that the needs assessment was conducted: first, the City’s Comprehensive Plan section F(8) says that the City will encourage provisions for bicycle and pedestrian facilities; second, there is some interest by Dunes City residents; and, third, the City’s Master Transportation Plan provides for an inventory of such facilities and plans for improvements of them.

Mr. Peizer went on to outline the timeline of his project. His orientation to Dunes City and initial assessment of bicycle and pedestrian options took place in February and his internship officially began in March. In April a press release announcing the needs assessment process was published and an email list was created. In May he started developing the survey and gathering data, opened the online survey and did some public outreach at the Oregon Dunes Triathlon and Duathlon. In June, the results of the survey were compiled and in July he presented the survey results and his findings and recommendations to the Road Commission.

Some of the trends and data Mr. Peizer summarized included the median age of Dunes City residents (59.9), the population growth forecast, vehicle crash data, and a roads inventory. Public outreach efforts included the online survey emailed on May 1st and closed on May 15th. The email was sent to 94 individuals (local businesses, local park contacts and stakeholders, local leaders, and community members) and had a total of 39 respondents for a response rate of 41.5% which, Mr. Peizer noted, was a fairly high response rate although it is not a statistically valid sample of the City's population.

Mr. Peizer went on to present some of the results of the pedestrian/walking portion of the survey: 77% of respondents walk around Dunes City; 47% of those walk daily and another 14% walk once per week; the two most popular reasons respondents said they walked were for exercise and walking the dog; 66% of respondents reported that they felt safe to very safe walking around Dunes City; 53% of respondents said that an off street path would likely or very likely get them to walk more; 32% of respondents said that an off street path would not likely or not get them to walk more.

Mr. Peizer presented highlights of the bicycling portion of the survey: 74% of respondents said that they own a bicycle but 49% said they never ride; 35% of respondents said they rode a few times a year; 11% of respondents said they ride a few times a month; 83% of respondents ride for recreation, 4% ride to commute and 13% ride for both recreation and to commute; 58% of respondents said that off street paths would likely or very likely get them to bicycle more.

Mr. Peizer described potential route options/facility placements that came out of the survey results: 1) between Westlake and North Beach perhaps along the lake or between Foothill Drive and South Pioneer Road, 2) along Canary Road with easier access to Honeyman Park perhaps using the pedestrian overpass on Highway 101; and 3) connecting the walkway/overlook between Spruce Street and Hemlock Street along the river. Mr. Peizer noted that some of the projects would be more difficult to accomplish than others and might require inter-agency cooperation and funding, but the ideas were there for future consideration and planning.

Mr. Peizer went on to say that this information could be the basis for a City vision statement and set of goals. Future implementation of any of the options would involve prioritization and funding. He opened the discussion to questions; however, there were none.

Mayor Ruede thanked Mr. Peizer for his comprehensive presentation, noting that it was obvious a lot of hard work and time went in to it. City Administrator/Recorder Hilden commented that the presentation was very thorough, well delivered and professional, and added that Mr. Peizer was a pleasure to work with. Councilors agreed that Mr. Peizer's report was well prepared and provided useful information

There was some discussion of possible next steps. Mr. Peizer noted that he could put together a feasibility memo to supplement the Needs Assessment, and could help look into costs—all of which the City could possibly use to pursue grant funding.

City Administrator/Recorder Hilden pointed out that Mr. Peizer's internship would last through his fall term this year and Mr. Peizer would be working on some of the issues and questions just discussed as well as working with him, the Road Commission and the City's contract Public Works Director on a street sign inventory and reflectivity program that is a Federal requirement.

There was some discussion of funding resources with Mayor Ruede asking Mr. Peizer if his follow up work would include sources of funds. Mr. Peizer noted that the City's Master Transportation Plan contained a list of potential funding sources but he could also work with LCOG and other resources to find out what others might be available.

City Administrator/Recorder Hilden noted that the City receives an allotment from ODOT that is required to be used for development of bicycle and pedestrian facilities; a portion of that allotment was used to pay Mr. Peizer for his work.

There was a discussion about the next steps. Mr. Peizer reiterated his earlier comment about developing a vision and goals plan and perhaps identify small, easy projects to start and finish. Mayor Ruede suggested that the Road Commission could kick around some ideas and make a recommendation to the City Council.

There was some discussion about Chet's Trail. City Administrator/Recorder Hilden pointed out that development of that would require cooperation between the City and Lane County, noting also that there was no actual footpath along what is known as Chet's Trail but there may have at one time been a path nearby along the edge of the lake between Westlake and North Beach. He added that further discussion could be held at another Council meeting or a Special Session when Road Commission Chairman Maurice Sanders is back from vacation.

9. UNFINISHED/OLD BUSINESS

A. Ad Hoc Committee – Property Disposition/Acquisition

Mayor Ruede asked City Administrator/Recorder Hilden to provide an update. City Administrator/Recorder Hilden replied that he intended to meet later in August with Councilor Anderson, Council President Mills and, perhaps, the Mayor.

B. Ad Hoc Committee – Septic Education Program

City Administrator/Recorder Hilden noted that Councilor Wells provided a final report with a recommendation that the Septic Education Program be turned over to the Communication and Education Committee. In his opinion, the next step would be to dissolve the Ad Hoc Committee by a motion and/or transfer the Education Program to the Communication and Education Committee.

Council President Mills made a motion to close out the Ad Hoc Committee on the Septic Education Program and refer the Septic Education Program to the Communication and Education Committee. Councilor Scarberry seconded the motion. The motion passed by a vote of three in favor (Anderson, Meyer and Scarberry) and one in opposition (Mills).

Mayor Ruede acknowledged Susie Navetta in the audience, former Ad Hoc Committee member (Septic Education Program), and asked if she had any comments about the Septic Education Program. Mayor Ruede thanked Ms. Navetta for volunteering her time to the Committee and for all her hard work. Ms. Navetta expressed concern that the Committee members never saw any minutes from the meetings and no minutes were ever approved by Committee members. Mayor Ruede noted that Councilor Wells provided reports to the Council. Ms. Navetta added that minutes were taken during the meeting, as required, but none were approved. Mayor Ruede thanked Ms. Navetta for her comments.

C. Medical Marijuana Dispensary Moratorium Draft Ordinance

Council President Mills reported that the Ordinance Review Committee had created a draft ordinance and was waiting for the City Attorney's review of it. City Administrator/Recorder Hilden noted that he expected to have feedback from the attorney in time for September's City Council meeting.

10. NEW BUSINESS

A. City Hall Week Hosted by League of Oregon Cities

City Administrator/Recorder Hilden pointed out that Dunes City was invited to attend the September 9th meeting in Yachats. He noted that this would be a good opportunity for Councilors to learn more about key legislative issues and to network with other city leaders and State representatives. He also noted that Dunes City was invited to attend by the Mayor of Yachats, Ronald Brean. He encouraged Councilors to attend if at all possible.

B. League of Oregon Cities 89th Annual Conference

Mayor Ruede pointed out the Conference schedule in the Councilors' packets, noting that she planned to attend the Friday sessions. She encouraged Councilors to attend. City Administrator/Recorder Hilden commented that the Conference this year was conveniently located in Eugene and he also planned to attend the Friday sessions. He added that the Conference was a good opportunity for Councilors to get exposure to and learn more about the League.

C. Septic Maintenance History and Status

City Administrator/Recorder Hilden explained that the Septic System Maintenance Status Report in the Councilors' packets was a report he originally prepared for presentation at the July 19th meeting of the Woahink Lake Association. He went on to add that he intend-

ed to present it to the Council at this meeting to get it on video record but, because of Mr. Peizer's presentation, he asked if he could defer his presentation until September's meeting. Councilors agreed to put the presentation on September's agenda.

D. Ordinance Review Committee Appointment

Mayor Ruede directed the Councilors' attention to the Application for Appointive Office submitted by Dunes City resident and current Ordinance Review Committee member, Steve Burton.

Council President Mills made a motion to appoint Steve Burton to the Ordinance Review Committee. Councilor Anderson seconded the motion. The motion passed by unanimous vote.

E. Comprehensive Plan Update

Council President Mills reminded Councilors that the Council tasked the Ordinance Review Committee with delegating various parts of the Comprehensive Plan to others for feedback on revisions. She went on to explain that part of a City Council's obligation is to make sure that the Comprehensive Plan complies with Statewide Planning Goals. During the process of deciding how to organize the work, Council President Mills looked at several other cities' Plans and found that Oregon City's Plan, in particular, was well organized and followed each of the Statewide Planning Goals in an easy to read and understand format. Council President Mills presented a comparison of the organization of Dunes City's Plan and Oregon City's Plan and asked Councilors if they wanted to keep the Dunes City Plan organized as it is or to rewrite it following the format of Oregon City's Plan. She went on to note that the Dunes City Plan works and meets the required State requirements, but information is difficult to find. She noted that she had some concerns that the public might perceive the reorganizing of the Comprehensive Plan in a new format as completely rewriting it, and that is not the intent. The idea would be to take the Dunes City Plan's content and fit it into the alternate organization while bringing the content up to date.

Mayor Ruede noted that she also read the Oregon City Comprehensive Plan and found it very easy to read and understand.

Council President Mills explained that the recommendation of the Ordinance Review Committee is that Dunes City's Comprehensive Plan should be patterned after the Oregon City Plan and, if the Council chooses to use the new format, the Ordinance Review Committee would create a list of who would do which sections.

There was some discussion about the actual physical process of revising the Dunes City Plan. Councilor Scarberry suggested that further discussion and any decision should be done when the full Council is present. It was agreed that the subject would be on the September agenda for further discussion.

11. REPORTS

Mayor's Report: Mayor Ruede reported that she had attended the annual Oregon Mayors' Conference in Pendleton. Pendleton, the hosting city for the Conference, was very hospitable and entertained the Mayors with a statue unveiling, a mock rodeo, tours, and more. The Conference discussions were informative and attended also by the Oregon Governor's Office representatives. There were a total of 93 Mayors in attendance, 13 of whom received scholarships to attend—including Mayor Ruede.

Communication and Education Committee Report: Councilor Meyer reminded Councilors to start thinking about content for the City's newsletter scheduled to come out in November.

Ordinance Review Committee Report: Council President Mills reported that the Committee met on August 11th and discussed a draft Shared Domestic Water Supply ordinance, the draft Marijuana Dispensary ordinance and the development of a task assignment list associated with the Comprehensive Plan.

Water Quality Committee Report: Council President Mills reported that the Committee did not meet in July.

Community Center Report: Councilor Wells was absent from the meeting; there was no report.

Conservation Committee Report: Councilor Anderson reported that there were no complaints on any conservation issues.

Parks and Recreation Committee: Councilor Scarberry reported that there was no meeting last month but there would be a meeting next week.

Road Commission Report and July Draft Minutes: Councilor Sanders was absent from the meeting; there was no report. Minutes from the July 21st Road Commission meeting were included in the Councilors' packets.

Emergency Services Report: City Administrator/Recorder Hilden reported on the August 14th meeting, noting that SVFR Chief Langborg continues to be focused on Emergency Operations Centers when they are activated during a disaster and who is responsible for which tasks. WLEOG has a website that includes helpful suggestions such as what to include in a personal survival kit. The website is WLEOG.org. The next meeting of WLEOG will be August 18th at 10:00 am at the fire station. Mayor Ruede asked City Administrator/Recorder Hilden to invite Chief Langborg to attend another City Council meeting in the near future to provide SVFR updates.

City Administrator/Recorder/Planning Staff Report: City Administrator/Recorder Hilden reported that July permit activity remained high and included one new home permit, work continues on a subdivision application. The Planning Commission approved the final plat submittal for the Puzzle Forest development at its July meeting. At the same meeting, the Planning

Commission appointed a Citizen Advisory Committee to review Ordinance No. 203 and instructed the CAC to provide its recommendations to the Planning Commission by September 18th. The 2014 Street Maintenance Project was successfully completed, even though there was a rain delay lasting for a couple of days. The work looks good and was approved by both the City Engineer and the City's contract Director of Public Works. City Staff invoiced Water Right Administrative Fees to 130 residents who draw water from Woahink Lake and the payments are coming in steadily.

City Administrator/Recorder Hilden distributed copies of a spreadsheet titled Bank and Fund Balances as of July 1st 2014. He reminded the Councilors that he had been asked to begin providing the Fund Balances on a monthly basis. Describing the document, he explained that the left column contained line item descriptions, the next column contained the Fund Balances as of the audit results from June 30, 2013. The next two columns list the Revenue and the Expense in each account and the last column shows the Fund Balance as of July 1st 2014. He pointed out that the General Fund balance dropped slightly, largely due to unanticipated legal expenses associated with the City Attorney's review of Chapter 155. The Motel Fund dropped slightly due to the fact that the City has been trying to spend some of the unallocated money before it loses it.

Mayor Ruede thanked City Administrator/Recorder Hilden for providing the information, noting that some citizens, not just Councilors, expressed interest in having it.

12. FOR THE GOOD OF THE ORDER

Mayor Ruede announced that the Pendleton Roundup will be held in September.

Councilor Meyer announced that he may have recruited an athlete from Nebraska to participate in the 2015 Oregon Dunes Triathlon and Duathlon.

13. ADJOURNMENT

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

Mayor Ruede adjourned the meeting at 8:30 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 11th DAY OF SEPTEMBER 2014.

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder