1. CALL TO ORDER

Mayor Robert Forsythe called the Tuesday, February 13, 2018, goal setting session of the Dunes City Council to order at 4:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder, Jamie Mills.


Absent and Excused: Councilor Tom Mallen.

Also Present: Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Orr made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

5. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills announced that there will be a town hall meeting at City Hall beginning at 6:00 pm after the goal setting session.

6. STATUS OF PRIOR GOALS

City Administrator/Recorder Mills reported on the status of the individual goals.

A. Financial Stability
   1. Balanced Budget (no deficit spending)
Other than in the Road Fund and the Motel Fund, there was no deficit spending. There was some deficit spending in those funds due to the City’s purchase of property across from City Hall.

2. **Negotiate a better contract for the Oregon Dunes Triathlon**
   Currently, there is no contract with Best in the West Events. Mayor Forsythe reported that the event will not happen next year without a written contract in place.

3. **Explore other revenue sources**
   Staff continues to explore revenue sources.

4. **Review and change staff practices to improve financial efficiency**
   Staff continues to streamline office procedures to improve financial efficiency.

**B. Good Governance**
1. Councilors work harder to talk to citizens about what they want for the City in the future
2. **Clarify and streamline the land development process**
   Work continues on the many aspects of this project, including the zoning and development and building regulations that tie into finalizing Title XV updates.
3. **Update the Comprehensive Plan**
4. **Finalize Title XV updates**
5. **Continue to update the website**
   This is an ongoing process and perhaps should not be considered a goal.

**C. Water Quality**
1. **Certificate Permits as soon as possible**
   There are many steps involved, but there is progress. The State has advised the City to apply for a grant that will help cover some of the costs of water measurement devices, improvements to the outlet control structure and finalize access to the structure.
2. **Acquire access to the outlet control structure on Woahink Lake**
3. **Install appropriate measuring devices**
4. **Continue to correct water user issues**
   This project has been completed.

**D. Emergency Preparation**
1. **Develop an Emergency Operations Plan specific to Dunes City in the event the bridges are out and not useable**
   That project is underway.
2. **Repair the fireplace and install a Rocket Stove insert that allows for a cook top and a water heater in one unit**
   This has not yet been pursued because the focus has been on finishing the installation of the emergency propane tanks, but will be in the works soon.

**E. Economic Development**
1. **Resolve the portage issue**
   The City extended the license for the portage for another five years, a much less expensive option than trying to remove the portage from the river. The State has resolved the
liability issue so the City and Staff are not liable for injuries or damages incurred by river travelers.

2. Pursue planning, acquisition and installation of a bike/hiking trail that connects Clear Lake Road with the Westlake issue
   Staff is moving forward on this project with a grant application.

3. Mark Siltcoos River Trail as Closed on all signage
   This was done, but the City has since replaced the “Closed” signs with “Use at Your Own Risk” signage, as recommended by the City’s insurance carrier.

4. Acquire property in close proximity to City Hall
   This was done.

7. **Set Goals for 2018-2019**

Following City Administrator/Recorder Mills’ presentation, there was some discussion.

Mayor Forsythe pointed out that one of Dunes City’s revenue issues stems from the fact that the City cannot issue citations because it does not have a municipal judge as required by City Charter. He went on to explain that Dunes City could enter into an IGA with Lane County to provide related services, but the City would need to change its Charter. He asked City Administrator/Recorder Mills to start the process for putting the question about changing the Charter on the ballot for voters in November, and to confirm the details of an IGA.

Councilor Wells suggested that one goal would be to ensure that City Staff have the tools and training to do their jobs effectively and another would be to take action to make sure the City pays well enough to retain employees.

There was some discussion about the proposed increase in the PERS rate and the potential increase in personnel costs for temporary employee’s savings plans through Cardinal Services.

Mayor Forsythe suggested that all vendors doing business in Dunes City should have a City business license, with the exception of online businesses. He went on to suggest that the cost of the license should factor in the costs associated with Staff’s administrative time and the cost of mailing renewal notices.

Mayor Forsythe noted that a resident suggested that the City hold more fund raising events, but he pointed out that events require Staff time and have not generated enough revenue to cover Staff costs. City Administrator/Recorder Mills noted that a resident suggested the City consider bundling its telecommunications packages to save money, but she has investigated the idea and found that bundling would not save money—Staff continues to monitor costs and will consider bundling if it becomes cost efficient.

Mayor Forsythe offered to help with revisions to the Comprehensive Plan. There was some discussion about whether or not, and how, Councilors can respond to citizen comments and questions. There was a discussion about the procedures for holding town hall meetings.
Councilor Wells noted that some residents have complained that the City no longer has some of the standing committees that it used to and the reason is that volunteer committee members stopped attending the meetings. Mayor Forsythe pointed out that any of those committees can be reinstated at any time there is sufficient volunteer support.

Mayor Forsythe suggested working on the Comprehensive Plan updates. There was a discussion about the process for updating it during which City Administrator/Recorder Mills noted that the Planning Commission was instructed to work on updates after finishing its work on Title XV. Mayor Forsythe suggested that City Administrator/Recorder Mills look into whether or not Dunes City needed a Planning Commission and a CAC to complete the review of Chapter 155 to find out if there are options available to expedite the review process.

Discussing Economic Development in general, City Administrator/Recorder Mills noted that some citizen suggestions included leasing a cell tower location and entering into Franchise Agreements with telephone service providers.

City Administrator/Recorder Mills presented a quote for a City security system requested by the Planning Commission due to safety concerns. There was no agreement by Councilors to take action. There was some discussion about a resident’s suggestions for additional safety measures for Dunes City. It was generally agreed that the City is adequately served by SVFR.

City Administrator/Recorder Mills recounted a conversation with a long-time resident who suggested that the City work with the Watermaster and other agencies to leave the dam open for a period of time to help flush out Siltcoos Lake, a natural occurrence before the dam was installed that helped keep the lake healthy and free of weeds. Mayor Forsythe noted that any action would not be a City decision, but it would be worthwhile to start a dialogue to find out what is involved, and what agencies would need to weigh in.

City Administrator/Recorder Mills reported on the LUBA appeal: The Board examined the appeal and questioned why the appeal was before the Board because the Board did not think that it was a land use matter. The Board has requested more information from the appellant, from marijuana growers and from Dunes City. Dunes City’s attorney has recommended that the City not respond.

Council President Meyer summarized some of the agreed upon points and recommended keeping the five main categories remain with revised subcategories. Following discussion, the Council agreed upon the following goals:

A. Financial Stability
   1. Do not spend more than is received over the fiscal year,
   2. Enter into a Contract for the Oregon Dunes Triathlon and Duathlon,
   3. Explore leasing land for a cell tower,
   4. Require business licenses for all businesses doing business in Dunes City, not just contractors or the businesses located in the Dunes City limits, and
5. Finish updating Title 151 so that a request can be made to the State Building Commission to increase fees for building permits to current recommended rates.

B. Good Governance
1. Explore options to streamline the Citizens Advisory Committee and the Planning Commission process – 10 years is too long to be considering changes to Title XV,
2. Clarify and streamline the land development process:
   a. Mandate pre-construction review meetings
   b. Develop checklists of what people have to do
   c. Ensure inspection of in-house issued permits such as grading and excavation, driveway access and installation, vegetation removal and facility placement in the rights-of-way, etc.,
3. Finalize Title XV updates,
4. Update the Comprehensive Plan,
5. Add historic minutes and other information to the website,
6. Renew periodic publication of newsletters,
7. Pursue changes to Charter to remove Justice of the Peace provisions,
8. Pursue IGA with the City of Florence for issuance of citations for Code violations to go before the judge in Florence,
9. Make sure Staff receives the training they need, and
10. Make City Staff positions as attractive as possible to discourage frequent position vacancies.

C. Water Quality
1. Prepare Water Management and Conservation Plan,
2. Acquire access to the outlet control structure on Woahink Lake,
3. Install appropriate measuring devices,
4. Obtain funding to redesign and install outlet control structure to meet State requirements, and
5. Investigate possibility of opening the dam on Siltcoos for two or three consecutive years to help correct weed and silting issues.

D. Emergency Preparation
1. Develop an Emergency Operations Plan specific for Dunes City in the event the bridges are not useable,
2. Repair the fireplace and install a ‘Rocket Stove’ type insert that allows for a cook top and a water heater in one unit, and
3. Acquire funding to install storage container for emergency provisions and road maintenance equipment.

E. Economic Development
1. Pursue planning, acquisition, and installation of a bike/hiking trail that connects Clear Lake Road/North Beach area with the Westlake area, and
2. Mark portage with signs indicating: Use portage at your own risk.
8. **FOR THE GOOD OF THE ORDER**

   There were no comments.

9. **ADJOURNMENT**

   Councilor Orr made a motion to adjourn. Councilor Montgomery seconded the motion. The motion passed by unanimous vote.

   Mayor Forsythe adjourned the meeting at 5:03 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 14th DAY OF MARCH 2018.**

[Signed copy available at City Hall]
Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]
Jamie Mills, City Administrator/Recorder