



**CITY COUNCIL GOAL SETTING MEETING MINUTES ~ APPROVED  
FEBRUARY 13, 2019 AT 4:00 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](http://www.DunesCity.com)

**1. CALL TO ORDER**

Council President Sheldon Meyer called the Wednesday, February 13, 2019, Goal Setting meeting of the Dunes City Council to order at 4:01 pm.

**2. ROLL CALL**

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

**Present:** Council President Sheldon Meyer, Councilor Duke Wells, Councilor Tom Mallen, Councilor Susan Snow, and Councilor Robert Orr.

**Absent and Excused:** Mayor Robert Forsythe.

**Absent:** Councilor Alan Montgomery.

**Also Present:** Administrative Assistant Rapunzel Oberholtzer, several Dunes City residents, and *Siuslaw News* reporter Jared Anderson.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills announced:

- A. The City of Florence will host a grand re-opening ceremony for the renovated City Hall on Tuesday, February 19, from 5:00 to 7:00 pm.
- B. Effective Thursday, February 21, Charter Spectrum will increase its Broadcast TV surcharge from \$9.95 a month to \$11.99 a month, and Charter has changed some of its programming.

## 6. STATUS OF PRIOR GOALS

City Administrator/Recorder Mills read the list of 2018 goals from the agenda and commented on the status of each.

### A. *Financial Stability*

#### *(1) Balanced Budget, meaning no deficit spending.*

The City has met this goal with a carryover similar to previous year, but the City should start using some of the money in the Road Fund.

#### *(2) Negotiate a better Contract for the Oregon Dunes Triathlon.*

This has not been done.

#### *(3) Explore leasing land for a cell tower.*

City Administrator/Recorder Mills submitted a proposal to Verizon for placing a cell tower on land between Hilltop and Boy Scout and is waiting to hear back.

#### *(4) Require business licenses for all businesses doing business in Dunes City, not just contractors or the businesses located in the Dunes City limits.*

The Council voted not to pass a proposed ordinance making this requirement.

#### *(5) Finish updating Chapter 151 so that a request can be made to the Building Commission to increase fees for building permits to current recommended rates.*

Work on new Code has been done but an ordinance has not been brought forward due to last year's new DOJ/BCD rules that are no being reviewed by State legislators.

### B. *Good governance*

#### *(1) Explore options to streamline the CAC and the Planning Commission process.*

Most of these processes are dictated by State law. The CAC and the Planning Commission have had trouble keeping members and making quorums, but both bodies hope that this year will see improvement.

#### *(2) Clarify and streamline the land development process:*

- a. Mandate pre-construction review meetings,*
- b. Develop checklists of what people have to do, and*

- 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.*

Staff is working on procedures to ensure all of the above are done.

*(3) Finalize Title XV updates.*

Work is moving forward in both the CAC and the Planning Commission.

*(4) Update the Comprehensive Plan.*

No work has been done, but State law may require that the City address this project soon.

*(5) Add historic minutes and other information to the website.*

No work has been done because the office was understaffed, but with a full staff work can begin.

*C. Water Quality*

*(1) Prepare Water Management and Conservation Plan.*

This has been completed for one of the City's four permits.

*(2) Acquire access to the outlet control structure on Woahink Lake.*

The easement has been agreed to but there is no deed yet.

*(3) Install appropriate measuring devices.*

Devices have been installed. It will take a few months to calibrate them so that measurements are accurate.

*(4) Obtain funding to redesign and install outlet control structure to meet State requirements.*

Working with consultant WCMH20 on grant funding.

*(5) Investigate possibility of opening the dam on Siltcoos for two or three consecutive years to help correct weed and silting issues.*

City Administrator/Recorder Mills has talked to the Water Master about this and was informed that the City could file a petition for changes to the way the dam is operated.

There was some discussion about this issue, with several City residents contributing comments. There were several concerns, including: flushing the lake would do nothing to control weeds or reduce silting; water level reductions would negatively impact waterfront landowners; and lower water levels create warmer water in which potentially harmful algae thrives, resulting in poor water quality. It was also noted that flushing would not work while there are logjams impeding the flow of river water to the ocean.

In further discussion, City residents suggested that the dam operators could do a better job of managing water levels, another entity could purchase the dam, the City could try to get permission for Dunes City volunteers to clear the logs from the river. There was some discussion about which entities controlled the work that could be done in the river—Army Corps of Engineers, ODFW, or the Marine Board. It was suggested that the City contact those entities as well as US Representative Peter DeFazio. City Administrator/Recorder Mills agreed to do so.

#### *D. Emergency Preparation*

- (1) Develop an Emergency Operations Plan specific to Dunes City in the event the bridges are out and not useable.*

In progress.

- (2) Repair the fireplace and install a “Rocket Stove” insert that allows for a cook top and a water heater in one unit.*

Not done.

- (3) Install a storage container for emergency provisions and road maintenance equipment.*

Not done.

#### *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.*

A grant application was denied, but City Administrator/Recorder Mills will submit a grant application to Parks and Recreation.

- (2) Mark Siltcoos River Trail as “Use Portage at Your Own Risk.”*

Project completed.

#### *F. Streets and Roadways*

*(1) Incorporate current file information into individual road files.*

In progress.

*(2) Identify any maps available that demonstrate locations of drinking water lines and other utilities.*

In progress.

*(3) Contract with someone to serve as inspector of road construction projects when an engineer is not necessary.*

City Administrator/Recorder Mills reported that she would propose to the Council that it consider a contract with Richard Palmer, currently Public Works Maintenance Supervisor.

### **7. 2019 SURVEY RESULTS**

City Administrator/Recorder Mills referred Councilors to a copy of the survey that was included in their meeting packets. She pointed out that two items, Repair Roads and Do Not Spend More Than Received, were rated of equal importance by survey respondents. She went on to explain that establishing goals for the City is important to develop the next fiscal year budget.

There was some discussion about the fact that there were only nine respondents to the survey.

Discussing the goal of pursuing a new cell tower, several citizens mentioned that at one time a provider was considering installation of a tower at the end of Booth Road, but they did not know the current status of that proposal. Council President Meyer suggested that City Administrator/Recorder Mills try to find out if any of the providers could expand their service in Dunes City.

### **8. ADDITIONAL RECOMMENDATIONS BY STAFF**

City Administrator/Recorder Mills noted that Staff recommended as goals: 1) amend the Charter, and 2) Update Permits. During discussion, Staff also suggested an ordinance to prohibit feeding wildlife.

### **9. SET GOALS FOR 2019**

There was some discussion about whether or not the financial statements could be simplified and whether or not a separate, simple, monthly statement showing revenue versus expense and the bank balance could be developed to make it easier for residents to understand the City's financial situation.

Council President Meyer recommended keeping the six major categories and the goals that have not been completed. Councilor Snow suggested separately listing the goals that have been met. There were no objections to either recommendation.

There was some discussion about adding to Good Governance an item about continuing efforts to recruit volunteers for committees. There did not seem to be a consensus and City Administrator/Recorder Mills reported that the City is continuously publishing press releases asking for volunteers and soliciting citizen involvement from residents who visit City Hall.

There was some discussion about how the City could bring in more revenue from tourism, housing, or a tax base and whether or not that should be a goal. There was some discussion about the Comprehensive Plan's provisions for housing, and City Administrator/Recorder Mills noted that revising the Plan was a goal.

In further discussion of goals, it was agreed to add as a goal under Economic Development language about clearing the Siltcoos River Trail, change the language of C(5) about opening the dam on Siltcoos to flush it out, and create an ordinance prohibiting the feeding of wildlife.

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

There was none.

#### **11. ADJOURNMENT**

**Councilor Orr made a motion to adjourn. Councilor Snow seconded the motion.**

Council President Meyer adjourned the meeting at 5:09 pm. There was no vote taken.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 13<sup>h</sup> DAY OF MARCH 2019**

[Signed copy available at City Hall]  
Sheldon Meyer, Council President

ATTEST:

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