



**CITY COUNCIL GOAL SETTING MEETING MINUTES ~ APPROVED
JULY 24, 2019 AT 6:00 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 Robert Forsythe called the Wednesday, July 24, 2019, Goal Setting meeting of the Dunes City Council to order at 6:00 pm.

2. ROLL CALL

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

Present: Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Susan Snow, and Councilor Duke Wells. Councilor Robert Orr arrived at 6:01 pm.

Absent and Excused: Councilor Tom Mallen.

Absent: Councilor Alan Montgomery.

Also Present: Administrative Assistant Rapunzel Oberholtzer and Dunes City resident Denise Horton.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

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

5. ANNOUNCEMENTS / CORRESPONDENCE

There were none:

6. DISCUSSION ON GOALS/PURPOSE

City Administrator/Recorder Mills referred to the list of goals that were adopted in February and explained that the purpose of this meeting was to develop plans for meeting goals. The Councilors discussed each of the listed goals.

A. *Financial Stability*

- (1) *Do not spend more than is received over the fiscal year.*

This is an ongoing City policy.

- (2) *Enter into a Contract for the Oregon Dunes Triathlon.*

This has not been done.

- (3) *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 adopt a proposed ordinance making this requirement. The City can try to rework the language to make it more palatable.

- (4) *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.*

State legislators did not finish addressing the Building Codes Division's proposal to require that cities hire Building Officials and Inspectors. The State's action will affect how the City manages its building program. The City is contemplating removing building regulations from Title XV.

- (5) *Update permits and permit fees.*

The Council has adopted new fees for floodplain-related permits and adopted permits for floodplain development.

B. *Good governance*

- (1) *Clarify and streamline the land development process.*

Most of these processes are dictated by State law. The City will seek input and review in-house processes.

- (2) *Clarify and streamline the building process:*

- a. *Mandate pre-construction review meetings,*
- b. *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 yet.

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

Staff has been working on this.

(6) Renew periodic issuance of newsletters

City may need to acquire new software for this project. It was generally agreed that newsletters could be electronic and posted on the website.

(7) Make sure staff receive the training they need.

This is ongoing.

(8) Make City staff positions as attractive as possible to discourage frequent position Vacancies

Pay increases included in the 2019-2020 budget have been implemented.

(9) Adopt Ordinance to prohibit feeding wildlife.

This has been done.

(10) Add a Balance Summary to the financial documents provided to the City Council.

A resident recommended a monthly balance sheet for each fund. City Administrator/Recorder Mills will work on this.

C. Water Quality

(1) Prepare Water Management and Conservation Plan.

This has been completed for one of the City's permits. Another permit will require a Plan. City Administrator/Recorder Mills will work on it.

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

The State may have funding available if water right permit requirements are satisfied. There was discussion about a City-owned water district and whether enough residents would be interested to make it financially feasible.

- (3) *Investigate means in which the City can have some say in how the Siltcoos Dam is operated and ensure it is operated to protect the interests of the citizens and the fish populations.*

City Administrator/Recorder Mills explained that the owners are operating the dam according to court ordered and State guidelines.

- (4) *Acquire access to the outlet control structure on Woahink Lake (in progress).*

City Administrator/Recorder Mills explained that the City has access to the structure only from the water. She will work on contacting someone with authority from the owners to negotiate permanent access by land.

- (5) *Replace water meters with auto-read census meters.*

This is in the works.

D. Emergency Preparation

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

This is 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.*

This is not done yet, requires funding.

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

Not done. City Administrator/Recorder has been purchasing emergency supplies but does not have a storage facility. She will look into purchasing a storage container to put on the City’s lot across the parking lot. Mayor Forsythe suggested that she ask SFVR for a resource.

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 submitted this year. Mayor Forsythe suggested scheduling a town hall meeting to gather input from residents about how the City can generate additional revenue.

- (2) Clear and clean the snags out of the Siltcoos River Trail.*

With permission of various State and federal agencies, volunteers are helping with this project.

F. Streets and Roadways

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

This is in progress.

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

This is ongoing.

- (3) Remove danger trees and plant material that block vision clearances.*

City Administrator/Recorder Mills has submitted a grant application for funding to work on Parkway. Work is in progress in other areas.

7. SET ADDITIONAL GOALS FOR 2019-2020 OR EXPAND ON CURRENT GOALS

Councilor Snow suggested adding another item to the Water Quality Goals: complete testing on both Siltcoos Lake and Woahink Lake, treating both lakes equally. She noted that Siltcoos has traditionally been tested at the boat ramp, but more locations should be tested.

Mayor Forsythe suggested scheduling a meeting with Blair Bronson (Best in the West Events) to discuss a contract for the annual Oregon Dunes Triathlon.

City Administrator/Recorder suggested a town hall meeting with residents and businesses of Westlake to find if they are interested in improvements that might spur economic growth.

8. FOR THE GOOD OF THE ORDER

There were no comments.

9. ADJOURNMENT

Councilor Orr made a motion to adjourn. Councilor Wells seconded the motion.

Mayor Forsythe adjourned the meeting at 7:16 pm. There was no vote taken.

APPROVED BY THE DUNES CITY COUNCIL ON THE 14^h DAY OF AUGUST 2019

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

ATTEST:

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