



**CITY COUNCIL MEETING MINUTES ~ APPROVED
OCTOBER 9, 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

Council President Sheldon Meyer called the Wednesday, October 9, 2019, 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: Council President Sheldon Meyer, Councilor Susan Snow, Councilor Duke Wells, Councilor Tom Mallen, and Councilor Robert Orr.

Absent and Excused: Mayor Robert Forsythe and Councilor Alan Montgomery.

Also Present: Administrative Assistant Rapunzel Oberholtzer and several Dunes City residents.

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 accept the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

Councilor Mallen made a motion to approve the Consent Agenda with amended Bills of the Session. Councilor Wells seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills read from the list of announcements on the Agenda:

- A. Dunes City Meter Reader James McDonald will be conducting the City's annual meter readings this month.

- B. Lane County leaders are asked to attend the Community Vitality and Natural Hazards: Assets, Opportunities, and Resilience in Lane County, to be held on Friday, October 11, beginning at 9:00 am at the Lane County Public Service Building, Harris Hall, 125 East 8th Avenue in Eugene. (No one volunteered to attend.)
- C. The Oregon Coastal Planners will meet at the Florence Best Western Pier Point Inn on Monday and Tuesday, October 14 and 15. If interested in attending, RSVP to: Amanda.l.macnab@state.or.us and inform City Staff.
- D. The LCOG Complete Count Committee (Census 2020) will meet on Tuesday, October 17, from 1:00 to 3:00 pm at the LCOG office, 859 Willamette Street in Eugene, to discuss the upcoming census.
- E. Oregon Shake Out! Will take place on Thursday, October 17. The event, sponsored by the Oregon Office of Emergency Management, is intended to ensure all residents and businesses practice their earthquake survival technics and plans at least once a year. To participate, go to ShakeOut.com and sign up.
- F. Crisis Training will be provided at the Siuslaw Valley Fire and Rescue Station I on October 15 through 17. While there is usually a fee for this course, this one is free, but registration is required (and limited). If interested contact SVFR or WLA.
- G. The Oregon Infrastructure Summit will be held at the Salem Convention Center on October 20 and 21. Registration is required. Contact City Staff for more information.

City Administrator/Recorder Mills also announced that the City received a notice from Charter announcing that prices for Spectrum Silver and Gold packages will increase, and that a new Sports Package will be launched in the near future.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

There was none.

8. PRESENTATIONS/TRAINING

A. Teleconference with Water Right Attorney Laura Schroeder

City Administrator/Recorder Mills distributed a copy of an October 9 Memorandum to Dunes City from Schroeder Law Offices in which key points of the City's water rights were outlined and discussed. City Administrator/Recorder Mills explained that Ms. Schroeder was unable to attend a teleconference call during the meeting due to a family emergency, but her Staff was standing by if the Council wished to discuss the memorandum.

Following discussion, Councilors agreed to postpone the teleconference.

- B. Next Assignment: Successful Governance for Local Officials – Being Ethical and Avoiding Conflicts of Interest (L-4)

City Administrator/Recorder Mills reminded Councilors that they were emailed instructions for taking the courses online at their convenience, but if they were having trouble doing so at home they could come into the office and City Staff would help them.

9. OLD BUSINESS

- A. Consideration of Approval of Project Agreement for Local Government Grant Program LG19-016 for Acquisition of Land for Rebecca's Trail

City Administrator/Recorder Mills announced that Dunes City had been awarded a grant in the amount of approximately \$301,000 by OPRD for the project and that the next step would be to acquire the property. She explained that if Councilors wished to appoint a representative to negotiate they should do so in Executive Session.

10. EXECUTIVE SESSION

- A. Held pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions

Council President Meyer adjourned the regular meeting at 6:12 pm to go to Executive Session and announced that the meeting would resume shortly. He reconvened the regular session at 6:35 pm.

11. NEW BUSINESS

- A. Appoint Individual to Conduct Deliberations on Behalf of the City to Acquire Real Property

Councilor Wells made a motion to have Desiree Clifton represent Dunes City in negotiating a real property transaction. Councilor Orr seconded the motion and it passed by unanimous vote.

- B. Resolution Series 2019, No. 13, (10-09-2019) Adopting Standard Operating Procedures for Processing Floodplain Development Permits

City Administrator/Recorder Mills reminded Councilors that during the July meeting the Council adopted Resolution No. 8 to establish fees for various floodplain development permits, but at the time did not have a procedure for issuing permits. This Resolution is intended to set the procedures.

Council President Meyer read the Resolution aloud.

*City of Dunes City
Resolution Series 2019, No. 13*

A Resolution establishing Standard Operating Procedures for Processing Floodplain Development Permits

WHEREAS, on May 14, 2019, the City Administrator met with representatives of the National Flood Insurance Program to determine where the City's floodplain management program had shortfalls and how those shortfalls could be corrected; and

WHEREAS, by letter dated June 25, 2019, Dunes City was provided with a list of items that the City must complete in order to remain in compliance with the regulations associated with the National Flood Insurance Program; and

WHEREAS, one of the items listed on the list of requirements to be completed by the City was the establishment and adoption of Standard Operating Procedures for Processing Floodplain Development Permits; and

WHEREAS, it is in the best interests of the residents of Dunes City to ensure the continuance of the National Flood Insurance Program for the benefit of property owners in the City limits; and

WHEREAS, the City desires to remain in compliance with the requirements of the National Flood Insurance Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNES CITY THAT:

- 1. The Dunes City Standard Operating Procedures for Processing Floodplain Development Permits, attached hereto as Exhibit A and incorporated by reference herein, be, and hereby is, adopted.*
- 2. This Resolution takes effect immediately upon adoption.*

ADOPTION:

This Resolution is passed and adopted on the 9th day of October, 2019.

Councilor Mallen made a motion to pass the Resolution. Councilor Wells seconded the motion. The motion passed by unanimous vote.

C. Resolution Series 2019, No. 14, (10-09-2019) Approving Kyle David Hughes' Eagle Scout Project

City Administrator/Recorder Mills explained that Kyle Hughes, Eagle Scout candidate, asked the City if it had a project he could do in order to complete one of the requirements

for becoming an Eagle Scout. The project he agreed to undertake was the restoration of the basketball court area at City Hall. She explained that the Resolution is intended to declare the City's support of his project as outlined in his Project Proposal.

Council President Meyer read the Resolution aloud.

*City of Dunes City
Resolution Series 2019, No. 14*

A Resolution approving and supporting Eagle Scout candidate Kyle David Hughes' Eagle Scout Service Project Proposal

WHEREAS, Kyle David Hughes, hereinafter Kyle, is applying for the rank of Eagle Scout with the Chinook District of the Oregon Trail Council of the Boy Scouts of America; and

WHEREAS, after having met with the City Administrator to discuss the proposed project, Kyle submitted the attached proposal for consideration and acceptance by the City Administrator; and

WHEREAS, the City Administrator approved the project application on September 9, 2019; and

WHEREAS, as part and parcel of the project, Kyle has requested that the City Council formalize its support for the project to repair and/or replace the basketball hoop at the end of Spruce Street, to move the hoop to a more centralized location; clean and clear the surrounding area and install a small rock wall; and to install benches for observers to watch the players, said benches or a plaque to recognize and thank the many volunteers for the City; and

WHEREAS, the City is delighted to participate in Kyle's request to become an Eagle Scout and strongly supports Kyle's efforts on the proposed project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNES CITY THAT:

- 1. The City of Dunes City hereby supports the efforts of Kyle David Hughes as he pursues his Eagle Scout rank and moves forward with the project to improve the end of Spruce Street Basketball Court area.*
- 2. This Resolution takes effect immediately upon adoption.*

ADOPTION:

This Resolution is passed and adopted on the 9th day of October, 2019.

Councilor Snow made a motion to approve Resolution 2019, No. 14. Councilor Wells seconded the motion. The motion passed by unanimous vote.

Councilor Orr made a motion to approve a budget for the Eagle Scout project of no more than \$3,000. Councilor Snow seconded the motion and it passed by unanimous vote.

D. Replacement of Computer System with Server System

City Administrator/Recorder Mills explained that this item will be on a future agenda for discussion. The cost is estimated at about \$9,700.

E. Consideration of Appointment as Woahink Lake Tester – Ira Stein

Councilor Mallen made a motion to approve Mr. Ira Stein as a water tester for Woahink Lake. Councilor Wells seconded the motion and it passed by unanimous vote.

F. Resident Request for Resolution Declaring That Deer Population Populations Have Risen to Levels That Constitute a Public Nuisance

City Administrator/Recorder Mills referred Councilors to a copy of Oregon Administrative Rules for ODFW's Urban Deer Population Control Program and explained that the agenda item was requested by a City resident who has been experiencing problems, including property damage, with deer in her neighborhood.

There was some discussion during which it was agreed to table further discussion for now and invite an ODFW representative to attend a Council meeting and discuss the program before the Council takes any action on the request.

G. Consideration of Agreement with Oregon Water Services

This was resolved under Agenda item E.

12. REPORTS

- A. Mayor's Report: Mayor Forsythe was absent; there was no Mayor's Report.
- B. Community Center Report: Councilor Wells reported that he will remove moss from the roof of the kiosk and clean out the gutters on the back of City Hall as soon as he has time.
- C. Water Quality Report: Councilor Snow reported that testing is continuing and the City is acquiring more equipment so the testers can test both lakes using equipment dedicated to each lake.

- D. Public Works Maintenance Supervisor's Report: Richard Palmer reported that he has had rock delivered to do some drainage repair on Woodland Lane. He requested a fuel card so he could fuel the bucket truck. City Administrator/Recorder Mills offered to look into getting a card. Councilors did not object.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that she attended the Mayors' Emergency Management Summit with Mayor Forsythe on September 12. She noted that, in the future, practice disaster drills will be held so that participants can become more familiar with communications and what to do during a disaster. She went on to report that she did not attend the WLEOG meeting on September 16; the meeting information was included in the Councilors' meeting packets.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that City Staff has finished the office inventory; she will assign replacement values to all of the items on the list and then file the list with CIS and MyAgility to ensure replacement in the event of loss. She went on to report that the City has received reports of numerous contractors and homeowners doing construction work without permits. She went on to remind everyone that before disturbing any ground in Dunes City you must come to City Hall to discuss the project and, if necessary, obtain the appropriate permits.

Councilors suggested that a notice about the requirement for predevelopment meetings could be posted on the website. They also agreed that the City should bring in a geotechnical engineer to inspect all of the work that has been done on Doonbrae and make a report to the City.

13. FOR THE GOOD OF THE ORDER

Councilor Orr reported that he will attend an event on November 3 related to spreading kindness. He will provide a report at the November Council meeting.

14. ADJOURNMENT

Councilor Mallen made a motion to adjourn. Councilor Orr seconded the Motion. There was no vote taken.

Council President Meyer adjourned the meeting at 7:02 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 13th DAY OF NOVEMBER 2019

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder