



**CITY COUNCIL MEETING MINUTES ~ APPROVED
DECEMBER 11, 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, December 11, 2019, meeting of the Dunes City Council to order at 6:01 pm.

2. ROLL CALL

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

Present: Mayor Robert Forsythe, Councilor Susan Snow, Councilor Duke Wells, Councilor Tom Mallen, and Councilor Robert Orr.

Absent and Excused: Council President Sheldon Meyer.

Absent and Unexcused: 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 approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

Councilor Orr made a motion to approve the Consent Agenda with amended Bills of the Session. Councilor Snow 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. The Oregon Fish and Wildlife Service will be conducting deer inventories in this area between now and the end of December. This process requires shining spotlights into yards late at night. I have requested that I be notified of exact dates so I can notify individuals included on our interested parties list in hopes of reducing the number of phone calls regarding intruders during those times. If you are not on the interested parties list, please contact City Hall to be added.
- B. The Coastal Resilience Workgroup will meet again on December 13 from 1 to 5 pm in Coos Bay. Exact location is to be determined.
- C. Dunes City will undergo a cybersecurity audit on Thursday, December 19.
- D. Dunes City Hall will close at noon on December 24 and reopen on Thursday, January 2, 2020.
- E. Blue green algae microcystin toxicity testing was done on Siltcoos Lake on November 22 with a result of little to no toxic microcystin found.
- F. Dunes City has one opening for appointment to the Planning Commission for the term ending January 12, 2022, and two openings on the Budget Committee.
- G. Eagle Scout Candidates Kyle Hughes and Jeff Edman have completed their projects, which can be seen at the south end of Spruce Street in Westlake. The City sincerely thanks the young men for the hard work they put into these projects and expresses its gratitude for providing this service to our community. If you are by City Hall, take a walk to the end of the street and check out the overlook park viewing platform and the river access path, as well as the new rock retaining wall, bench and basketball hoop!

Councilors thanked the Scouts for their work, noting that the area looked beautiful after the renovations. City Administrator/Recorder Mills read aloud a letter of thanks to Kyle Hughes and noted that Jeff Edman would receive a similar letter.

A COPY OF THE LETTERS TO MR. HUGHES AND MR. EDMAN ARE ON FILE AT CITY HALL.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

Mayor Forsythe recognized Ms. Juliana Johnson, a Dunes City resident, who explained that she had seen no evidence of ODFW lights looking for deer.

8. PRESENTATIONS/TRAINING

- A. Time to get caught up! If you haven't completed all five lessons from the Successful Governance for Local Officials series, now is the time to do so.

City Administrator/Recorder Mills reminded Councilors that City Staff could help them log in to the training website if they stop by City Hall during business hours.

B. (Tentative) Presentation by Eagle Scout Candidates Jeff Edman and Kyle Hughes

City Administrator/Recorder Mills explained that the Scouts were not available to make a presentation, but may do so at a future meeting.

9. OLD BUSINESS

A. Update on Resident Request for Ordinance Regarding Deer

City Administrator/Recorder Mills reported that an ODFW representative was not available to attend this meeting and has rescheduled for the January 8, 2020, meeting.

Councilor Wells reported that he has been talking with City residents about the deer population and found that opinions range from not killing any deer at all to killing all of them. He reiterated his opinion that some of the deer should be relocated and he noted that several residents have volunteered to help capture them.

B. Set Goal Setting Session

Following discussion, Councilors agreed to schedule the annual Goal Setting Session for Thursday, January 16, 2020, beginning at 4:00 pm.

C. Preliminary Geologic Site Evaluation of Parcel 3, 83421 Doonbrae Lane

City Administrator/Recorder Mills referred Councilors to copies of a November 12, 2019, Site Evaluation prepared by Cascadia Geoservices and included in the Councilors' meeting packets. She offered to send a copy of the Evaluation to the owners of the site under investigation along with a letter outlining the steps the owners must take to abate Code violations. Councilors had no objections.

A COPY OF THE COMPLETE CASCADIA GEOSERVICES EVALUATION IS ON FILE AT CITY HALL.

D. Update on Shared Revenues Investigation

City Administrator/Recorder Mills referred Councilors to copies of a December 4, 2019, email to her from Andrea Cox, Accounts Payable Disbursements Accountant, Shared Financial Services (State of Oregon), included in Councilors' meeting packets. She explained that in the letter Ms. Cox reported that Dunes City is certified to receive cigarette and liquor distributions under ORS 221.760 but not eligible for revenue sharing under ORS 221.770 because the City does not levy property taxes.

There was some discussion during which Mayor Forsythe asked City Administrator/Recorder Mills to try to determine the amount of the shared revenue the City does not receive now, and then schedule the matter for further discussion in the future.

10. EXECUTIVE SESSION

There was none.

11. NEW BUSINESS

A. Appoint Planning Commission Member

Councilor Orr made a motion to reappoint Mr. Barry Sommer to the Planning Commission for the term ending January 12, 2023.

12. REPORTS

- A. Mayor's Report: Mayor Forsythe reported that he had been in touch with State Senator Arnie Roblan about the City's water right issues and will provide updates as they are available.
- B. Community Center Report: Councilor Wells reported that he will look into repairing the dilapidated pump house by the new basketball court.
- C. Water Quality Report: Councilor Snow reported that testing is almost done for the year and referred Councilors to copies of a Water Quality Test Results report prepared for the meeting by City Administrator/Recorder Mills and included in Councilors' meeting packets.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills reported that Mr. Palmer was attending the Lane ACT meeting this afternoon on behalf of the City and that he had trimmed bushes on Hilltop Drive.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that she attended the November WLEOG meeting and the meeting handouts were included in the Councilors' meeting packets. She went on to report that CERT member Frank Nulty attended the Office of Emergency Management bi-annual conference where he learned that OEM now requires its employees to have three grab-and-go kits (one in the car, one at home and one at work) and recommends that every city and county adopt the same provisions.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported: there were two electrical permits issued in November; the City Council held a Special Session meeting on November 11 for a teleconference with the City's water right attorney; the annual City water use report was submitted to the Department of Water Resources on November 19; the annual Audit Review from Wall & Wall was received by the City; FEMA audit requirements have been finalized and approved but the City will need

to consider and adopt the draft ordinance to adopt new City Code and the new FIRM—
hearings at the Planning Commission and the City Council will take place early in 2020.

13. FOR THE GOOD OF THE ORDER

City Administrator/Recorder reported that she will try to find funding in the budget to move forward with acquisition of a server and computer upgrades for City Hall. She explained that WLEOG provided a long list and summary of critical cybersecurity breaches from around the world and that, coupled with recent hacks of City email, indicate a need to make improvements in the office.

14. ADJOURNMENT

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

Mayor Forsythe adjourned the meeting at 6:32 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 8th DAY OF JANUARY 2020

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder