



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
AUGUST 25, 2021 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](http://www.DunesCity.com)

**1. CALL TO ORDER**

Mayor Robert Forsythe called to order the Wednesday, August 25, 2021 meeting of the Dunes City City Council at 6:00 p.m.

**2. ROLL CALL**

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

**Present:** Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Susan Snow, Councilor Tom Mallen, Councilor Duke Wells, Councilor Rory Hammond.  
Councilor Robert Orr joined the meeting at 6:07 p.m.

**Absent and Excused:** N/A

**Absent:** N/A

**Also Present:** City Administrator/Recorder Jamie Mills, Planning Secretary Lani Noroña, and videographer Alan Campbell.

**3. PLEDGE OF ALLEGIANCE**

All who were present joined Mayor Forsythe in the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

Council President Meyer 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 Snow made a motion to approve the Consent Agenda, with amended Bills of the Session. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills announced the following:

- A. Charter Spectrum has announced that on or around September 13, 2021, Investigation Discovery on Channel 63, 134 SD and 858 HD will be swapping the East coast feed to the West coast feed. Charter Spectrum will soon begin installation of fiber optic on Doonbrae Lane, which will affect traffic on Clear Lake Rd. No specific date is known at this time.
- B. The City received a thank you letter from Robert Tintle, the Lane County Treasurer and Financial Services Manager, for assigning Dunes City's CARES Act funds to Lane County.

## **7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING**

*Maximum time 20 minutes: Speakers will be limited to three minutes. If the number wishing to testify exceeds seven speakers, each speaker's time may be reduced to fit within 20 minutes.*

There were none.

## **8. PRESENTATIONS**

Richard Dreiling, Oregon Float Homes C.E.O., gave a brief introduction and showed a PowerPoint presentation for a proposed development. A printed copy of the PowerPoint presentation is attached.

## **9. OLD BUSINESS**

- A. Directive to Staff on priorities for how the Coronavirus State and Local Fiscal Recovery Funds will be spent.

City Administrator/Recorder Mills announced the following:

Today Dunes City received a check for \$156K, which is half of the total, and referred to a handout labelled "Possible Uses of CSLFR Funds". There are restrictions on how these funds may be used. A copy of the regulations is available to review with other ideas for possible uses.

Councilor Hammond expressed a desire for estimates of items listed as "Possible Uses...".

City Administrator/Recorder Mills answered that creating the estimates is expensive and she did not want to spend money on estimates until the Council decides how to spend these funds.

Councilor Wells suggested a Special Session to review and decide best use of these funds. Councilor Hammond agreed.

City Administrator/Recorder Mills pointed out that in the financial documents section there is a list of the Expenses by Goal for 2021-2022, where expenditures to goals were made.

Councilor Snow asked if these funds could be used to install more meters.

City Administrator/Recorder Mills answered she would find out, but it would be more likely for funds to be approved for a new water system.

Councilor Hammond asked if these funds could be used for infrastructure, like roads.

City Administrator/Recorder Mills explained that one of the requirements is that expenditures must be linked to a financial loss that was due to Covid, or to assist those who cannot afford to improve things like water supply, septic, etc.

Council President Meyer stated that possible uses of the funds be studied and agreed that a Special Session would be important.

Councilors discussed the importance of getting ideas from Dunes City residents about the best use of these funds and the best way to proceed.

Mayor Forsythe requested that City Administrator/Recorder Mills schedule a Special Session.

City Administrator/Recorder Mills suggested that one option is for City Council to have a work session, followed by a Zoom meeting, as there is a better turnout for Zoom meetings.

## **10. PUBLIC HEARING(S)**

None scheduled

## **11. NEW BUSINESS**

### **A. Request for Rate Increase by South Coast Water Company**

City Administrator/Recorder Mills announced the following:

1. The request for an increase has been withdrawn and SCWC must file a new application if the decision is made to pursue the rate increase.
2. At the August 19, 2021 SCWC meeting, public input was solicited, concerns were identified and a list of priorities was created, with rates being the number 1 priority.

Councilor Hammond stated he attended the August 19<sup>th</sup> meeting and shared the following observations:

- a. Dunes City has an infrastructure problem and SCWC is planning expansion of the service that might help, but there was not a response of people interested in hooking up to the proposed SCWC system.
- b. Councilor Hammond stated he would like to see the City's Water Administration fee monetized by usage, instead of the current flat rate of \$100 per year.

Councilor Mallen expressed concern for City residents who had contractually agreed to the \$100 annual Water Administration fee that is not tied to usage.

City Administrator/Recorder Mills noted that the annual Water Administration fee is code.

#### B. Letter to water right users regarding information required for Certification

City Administrator/Recorder Mills reported the following:

1. All users of Dunes City's shared domestic water right to install a fish screen. She explained the required fish screens are not the screen that comes with a pump and gave a brief description of the differences between the two types of screens.
2. Hopes are to have a video on the Dunes City website, or a class at City Hall presented by Fish and Wildlife, on building your own fish screen, so people don't have to pay the estimated \$350 cost. Councilors agreed that either option would benefit Dunes City residents.
3. The diver is gathering the needed information and a database has been established.

#### C. Biennial Budget

Councilor Hammond made a motion that the City adopt a Biennial budget.  
Councilor Wells seconded the motion.

Councilors discussed the general budget process and budget meetings.

City Administrator Mills stated she will check City Code and the City Charter, to determine if an annual budget is mandated. If so, a vote of the citizens is required to change it.

Councilor Hammond asked if the motion should be tabled until the Charter was researched.

Mayor Forsythe answered "no, I say we make the motion and if the Charter undoes our motion then it undoes our motion".

Councilor Mallen stated "so the motion is an amended motion".

Mayor Forsythe answered "yes, an amended motion subject to the Charter allowing it".

The vote taken was unanimously in favor.

#### D. Road Maintenance Schedule Report

City Administrator/Recorder Mills stated the following:

1. A map of Dunes City roads was split into six districts, with each district assigned to whichever Councilor resides closest to a district.
2. Councilors were asked to drive through their respective districts, at least once a month, and report any problems such as holes, crumbling, brush that needs to be trimmed, etc.
3. Blue signs are private roads, green signs are public roads and only public roads are the City's road maintenance concerns.

Councilor Mallen asked what is the City's position if residents ask "what are you doing, why are you here?"

City Administrator/Recorder Mills answered: tell them you are a City Councilor. You have a right to be on public roads.

City Administrator/Recorder Mills asked Councilors to let the City know if they notice any construction activity on a property and no orange poster is visible.

Councilor Mallen asked if the reported information can be an agenda item for the next meeting. Councilors generally agreed that this is a good idea.

City Administrator/Recorder Mills noted that there is currently no road maintenance crew in Dunes City, so brushing and sweeping will be done when Lane County is available to schedule the work.

## **12. EXECUTIVE SESSION**

None scheduled

## **13. REPORTS**

### **A: Mayor's Report:**

1. Mayor Forsythe reported that the City of Baker is requesting small cities to contact them if they are having financial problems based on Covid and the Governor's restrictions. Baker City is considering filing a Class Action lawsuit for losses.
2. Mayor Forsythe thanked City Administrator/Recorder Mills, and all who helped organize, set up and staff the Volunteer Recognition barbecue and how well it was done.

### **B: Community Center Report:**

Councilor Wells echoed the Mayor's thanks to City Administrator/Recorder Mills and those who worked so hard to make this event a success, making a special note of the displayed photographs.

### **C: Water Quality Report:**

Councilor Snow reported that water quality is not being tested, although she has received many calls from volunteers willing to do so. She noted concerns about the dedicated space for water quality testing, especially with the increase of Covid cases.

### **D: Emergency Services Report:**

City Administrator Mills read the following:

1. The WLEOG meeting was held August 16<sup>th</sup>, however I was unable to attend due to the high number of telephone calls and individuals coming into the office that day. The WLEOG meeting packet is attached.
2. The City has received a box of the updated Tsunami Map pamphlets and have incorporated them into our pamphlet wall. Most of the changes appear to be in Florence.

E: City Administrator/Recorder/Planning/Staff Report:

City Administrator Mills reported the following:

1. Between July 21<sup>st</sup> and August 18<sup>th</sup>, there were 3 Electrical Permits, 1 Mechanical Permit and a new mobile home installation.
2. Richard Palmer was again called out to help with the fires. It was nice to have him here, as Alder collapsed, and Richard cleaned it up.
3. The deadline for submission of bids for the Parkway Drive project is September 2, 2021.
4. Most office time this month was spent dealing with water and septic questions, property use questions, and dealing with wetland and shoreline violations and there are a number of those.

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

- a. Council Mallen emphasized that a town hall meeting is definitely called for, to address water issues.
- b. Councilor Orr expressed regret that he was unable to attend the SCWC meeting or the Volunteer Recognition barbecue. He thanked City Administrator/Recorder Mills for the success of the Volunteer Recognition event.

He then stated that he works with the School District and that all school staff and students will be wearing masks when school resumes. He expressed concern about the pandemic and proposed that City Council do one or more of the following three things:

1. That all Councilors wear masks, partly as an example to students and families and partly for safety purposes.
2. Spread out in the room at City Council meetings, to make a statement that City Council is doing something to protect themselves and their citizens.
3. Return to having Zoom meetings.

Councilor Orr stated he thinks it's important to show support and do what can be helpful to limit the spread of the virus and its effects on the health care system all over the country.

Council President Meyer stated that he favors the second option and the wearing of masks when arriving, but not having to keep masks on if Councilors are spread out at meetings.

Councilor Wells stated he will agree with spreading out at meetings but will not wear a mask.

Councilor Mallen stated he thinks masks should be voluntary, that he will agree with distancing at meetings but will not wear a mask. He also mentioned people can call in to City Council meetings if they don't want to physically attend.

(Dunes City does not have the technology to support people "calling in" to join the meetings) J.M.

Mayor Forsythe thanked Councilor Orr for making the three suggestions and stated he will agree to the option of distancing at meetings but will not wear a mask.

Councilor Hammond stated that he does not favor Zoom meetings, that he respects the idea of wearing masks and will wear one but feels that wearing a mask or having a Zoom meeting impacts the quality of communication during a meeting.

Councilor Snow stated that she will continue wearing a mask and agrees with spreading out at City Council meetings.

Councilors' consensus was to spread out at meetings and respect each other's choice to wear a mask or not wear a mask.

Mayor Forsythe asked City Administrator/Recorder Mills to set up meetings accordingly.

Council President Meyer suggested having hand sanitizer on hand.

City Administrator Mills announced a vacancy of the Janitorial position.

## **15. ADJOURNMENT**

Council President Meyer made a motion to adjourn.

Councilor Wells seconded the motion and the motion passed by unanimous vote.

Mayor Forsythe adjourned the meeting at 7:15 p.m.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 22ND DAY OF SEPTEMBER, 2021.**

[Signed Copy Available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder