



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
MAY 18, 2022 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**

Council President Sheldon Meyer called to order the Wednesday, May 18, 2022 meeting of the Dunes City Council at 6:00 pm.

**2. ROLL CALL**

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

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

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

**Absent:** None

**Absent / Excused:** None

**3. PLEDGE OF ALLEGIANCE**

All who wished to participate joined in the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

Councilor Mallen made a motion to approve the Agenda.

Council President Snow 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.

Councilor Mallen seconded the motion. The motion passed by unanimous vote.

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills announced the following:

- A. The Dunes City Council will hold a public hearing, and consider adoption of the budget for FYs 2022-2024, at its next regular session on June 15, 2022.
- B. Individuals who receive water from Woahink Lake by relying on the City's water right permit (the Dunes City Shared Domestic Water Supply Program) must have their water meters replaced with radio-read water meters and approved fish screens installed, with information regarding pumps, gallons per minute, horsepower, and pipe size, to Dunes City before October 1, 2022.
- C. Dunes City has manufactured fish screens which are pre-approved by ODFW. Those who are applying for the tax credit can put this information on the tax credit application. Please contact City Hall for assistance completing the form. The City is contacting individuals to make arrangements for installation of fish screens. If anyone has not yet purchased a fish screen, please do so. For those who have installation arrangements with plumbing companies, there is no need to contact City Hall, as the companies will contact City Hall directly. The information regarding gallons per minute, pipe size, etc. and divers can gather that information when installing the fish screen.
- D. Dunes City is seeking volunteers to help maintain its roadways, as our former volunteer is no longer available. If you are interested in helping out, please contact Dunes City for further information.
- E. The Oregon Dunes Triathlon will be held on Saturday, June 11th. Volunteers should register on the Best in the West Events website: <https://www.bestinthewestevents.com>, then scroll down to the "Register" button and fill in all the information. If you need help, give us a call here at City Hall.

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

There was none.

## **8. PRESENTATIONS / SPEAKERS**

There were none.

## **9. OLD BUSINESS**

- A. Appointment of City Councilor to finish out the remaining term of Sheldon Meyer vacancy. Term expires January 18, 2023 (election this year). Mayor Meyer confirmed with Staff that the election is in November of 2022. City Administrator/Recorder Mills informed Councilors the election packet goes out in July, 2022. Mayor Meyer solicited recommendations from the interview committee members.

Council President Snow thanked all the applicants who applied for the vacancy, recognized the great credentials of all applicants and that the committee had a difficult choice. She announced that the committee recommends Ms. Melissa Stinson to fill the remaining term of Sheldon Meyer's vacancy.

Council Orr repeated that the committee had a difficult choice, as each of the candidates has something very special and valuable to offer and any of the candidates would be an excellent Council member. He thanked all those who applied, stating that the candidates are an impressive group.

Councilor Wells also recognized the talents of all the candidates adding that the caliber of candidates says much for Dunes City. He encouraged those not selected to consider running for City Council in the upcoming election, stating any would be a great asset to Dunes City and Dunes City's future.

Councilor Orr made a motion for the Council to approve Ms. Melissa Stinson as City Councilor. Councilor Hammond seconded the motion. The motion passed by unanimous vote.

Mayor Meyer voiced appreciation for the positive comments about the attributes of the candidates, and echoed Councilor Wells' comment that this says much about Dunes City as a city.

City Administrator/Recorder Mills stated that Ms. Stinson will be sworn in to office at the next City Council meeting.

#### **B. Ordinance No. 256-B, regarding Short-Term Vacation Rentals, First and Second Reading**

Councilor Hammond made a motion that Mayor Meyer read Ordinance No. 256-B by title only. Council President Snow seconded the motion. The motion passed by unanimous vote.

Mayor Meyer read Ordinance No 256-B by title.

City Administrator/Recorder Mills stated that the Staff Report regarding Short-Term Vacation Rentals was previously read, and the few changes are highlighted for Council review. She stated that language with regard to insurance was recommended by the City Attorney.

Councilors discussed changes and City Administrator/Recorder Mills answered Councilors' questions.

City Administrator/Recorder Mills stated that City Council must determine if the Permit fees will be a one-time fee or establish the renewal frequency. Once the Council decides the Permit renewal frequency, she will ensure the language reflects these specifics.

### **10. PUBLIC HEARING**

#### **A. Ordinance No. 256-B, regarding Short-Term Vacation Rentals**

Mayor Meyer opened the Public Hearing at 6:17 p.m.

There were no comments or testimony presented, either for or against Ordinance No. 256-B.

Mayor Meyer closed the Public Hearing at 6:18 p.m.

### **11. NEW BUSINESS**

#### **A. Ordinance No. 256-B, regarding Short-Term Vacation Rentals**

Councilor Hammond made a motion that the Second Reading be read by title only.

Council President Snow seconded the motion and the motion passed by unanimous vote.

Mayor Meyer read Ordinance No. 256-B by title.

Councilor Hammond commented that permits should have more frequent renewals than solely following the transfer of property, as renewal allows the City to ensure receipt of Transient Room Taxes. He then suggested annual, biennial, or five-year renewals.

Councilor Orr stated a preference for a two-year Permit renewal, but did not want to make a decision or vote, until he heard what the impact would be for City Staff. City Administrator/Recorder Mills stated that Staff can handle whatever renewal period is decided.

Mayor Meyer suggested a two-year Permit renewal fits well with a biennial budget.

Councilor Hammond made a motion to amend Ordinance No. 256-B language to establish a two-year renewal period for Short-Term Rental Permits.

Councilor Orr seconded the motion.

Prior to voting on the motion, Councilors continued discussing fees.

Councilor Orr asked if the fees would be in the amended Ordinance.

City Administrator/Recorder Mills answered that fees are set by Resolution.

Councilor Mallen asked what would be covered by the fees.

City Administrator/Recorder Mills answered that fees would cover Staff time, provide the City a method of keeping track of Short-Term Rentals, and provide a means of shutting down any Short-Term Rental operation that is non-compliant.

Councilor Hammond stated this Ordinance does not include fees.

Mayor Meyer called for a vote of the motion to amend Ordinance No. 256-B.

The motion passed by unanimous vote.

Mayor Meyer asked Councilors if they want to set fees for Short-Term Rentals at this meeting.

City Administrator/Recorder Mills stated she would draft a Resolution for fees.

Councilor Hammond made a motion to adopt Ordinance No. 256-B.

Councilor Orr seconded the motion.

The motion passed by unanimous vote.

- B. Resolution Series 2022, Number 8, authorizing the City to apply for a Submerged Lands Enhancement Grant from the Department of State lands for acquisition of land for Rebecca's Trail.

City Administrator/Recorder Mills stated that authorization for her to apply, on behalf of the City, for a grant from DSL for acquiring land for Rebecca's Trail.

Councilor Orr made a motion to approve Resolution Series 2022, Number 8.

Council President Snow seconded the motion.

General discussion followed, about the grant and the property, map and Tax Lot #19-12-27-40-02100.

The motion passed by unanimous vote.

## 12. EXECUTIVE SESSION

There was none.

## 13. REPORTS

### A. Mayor's Report:

There was none.

### B. Community Center Report:

Councilor Wells asked about emergency supply bins going into the City's storage facility. City Administrator/Recorder Mills answered that shelving needs to be installed.

### C. Water Quality Report:

Council President Snow reported the Water Quality Committee is still waiting for the State to issue the new procedures and requirements.

### D. Road Reports:

Councilor Hammond reported the following:

1. There are two (2) more potholes on Buckskin Bob
2. There is a pothole and a trailer sticking out at the bottom of Hilltop
3. Chet's Trail needs sweeping
4. Hilltop and Osprey need some tree trimming

Council President Snow reported several roads in Westlake need trimming, as they are quite narrow from overgrowth.

Councilor Wells had nothing new to report.

Councilor Mallen had nothing new to report.

Councilor Orr had nothing new to report.

Mayor Meyer reported the roads in his area are in good condition but need brush and tree trimming.

City Administrator/Recorder Mills reported:

1. Dunes City is on Lane County's work list, but work on Dunes City roads comes second to Lane County's own road work.
2. The City's lift truck has returned, but the breaks need repair. She added that Brent Chipps can make the repairs and has the correct license to operate the lift truck.
3. The City's police car has not yet been returned.

E. Emergency Services Report:

City Administrator/Recorder Mills reported:

1. There are lots of trainings but her time is primarily spent on fish screens.
2. The Peninsula Drive water system is progressing.

F. City Administrator/Recorder/Planning/Staff Report:

City Administrator/Recorder Mills stated the Staff Report is in Councilors' meeting packets.

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

Councilor Hammond mentioned he began the required annual ethics classes.

**15. ADJOURNMENT**

Councilor Hammond made a motion to adjourn.

Councilor Mallen seconded the motion. The motion passed by unanimous vote.

The meeting adjourned at 6:38 p.m.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 8<sup>th</sup> DAY OF JUNE 2022.**

[Signed Copy Available at City Hall]

Sheldon Meyer, Mayor

ATTEST:

[Signed Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder