



**CITY COUNCIL MEETING MINUTES ~ APPROVED
SPECIAL SESSION JUNE 29, 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

1. CALL TO ORDER

Mayor Sheldon Meyer called the Special Session on Tuesday, June 29, 2022 to order at 6:00 p.m.

2. ROLL CALL

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

Present: Mayor Sheldon Meyer, Councilor Robert Orr, Councilor Duke Wells, Councilor Rory Hammond, and Councilor Melissa Stinson.

Also Present: City Administrator/Recorder Mills, Planning Secretary Lani Noroña.

Absent:

Absent / Excused: Council President Susan Snow and Councilor Tom Mallen.

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

Councilor Hammond 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 Stinson made a motion to approve the Consent Agenda.

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

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills announced the following:

A: Long time volunteer Planning Commission Chair, Bonnie Rose Allen, resigned from the Planning Commission effective May 19, 2022. The City is grateful for Bonnie's hard work and many hours of dedicated service, especially the rewriting of Dunes City's Zoning and Development Code. We wish Bonnie the best of luck in all her future endeavors. She will be sorely missed!

City Administrator/Recorder Mills added that there is a Planning Commission vacancy.

- B: Dunes City's Short-Term Rental Ordinance passes and takes effect July 1, 2022. Owners and operators of short-term rentals in Dunes City will not be allowed to advertise for rent or rent their short-term rentals, regardless of when the reservation was made, without first obtaining an approved permit from the City.
- C: This year's Siuslaw Awards and annual meeting is at Three Rivers Casino July 14th, 2022 at 5:00 p.m.
- D: Lane County Firewise Grant program is accepting applications from July 1 – July 31, 2022. This is for residents unincorporated Lane County. The Firewise Grant provides funding to rural Lane County property owners, for projects that reduce the risk of fire. Examples are clearing vegetation, replacing wood shake roofing, fire resistant landscape materials, non-combustible exterior siding, chimney spark arrestors, and more. The grant amount is up to \$15K for each qualifying property.
- E: Central Lincoln P.U.D. advised the City to expect delays for new customer connections, due to delays of supply equipment such as transformers, meters, underground conductors. Central Lincoln P.U.D. is keeping such equipment for emergency only.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

There was none.

8. PRESENTATIONS / SPEAKERS

There were none, but City Administrator/Recorder Mills informed the Council that Celina Patterson, of the Building Codes Division (BCD) will virtually join the meeting for the discussion of E-permitting.

9. OLD BUSINESS

- A: Re-consideration of E-permitting Agreement with Building Codes Division, to include Code Enforcement and in-house City Permits.

Ms. Patterson virtually joined the meeting via speakerphone. She asked the Council if they wanted to sign use any of the other modules that are available with E-permitting. The other modules are for Planning, Code Enforcement, and Public Works. She stated it is best to decide at the beginning, although they can be added later, and there might be a delay setting up additional modules if they are added later.

Mayor Meyer asked Ms. Patterson if the City has the option to drop modules in the future, if it they are found to be unnecessary. Ms. Patterson answered yes, and gave some examples.

Councilors, Staff, and Ms. Patterson discussed details of the E-Permitting program, including types of permits, technology, adding or removing modules, the database, reports, and fees. Ms. Patterson stated that E-Permitting does not charge the City, as the costs are covered by the permit fees that contractors and homeowners pay.

Councilor Hammond made a motion that the Council approve the agreement, including all modules, with the condition of City Administrator approval.

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

B: Consideration of License Registrar Service Agreement with Net Assets Corporation.

City Administrator/Recorder Mills summarized what the Agreement covers.

Councilor Hammond made a motion that the Council approve the Net Assets contract.

Councilor Orr seconded the motion. He asked about fees.

Councilor Hammond raised questions about the sharing of information, which he stated he did not see in the Agreement. He also stated there is no language that describes what constitutes a violation and nothing about what happens if a violation occurs. He asked City Administrator/Recorder Mills if the City attorney had reviewed this contract. City Administrator/Recorder Mills said no, and Councilor Hammond stated he thought the City attorney should review it.

The Council voted on the motion to approve the Net Assets contract as presented.

The motion failed by unanimous vote.

The Council discussed postponing the Net Assets until the City attorney reviews the agreement and the City Administrator/Recorder compares this agreement to the E-Permitting agreement.

Councilor Hammond made a motion to table the Net Assets Agreement.

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

C: Consideration of the Draft FY 2022-2024 Budget, as presented by the Budget Committee, First Reading.

Councilor Hammond made a motion for First Reading by title only.

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

Mayor Meyer read the title.

City Administrator/Recorder Mills summarized some of the Draft Budget calculations.

Councilors and Staff discussed the Budget presentation.

10. PUBLIC HEARING

Consideration of the Draft FY 2022-2024 Budget, as presented by the Budget Committee.

Mayor Meyer opened the Public Hearing at 6:40 p.m.

There was no public comment and no written testimony.

Mayor Meyer closed the Public Hearing at 6:41 p.m.

11. NEW BUSINESS

A. Consideration of the Draft FY 2022-2024 Budget as presented by the Budget Committee, Second Reading.

B. Resolution Series 2022, No. 9, adopting the FY 2022-2024 Budget and making appropriations therefore.

Councilor Stinson made a motion to accept the wording of Resolution Series 2022, No. 9.

Councilor Hammond seconded the motion.

Councilors and Staff then discussed the Resolution and reviewed some of the figures.

An amendment was made to the total amount listed in the first paragraph of the Resolution.

Councilor Orr made a motion to accept the wording of Resolution Series 2022, No. 9, as amended.

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

12. EXECUTIVE SESSION

Held pursuant to ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Meyer adjourned the Special Session at 6:56 p.m. for Executive Session.

Mayor Meyer reconvened the Special Session and called the meeting to order at 8:02 p.m.

Councilor Hammond made a motion for the City to hire an engineering firm. for a feasibility study of the City's water infrastructure.

Councilor Wells seconded the motion.

Councilors discussed a time frame for the feasibility study.

Councilor Hammond made a motion for the City to hire an engineering firm. for a feasibility study of the City's water infrastructure as soon as possible, but no later than 60 days' time.

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

13. REPORTS

A. Mayor's Report

Mayor Meyer expressed gratitude that the City is moving forward to improve the City's water issues as quickly as possible, and for staff to do brush and tree trimming work. He praised the creativity of those who decorated "The Stump" in the past, and dismay that every time it was decorated it was subsequently destroyed. He added that he still loves living in Dunes City.

Councilor Orr added he considered a sign that was placed at "The Stump" to be offensive.

B. Community Center Report

Councilor Wells asked City Administrator/Recorder Mills what help is needed to begin moving storage items to the storage facility.

City Administrator/Recorder Mills said she will schedule a day and time.

C. Water Quality Report

Council President Snow was absent/excused.

D. Road Reports

Mayor Meyer mentioned the City's lift truck is back in operation and the City has someone to operate it.

E. Emergency Services Report

City Administrator/Recorder Mills reported the following:

The WLEOG meeting was June 20, 2022. The meeting packet is available at City Hall.

Tom Rider, the new Lane County Red Cross Manager, attended the WLEOG meeting.

Peace Health Hospital reported they are short staffed but working on the problem.

The City of Florence reported they will host team members from around the world, for the Eugene Olympic qualifiers. Approximately 85 athletes will train at Florence schools through approximately July 15, 2022. Road repair season is underway and people should be aware of changes in traffic flows on Hwy. 101 and other Florence streets.

The Coast Guard had a change of command in mid-June. Local firefighter and Fire Marshall, Tony Miller, was hired with the State Fire Marshall's office. Tony Miller visited the roadway violations near Berry and Manzanita and advised property owners of Oregon Fire Code violations.

The City of Florence will hold their Fourth of July fireworks and parade, but the parade will be shorter than usual and will not close Hwy. 101. Other events will be held at the Port of Siuslaw.

National Night Out is August 5th at Miller Park. More information is forthcoming.

The next WLEOG meeting is July 18th. City Administrator/Recorder Mills plans to attend and added the meetings are also available virtually, via Zoom.

Emergency and other supplies can be moved to the storage facility as soon as the City installs an ADA compliant ramp.

Staff has actively been seeking additional funding for Rebecca's Trail.

F. Water Status Report

The Council and Staff agreed that Water Status was thoroughly covered during Executive Session.

G. City Administrator/Recorder/Planning/Staff Report

City Administrator/Recorder Mills reported the following:

1. The Permit Report in the meeting packets has detail about Permits issued, payments received and how much the City must pay the State.
2. Fish screen work continues, as does the installation and replacement of old water meters with radio read meters. In certain neighborhoods, assistance is needed to help divers identify whose pumps are whose. Otherwise, the City might have to install fish screens on all pumps in the lake and bill the property owners involved, even if those property owners hold a State water right. The City has no way to know whose pumps are whose, as that is the landowners' responsibility.
3. All individuals who participate in the Dunes City Shared Domestic Water Supply Program are asked to contact City Hall, to inform staff if they have arrangements to install a fish screen, and if so, by whom. This prevents the City incurring costs associated with fish screen installation and diving, for those awaiting plumbers' busy schedules. The plumbers need to let the City know who they are diving for, and provide a completed installation form with a photo of the installed fish screen. It is the property owners' responsibility to ensure their plumber completes this obligation.
4. Failure to complete fish screen requirements by October 1st, 2022 could honestly result in the discontinuance of water rights and use of water from Woahink Lake.
5. The Parkway Drive Project is anticipated to begin late in July or sometime in August.
6. Short-Term Rental Permit applications are rapidly coming in. Staff spends much of their time reviewing these, to ensure the City has all necessary information before issuing a Permit, and preparing required letters to property owners and neighboring property owners.

14. FOR THE GOOD OF THE ORDER

Councilor Orr thanked Bonnie Rose Allen for an incredible amount of hard work over a long period of time, and expressed sorrow that she resigned from the Planning Commission.

The other Councilors and Mayor Meyer agreed.

City Administrator/Recorder Mills reminded the council it is time for the Volunteer of the Year Award.

Councilor Hammond expressed condolences to Council President Snow for recent family losses.

Councilor Wells asked that the following subjects be on the next City Council meeting agenda:

1. A proposal to create a limit on the number of Dunes City Short-Term Rentals, for several reasons that he said can be discussed when it is on the agenda.
2. A discussion of drones flying in Dunes City

15. ADJOURNMENT

Councilor Orr made a motion to adjourn.

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

The meeting adjourned at 8:15 p.m.

APPROVED BY THE DUNES CITY COUNCIL ON THE 20th DAY OF JULY 2022.

[Signed Copy Available at City Hall]

Sheldon Meyer, Mayor

ATTEST:

[Signed Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder