



**CITY COUNCIL MEETING MINUTES ~ APPROVED
REGULAR SESSION - AUGUST 17, 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 Regular Session on Wednesday August 17 , 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, Council President Susan Snow, Councilor Tom Mallen, Councilor Duke Wells, and Councilor Rory Hammond.

Also Present: City Administrator/Recorder Mills, Planning Secretary Lani Noroña, and Jared Anderson of The Siuslaw News.

Absent: Councilor Melissa Stinson.

Absent / Excused: Councilor Robert Orr.

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 amended agenda.
Councilor Mallen seconded the motion. The motion passed unanimously.

5. APPROVAL OF THE CONSENT AGENDA

Council President Snow 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: Charter announced that it will launch pay per view 2 HD on channel 2102.

- B: Dunes City still needs to fill two job openings at City Hall. One for Permit Technician and one for Administrative Assistant. Job descriptions are on the Dunes City website. Résumés can be submitted to City Hall by hand, mail, or emailed to: recorder @dunescityor.com.
- C: The deadline to have your fish screens installed and meters replaced is approaching quickly. If you have not made arrangements to have a fish screen installed and the meter replaced, please contact City Hall immediately.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

There was none.

8. PRESENTATIONS / SPEAKERS

A: Volunteer of the Year award

The presentation was postponed, pending notice to Ms. Bonnie Allen, who was not present.

9. OLD BUSINESS

A: Schedule Work Session re: limiting short-term rentals in Dunes City limits

City Administrator/Recorder Mills stated the City is aware of 34 existing Short-Term Rentals.

Planning Secretary Noroña reported that twenty-six (26) Short-Term Rental Permits were issued, twelve (12) existing STRs have not submitted an STR Permit application, and a few applications for Short-Term Rental Permits were submitted for STRs not previously known by the City to exist.

Councilor Wells asked about the cut-off date of July 1, 2022. He added that he does not consider Darling's Marina to be operating a B and B.

City Administrator/Recorder Mills stated that Darling's has two (2) short-term rentals different from their other accommodations, and that the Council had discussed this when determining the definition for Short-Term Rentals.

Councilors continued discussing the issue of STR Permits for an existing business, the intent of the Short-Term Rental Ordinance, and regulation of STRs.

City Administrator/Recorder Mills reported that the utility franchise fees are lower when the STRs are empty, such as during the winter months.

Councilor Wells asked if the current STR Permit fee is sufficient to cover City staff processing time.

Planning Secretary Noroña stated it took most of three (3) days to update the records and process four (4) STR applications.

Councilor Wells asked for a more accurate estimate of STR fees that would cover staff time.

Planning Secretary Noroña did not provide an estimate, but that other small coastal communities charge between \$300 - \$400 for STR Permit fees and/or Business Licenses.

Councilor Wells proposed that Dunes City increase STR Permit fees.

Councilor Hammond stated that the TRT tax contributes to City revenues.

Mayor Meyer proposed a Special Session, so all Councilors can contribute to this discussion.

The Council decided to set the date for a Special Session until after August 29, 2022, when City Administrator/Recorder Mills returns from a trip.

B: Follow-up discussion on flying drones in Dunes City

City Administrator/Recorder Mills stated that all drone jurisdiction is reserved for the Federal Aviation Administration (FAA). She reported that neither Woahink nor Siltcoos Lakes were on the FAA's list of restricted air space, but the FAA will check and she is awaiting a reply. She added that complaint reporting instructions are in their meeting packets.

Councilors continued discussing drones, Dunes City airport safety, privacy intrusion, and a possible ban on drones in Dunes City. City Administrator/Recorder Mills informed Councilors that the FAA suggested people contact their legislators.

C: Follow-up report on Employment Contract for any new employees hire by the City

City Administrator/Recorder Mills said she is waiting for a response from the City attorney.

D: Follow-up discussion on forming a volunteer police force

City Administrator/Recorder Mills directed Councilors' attention to a letter from the City's insurance company, which states the creation of a volunteer police department is not possible in Oregon.

Councilor Mallen suggested dispatching through Florence Police Department and his understanding of how this might work.

Councilor Wells suggested a Dunes City Neighborhood Watch.

Councilors continued discussing dispatching to Florence or a Neighborhood Watch program.

10. PUBLIC HEARING

There was none.

11. NEW BUSINESS

A. Appointments to open positions on the Planning Commission

Rapunzel Oberholtzer to complete the term of Bonnie Allen ending January 1, 2024
and Richard Olson to complete the term of Michael Matthews ending January 1, 2023.

Councilor Hammond made a motion that Rapunzel Oberholtzer and Richard Olsen be appointed to the Planning Commission. Council President Snow seconded the motion. The motion passed unanimously.

12. EXECUTIVE SESSION

There was none.

13. REPORTS

A. Mayor's Report

Mayor Meyer expressed appreciation for the tree and brush trimming work done by Brent Chipps.

B. Community Center Report

Councilor Wells reported that the flag rope at City Hall broke and needs to be replaced and there is a leak in the men's restroom at City Hall.

C. Water Quality Report

Council President Snow reported she sent an email to the State, asking four (4) questions:

1. What tests will test the health of the lakes
2. Does Dunes City have the necessary equipment to test the health of the lakes?
3. How will we get new testing equipment that does not use chemicals?
4. When can someone come to Dunes City to provide training?

She is awaiting a response.

D. Road Reports

Mayor Meyer and Council President Snow commented that the brush and tree trimming will improve roads previously identified as needing improved clearance.

E. Emergency Services Report

City Administrator/Recorder Mills reported that she was unable to attend the WLEOG meeting.

F. Water Status Report

City Administrator/Recorder Mills reported the following:

1. Fish screen installation is nearing completion.
2. The City received a notice from the State, regarding the City's application to extend the deadline for a municipal water system. She explained there is a period allowing for public comment regarding the City's extension application that expires August 25, 2022. Once the public comment period has passed, the State will then decide whether or not to approve the City's extension application. Councilor Mallen asked for the extension date. City Administrator/Recorder Mills stated the request is for the City to have an extension to 2035 and that all the City's permits be moved to the same date.

G. City Administrator/Recorder/Planning/Staff Report

There was none.

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

Councilor Mallen made a motion to adjourn.

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

The meeting adjourned at 6:40 p.m.

APPROVED BY THE DUNES CITY COUNCIL ON THE 21st DAY OF SEPTEMBER, 2022.

[Signed Copy Available at City Hall]

Susan Snow, Council President

ATTEST:

[Signed Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder