



**CITY COUNCIL REGULAR SESSION MINUTES ~ APPROVED
APRIL 16, 2024 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 Ed McGuire called the Tuesday, April 16, 2024 meeting of the Dunes City Council to order at 6:08 pm.

2. ROLL CALL

Roll Call was taken by City Administrator Jamie Mills

Present: Mayor Ed McGuire, Council President Susan Snow, Councilor Joe Giammona, Councilor Melissa Stinson, Councilor Chris Clemons, Councilor Rich Olson and Councilor Tom Mallen

Also Present: City Administrator/Recorder Jamie Mills, Planning Secretary Lila Timmons, and various Dunes City residents.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. CONSIDERATION OF THE AGENDA

Mayor Ed McGuire asked City Administrator Jamie Mills if Resolution Number 4 was a new Agenda item. City Administrator Jamie Mills stated that it was not and that it was part of Old Business, item B.

Mayor Ed McGuire asked if there were any changes or corrections that needed to be discussed. There were none.

Councilor Tom Mallen made a motion to approve the Agenda. Councilor Melissa Stinson seconded the motion. The motion to approve the agenda passed by unanimous vote.

5. CONSIDERATION OF THE CONSENT AGENDA

- A. Minutes of the March 20, 2024 City Council Regular Session
- B. Minutes of the April 3, 2024 City Council Work Session
- C. Bills of the Session from March 16, 2024 to April 10, 2024
- D. Receipts of the Session from March 16, 2024 to April 10, 2024
- E. Profit and Loss by Class from March 16, 2024 to April 10, 2024

Mayor Ed McGuire asked the councilors if there were any items to be discussed. There were none.

Councilor Melissa Stinson made a motion to approve the Consent Agenda. Councilor Chris Clemons seconded the motion. The motion to approve the Consent Agenda passed unanimously.

6. ANNOUNCEMENTS/CORRESPONDENCE

- A. Renewal of Liquor Licenses by May 31, 2024

City Administrator Jamie Mills stated that she had received information from the State that the City's liquor licenses were due for renewal. She further stated that if the City did not object to the renewal, it would automatically be approved through the State processes. The City has one Liquor License. It was decided to allow the renewal to go through the State processes.

- B. DLCD seeking Members for an Advisory Committee on Community Green Infrastructure Investment

City Administrator Jamie Mills stated that the DLCD was seeking members for an Advisory Committee and anyone interested could easily sign up online. Mayor Ed McGuire asked if the meetings were virtual. The Councilors confirmed the meetings were virtual.

City Administrator Jamie Mills stated that she had a new announcement concerning new cases of Whooping Cough announced in Lane County and she went over the symptoms.

- C. Permit Tech will be out of the office from April 30th through May 9th.
- D. City Administrator will be out of the office from April 22nd through the end of the month. City Administrator asked that the Councilors add an item under New Business for New Grants.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

Mayor Ed McGuire stated that there were no Public Hearings. He then asked if anyone had anything not on the Agenda they would like to discuss.

Mrs. Jeanne Jackson read a letter to the Council.

Rick Watts read his list of questions for the Council.

8. REPORTS

- A. Mayor's Report

Mayor Ed McGuire thanked Rich Olson, Darlings, and those that attended the April 9th Meet and Greet. Mayor Ed McGuire made a suggestion that for the next event, the

Councilors wear t-shirts or a hat, something that the citizens could recognize. Senate Bill 1576, Recreational Immunity, was signed by the Governor and is in effect. He further stated that he will be away for the 2 Council meetings in May and that Councilor President Susan Snow will be leading those meetings. Mayor Ed McGuire stated that a few had met with Cheri Brubaker, from Congresswoman Val Hoyle's office and she offered grant letters of support for Federal money.

B. Community Center Report

City Administrator Jamie Mills stated that there was nothing new to report.

C. Water Quality Report

Councilor Susan Snow stated that there was nothing new to report.

D. Road Report

Mayor Ed McGuire stated that he assumed the City Administrator had nothing new to report since the map of road assignments was in the Councilor's packet.

E. Permit Report

Mayor Ed McGuire stated that the Permit Report was in the Councilor's packet. He then asked if anyone had any questions about the report. There were none.

F. City Administrator Report

City Administrator Jamie Mills stated that all items were on the Agenda.

9. NEW BUSINESS

A. Oregon Water Services Meter Reading Service Agreement Increase

Susan Snow asked City Administrator Jamie Mills what the City is currently paying. City Administrator Jamie Mills stated that the current monthly amount is \$180. Councilor Chris Clemons asked if there was another provider for this service. City Administrator Jamie Mills stated that if we changed providers, the meters that we own would have to be stored elsewhere. Councilor Joe Giammona asked if this was a yearly increase. City Administrator Jamie Mills stated this was the first increase in 4 years. Councilor Rich Olson asked is this was an overall \$20 increase. Councilor Susan Snow stated that it was an \$85 increase. Councilor Joe Giammona stated it equated to a 67% increase. City Administrator Jamie Mills stated that it was time for the City Council to decide if the City was to remain, if the City was going to offer water, and/or utilities to the residents. Mayor Ed McGuire stated that he felt it was fine to sign the service agreement. Councilor Joe Giammona asked if the agreement was severable. Mayor Ed McGuire stated that the severability is stated in the agreement. The Councilors decided to accept the agreement. Councilor Chris Clemons made a motion to accept the Oregon Water Services Meter Reading Service Agreement. Councilor Rich Olson seconded the motion. The motion to accept the Oregon Water Services Meter Reading Service Agreement passed unanimously.

B. Resolution Series 2024, No. 2, Authorizing City Councilor Chris Clemons to take actions on behalf of the City to update the Dunes City website.

Mayor Ed McGuire asked Councilor Chris Clemons if there was an amount he needed to update the website, and Councilor Chris Clemons felt that \$1,000 would be more than enough.

Councilor Susan Snow made a motion to allow Councilor Chris Clemons to take actions on behalf of the City to update the Dunes City website for an amount not to exceed \$1,000. Councilor Tom Mallen seconded the motion. The motion to allow Councilor Chris Clemons to take actions on behalf of the City to update the Dunes City passed

- unanimously.
- C. Resolution Series 2024, No. 3, setting a new annual Water Administration Fee for participants in the Dunes City Shared Domestic Water Supply Program (DC Chapter 51) City Administrator Jamie Mills stated that this would have fixed the shortage in the water fund at one point but that number has changed and she did not have time to verify if this would still fix that shortage. Mayor Ed McGuire asked if the Council should look at this on a later Agenda. City Administrator Jamie Mills reminded the Council that this needed to be decided soon before the new water invoices go out. Mayor Ed McGuire confirmed that this would be for the 444 homes that take water from Woahink Lake, meaning that for some, this would be a new charge. Council decided to put this item on the next Budget Meeting Agenda with the possibility to approve it at the next Council Meeting.
 - D. Roadway Area Assignments
Councilor Chris Clemons asked if the Councilors were responsible for the roadways in gated communities. City Administrator Jamie Mills stated that they were not because those were private roads. Councilor Melissa Stinson also had a question in regards to her section.
 - E. Schedule next Budget Committee meeting
The Budget Committee must allow time for publication in the paper 2 times and must allow time for City Council Public Hearing with publication 2 times; budget must be adopted prior to June 30th.
Mayor Ed McGuire stated, based on City Administrator's suggestion, that the soonest date for another meeting would be May 2nd. The Councilors discussed availability and settled on May 7, 2024 at 6 pm.
 - F. Eugene Cascades and Coast Membership
City Administrator Jamie Mills stated that this is also Travel Lane County which Dunes City has been a member of for a number of years. Mayor Ed McGuire stated that the Associate Membership is free and that Dunes City could post pictures and videos for free and post on its Facebook page. Councilor Susan Snow made a motion to join the Eugene Cascades and Coast as an Associate Member with no cost. Councilor Chris Clemons seconded the motion. The motion continue membership with Eugene Cascades and Coast as an associate member passed unanimously.
 - G. ODART Meetings
City Administrator Jamie Mills stated that ODART's meeting schedule is in the Councilor's packet and that the meetings are on Wednesday evenings. She further stated that she has only met with them over the phone. City Administrator Jamie Mills stated that someone from the City should be attending these meetings. Councilor Joe Giammona asked if a representative of the City be appointed. City Administrator Jamie Mills stated that Dave Wellman was already attending the meetings and she would ask if he could be the City's representative. Mayor Ed McGuire stated that this should be tabled until a discussion can be had with Dave Wellman.
 - H. LCOG Invoice
City Administrator Jamie Mills stated that LCOG provided a Level 1 and a Level 2 option. Mayor Ed McGuire asked which level the city opted for last year. City Administrator Jamie Mills stated that the City had opted for Level 2 and that the City had spent every dime of it. Mayor Ed McGuire stated that if the City saw value in it then they should keep with Level 2. Councilor Rich Olson asked if the amount had been budgeted. Counselor

Melissa Stinson made a motion to remain a Level 2 membership with LCOG. Counselor Tom Mallen seconded the motion. The motion to continue membership at the Level 2 option passed unanimously.

I. Discussion of City Administrator Replacement

Mayor Ed McGuire stated that City Administrator Jamie Mills has given her 60 notice almost 2 weeks ago. He further stated that he had been in communications with the City's attorney and County Insurance Services (CIS) which provides help with Human Resources. The 60 notice does not provide enough time for the City to go through job descriptions and post the job so the Mayor proposed an Interim step. Mayor Ed McGuire asked for permission to make Lila Timmons, Acting City Administrator as well. Once the 60 days are completed, the City could decide on the next step. Mayor Ed McGuire asked to give Lila Timmons a \$3/hr. raise due to the extra duties. Mayor Ed McGuire then passed out the City Administrator contract and an Acting Administrator/Recorder job description. He further stated that Lila Timmons is qualified and able to do this position. Councilor Melissa Stinson asked Lila Timmons how she felt about taking on this position. Mayor Ed McGuire stated that it would be a good test for both the City and Lila Timmons since Lila Timmons already has the job as Planning Secretary. Mayor Ed McGuire further stated that CIS would help with getting the job posted, and handle any testing, etc. that the City would require to hire a City Administrator when that the time comes for the next step. Chris Clemons stated that this step is the next natural step but that it is not a requirement for Lila Timmons to take on this role. Councilor Melissa Stinson asked if the Council was able to meet behind closed doors. Both Mayor Ed McGuire and City Administrator Jamie Mills stated that the Council could not. Councilor Susan Snow made a motion to allow Mayor Ed McGuire to have an Interim City Administrator. Councilor Joe Giammona seconded the motion. Councilor Melissa Stinson had a nay vote.

J. New Grants

City Administrator Jamie Mills stated that there two grant opportunities. One was an fund related to emergency and resilience. She would like to use that money for the trail which is an escape route for those in Westlake in case of a tsunami and the file date is April 30. Another grant opportunity was for water, construction, or engineering of water and sewer systems which expires in July and would require engineering. Mayor Ed McGuire asked about the terms of the emergency fund. Mayor Ed McGuire also asked about the project limits. Councilor Melissa Stinson stated that she was for the emergency fund. Mayor Ed McGuire expressed concern about the endangered species that could be on the trail. City Administrator Jamie Mills stated that the endangered species was already mapped out. Councilor Susan Snow expressed concern in regards to both grant opportunities. Councilors Tom Mallen, Chris Clemons, and Rich Olson stated they were for the grants. Councilor Melissa Stinson made a motion to apply for both grant opportunities if the costs fit within the engineering budget. Councilor Chris Clemons seconded the motion. Councilor Susan Snow had a nay vote.

10. OLD BUSINESS

A. Final Approval of Montgomery View Estate Plat

City Administrator Jamie Mills stated that the Montgomery's need to file the Final Plat and that this has been over 10 years in the making. Mayor Ed McGuire asked if City Staff

recommended this action. City Administrator stated that Staff highly recommended this action. Councilor Joe Giammona asked how the lots will be serviced with water and sewer. City Administrator Jamie Mills stated that the services would be up to the purchasers of the lots. Councilor Rich Olson made a motion to approve the Plat map as designed. Councilor Chris Clemons seconded the motion. The motion to approve the final Montgomery View Estate Plat Map passed unanimously.

B. Request to Authorize City Administrator to sign Audit Documents

Mayor Ed McGuire presented Resolution Series 2024, No. 4 and asked if any of the Councilors had questions. Councilor Joe Giammona asked for the documentation (journal entries) that show the starting budget numbers. Mayor Ed McGuire stated that this should be tabled until the Council could receive those journal entries at either the Work Session or the next Budget Meeting.

C. Oregon Dunes Triathlon

Mayor Ed McGuire asked if there were any updates. There were none.

D. Hyak Franchise

City Administrator Jamie Mills stated that Hyak wanted to change the minimum from \$500 to \$250 per month for 6 months. After much discussion, the Council decided to counter Hyak with acceptance of the \$250 for 6 months but allowing the City free website hosting and IT services for City Hall. City Administrator Jamie Mills stated that she will have the City Attorney create the counter.

E. Collections Agreement

Mayor Ed McGuire asked if the Collections Agreement had been evaluated by the City Attorney. City Administrator said that it had and all requested changes had been made but one. Councilor Melissa Stinson made a motion to accept the agreement with The Western Agency. Councilor Chris Clemons seconded the motion. The motion to accept the Collections Agreement passed unanimously.

F. Short-Term Rental Ordinance amendments

Mayor Ed McGuire asked if City Administrator had finished the amendments from the last work session. City Administrator Jamie Mills stated that she had not. Mayor Ed McGuire stated that this should be moved to the work session on May 1, 2024.

11. EXECUTIVE SESSION – NONE

12. FOR THE GOOD OF THE ORDER

City Administrator Jamie Mills stated that a court case came out from LCOG about a City Administrator who had blocked a citizen who was sending him messages to his personal computer. The court ruled in favor of the City Administrator.

13. ADJOURNMENT

Councilor Susan Snow made a motion to adjourn the meeting. Councilor Melissa Stinson seconded the motion. The motion passed unanimously.

Mayor Ed McGuire adjourned the meeting at 7:39 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 15TH DAY OF MAY, 2024.

__[Signature on File at Dunes City Hall]__
Susan Snow, Council President

ATTEST:

__[Signature on File at Dunes City Hall]__
Lila Timmons, Acting City Administrator