



**CITY COUNCIL WORK SESSION MINUTES ~ APPROVED
MAY 15, 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.dunescityhall.com

1. CALL TO ORDER

Council President Susan Snow called the Wednesday, May 15, 2024 meeting of the Dunes City Council to order at 6:00 pm.

2. ROLL CALL

Roll Call was taken by Acting City Administrator Lila Timmons.

Present: Council President Susan Snow, Councilor Joe Giammona, Councilor Melissa Stinson, Councilor Chris Clemons, and Councilor Rich Olson

Absent and Excused: Mayor Ed McGuire

Absent not excused: Tom Mallen

Also Present: Acting City Administrator Lila Timmons, and various Dunes City residents.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. CONSIDERATION OF THE AGENDA

5. AGENDA

Council President Susan Snow asked if there were any motions to approve the amended agenda. Councilor Rich Olson made a motion to amend the agenda under New Business item D, "Consideration of Ordinance No. 269, declaring a temporary halt on issuance of short-term rental permits and other matters relating thereto". Councilor Chris Clemons seconded the motion. The motion to amend the agenda passed unanimously.

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6. CONSIDERATION OF THE CONSENT AGENDA

- A. Minutes of the April 16, 2024 City Council Regular Session
- B. Minutes of the May 1, 2024 City Council Work Session
- C. Bills of the Session from April 10, 2024 to May 10, 2024
- D. Receipts of the Session from April 10, 2024 to May 10, 2024
- E. Profit and Loss by class from April 10, 2024 to May 10, 2024

Council President Susan Snow asked if any of the Councilors would like to make a motion in regards to the Consent Agenda. Councilor Melissa Stinson made a motion to approve the Consent Agenda. Councilor Rich Olson seconded the motion. The motion to approve the Consent Agenda passed unanimously.

6. ANNOUNCEMENTS/CORRESPONDENCE

- A. Lane County requests people to apply to serve on the Regional Solutions Advisory Committee.
Acting City Administrator Lila Timmons stated that she received communication asking for volunteers on the Regional Solutions Advisory Committee. The requirements are 10-15 hours per month and may require some travel.
- B. City Administrator Jamie Mills to retire effective June 3, 2024.
- C. June 15 Whale Run 24 Odart flight into Siltcoos Lake-Darlings Marina
Acting City Administrator Lila Timmons stated that Odart flight will be flying into Westlake Park at 2 pm.
- D. Looking for members to join Budget Committee
Council President Susan Snow stated that the Budget Committee is looking for Dunes City residents to join.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

Council president asked if anyone had anything they wanted to discuss that was not on the agenda. Citizen Geneva Jackson stated that Councilor Joe Giammona had voted twice not to approve the current budget as is written and that Council should consider that before approving the budget. Citizen Jeanne Jackson read her letter presented to the Council members.

8. REPORTS

- A. Mayor's Report
Council President Susan Snow stated that the Mayor was out of town.
- B. Community Center Report
Acting City Administrator Lila Timmons stated that there was nothing new to report.
- C. Water Quality Report

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Council President Susan Snow stated that she was still working with the state and it is still in process.

D. Road Report

Acting City Administrator Lila Timmons stated that a complaint had been received by City Hall in regards to potholes on Cloud Nine.

E. Permit Report

Council President Susan Snow stated the current Permit Report was on the dais in front of the Councilors.

9. NEW BUSINESS

A. Resolution Series 2024, No. 4 regarding the City's election and qualifications to receive State gas taxes and liquor taxes pursuant to ORS 221.760.

Council President Susan Snow asked if the Council desired to discuss. Councilor Melissa Stinson asked how the City ensures the follow through on the roads with taxes received. Council President Susan Snow stated that this resolution dealt with receiving of the taxes. Councilor Melissa Stinson stated that she wanted to make sure that there is sufficient follow up to ensure the funds are being used appropriately. Council President Susan Snow asked if there was a motion to accept the resolution. Councilor Melissa Stinson asked if the signature line on the document needed to be changed. Acting City Administrator Lila Timmons stated that the signature line has been changed. Councilor Melissa Stinson made a motion to approve the Resolution Series 2024, No. 4. Councilor Rich Olson seconded the motion. The motion passed unanimously.

B. Resolution Series 2024, No. 5, regarding authorizing City Administrator Jamie Mills to sign the audit documents.

Councilor Joe Giammona asked which audit the City Administrator Jamie Mills is authorized to sign. Acting City Administrator Lila Timmons stated that she asked for the latest audit draft from the audit company. Councilor Joe Giammona stated that there were sizable differences between the two drafts in his possession. Acting City Administrator Lila Timmons stated that the audit has been signed. Councilor Melissa Stinson made a motion to disapprove of the signing of the audit documents. Councilor Joe Giammona seconded the motion. The motion to disapprove of the signing the audit documents passed unanimously.

C. Consideration on Fiscal Y 2024-2025 budget as approved by the Budget Committee following public hearing on May 7, 2024.

Councilor Chris Clemons made a motion to approve the budget with the expectation that the budget will be modified. Councilor Joe Giammona asked what modifying the budget meant. Council President Susan Snow answered that it will need to be amended. Councilor Joe Giammona asked about the process to amend the budget. Councilor Chris Clemons stated that he felt the amendments to the budget would be more of a refinement as the Councilors understand more of the budget process. Council President Susan Snow stated that the budget can be amended for any reason. Council President Susan Snow further stated that she wanted to provide the Councilors with as much information as needed. Council President Susan Snow stated that there was no second so the motion died. Councilor Joe Giammona asked if they are attempting to get a motion made to put the budget up for the public hearing. Council President Susan Snow stated that the

hearing would still take place since the hearing has been posted. Councilor Joe Giammona stated that the audit numbers are the beginning balance and the Council is still unsure as to which audit is the final draft. Council President Susan Snow stated that any new numbers would require a new posting and public hearing requirement.

- D. Consideration of Ordinance No. 269, declaring a Temporary halt on the issuance of Short-Term rental permits and other matters relating thereto
Council President Susan Snow read from the script. Councilor Melissa Stinson made a motion to read the Ordinance No. 269 by title only. Councilor Chris Clemons seconded the motion.

1. First Reading

Council President Susan Snow asked if any Councilors had a potential conflict of interest. There were none.

Council President Susan Snow opened the meeting for public comment at 6:40 pm in regards to Ordinance No. 269.

Council President Susan Snow asked if anyone in the audience would like to comment in support of Ordinance No. 269. There were no comment.

Council President Susan Snow asked if anyone in the audience would like to comment in opposition of Ordinance No. 269. There were no comments.

Council President Susan Snow closed the meeting for public comment at 6:42 pm.

2. Second Reading

Councilor Rich Olson made a motion to read Ordinance No. 269 by title only Councilor Chris Clemons seconded the motion.

3. Deliberation

Council President Susan Snow asked Councilors if any of them had any questions or comments. Councilor Joe Giammona asked why only 60 days? Council President Susan Snow stated that the 60 days starts from July 1st. Acting City Administrator Lila Timmons read the line in Ordinance No. 269 that states 60 days starts from July 1st. Council President Susan Snow asked if there was a motion to approve the Ordinance No. 269 as presented. Councilor Melissa Stinson made a motion to approve the Ordinance No. 269 as presented. Councilor Chris Clemons seconded the motion. The motion passed unanimously.

- E. Review proposal to increase the limit of crime coverage for insurance.
The Councilors discussed the amounts of coverage on each line item and felt that the Council needed the items more clearly defined and adjusted. Acting City Administrator Lila Timmons stated that she would set up a meeting with Zolezzi Insurance to get more information. Councilor Rich Olson made a motion to get corrections made to the insurance proposal. Councilor Joe Giammona seconded the motion. The motion passed unanimously.

F. Proposal for new janitorial service

Council President Susan Snow stated that this proposal is for janitorial services that are not currently getting done. Councilor Melissa Stinson expressed concern due to conflicting terms. Councilor Chris Clemons suggested that the Council put maximum time limit for the first and subsequent visits. Council President Susan Snow asked the Acting City Administrator Lila Timmons to find out what chemicals were being used to prevent allergies with City staff. Councilor Joe Giammona made a motion to accept the proposal for janitorial services with a maximum 4 hours on the first visit and 3 hours on subsequent cleans. Councilor Chris Clemons seconded the motion. The motion passed unanimously.

G. Dunes City Roadway Classifications

Council President Susan Snow asked for more details about classifications. Acting City Administrator Lila Timmons stated that there was an e-mail received from ODOT asking Dunes City if they need to update any road classifications. Councilor Chris Clemons made a motion to except the Roadway Classifications. Councilor Rich Olson seconded the motion. The motion passed unanimously.

H. Pre-application Hazard Mitigation Grant Program

Council President Susan Snow asked Acting City Administrator Lila Timmons for more information. Acting City Administrator Lila Timmons stated that there are certain projects that Dunes City already had approved through FEMA and this grant would provide money for one of those projects. It is a 75/25 match. Council President Susan Snow said that it would be good to have a Town Hall and asked Westlake citizens what they would want in case of an emergency. Councilor Joe Giammona made a motion to approve the pre-application for the Hazard Mitigation Grant Program. Councilor Chris Clemons seconded the motion. The motion passed unanimously.

I. Grant Acting City Administrator Lila Timmons permission to be put on bank account and open new credit card. Umpqua Bank to take off all previous signors to bank account and add Acting City Administrator Lila Timmons, Mayor Ed McGuire and Council President Susan Snow. Councilor Chris Clemons made a motion to put Acting City Administrator Lila Timmons on all bank accounts and to open a new credit card. Councilor Melissa Stinson seconded the motion. The motion passed unanimously.

10. **Public Hearing**

A. Hearing proposed Fiscal Year 2024-2025 Budget.

Council President Susan Snow read from script. Council President Susan Snow opened the meeting for public hearing at 7:33 pm. Council President Susan Snow asked if anyone in the audience wanted to comment. Council President Susan Snow recognized Alex Beloin. Mr. Beloin read a letter to the Council. Council President Susan Snow recognized Geneva Jackson. Ms. Jackson stated she had submitted a letter to the Council encouraging the Councilors to submit a correct budget to the state. Council President Susan Snow asked if there were other comments. There were none. Council President Susan Snow closed the public hearing at 7:39 pm.

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11. OLD BUSINESS

A. Fiscal Year 2024-2025 Budget Approval

12. EXECUTIVE SESSION – NONE

13. FOR THE GOOD OF THE ORDER

Councilor Rich Olson states that all the city owned water rights can be transferred to municipal status.

Councilor Joe Giammona made a statement that Dunes City will be fine as it starts the process of cleaning things up.

Councilor Melissa Stinson wants to thank the citizens and ask them to stay positive as Councilors make changes.

Councilor Chris Clemons mentioned again that the Budget Committee is seeking new members.

Council President Susan Snow appreciates the Council and their diverse opinions which she thinks will make for a better outcome.

14. ADJOURNMENT

Councilor Melissa Stinson made a motion to adjourn the meeting. Councilor Joe Giammona seconded the motion. The motion passed unanimously. Council President Susan Snow adjourned the meeting at 8:10 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 19TH DAY OF JUNE 2024.

_[Signature On File]_____
Susan Snow, City Council President

ATTEST:

_[Signature On File]_____
Lila Timmons, Acting City Administrator