



**CITY COUNCIL MEETING MINUTES ~ APPROVED
JANUARY 18, 2023 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 Meyer called the Wednesday, January 18, 2023 Regular Session City Council meeting to order at 6:00 p.m.

2. OATH OF OFFICE OF NEWLY ELECTED OFFICIALS

City Administrator/Recorder Mills administered the Oath of Office to newly elected officials Mayor Sheldon Meyer, Councilor Melissa Stinson, and Councilor Rich Olson.

3. ROLL CALL

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

Present: Mayor Sheldon Meyer, Councilor Melissa Stinson, Councilor Rich Olson, Councilor Tom Mallen, Councilor Robert Orr, and Councilor Rory Hammond.

Also Present: City Administrator/Recorder Mills, Planning Secretary Lani Noroña, Planning Commission Chair Rapunzel Oberholtzer, videographer Alan Campbell, and Jared Anderson of The Siuslaw News.

Absent: N/A

Absent and Excused: Council President Susan Snow.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Mallen made a motion to approve the Agenda. Councilor Hammond 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 Mallen seconded the motion. The motion passed by unanimous vote.

City Administrator/Recorder Mills informed the Council that Dunes City had not received the Umpqua Bank statement before making the meeting packets, but a copy for each Councilor was placed on the dais.

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills announced the following:

- A. Charter Communications announced a price increase, effective January 17, 2023.
 - \$1.20 per month for Broadcast TV surcharge;
 - \$5.00 per month for Spectrum TV Select, Spectrum TV Silver, and Spectrum TV Gold;
 - \$2.00 per month for Latino Mi plans;
 - \$2.00 per month for all Lifestyle plans;
 - \$1.00 per month for all Digital Receivers and Terminal adapters;
 - \$3.05 per month for all Cable Cards.

- B. Effective February 1, 2023, Oregon Liquor Control Board (OLCC) will require annual liquor license applicants to first obtain the City's recommendation and then submit the application to the OLCC.

- C. The 2023 unemployment tax rate Dunes City has to pay will be 3.6%, which is lower than the previous rate of 4.8%.

- D. Lane County Commissioner Ryan Ceniga and Sergeant Timothy Ware of the Lane County Sheriff's office plan to attend the February 15, 2023 City Council meeting. Citizens were encouraged to join this meeting.

Councilor Mallen asked about the topic of this discussion.

City Administrator/Recorder Mills said there will be a number of topics, including the situation of a trespasser in Dunes City.

Councilor Hammond asked about a \$249,888 amount listed as Checks and Payments on the Dunes City Reconciliation Summary. He said he did not see this amount listed on the Bills of the Session and asked if this amount is reflected in the previous month's Bills of the Session. City Administrator/Recorder Mills explained that if a bill payment is going to be late and includes a late fee, she pays the bill to avoid a late charge and adds it to the next month's Bills of the Session. She reported that \$213 K was spent on Parkway Drive road repairs and \$45 K is half the fee for installation of Fern Acres water system components.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

There was none.

8. OLD BUSINESS

A: Ordinance No. 268 re: Traffic Code

Staff request to refer this matter to an ad hoc committee

City Administrator/Recorder Mills asked the Councilor for an ad hoc committee, to review the draft of Ordinance No. 268 and tailor the draft Ordinance to Dunes City's needs.

Mayor Meyer called for volunteers to form a Traffic Code ad hoc committee. Councilor Stinson, Councilor Olson, and Councilor Hammond volunteered.

B. Appoint Budget Officer

Councilor Orr made a motion to appoint City Administrator/Recorder Mills as Budget Officer. Councilor Stinson seconded the motion. The motion passed unanimously.

Mayor Meyer complimented City Administrator/Recorder Mills for doing a wonderful job as the City's Budget Officer in the past.

9. PUBLIC HEARING

None was scheduled.

10. EXECUTIVE SESSION

None was scheduled.

11. NEW BUSINESS

A. Committee Chair appointments

City Administrator/Recorder Mills informed Councilors that Councilor Snow said she would like to be reappointed as Chair of the Water Quality Committee and added that the City would benefit from having a Roads Committee, if the City can find people who would fill such roles. She stated there are some available grant funds and asked the Council to let her know their decision.

Councilors and staff discussed names of people who might volunteer for a Roads Committee. Mayor Meyer stated the Council should consider a Roads Committee, and suggested this be tabled for a month. Councilors agreed.

Mayor Meyer stated he favors Councilor Snow's reappointment to the Water Quality Committee, as she is experienced and the required procedures take time to learn. He pointed out that Councilor Snow has previously served as Council President, and asked Councilors if they want to reappoint her as Council President, or if they want to appoint someone else.

Councilor Stinson nominated Councilor Snow to be appointed as Chair of the Water Quality Committee and as Council President.

Councilor Mallen seconded the nomination. The Council voted unanimously in favor of appointing Susan Snow as Chair of the Water Quality Committee and as Council President.

City Administrator/Recorder Mills pointed out an appointment for Community Center is needed.

Mayor Meyer asked for volunteers for Chair of the Community Center Committee. Councilors and staff discussed some of the duties of Community Center Committee Chair. Councilor Hammond suggested the City might need a contract for maintenance of the Community Center.

City Administrator/Recorder Mills stated that Brent Chipps has been doing maintenance tasks and trimming brush on City roads, but Richard Palmer is also doing some brush trimming and that Brent Chipps might not continue to be available. She said she will try to find someone to maintain the Community Center.

Mayor Meyer suggested contacting Brent Chipps to ask if he might recommend someone, or if he is willing to consider maintaining the building, but not as a contractor.

B. Oregon Public Works Emergency Response Cooperative Agreement

Councilor Hammond made a motion that the City sign the agreement. Councilor Stinson seconded them motion. The motion passed unanimously.

C. LOC 2023 Legislative Priorities Ballot

Councilor Hammond stated he has participated in League of Oregon Cities (LOC) conference calls and expressed concern that Dunes City is not well represented with the LOC. He added that an individual Councilor's opinions might not be the same as those that represent all of Dunes City. He offered to participate for about six (6) months and report to the City Council. Councilors and staff discussed how Dunes City might participate, differences between small city and large city representation, how cities are polled, and other details of the ballot.

D. Approval of form for City Approval of Liquor License

City Administrator/Recorder Mills explained that the form in Councilors' packets is a sample form and there are parts of this sample form that would not apply to Dunes City.

Councilors questioned whether this form is required, and if so, what a Dunes City form should include or exclude, creating a simpler form, and determining what other small cities are doing.

Councilor Olson stated that because Dunes City residents vote to not pay property tax, the businesses are funding the City. He reported Dunes City received \$1,844.66 from Oregon liquor tax revenue, just for the previous month. He added that Darling's discontinued tobacco sales, due to the increased licensing fee and taxes, and paid a total of 42% taxes in 2022, a substantial increase since 2015, with no additional benefit.

Councilors agreed that if the OLCC requires a City form, the form should be simple and the City should not charge businesses a fee for this.

E. Consideration of proposal for new copy machine lease

City Administrator/Recorder Mills explained that the current copier lease ended in December, 2022 but the Pacific Office representative handling Dunes City's copier account left the firm and the City was not notified before the lease expired. She added the leasing company is charged for Lane County personal property tax and, in the past, has billed Dunes City for reimbursement.

Councilor Mallen stated that the City is just a lessee, and the owner of the equipment should pay the Lane County personal property tax.

City Administrator/Recorder Mills agreed, and informed Councilors that a form the equipment owner would sign to this effect has not been signed in the past.

Councilors and staff discussed different features between the existing copier and proposed replacement, how staff uses the copier, the monthly allowance for number of copies in the new lease, the lower lease fees and the five (5) year lease rate guarantee.

Councilor Mallen asked if the City would save money by increasing the allowance for the number of copies and reducing or avoiding overage charges.

City Administrator/Recorder Mills said she will investigate the options, adding that the Pacific Office Automation representative volunteered to come to City Hall to answer questions.

F. Newspapers in Education request for support

City Administrator/Recorder Mills referred to the handout in Council packets and asked if Councilors are interested in donating a subscription or two, or if they want to make a donation on behalf of Dunes City.

Councilor Orr suggested Councilors offer at least one (1) \$30 contribution, perhaps more, stating his view that these donations support kids and support the local newspaper. He offered to survey teachers to determine needs and how newspapers are used in classrooms.

Councilor Stinson agreed and informed Councilors that subscribed students receive the newspaper in their residential mailbox. She added that this benefits current and future students, that it helps develop community involvement and promotes productive citizenship.

Councilor Mallen favored making donations, but asked how to determine a number of donations.

Councilor Orr made a motion to table the Newspapers in Education request until next month's City Council meeting, to allow time for Councilors to determine some numbers.

Councilor Hammond seconded them motion. The motion passed unanimously.

13. REPORTS

A. Mayor's Report:

Mayor Meyer asked if there is any required City Council action regarding Ch. 155 revisions.

City Administrator/Recorder Mills answered that Chapter 155 revisions are a proposed Ordinance and there are requirements for mailing, posting, and publication of Notice of Public Hearing, prior to any City Council action. She said the earliest date this might be scheduled for Public Hearing at a City Council meeting would be March 15, 2023.

Mayor Meyer stated he is pleased to have some new Councilors and feels Dunes City is headed in a positive direction.

Mayor Meyer read a letter he received, that expressed concern over a recently dug well and the location of a nearby septic system.

City Administrator/Recorder Mills informed Councilors that the Dept. of Environmental Quality (DEQ) and Lane County OnSite Wastewater have jurisdiction over setbacks between wells and septic systems. She added that for lots created before certain Code was in place, especially small lots that might not have enough room to meet all the required setbacks, the property owner can still apply for a Septic Permit with Lane County, as Lane County Sanitarians do the Site Evaluation and determine what type of system is required and where it can be placed.

B. Community Center Report:

There was none.

C. Water Quality Report:

There was none, as Council President Snow was absent and excused.

D. Road Reports:

City Administrator/Recorder Mills stated she will send out maps for each Councilors' Road Report area, as there are new Councilors.

Councilor Hammond stated that it appears the Parkway Drive road project is complete.

14. FOR THE GOOD OF THE ORDER

Councilor Hammond congratulated the newly elected Councilors and Mayor Meyer. He stated he sees the City's top priorities as roads and water. He referred to the existing small water districts and stated he wants the City to keep working to resolve water issues.

Councilor Orr congratulated newly elected Councilors and those continuing to serve the City.

Councilor Mallen echoed Councilor Orr's congratulations and then stated his opinion that funds for water systems should come from Lane County.

City Administrator/Recorder Mills reminded Councilors that Lane County Commissioner Ryan Ceniga and Lane County Sheriff's Sergeant Timothy Ware plan to attend the February 15, 2023 City Council meeting and will answer questions.

Councilor Stinson said she is looking forward to Commissioner Ceniga and Sergeant Ware attending the February City Council meeting, and hopes they can provide information and guidance for Dunes City safety concerns and water issues.

Councilor Olson stated he is glad to be part of the City Council.

15. ADJOURNMENT

Councilor Mallen made a motion to adjourn.

Councilor Hammond seconded the motion. The motion passed unanimously.

Mayor Meyer adjourned the meeting at 7:08 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 15th DAY OF FEBRUARY, 2023.

[Signed Copy Available at City Hall]
Sheldon Meyer, Mayor

ATTEST:

[Signed Copy Available at City Hall]
Jamie Mills, City Administrator/Recorder