



## CITY COUNCIL MEETING MINUTES ~ FINAL REGULAR SESSION DECEMBER 20, 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](http://www.DunesCity.com)

### 1. CALL TO ORDER

Mayor Ed McGuire called the Wednesday, December 20, 2023 Regular Session of the Dunes City City Council meeting to order at 6:00 p.m.

### 2. ROLL CALL

City Administrator/Recorder Jamie Mills called the roll.

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

**Also Present:** City Administrator/Recorder Jamie Mills, videographer Alan Campbell, Jeanne Jackson, David Dalbeck, and other members of the general public

**Absent:** N/A

**Absent and Excused:** N/A

### 3. PLEDGE OF ALLEGIANCE TO THE FLAG

All who were present stood for the Pledge of Allegiance.

### 4. MOTION TO APPROVE THE AGENDA

Councilor Mallen made a motion to approve the agenda. The motion was seconded by Councilor Snow and passed unanimously.

### 5. APPROVAL OF THE CONSENT AGENDA

City Administrator Mills pointed out that there were no minutes prepared for the November 15, 2023 council meeting yet so that the Consent Agenda must be amended. Councilor Mallen made a motion to amend the agenda by removing the reference to the November 16, 2023 meeting minutes.

Councilor Snow seconded the motion and it passed unanimously. Councilor Mallen then moved to approve the Amended Consent Agenda. The motion was seconded by Councilor Snow and passed unanimously.

Administrator Mills indicated that the Auditor Conversation consisted of a telephonic discussion between her and the City's lead auditor, Glen Kearns, wherein Mr. Kearns asked if the City operated under a Cash or Accrual basis. Mrs. Mills indicated that the City has always operated using a cash basis. Mr. Kearns explained that his office had been using an Accrual basis for the last couple of

years, which is what had required so many journal entries and corrections in the past. He apologized and explained that there would be a number of journal entries this year to correct what had been done before.

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills announced that the Dunes City offices would be closed starting on noon on December 21<sup>st</sup> and continuing until regular office hours on Tuesday, January 2<sup>nd</sup>.

## **7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING**

Jeanne Jackson was recognized. Ms. Jackson wished everyone Happy Holidays and asked that consideration of Ordinance No. 259 be considered by the Council in small pieces.

Councilor Mallen made a motion to approve the consent agenda as amended. Councilor Snow seconded the motion. The motion passed unanimously.

## **7. OLD BUSINESS**

A. Collections Update. Administrator Mills stated there was nothing new to report.

B. Goals for the City. The Councilors discussed the issue wherein Councilor Olson stated he thought the Council should have work sessions in addition to regular meeting – at least for a little while. Councilor Stinson agreed and moved to schedule the next goal setting work session for January 3, 2024. The motion was seconded by Council President Snow and passed unanimously.

C. Zip Code issue. Upon motion made by Councilor Stinson, seconded by Tom Mallen, and passed unanimously, the City Administrator was instructed to submit the application.

D. Garbage Collection License Fee update. City Administrator Mills indicate that the remaining collection services had paid their fees, but that there was no way to collect fees from the defunct collection service.

E. Hyak Franchise. City Administrator Mills indicated that the matter had been sent to the City Attorney for this matter and there was nothing new to report.

## **8. NEW BUSINESS – NONE**

## **9. PUBLIC HEARING - NONE**

## **10. EXECUTIVE SESSION - NONE**

## **11. REPORTS**

A. Mayor's Report:

Mayor McGuire reported that he had met with Governor Kotek and members of her staff and was pleased to have had the opportunity to discuss Dunes City issues with the Governor on a one-to-one basis. He indicated that she seemed pleasant and was happy to work with the City to resolve issues.

B. Community Center Report:

City Administrator/Recorder Mills reported that the hot water tank in the ladies' room quit working because it was not installed properly and the City is awaiting the return of the plumber to correct the problem.

C. Water Quality Report:

Council President Snow reported that the inclement weather had prevented testing and that, in fact, there was significant flooding at the boat ramp. After Councilor Snow's report, Administrator Mills explained that she had received a call from the interim water master in Roseburg asking if we knew of anyone who could operate the dam because Heidegerken (the owner) was nowhere to be found and the guy who was running it just walked away. Mills told her the best thing to do would be to call Councilor Olsen at Darlings, as he has experience with operating water control structures and has expressed numerous offers to do so at Siltcoos. The interim water master was relieved to get the information and called Councilor Olson immediately. Councilor Snow then described what conditions he found at the dam and what took place while he was there. He indicated that it was obvious that the dam has not been maintained or operated as it should be and described how it was necessary to take the motor off of one gate and replace it for a non-operable motor on another gate in order to get the gate open just a little bit. He reported that of the four gates, they were able to get all but one gate open to relieve the flooding that was occurring around Siltcoos Lake. Administrator Mills indicated that Council Olson was being too modest. As far as she was concerned, he was a hero who rescued the City from certain flooding.

D. Road Reports:

Administrator Mills indicated she would re-draw the areas to be covered by each Councilor and provide that information at a future council meeting.

E. Permit Report:

Administrator Mills read the report prepared by Planning Tech Pam Palmer: There were 5 mechanical permits issued, 6 Electrical permits, and 3 public works permits including an Erosion and Sediment Control Plan, a new driveway, and one grading and excavation plan,

## **12. FOR THE GOOD OF THE ORDER**

Everyone wished everyone else a Merry Christmas and a Happy New Year.

## **13. ADJOURNMENT**

Councilor Snow made a motion to adjourn.  
Councilor Stinson seconded the motion. The motion passed unanimously.  
Mayor Ed McGuire adjourned the meeting at 6:44 p.m.

**APPROVED BY THE DUNES CITY COUNCIL ON THE \_\_\_\_\_ DAY JANUARY, 2024.**

[Signed copy on file at City Hall] \_\_\_\_\_  
Ed McGuire, Mayor

ATTEST:

[Signed copy on file at City Hall] \_\_\_\_\_  
Jamie Mills, City Administrator/Recorder