



**CITY COUNCIL MEETING MINUTES ~ APPROVED
NOVEMBER 18, 2010 AT 7:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

1. CALL TO ORDER

Mayor Eric Hauptman called the meeting of the Dunes City Council to order at 7:03 pm.

2. ROLL CALL

Roll Call was taken by Fred Hilden, City Recorder.

Present: Mayor Eric Hauptman, Council President Peter Howison, Councilor Richard Koehler, Councilor Susie Navetta, and Councilor Troy Sathe.

Absent: Councilor Jamie Mills (excused) and Councilor Rebecca Ruede (excused).

Also Present: Fred Hilden, Lisa Ekelund and 10 individuals.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Sathe made the motion to approve the agenda. Councilor Howison seconded the motion. The motion passed by unanimous vote.

5. CONSENT AGENDA

- City Council meeting minutes from 10/14/2010
- Bills of the session through 11/08/2010
- Receipts of the session through 11/08/2010

Fred Hilden stated that Councilor Sathe brought it to his (Fred's) attention that he (Fred) transposed the Central Lincoln P.U.D. streetlight numbers with the City Hall numbers. Fred said the numbers are correct for streetlights and City Hall lighting expenses but the names are transposed.

Councilor Sathe made the motion to approve the Consent Agenda. Councilor Howison seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Hauptman announced the following:

- Community Dialogue with Commissioner Bill Fleenor scheduled for December 6th has been cancelled.
- November and December Artists of the Month are Stephanie Sarles and Rick Marsh.
- Volunteers are still needed for one position on the Conservation Committee and two positions on the Revenue Committee.
- November Birthdays include Councilor Jamie Mills (23rd).
- Because of the Thanksgiving Holiday, City Hall will be closed Thursday, November 25th.

7. CITIZEN INPUT

David Bellemore ~ 83548 Salal St. ~ Dunes City

Mr. David Bellemore said he has a suggestion as a possible source of revenue for Dunes City. Mr. Bellemore said in October, he visited his son and wife in Cincinnati Ohio. Mr. Bellemore said they live close to a town called Rabbit Hash, Kentucky. Mr. Bellemore said the EPA informed the city of Rabbit Hash that they need to install a septic system even though the town has only 40 residents. Mr. Bellemore said the City decided to raise money while they had an election for Mayor to help pay for the system. Mr. Bellemore said the town resident that ran against the Mayor was a dog named Lucky and the town required a \$1 donation if a person chose to vote for Lucky. Mr. Bellemore said Lucky won the election and the town raised over \$100,000 to put towards a new \$80,000 septic system.

Councilor Koehler said he appreciates Mr. Bellemore's comment.

8. MAYOR'S REPORT

Mayor Hauptman said the election is over and it is sad that the city is going to lose a couple of outstanding individuals. The Mayor said the good news is, they have two new Councilors and the new Council has a lot of work to do. The Mayor said the City does not pay taxes and the citizens need to volunteer to help keep the city running. The Mayor said this is a small town that runs on its citizens. The Mayor said this is a wonderful place to live and he would like it to stay that way. The Mayor said the committees are very important. The Mayor said the staff could not do everything. The Mayor said Lisa and Fred have done an incredible job and thanked Fred and Lisa for their hard work.

9. COMMITTEE / COMMISSION REPORTS

- Councilor Navetta said she does not have a report for the Community Center.
- Councilor Navetta presented a written report of the Communication and Education Committee.
- Councilor Howison gave a verbal report of the Conservation Committee.
- Councilor Howison said he had no report of the Ordinance Review Committee.
- Councilor Ruede presented a written report of the Parks and Recreation Commission.

- Councilor Ruede provided the draft minutes of the 9/15/2010 Parks and Recreation Commission meeting.
- Councilor Sathe presented a written Road Chairman's report.
- Selena Carter provided the draft minutes of the 10/18/2010 Road Commission meeting.
- Councilor Mills provided a written report of the Site Review Committee.
- Councilor Mills provided the minutes of the 09/08/2010 Site Review Committee meeting.
- Councilor Mills provided a written Revenue Committee report.
- Councilor Mills provided a written Revenue Committee recommendation to the Dunes City Council that Dunes City Council require all private, for-profit water delivery companies doing business in Dunes City to have a business license.
- Councilor Mills provided the minutes of the 10/21/2010 Revenue Committee meeting.
- Councilor Koehler presented a written report of the Water Quality Committee.
- Councilor Koehler provided the draft minutes of the 10/20/2010 Water Quality Committee meeting.
- Lisa Ekelund presented a written report of the Planning Department.
- Lisa Ekelund provided the draft minutes of the 5/19/2010 Stormwater Workgroup meeting.
- Lisa Ekelund provided the draft minutes of the 6/8/2010 Stormwater Workgroup meeting.
- Fred Hilden gave a verbal report for the Emergency Services Coordinator.
- Fred Hilden presented a written City Recorder's report.

10. UNFINISHED / OLD BUSINESS

- City Attorney Services

Mayor Hauptman said he would like a decision made in December at the latest for city attorney services.

Fred Hilden said he received an RFP response from Jane Hanawalt. Fred said he would provide the data to the Council for review.

11. NEW BUSINESS

- Parks and Recreation Commission Appointment

Mayor Hauptman recommended that Roberta Dalbeck be appointed to the Parks and Recreation Commission.

Councilor Koehler made the motion to appoint Roberta Dalbeck to the Parks and Recreation Commission with her term expiring in the year 2012. Councilor Navetta seconded the motion. The motion passed by unanimous vote.

- Discussion of the Ordinance for Road Commission (Defining Chair, Vice-Chair, and Voting Rights, etc.)

The Mayor said the Road Commission was originally established by Ordinance No. 149

titled *An Ordinance Establishing a Road Commission, Defining Duties and Responsibilities; Establishing Terms of Office, and General Procedures; and Declaring an Emergency.*

Councilor Sathe explained the items of concern with Ordinance No. 149. Councilor Sathe said the ordinance addresses a Director of Roads and does not address a Vice-Chairman. Councilor Sathe stated that the new ordinance would correct this inconsistency with how the Road Commission has been operating. Councilor Sathe said the new ordinance would also address what will constitute a quorum.

- Discussion of the Ordinance for Parks and Recreation Commission (Members, Term Expiration, etc.)

The Mayor said the latest Parks and Recreation Commission Ordinance is number 202 titled *An Ordinance Amending Section 1 of Ordinance 169 & Section 3 and 4 of Ordinance 104.*

Fred Hilden said this is an interesting ordinance. Fred said this is the only commission or committee ordinance that does not run the term of the chairman along with the term of the councilor. Fred said Councilor Ruede stated that she would like to see this ordinance conform as other ordinances are written.

- Discussion of the Ordinance for Communications and Education Committee (Establish, etc.)

Mayor Hauptman said this committee might not even exist. The Mayor said there is resolution No. 02-08-07 titled *A Resolution Creating a Communication and Education Committee for the Purpose of Informing and Educating the Residents of Issues of Dunes City* and there is Ordinance No. 196 titled *An Ordinance Amending Chapter 32 of the Dunes City Code and Replacing Resolution No. 02-08-07* which was not passed.

Councilor Navetta said she believes that this is an active committee. Councilor Navetta said the committee was established by resolution.

Fred Hilden said there was a first reading for the ordinance but he never found a second reading.

Mayor Hauptman said Fred Hilden would create a new ordinance. Mayor Hauptman said it is important to include a review process for communications of public information.

Councilor Sathe agreed with the Mayor. Councilor Sathe said there should be a review process and anything sent from his Commission is reviewed by staff prior to sending.

Councilor Howison said it sounds like there is consensus that the City Recorder is the Information Officer.

12. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

- Fence at the North end of Foothill Drive

Mayor Hauptman spoke regarding tax lot 700, which is referred to as the “playground lot.” The Mayor said there is a fence across the north end of Foothill Drive in the road right-of-way as determined by a survey, which prevents the City from accessing the lot. The Mayor said the fence is located in Lane County.

Fred Hilden provided the Council with the communications between the Lane County Public Works Department and the owners of the fence.

13. ADJOURNMENT

Mayor Hauptman asked if any of the councilors would like to have a closing comment before they adjourn.

Councilor Navetta said goodnight and she would not attend the next meeting because her granddaughter is performing in The Nutcracker.

Councilor Sathe thanked Councilor Navetta and the voters.

Councilor Koehler said he appreciates Councilor Howison and Councilor Navetta for their ability in the last four years of keeping us honest. Councilor Koehler said it is important that the City has advocates for doing the right thing and Councilor Howison and Councilor Navetta were admirable. Councilor Koehler said he would miss both of them.

Councilor Howison said this is not the end of their work to be done as they could still volunteer.

There being no further business to come before the City Council, Councilor Koehler made the motion to adjourn the meeting and Councilor Navetta seconded. The motion passed by unanimous vote.

The meeting of the Dunes City Council adjourned at 9:16 p.m.

The proceedings of the Dunes City Council meeting were recorded on tape, and are on file at Dunes City Hall. Upon approval by the City Council, these minutes will be available at Dunes City Hall and online at www.dunescity.com

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF DECEMBER, 2010.

[Signed copy available at City Hall]

Eric Hauptman, Mayor

ATTEST:

[Signed copy available at City Hall]

Fred Hilden, City Recorder

Communication and Education Committee Report
November 18, 2010

The Communication and Education Committee met to label the fall newsletter on October 27th. Those present were April Dumas and Mary Jo Leach. Webmaster Richard Koehler was also present as well as Ralph Farnsworth, Bev Williams and Dorothy Uhls. Fred Hilden printed inserts for the "Shelter In Place" program that was to be held on November 13th at the Siuslaw Rural Fire Hall. During the work party Mary Jo Leach said she was very interested in doing some research on Scotch Broom as she had dealt with it in the past. Leach volunteered to write something for the next newsletter. April Dumas said she was working on a pervious walkway in her yard and would be willing to share the details in the next newsletter. The next edition is planned for spring 2011.

The cost of the printing for the fall newsletter was \$225. 618 issues were sent out by hard copy \$129.78 with a savings of \$142.13 for using the Chamber of Commerce discount. 68 letters were sent by e-mail.

I would like to thank all those who helped with the newsletter with their writing of articles and snippets, but mostly I would like to thank Richard for reducing the list by removing duplicate addresses and morphing tax lot addresses. Other tasks by Koehler were the editing, formatting and the delivery to the printer and the post office.

On November 10, 2010 Susie Navetta and John Stead met with the Forestry Department at Dunes City hall to do a drive of Dunes City. The Forestry Department will be putting on a 30 minute program about the SB 360. The SB 360 is the Wildfire Safety program mentioned in the last newsletter. The Forestry Department is concerned about folks not understanding the bill will be will to have a question and answer period for better understanding.

Susie Navetta, Communication & Education Committee Chair

Parks & Recreation Commission
Report to Council November 18, 2010

The Parks & Recreation Commission met on November 3rd. We had a full complement of commissioners: Roberta Dalbeck, Mimi Tizzard, Gary Lapping, Dick Anderson and I.

The minutes of that meeting have not been transcribed yet. The only new item on the agenda was discussion regarding next year's budget items.

The next meeting of the P&R Commission is set for Wednesday December 8, 2010.

Respectfully submitted by,

Rebecca Ruede, Councilor

Road Chairman's Report to City Council
November 18, 2010 ~ Prepared by Troy Sathe, Road Chairman

The Road Commission met on October 18th at 6:30 pm at Dunes City Hall. All members were present except Mike Smith who was excused.

Commissioner Curran and Citizen Ron Tucker talked about continued work on finding legality of Dunes City streets.

Commissioner Wells is currently looking for bids to cut dead cedar trees at the end of Buckskin Bob.

Commissioner Leach drove the streets during all the road work this season and gave his report on all of the jobs being completed.

The Road Commission talked about updating Ordinance 149 regarding the rights of the chair and vice chair being able to vote in case of a tie.

The staff purchased a laptop computer for the Road Commission to replace the old outdated computer we had.

At this time there is no update on the Foothill Drive fence.

The Road Commission voted to purchase a trail cam to place in areas where people are dumping garbage in the public right of way.

The Road Commission's task this month is to go through the Master Road Plan and find any areas where it is lacking or needs to be changed.

The next Road Commission meeting will be at 6:30 pm November 15th at Dunes City Hall.

Thank you,
Troy Sathe, Road Commission Chair

SITE REVIEW COMMITTEE REPORT
November, 2010

The Site Review Committee met on October 13, 2010.

It was reported that the letter to the owner of the property that has the bright light on the boat-house that is disturbing the neighbors was sent out.

The City Recorder and City Planner's recommended amendments to the letter intended to be sent to the property owner on Buckskin Bob regarding abatement of the nuisance were considered and approved. The City Recorder was asked to send the amended letter.

A determination was made that since there was no formal written complaint filed against the property on Parkway and Hilltop Drives, the Site Review Committee is without jurisdiction to take action.

The sample Scotch Broom mailer was reviewed and Chairman Mills was instructed to send it to the Siuslaw Soil and Water Conservation District as soon as a budget for the project had been determined.

The City Recorder recommended that the City's insurance company's Risk Examiner be asked to do a site review and written opinion of the Hulti property as it relates to the leaning trees/non-engineered bank cut issue. The Committee thought that was a good idea and asked the City Recorder to arrange for that to occur.

The new complaint received from Ms. Bedsole regarding the Burke Property was reviewed and assignments made. All committee members were asked to drive the area in question with a mind toward determining if the safety of pedestrians, bicyclists and other traffic was an issue and be prepared to report their findings at the next meeting. Chairman Mills will contact the Fire Chief in Florence to try and arrange a "test drive" of the equipment that would be used in the event of a fire at Fish Mill Lodges to ensure it can safely make the corner.

The next meeting was scheduled for January 19, 2011, at 3:00 p.m. Prior to that time, Mr. Dumas was asked to submit his application for re-appointment to the committee. Chairman Mills will also ask Mr. Farrand to do the same, as both appointments expire December 31, 2010. Chairman Mills also asked the City Recorder to add these appointments to the regular meeting agenda for the City Council in December.

Respectfully submitted this 13th day of October, 2010.

Jamie Mills, Chairman

DUNES CITY REVENUE COMMITTEE REPORT
November, 2010

The Revenue Committee met on Thursday, October 21, 2010, where all prior minutes and reports were approved.

The possibility of a water delivery company franchise fee was discussed. It was determined that since there is not just one company that delivers water to all Dunes City residents, a franchise fee would be inappropriate. A recommendation to the City Council was made to require private, for-profit water delivery companies to be licensed in Dunes City.

The draft language for the proposed Solid Waste Collectors Business License Ordinance was finalized and submitted to the City Council.

Respectfully submitted this 22nd day of October, 2010.

Jamie Mills, Chairman

DUNES CITY REVENUE COMMITTEE
RECOMMENDATION TO THE DUNES CITY COUNCIL

THE DUNES CITY REVENUE COMMITTEE RECOMMENDS THAT THE DUNES CITY COUNCIL REQUIRE ALL PRIVATE, FOR-PROFIT WATER DELIVERY COMPANIES DOING BUSINESS IN DUNES CITY TO HAVE A BUSINESS LICENSE.

RESPECTFULLY SUBMITTED THIS 21ST DAY OF OCTOBER, 2010.

Jamie Mills, Chairman

Water Quality Committee
Council Report November 18, 2010

Water testers observe no new events at the last water testing yet did note that even though clarity at the Siltcoos Lake dock was not great there will probably not be a Blue Green Algal Bloom on Siltcoos Lake this year because of the up coming rains, wind and temperature.

The tributaries from county land flowing to Woahink and Siltcoos have been our main concern. Bacterial samples on Maple Creek will be taken after the first heavy rain of the season. Our testers will learn how to use other types of testing equipment from other watershed groups during the next month.

County Commissioners were to hear from citizens for the Lane County Drinking Water Ordinance a few days after our meeting. Individuals on the committee agreed that a recommendation needed to be sent and did so. Some members believe the letter should have been more specific and wanted to recommend the addition of Woahink Creek, the Glenada Corridor, and Cleawox Lake, but decided to study the proposed Drinking Water Protection Overlay Zone map for further understanding before doing so.

At the Dunes City Council meeting in October some Councilors questioned why our WQC uses certain labs. Water tester Mark Chandler clarified that;
“The lab in Washington was good on doing Chlorophyll tests, but their handling of nutrient samples was too slow. Oregon State University (OSU) costs more and can’t do Chlorophyll tests. University of Davis in California does our toxin samples because they’re the only lab around that can. Jim Sweet at Aquatic Analysis in Milwaukie, Oregon does species identification and cell counts.

I will distribute to the members of the Committee a DVD of limnologist Dr. Douglas Larson’s from a few years ago so that they will have a better understanding of the siltation problem these two lakes face. Both Councilor Navetta and I recalled aerial observations of Siltcoos Lake showing how erosion and siltation appears to be caused by logging to the waterway’s edge. This practice seems to have heightened the lakes’ floor in many places.

I am sad to report that committee member and water tester Ralph Farnsworth expects to resign from our Committee in December. Over the years Ralph has been more than generous with his time and energy in many City concerns. In the Water Quality Committee his dedication to steering a course that has helped our community preserve our resources remains quite special. I am sure that the council will agree his attention to documenting concerns, both scientific and observational, enabled smooth operation in the field and in meetings. The recorder is advised to start looking for a replacement.

Water Quality Chair, Richard Koehler



PLANNING DEPARTMENT REPORT

Report Date:

November 8, 2010

Staff:

Lisa Ekelund

In the Month of October, Dunes City issued 12 permits. The total permit issuance for the year is 129. The average monthly permit issuance for the year is 12.90, which is a 203% increase compared with 2009.

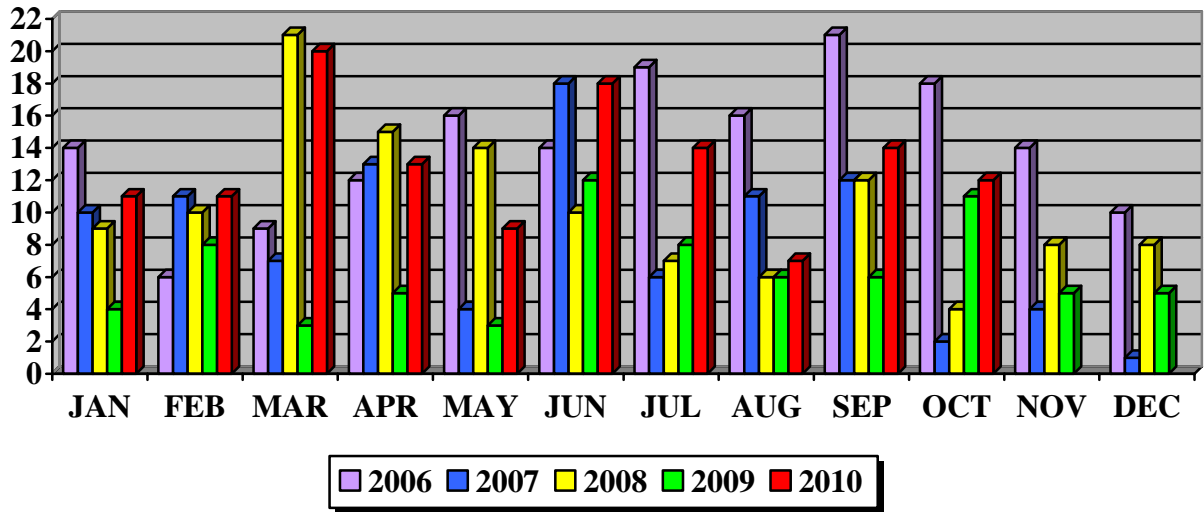
The October meeting of the Planning Commission was cancelled and the November meeting is cancelled as well because of the Thanksgiving Day Holiday. Additionally, because of the Christmas Holiday, the December meeting of the Planning Commission will be held on December 16th at 5:00 pm.

The Planning Commission anticipates the continuation of their code audit by having workshop sessions beginning in 2011.

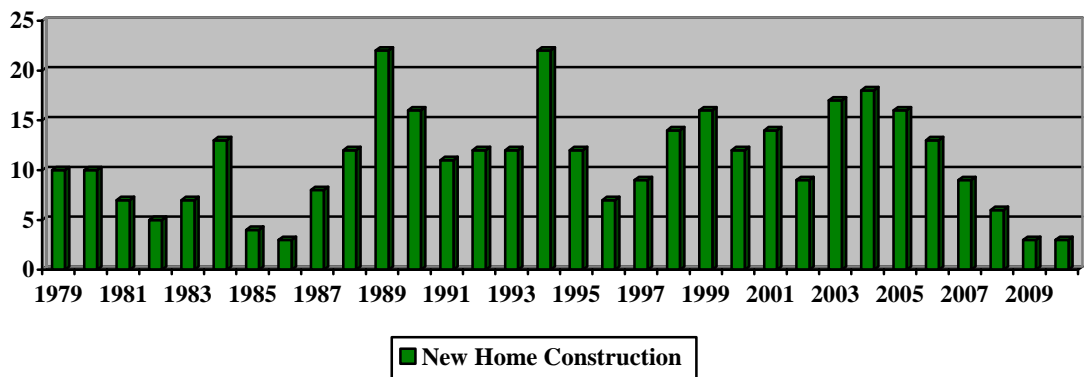
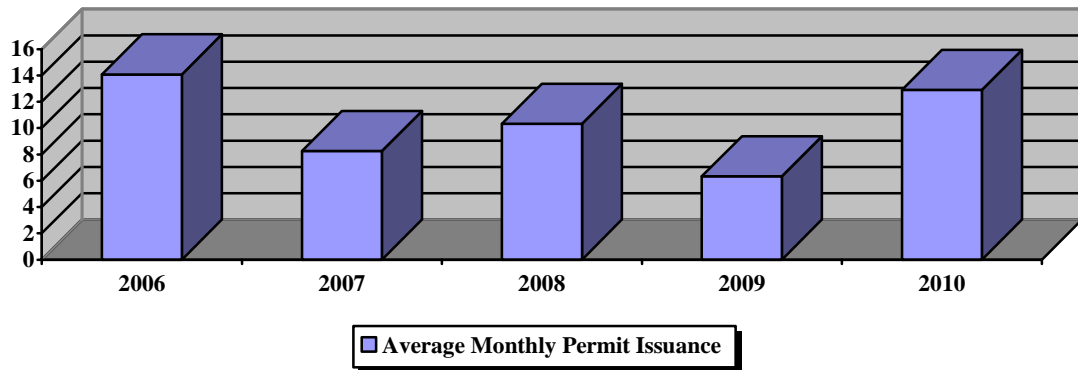
During the month of October, I have continued to offer back up support to the City Recorder along with back up support and continued training of the Administrative Assistant and Road Secretary. I have organized many of the maps relating to planning that were located in the Conference Room. These maps have dates beginning in 1969 and they are now located in my office. During times when I am not assisting the City Recorder, Administrative Assistant, Road Secretary, Building Inspector, or Dunes City citizens, I review the City Code in preparation of the 2011 workshop sessions.

On October 21st, I attended the Oregon Coastal Planners Network meeting. At this meeting, several city planners were invited to present their renewal projects. In addition, there was a presentation of the updated National Flood Insurance Mapping by the utilization of a global imaging satellite.

On October 25th, I attended a basic grant writing class and on October 26th and 27th, I attended an intermediate grant writing class where I was awarded a Certificate of Completion. This class was offered through The League of Oregon Cities and the Oregon Local Leadership Institute. The information presented was informative and I plan to finish my first grant, which is being offered by City County Insurance by the end of November.



Total Monthly Permit Issuance



At their regularly scheduled meeting on October 18, 2010, the Road Commission agreed with recommended changes to Ordinance 149 that created the Road Commission. The final draft of this ordinance will be presented at the Road Commission meeting on November 15th and if approved, it will be distributed to the City Council at the November 18, 2010 meeting for consideration at the December City Council meeting.

During October, considerable effort was spent reviewing the ordinances that created and modified the Parks and Recreation Commission, focusing on membership and term expiration dates. One citizen member position remains in question as to the term expiration date and this position is up for re-appointment at the November Council meeting. The City Recorder's office will begin updating and distributing Commission and Committee directory information monthly beginning in December of this year.

At the request of the Site Review Committee, a courtesy letter was sent to a resident on Brentwood Court regarding a bright light on his boathouse. Also at the request of the Site Review Committee a follow-up letter was sent to a property owner on Buckskin Bob regarding one remaining item on a nuisance abatement.

On October 21st I met with the Revenue Committee and reviewed their recommendations for changes to our Solid Waste Ordinance, Chapter 50 (garbage collection). There appears to be no conflict with the franchise section of our code, Chapter 110, and the Revenue Committee recommended that the revised ordinance be prepared for City Council's approval. Lisa Ekelund has been working on the revision and found several additional ordinances/resolutions that must be repealed and replaced to make the new ordinance correct. The new ordinance should be ready for Council review during the week of November 15th.

In discussion with Councilor Koehler, it was agreed that the City Recorder's office will begin including all reports to Council in the City Council meeting minutes as they are technically part of the record.

The permit has been issued for and the work begun on the electrical upgrades to City Hall. This work includes installation of lights and projection wiring in the Council Chambers and three outside lights. The project should be completed during the week of November 15th.

A new computer was purchased for the Road Department. Since the City's 8 year old laptop was also failing, staff recommended to the Road Commission that we purchase a laptop large enough to do the work required for the Road Department that would double for meeting minutes, etc. This recommendation was approved by the Road Commission and the purchase order was approved by Mayor Hauptman. The new computer was delivered to City Hall on November 8, 2010. The amount budgeted for the Road Department computer was \$1,500.00, the PO was approved for \$1,100.00 and the final purchase price with a three year on-site warranty and accessories to provide desktop capability and backup was \$1,025.96.

During October, two new vendors were used for office supplies. Both of them specialize in wholesale office supplies and will help staff continue to make effective cost reductions in printed materials and related supplies. Many of our office forms are now being printed internally at substantial savings.

Selena Carter processed all water meeting readings, three business license applications and sent out thirty septic packets. A new monthly Septic Activity Report is included and made part of this report as attachment "A." As you will notice in the report, good progress is being made on notifying residents, but there is much staff follow up required for property owners who have not complied with the septic ordinance.

Staff attended scheduled City Council, Planning Commission and Road Commission meetings and prepared agendas, meeting packets and minutes, all on schedule.

Respectfully submitted,

Fred Hilden
City Recorder

Corrected 11/18/2010

Septic System Maintenance Status Report

November 18, 2010 ~ Prepared by Fred Hilden

Currently, there are 786 records in the City's Septic Database, including residences, commercial properties and vacant lots.

There are seventeen (17) months remaining before March 2012, the date that Ordinance #203 stipulates all Dunes City septic systems need to be inspected. With fewer than 300 properties left to be noticed we have adequate time to complete the notice process, however, staff will need to get more aggressive about follow-up on properties that have not complied with the notice in order to ensure we complete the remaining 348 properties that are not yet in compliance.

Dunes City Septic System Maintenance Status Report – Activity through October 2010			
	# Notified	# Complied	Percentage Complied
Prior to June 2009*	281	246	87.5%
July 2009 – Dec 2009	103	83	80.6%
Year to date 2010	160	109	68.1%
Totals	544	438	78.73%

* These numbers will change as property files are researched and the database updated.

Note: Dunes City's current ordinance allows 60 days for compliance.