



**CITY COUNCIL MEETING MINUTES ~ APPROVED
REGULAR SESSION - WEDNESDAY, JANUARY 17, 2024 AT 6:00 P.M.**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

The proceedings of the Dunes City City Council are recorded and 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

Mayor Ed McGuire called to order the City Council regular session meeting at 6:01 p.m. on Wednesday, January 17, 2024.

2. ROLL CALL

City Administrator/Recorder Jamie Mills called the Roll.

Present: Mayor Ed McGuire, Councilor Richard Olson, Councilor Chris Clemons, Councilor Melissa Stinson, Councilor Susan Snow, Councilor Tom Mallen, and Councilor Joe Giammona.

Absent/Un-excused: N/A

Also Present: City Administrator/Recorder Jamie Mills, Planning Secretary Lila

Timmons, Chair of Planning Commission Rapunzel Oberholtzer, Pam Palmer and various City residents.

3. PLEDGE OF ALLEGIANCE

All who wished to participate stood for the Pledge of Allegiance.

4. CONSIDERATION OF THE AGENDA

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

Councilor Susan Snow made a motion to approve the agenda.

Councilor Tom Mallen seconded the motion.

The motion to approve the agenda passed unanimously.

5. CONSIDERATION OF THE CONSENT AGENDA

Councilor Melissa Stinson motioned to approve the consent agenda.

Councilor Susan Snow seconded the motion.

The motion to approve the consent agenda passed unanimously.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Charter Communications has notified Dunes City that it will be raising some of its rates effective January 30, 2024. All tiers to expect an increase in the monthly charge.

B. The 2nd Annual Student Career Fair hosted by Siuslaw High School will take place in Florence on Friday, March 15th from 11 am to 2 pm.

Last year Dunes City participated. It would require an extra day of pay for City staff so would need Council approval.

Councilor Susan Snow motioned to approve City Staff to take part in the 2nd Annual Student Career Fair at the Siuslaw High School.

Councilor Tom Mallen seconded the motion.

The motion to take part in the 2nd Annual Student Career Fair at the Siuslaw High School passed unanimously.

7. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

There were none.

8. OLD BUSINESS

A. Collections Update

City Administrator/Recorder Jamie Mills explained that she spoke with Jason Dinney, who is a 3rd party collector. The City would go through their process of collecting payments and then pass on those not collected to the 3rd party. Dunes City would place a 25% mitigation fee onto the debt in which the 3rd party would receive 20%. There will be another 25% charge if the debt goes to court. And, any interest collected will be shared 50/50 between the 3rd party and Dunes City.

Councilor Susan Snow made a motion to sign an agreement with the 3rd party collector.

Councilor Chris Clemons seconded the motion.

The motion to sign an agreement with the 3rd party collector passed unanimously.

B. Hyak Franchise

Nothing to report.

C. Dunes City Code Books were distributed to all Councilors.

9. NEW BUSINESS

A. Charter Amendments

Mayor McGuire has a question for the attorney as to whether or not an amendment is necessary due to Charter language.

City Administrator/Recorder Jamie Mills explained that it was the attorney that suggested the need for the change.

City Administrator/Recorder Jamie Mills explained the current bid process for public works to the Councilors and citizens present.

Councilor Susan Snow expressed concern in making sure that the City obtains the best bid possible and not the lowest bid.

City Administrator/Recorder Jamie Mills suggested that there may need to be another amendment due to the Charter's language that reads the City must accept the lowest bid.

Councilor Melissa Stinson asked how many bids was a reasonable number to receive.

City Administrator/Recorder Jamie Mills confirmed that she could usually get three bids.

Mayor McGuire asked whether or not the proposed Amendment could make the May ballot.

City Administrator/Recorder Jamie Mills explained that the draft documents were complete.

Councilor Chris Clemons asked if the \$10,000 debt limit was still in effect and if that was still an appropriate number.

Councilor Susan Snow expressed concern about the language on the Amendment being confusing.

City Administrator/Recorder Jamie Mills explained what information would be on the Ballot.

Mayor McGuire suggested using the summary page first on the agenda item for the February Work Session. The Amendment to be reviewed at the next work session and then voted on at the Regular Session in February.

Councilor Tom Mallen motioned to place the Charter Amendment on the February Work Session agenda.

Councilor Chris Clemons seconded the motion.

The motion to place the Charter Amendment of the February Work Session Agenda passed unanimously.

B. Ordinances needing minor changes

1. Ballot Measure 49 changes to existing Ordinance 172

Mayor McGuire asked if this is in regards to allowing Dunes City to set the application fee.

City Administrator/Recorder Jamie Mills explained that the Ordinance is outdated. She provided the Councilors with some examples from Veneta and

Creswell as well as the current Dunes City code. City Administrator/Recorder Jamie Mills explained that it involves property owners that demand compensation when/if their property value is affected due to Dunes City land use code. Councilor Chris Clemons confirmed that the Ordinance needs to be updated with the Ballot Measure.

Councilor Melissa Stinson moved to refer Ballot Measure 49 to the February 7 Work Session to recommend revisions or adopt Veneta's or Creswell's example.

Councilor Susan Snow seconded the motion.

The motion to refer Ballot Measure 49 to the February 7 Work Session to Recommend revisions or adopt Veneta's or Creswell's example passed unanimously.

C. Consideration of Audit Report

City Administrator/Recorder Jamie Mills explained that she had emailed the auditors about some concerns and read the email aloud.

Councilor Joe Giammona asked if the requested changes by the auditor are in relation to changing from accrual to cash basis which was switched incorrectly.

Councilor Joe Giammona will call the auditor to get an understanding of what needs to be done to correct the audit.

Councilor Joe Giammona will provide City Administrator/Recorder Jamie Mills some training on QuickBooks/Accounting.

Mayor McGuire asked if this discussion could be tabled until the next meeting and all agreed. No further action taken at this time.

D. Appointment of Member(s) to Planning Commission

City Administrator/Recorder Mills suggested that the Planning Commission have an opportunity to interview potential Commissioners and make a recommendation to City Council.

Councilor Susan Snow motioned to refer the candidate to the Planning Commission. If the candidate is approved by the Planning Commission, the City Council will ratify the appointment.

Councilor Melissa Stinson seconded the motion.

The motion to refer the candidate to the Planning Commission was passed unanimously.

E. Decision re: Little Woahink Sprinkler Mandate

City Administrator/Recorder Jamie Mills explained that a sprinkler system is a condition of approval for permits in all homes in Little Woahink. A court order states that the fire chief can make the determination if a sprinkler system is required or not. The fire chief is using the standard that if the homes have 3600 square

footage or greater, a sprinkler system is required. This is making it difficult for city staff in

approving permits.

City Administrator/Recorder Jamie Mills asked if she should consult the attorney.

Councilor Joe Giammona asked if the attorney can review.

Mayor McGuire suggests that the Siuslaw Fire Chief sign off on building plans.

Councilor Tom Mallen suggests that the attorney gives his opinion on the idea of having the Siuslaw Fire Chief sign off on building plans.

Mayor McGuire suggests that this comes back as Old Business in next meeting. No further action taken at this time.

F. Short-Term Rental Code Review (Title XII, Chapter 123)

Councilor Rich Olson states that the Code is a little confusing because it talks about Commercial properties as well as Residential properties.

Councilor Olson stated that the Code indicates that if a property has 10 or more individuals at one given time, the home must have a septic system approved by Lane county.

Mayor McGuire proposes a change for that to state a short term rental must comply with Lane county standards at time of application.

Councilor Richard Olson suggests hiring a Code Enforcement Officer.

Councilor Melissa Stinson suggests a checklist or verification system to be completed before granting a permit.

Councilor Chris Clemons states that the written code needs to be enforced.

Councilor Susan Snow states that the number allowed in a house is too high.

Councilor Joe Giammona wants to know what the real issue is that is trying to be solved.

Councilor Richard Olson suggests to review this Code and plan to work through it at the next work session, February 7, 2024.

Councilor Chris Clemons states that an enforcement plan is also required.

No further action taken at this time.

10.CITIZEN INPUT

Mayor McGuire recognized Tina Johnson.

Ms. Johnson stated that a short-term rental located next to them was fined after 9 complaints, and the fine was too lenient. \$5000 over 20 years at \$20/month with 0% percent interest. The owners live out of state. Dunes City is a nice to place to live for the owner of the home since they don't live here. It is not a nice place to live for the residents that deal with the short term rentals. The home in question is advertised to allow 10 people.

Mayor McGuire recognized Amber Clemons.

Ms. Clemons declined to speak.

Mayor McGuire recognized Gail Nichols.

Ms. Nichols declined to speak.

Mayor McGuire recognized Andrew Sturgill.

Mr. Sturgill showed an advertising sign that was in his yard that is prohibited in Dunes City Code. He also stated that the Code states that nearby residents are to be informed of who should be called if issues arrive with a particular short term rental.

Mayor McGuire recognized Alan Snow.

Mr. Snow states that we are missing the opposite side of this issue – the owners of these short term rentals.

Mayor McGuire recognized Mike Kirk.

Mr. Kirk asked if Dunes City thought about putting a limit on the number of short term rentals.

Mayor McGuire recognized Pam Palmer.

Ms. Palmer stated that there are over 70 short term rentals but only 34-36 permitted.

11.PUBLIC HEARING

There was none.

12.EXECUTIVE SESSION

There was none.

13.REPORTS

A. Mayor's Report – N/A

B. Community Center Report

City Administrator/Recorder Jamie Mills stated that the fireplace area and the floor will be painted and the stove put in that spot.

C. Water Quality Report

Councilor Susan Snow states that the State of Oregon has asked Dunes City to return equipment for recalibration. That needs to be confirmed as to whether or not it is necessary.

D. Road Report

Richard reported that Jenson is done. Cloud Nine was almost done.

E. Permit Report

Pam Palmer stated that Dunes City has 4 new builds and 11 new business/renewed licenses.

14.FOR THE GOOD OF THE ORDER

Councilor Melissa Stinson stated that the Dunes City sign has been damaged.

15.ADJOURNMENT

Councilor Melissa Stinson motioned to adjourn the meeting.

Councilor Tom Mallen seconded the motion.

The motion to adjourn passed unanimously.

Mayor McGuire adjourned the meeting at 8:18 pm.

APPROVED BY THE CITY COUNCIL FEBRUARY 21, 2024.

_____(Signed copy on file at City Hall)_____
Ed McGuire, Mayor

ATTEST:

_____(Signed copy on file at City Hall)_____
Jamie Mills, City Administrator/Recorder