Dunes City Council ~ Regular Meeting
Thursday, February 12, 2015 ~ 7:00 pm

The meeting will adjourn not later than 10:00 pm. If agenda items are not completed, the meeting will continue the next Thursday at 7:00 pm. (Please fill in a "Request for Recognition" form and give to staff if you wish to address the Council or present testimony at a Public Hearing.)

A G E N D A

1. Call to Order ........................................................................................................................................... Mayor Ruede

2. Roll Call

3. Pledge of Allegiance

4. Motion to Approve the Agenda ................................................................................................................... Action Item

5. Consent Agenda ........................................................................................................................................... Action Item
   All items listed here are considered to be routine by the Dunes City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered.
   A. City Council Meeting Minutes from January 8, 2014
   B. Bills of the Session through February 6, 2015
   C. Receipts of the Session through February 6, 2015

6. Announcements / Correspondence
   A. City Councilor Ken Platt took his Oath of Office at our February 10th Special Session.
   B. City Council held its annual Goal Setting Session on February 10th from 2-4pm.
   C. City Council held its quarterly Budget Review meeting on February 10th from 4-5pm.
   D. City Day at the Capital will be Thursday, February 26th, 2015. If you have legislative concerns please bring them to a Councilor so they can be taken forward.
   E. The 3rd Annual Oregon Dunes Triathlon and Duathlon is May 9th, 2015.
   F. Volunteers are needed to fill four Budget Committee openings, one Communication and Education opening, one Ordinance Review Committee opening, two Road Commission openings, one Planning Commission opening and one Water Quality Committee opening as well as one Water Tester for Siltcoos Lake.

7. Citizen Input
   Maximum time 20 minutes: Speakers will be limited to three minutes. If the number wishing to testify exceeds seven speakers, each speaker’s time may be reduced to fit within 20 minutes.

Dunes City Hall is accessible to the disabled. If special accommodations are needed, please contact the City Recorder at 541-997-3338 at least 48 hours in advance of the meeting so that appropriate assistance may be arranged.

Phone (541) 997-3338 • Fax (541) 997-5751 • PO Box 97, Westlake, OR 97493
82877 Spruce St • www.dunescity.com
8. Unfinished / Old Business

A. Generator and Propane Tank (F. Hilden).......................................................... Status Report
   Grants, Permits, Placement Action Item
B. 3rd Annual Oregon Dunes Triathlon & Duathlon (F. Hilden)....................... Discussion
   May 9, 2015 Task Assignments Action Item

9. New Business

A. Planning Commission Input on Septic Ordinance Revisions (F. Hilden) ..... Status Report
   Review Planning Commission’s Recommended Changes Action Item
B. Emergency Food Storage Buckets (F. Hilden)................................................. Status Report
   Staff Supply On Hand Action Item
C. Active Shooter Task Force (J. Mills).............................................................. Status Report
   Staff vs. Councilor vs. Volunteer Action Item
D. Parks and Recreation Committee Appointment........................................... Action Item
   One Applicant – One Opening (Term expires 1/11/2018)

10. Reports

A. Mayor’s Report............................................................................................. R. Ruede
B. Communication & Education Committee Report....................................... J. Mills
C. Ordinance Review Committee Report....................................................... J. Mills
D. Community Center Report......................................................................... D. Wells
E. Conservation Committee Report.............................................................. K. Platt
F. Parks & Recreation Committee Report.................................................... E. Scarberry
G. Road Commission Report (no January meeting)....................................... M. Sanders
H. Water Quality Committee Report............................................................. S. Meyer
I. Emergency Services Report...................................................................... J. Mills
J. City Administrator / Recorder / Planning / Staff Report ......................... F. Hilden

11. For the Good of the Order

12. Adjournment

The meeting will adjourn not later than 10:00 pm. If agenda items are not completed, the meeting will continue on the following Thursday at 7:00 pm.

Dunes City Hall is accessible to the disabled. If special accommodations are needed, please contact the City Recorder at 541-997-3338 at least 48 hours in advance of the meeting so that appropriate assistance may be arranged.

Phone (541) 997-3338 • Fax (541) 997-5751 • PO Box 97, Westlake, OR 97493
82877 Spruce St • www.dunescity.com

2 of 2
CITY COUNCIL MEETING MINUTES ~ DRAFT
JANUARY 8, 2015 AT 7:00 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 Rebecca Ruede called the January 8th meeting of the Dunes City Council to order at 7:05 pm after photos of the Council were taken by The Siuslaw News editor, Theresa Baer.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder Fred Hilden.

Present: Mayor Rebecca Ruede, Council President Jamie Mills, Councilor Ed Scarberry, Councilor Maurice Sanders, Councilor Duke Wells, and Councilor Sheldon Meyer.

Absent and Excused: Councilor-elect Ken Platt.

Also Present: City Administrator/Recorder Fred Hilden, Administrative Assistant Linda Stevens, Administrative Assistant Rapunzel Oberholtzer, and several citizens.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. OATH OF OFFICE

City Administrator/Recorder Hilden administered the Oath of Office to re-elected Mayor Rebecca Ruede and to re-elected Councilors Duke Wells and Sheldon Meyer.

Mayor Ruede announced that newly elected Councilor Ken Platt will be sworn in at a Council meeting when he is back in town.

5. APPROVAL OF THE AGENDA

Councilor Sanders made a motion to approve the Agenda. Councilor Wells seconded the motion. The motion passed by unanimous vote.

6. CONSENT AGENDA

Council President Mills requested that the minutes of the December 11, 2014 City Council meeting be removed from the Consent Agenda in order to discuss a correction.
Councilor Sanders made a motion to approve the Consent Agenda without the City Council meeting minutes from December 11, 2014. Council President Mills seconded the motion. The motion passed by unanimous vote.

Council President Mills pointed out an error in the December 11, 2014 minutes on page five of nine. In the last sentence on the page the term “certified water master” should be “certified water rights surveyor.”

Councilor Sanders made a motion to approve the December 11, 2014 meeting minutes as amended. Council President Mills seconded the motion. The motion passed by unanimous vote. (13:37)

7. ANNOUNCEMENTS / CORRESPONDENCE

Mayor Ruede read aloud the list of announcements from the meeting Agenda and commented.

A. The City Council Special Session for Goal Setting previously scheduled for January 15th from 10:00 am to 2:00 pm will be rescheduled later in this meeting.

   Mayor Ruede invited Dunes City residents to submit written comments concerning Goal Setting prior to the Goal Setting Work Session as citizen input will not be heard during the Work/Special Session. Citizens’ written comments will be presented to Councilors prior to the Special Session and will be discussed and considered during the Special Session.

B. The 3rd Annual Oregon Dunes Triathlon and Duathlon is May 9th, 2015.

   Mayor Ruede noted that she was working with others on a PowerPoint presentation to show at meetings of various local organizations so they can learn more about the event and how they can be involved in it. She went on to note that the presentation could also be used to solicit sponsorships.

   Mayor Ruede announced an item not on the meeting Agenda. There will be a special going away celebration on Monday, January 19th for The Siuslaw News editor, Theresa Baer. The celebration, to be held at Spice in Florence from 5:00–7:00 pm is to honor Ms. Baer for her many years on the newspaper dedicated to reporting on events in Dunes City and in Florence and to wish her well as leaves the area.

   In another announcement not on the Agenda, Mayor Ruede explained that the WLEOG Emergency Management Institute for Elected Officials will hold an orientation to the National Incident Management System and the Incident Command System training in preparation for planning updates to the local Emergency Operations Plan. (16:40) Council President Mills elaborated by explaining that it is important for people to understand how the emergency response systems work, starting from the federal level down to the local level and this training is to facilitate that understanding so that all agencies are working together during an emergency. She went on to explain that WLEOG is encouraging everyone who will be involved with updating the EOP to become 100, 200 or 700 ICS certified, or all
three. Mayor Ruede remarked that she planned to attend the training and invited Councilors to do so as well.

C. January birthday wishes to Councilor Ed Scarberry on the 19th and Administrative Assistant Laurale Lorentzen on the 12th.

Mayor Ruede invited everyone present to join Councilors for birthday cake immediately following the meeting. (18:43)

8. CITIZEN INPUT – None

9. NEW BUSINESS

A. Nomination and Appointment of Council President

Mayor Ruede explained that the Council elects a Council President in every odd numbered calendar year.

Councilor Sanders made a motion to nominate Jamie Mills for Council President. Councilor Wells seconded the motion.

Councilor Mills commented that she would be honored to accept the nomination.

Councilor Sanders made a motion to close nominations. There was no second.

The motion to nominate Jamie Mills for Council President passed by unanimous vote.

Mayor Ruede thanked Council President Mills for her service and her help on the Council.

B. Appointment of Commission and Committee Chairs

Mayor Ruede directed the Councilors’ attention to a list of her recommendations that was included in the Council packets and read her recommendations aloud:

Road Commission Chair: Councilor Maurice Sanders
Communication & Education Committee: Council President Mills
Conservation Committee: Councilor-elect Ken Platt
Ordinance Review Committee: Council President Mills
Parks & Recreation Committee: Councilor Ed Scarberry
Water Quality Committee: Councilor Sheldon Meyer
City Hall/Community Center: Councilor Duke Wells

Councilor Sanders made a motion to accept the Mayor’s recommendations. Councilor Wells seconded the motion. The motion passed by unanimous vote. (21:43)
C. Planning Commission Appointments

Mayor Ruede explained that there were two vacancies on the Commission, both of them with term-ending dates of January 11, 2018, and two applicants. She requested a motion to appoint Mr. Paul Gargis to the Planning Commission.

*Councilor Sanders made the motion to appoint Paul Gargis to the Planning Commission. Council President Mills seconded the motion. The motion passed by unanimous vote.* (22:37)

Mayor Ruede requested a motion to appoint Ms. Susie Navetta to the Planning Commission. There was no motion. Mayor Ruede proclaimed that the subject was dead for lack of a motion. (23:19)

D. Parks and Recreation Committee Appointment

Mayor Ruede introduced the application submitted by Mr. Gary Lapping, noting that Mr. Lapping has served on the Committee for some time now. She requested a motion to appoint Mr. Gary Lapping to the Parks and Recreation Committee.

*Councilor Sanders made the motion to appoint Gary Lapping to the Parks and Recreation Committee. Councilor Wells seconded the motion. The motion passed by unanimous vote.* (24:00)

E. Water Quality Committee Appointment

Mayor Ruede pointed out that Mr. David Dumas has re-applied for appointment to the Water Quality Committee on which he has served for several years. She requested a motion to appoint Mr. David Dumas to the Water Quality Committee.

*Councilor Sanders made the motion to appoint David Dumas to the Water Quality Committee. Council President Mills seconded the motion. The motion passed by unanimous vote.* (24:35)

10. UNFINISHED/OLD BUSINESS

A. Reschedule Goal Setting Special Session

Mayor Ruede explained that she requested this item be placed on the Agenda even though the Goal Setting Special Session had been set for January 15th during the December Council meeting. She went on to explain that Councilor-elect Platt would not be available for the meeting on January 15th but, in the interests of teamwork and cohesiveness, it was important that he be included in discussions of City Council goals. The City Administrator/Recorder has contacted Mr. Platt about when he will be back in town and available for the Special Session, but has not yet received a reply.
There was some discussion about the timeline for scheduling the meeting. City Administrator/Recorder Hilden suggested that it might be feasible to schedule a Budget Review for the same day as the Goal Setting Special Session. (27:10) Following further discussion it was agreed to tentatively schedule the Goal Setting Special Session for Tuesday, February 10th at 2:00 pm. City Administrator/Recorder Hilden agreed to try to have a budget overview ready for presentation at that time and noted that Budget Committee members could be invited to attend the budget overview portion of the meeting for informational purposes. Mayor Ruede requested that City Administrator/Recorder Hilden notify Councilor-elect Platt of the meeting date and time. City Administrator/Recorder Hilden noted that he could administer the Oath of Office to Councilor-elect Platt at the start of the meeting. (32:00)

B. West Lane Emergency Operations Group – Associate Member Agreement

Council President Mills explained that no further Council action was necessary on this subject. The WLEOG Board had approved the Associate Member Agreement and the Associate Members were to take the new Agreement back to their respective Boards.

C. Removal of Committee Members – Lack of Attendance

Mayor Ruede explained that there had been some discussion at the December meeting about Committee members who, for various reasons, cannot or do not make it to Committee meetings. Councilor Scarberry remarked that he wanted to discuss the issue, but did not intend to take any immediate action of any kind. (33:31) Councilor Scarberry pointed out that if only two members of his Committee come to a meeting, there is no quorum and the meeting cannot be held. He went on to note that he has scheduled a meeting for next week and will notify Committee members by email, stressing the importance of attending and requesting that members let him know if they will not attend, or do not wish to attend future meetings. Councilor Scarberry commented that attendance might improve if meetings were held quarterly, rather than monthly. Council President Mills noted that Chapter 32 now allows a Committee to determine its own meeting schedule, with the exception that meetings are to be held at least in October and in February. (36:26) Mayor Ruede noted that meetings were not necessary unless there was business to address. She went on to suggest that Councilors think about the possibility of combining Committees, and whether it would make sense to do so.

(37:30) Council President Mills made a request for citizen volunteers, noting that volunteering does not usually require a lot of time and it gives citizens a chance to learn about the community and get to know other residents. Mayor Ruede agreed with Council President Mills’ comments and added that volunteering produces good for the entire community and is a great way to give back to the community. (38:40)
11. REPORTS

Mayor’s Report: Mayor Ruede offered a tribute to everyone who had supported her during her three terms as Mayor. In particular she thanked her husband, Rick, who understands the long hours that she sometimes has to work; she thanked her granddaughter whose game nights are missed when they fall on the same night as a Council meeting; she thanked her employer, US Bank, the regional president and district manager for understanding that being Mayor is a personal mission of giving back to the community; she thanked the Dunes City City Administrator, Fred Hilden, for his guidance over the years and for assembling a great office staff; she thanked Allen Campbell for making the Councilors look good on television; she thanked each of the Councilors for their service on the Council, on the City Committees and for all that they’ve been able to accomplish; and, she thanked Dunes City residents for supporting her and re-electing her as Mayor, promising to perform the duties of the office entrusted to her in a cheerful, fair and compassionate manner. (42:40)

Communication and Education Committee Report: Councilor Meyer noted that he would “passing the baton” to Council President Mills and they would have to schedule a meeting to share information.

Ordinance Review Committee Report: Council President Mills reported that the Committee did not meet but she prepared an annual report for the Council. In the annual report it was noted that the Committee met nine times in 2014 and volunteered 28 hours. Among the accomplishments of the Committee, the report cited: Finalized Comprehensive Plan amendment draft ordinance as it relates to Statewide Planning Goal One and sent it to City Council for action; finalized Chapter 32 draft Ordinance and sent it to City Council for action; finalized Shared Domestic Water Supply draft Ordinance and sent it to staff and legal counsel for review; and, submitted draft plan for Comprehensive Plan updates to City Council. Council President Mills pointed out that it is helpful, for grant purposes, for Committee Chairpersons to track volunteer time over the course of the year. City Administrator/Recorder Hilden noted also that reporting volunteer time is mandatory for CIS. (44:24)

Water Quality Committee Report: Council President Mills reported that Mr. Jerry Curran agreed to serve as the water testing scheduler—he will not be a Committee member, however. Council President Mills went on to report that the Committee set goals for the year and they are: To successfully continue the water testing program after the departure of Mr. Mark Chandler; to ensure that water testing data is safely preserved, backed up and kept at City Hall; change signage from “boat flushing” to “boat washing”; develop or obtain a handout or sign illustrating locations of boat flushing facilities; put the Highway 101 barrier on the back burner unless an opportunity arises to address the issue; provide newsletter articles about the importance of riparian areas to water protection and property values; establish a water quality sampling program for volunteers to sample water off their docks; prepare a harmful algal bloom mitigation grant to submit to NOAA in 2017; and, work with Honeyman State Park to install concrete or rock steps at the dive park. Council President Mills went on to add that the Committee suggests all Committee Chairpersons prepare an annual report for the City Council and noted that volunteer expenses may be deductible for tax purposes. Council President Mills
also reported that the Committee met nine times in 2014 and volunteered 106 hours, exclusive of water testing time.

**Community Center Report:** Councilor Wells reported that City Staff reminded him that the pump house needs to be replaced this year; he will work on that.

**Conservation Committee Report:** City Administrator/Recorder Hilden reported that there was no noteworthy activity. In response to an inquiry from Council President Mills about a tree removal permit, Councilor Sanders reported that he and former Councilor Anderson visited the site and found no issues with removing the tree in question and leaving a stump.

**Parks and Recreation Committee:** Councilor Scarberry reported that there was no meeting due to lack of a quorum.

**Road Commission Report and December Draft Minutes:** Councilor Sanders pointed out that the minutes of the December meeting were included in the Councilors’ packets for review. He added that there are now two vacancies on the Road Commission and volunteers are needed.

**Emergency Services Report:** Council President Mills reported on the December 15th WLEOG meeting and the Special Session on the 19th. Stacy Buhr Consulting was selected as the primary EOP Services Consultant and the County has agreed to spend up to $5,000 to hire a project manager to oversee the EOP rewrite; the project manager would be the same individual who is currently working on the County’s hazard mitigation plan. Ms. Buhr outlined her proposed timeline and activities for the EOP rewrite. Councilor Sanders raised a question: who from the County would represent law enforcement in our area in the event of an emergency (the County Sheriff does not attend the WLEOG meetings). Council President Mills noted that that type of question is what should be discussed with Ms. Buhr during her meetings with Dunes City representatives along with any other issues specific to the unique location and needs of Dunes City. She invited Councilor Sanders to participate in the meetings with Ms. Buhr, along with anyone else interested in participating so there is as much input from the City as possible. Mayor Ruede pointed out that she met with Linda Cook, who seemed to have a good understanding about how each community’s needs are unique; because of that the County has agreed to hire the project manager to ensure that each community has the opportunity to provide input and then gets what it needs. She went on to note that the desired outcome is for each EOP to be similar, but specific to the individual community. Mayor Ruede also noted that Ms. Buhr is planning to hold workshops in Dunes City so the City’s concerns can be addressed. Council President Mills pointed out that Ms. Buhr will conduct the 100, 200 and 700 ICS certification training and that will give everyone attending an opportunity to get to know her.

**City Administrator/Recorder/Planning/Staff Report:** City Administrator/Recorder Hilden read highlights of his report: December permit activity decreased compared to November; work continues on the Montgomery View Estates subdivision application; the Planning Commission finished work on a new septic maintenance ordinance and made further progress on reworking Chapter 155; sponsorship packets for the 3rd Annual Triathlon and Duathlon continue
to be mailed; and, Council President Mills’ water rights article in the newsletter generated many responses from residents.

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

Council President Mills noted that water permit 54405 was extended until 2031.

Councilor Wells took the opportunity to thank all of the citizens of Dunes City who had the faith in him to re-elect him to the Council for another four years and remarked that he is looking forward to serving.

Councilor Meyer also thanked the citizens who re-elected him and said he is also looking forward to serving.

13. **ADJOURNMENT**

Mayor Ruede requested a motion for adjournment. Councilor Scarberry made the motion to adjourn. Councilor Meyer seconded the motion. There was no vote taken.

Mayor Ruede adjourned the meeting at 8:07 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 12th DAY OF FEBRUARY 2015.**

_______________________________________
Rebecca Ruede, Mayor

ATTEST:

________________________________________
Fred Hilden, City Recorder
### BILLS OF THE SESSION: 1/03/2014 thru 2/6/2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archetype Consultants</td>
<td>$400.00</td>
</tr>
<tr>
<td>Campbell Productions</td>
<td>$245.00</td>
</tr>
<tr>
<td>Carrott Top Industries (Outdoor Flag)</td>
<td>$73.39</td>
</tr>
<tr>
<td>Central Lincoln P.U.D. (Street Lights)</td>
<td>$1,429.42</td>
</tr>
<tr>
<td>Central Lincoln P.U.D. (City Hall)</td>
<td>$156.63</td>
</tr>
<tr>
<td>CenturyLink</td>
<td>$301.68</td>
</tr>
<tr>
<td>Charter Business (Internet Access &amp; Email)</td>
<td>$54.99</td>
</tr>
<tr>
<td>CIS Trust (WC/P/L)</td>
<td>$205.82</td>
</tr>
<tr>
<td>County Transfer &amp; Recycling</td>
<td>$24.07</td>
</tr>
<tr>
<td>DCBS - Fiscal Services Quarterly</td>
<td>$805.92</td>
</tr>
<tr>
<td>Hough, MacAdam &amp; Wartnik, LLC ()</td>
<td>$0.00</td>
</tr>
<tr>
<td>Intuit</td>
<td>$53.94</td>
</tr>
<tr>
<td>Lane Council Of Governments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lane County Public Works (Street Signs)</td>
<td>$367.36</td>
</tr>
<tr>
<td>MCI</td>
<td>$42.14</td>
</tr>
<tr>
<td>Oregon City/County Management Assoc. OCCMA (2015 Annual Dues)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Oregon Association of Municipal Recorders (2015 Annual Dues)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Oregon Mayors Association (2015 Annual Dues)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pest Tech</td>
<td>$0.00</td>
</tr>
<tr>
<td>Postmaster (Postage 2015 ODT Sponsorship Packets)</td>
<td>$112.00</td>
</tr>
<tr>
<td>Quill (Office Supplies)</td>
<td>$113.30</td>
</tr>
<tr>
<td>Siuslaw School District 97J (Excise Tax)(2 New Homes)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Speer Hoyt LLC (General Planning)</td>
<td>$2,392.00</td>
</tr>
<tr>
<td>Speer Hoyt LLC (Chapter 155)</td>
<td>$846.40</td>
</tr>
<tr>
<td>Speer Hoyt LLC ()</td>
<td>$3,238.40</td>
</tr>
<tr>
<td>Speer Hoyt LLC (Chapter 155)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Terry English dba Dunes City Home Services (Jan. Office Cleaning 2x)</td>
<td>$130.00</td>
</tr>
<tr>
<td>The Building Department LLC (Jan. Bldg Official / Inspection Services)</td>
<td>$3,883.35</td>
</tr>
<tr>
<td>Travel Lane County (Annual Dues)</td>
<td>$165.00</td>
</tr>
<tr>
<td>The Dyer Partnership ()</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vend West</td>
<td>$34.30</td>
</tr>
<tr>
<td>Verizon Wireless (Cell Phone)</td>
<td>$73.13</td>
</tr>
<tr>
<td>Wells Fargo Financial Leasing, Inc.</td>
<td>$185.25</td>
</tr>
<tr>
<td>City County Insurance (Dec. Health Ins - Hilden)</td>
<td>$500.00</td>
</tr>
<tr>
<td>PERS (Dec. - Hilden)</td>
<td>$458.66</td>
</tr>
<tr>
<td>Gross Payroll Expenses</td>
<td>$7,926.32</td>
</tr>
<tr>
<td>Personnel Total</td>
<td>$6,967.66</td>
</tr>
</tbody>
</table>

| Above bills in the amount of $20,021.41 approved per motion, TOTAL $20,021.41 |

ATTEST: ______________________________________
Mayor / Council President

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License</td>
<td>$170.00</td>
</tr>
<tr>
<td>Building Rental</td>
<td>$0.00</td>
</tr>
<tr>
<td>Franchise Fee, Cable TV</td>
<td>$0.00</td>
</tr>
<tr>
<td>Garbage Licensing Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grant / Misc. Fees (2015 Sponsorship Fee $1000, Newsletter Ads $150)</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>Franchise Fee, PUD</td>
<td>$5,135.00</td>
</tr>
<tr>
<td>Lien Searches</td>
<td>$70.00</td>
</tr>
<tr>
<td>Permits, Demolition</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Conditional Use (Stronegger $430.52 Admin Fees $14)</td>
<td>$444.52</td>
</tr>
<tr>
<td>Permits, Deposits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Driveway &amp; Access</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Electrical</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Excavating &amp; Grading</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Final Plat / Site Review</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Manufactured Home Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Mechanical</td>
<td>$158.00</td>
</tr>
<tr>
<td>Permits, Other (Inspections, LUCS, No Brushing, etc.)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Permits, Penalties</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Plan Check Fees</td>
<td>$1,749.80</td>
</tr>
<tr>
<td>Permits, Planning Fees</td>
<td>$500.00</td>
</tr>
<tr>
<td>Permits, Plumbing</td>
<td>$469.00</td>
</tr>
<tr>
<td>Permits, Right of Way Use</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permits, Structural</td>
<td>$2,692.00</td>
</tr>
<tr>
<td>Permits, Building Surcharge</td>
<td>$333.34</td>
</tr>
<tr>
<td>Permits, State Surcharge</td>
<td>$398.28</td>
</tr>
<tr>
<td>Permits, Vegetation / Tree Removal</td>
<td>Permits Total $6,794.94 $0.00</td>
</tr>
<tr>
<td>Septic Inspections</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tax, Cigarette</td>
<td>$275.53</td>
</tr>
<tr>
<td>Tax, Liquor (OLCC)</td>
<td>$2,190.43</td>
</tr>
<tr>
<td>Tax, Oregon State Highway Apportionment</td>
<td>$5,887.85</td>
</tr>
<tr>
<td>Tax, Lane County Motel Fund</td>
<td>$570.57</td>
</tr>
<tr>
<td>Tax, School Excise</td>
<td>$0.00</td>
</tr>
<tr>
<td>Water Rights Application Fees</td>
<td>$550.00</td>
</tr>
<tr>
<td>Water Admin Fees</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$23,194.32</strong></td>
</tr>
</tbody>
</table>
Governmental Rural Community
Small Grant Application

Organization Information

Please Note: Our geographic funding area is exclusively in rural Oregon and Siskiyou County, California.
By submitting this online application you are confirming that you have authority to submit this application and that you have the support of the organization's Executive Director and/or Board Chair.

Important: Before closing your browser save your work by clicking the "Save and Finish Later" button. If you close the browser without saving, your work will be lost.

Organization Legal Information

Federal Tax ID Number
930612368

Organization Name
Please provide the common name that you are Doing Business As (DBA).
Dunes City

Organization's Legal Name
This field has been automatically updated with the legal name on file with the IRS database as matching the above Federal Tax ID Number. This name may be different than the name under which you operate.
City of Dunes City

Other Names or Acronyms
If applicable
N/A

Organization's mailing address, phone and web address

Organization's Mailing Address
PO Box 97

City     State     Zip Code
Westlake OR     97493

Organization's Primary Telephone Number
Format numbers with dashes: 000-000-0000
541-997-3338

Organization's Fax Number
Format numbers with dashes: 000-000-0000
541-997-5751

Organization's Website Address
Format by including "www" at the beginning. (Example: www.tff.org)
www.dunescity.com

Organization's profile and background information

Date of Your Organization's Inception
Format date as follows: mm/dd/yyyy
01/01/1963

Organization Type
Choose the one that best describes your organization's primary function.
Civic & Community

Organization's Mission Statement
Dunes City is a unique rural community (1303 population) on the Central Oregon Coast exemplified by a commitment to the preservation of its natural scenic beauty and high quality of life. We protect our environment and especially the quality of water, our lakes and rivers. Our neighborhoods are safe, healthy and as unique as the individuals who inhabit them. The City Council is committed to preserving the unique character, historical and rural fabric, and environmental beauty that defines Dunes City to its residents. We will accomplish this through the core values of Service, Integrity, Positive Solutions and Cooperation.

Number of Paid Full-time Staff Members 1
Number of Paid Part-time Staff Members 4

Describe your organization, your main programs or activities, and what is unique about your organization.
Dunes City is a member of the Western Lane Emergency Operations Group. Emergency meetings and City Council meetings are held here. We have Emergency equipment and radios for those times when they are needed. Dunes City Hall is the emergency housing for floods, tsunami and weather caused problems. Our Road Department mitigates road emergencies (flooding, fallen trees and washed out roads) here. We have the only Community Center in our area that can be used by our residents and we are a tourist information center for our many visitors. We are holding our third annual Triathlon and Duathlon in May.

Youth Protection Policy Information - only only if your organization serves or works with youth (defined as anyone up to age 18), respond to the following question.

Describe the specific steps your organization has taken to guard against harm occurring to the youth (ages 0-18) you work with. Include a description of activities related to staff/volunteer screening, orientation/training, supervision, program/activity design, facility safety, case management, and reporting/investigation of incidents or allegations.

Dunes City is located in the heart of the Dunes. We are surrounded by many Federal, State and County Parks and Campgrounds. We have lakes, rivers and an ocean in our immediate vicinity. Our youth have many options for outdoor activities. The more active they are the healthier they are. Dunes City is one of many trustees of our lands.

We have no youth-only focused programs.

Organization's Director Information (ie President, CEO, Board Chair)

Prefix (Mr. Mrs. Ms. Dr.)  First Name  Last Name  Suffix (Jr. Sr. Ph.D.)
Mr.  Fred  Hilden

Title
City Administrator

E-mail Address
recorder@dunescityor.com

Primary Contact for Request
To expedite the processing of your application the following contact information must be accurate and complete. We will use this information to correspond electronically during the entire grant process.

### Primary Contact for Grant Request

<table>
<thead>
<tr>
<th>Prefix (Mr. Mrs. Ms. Dr.)</th>
<th>First Name</th>
<th>Last Name</th>
<th>Suffix (Jr. Sr. Ph.D.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms.</td>
<td>Linda</td>
<td>Stevens</td>
<td></td>
</tr>
</tbody>
</table>

**Title**  
Administrative Assistant

**Primary Contact's E-mail Address**  
We will use this email address to keep you informed of the status of your application.  
admin@dunescityor.com

**Mailing Address, Street or Post Office Box**  
PO Box 97  
**City** Westlake  
**State** OR  
**Zip Code** 97493

**Office Phone Number**  
Format numbers with dashes: 000-000-0000  
541-997-3338

**Cell Phone Number**  
Format numbers with dashes: 000-000-0000  
541-662-8040

### Project Description Information

**Project Title**  
Provide the title of the project for which you seek funding. Limit your title to 6 words or less.  
Emergency Backup Generator for Dunes City

**Primary Geographical Area Served**  
Select up to three counties (or choose “Statewide” if that is more appropriate). You may provide more detail about all of the geographical areas served by your project later in the narrative section of this application.  
Lane County (Oregon) (95%)  
Douglas County (Oregon) (5%)
Submit narrative information for the following questions, limiting each field to 200 words or less.

Project Description

a. Provide a description of your proposed project or program, including why it is important for your community, and the population that will benefit by race/ethnicity, age, socioeconomic status, and geographic location.

Dunes City Hall is the designated Emergency Center for Tsunami and natural disasters. We need a covered propane generator to power our building in case of an almost certain power outage in a catastrophic or overwhelming disaster or emergency. We are the only community/evacuation center in our area. Many tourists may be in our area when an emergency occurs and using our facility. Our facility has emergency communications, kitchen, fireplace and restrooms. We have 1303 residents, many of whom are retired. Since Dunes City has no property tax base, we have very little funds to operate our City. We need help purchasing and installing this generator.

b. Describe how the grant funds will be used and evidence of community support for the project or program.

We will purchase a propane backup generator, build a shed, install electrical switching for the generator and install a propane tank for fuel. The City Council and our other Committees have instructed us to find funding and install a backup generator for emergencies. City Volunteers will support our efforts by volunteering their time to help install the backup generator. Western Lane Emergency Operations Group (and our Fire Chief) strongly urges us to acquire an emergency backup generator for upcoming problems.

Dunes City is a member of the Western Lane Emergency Operations Group. Emergency meetings and City Council meetings are held here. We have emergency equipment and radios available here. Our Road Department meets here and during road emergencies (flooding, accidents, fallen trees and washed out roads) the City Hall is their command base.

c. Add additional information about your organization or project that you feel is pertinent to this application.

Dunes City does not have a tax base. We do not have property taxes available from our residents. Our funds come from the state for road repair. The county and state also give us portions of funds from motel tax, alcohol and tobacco tax. We receive franchise fees from businesses. We are a non-profit government entity.

In the event of an emergency Dunes City will be cut off from the other towns in our area. The Siuslaw River Bridge at Florence to the north of us may collapse and the City of
Gardiner to our south will flood. This will cut off our escape routes. Our Community Center (City Hall) is the only large building in this area. We have a satellite phone and a GMRS radio for those emergencies. We attend monthly emergency meetings. Our electricity goes out frequently.

Project Budget & Timeline

Total Project Budget
Format amount without $ and decimal. (Example: 000,000)
20000

Request Amount
Format amount without $ and decimal. (Example: 000,000)
15000

Percentage of this Request to the Total Project Budget
Provide the percentage of the total project budget you are requesting from The Ford Family Foundation. Format percentage as a whole number and use the percent sign. (Example: If your Total Project Budget is $8,000 and your Request Amount is $2,000; enter 25%)
75%

The following questions ask for detail on funds you have already received or have been pledged, the value of in-kind contributions, and funds you plan to ask for but have not yet received.

Committed Funding
Include a detailed list of donors who have provided written or credible evidence of a grant, gift, or contribution (contributions of less than $1,000 from individuals may be combined). If it is a challenge or matching gift, please identify.
Dunes City $3800.

In-kind Contributions
Include a detailed list of services, materials, equipment and labor committed or received at a conservative value that would otherwise be paid from the project budget. Identify both the donor and the service received; include the basis for your estimated values. For information on how to calculate in-kind contributions, please click here to access the Resources section of our website.
Dunes City Volunteers $1200 in Labor and Equipment

Pending Funding
Include a detailed list of applications you have submitted (not including letters of inquiry where a full application is ultimately required).
None-Just Ford Foundation Request

Planned Funding
Include detail on applications not yet prepared or submitted (including letters of inquiry only).
N/A

Project Start Date
07/01/2015

Project End Date
07/01/2016

Date Funds Needed
Provide the latest date you anticipate funds would be needed for this project.
ASAP

Attachment Details

On the next page, you will find a list with details for required documents. The required documents must be uploaded as attachments in order for your application to be accepted. You can upload any of the following types of files, Microsoft Word or Excel, Adobe PDF or Rich Text Format (RTF).

If you have yet to complete these required documents, please click the Save & Finish Later button. Then you might want to visit our website Online Tool Kit to review these documents. You will need to save your completed document to...
your computer, as this will allow you to upload it with your application.

Attachments

<table>
<thead>
<tr>
<th>Title</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>City of Dunes City Councilors 2015.doc</td>
</tr>
<tr>
<td>Tribal or Governmental Status Document</td>
<td>Dunes City Papers of Incorporation 1963.pdf</td>
</tr>
</tbody>
</table>

Files attached to this form may be deleted 120 days after submission.
**Assistance Grant Project Budget**

**Organization:** City of Dunes City  

**Project Title:**  
Emergency Generator for Community Center

### Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generator-Propane 20 KW</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Propane Tank</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Covered Shed for Generator</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Propane for Tank (one time fill)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Cement Pad</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Installation (electrical)</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Total Expenses:** $20,000.00

### Revenue:

<table>
<thead>
<tr>
<th>Source / Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunes City .25</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Ford Foundation Request .75</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

**Total Revenue:** $20,000.00
CITY OF DUNES CITY
LANE COUNTY, OREGON
ORDINANCE NO. TBD

AN ORDINANCE AMENDING TITLE XV OF THE DUNES CITY CODE OF ORDINANCES BY AMENDING CHAPTER 157 ENTITLED “SEPTIC SYSTEM MAINTENANCE” AND REPEALING ORDINANCE NO. 203

WHEREAS, on January 14, 2010, the City Council of Dunes City adopted Ordinance Number 203, which established Chapter 157 within the Dunes City Code of Ordinances entitled “Septic System Maintenance;” and

WHEREAS, the Dunes City Planning Commission and City Council have considered an amendment to Title XV of the Dunes City Code; and

WHEREAS, Ordinance Number 203 established a mandatory five (5) year time period within which periodic septic evaluations are to be made and reported to Dunes City; and

WHEREAS, many residences in Dunes City are second homes, vacation homes, or are only inhabited by one or two persons, while others may be occupied by large families or multi-families; and

WHEREAS, the five (5) year mandatory time period may be unnecessary in some circumstances, while not frequent enough in others; and

WHEREAS, it would be in the best interests of Dunes City and its residents if the time period within which periodic septic system evaluations are to be made were to be set by an expert in the field of septic system evaluations; and

WHEREAS, proper system maintenance prevents the adverse impacts of failing systems that may result in improper discharge of sewage effluent-threatening surface water, groundwater, and public health, safety and welfare; and

WHEREAS, Dunes City desires to ensure that all onsite wastewater disposal systems or septic systems are operated in a safe, healthful and environmentally responsible manner; and

WHEREAS, on ____________, 2015, as per ORS 197.610 and OAR Chapter 660, Division 18, a notice of the proposed amendment of the Dunes City Code was sent to DLCD; and

WHEREAS, no exceptions to applicable statewide planning goals numbers 2, 5 and 6 are proposed; and
WHEREAS, in accordance with ORS 227.186 (Ballot Measure 56) notice of the proposed changes to Chapter 157 of the Dunes City Code was mailed to owners of real property in Dunes City on ____________, 2015, 15 days prior to the first evidentiary hearing, which was publicly announced on ____________, 2015, 28 days prior to the first evidentiary hearing; and

WHEREAS, the City Council is ready to consider adoption of amendments to Chapter 157 of the Dunes City Code.

NOW, THEREFORE, THE CITY OF DUNES CITY ORDAINS AS FOLLOWS:

Section 1. Amendment to Chapter 157 within the Dunes City Code of Ordinances entitled “Septic System Maintenance”

Chapter 157, Title XV, Land Usage, of the Dunes City Code of Ordinances is amended and is attached hereto as Exhibit A to this Ordinance and included by reference herein.

Section 2. Administrative Fees

The City Council shall, by resolution, establish and amend fees to cover all or a portion of the expense of implementing and administering this Ordinance.

Section 3. Severability

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is judicially declared to be invalid, unenforceable, and/or void by a court of competent jurisdiction, such decision shall not have the effect of invalidating or voiding the remainder of this Ordinance, and the part(s) of this Ordinance so held to be invalid, unenforceable, and/or void shall be deemed stricken, and the remainder of this Ordinance shall have the same force and effect as if such stricken part(s) had never been included.

Section 4. Effective Date

This Ordinance shall take effect thirty (30) calendar days after adoption and publication of a Notice of Adoption in accordance with Dunes City law.

Section 5. Repeal

The repeal of Ordinance Number 203 shall not affect any action occurring before the repeal takes effect. Ordinance Number 203 is hereby repealed.
The first and second reading of this Ordinance was conducted in a special session of the City Council of Dunes City, Oregon on the ___th day of ______________ 2015.

Ayes: ______ Nays: ______ Abstain: ______ Absent: ______ Vacant: ______

ADOPTED BY THE DUNES CITY COUNCIL THIS ___ th DAY OF __________, 2015.
§ 157: SEPTIC SYSTEM MAINTENANCE

Sections:

§ 157.005 Definitions
§ 157.010 Intent
§ 157.020 Prohibitions
§ 157.030 Owners’ Responsibilities
§ 157.040 Dunes City’s Responsibilities
§ 157.050 Fees
§ 157.060 Inspection and Evaluation Standards; Form Required
§ 157.070 Copy of Inspection, Evaluation and Approval Required; Inspectors’ Responsibilities
§ 157.080 Periodic Inspection and Evaluation Required; Challenges
§ 157.090 Business License Required
§ 157.100 Ordinance Violations
§ 157.110 Oregon State University Extension Service Septic Tank Maintenance Table (April 2000)
§ 157.005 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. When not specifically defined herein, the definitions located in OAR Chapter 340, Division 071 shall apply:

**ABSORPTION FIELD.** A system of absorption trenches, a seepage trench, or a system of seepage trenches.

**ALTERNATIVE SYSTEM** means any onsite wastewater treatment system approved by the Oregon Environmental Quality Commission or the Oregon Department of Environmental Quality for use in lieu of the standard subsurface system.

**ALTERNATIVE TREATMENT TECHNOLOGIES** means an alternative system that incorporates aerobic and other treatment technologies or units not specifically described elsewhere herein.

**COMMERCIAL FACILITY.** Any structure or building or portion thereof other than a single-family dwelling.

**DRAINFIELD.** The entire area for underground dispersion of the liquid portion of sewage including the area designated for future replacement system. The drainfield includes an absorption field.

**EVALUATION.** An evaluation, investigation, inspection, recommendation, or other process performed by a qualified inspector.

**INSPECTION.** A critical examination performed by a qualified inspector to ensure a wastewater disposal system meets the standards of the Oregon Revised Statutes and Oregon Administrative Rules.

**LAKEFRONT PROPERTY.** Any land or lot that is adjacent to a lake, river or stream (or comparable body of water), also known as waterfront or riparian property.

**MAP.** A scale drawing of the property that includes the entire septic system relative to the lot lines, outbuildings, dwellings, driveways, parking areas, and replacement drainfield areas. Such map shall also include the location of any riparian areas and shoreland zones, and the location of any wellheads and septic systems within 100 feet of the existing or proposed new septic system, including those wellheads and septic systems on adjoining properties.

**NOTICE.** A written notification from the City to the owner of a wastewater disposal or septic system within the city limits. A notice shall be considered given when deposited in the United
States mail, certified mail, return receipt requested, addressed to the owner, or when personally served on the owner.

**OWNER.** A person who has ownership or control of a wastewater disposal system.

**PERSON.** An individual, corporation, association, partnership, trust, firm, or other private legal entity.

**QUALIFIED / CERTIFIED INSPECTOR.** A person who is licensed by the City pursuant to §157.090 and Chapter 120 of the Dunes City Code of Ordinances, is registered in accordance with ORS Chapter 700, and possesses a current NSF International Onsite Wastewater Inspector accreditation; or

A person who is a Lane County Sanitation Department inspector, is a State of Oregon Department of Environmental Quality Inspector, or is otherwise approved by the Oregon Department of Environmental Quality to perform wastewater or septic system inspections.

**RAW WASTEWATER.** Wastewater that has not been treated by physical, chemical, or biological means, or a combination thereof, to alter the quality of the wastewater to reduce the potential degradation of water quality or the environment and risk to public health.

**SEPTIC SYSTEM.** The system that may be composed of piping, septic tank, distribution boxes, filters, pumps and electrical connections, and other components, including the drainfield, necessary to treat sewage.

**SEPTIC TANK.** A watertight receptacle that receives sewage from a sanitary drainage system and is designed to separate solids from liquids, digest organic matter during a period of detention, and allow the liquids to discharge to a second treatment unit or to a soil absorption field.

**SEWAGE/WASTEWATER.** Water-carried human and animal wastes, including kitchen, bath, and laundry wastes from residences, buildings, industrial establishments, or other places, together with any groundwater infiltration, surface waters, or industrial waste that may be present.

**TREATED WASTEWATER/PARTIALLY TREATED WASTEWATER.** Wastewater, the quality of which has been altered by physical, chemical or biological means, or a combination thereof, to reduce potential degradation of water quality or, the environment, and risk to public health.

**WASTEWATER DISPOSAL SYSTEM.** A system for disposing of wastes, either by surface or underground methods and includes domestic sewerage systems, treatment works, and other systems.

§ 157.010 **INTENT.**
It is the intent of the Dunes City Septic System Maintenance Ordinance to ensure that all onsite wastewater disposal systems, also known as sewage disposal systems or septic systems located in the City, are operated in a safe, healthful and environmentally responsible manner.

§ 157.020 PROHIBITIONS.

It is unlawful for a person to:

A. Maintain, occupy, or use any building intended for habitation that disposes of wastewater in a manner that does not comply with the laws, rules, regulations, ordinances or orders of the State of Oregon, Lane County, and Dunes City.

B. Construct, maintain, or use any wastewater disposal system that results in raw or partially treated wastewater escaping the confines of the wastewater disposal system and seeping to the ground surface or flowing into any surface water.

C. Discharge raw or treated wastewater into any well or boring or any other excavation in the ground if the discharge is not in compliance with the laws, rules, regulations, ordinances and orders of the State of Oregon, Lane County and Dunes City.

D. Discharge into any septic system any hazardous or deleterious material that adversely affects the treatment or dispersal performance of the system or adversely affects groundwater quality.

§ 157.030 OWNERS’ RESPONSIBILITIES

A. Initial Inspection and Mapping.

1. Owners of existing buildings served by onsite wastewater disposal systems are responsible to have those systems initially mapped, inspected and evaluated, at their expense, by a qualified inspector.

2. Copies of the initial map, inspection and evaluation must be filed with the Dunes City Recorder on or before, (insert Month and Day), 2015. Owners who file wastewater disposal system maps, inspections and evaluations in accordance with prior Ordinance No. 173, passed March 9, 2006, and prior Ordinance No. 203, adopted January 14, 2010, are considered to be in compliance with the requirements of this paragraph.

B. Periodic Inspections.

Owners of existing buildings served by onsite wastewater disposal systems, except those systems identified in paragraph (D) below, are responsible to have those systems periodically inspected and evaluated at their expense by a qualified inspector. The time period for the required
inspection and evaluation shall be the interval identified by the qualified inspector in the prior inspection and evaluation report. Within forty-five (45) calendar days after said periodic inspection and evaluation, the owner shall cause a copy of the inspection and evaluation report to be filed with the Dunes City Recorder, together with the appropriate fee. If the qualified inspector fails to provide said inspection and evaluation report to the property owner within thirty (30) calendar days following the date of inspection as provided in §157.060(A) herein, the owner shall notify the Dunes City Recorder who shall investigate the reason for the delay by the inspector in providing the report to the property owner.

C. Notification of System Failure.

Owners are responsible to install, operate and maintain their wastewater disposal systems in accordance with the laws of the State of Oregon and Oregon Administrative Rules. Owners shall notify the City in the event the inspector’s report indicates a failure of the system or the owner observes a failure of a system at any time.

D. Alternative Systems.

Owners of alternative systems that utilize alternative treatment technology, such as Whitewater systems, are responsible to have those systems inspected and evaluated at their expense in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Such owners shall provide a copy of the Department of Environmental Quality annual inspection report to the City Recorder. No fee for submission of this report will be required.

E. Commercial Facilities.

1. Owners of existing commercial facilities served by onsite wastewater disposal systems, except those systems identified in paragraph (D) above, are responsible to have those systems periodically inspected and evaluated at their expense by a qualified inspector. The time period for the required inspection and evaluation shall be the interval identified by the qualified inspector in the prior inspection and evaluation report. Within forty-five (45) calendar days after said periodic inspection and evaluation, the owner shall cause a copy of the inspection and evaluation report to be filed with the Dunes City Recorder, together with the appropriate fee. If the qualified inspector fails to provide said inspection and evaluation report to the property owner within thirty (30) calendar days following the date of inspection as provided in §157.060(A) herein, the owner shall notify the Dunes City Recorder who shall investigate the reason for the delay by the inspector in providing the report to the property owner.

2. Owners of commercial facilities are responsible to have sanitary inspections at their expense in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Such owners shall provide a copy of the annual sanitation inspection report to the City Recorder. No fee for submission of this report will be required.
§ 157.040  DUNES CITY’S RESPONSIBILITIES

   A. The City shall establish records of individual wastewater disposal systems and the City shall maintain such records in accordance with Oregon records retention laws, rules and regulations.

   B. The City shall maintain a register of qualified inspectors who have acknowledged receipt of and understand the City’s Septic System Ordinance. The City will remove an inspector’s name from the register for failure to comply with the provisions of this Ordinance including, but not limited to:

      1. Failure to provide inspection results to an owner within thirty (30) calendar days; or

      2. Providing inspection results that are deemed by the City to be incomplete or unacceptable.

   C. The City shall provide Septic System Inspection Report forms to qualified inspectors for use in conducting inspections and evaluations.

   D. The City shall send periodic reminder notices, together with information describing recommended septic tank maintenance, to wastewater disposal system owners not later than thirty (30) calendar days prior to the expiration of the time interval identified by the qualified inspector on the prior inspection and evaluation report. Upon receipt of the qualified inspector’s inspection and evaluation report, the City shall send the wastewater disposal system owners an acknowledgement of the qualified inspector’s inspection and evaluation report.

   E. Semi-annually, the City shall prepare and present a septic system maintenance compliance report to the City Council.

§157.050  FEES.

At the time of filing of any reports, maps, evaluations, inspections, or other data required under the terms of this Section, Dunes City shall charge and collect an administration fee to cover the costs of administration and implementation of this Code. Said fee shall be established by resolution adopted by the Dunes City Council and may be amended from time to time.

§157.060  INSPECTION AND EVALUATION STANDARDS; FORM REQUIRED.

   A. Inspections and evaluation standards shall meet those as required by Oregon Revised Statutes Chapter 454 and the Oregon Administrative Rules. If a periodic inspection indicates a fully functioning system, pumping of the septic tank is not required unless the qualified inspector deems it necessary. The qualified inspector shall use the City’s “Septic System Inspection Report” form to prepare a report of the system’s current condition including the reason or reasons supporting a decision to require pumping of the septic tank, and shall include a
recommendation as to when the system should be evaluated again in the future. The completed Septic System Inspection Report form shall be delivered to the owner within thirty (30) calendar days from the date of inspection and evaluation.

B. When determining the time frame to establish the date for the next periodic evaluation, qualified inspectors shall utilize the most current Oregon State University Extension Service Septic Tank Maintenance Table, or such other document or documents as may be adopted by the City Council, as a guideline.

§ 157.070 COPY OF INSPECTION, EVALUATION AND APPROVAL REQUIRED; INSPECTORS’ RESPONSIBILITIES.

Any owner of property upon which a new, replacement, or existing septic system is required to be inspected, approved, or evaluated pursuant to Oregon Revised Statues Chapter 454, or any provision of the Oregon Administrative Rules, shall file a copy of the document evidencing said inspection, approval, or evaluation, as well as a map of the property as defined in §157.060(A), with the Dunes City Recorder within forty-five (45) calendar days of the date of issuance thereof.

§ 157.080 PERIODIC INSPECTION AND EVALUATION REQUIRED; CHALLENGES.

A. Owners of buildings served by onsite wastewater disposal systems shall have their system inspected and evaluated as provided in this Code at such intervals as identified by the qualified system inspector.

B. If an owner of a wastewater disposal system disagrees with the time interval identified by the inspector, that owner shall, at the owner’s sole expense, obtain a second qualified inspector’s opinion as to the recommended time interval and submit the written second opinion from the second qualified inspector along with the evaluation report. For purposes of enforcement and implementation of this Code, Dunes City shall accept the recommendation that provides for the greatest time interval between inspections that is recommended by either qualified inspector.

§ 157.090 BUSINESS LICENSE REQUIRED.

Individuals and companies, other than governmental agencies, that perform wastewater disposal or septic system evaluations and pumping within the corporate limits of the City shall obtain a business license from the City pursuant to the provisions of Chapter 120 of the Dunes City Code of Ordinances. The annual business license fee shall be established by resolution of the City Council. Prior to the issuance of said wastewater disposal or septic system evaluation, inspection and pumping license, Dunes City shall deliver to the applicant a complete copy of the Dunes City Septic Maintenance Code and a copy of the most current Oregon State University Extension Service Septic Tank Maintenance Table, or such other document or documents adopted by the City
Council, and the applicant shall acknowledge receipt and review of said Code and maintenance table or other document(s), in writing.

§ 157.100 ORDINANCE VIOLATIONS.

For violations of this Ordinance, the City may take the following actions: issuance of a notice of violation; issuance of a cease and desist order; abatement; execution of a stipulation agreement; and/or commencement of other civil proceedings as provided in Chapter 36 of the Dunes City Code of Ordinances. Upon receipt of a written complaint alleging a violation of the provisions of §157.020 herein, the City Recorder shall immediately notify the Lane County Sanitarian and, if the violation is committed by a business entity, will notify both the Lane County Sanitarian and the Oregon State Attorney General’s Environmental Crimes program.

§ 157.110 OREGON STATE UNIVERSITY EXTENSION SERVICE SEPTIC TANK MAINTENANCE TABLE (April 2000)

OREGON STATE UNIVERSITY/EXTENSION SERVICE SEPTIC TANK MAINTENANCE TABLE (April 2000 EC 1343)

Table 1.—Estimated septic tank pumping frequencies in years (for year-round residence).

<table>
<thead>
<tr>
<th>Tank Size (gal)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>5.8</td>
<td>2.6</td>
<td>1.5</td>
<td>1.0</td>
<td>0.7</td>
<td>0.4</td>
<td>0.3</td>
<td>0.2</td>
<td>0.1</td>
<td>—</td>
</tr>
<tr>
<td>750</td>
<td>9.1</td>
<td>4.2</td>
<td>2.6</td>
<td>1.8</td>
<td>1.3</td>
<td>1.0</td>
<td>0.7</td>
<td>0.6</td>
<td>0.4</td>
<td>0.3</td>
</tr>
<tr>
<td>1,000</td>
<td>12.4</td>
<td>5.9</td>
<td>3.7</td>
<td>2.6</td>
<td>2.0</td>
<td>1.5</td>
<td>1.2</td>
<td>1.0</td>
<td>0.8</td>
<td>0.7</td>
</tr>
<tr>
<td>1,250</td>
<td>15.6</td>
<td>7.5</td>
<td>4.8</td>
<td>3.4</td>
<td>2.6</td>
<td>2.0</td>
<td>1.7</td>
<td>1.4</td>
<td>1.2</td>
<td>1.0</td>
</tr>
<tr>
<td>1,500</td>
<td>18.9</td>
<td>9.1</td>
<td>5.9</td>
<td>4.2</td>
<td>3.3</td>
<td>2.6</td>
<td>2.1</td>
<td>1.8</td>
<td>1.5</td>
<td>1.3</td>
</tr>
<tr>
<td>1,750</td>
<td>22.1</td>
<td>10.7</td>
<td>6.9</td>
<td>5.0</td>
<td>3.9</td>
<td>3.1</td>
<td>2.6</td>
<td>2.2</td>
<td>1.9</td>
<td>1.6</td>
</tr>
<tr>
<td>2,000</td>
<td>25.4</td>
<td>12.4</td>
<td>8.0</td>
<td>5.9</td>
<td>4.5</td>
<td>3.7</td>
<td>3.1</td>
<td>2.6</td>
<td>2.2</td>
<td>2.0</td>
</tr>
<tr>
<td>2,250</td>
<td>28.6</td>
<td>14.0</td>
<td>9.1</td>
<td>6.7</td>
<td>5.2</td>
<td>4.2</td>
<td>3.5</td>
<td>3.0</td>
<td>2.6</td>
<td>2.3</td>
</tr>
<tr>
<td>2,500</td>
<td>31.9</td>
<td>15.6</td>
<td>10.2</td>
<td>7.5</td>
<td>5.9</td>
<td>4.8</td>
<td>4.0</td>
<td>4.0</td>
<td>3.0</td>
<td>2.6</td>
</tr>
</tbody>
</table>

Note: More frequent pumping is needed if garbage disposal is used.
# New Septic Maintenance Ordinance / Checklist

**Draft 02/12/2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Possible Action / Action</th>
<th>Timeline/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/14</td>
<td>Planning Commission Approval of Final Draft</td>
<td>☑</td>
</tr>
<tr>
<td>02/12/15</td>
<td>Presentation to City Council</td>
<td></td>
</tr>
<tr>
<td>02/12/15</td>
<td>Possible City Council Action</td>
<td></td>
</tr>
<tr>
<td>02/17/15</td>
<td>Possible Planning Commission Special Session Re CAC #2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publish Notice of CAC Apps / Appointment</td>
<td>2 weeks prior to appt</td>
</tr>
<tr>
<td></td>
<td>Appoint CAC &amp; Assign Task(s)/Deadline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CAC Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CAC Recommendation to Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Planning Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Attorney Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Planning Recommendation to City Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Council Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send Notice of Proposed Change to DLCD</td>
<td>35 days prior to hearing</td>
</tr>
<tr>
<td></td>
<td>Publish Notice of First Evidentiary Hearing</td>
<td>28 days prior to hearing</td>
</tr>
<tr>
<td></td>
<td>Mail Proposed Changes to DC residents w/Notice of Date of First Evidentiary Hearing</td>
<td>15 days prior to hearing</td>
</tr>
<tr>
<td></td>
<td>Evidentiary Hearing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final City Council Action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send Notice of Adopted Change to DLCD</td>
<td>W/in 20 days of adoption</td>
</tr>
</tbody>
</table>
I attended the West Lane Emergency Operations Group’s Active Shooter Planning Taskforce meeting on January 16th representing Dunes City.

The purpose of the meeting was to begin planning to improve the response to an active shooter event. The goal is to, within two (2) years, conduct a large scale, community-wide exercise that enables all stakeholder agencies to test the effectiveness of their plans.

To attain the goal, it was determined that: 1) everyone needs a plan; 2) everyone needs to be aware and familiar with each others’ plans; 3) everyone needs to hold individual drills/training; and 4) the plans must be flexible to address multiple situations.

The commitment requested is approximately two to three staff hours per month outside what the employee would normally do to complete and maintain a response plan. In Dunes City’s case, I indicated that it would either be staff or a Councilor/volunteer.

The next meeting was scheduled for February 20th at 10 a.m. at the Siuslaw Valley Fire Department building. Stakeholders were asked to create a committee or appoint an individual to begin work on individual stakeholder plans and report progress at the next meeting.

The documents distributed at the meeting are attached (with my notes).

Respectfully submitted,

Jamie Mills
President, Dunes City Council
APPLICATION FOR APPOINTIVE OFFICE  
(Please Print or Type)

January 15, 2015  
Parks & Rec Committee  
Date  
Position Applying For  

Sweet  
Carol  
First Name  
M. Initial  

Last Name  
Middle Initial  

4976 Lake Drive  
625 Highway 101 #153  
Street Address  
Mailing Address  
Florence, OR 97439  

Home Phone  
Work Phone  
Cell Phone  

Email Address  
carol.wcentruma@gmail.com  

Retired  
Mental Health Counselor & Teacher  
Current Occupation  
Prior Occupation(s)  

yes  

Resident of Dunes City?  

4 1/2 Months  
How Long?  

Have you ever been convicted of a felony?  
Yes ☐ No ☑ If yes, explain: ___________  

________________________  
Signature  

________________________  
Education/Experience/Interests  
BA English, M.A. Counseling Psychology,  

English as Foreign Language Certificate,  

CNA Certificate State of Maine  

________________________  
Note: Your resume is required for City Councilor or Planning Commissioner.

Dunes City Hall  
782877 Spruce St • PO Box 97 • Westlake, OR 97493  
Phone (541) 997-3338 • Fax (541) 997-5751 • www.dunescity.com  

Rev. 3/17/2010  

Received  
JAN 15 2015  

TERM EXPIRES 11/11/2018
Parks Committee Meeting – Jan. 15, 2015

Roll call was taken and 2 of 3 current members were present creating our first quorum in many months.

A potential new member joined us for the meeting. Carol Sweet has recently moved to Dunes City and has applied for an opening on the Parks Committee.

Under old business, the Overlook was discussed relating to a clean up. It was decided that once Spring arrives, we will schedule a clean up day for the area. The area directly beneath the overlook was also discussed. This area has become littered from people using it for trash disposal and perhaps a play area for children. A question was asked about a budget for perhaps enclosing that area to keep people from using the area.

The vacant lot by Mr. Lapping’s property was brought up regarding its sale. With too many unknowns, the topic was not discussed in any length.

New business discussions included meeting dates for our group. It was decided we would begin meeting quarterly in 2015. Additional meetings may be call if necessary. A spring clean-up for the Overlook area was discussed and a date will be set at our April meeting.

A question was asked about budgeting money for fencing in the area beneath the overlook as it has been used by some and has become unsightly.

Under other concerns, a member asked about the gravel roadway by the post office. Who has the responsibility of keeping that road in good repair?

We concluded the meeting by setting our next meeting for April 16, 2015 at City Hall at 3 pm.
February 4, 2015

Attention Maurice Sanders and Fred Hilden:

As directed, I have, over the past few weeks been working on designing/ Outlining some preliminary thoughts relative to the 2015 Street Maintenance Program. As you know, our current top-priority for major capital work is Russell Drive, which by itself is a rather significant and expensive project, particularly when considering our limited financial resources. By our definition, this is a "major project" as it involves much more than simply sealcoating and will be a challenging effort as well in terms of traffic control, access during construction, and public outreach.

Added to this one rehabilitation project there also exist a number of miscellaneous projects involving drainage fixes at various intersections that are high priority as they have been on hold for the past two years. These miscellaneous projects have been delayed due to a combination of limited funds, and in the case of this past year, our City-wide slurry seal program which for preservation purposes was very necessary and a higher priority, all things considered.

After reviewing our needs/options on Russell Drive, and discussing various alternatives with our consultant City Engineer, Tom Hart of the Dyer Partnership, I (we) believe that Russell Drive and also an adjacent street named Rio Drive can both receive some type of treatment in this upcoming plan and in the process, accommodate the needs of this entire neighborhood at one time and for many years to come.

In carefully evaluating the needs of Russell Drive and the possible costs associated with rehabilitating this very lengthy street, our current recommended plan as follows should adequately satisfy the needs and also help reduce costs. This plan will therefore involve a combination of placement of new asphalt pavement from Rio Drive to the end, including a significant amount of removal and replacement within this section. In addition, limiting the overlay to just this section, we are then recommending the portion of Russell Drive from Salal Street to Rio Drive be simply treated with a slurry seal and limited patch and repair areas. This approach will, as noted above, allow us to do more for less cost and depending on the bid prices received, will likely allow us to also slurry seal the rather short (in length) Rio Drive, thus providing some type of treatment to both streets which should be pleasing to the local residents. The approximate costs are currently estimated to fall between $50-60,000.00, although given the recent substantial drop in oil prices, we may hopefully benefit from lower resultant construction costs. This in turn will further enhance our opportunity to fund other work such as the miscellaneous projects noted above as well as a very necessary street network-wide, sweeping, brushing and hopefully ditching maintenance contract.
Therefore the recommendation is to move forward with construction documents for the basic bid work (Russell Drive and Rio Drive) which will also involve some engineering costs (beyond the dollar number cited above) and once bids are received, we can then best ascertain what additional work can be scheduled as well. We have a slight surplus fund that remains available from the past year; however, it is recommended that we hold off using that money until we receive bids for the primary program as outlined. Regarding the engineering inspection, that activity cost can be reduced by our providing inspection of the work through our own resources.

One other thought to consider: If we put the Russell Drive combination out for bid as early as possible, we may experience even greater savings as contractors often get more interested in sharpening their pencils during these winter months. In soliciting bids early AND yet specifying the work be conducted after July 1, we may have the opportunity for a win-win. 😊

Please feel free to contact me to discuss any or all of these comments and recommendations.

Gary Baker, Director of Public Works
A meeting of the Water Quality Committee of Dunes City was held at the Dunes City Hall, on Wednesday, January 21, 2015. Members present were Chairperson Sheldon Meyer, Steve Hager, Bonnie Allen, Dave Dumas, and Chris John. Also present was Jamie Mills.

The meeting was called to order at 3:04 p.m. The minutes of the December 17, 2014 meeting were read and discussed. Upon motion made by Steve Hager and seconded by Bonnie Allen, the minutes, as amended, were approved.

**Water Testers Report:** The water testers indicated that Woahink Secchi Disk readings were good at 25.7 feet, although at the outlet it was 20.5 feet. Good results were reported on all tests. Siltcoos still looks murky. Secchi readings at the boat ramp were low at 3.9 feet. There is lots of “stuff” in the water, but the pH was good. Examination of a sample under the microscope reveals both “Annie” (Anabaena) and “Fannie” (Aphanizomenon).

Steve Hager reported that the Watershed Council has been testing Siltcoos at Ada, but now that their grant funding has run out, they are looking for someone who owns property in the Ada area to do the testing. Discussion followed. Sheldon will attempt to approach the Ada Resort property owners to encourage their cooperation and participation in a water testing project.

**OLD BUSINESS:**

**Website Update Status Report:** Discussion was had. Jamie checked with City staff, who indicate they have been receiving the reports, but do not have a spreadsheet to enter data into. Fred Hilden indicated Chris John should schedule a time to come in and talk to him about the expectations of the committee.

**Boat Flushing:** Jamie and the Committee members updated new Chairman Sheldon Meyer about the boat flushing issue. Bonnie apprised Sheldon of her previous meeting with Dan Schelakow. She will contact Mr. Schewlakow to see if he will meet either with Sheldon and Bonnie or would come to a whole committee meeting to discuss this and other issues. Jamie advised Sheldon that Lane County prepared the signs for Dunes City at a low cost and that someone would need to contact them to make the change from “washing” to “flushing”. She also explained where each of the signs are currently posted and suggested that the signs for Clearlake Road might need to be bigger. Sheldon will contact Lane County about redoing the signs, after he checks with Fred Hilden to ensure there are monies left in the Committee’s budget to complete the project. Signs are currently posted on Clearlake Road (at opposite ends of the bridges), on Hwy 101 across from the Myrtlewood Factory, at Honeyman’s boat ramp and at
Nightengales Fish Camp. The project would contemplate replacing all of those signs and posting a new sign at the Ada Resort.

Bonnie also would like to see Rich Miller invited to a committee meeting to give us some of the science behind the damage, if any, that boat flushing can cause to water quality.

**Goal Setting/Budget:** Each of the Committee goals were discussed. Sheldon indicated that each goal would be listed as separate action items on future agendas until the project is completed.

1. **Continue the water testing program:** The program is continuing and moving forward.

2. **Ensure all data is preserved and kept at Dunes City:** This issue was discussed under the website discussion above.

3. **Change Dunes City signs to read “boat flushing.”** See discussion above.

4. **Obtain or develop a handout or sign to show where boat flushing opportunities exist in the near vicinity.** Discussion took place. This matter will be brought up in discussions with Dan Schewlakaw.

5. **Hwy 101 Barrier.** The matter will be put on hold, unless opportunity arises to address it in the future.

6. **Newsletter articles.** Jamie will prepare newsletter articles at the request of the Committee.

7. **Water Sampling Program for Siltcoos Lake.** Sheldon reiterated that he would attempt to contact the people that own Ada Resort. Jamie explained to Sheldon that Lane County’s *rlid* program should be able to provide a list of all Siltcoos Lake property owners and their addresses so a letter can be sent out, if that is the desire of the committee.

8. **HAB Mitigation Grant.** Jamie indicated she plans on preparing the HAB mitigation grant for submission to NOAA in 2017; and

9. **Erosion Control at Dive Park.** This, too, is a matter that will be discussed with Dan Schewlakaw.

**NEW BUSINESS:**

A discussion was had regarding changing the meeting date or time. Chris indicated it would be better for him if the meetings could be later in the day, as he works days. The next meeting was scheduled for Wednesday, February 18th, at 6:30 p.m.
INPUT/SUGGESTIONS FROM COMMITTEE MEMBERS AND GENERAL PUBLIC:

**TMDL Meetings:** Steve Hager presented background information regarding the TMDL process taking place in the State of Oregon. He reported that the new Spatial Statistical Network Model has recently been brought out as the “latest and greatest” and the best method for proceeding with the Sediment Working Group, but that serious flaws were discovered. (For example, samples failed to demonstrate that sediment increases after a high rain event, even though it is generally accepted (common sense) that sediment does increase after a lot of rainfall.) Discussion of potential impacts followed.

There being no further business to come before the Water Quality Committee, upon motion made by Bonnie Allen, seconded by David Dumas, and passed unanimously, the meeting adjourned at 4:44 p.m.

Jamie Mills, Secretary of the meeting

*The proceedings of the Dunes City Water Quality Committee meeting were recorded on tape, and are on file at Dunes City Hall. Once approved by the Water Quality Committee, these written minutes will be available at Dunes City Hall and online at www.dunescity.com*

**VOLUNTEER HOURS (this meeting only, includes minutes, document, and meeting prep):**
13.0 HOURS  (Does NOT include water tester volunteer time)

**NOTE:** FOLLOWING THE MEETING STEVE HAGER ASKED JAMIE ABOUT THE SIGN UP SHEET FOR THE WATER TESTERS. SHE SHOWED HIM WHERE THE SIGN UP SHEET IS LOCATED IN THE KITCHEN AT CITY HALL.
I attended the West Lane Emergency Operations Group regular meeting on Monday, January 26, 2015.

The minutes of the December 15, 2014 meeting were approved as submitted. The minutes are attached for your review. An announcement was made that the Emergency Operations Plan Update (EOP) grant was submitted under the name of SVFR instead of WLEOG, as not all members of WLEOG are NIMS qualified. SVFR will be receiving and dispersing the grant funds.

Stacy Burr presented a description of the proposed tasks for the EOP. Henry Hanf was interested and inquired about the military involvement expected. Stacy explained how the federal government will likely respond to a catastrophic event and pointed out that the City of Florence area is ahead of the game because it has a landing strip. The federal government will likely bring in a large supply ship that will remain off shore, but shuttle supplies and personnel in via airplane. I pointed out to her that the concern for our residents is what will happen if the bridge goes out. I also mentioned that Woahink Lake was a designated landing strip. Stacy seemed grateful for that information. I also noted in the handout materials that she expects the planning commission and the water quality committee to do the brunt of the work in an emergency situation. I took a few moments and explained to Stacy, in writing, that the Road Commission will likely be the most active group following an emergency and that we don’t have a drinking water system. I also advised her that the planning commission’s decision making authority is limited and the water quality committee serves as an advisory committee to the City Council. I explained that decision making rests entirely with the City Council. It was evident to me that it would be in our best interests to invite Stacy for a tour of Dunes City, as she was unaware that so little of our City is in the expected inundation area or the distance from current emergency supplies (the Catholic Church).

Stacy also set forth a schedule of meetings/trainings as the EOP progresses. I have attached the schedule of meetings for your information. You will note that in addition to the Kickoff Meeting on January 27th (9 am to noon – all stakeholders), the ICS 402 training (January 27th, from 4 to 8 pm for all elected officials and City Managers) and the ICS 100, 200 and 700 training (January 28th from 8:30 to 4:30), there are meetings on February 17th (ESF#1 Transportation, ESF#3 Public Works and Engineering, and ESF#12, Energy and Utilities); February 19th (ESF#2, Communications); February 24th (ESF#6, Mass Care, Housing and Human Services and ESF#8, Public Health and Medical Services); February 24th (ESF #s 1, 3, and 12, Transportation, Public Works, and Energy and Utilities); February 25th (ESF#5, Emergency Management, ESF#7, Resource Management, and ESF#15, Public Information and External Communication); (NOTE: I have listed only those meetings that I, personally, think Dunes City needs to attend. There are other meetings as well.)

Also, in March are: 16th (ESF#14, Long Term Community Recovery and Mitigation); 17th a.m. (ESF#s 5, 7 and 11, Emergency Management, Resource Management, and Agriculture
and Natural Resources); 17\textsuperscript{th} p.m. (ESF\#s 6 and 8, Mass Care and Public Health); 24\textsuperscript{th} (ESF \#s 5, 7 and 17, Emergency Management, Resource Management and Damage Assessment);

The meetings continue on in this fashion through September of 2015. I suggest the Council appoint an Ad Hoc Committee to focus on the EOP activities and divvy up responsibilities for attendance at the various meetings.

Following Stacy’s presentation, Chief Langborg updated the group on the activities involving the updating of Lane County’s Hazard Mitigation Plan, the writing of a Recovery Plan for the South Coast area, and the Active Shooter Task Force creation. The next meeting for the Active Shooter Task Force is Friday, February 20\textsuperscript{th} at 10:00 a.m. Announcement of the next Recovery Plan meeting has not been made as yet. You will recall I gave a verbal report on this activity at our last City Council meeting.

The next regular WLEOG meeting will be held on Monday, February 23\textsuperscript{rd}, 2015 at 10:00 am at the fire station on Highway 101.
WEST LANE EMERGENCY OPERATIONS GROUP
MINUTES OF December 15th, 2014

MEMBERS PRESENT:
Siuslaw Valley Fire & Rescue: Jim Langborg/John Scott/Marvin Tipler
WLA: Matt House/Charlie York
CTCLUSI: Brad Kneaper
Dunes City: Jamie Mills
City of Florence: John Pitcher/Megan Messmer
PeaceHealth: Pat Kirby
Mapleton Fire Department: Dave Haberman
Port of Siuslaw: Absent

ASSOCIATE MEMBERS:
American Red Cross: Jan Wilbur/Carol Foster
West Lane ARES/RACES: Walt Zandi
ODOT: Kevin Kinney
OPRD: Dan Schewlaker/Amanda Chidsey
Chamber of Commerce: Craig Sanders
Lane County Public Health: Selene Jaramillo
Siuslaw School District: Ethel Angal/R. Wallace-Blanchard
Greentrees: Ken Stone
FAHS: Frankie Jorgensen

PARTICIPANTS:
CERT: Frank Nulty

CALL TO ORDER
The meeting was called to order by Matt House @ 10:01 a.m.

APPROVAL OF MINUTES
Dave Haberman made a motion and Pat Kirby seconded the motion to approve the minutes from the November 17th meeting. Motion approved.

COMMUNICATIONS: Jim Langborg stated he had sent out letter to numerous partners regarding Active Shooter meeting on January 16, 2015.

STAFF REPORTS & RESOLUTIONS: NONE

AGENDA ITEMS:
Selection of EOP Services Consultant-Jim Lanborg apprised the group about last Fridays presentation, provided total scores and read some comments from some of the crowd. He then called for a vote, Dave Haberman made a motion, Megan Messmer seconded, to call another meeting/interview with Stacy Burr to discuss use of project manager, planned for this Friday, December 19th, 2014.

Community Forum- Tabled for next month upon Henry Hanf’s return.

FINANCIAL REPORT
Bills paid since November 14th were $75.00 to West Coast Media; $330 to Coast Broadcasting; $416.67 to Frank Nulty; $49.99 to Exede/Wildblue. 36.4% has been expended YTD excluding Contingency. Jim Langborg made motion to approve Financial Report, Brad Kneaper seconded, motion approved.

NEW BUSINESS/ANNOUNCEMENTS
Jim Langborg met with Chamber of Commerce and provided results of survey they did of 17 members on Disaster Preparedness.
ADJOURNMENT
The meeting was adjourned at 10:30 a.m. Jim Langborg made motion to approve adjournment, Dave Haberman seconded, motion approved.

___________________________________________________
Henry Hanf/Brad Kneaper          Date
January permit activity decreased this month compared to December. We issued five permits that included two mechanical, two structural and one structural/plumbing. I neglected to mention in my December report that one of the structural permits was for a new home in Woahink Ridge Estates. This development that was approved in December 2011 has seven new homes on nineteen lots, nearly 40% built out. My compliments to the developers! Work continued on one subdivision application for Montgomery View Estates. Expiring permit holders were contacted to update their permits. Copies of permits to Lane County and Lane Council of Governments continue on schedule.

The Planning Commission finished working on a new Septic Maintenance Ordinance. Discussions were held for proposed new language for Chapter 155 regarding accessory buildings. Chapter 155 will likely be discussed again at the next regular meeting.

Oregon Dunes Triathlon sponsorship packets have continued to be mailed out to prospective sponsors and are now being contacted for follow up. A productive meeting was held with Blair Bronson where we discussed marketing, sponsorships, volunteers and permits. As of this writing there are 50 participants registered for the Triathlon and we only have 85 days until our event.

A new resident, Carol Sweet, was recruited for our Parks and Recreation Committee.

Statements were sent out to past due water right customers and the State Water Right Annual Report of monthly usage was completed. This is no small task but we’re getting better every year. The Septic System database received several compliance updates. 1099 forms have gone out as well as our year-end payroll reports. A grant was written and sent to the West Lane Foundation for $1200 for much needed media improvements at City Hall. Staff is also working on a grant for the long sought-after emergency backup generator and installation of same.

On Thursday, February 4, 2015, we received an unannounced visitor from the Oregon OSHA, Joey Sayles. This was an unscheduled compliance examination that I am pleased to announce, we passed with flying colors! Everything from the facility inspection to the employee interviews went extremely well. This is the first ever OSHA compliance exam at Dunes City Hall. We have such great staff and they deserve the credit for most of this endeavor. Finally, thanks to some splendid effort by Council President Mills, we now have well-marked emergency evacuation routes. All of this will help reduce our risk insurance rates.

I attended Incident Command System for Executives (ICS402) training along with Mayor Ruede, Council President Mills and Councilor Wells on January 27th.

Our staff is working well together and we are accomplishing many items. We are looking forward to accomplishing more of our goals in the month ahead!

Respectfully submitted,
Fred Hilden
City Administrator / City Recorder
<table>
<thead>
<tr>
<th>Date</th>
<th>Via</th>
<th>From</th>
<th>Type of Document</th>
<th>Forwarded To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>Oregon Coastal Management</td>
<td>Letter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Email</td>
<td>Ross Peizer</td>
<td>Invoice X 3</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>BOLI</td>
<td>Wage Rate Info</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>Travel Lane County</td>
<td>Invoice #10271</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>County Trans &amp; Recycling</td>
<td>Invoice Dated 1/1/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>HMW CPA</td>
<td>Newsletter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>Oregon Water Resources Dept.</td>
<td>Extension of Time for Permit S-54405</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>Stuntzner Engineering</td>
<td>Letter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/5/2015</td>
<td>Mail</td>
<td>LOC</td>
<td>Local Focus Magazine X 9</td>
<td>Recorder/City Council</td>
</tr>
<tr>
<td>1/6/2015</td>
<td>Hand</td>
<td>Vend West Services</td>
<td>Invoice Dated 1/6/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/7/2015</td>
<td>Fax</td>
<td>Steve Burton</td>
<td>Application for Communication Committee</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/7/2015</td>
<td>Mail</td>
<td>Wally's Septic Tank</td>
<td>Septic System Inspection Report-Quandt</td>
<td>Permits</td>
</tr>
<tr>
<td>1/8/2015</td>
<td>Mail</td>
<td>LOC</td>
<td>Training Postcard X 9</td>
<td>Recorder/City Council</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Fax</td>
<td>Dunes City Home Services</td>
<td>Invoice #228</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>OMA</td>
<td>City Day at the Capitol</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Wells Fargo</td>
<td>Letter 19-12-11-40-0300</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Carrot-Top Industries</td>
<td>Invoice #24752400</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Verizon Wireless</td>
<td>Invoice Dated 1/28/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Oregon Pacific Bank</td>
<td>Statements X 2</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Preferred Long Distance</td>
<td>Statement for December 2014</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Mail</td>
<td>Lane Act</td>
<td>Agenda X 2</td>
<td>Recorder/Saunders</td>
</tr>
<tr>
<td>1/14/2015</td>
<td>Email</td>
<td>Speer Hoyt LLC</td>
<td>Invoice Dated 1/1/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/14/2015</td>
<td>Fax</td>
<td>Dave Mortier</td>
<td>Permits</td>
<td>Permits</td>
</tr>
<tr>
<td>1/15/2015</td>
<td>Hand</td>
<td>Carol Sweet</td>
<td>Application for Parks Committee</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/15/2015</td>
<td>Hand</td>
<td>Carol Sweet</td>
<td>Application for Water Quality Committee</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/15/2015</td>
<td>UPS</td>
<td>Carrot-Top Industries/UPS</td>
<td>Flag</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/19/2015</td>
<td>Mail</td>
<td>Campbell Productions</td>
<td>Invoice #661</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/19/2015</td>
<td>Mail</td>
<td>Oregon Coastal Management</td>
<td>Letter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/21/2015</td>
<td>Mail</td>
<td>MCI</td>
<td>Invoice Dated 1/16/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/22/2015</td>
<td>Email</td>
<td>CIS</td>
<td>Worker Comp Invoice Dated 1/22/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/22/2015</td>
<td>Mail</td>
<td>Lane County</td>
<td>Sign Invoice Dated 1/16/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/22/2015</td>
<td>UPS</td>
<td>National Copier</td>
<td>Black Ink Cartridge</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Oregon Government Ethics Commission</td>
<td>Letter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Charter Services</td>
<td>Invoice Dated 1/17/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Wells Fargo</td>
<td>Invoice Dated 1/17/2015</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Oregon Coastal Management</td>
<td>Letter</td>
<td>Recorder</td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Oregon Pacific Bank</td>
<td>1099</td>
<td>Recorder</td>
</tr>
<tr>
<td>Date</td>
<td>Type</td>
<td>Description</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>----------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Wells Fargo Vacant Property Form</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Wells Fargo Vacant Property Form</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/26/2015</td>
<td>Mail</td>
<td>Siuslaw Watershed Council Letter</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/27/2015</td>
<td>Email</td>
<td>Cardinal Services Invoice Dated 1/30/2015</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/27/2015</td>
<td>Mail</td>
<td>CenturyLink Invoice Dated 1/20/2015</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/28/2015</td>
<td>UPS</td>
<td>Quill.Com Office Supplies</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/29/2015</td>
<td>Email</td>
<td>QuickBooks Invoices X 2 Dated 1/28/2015</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/29/2015</td>
<td>Mail</td>
<td>Cardinal Services Pay Stubs</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>1/29/2015</td>
<td>Mail</td>
<td>Central Lincoln PUD Invoice Dated 1/26/2015</td>
<td>Recorder</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------</td>
<td>--------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>February 1</strong></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>2:00pm City Council Special Session / Goal Setting</td>
<td>4:00pm Budget Committee Meeting</td>
<td></td>
<td>7:00pm City Council Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4:00pm Planning Commission Special Session Meeting</td>
<td>3:00pm Water Quality Committee Meeting</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:00pm Planning Commission Meeting</td>
<td></td>
</tr>
</tbody>
</table>

All meetings at Dunes City Hall unless otherwise noted.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7:00pm City Council Meeting</td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>6:30pm Road Commission Mtg</td>
<td></td>
<td></td>
<td>3:00pm Water Quality Committee Meeting</td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:00pm Planning Commission Meeting</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All meetings at Dunes City Hall unless otherwise noted.
## Dunes City Hall

**April 2015**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>April 1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7:00pm City Council Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:00pm Water Quality Committee Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:00pm Parks and Recreation Commission Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:00pm Planning Commission Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**May 2015**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Dunes City Admin

All meetings at Dunes City Hall unless otherwise noted.

2/9/2015 10:46 AM