

# **Dunes City Council ~ Regular Meeting**

Thursday, March 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 Special Session Goal Setting Minutes from February 10, 2014
- B. City Council Meeting Minutes from February 12, 2014
- C. Bills of the Session through March 6, 2015
- D. Receipts of the Session through March 6, 2015

**6. Announcements / Correspondence**

- A. The Ford Foundation contacted staff to acknowledge that a grant in the amount of \$15,000 has been awarded to fund the Emergency Generator for Dunes City Hall. Special thanks to Linda Stevens for all her effort on this grant application!
- B. The 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon is May 9<sup>th</sup>, 2015.
- C. March birthday wishes to Councilor Ken Platt on the 6<sup>th</sup>.

**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.

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82877 Spruce St • www.dunescity.com

**8. Unfinished / Old Business**

- A. 3<sup>rd</sup> Annual Oregon Dunes Triathlon & Duathlon (F. Hilden).....Status Report/  
Contract/Merchandise/Volunteers/Sponsorships **Action Item**
- B. City Council Order: Draft Septic Ordinance (F. Hilden).....Discussion/  
Recommendation from City Attorney **Action Item**
- C. Active Shooter Task Force Report (J. Mills).....Discussion/  
Dunes City Draft Active Shooter Emergency Plan **Action Item**

**9. New Business**

- A. Future Revenue Ideas / Options (All).....Discussion/  
Generate Capital - General Fund **Action Item**
- B. Child Abuse Prevention Proclamation.....Mayor Ruede  
April 2015 as Child Abuse Prevention Month for Dunes City

**10. Reports**

- A. Mayor’s Report.....R. Ruede
- B. Communication & Education Committee Report.....J. Mills
- C. Ordinance Review Committee Report.....J. Mills
- D. Water Quality Committee Report.....S. Meyer
- E. Community Center Report.....D. Wells
- F. Conservation Committee Report.....K. Platt
- G. Parks & Recreation Committee Report.....E. Scarberry
- H. Road Commission Report & January RC Draft Minutes.....M. Sanders
- I. Emergency Services Report.....J. Mills
- J. Emergency Operations Plan Disaster Sheltering and Housing Report.....J. Mills
- K. 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.

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**CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ DRAFT  
FEBRUARY 10, 2015 AT 2:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall. Upon approval by the City Council, these minutes will be available online at [www.DunesCity.com](http://www.DunesCity.com)

**1. CALL TO ORDER**

Mayor Rebecca Ruede called the Special Session of the Dunes City Council to order at 2:00 pm.

**2. ROLL CALL**

Roll Call was taken by City Administrator Fred Hilden.

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

**Also Present:** Councilor-elect Ken Platt, City Administrator/Recorder Fred Hilden, Administrative Assistant Renee Green, and Administrative Assistant Rapunzel Oberholtzer.

**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 Councilor-elect Ken Platt. Everyone present welcomed him to the Council and he took his seat at the dais.

**5. APPROVAL OF THE AGENDA**

**Councilor Sanders made a motion to approve the agenda. Council President Mills seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

Mayor Ruede read a list of announcements from the agenda:

- A. The Dunes City Budget Committee will meet on Tuesday, February 10<sup>th</sup> at 4:00 pm to review Budget vs Actual for the first half of fiscal Year 2014-2015.
- B. City Day at the Capitol will be Thursday, February 26<sup>th</sup>, 2015. If anyone has legislative concerns please bring them to a Councilor so they can be taken forward.

Mayor Ruede asked Councilors if any of them planned to attend City Day at the Capitol. Mayor Ruede, Council President Mills, and Councilors Meyer and Wells agreed to attend the event. Councilor Sanders could not commit at the time and Councilors Scarberry and Platt said that they could not attend. City Administrator/Recorder Hilden, who also planned to attend, volunteered to drive his van if Councilors wanted to carpool to Salem.

## **7. CITIZEN INPUT**

Mayor Ruede pointed out that email correspondence between Dunes City resident Mary Jo Leach and DOGAMI representative Jed Roberts was included in the Councilors' information packets. The subject of the email chain is Dunes City Goal Setting for 2015 and the content of the email is a discussion of FEMA's efforts to revise its Flood Insurance Rate Maps (FIRMs) using Base Flood Elevation (BFE) studies, DOGAMI's role in the process and Dunes City's role. City Administrator/Recorder Hilden explained that City Staff has been working with DOGAMI on this matter for some time, noting also that the updated information would be useful to everyone who lived around the lakes.

Councilor Sanders requested an explanation of the City's role in establishing BFEs around the lakes. Council President Mills explained that the City's Comprehensive Plan designates the ordinary high water marks for both lakes and the City uses that information to determine building setbacks and other guidelines for land development. In addition, she noted that when FEMA completes its mapping, the City receives a copy that can be included in the updated Comprehensive Plan and various Committees doing site visits or making permit decisions can reference. City Administrator/Recorder Hilden noted that the cost to the City is almost nothing, just a few hours of Staff time. (09:55)

Council President Mills went on to note that the studies requested by Jed Roberts are listed in the Comprehensive Plan Appendix and she volunteered to provide those to him.

Mayor Ruede asked if the new maps would show changes to the ordinary high water marks. City Administrator/Hilden explained that the high water marks would not change, but the FIRMs that come from the new mapping would change. He noted that the current FIRMs are inaccurate and having new ones could possibly affect about 280 properties around the lakes. Mayor Ruede asked Staff to provide FEMA with the information it needs to move forward. (12:50)

There was no further discussion on the subject and no additional citizen input received by Staff or the Councilors.

## **8. NEW BUSINESS**

### **A. Attendance at City Day at the Capitol**

Mayor Ruede noted that this issue had been addressed during discussion of the Announcements and Correspondence. Administrative Assistant Green asked Councilors to let Staff know if they need name tags.

## 9. CITY COUNCIL GOAL SETTING

### A. Introduction and Purpose

Mayor Ruede explained that she proposed the Goal Setting process when she became Mayor, and the City Council agreed that it was a good tool, for planning purposes, to set new goals at the beginning of the year and to review the goals that were set the previous year to determine whether they've been met, need to be revised, or need to be carried over. The goals act as the City's road map for action during the year. (16:05)

### B. Review January 2014 Goals and Make Adjustments If Needed

City Administrator/Recorder Hilden pointed out that Councilors each had a copy of the January 2014 goal setting meeting minutes and that the final list of goals from that meeting was on page nine. Mayor Ruede suggested using last year's list to begin discussion.

#### Goal I (Financial Stability)(A – Balanced Budget)

City Administrator/Recorder Hilden pointed out that, for the most part, the City had achieved the goal but, while the State defines a balanced budget as one where anticipated income matches allocations, a balanced budget normally has a balance between absolute revenue and absolute expenses with no carry forward. (17:55) Council President Mills expressed her opinion that it was more important to maintain a true balanced budget, spending within the City's means. (19:00) Councilor Sanders agreed noting that the Road Fund has been operating on reserves for years, which could become a problem in the future. In his opinion, the balanced budget should be redefined as one that reflects true annual income and true annual expenses, making the statement that the City will not spend more than it brings in. (19:44) Councilor Mills agreed. There was some discussion during which it was noted that the City/County Road Fund revenue had declined over the years, decreasing City revenue, and Councilors and City residents should start to think about ideas to bring in significant revenue, such as the Oregon Dunes Triathlon and Duathlon. It was also noted that if the City cannot support its expenses, then either services would need to be cut or the residents would need to determine how the City would operate, whether they would be willing to fund it through a tax base, or whether the City would cease to exist.

It was generally agreed that the City should explore various ways to generate income. Council President Mills suggested adding an Item C "explore additional means to augment income." Mayor Ruede asked Councilors for their opinions on the issue.

Councilor Wells agreed with the opinions that the City needed a balanced budget. He went on to note that several years ago a group of citizens whose actions, and their particular agenda, cost the City a considerable amount of money in legal fees. He pointed out that the Councilors need to listen to citizen input but must also be cautious about taking actions that could, potentially, result in legal action that cost the City money. As an example, Councilor Wells mentioned if the proposed septic ordinance should eventually be subject to a LUBA review, the City should not spend the money to defend it. (28:45)

Councilor Meyer concurred with the idea of a balanced budget and agreed with Council President Mills' suggestion for an Item C to look at additional revenue opportunities. He noted that the Oregon Dunes Triathlon and Duathlon had tremendous potential but the City should explore other avenues to bring in revenue so the City does not spend more than it brings in. (29:25)

Councilor Scarberry also agreed with the need for a balanced budget and suggested that there could be other ways to generate additional income through sources that are already set up and those could be discussed during the Budget Committee meeting. (30:00)

Councilor Platt concurred with the other Councilors about the need for a balanced budget.

Mayor Ruede summarized the discussion noting that Item 1(A) Balanced Budget would remain the top priority. City Administrator/Recorder Hilden reminded everyone that Council President Mills suggested adding an Item C to find additional ways to increase income and noted that it sounded like other Councilors agreed with the idea.

Council President Mills suggested changing Item 1 (A) to *Balanced Budget (No Deficit Spending)* and adding Item 1 (C) *Seek ways to augment income*, noting that Councilor Scarberry pointed out that there may be instances where the City is not receiving as much income as it could from existing sources. (31:00) She also suggested that if Councilors have ideas they could contact her, the Mayor, or the City Administrator and request that discussion of the idea be added to the Agenda for the next Council meeting.

Councilors agreed and there was no further discussion. (32:55)

Goal I (Financial Stability) (B – Develop Triathlon/Duathlon)

Mayor Ruede noted that the event is in its third year and is becoming a recognized event in the Pacific Northwest. She asked Staff for an update. Administrative Assistant Green reported that there are currently 52 registered participants (34:08) but, according to Blair Bronson, Race Director, more athletes will register closer to the event. She also reported that PeaceHealth agreed to sponsor the event at the \$1,000 level and about 60 sponsor packets were mailed to prospects.

Mayor Ruede asked Councilors if there was agreement to leave this item on the list of goals as described. Councilor Sanders pointed out that the City has met its goal to develop the event and suggested changing the goal from “develop” to “promote.” (36:00) There was no objection to the change and it was agreed to leave the item on the list of goals.

Following discussion, Mayor Ruede summarized goal I (C) would be *Seek additional sources to augment income*. She noted that ideas would be added to Council meeting Agenda as needed for discussion.

Goal II (Good Governance) (A – Codification)

Council President Mills pointed out that Codification cannot go forward until the changes to Title XV are complete; she suggested moving the item to a lower priority. (44:10)

There was some discussion about the expected delivery date of final changes to Title XV the Chapters that need updating and the process for doing so. City Administrator/Recorder noted that it would be optimistic to finish the work before September of this year, but might be possible by the end of the year. He pointed out that Chapters 151, 152, 154, 155, and 157 are all being updated. Mayor Ruede noted that Codification was a critical issue for the City and suggested leaving it as a top priority. City Administrator/Recorder suggested the addition of more specific language pertaining to a deliverable date. (46:49)

In further discussion, during which Mayor Ruede pointed out that the goals act as a benchmark for the City to measure progress, City Administrator/Recorder noted that the Planning Commission has accomplished major revisions to all of the aforementioned Chapters but there is still substantial work to be done on the final documents that will go to final review.

Councilor Sanders suggested including a target deliverable date as a way to ensure progress. Mayor Ruede suggested *adding a target date of June 30, 2016*, the end of the next fiscal year. There were no objections. (51:00)

#### Goal II (Good Governance) (B – Comp Plan Updates)

City Administrator Hilden pointed out that the Council made major progress last year with a significant revision to the Comprehensive Plan's Citizen Involvement Program. There was some discussion about the process so far, including the request for outside proposals and quotes to do updates. Councilor Sanders reminded the others that he recommended a source (Ms. Bellson) who would do the work for substantially less than the quotes the City received last year. It was suggested that perhaps a portion of the Comp Plan could be given to Ms. Bellson to update, after which the Council would evaluate her work.

It was agreed to leave the item as written on the list of goals and to give City Staff further direction at the next Council meeting. (57:21)

#### Goal II (Good Governance) (C – Public Information Dissemination Policy)

(59:40 – 01:00:59) During discussion it was agreed that the Policy for disseminating public information was covered in the City's Chapter 32 governing Committees and Commissions, which was adopted by Ordinance No. 225 last year. It was further agreed that the item could be deleted from the list of goals.

#### Goal II (Good Governance) (D – Monthly Press Releases)

During discussion it was noted that the City has done a good job with press coverage this year and it was agreed to leave the item on the list as a continuing goal. (58:00)

#### Goal II (Good Governance) (E – Web Camera[s])

Council President Mills requested a progress report from City Staff. City Administrator/Recorder Hilden explained that Staff has identified two possible locations for cameras, one on Siltcoos Lake at Lake's Edge and one on Woahink Lake at former Councilor Dick Anderson's location. He went on to explain that Staff is researching the cost for installation, noting that there would be some cost to the City. (59:00) Councilor Sanders pointed

out that the RTMP fund should cover costs. It was agreed to leave the item on the list until the goal is accomplished. (01:01:14)

#### Goal II (Good Governance) (F – Council Chamber Improvements)

Mayor Ruede noted that the Dais Communication/Recognition System has been difficult to acquire. Council President Mills pointed out that one might become available through State Surplus Property as municipalities upgrade to new systems. She volunteered to find a manufacturer and provide Staff with the name and contact information. City Administrator/Recorder Hilden noted that several of last year's goals to upgrade the Council Chambers and the Office have been accomplished.

Councilor Sanders suggested removing the item from the list and assign the task of finding a dais recognition system to City Staff as an administrative function. (01:04:28) There were no objections to Councilor Sanders' suggestion.

Council President Mills asked Councilor Wells, as Chairman of the Community Center Committee, whether there are other future building improvements that the Council should consider. Councilor Wells noted that the siding and underlayment on the west side of the building should probably be replaced in the spring, as weather permits. In addition, he reported that he had the material to replace the water pump cover and would do that as soon as weather allowed.

#### Goal II (Good Governance) (G – Personnel Handbook)

City Administrator/Recorder Hilden reported that Council President Mills sent him a draft handbook about two months ago for review. He explained that he would review the document, coordinate changes to it with Council President Mills and then present it to the Council for approval.

It was agreed to leave the item on the list until the Council has reviewed and approved the proposed handbook. (01:09:10)

#### Goal III (Water Quality and Resources) (A – Promote Septic Education Program)

Council President Mills suggested leaving the item on the list and also suggested picking a date for an educational event. Councilor Wells remarked that, although he was looking forward to the first educational event, he would like to see a new septic maintenance ordinance in place before any educational events are held. (01:11:15)

Mayor Ruede pointed out that the City has been continuing septic education efforts through newsletter articles and would continue to do so.

Councilor Sanders suggested adding another item to the Water Quality and Resources section. Noting that many City residents draw water from wells, he recommended developing information about the need for testing wells and the recommended frequency for doing so. Councilors agreed that undetected water contamination is a significant safety issue and agreed to add an item *“Develop and disseminate educational information to well owners about water quality and testing.”* During discussion it was agreed that the Water Quality

Committee could draft a handout that, when finalized, could be mailed to residents. In further discussion, City Administrator/Recorder Hilden pointed out that residents may not realize the importance of regularly testing their well water, which can become contaminated.

(01:16:33)

Goal III (Water Quality and Resources) (B – Water Supply/Extend Woahink Permits, etc.)  
City Administrator/Recorder Hilden explained that Dunes City has four active water permits for Woahink Lake for water storage and for water consumption. He went on to note that two of the permits were recently granted extensions to 2031, but there is still work to be done to ensure that all of the permits are certified and perfected.

There was no discussion about removing the item from the list of goals.

Goal III (Water Quality and Resources) (C – Acquire Access to Weir)

City Administrator/Recorder Hilden explained that he and Council President Mills have been working on this complicated matter. One of the issues, he explained, is to acquire the land needed to develop and construct a gravel road to access the weir itself, but the entire issue of access is complicated. He went on to note that access for maintenance of the weir is a requirement of one of the domestic water supply permit.

There was some discussion about maintaining the weir from a barge on the lake, including the fact that there are currently no barges on the lake and it would be difficult, if not unlikely, for a barge to be brought to the lake. City Administrator/Recorder Hilden remarked that, in his opinion, the best option for maintaining the weir is through land access.

It was agreed to leave the item on the list of goals. (01:22:25)

Goal III (Water Quality and Resources) (D – Shared Domestic Water Supply Program)

Council President Mills explained that she is still researching the issues around developing a domestic water supply program and the draft ordinance about the program is still on a list of items for review by City Staff and City Counsel. She recommended leaving the item on the list, noting that it needs to be completed as part of the permit certification process.

Councilors agreed with Council President Mills' recommendation to leave the item on the list of goals. (01:23:45)

Goal III (Water Quality and Resources) (E – Add Water Quality Information Chart to City Website)

City Administrator/Recorder Hilden reported that the task is nearly finished. The Water Quality Committee has finished the work that it needed to, but the information needs to be pushed up to the website. He suggested leaving the task on the list of goals.

Mayor Ruede asked if the website would include a narrative about how to interpret the data. City Administrator/Recorder Hilden agreed that there should be. Council President Mills explained that the goal of the Water Quality Committee is that the information—

water clarity, phosphorus levels, turbidity—would be presented in a chart with sidebar explanation of the data.

There was a short discussion about the timeframe for getting the data on the City website. City Administrator/Recorder Hilden agreed to a deadline of June 30<sup>th</sup>, this year and it was agreed to leave the item on the list of goals with that deadline. (01:26:15)

Goal IV (Emergency Preparedness) (A – Emergency Preparedness)

Council President Mills explained that the West Lane Emergency Operations Group (WLEOG) is in the process of revising its Emergency Operations Plan (EOP) and has hired a consultant to write a new plan. The work dovetails with Lane County’s revision of its Hazard Mitigation Plan and NOAA’s revision of its Recovery guidelines. WLEOG’s consultant, she went on to note, has requested that the Dunes City Council hold one special meeting during March, April and May to talk about Dunes City’s unique needs after a major catastrophic event; the WLEOG consultant will use the information from Dunes City to write a EOP for Dunes City that would also become part of the greater Florence area EOP.

Mayor Ruede pointed out that this was an opportunity for the City to provide input on the EOP specifically relevant to Dunes City’s distinctive needs and come out of the discussions with its own EOP. (01:29:04) Mayor Ruede recommended that Councilors agree to the meeting requests from the WLEOG consultant. Councilor Sanders remarked that the meetings would also be a forum for City residents to attend and provide input.

Councilor Sanders suggested changing item IV (A) from *Emergency Preparedness* to *Prepare an Emergency Operations Plan for Dunes City*.

There was some discussion of the meetings requested by WLEOG’s consultant. City Administrator/Recorder Hilden noted that, at this point, the consultant is expecting him and Council President Mills to attend the meetings in Florence. Council President Mills suggested sending notices of the meetings to all of the Councilors so that they could attend if they wanted to do so. Councilor Sanders suggested that all of the Councilors attend.

Discussing emergency preparedness further, Councilor Platt asked whether the City had ever invited Jean Busby to provide a class on preparedness and if there was a designated “safe house” for Dunes City. Council President Mills noted that Ms. Busby trained her and she, in turn, trains others. In discussion, it was also noted that Dunes City Hall is the only designated gathering point for residents after a catastrophe. Council President Mills pointed out that a safe rendezvous location in Dunes City would be discussed during meetings with the WLEOG consultant. (01:35:35)

There was some discussion about emergency supplies for City Staff, which City Administrator/Recorder Hilden pointed out was an item on the Agenda for the February 12<sup>th</sup> Council meeting. It was agreed to add a new Item B under Emergency Preparedness, “*Emergency Supplies for City Staff for 72 to 120 hours.*” (01:38:38)

There were no objections to Councilor Sanders' suggested change to goal IV (A).

Goal IV (Emergency Preparedness) (B – Communication Protocol)

Councilor Sanders pointed out that Communication Protocol would be covered in the new EOP for Dunes City and suggested removing it from the list of goals. Councilors agreed to the deletion.

Goal IV (Emergency Preparedness) (C – Generator/Grant)

City Administrator/Recorder Hilden explained that City Staff is working on a \$20,000 grant application to the Ford Family Foundation. The grant, if funded would provide for the generator, the propane tank and the propane. He went on to note that even if the grant is only partially funded, there is money in the RTMP fund to cover the balance needed for the generator project.

There was some discussion about where the generator would be situated. City Administrator/Recorder Hilden explained that a permit for it would need to be submitted to the City's Planning Official, but he would recommend locating it against the wall behind the septic system.

There was no further discussion about Emergency Preparedness.

After considerable deliberation and discussion, the final priorities and subcategory priorities were agreed upon as follows:

I. Financial Stability

A. Balanced Budget (No deficit spending)

B. ~~Develop~~ Promote the Oregon Dunes Triathlon & Duathlon into a signature event for the community (at large) (over 5-years)

C. Seek additional ways to augment income

II. Good Governance

A. Codification (Title XV finished by June 30, 2016)

B. Comp Plan Updates (2-year time frame)

~~C. Public Information Dissemination Policy~~

~~D.C.~~ Monthly Press Releases

~~E.D.~~ Web Camera(s)

~~F. Council Chamber Improvements (Dials Communication/Recognition System & Upgrade Office Electrical)~~

~~G.E.~~ Personnel Handbook Review/Update

III. Water Quality & Resources

- A. Promote Septic Education Program/Hold Annual Educational Events
- B. Water Supply (Extend Woahink Lake permits, etc.)
- C. Acquire Access to Wier
- D. Shared Domestic Water Supply Program (Correct issues with the use of Dunes City's Woahink Lake water rights)

E. Add Water Quality Information Chart to City Website and Update (June 30, 2015)

~~E.F. Develop and Disseminate Educational Information To Well Owners about Water Quality and Testing~~

IV. Emergency Preparedness

- A. ~~Emergency Preparedness~~ Prepare an Emergency Operations Plan for Dunes City
- B. ~~Communication Protocol~~ Emergency Supplies for City Staff for 72–120 Hours
- C. Generator / Grant

**10. FOR THE GOOD OF THE ORDER – None**

**11. ADJOURNMENT**

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

Mayor Ruede adjourned the meeting at 3:45 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 12<sup>th</sup> DAY OF MARCH 2015**

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Rebecca Ruede, Mayor

ATTEST:

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Fred Hilden, City Recorder



**CITY COUNCIL MEETING MINUTES ~ DRAFT  
FEBRUARY 12, 2015 AT 7:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

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**1. CALL TO ORDER**

Mayor Rebecca Ruede called the February 12<sup>th</sup> meeting of the Dunes City Council to order at 7:00 pm.

**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 Ken Platt, Councilor Maurice Sanders, Councilor Duke Wells, and Councilor Sheldon Meyer.

**Also Present:** City Administrator/Recorder Fred Hilden, Administrative Assistant Renee Green, Administrative Assistant Rapunzel Oberholtzer, several residents, and Florence Mayor Joe Henry, Planning Commission Chairman Paul Gargis, and Planning Commission consultant George Burke.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Council President Mills made a motion to approve the Agenda. Councilor Scarberry seconded the motion. The motion passed by unanimous vote.**

**5. CONSENT AGENDA**

**Councilor Scarberry (01:40) made a motion to approve the Consent Agenda. Councilor Sanders seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

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

- A. City Councilor Ken Platt took his Oath of Office at the February 10<sup>th</sup> Special Session.
- B. City Council held its annual Goal Setting Session on February 10<sup>th</sup> from 2:00–4:00 pm.

- C. City Council held its quarterly Budget Review meeting on February 10<sup>th</sup> from 4:00–5:00 pm.
- D. City Day at the Capitol will be Thursday, February 26<sup>th</sup>. If you have any legislative concerns please bring them to a City Councilor or the City Administrator so they can be taken forward.
- E. The 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon is May 9<sup>th</sup>, 2015.

Mayor Ruede noted that City Staff is being creative in seeking volunteers to staff the event and pointed out that anyone interested in volunteering can contact a City Councilor or call Dunes City Hall.

- F. Volunteers are needed to fill four Budget Committee openings, one Communication and Education Committee 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.

Mayor Ruede introduced Mr. Joe Henry, the newly elected Mayor of Florence who was present in the audience and invited him to comment. (04:10) Mayor Henry thanked Mayor Ruede for her invitation to attend the meeting. He went on to explain that one of the goals of the Florence City Council this year is to develop better relationships with partners, taxing authorities and other stakeholders in the area, such as Dunes City, with the aim of exploring ways to work together to help everyone in our area.

Mayor Ruede recognized Councilor Meyer for having published a cartoon in the comic strip, *The Pluggers*. This is Councilor Meyer's second published cartoon.

## **7. CITIZEN INPUT – None**

## **8. UNFINISHED/OLD BUSINESS**

### **A. Generator and Propane Tank – Grants, Permits, Placement**

Mayor Ruede asked City Administrator/Recorder Hilden for a status report. He reported that City Staff identified a grant opportunity through the Ford Family Foundation and was working on the grant application. The estimated cost for a 20KW generator, the installation and the propane needed to power it is about \$20,000, with the grant amount available at \$15,000. City Administrator/Recorder Hilden noted that the grant application process has a short turnaround period so the City should know within sixty days if the application is approved.

Mayor Ruede asked City Administrator/Recorder Hilden to extend thanks to Administrative Assistant Linda Stevens for her work on the grant application.

## B. 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon – Task Assignments

Mayor Ruede informed Councilors that Administrative Assistant Renee Green has taken charge of soliciting volunteers for the event and has been in contact with several local organizations about providing volunteers and has, in addition, been mailing sponsorship packets.

Councilor Sanders noted that he and Councilor Wells would participate in the event as a team again this year. He went on to challenge Mayor Henry to enlist two people from Florence to compete against the Dunes City team, pointing out that the event is fun for everyone. Mayor Henry agreed to ask Florence Councilors and City Staff if anyone wanted to participate.

There was some discussion about ordering more hoodies, T-shirts and hats for this year's event. Councilor Sanders suggested that Council President Mills and Administrative Assistant Green select a color and place an order based on the quantity ordered last year and the number sold.

In other discussion, Councilor Platt reported that he had met with the Master of the Masonic Lodge in Florence, who agreed to provide volunteers for the event. Councilor Sanders suggested paying Ms. Green for any additional work hours related to the Tri/Du out of RTMP funds. Posters and banners are in the works. It was agreed that City Administrator/Recorder Hilden and Administrative Assistant Green would act as the liaison between Best of the West Events and Dunes City. Frank Nulty, from the local CERT, has scheduled a volunteer training session for race course traffic flaggers on May 7<sup>th</sup>; hopefully, volunteers can attend that so they have some in depth training before the event. Mr. Nulty has challenged the gated communities in Florence to provide volunteers—the community that provides the most volunteers will receive a free, deluxe CERT backpack and training to use it.

**Councilor Sanders made a motion to appoint Renee Green as volunteer coordinator. Council President Mills seconded the motion. The motion passed by unanimous vote. (15:40)**

## 9. NEW BUSINESS

### A. Planning Commission Input on Septic Ordinance Revisions – Recommendations

Mayor Ruede introduced former Planning Commission Chairman George Burke to speak about the draft septic maintenance ordinance that was included in the Councilors' meeting packets.

Mr. Burke explained that the draft ordinance the Councilors had in hand was the culmination of the Planning Commission's task set by the City Council, which was to review Ordinance No. 203 and recommend changes if any were deemed to be necessary. Mr. Burke went on to explain that the Commission met at least seven times after appointing itself to

act as the CAC to review possible changes to the Ordinance. At each of those meetings the Commission solicited citizen input and received about 17 responses, both written and oral. During the course of the meetings, the Commission reviewed both Ordinance No. 203 and proposed Ordinance No. 210A, which was developed by the Ordinance Review Committee and others over several months, was subject to extensive input and review, and was presented to the Council a few years ago as an possible alternative to Ordinance No. 203. (18:50) Mr. Burke reminded Councilors that at the time Ordinance No. 210A was originally presented to the Council, it had been reviewed by the City Attorney and had also been subject to public hearing, but the Council chose to adopt a second alternative to Ordinance No. 203, Ordinance No. 211A. (19:25)

Mr. Burke further explained that the Planning Commission's latest work on the draft ordinance addressed the issue of mandatory inspection frequencies that are in Ordinance No. 203, cleaned up some of the original language in the original Ordinance No. 210A and added the University of Oregon Extension Service table for estimated septic tank pumping frequencies. (20:30) Mr. Burke pointed out that the Planning Commission looked at several other tables and all of them contained almost identical pumping frequencies; as a result, the Planning Commission believes that this is the most scientific guideline available now and is the same information that a septic inspector would reference when determining frequency of inspections. (21:45)

Mr. Burke noted that the Planning Commission feels the draft ordinance is the best option for the City and pointed out, again, that it was thoroughly reviewed and developed over the course of several years.

Mr. Burke referred to the draft timeline document that was also included in the Councilors' meeting packets. He explained to Councilors that at this point the Planning Commission does not see the need to go through another CAC review process with this document. He went on to note that there was a CAC appointed, subsequently dissolved, and followed by the Commission acting as the CAC to receive and review citizen input and comments. (23:39) He recommended, on behalf of the Planning Commission, that the next step is the public hearing process, before the Planning Commission and then the City Council, during which there is also ample opportunity for citizen input. (24:00) Mr. Burke offered to answer Councilors' questions. (24:40)

Mayor Ruede thanked Mr. Burke and noted that the draft document, in her opinion, was concise, easy-to-read and to-the-point. She thanked Mr. Burke, Planning Commission Chairman Paul Gargis (who was present in the audience) and the Planning Commission for their work on the document, also noting that it seemed many hours of work went into crafting it. (25:24)

Councilor Wells agreed with Mayor Ruede's comments and added his opinion that it was one of the most comprehensive, well thought out and fair Ordinances that he has seen during his tenure as Councilor. Referencing the Oregon State University Extension Service Table listing estimated septic tank pumping frequencies, he noted that the mandatory five-year pumping requirement in Ordinance No. 203 was one of the biggest issues of concern

to City residents. Councilor Wells went on to thank Mr. Burke for continuing to attend the Planning Commission meetings as a consultant. (26:30)

Councilor Meyer remarked that the draft document did a good job of eliminating the objections to septic maintenance regulations that have been ongoing in the City for years. In his opinion, it made sense that the inspection and pumping frequency be based on the size of a septic tank, the number of people using the septic system and science rather than an arbitrary, mandatory schedule. Councilor Meyer thanked Mr. Burke and the Commissioners, noting that they went through the process well and carefully. (27:17)

Councilor Sanders remarked that his own house has been pumped four times since 2003, but according to the OSU Extension Service table, it should have only been pumped once. He asked if a resident failed to follow the pumping guidelines and his system failed, would he then be liable for civil action by neighbors or by the City and what enforcement teeth are in the proposed ordinance? Before answering, Mr. Burke explained that the OSU Extension Service table is a guideline for the City; the need for pumping is determined by the inspector after an inspection of the septic system, as is the inspection frequency. He went on to add that the chart is not a pumping schedule, pumping will be done only when recommended by an inspector. (30:00)

Councilor Sanders clarified that his question was meant to be what happens if an inspector recommends pumping of the septic tank but the homeowner does not do it? Mr. Burke explained that the inspector's report, and recommendation, would go to the City which could then take remedial action through Chapter 36, Code Enforcement. (31:00) Councilor Sanders asked if, when a homeowner fails to pump as recommended and a failure of the system occurs, the City could have the system pumped and charge the homeowner. Mr. Burke explained that the City's Code Enforcement Officer would enforce City Code and, if this ordinance is adopted, it would become City Code, but any civil action would not involve the City. (32:29)

Councilor Scarberry asked whether the County would be involved in the event of a septic system failure. Mr. Burke replied that the County would definitely be involved if a system failed and would be the first point of contact, not the City, as the County has authority over septic systems. Mr. Burke went on to explain that the purpose of the proposed ordinance was to give the City septic system maintenance regulations. (33:25)

Council President Mills pointed out that there was no language about requiring a homeowner to be in compliance with City mandated inspections at the time he transfers ownership of the property. Mr. Burke noted that the Planning Commission's task was to develop a maintenance ordinance for safety reasons, not to develop a compliance ordinance. He went on to note, however, that if a homeowner is not in compliance with maintenance regulations, City Staff would add that fact as a note in the property records so that it would show up during the lien search that real estate companies perform prior to the sale of any property. Councilor Sanders remarked that any unresolved abatement the City might have levied would also appear on a lien search. (35:00)

Mayor Ruede remarked that the draft addressed many of the concerns expressed by citizens and asked for opinions about sending the draft through to the public hearing process. During discussion there were comments about the CAC process, noting that, in this case, it was not as successful as hoped. In response to those comments, Mr. Burke pointed out that although there was not the CAC process that everyone expected, the Planning Commission may act as a CAC, and it did. The Planning Commission took on the role of the CAC and, as such, made every effort to solicit citizen input over the course of several weeks, and presented the input to the Planning Commission. He further noted that the gathering of citizen input is a primary function of a CAC and the Planning Commission, as the CAC, accomplished that task successfully. (39:20)

In other discussion, Councilor Sanders remarked that although he would like to have seen the CAC process work as fully expected, he agreed that the Planning Commission accomplished the CAC tasks. He went on to note that he would like to have an opportunity to review all of the related input and the CAC meeting minutes to see how the process worked. Council President Mills suggested that before taking any further action, the City should contact the City Attorney to make sure that the City has followed all of the processes correctly, met all of the required criteria and continues to do so going forward, including meeting the requirements of the City's Comprehensive Plan. (41:38) City Administrator/Recorder Hilden pointed out that before the first evidentiary public hearing takes place, there are several steps that are required—notification to DLCD and notification to residents per Ballot Measure 56 among them. (42:15)

There was some discussion about the citizen comments. Councilor Sanders noted that there may have been comments opposing changes to Ordinance No. 203 and went on to ask Mr. Burke to provide an overview of the comments received. Council President Mills pointed out that the information he requested would be included in the package presented to the Council after the Planning Commission's evidentiary hearing. Mr. Burke explained that the majority of the input from citizens concerned protecting the lakes and drinking water, which was always the agenda for the Planning Commission and the City Council. (47:00) He went on to add, the draft ordinance would alleviate the financial burden on residents for mandatory pumping currently required under Ordinance No. 203.

There was further discussion about the need for required notifications and the evidentiary hearings during which City Administrator/Recorder Hilden clarified that DLCD requires the process when there is a land use decision involved, and Chapter 157 involves land use. In other discussion about the next steps to move the draft ordinance forward, it was explained that City Staff could, as suggested by Council President Mills, consult with the City Attorney to make sure that all of the appropriate documentation is presented at the appropriate time for both the Planning Commission public hearing and the City Council public hearing. City Administrator/Recorder Hilden explained that all of the aforementioned actions would take place provided the City Council agreed to move forward without further CAC review, as recommended by the Planning Commission. (55:58)

**Councilor Sanders made a motion for the City Council to adopt the recommendation put forward by the consultant to the Planning Commission to move the process forward as discussed without forming a CAC. Councilor Meyer seconded the motion.**

**(57:38)**

Councilor Wells requested a roll call vote on the motion.

**City Administrator/Recorder polled each Councilor. The motion passed by unanimous vote with Council President Mills, Councilor Meyer, Councilor Wells, Councilor Sanders, Councilor Scarberry, and Councilor Platt all voting in favor.**

**(59:30)**

#### B. Emergency Food Storage Buckets – Staff Supply on Hand

City Administrator/Recorder Hilden explained that if Dunes City Hall is designated as an emergency assembly point in the event of a local disaster and City Staff is required to stay in place at City Hall for any period of time, it is important to have a modest supply of emergency food and water on hand for Staff. Essentially, City Staff is looking for an authorization to purchase food storage buckets with supplies to last 72–120 hours, not cots, blankets, etc. but food and water. Cost would be approximately \$500 and come out of the General Fund Miscellaneous budget.

Mayor Ruede announced that Dan Webb, Operations Manager from County Transfer and Recycling, recently presented her with a \$1,500 grant to be used by the City to purchase emergency supplies.

City Administrator/Recorder Hilden pointed out that \$500 is within his authority to spend, but he broached the subject so that Councilors would know about the purchase in advance.

**Council President Mills made a motion to support the City Administrator/Recorder's decision to purchase supplies for City Staff to ensure that Staff has supplies to last 120 hours. Councilor Sanders seconded the motion. (01:05:35) The motion passed by unanimous vote. (01:05:55)**

Mayor Ruede called for a break at 8:05 pm and reconvened the meeting at 8:15 pm.

#### C. Active Shooter Task Force

Council President Mills explained that she attended the WLEOG Active Shooters Planning Task Force meeting in January during which the Task Force discussed ways for cities to create a response plan to an active shooter event. The goal is, within two years, conduct a community-wide exercise that allows all agencies involved to test the effectiveness of their plans. She went on to explain that WLEOG is requesting a City Staff commitment of two to three hours per month. WLEOG has requested that stakeholders appoint a committee or an individual to begin work on the plans and report progress.

Council President Mills volunteered to represent the City and to begin drafting a plan, but noted that City Staff would need to be involved. During discussion, Councilor Sanders pointed out that Councilors need to know what to do and where to go if there is a threat during a Council meeting and City Staff need to know the plan if there is a threat during office hours. He also noted that the plan should be exempt from public disclosure; Council President Mills replied that the public disclosure issue element will be discussed by WLEOG at future meetings. (01:10:50)

Councilors agreed that Council President Mills would attend the meetings on behalf of Dunes City, would begin drafting a plan and would involve City Staff in creating the plan.

#### D. Parks and Recreation Committee Appointment

**Councilor Sanders made a motion to appoint Carol Sweet to the Parks and Recreation Committee. Council President Mills seconded the motion.**

Councilor Scarberry noted that Ms. Sweet attended the last Parks and Recreation Committee meeting as a guest and seemed like a good addition to the Committee.

**The motion passed by unanimous vote. (01:13:20)**

## 10. REPORTS

Mayor's Report: Mayor Ruede reported that she attended a 402 training session held at the Florence Events Center with several other Councilors during which there was discussion about the County Transfer and Recycling grant to Dunes City. Mayor Ruede suggested a news release or a public thank you to County Transfer and Recycling, or both, to highlight their generosity and "good neighbor" attitude. (01:15:50)

Communication and Education Committee Report: Council President Mills reported that there was no meeting and there is a vacancy on the Committee. She also reported that she is working on articles for the newsletter and is looking for ideas, perhaps articles from the Road Commission, Water Quality Committee or other Committees. There was some discussion about an article to inform residents about the importance of testing wells and how to do so. Councilor Scarberry suggested including the University of Oregon Extension Service Septic Pumping Table. The discussion led to talk about whether there is a vendor in the area that does water testing, how often and whether there was a possibility that Dunes City could partner with a local tester to provide testing for Dunes City residents. City Administrator/Recorder Hilden offered to look into the matter, noting that he is aware of only one certified tester in Eugene, but that vendor comes to the coast monthly. (01:23:00)

Ordinance Review Committee Report: Council President Mills reported that the Committee did not meet.

Community Center Report: Councilor Wells reported that he is halfway finished with the pump cover and should have it installed before the next meeting. He went on to add that if the Ford Family Foundation grant came through he would begin preparations for installing the generator and propane tank.

Conservation Committee Report: There was no report as newly elected Councilor Platt has not yet called a meeting.

Parks and Recreation Committee: Councilor Scarberry reported that there was a meeting with two members present along with Committee applicant, Carol Sweet. Among the topics discussed at the meeting were the Overlook area that is in need of cleaning and the area under it that needs clearing and some sort of enclosure to keep people out. Also discussed were the vacant lot next to Mr. Lapping and the gravel street by the Post Office that needs repair. Members agreed to meet quarterly beginning in April this year. Councilor Scarberry offered to look at the area under the Overlook and determine how to enclose it. City Administrator/Recorder Hilden noted that there was money in the RTMP Fund to pay for repairs.

Road Commission Report and December Draft Minutes: Councilor Sanders reported that the Road Commission did not meet last month. He directed Councilors' attention to their meeting packets, which included a letter he received from the City's Director of Public Works outlining street maintenance projects for 2015. Councilor Sanders pointed out that the letter includes an estimated cost for street maintenance at \$50-\$60,000, which will further deplete the reserved Street Fund. He went on to report that he attended the Lane ACT meeting during which it was decided to put the proposed vehicle license fee increase on the May ballot. During the meeting's discussion of the proposed ballot measure, Councilor Sanders pointed out that Westfir would receive road money, even though that city does not have a street system. Councilor Sanders asked the County Commissioners whether there was a possibility of increasing the cities' allotment to 1% rather than a flat rate and was told that it was not possible. Dunes City would receive \$22,400 which does not add much to the City's Street Fund. Commissioner Sid Leiken agreed to come to Dunes City to talk about ways the County could help Dunes City, such as grant writing or partnering with the County and Florence for reduced rates on street maintenance projects. Councilor Sanders went on to report that there is a tree on View Terrace that is a potential hazard and should be removed as soon as possible; City Administrator/Recorder Hilden noted that he has solicited quotes for removal. (01:41:45) Councilor Sanders also reported that the top priorities for maintenance this year are Russell Drive, Rio Drive and the deferred maintenance projects. (01:44:10)

Water Quality Committee Report: Councilor Meyer noted that a copy of the Water Quality Committee's January 21<sup>st</sup> meeting was included in the Councilors' meeting packets. Of note, water clarity on Siltcoos was not as clear as Woahink, but PH was good and no issues were reported by water testers. He went on to report that he would meet with Committee member Bonnie Allen and Dan Schewlakow to discuss signage and monitoring boat flushing on Woahink. Councilor Meyer also reported that the meeting time was changed from 3:00 pm to 6:30 pm and that he would be meeting with the owners of Ada Resort to discuss providing them with water testing equipment to test Siltcoos water at the resort. (01:46:00)

There was some discussion about the need for water testers (especially on Siltcoos), the process of taking the water samples and the training involved. Council President Mills offered to write a newsletter article on the subject. (01:50:35)

Emergency Services Report: Council President Mills noted that her report was included in the meeting packets. She went on to say that she met with Stacy Burr, the consultant hired to write the Emergency Operation Plans for Florence and Dunes City, and discussed some of the unique qualities and concerns that Dunes City would face in the event of a local disaster. She went on to note that Ms. Burr requested an additional Council meeting every month from March until September to discuss Dunes City's emergency needs and resources so that she can draft the Dunes City EOP. (01:54:40)

City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Hilden read highlights of his report: January permit activity decreased slightly compared to December; one of the permits issued in December was for a new home in Woahink Ridge Estates, which has seven homes on the nineteen lots that are available; the Planning Commission finished drafting a new septic maintenance ordinance and made further progress on reworking Chapter 155; sponsorship packets for the 3<sup>rd</sup> Annual Triathlon and Duathlon continue to be mailed and potential sponsors are being contacted with follow up calls by City Staff; Best of the West Events owner, Blair Bronson is already working on the permits for the Triathlon and Duathlon; a grant application was submitted to the West Lane Community Foundation for media upgrades; OSHA visited Dunes City Hall for an unscheduled compliance examination, which it passed; and, Council President Mills provided City Hall with well-marked emergency evacuation route maps, which will help reduce risk insurance rates. (02:01:45)

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

Councilor Wells thanked the Planning Commission and Mr. Burke for their work to provide a good draft ordinance to replace Ordinance No. 203.

Councilor Sanders congratulated the City Administrator and City Staff for a great budget report and for working to control costs. He went on to offer to help with preparing a cost evaluation for converting City Staff from Cardinal Services' payroll to City payroll and asked about the status of the boathouse on Lake Road. City Administrator/Recorder Hilden reported that the owner of the boathouse is reapplying for a Conditional Use Permit. (02:05:50)

Council President Mills reminded Councilors that the City Administrator's annual performance review is due. There was some discussion about doing the review in Executive Session and the date, which will be announced.

City Administrator/Recorder Hilden reminded Councilors that they asked to discuss alternative revenue options. Councilor Scarberry suggested placing the discussion on the Agenda for future meetings; Mayor Ruede and the Councilors generally agreed to do so.

**12. ADJOURNMENT**

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

Mayor Ruede adjourned the meeting at 9:18 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 12<sup>th</sup> DAY OF MARCH 2015.**

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Rebecca Ruede, Mayor

ATTEST:

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Fred Hilden, City Recorder

**BILLS OF THE SESSION: 2/7/2015 thru 3/6/2015**

Archetype Consultants				\$0.00
Campbell Productions				\$245.00
Central Lincoln P.U.D. (Street Lights)				\$1,408.30
Central Lincoln P.U.D. (City Hall)				\$118.21
CenturyLink				\$296.35
Charter Business (Internet Access & Email)				\$55.80
CIS Trust				\$0.00
County Transfer & Recycling				\$24.07
Employment Department (Tax Assessment)				\$261.81
Hough, MacAdam & Wartnik, LLC (Audit/Review)				\$5,500.00
Intuit				\$26.95
League Of Oregon Cities (City Day At The Capitol)				\$100.00
Lane County Public Works (Street Signs)				\$0.00
MCI				\$39.46
Oregon Water Services (2 Water Meters)				\$329.60
Pro Lumber (Concrete Premix)				\$4.37
Pest Tech				\$0.00
Postmaster ()				\$0.00
Quill (Office Supplies)				\$142.65
Siuslaw News (Annual Paper Fee)				\$71.00
Speer Hoyt LLC (General Planning)				\$0.00
Speer Hoyt LLC (Chapter 155)				\$2,392.00
Speer Hoyt LLC ()		Speer Hoyt Total	\$2,392.00	\$0.00
Terry English dba Dunes City Home Services (Feb. Office Cleaning 2x)				\$130.00
The Building Department LLC (Feb. Bldg Official / Inspection Services)				\$720.75
The Dyer Partnership (Tom Hart Russell Drive)				\$538.00
The Shippin' Shack (Water Testing Equip. Shipping)				\$18.06
True Cut Engraving (Nametag - Ken Platt)				\$9.75
Vend West				\$7.95
Verizon Wireless (Cell Phone)				\$73.37
Wells Fargo Financial Leasing, Inc				\$185.25
Wells Tree & Landscaping (Tree Removal - Terrace View)				\$1,400.00
West Coast Media Group (Repair Website)				\$300.00
City County Insurance (Feb. Health Ins - Hilden)				\$500.00
PERS (Feb. - Hilden)				\$458.66
Gross Payroll Expenses		Personnel Total	\$7,421.68	\$6,463.02
Above bills in the amount of	\$21,820.38	approved per motion,	<b>TOTAL</b>	<b>\$21,820.38</b>

ATTEST: \_\_\_\_\_

Mayor / Council President

**RECEIPTS OF THE SESSION (Deposits): 2/7/2015 thru 3/6/2015**

Business License				\$255.00
Building Rental				\$0.00
Franchise Fee, Cable TV				\$0.00
Garbage Licensing Fee				\$0.00
Grant / Misc. Fees (Newsletter Ads \$250, CPA Grant \$1350.00)				\$1,600.00
Franchise Fee, PUD				\$7,161.24
Lien Searches				\$0.00
Permits, Demolition				\$0.00
Permits, Conditional Use				\$0.00
Permits, Deposits				\$0.00
Permits, Driveway & Access				\$0.00
Permits, Electrical				\$490.00
Permits, Excavating & Grading				\$0.00
Permits, Final Plat / Site Review				\$0.00
Permits, Manufactured Home Fees				\$0.00
Permits, Mechanical				\$683.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)				\$0.00
Permits, Penalties				\$0.00
Permits, Plan Check Fees				\$0.00
Permits, Planning Fees				\$0.00
Permits, Plumbing				\$0.00
Permits, Right of Way Use				\$0.00
Permits, Structural				\$0.00
Permits, Building Surcharge				\$250.00
Permits, State Surcharge				\$140.76
Permits, Vegetation / Tree Removal		Permits Total	\$1,563.76	\$0.00
Septic Inspections				\$100.00
Tax, Cigarette				\$0.00
Tax, Liquor (OLCC)				\$0.00
Tax, Oregon State Highway Apportionment				\$7,166.55
Tax, Lane County Motel Fund				\$374.76
Tax, School Excise				\$0.00
Water Rights Application Fees				\$0.00
Water Admin Fees				\$300.00
		<b>TOTAL</b>		<b>\$18,521.31</b>

## Active Shooter Task Force Report to City Council

March 12, 2015 ~ Prepared by Jamie Mills



I attended the West Lane Emergency Operations Group's Active Shooter Planning Taskforce meeting on February 20th representing Dunes City.

Western Lane Ambulance District presented their Draft Active Shooter operating guidelines. The document is handed out but not discussed. The Tribal Police representative announced that there will be TCC Active Shooter Training on June 12<sup>th</sup> and 13<sup>th</sup> and that you can attend either day. Although this training is law enforcement and medical personnel specific, it can be for anyone.

The following was determined to be a plan of action for Dunes City:

1. Draft and Adopt an Active Shooter Plan;
2. Provide a diagram of the building, in digital format, to SVFR for distribution to emergency services agencies;
3. Conduct Active Shooter Training; (Aaron Hoberg of the Lane County Sheriff's office indicated he could provide training for City Hall);
4. Have a law enforcement and fire assessment done on City Hall; and
5. Identify actions that can be taken to eliminate or curtail injury to individuals and property during an active shooter situation, including addressing the issue of keys to get into locked locations.

The four (4) hour ALICE (Alert, Lockdown, Inform, Counter and Evacuate) training will be held for the Siuslaw School District in March or April and in Mapleton, on May 1<sup>st</sup>. The goal is to conduct large scale table top exercises in August.

Deputy Aaron Hoberg would like to conduct training for Dunes City in June and requests dates office staff/elected officials, etc., are available to attend that training.

The next meeting was scheduled for March 20<sup>th</sup> at 10 a.m. at the Siuslaw Valley Fire Department building

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

Respectfully submitted,

Jamie Mills  
President, Dunes City Council

# WESTERN LANE AMBULANCE DISTRICT

Revision date: 1/27/2015

## STANDARD OPERATING GUIDELINES

Section: ACTIVE SHOOTER  
(DRAFT)

### INTRODUCTION:

To establish safe operating procedures for responding to incidents where there is an active shooting. **\*\*Undefined shooter on the move (active shooter)\*\***.

### PROCEDURE:

#### A. ACTIVE SHOOTER RESPONSE

1. The FIRST on scene EMS responders to Active Shooter Incident needs to be coordinated with on-scene law enforcement. STAGE IN A SAFE AREA considering safe distance and out of line of site (COLD ZONE).
  - a. Donning of Personal protective equipment prior to leaving, Ballistic vest.
2. Consider manmade and natural barriers on approach into incident. EMS providers need to be ready to enter a secured scene quickly and aggressively.
3. EMS providers should be "forward leaning" and have trauma focused medical gear and triage tools available.
4. Working closely with law enforcement is critical in getting lifesaving medical assets to the injured as soon as the threat has been mitigated or neutralized.
5. The UNIFIED COMMAND model is best for these types of incidents.
  - a. Activate all available resources:
    1. WLAD will coordinate with Fire Department response to coordinate EMS resources.
    2. Fire Department resources (available personnel) are to remain attached under MEDICAL BRANCH direction.
    3. Incident Commander / Medical Branch Leader to be responsible for allocating and staging resources (COLD/WARM ZONE).
    4. Resources may include aero medical and Mutual aid agencies
6. Make sure law enforcement command knows that an EMS team is ready, staged and awaiting direction.
  - a. OSP SWAT team possibly have an imbedded tactical medic that would be the logical liaison to EMS assets on scene.
    1. NOTE: Possibility of at least 1 hour or longer response time.
7. Concepts applied are based on the Tactical Combat Casualty Course (TCCC) and the International School of Tactical Medicine (ISTM).

# WESTERN LANE AMBULANCE DISTRICT

Revision date: 1/27/2015

## STANDARD OPERATING GUIDELINES

Section: ACTIVE SHOOTER  
(DRAFT)

### B. Consider the following items during an EMS response to an Active Shooter Incident:

1. Communication must be maintained throughout the incident with respective West Lane PSAP and on scene medical, fire, Peace Harbor Hospital and law enforcement.
  - a. MEDICAL BRANCH operations will be on WLAD RPTR during tactical phase of incident.
  - b. Use of a second Operational channel established by Command, for a working channel for any additional Medic Units.
2. **Law enforcement is in charge of the event.** While in a WARM ZONE environment, EMS should follow the direction of law enforcement.
3. Law enforcement may provide a protective envelope around EMS providers and escort them into "warm zone" areas to treat or evacuate victims. (No active threat in the area).
4. Make sure to have emergency egress routes and casualty collection points (CCP), as well as evacuation rally points identified.
5. If EMS team is brought in to extricate patient, only minimal equipment should be carried. Roll up evacuation stretchers should be considered.
6. EMS teams need to be prepared to split up if law enforcement requires it.
7. EMS providers should use individual medical packs with lifesaving bleeding and airway tools so they can work "independently" on trauma victims.
8. Spinal motion restriction is not indicated for patients suffering only from penetrating trauma.
9. Once the threat is eliminated, law enforcement may be available to help evacuate the injured.
10. Medical Branch (Unified Command) to notify Peace Harbor Hospital of number of casualties
  - a. Peace Harbor Hospital to notify outer lying hospitals of MCI-Active Shooter casualties and request that they be prepared for incoming patients.
11. Zones defined:
  - a. HOT ZONE: Access is denied unless authorized to do so by Law Enforcement
  - b. WARM ZONE: Access to EMS, FIRE under supervision of Law Enforcement only.
  - c. COLD ZONE: Access to EMS, FIRE and Law enforcement only.

# WESTERN LANE EMS MCI

Incident Address: \_\_\_\_\_

FMZ: \_\_\_\_\_ Primary Ops. Channel: \_\_\_\_\_ Secondary Ops. Channel: \_\_\_\_\_

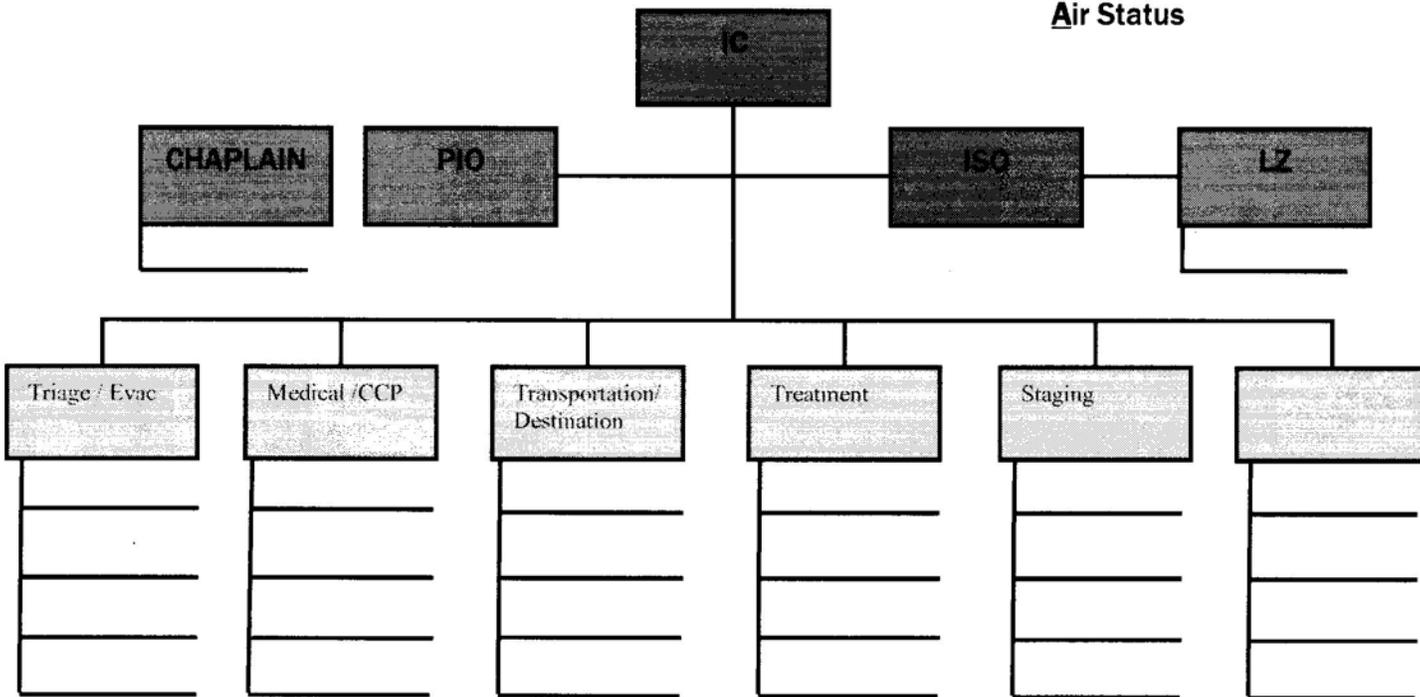
| Alarm              | Medic                    | Other                    |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| TF/1 <sup>st</sup> | <input type="checkbox"/> |
| 2 <sup>nd</sup>    | <input type="checkbox"/> |
| 3 <sup>rd</sup>    | <input type="checkbox"/> |

Size up	
<input type="checkbox"/> Scene Security	<input type="checkbox"/> Perimeter Control
<input type="checkbox"/> Ingress/Egress	<input type="checkbox"/> Response Hazards
<input type="checkbox"/> Staging Area	<input type="checkbox"/> Tech Rescue
<input type="checkbox"/> Transport flow	<input type="checkbox"/> Decon Needs
<input type="checkbox"/> Treatment area	<input type="checkbox"/> Utility Control

Incident Priorities
<input type="checkbox"/> Unify Command
<input type="checkbox"/> Secure Scene
<input type="checkbox"/> ID number of Patients
<input type="checkbox"/> Determine Transport Needs
<input type="checkbox"/> Tech Rescue Concerns

Time/Minute = CARA		
<input type="checkbox"/> 10	<input type="checkbox"/> 20	<input type="checkbox"/> 30
<input type="checkbox"/> 40	<input type="checkbox"/> 50	<input type="checkbox"/> 60

Conditions  
 Actions  
 Resource Needs  
 Air Status



**BENCHMARKS**

Total Patients       Pt's removed from hazard       All patients departed Scene

<input type="checkbox"/> Size-Up	<input type="checkbox"/> TRIAGE	<input type="checkbox"/> MEDICAL Ops Ch.	<input type="checkbox"/> Investigator ( )
<input type="checkbox"/> Secure Scene	<input type="checkbox"/> Primary Triage	<input type="checkbox"/> Treatment Location	<input type="checkbox"/> Police
<input type="checkbox"/> Ingress /Egress	<input type="checkbox"/> Number of Patients	<input type="checkbox"/> Ambulances Needed	<input type="checkbox"/> Haz Mat /Tech Res.
<input type="checkbox"/> Staging Area	<input type="checkbox"/> Security Concerns	<input type="checkbox"/> Destination Officer	<input type="checkbox"/> Medical Examiner
<input type="checkbox"/> Perimeter Control	<input type="checkbox"/> Evacuation Teams	<input type="checkbox"/> Medical Staging	<input type="checkbox"/> Busses
<input type="checkbox"/> Technical Needs	<input type="checkbox"/> Secondary Triage	<input type="checkbox"/> Landing Zone	<input type="checkbox"/> Utilities
<input type="checkbox"/> Utility Control	<input type="checkbox"/> Route of Egress	<input type="checkbox"/> Alternative Txport Needs	<input type="checkbox"/> Rehab/ Red Cross

# Incident Drawing

# **DUNES CITY ACTIVE SHOOTER EMERGENCY PLAN**

## **PURPOSE**

This Active Shooter Emergency Plan is written to identify responsibilities in response to an active shooter event or a potential active shooter event (hostile armed person).

## **APPLICABILITY**

This plan applies to Dunes City Hall, located at 82877 Spruce Street, Westlake, OR 97493.

## **DEFINITION**

Active Shooter is defined as one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill others. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and limit harm or loss of life to innocent victims.

## **ROLES AND RESPONSIBILITIES**

The Lane County Sheriff's Department's responsibility is to protect all citizens of Lane County and will likely be the first responder to an active shooter incident. The actions taken for this type of incident will have the following objectives:

- Immediately engage the assailant(s)
- Evacuate the victims
- Direct affected individuals to medical care, interviews, and counseling
- Preserve the crime scene for investigation

The Lane County Sheriff's department will maintain and follow active shooter protocols based on national, state and local law enforcement accepted practices and guidelines for dealing with active shooter incidents.

The City Administrator, or his designee, will activate the Active Shooter Emergency Response Plan and is responsible for administering the communications systems for the City.

## **PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION**

### 1. City Manager/Recorder Responsibilities:

- Conduct effective employee screening and background checks.
- Create a system of reporting signs of potentially violent behavior.
- Make recommendations for counseling services available to employees.
- Institute access controls (i.e., keys, pass codes, etc.)

These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### AFTER THE ACTIVE SHOOTER IS NO LONGER A THREAT

After the active shooter has been incapacitated and is no longer a threat, City personnel should engage in post-event assessments and activities including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.

### ANALYSIS AND REPORTING

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities.
- Identifying successes and failures that occurred during the event.
- Providing an analysis of the effectiveness of the existing Active Shooter Emergency Plan; and
- Describing and defining a plan for making improvements to the Active Shooter Emergency Plan.

### GENERAL SAFETY TIPS

- Whether working or visiting the office, take ownership of making sure your location is safe.
- Be aware of your surroundings (i.e., location of exits, doorways, windows, phones, etc.).
- Report suspicious persons to the City Manager immediately.
- Participate in training exercises.
- Foster a respectful workplace.
- Be aware of indications of workplace violence and take remedial actions accordingly.

## CHARACTERISTICS OF AN ACTIVE SHOOTER

The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and is not meant to be a comprehensive list describing all active shooters.

- Active shooters usually focus on assaulting persons with whom they come into contact. Their intention to cause bodily harm is usually an expression of hatred or rage rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.
- Generally the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to locations where potential victims are close at hand, such as classrooms, libraries, dining halls and gymnasiums.
- Tactics such as containment and negotiation, normally associated with stand-off incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
- Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, or any other tool that, in the circumstances in which it is used, constitutes deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustained confrontation with police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority of the active shooter.
- Active shooters may employ some type of diversion, such as smoke bombs or set off fire alarms.
- Active shooters may be indiscriminate in their violence or they may seek specific victims.
- Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by a self-inflicted wound.
- Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
- Active shooter events or an active shooter may go inactive by going to a barricaded status with access to victims.

## REFERENCES

*Active Shooter – How to Respond.* U.S. Department of Homeland Security, October 2008.

*Clark University Active Shooter Emergency Plan,* January 2013.

Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) training opportunities <http://training.fema.gov/EMIWeb/IS/IS907.asp>.

DRAFT

**MAYORAL PROCLAMATION:**

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National Child Abuse Prevention Month



STATE OF OREGON )  
County of Lane ) ss.  
City of Dunes City )

WHEREAS, we all have a responsibility, as individuals, neighbors, community members, and citizens of the City of Dunes City to help create healthy, safe and nurturing experiences for children; and

WHEREAS, safe and healthy childhoods help produce confident and successful adults; and

WHEREAS, child abuse and neglect often occurs when people find themselves in stressful situations, without community resources, and don't know how to cope; and

WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

WHEREAS, child abuse and neglect can be reduced by making sure every family has the support they need and deserve to raise their children in a healthy environment; and

WHEREAS, it is recognized that no one person can do everything, but that everyone can do something, and together we can create change for the better; and

WHEREAS, effective prevention programs succeed because of partnerships among agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

WHEREAS, displaying a pinwheel or planting a pinwheel garden in April will serve as a positive reminder that together we can prevent child abuse and keep children safe;

Now, therefore, I, Mayor Rebecca Ruede do hereby proclaim April 2015 as Child Abuse Prevention Month in Dunes City, and I urge all citizens to engage in activities that strengthen families and communities to provide the optimal environment for children to learn, grow and thrive so that all children have the benefit of happy, healthy and safe childhoods.

Signed this twelfth day of March, 2015

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Rebecca Ruede, Mayor



**ROAD COMMISSION MEETING MINUTES ~ DRAFT**  
**FEBRUARY 16, 2015 AT 6:30 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR 97493

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**1. CALL TO ORDER**

Chairman Maurice Sanders called the meeting of the Dunes City Road Commission to order at 6:30 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders and Commissioner Richard Palmer.

**Absent and Excused:** Commissioner Bill Harris and Commissioner Christopher John.

**Others Present:** City Administrator Fred Hilden, former Road Commission Vice Chairman Jerry Curran, Planning Commission Chairman Paul Gargis, and Road Secretary Laurale Lorentzen. Chairman Sanders stated that since there is no quorum for this meeting, no decisions will be made by this body tonight.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. OUTSTANDING SERVICE RECOGNITION – JERRY CURRAN**

Chairman Sanders presented a certificate to the former Road Commission Vice Chairman Jerry Curran for his 8 years of outstanding volunteer services for the City of Dunes City. Jerry Curran informed the Commission that he will continue his volunteer services for the Water Quality Committee.

**5. NOMINATION FOR VICE-CHAIRMAN**

Chairman Sanders stated that since there is no quorum, no nominations or vote for the position of Vice Chairman will be taken, but that Commissioner Harris, although absent, previously agreed to be eligible to serve as Vice-Chairman whenever a vote is taken.

**6. APPROVAL OF THE AGENDA**

Chairman Sanders stated that because there is no quorum, there will be no approval vote of the Agenda this evening.

**7. MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2014 Meeting**

Chairman Sanders stated that no approval of the Minutes from the December 15, 2014 meeting is in order since no quorum is present.

**8. ANNOUNCEMENTS / CORRESPONDENCE (NONE)**

**9. CITIZEN INPUT (NONE)**

**10. BUDGET REPORT**

**A. Revenue & Expense – Street Fund Budget vs. Actual – City Administrator Hilden**

Chairman Sanders stated that a 6-month budget review meeting was recently held with City Council and he asked Budget Officer/City Administrator Hilden to explain the status of the Street Fund as shown in the Budget Report. Budget Officer Hilden explained that as the hand-out indicates, the Road Commission is right on target for the first 6 months of the year showing an income of \$37,754 from ODOT against a budget of \$74,000 for the year which equates to 50.4%. He also mentioned that since gas prices are down, the proportion of the income from ODOT for gas tax could be even higher for the last half of the year. Budget Officer Hilden pointed out that the report shows that Personal Services is also at a 50% ratio for the first 6 months of the year. He also mentioned that Material Services is recorded at 53.4% and that the good thing about that is they are mostly one-time, once a year expenses. In summary, Budget Officer Hilden stated that it appears that the Road Commission will be pretty close to being right on budget.

Chairman Sanders further added that the report indicates that the Road Commission has approximately \$19,000 remaining in this year's budget for Street Maintenance and approximately \$4,000 for engineering consultants.

**11. UNFINISHED / OLD BUSINESS**

**A. Update Maintenance and Drainage Projects – Public Works Director Baker**

During a phone conference call with Public Works Director Baker, he stated that there is no maintenance and drainage progress at this point.

**B. Street Maintenance Projects for Fiscal Year 2015/2016 – Public Works Director Baker**

Public Works Director Baker made reference to his write-up dated February 4, 2015 included in the Commissioner's packet regarding the Street Maintenance Program. Public Works Director Baker explained in detail the first priority is to slurry a portion of Russell Drive from Salal Street to the end, slurry Rio Drive and overlay the bottom portion of Russell Drive from Rio Drive to the end which is the most deteriorating portion of the street. He also mentioned that it is highly possible that the proposal could be coming in under budget, which would then bring in a sufficient amount of money that would allow

the drainage issues to be addressed.

Commissioner Palmer questioned the linear and square footage measurements of the project, but since they were not available at the time, Public Works Director Baker stated that he could make those amounts available to the Commissioners. Chairman Sanders requested that Public Works Director Baker furnish the measurements to City Administrator Hilden so he can forward the information on to the members of the Road Commission. Public Works Director Baker agreed to do so.

In regards to available money for the Street Maintenance Projects, Chairman Sanders stated that the County is in the process of adding a vehicle licensing fee proposal to the May 2015 ballot, and if the vote passes, a percentage payment would be made to the individual cities in January of 2016 and that would include \$22,000 to the City of Dunes City. He also stated that according to his understanding, Dunes City Council voted unanimously not to support the vehicle licensing fee on the May ballot. City Administrator Hilden questioned the support of the other 11 cities in Lane County regarding this tax measure and Chairman Sanders stated that all the other cities endorsed the tax except the City of Lowell.

Chairman Sanders also mentioned that during a meeting with the County, which is public record, the small cities of Lowell, Coburg, Westfir and Dunes City are all entitled to less than 1% of the vehicle licensing fee. He also stated that at a County meeting, he voiced that since Dunes City cannot compete for grants with Eugene, Springfield and Lane County, he would only consider supporting the fee if the small cities were entitled to 1%.

As an observation, Chairman Sanders stated that the City of Westfir is entitled to receive approximately \$4,500 in allotted fees of 1% even though they have no city roads. At a Lane Act meeting, Chairman Sanders was informed that Westfir's portion of the tax would be given to the County and together they would collaborate to activate projects on their County roads since they have no city roads. Chairman Sanders also made a statement that if this tax law passes, there is no sunset clause.

## **12. NEW BUSINESS (None)**

## **13. UNSCHEDULED ITEMS NOT LISTED ON AGENDA**

City Administrator Hilden welcomed Planning Chairman Paul Gargis to the meeting.

**14. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 6:53 pm.**

The proceedings of the Dunes City Road Commission meeting were recorded, and are on file at City Hall. Upon approval by the Road Commission, these minutes will be available online at [www.dunescity.com](http://www.dunescity.com).

**APPROVED BY THE ROAD COMMISSION ON THE 16TH DAY OF MARCH 2015.**

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Maurice Sanders, Road Commission Chairman

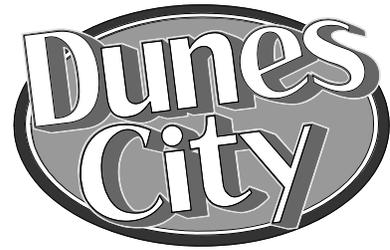
ATTEST:

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Laurale Lorentzen, Road Secretary

## Emergency Services Report to City Council

March 12, 2015 ~ Prepared by Jamie Mills



I attended the West Lane Emergency Operations Group regular meeting on Monday, February 23, 2015, and the Emergency Operations Plan Executive Planning Committee meeting held that same day, but later in the afternoon, representing Dunes City and both meetings.

At the regular meeting on February 23rd, a moment of silence was conducted in memory of former board president, Henry Hanf. After discussion, Florence representative, Megan Messmer, was elected to serve as president of the WLEOG Board of Directors. The minutes of the January 26, 2015 meeting were approved as submitted. The minutes are attached for your review. Stacy Buhr gave an update on the Emergency Operations Plan (EOP) progress and schedule of upcoming meetings. The meeting schedule is also attached. Chief Langborg presented his Emergency Management Coordinator's report, which is also attached. The Financial Report was accepted as submitted. Frank Nulty submitted the CERT class schedule for this spring. That class schedule is also attached.

The next regular WLEOG meeting will be held on Monday, March 23rd, 2015 at 10:00 am at the fire station on Highway 101.

The EOP Executive Planning Committee is made of up all WLEOG signatories. The purpose of the meeting was to identify the EOP structure, identify the EOP mission, purpose and scope, identify response levels and to identify authority and jurisdictional responsibilities.

During the course of the discussion regarding the EOP structure, emergency assistance agencies (fire, police, ambulance) all felt it was not necessary to have an Emergency Operations Center (EOC), but to only operate from an Incident Command Center (ICC). Lengthy discussion was had. Dunes City, the City of Florence, and Peace Health representatives expressed the need for establishment of an EOC and an ICC, as without the EOC, there is no one tracking resources and it is possible that reimbursement for expenditures may be denied for failure to comply with the National Incident Management System (NIMS). No resolution was had at this time, but the issue will be discussed again at a future meeting.

Stacy tracked comments made by members regarding the purpose of the EOP and what each entity would like to gain from it and the process. From those comments, she will draft a mission statement for consideration at a future meeting. The scope, geographically, of the EOP will be the boundaries of Siuslaw Valley Fire and Rescue and the West Lane Ambulance service, which is also the jurisdiction of WLEOG.

Stacy described the various levels of response that are commonly used in other jurisdictions, pointing out the difference between the federal response levels (four) and the response level structure most often used (three). Various scenarios were described and it was decided that the EOP for WLEOG would stay with the three response levels:

Level 1: Routine Response. No significant impact on local response resources. EOC is not activated. (Example: minor car accident.)

Level 2: Non-routine Response. Exceeds the capability of initial on-scene or on-duty emergency response personnel and equipment. Requires resources from multiple response agencies and departments. EOC may or may not be activated depending upon circumstances. (Example: power failure, severe storm event, structure fire.)

Level 3: Critical Incident. Exceeds the capability of available emergency response personnel and resources, even from mutual aid agencies. Requires full mobilization of resources and substantial mobilization of city, county, state or federal resources. EOC is likely to be activated. (Example: earthquake, tsunami, long term power failure.)

The question posed was: if, after an emergency declaration and establishment of an EOC or ICC, would the incident commander have authority to give orders to the employees and individuals of other agencies? It was determined that yes, the incident commander would be able to give instructions and orders to other agency employees and officers, but only in the event of an emergency declaration and establishment of an ICC or EOC, because only with that system in place would proper monitoring of resources, both financial and otherwise, be done to ensure no one entity was being over charged or over burdened.

The next meeting of the Executive Planning Committee will be Monday, March 23<sup>rd</sup>, from 1 to 4 p.m. at Siuslaw Valley Fire and Rescue (SVFR).

NOTE: I will not be available to attend this meeting so someone else will need to make arrangements to attend.

Respectfully submitted,

Jamie Mills  
President, Dunes City Council

## Emergency Operations Plan Report to City Council

March 12, 2015 ~ Prepared by Jamie Mills



I attended the West Lane Emergency Operations Group (WLEOG) Emergency Operations Plan Disaster Sheltering and Housing (ESF 6 - Mass Care) meeting on Wednesday, February 25, 2015. Emphasis is added to some items with highlighting.

The purpose of the meeting was to develop and design temporary sheltering living space for the population following a Cascadia event. In a full Cascadia event (9.2 or greater earthquake), few structures are expected to remain standing. The concept is to identify assembly areas, and then identify open spaces that are within walking distance of the assembly areas. The purpose of the open spaces is to house a large population (possibly everyone) for weeks and/or months. Following an initial 2 to 3 week period, FEMA will transition the city population from shelters to temporary housing. Life sustaining infrastructure needs to be available to the population from the moment following the event through to the time the last residents moves out of transitional housing to their newly built home.

The three requirements of shelter are: to provide protection from the climate, to ensure privacy and dignity, and to ensure safety. Shelter phases are: 1) self recovery (moving to the assembly areas); 2) emergency shelters; 3) early recovery shelter; and 4) long term housing.

Stacy Buhr described various emergency sheltering opportunities from basic tarp tent to mobile homes that would be brought in by FEMA. FEMA will only bring in mobile homes if the City has infrastructure in place and ready to go. Cities whose personnel have 100, 200 and 700 certifications are most likely to receive help first.

Officials whose cities have experienced devastating events provided input and suggestions to cities preparing for disaster. Recommendations include: Have an ample reserve fund to address expenses, as it takes time to receive reimbursement. Develop a Master Rebuilding Plan in advance, so questions as to whether to build in the same locations or to make changes can be addressed now through an open community driven process. Encourage the Chamber of Commerce to develop a business recovery committee to develop plans to help local businesses recover quickly.

Other recommendations made by those who have experienced an event (such as a the Mayor of New Orleans) were to keep the community involved so they are aware of where assembly areas are, etc. To be sure to plan for pet sheltering, be sure your pre-planned infrastructure is in place, preposition shelter kits and tents in various locations throughout the community, and use third party contracts if need (to lease open space, etc., following a catastrophic event.)

Stacy requested each city to identify individuals (at least three deep) to fill the following positions: debris management; damage assessment; mass care, evacuation and sheltering management, fatality management and air support management. These individuals can then train to perform these functions in accordance with the National Incident Command System (NIMS). She also requested each city identify who their Incident Commander will be, who will serve as the Operations Section Chief, and who will cover Planning, Logistics, and

Finance. The final homework assignment was to bring a 22" x 34" color map that contains a city infrastructure layer, tsunami inundation zone identification, evacuation assembly areas, and a layer that depicts large open spaces for sheltering, including dimensions, and a map to identify what shelter will look like. When determining location of shelter, consider the distance from the assembly area to the open space, the footprint of the open space, and a list of issues that hinder using the open space. She stated the final result should be a preprinted map that depicts where shelters will be located that will be distributed to all WLEOG agencies.

Another homework assignment is for cities to develop an Excel Resource Management System to track resources, so it will be ready to use, if the need should arise. She strongly recommended the development of an emergency fund to float through the period between the event and reimbursement.

Another activity that will need to occur is to have an assessment done of City facilities to determine if, in fact, the facility could survive a major earthquake, and if not, to identify alternative facilities so that the City workforce (including volunteers) continues essential services without interruption.

On April 13<sup>th</sup>, from 1 to 4 p.m. there will be a Response Grant Workshop at SVFR. From 11 am to 1 pm that same day, there will be a Western Shelter Demonstration in the parking lot across from SVFR.

The next Disaster Housing and Shelter meeting will be Wednesday, March 25<sup>th</sup>, from 1 to 3 p.m. at SVFR in Florence. Other meetings upcoming are (all held at Florence SVFR unless indicated otherwise):

March 16<sup>th</sup>, 1 to 3 p.m., ESF 14, Public Information

March 17<sup>th</sup>, 9 to 12 a.m., ESF 5, Emergency management; ESF 7 Resource Management, ESF 15 Volunteers and Donations; ESF 11 Flood and Water; and ESF 17 Animal Protection (collectively referred to as Response ESFs)

March 17<sup>th</sup>, 1 to 4 p.m., ESF 6 Mass Care and ESF 8, Health and Medical

March 18<sup>th</sup>, 9 to 12 a.m., Hazard Mitigation and Risk Assessment\*

March 18<sup>th</sup>, 1 to 4 p.m., ESF 1 Transportation, ESF 3 Public Works and ESF 12 Energy

March 23<sup>rd</sup>, 1 to 4 p.m., WLEOG Executive Planning Workshop

March 25<sup>th</sup>, 9 to 12 a.m., Hazard Mitigation and Risk Assessment\*

March 25<sup>th</sup>, 1 to 3 p.m., Disaster Housing and Shelter

**WEST LANE EMERGENCY OPERATIONS GROUP  
MINUTES OF January 26<sup>th</sup>, 2015**

**MEMBERS PRESENT:**

Siuslaw Valley Fire & Rescue: Jim Langborg/John Scott/Marvin Tipler  
WLA: Henry Hanf  
CTCLUSI: Brian Dubray  
Dunes City: Jamie Mills  
City of Florence: Megan Messmer  
PeaceHealth: Pat Kirby  
Mapleton Fire Department: Dave Haberman  
Port of Siuslaw: Bob Forsythe

**ASSOCIATE MEMBERS:**

American Red Cross: Carol Foster  
West Lane ARES/RACES: Walt Zandi  
Chamber of Commerce: Craig Sanders  
Greentrees: Ken Stone

**PARTICIPANTS:**

CERT: Frank Nulty  
EOP Consultant: Stacy Burr

**CALL TO ORDER**

The meeting was called to order by Henry Hanf @ 10:00 a.m.

**APPROVAL OF MINUTES**

*Jim Langborg made a motion and Jamie Mills seconded the motion to approve the minutes from the December 15th meeting. Motion approved.*

**COMMUNICATIONS: NONE**

**STAFF REPORTS & RESOLUTIONS: NONE**

**AGENDA ITEMS:**

Informed the group that the EOP Grant was applied for using SVFR instead of WLEOG because all members of WLEOG were not NIMS qualified.

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

**EOP Update-Stacy Burr** – Went over workshop itinerary for the next 6 months to update the EOP.

**Stacy Burr Contract**- Henry signed contract.

**EOC Management Coordinator's Report – Jim Langborg**

- Lane County Cascadia meeting, he will be attending training in Seattle.
- Ford Family Foundation in conjunction with U of O to develop/update Hazard Mitigation Plan.
- Alert Sense meeting attended, makes sense to use this emergency system instead of CENS as there is more local control.
- Active Shooter class had a great turnout, next meeting February 20, 2015 from 10:00 to 12:00.

**FINANCIAL REPORT**

Current balance is \$20,120.56. Bills paid since 12/16/14 were \$586.06 to Satellite Phones Direct; ; \$90.84 to Siuslaw News; ; \$2,299 to SDAO;\$347 to Siuslaw News; \$416.67 to Frank Nulty;\$525.24 to Day Wireless (increase over last year);\$330 to Coast Broadcasting; \$49.99 to Exede/Wildblue. 42.2% has been expended YTD excluding Contingency.

**NEW BUSINESS/ANNOUNCEMENTS**

Bob Dubose, president of Emergency Cold Weather Shelter opened Dec. 30 & 31<sup>st</sup>. Website is coldshelter.org and in need of more volunteers preferably with EMT experience. Masonic Lodge looking for donations & the shelter is opened when wind chill gets below 30 degrees.

**ADJOURNMENT**

The meeting was adjourned at 11:00 a.m. Jim Langborg made the motion to approve adjournment, Bob Forsythe seconded, motion approved.

**Annette Misquez**  
Administrative Assistant  
Recording Secretary

**Emergency Management Coordinator's Report**  
**February, 2015**  
**West Lane Emergency Operations Group**  
**Prepared by Jim Langborg**

*In an effort to save time and prepare Board Members for our upcoming meeting, I am providing you with an update of the following WLEOG projects:*

**WLEOG Webpage** – We have made a few updates to our page to include a Disaster Planning update blog which is located on the home page and a calendar / shared file area for the active shooter taskforce. The disaster planning update blog is intended to help WLEOG members and stakeholders stay abreast of updates in the planning process.

**Cascadia Rising Drill** – I attended orientation training on February 4<sup>th</sup> at the Oregon Emergency Management ECC. The training focused on effects of a large subduction zone earthquake and tsunami. I have attached a link to the presentation slides on the WLEOG webpage disaster preparedness update blog located on the home page.

**Ford Family Foundation Coastal Resilience Project** – Nothing to report this month.

**Active Shooter Taskforce** – The group met February 20<sup>th</sup> and to begin sharing plans and make decisions about what needs to happen next to ensure all stakeholder plans are coordinated. We have tentatively scheduled a tactical critical course for June 12<sup>th</sup> and 13<sup>th</sup>, 2015.

**CERT Training** – Attached, you will find a training schedule for the next CERT class.

**Lane County EOP Update** – Lane County is also working on updating their EOP. I attended a workshop on February 17<sup>th</sup> to provide input for their plan. The workshop was well attended by stakeholders throughout Lane County. There was a lot of discussion about having cohesive local plans that integrate into the county plan. I was also introduced to the format of their EOP which we will be utilizing in our EOP.

**Oregon Emergency Preparedness Seminar** – I have been asked by OEMA to make a presentation at the Oregon Emergency Preparedness Seminar on April 1<sup>st</sup> about WLEOG. In particular, they want to know what this group has done to be so successful over the years. This is a real feather in our cap because it demonstrates that the work of this group is being recognized on a state level. I am uncomfortable making the presentation on behalf of the group because I am new and was not involved in the work that preceded me. I am happy to recommend another representative of the group to make this presentation to the OEMA, if the board feels this would be more appropriate.

## **Community Emergency Response Team Class Spring 2015**

<b>Thursday April 2</b>	<b>6:00 – 9:00 PM</b>	<b>Disaster Preparedness</b>
<b>Monday April 6</b>	<b>6:00 – 9:00 PM</b>	<b>Fire Safety</b>
<b>Thursday April 9</b>	<b>6:00 – 9:00 PM</b>	<b>Disaster Medical 1</b>
<b>Monday April 13</b>	<b>6:00 – 9:00 PM</b>	<b>Disaster Medical 2</b>
<b>Thursday April 16</b>	<b>6:00 – 9:00 PM</b>	<b>Light Search and Rescue</b>
<b>Monday April 20</b>	<b>6:00 – 9:00 PM</b>	<b>CERT Organization/Disaster Documentation</b>
<b>Thursday April 23</b>	<b>6:00 – 9:00 PM</b>	<b>Disaster Psychology/Terrorism &amp; CERT</b>
<b>Monday April 27</b>	<b>6:00 – 9:00 PM</b>	<b>ICS Structure/Course Review/ Final Exam</b>
<b>Saturday May 2</b>	<b>9:00 – 12:00 Noon</b>	<b>Disaster Simulation Exercise</b>
<b>Thursday May 7</b>	<b>6:00 – 8:00 PM</b>	<b>CERT Crowd and Traffic Management</b>

**Contact Information:**

**Frank Nulty**

**Email [certsvfr@gmail.com](mailto:certsvfr@gmail.com)**

**Phone 541-997-3212**

**April 2-28, Classes held at Siuslaw Valley Fire & Rescue, 2<sup>nd</sup> Floor Training Room, 2625 Hwy 101, Florence, OR.**

**Saturday May 2<sup>nd</sup> – Disaster Simulation Exercise held at Sutton Lake Fire Station, 88973 Sutton Lake Rd, Florence, OR.**

**Thursday May 7<sup>th</sup> – CERT Crowd and Traffic Management Class held at Siuslaw Valley Fire & Rescue, 2<sup>nd</sup> Floor Training Room, 2625 Hwy 101, Florence, OR.**

TASK	ACTUAL START DATE	TIME COMMITMENT
<b>JANUARY</b>		
WLEOG Board Meeting	1/26/2015	10:00 AM - 12:00 PM
Stakeholder Project Kick Off Meeting	1/27/2015	9:00 AM - 12:00 PM
ICS 402 Incident Command System Overview Executives and Senior and Elected Officials	1/27/2015	4:00 pm - 8:00 pm
Conduct ICS 100, 200, and 700 training	1/28/15	8:30 AM - 4:30 PM
<b>FEBRUARY</b>		
ESF 4 Firefighting; ESF 9 Search and Rescue; and ESF 10 Hazardous Materials	2/18/2015	9:00 AM - 12:00 PM
ESF 13 Military; ESF 16 Law Enforcement	2/18/2015	1:00 PM - 3:30 PM
WLEOG Board Meeting	2/23/2015	10:00 AM - 12:00 PM
WLEOG Executive Planning Workshop	2/23/2015	1:00 PM - 4:00 PM
Emergency Support Function (ESF) 1 Transportation; ESF 3 Public Works and Engineering, and ESF 12 Energy Workshop (FOCUS: RESOURCES)	2/24/2015	1:00 PM - 4:00 PM
ESF 2 Communications	2/25/2015	9:00 AM - 12:00 PM
Disaster Planning for Short Term Sheltering and Long Term Housing	2/25/2015	1:00 PM - 3:00 PM
<b>MARCH</b>		
WLEOG Board Meeting	3/16/2015	10:00 AM - 12:00 PM

<b>TASK</b>	<b>ACTUAL START DATE</b>	<b>TIME COMMITMENT</b>
ESF 14 Public Information	3/16/2015	1:00 PM - 3:00 PM
ESF 5 Emergency Management; ESF 7 Resource Management and ESF 15 Volunteer and Donations; ESF 11 Food and Water; ESF 17 Animal Protection	3/17/2015	9:00 AM - 12:00 PM
ESF 6 Mass Care and ESF 8 Health and Medical	3/17/2015	1:00 PM - 4:00 PM
Hazard Mitigation and Risk Assessment Workshop (THIS IS A TENTATIVE MEETING AS IT DEPENDS ON THE LANE COUNTY MITIGATION CONSULTANT'S SCHEDULE)	3/18/2015	9:00 AM - 12:00 PM
Emergency Support Function (ESF) 1 Transportation; ESF 3 Public Works and Engineering, and ESF 12 Energy Workshop (FOCUS: RESPONSE)	3/18/2015	1:00 PM - 4:00 PM
WLEOG Executive Planning Workshop	3/23/2015	1:00 PM - 4:00 PM
Hazard Mitigation and Risk Assessment Workshop (THIS IS A TENTATIVE MEETING AS IT DEPENDS ON THE LANE COUNTY MITIGATION CONSULTANT'S SCHEDULE)	3/25/2015	9:00 AM - 12:00 PM
Disaster Planning for Short Term Sheltering and Long Term Housing	3/25/2015	1:00 PM - 3:00 PM
<b>APRIL</b>		
* ESF Response Branch Workshop (ESF 2,4,9,10,11,13, 14, 15, 16)	4/13/2015	1:00 PM - 4:00 PM
Hazard Mitigation and Risk Assessment Workshop (THIS IS A TENTATIVE MEETING AS IT DEPENDS ON THE LANE COUNTY MITIGATION CONSULTANT'S SCHEDULE)	4/14/2015	9:00 AM - 12:00 PM
WLEOG Board Meeting	4/20/2015	10:00 AM - 12:00 PM
WLEOG Executive Planning Workshop	4/20/2015	1:00 PM - 4:00 PM
ESF 5 Emergency Management; ESF 7 Resource Management and ESF 18 Business and Industry	4/21/2015	9:00 AM - 12:00 PM

<b>TASK</b>	<b>ACTUAL START DATE</b>	<b>TIME COMMITMENT</b>
Debris Management Annex Workshop	4/21/2015	1:00 PM - 4:00 PM
ESF Health and Human Services Branch Workshop (ESF 6,8,11)	4/22/2015	9:00 AM - 12:00 PM
<b>MAY</b>		
WLEOG Board Meeting	5/18/2015	10:00 AM - 12:00 PM
WLEOG Executive Planning Workshop	5/18/2015	1:00 PM - 4:00 PM
ESF Resource and Recovery Branch Workshop (ESF 5,7,15,17,18)	5/19/2015	9:00 AM - 12:00 PM
Debris Management Annex Workshop	5/19/2015	1:00 PM - 4:00 PM
Critical Infrastructure Workshop (Overview of Critical Infrastructure threats)	5/20/2015	9:00 AM - 12:00 PM
Fatality Management Annex Workshop	5/26/2015	9:00 AM - 12:00 PM
Damage Management Annex Workshop	5/26/2015	1:00 PM - 4:00 PM
Air Support Annex Workshop	5/27/2015	9:00 AM - 12:00 PM
Mass Care, Evacuation, and Sheltering Annex Workshop	5/27/2015	1:00 PM - 4:00 PM
<b>JUNE</b>		
WLEOG Board Meeting	6/15/2015	10:00 AM - 12:00 PM
Mass Care, Evacuation, and Sheltering Annex Workshop	6/15/2015	1:00 PM - 4:00 PM

<b>TASK</b>	<b>ACTUAL START DATE</b>	<b>TIME COMMITMENT</b>
Continuity of Government and Operations Training	6/16/2015	9:00 AM - 12:00 PM
ESF Infrastructure Branch Workshop (ESF 1,3,12)	6/22/2015	1:00 PM - 4:00 PM
<b>JULY</b>		
WLEOG Board Meeting	7/20/2015	10:00 AM - 12:00 PM
WLEOG Executive Planning Workshop	7/21/2015	9:00 AM - 4:00 PM
Tabletop Exercise Initial Planning Conference Meeting (IPC)	7/29/2015	9:00 AM - 12:00 PM
<b>AUGUST</b>		
WLEOG Board Meeting	8/17/2015	10:00 AM - 12:00 PM
Tabletop Exercise Mid Planning Conference Meeting (MPC)	8/18/2015	9:00 AM - 12:00 PM
<b>SEPTEMBER</b>		
Conduct Prepare, Evacuate, Rebuild Community Preparedness Training	9/10/2015	5:00 PM - 7:30 PM
Tabletop Exercise Final Planning Conference Meeting (FPC)	9/11/2015	1:00 PM - 4:00 PM
Conduct Prepare, Evacuate, Rebuild Community Preparedness Training	9/12/2015	10:00 AM - 12:30 PM
Conduct Tabletop Exercise	9/16/2015	8:00 AM - 2:00 PM
WLEOG Board Meeting	9/21/2015	10:00 AM - 12:00 PM

TASK	ACTUAL START DATE	TIME COMMITMENT
<b>2016</b>		
Bi-Annual Emergency Operations Plan Review at WLEOG Board Meeting	6/20/2016	10:00 AM - 12:00 PM

*As of 2/19/2015*



**STAFF REPORT**  
**WEST LANE EMERGENCY OPERATIONS GROUP**

**DATE:** February 19, 2015  
**TO:** WLOG Board Members  
**FROM:** Jim Langborg, Fire Chief / Emergency Management Coordinator  
**CC:** Julie Brown, Recording Secretary  
**SUBJECT:** Election of a New Board Chair

**SUMMARY**

With the passing of Henry Hanf, the WLEOG Board needs to appoint a new Chair.

**BACKGROUND & STATEMENT OF THE ISSUE**

Neither our current rules of procedure or IGA address what to do when a board officer dies. Therefore, the logical solution appears to be appointing a new board chair to serve through the end of the term (June 31<sup>st</sup>).

**FINANCIAL CONSIDERATIONS**

None at this time.

**ALTERNATIVE**

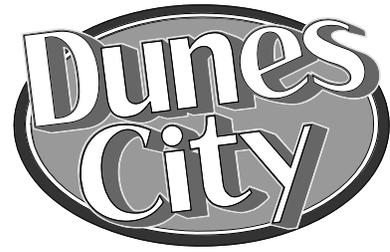
Appoint the current board secretary to serve as the board chair and appoint a new secretary.

**STAFF RECOMMENDATION**

Appoint a new board chair to serve through the end of the term.

## **City Administrator / Planning Report to City Council**

March 12, 2015 ~ Prepared by Fred Hilden



February permit activity increased this month compared to January. We issued eight permits that included five mechanical and three electrical compared to fifteen permits issued in February 2014. 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 continued to discuss changes to Chapter 155 and Chapter 155 will likely be discussed again at the next regular meeting.

A total of 72 packages have been mailed to potential sponsors for the 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon. Follow-up phone calls have been made and we now have 14 committed sponsors. There are 62 athletes that have registered to date and we only have 57 days until our event. My biggest concern remains the number of volunteers we have signed-up for the event. We may need to put on some kind of special volunteer recruitment effort to help!

City Council members Mayor Rebecca Ruede, President Jamie Mills, Sheldon Meyer, guest Robin Mills and I traveled to Salem to attend City Day at the Capitol on February 26<sup>th</sup>. For a small community, we were very well represented. More than 70% of the cities in Oregon had some form of representation. In addition to listening to speeches on a variety of legislative issues, we met with Representative Caddy McKeown where Mayor Ruede presented both her and Senator Arnie Roblan with a challenge to form a team to take on Councilors Sanders and Wells at the 3<sup>rd</sup> Annual Oregon Dunes Triathlon and Duathlon. We also sought suggestions for funding the acquisition of the weir on Woahink Lake, seismic upgrades to City Hall and septic maintenance for those in need.

Our Dunes City Website was hacked into this month. Changes were made and codes updated. We were then hacked into again and mass spam mailings were being sent out through our site. Our server host shut our web site down to stop the spam mailings. We are now in the process of acquiring a new site host and rebuilding. This will give us a chance to update our site and use some new pictures.

Staff researched emergency food storage for staff as approved at the February Council meeting. Staff has also been busy working on refining the requirements and specifications for our emergency backup generator. Collection efforts continue on past due water right admin fees. We were commended by our auditor this year for the progress made in this area.

Speaking of audits, our 2013-2014 audit "review" was completed and filed in February. The auditor's report was distributed to Council members with their agenda packets and reports the City's best performance in our five year relationship! No material modifications were recommended and not a single transaction was noted as being incorrect.

Respectfully submitted,  
Fred Hilden  
City Administrator / City Recorder

Dunes City, Oregon - Mail Tracking Log -  
February 2015

Date	Via	From	Type of Document	Forwarded To
2/2/2015	Fax	First American Title	City Lien Search 19-12-26-23-1200	Recorder
2/2/2015	Fax	First American Title	City Lien Search 19-12-14-10-1813	Recorder
2/2/2015	UPS	Quill.Com	Office Supplies	Recorder
2/2/2015	Mail	US Post Office	Invoice Dated 2/2/2015	Recorder
2/2/2015	Mail	Oregon TGMP Grant	TGMP Grant Notification x 2	Recorder
2/2/2015	Mail	Johnson Rock Products	Prequalification-ODOT & Proof of Insurance	Recorder
2/2/2015	Mail	Knife River Materials	Prequalification-ODOT	Recorder
2/2/2015	Mail	Central Lincoln PUD	Invoice Dated 1/28/2015	Recorder
2/3/2015	Hand	Sheldon Meyer	Sponsorship for Triathlon Check #3653	Back to the West
2/3/2015	Hand	Vend West Services	Invoice Dated 2/3/2015	Recorder
2/3/2015	Mail	Oregon Department of Revenue	Letter	Recorder
2/4/2015	Email	Archetype	Invoice Dated 2/4/2015	Recorder
2/4/2015	Fax	Dunes City Home Services	Invoice #230	Recorder
2/4/2015	UPS	Intuit	Forms	Recorder
2/4/2015	Mail	Vend West Services	Statement	Recorder
2/4/2015	Mail	County Transfer & Recycling	Invoice Dated 2/1/2015	Recorder
2/4/2015	Mail	CIS	Invoice #10057	Recorder
2/5/2015	Mail	Quill.com	Invoice #36-2952904	Recorder
2/5/2015	Fax	The Building Dept.	Invoice Dated 2/5/2015	Recorder
2/5/2015	Email	Speer Hoyt, LLC	Invoice Dated 1/3/2015	Recorder
2/5/2015	Mail	Oregon Pacific Bank	Statement x 2	Recorder
2/9/2015	Fax	First American Title	City Lien Search 19-12-23-34-2800	Permits
2/9/2015	Mail	Quill.com	Invoices Dated 1/28/2015 x 3	Recorder
2/9/2015	Mail	The Dyer Partnership	Invoice Dated 1/31/2015	Recorder
2/9/2015	Mail	Hough, MacAdam, Wartnik, Fisher	Invoice Dated 1/31/2015	Recorder
2/9/2015	Mail	Eugene Cascade Coast	Invoice #10271	Recorder
2/9/2015	Mail	Lane Act	Agenda x 2	Recorder/Saunders
2/9/2015	Mail	LOC-Local Focus	Magazine x 10	Recorder/Council
2/9/2015	Email	West Coast Media Group	Invoice #15-1404	Recorder
2/10/2015	Fax	First American Title	City Lien Search 19-12-14-40-0105	Permits
2/11/2015	Fax	The Building Dept.	Invoice Dated 2/5/2015	Recorder
2/17/2015	Hand	Duke Wells	Generator Quote	Recorder
2/18/2015	Mail	American Legal Publishing Com.	Moving	Recorder
2/18/2015	Mail	Nike, Inc.	Letter	Recorder
2/18/2015	Mail	Siuslaw News	Renewal Subscription	Recorder
2/18/2015	Mail	Lane County	Statement Dated 1/31/2015	Recorder
2/18/2015	Mail	Oregon Water Resources	Final Order for Permit R-14131	Recorder
2/19/2015	Mail	Oregon Forestry	Letter-R. Booth	Recorder

Dunes City, Oregon - Mail Tracking Log -  
February 2015

2/19/2015	Mail	CIS	Statement	Recorder
2/23/2015	Fax	Midgleys Stoves	Mechanical Permit	Recorder
2/23/2015	Mail	Oregon Water Services	Invoice #17586 McKnight	Recorder
2/23/2015	Mail	Mayors Against Illegal Guns	Letter	Mayor
2/23/2015	Mail	Preferred Long Distance	Statement 1/31/2015	Recorder
2/23/2015	Mail	Oregon Employment	Invoice Dated 2/18/2015	Recorder
2/23/2015	Mail	Wells Fargo	Statement Dated 2/14/2015	Recorder
2/23/2015	Mail	Charter Business Services	Invoice Dated 2/17/2015	Recorder
2/23/2015	Mail	MCI	Invoice Dated 2/16/2015	Recorder

# Dunes City Hall

## March 2015

March 2015							April 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	8	9	10	11
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
					Closed	
8	9	10	11	12	13	14
				7:00pm City Council Meeting	Closed	
15	16	17	18	19	20	21
	1:00pm Disaster Shelter Meeting 6:30pm Road Commission	9:00am Disaster Shelter Meeting	9:00am Hazard Mitigation 1:00pm Disaster Shelter 6:30pm Water		Closed	
22	23	24	25	26	27	28
		9:00am Hazard Mitigate. & Risk Assmnt (SVFR-Florer	1:00pm Disaster Housing & Shelter (SVFR-Florer 1:00pm Disaster Housing and	5:00pm Planning Commission Meeting	Closed	
29	30	31				

# Dunes City Hall

## April 2015

April 2015							May 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>April 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
					<b>Closed</b>	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
				<b>7:00pm City Council Meeting</b>	<b>Closed</b>	
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
	<b>1:00pm Response Grant Workshop SVFR</b>		<b>6:30pm Water Quality Committee Meeting</b>	<b>3:00pm Parks and Recreation Commission Meeting</b>	<b>Closed</b>	
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
	<b>6:30pm Road Commission Mtg</b>			<b>5:00pm Planning Commission Meeting</b>	<b>Closed</b>	
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

# Dunes City Hall

## May 2015

May 2015							June 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>May 1</b>	<b>2</b>
					Closed	
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
					Closed	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
				<b>7:00pm City Council Meeting</b>	Closed	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	<b>6:30pm Road Commission Mtg</b>		<b>6:30pm Water Quality Committee Meeting</b>		Closed	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
	<b>Memorial Day - CLOSED</b>			<b>5:00pm Planning Commission Meeting</b>	Closed	
<b>31</b>						