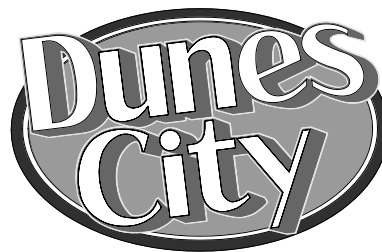


Dunes City Council ~ Regular Meeting

Wednesday, August 8, 2018 ~ 6:00 pm

The meeting will adjourn not later than 9:00 pm. If agenda items are not completed, the meeting will continue the next Wednesday at 6:00 pm.



AGENDA

1. **Call to Order**..... Mayor Robert Forsythe
2. **Roll Call** City Administrator
3. **Pledge of Allegiance to the Flag**..... Mayor Robert Forsythe
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 Regular Meeting Minutes from July 11, 2018
- B. City Council Special Session Minutes from July 19, 2018
- C. Bills of the Session through July 31, 2018
- D. Receipts of the Session through July 31, 2018

6. Announcements / Correspondence

- A. The Citizens Advisory Committee meeting regarding final review of the first three sections of Chapter 155 of the Dunes City Code is scheduled for August 20, 2018, at 5:00 p.m.
- B. The next Planning Commission meeting is scheduled for Thursday, August 23rd, at 5:00 p.m.
- C. The deadline to submit petitions for election as City Councilor or Mayor is 4:00 p.m. on August 23, 2018. Please get your petitions in as soon as possible!

7. Citizen Input on Items not listed on the Agenda

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.

8. New Business

- A. Lane County Animal Services IGA..... Discussion/**Action Item**
- B. Set values of unimproved roadways Discussion/**Action Item**

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

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

9. Executive Session

- A. Held pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

10. Old Business

- A. Any decision relating to items discussed in
Executive Session Discussion/**Action Item**

11. Reports

- | | | |
|----|--|-------------|
| A. | Mayor's Report..... | R. Forsythe |
| B. | Community Center Report..... | D. Wells |
| C. | Water Quality Report | S. Meyer |
| D. | Public Works Maintenance Supervisor's Report..... | R. Palmer |
| E. | Emergency Services Report..... | J. Mills |
| F. | City Administrator/Recorder/Planning/Staff Report..... | J. Mills |

12. For the Good of the Order

13. Adjournment

The meeting will adjourn not later than 9:00 pm. If agenda items are not completed, the meeting will continue on the following Wednesday at 6:00 pm.

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

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82877 Spruce St • www.dunescity.com



**CITY COUNCIL MEETING MINUTES ~ DRAFT
JULY 11, 2018 AT 6:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

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

1. CALL TO ORDER

Mayor Robert Forsythe called the Wednesday, July 11, 2018, meeting of the Dunes City Council to order at 6:03 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder Jamie Mills.

Present: Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Alan Montgomery, Councilor Susan Snow, Councilor Duke Wells, Councilor Tom Mallen, and Councilor Robert Orr.

Absent and Excused: None.

Also Present: Administrative Assistant Rapunzel Oberholtzer, several Dunes City residents and *Siuslaw News* reporter Jared Anderson.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Council President Meyer made a motion to approve the Agenda. The motion was seconded by Councilor Orr. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

Councilor Orr made a motion to approve the Consent Agenda. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills read from the list of announcements on the Agenda:

- A. On July 17, 2018, Dunes City is hosting a FEMA workshop on common problems, suggested solutions and best management practices related to construction of residential structures on the Pacific Northwest Coast. The workshop is from 8:30 am to 4:00 pm.
- B. The Citizens Advisory Committee meeting regarding the first three sections of Chapter 155 of the Dunes City Code is scheduled for July 23, 2018, at 5:00 pm. The CAC is nearing completion of their review of these sections.
- C. The next Planning Commission meeting is scheduled for Wednesday, July 25, at 5:00 pm. (00:03:43)

7. NEW BUSINESS

- A. Volunteer of the Year – Presentation of Award

Mayor Forsythe presented the 2018 Volunteer of the Year Award to Stan and Ann Anderson, managers of Boy Scout Camp Baker, and thanked them for all they've done to support Dunes City.

- B. Schedule Council Work Session to Discuss Water Issues

Following discussion, it was agreed to schedule the Work Session for Thursday, July 19, beginning at 6:00 pm.

- C. Ordinance No. 247, amending Chapter 155 of the Dunes City Code requiring marijuana-related businesses to apply for a Conditional Use Permit and establishing conditions that must be met; providing for an effective date of November 7, 2018 – First Reading

Mayor Forsythe announced, "A proposed Ordinance requires two readings before it is enacted. City Charter Section 34(3) provides that both readings may be read by title only (a) if no Council member present at the meeting requests it be read in full or (b) if a copy of the Ordinance is provided for each member and all requirements for posting and advertisement have been met." He asked if any Councilor wished to have the Ordinance read in full. None did.

Councilor Montgomery made a motion to read the Ordinance by title only. The motion was seconded by Councilor Orr. The motion passed by unanimous vote.

Mayor Forsythe read aloud the title of Ordinance No. 247, "An Ordinance amending Section 155.2.1.111 to add marijuana producers to the list of Conditional Uses that require a Conditional Use Permit in the R-1 Zone; adding a new Section 155.2.1.270 to add Special Standards that recreational marijuana producers and recreational marijuana production must meet in the R-1 Zone; adding new provisions to terminate any Conditional Use Permit granted under the terms of this Section 155.2.1 upon any change of use or ownership of the real property for which the Conditional Use Permit was granted; amending Section 155.2.2.111 to add recreational marijuana processors to the list of Conditional

Uses that require a Conditional Use Permit in the Community Commercial District; adding a new Section 155.2.2.220 to add Special Standards that must be met for recreational marijuana processors in the Community Commercial District, adding new provisions to terminate any Conditional Use Permit granted under the terms of this Section 155.2.2 upon any change of use or ownership of the real property for which the Conditional Use Permit was granted; correcting formatting errors and other matters related thereto.”

8. Public Hearing and Deliberation on Ordinance No. 247

- A. Ordinance No. 247, amending Chapter 155 of the Dunes City Code; requiring marijuana-related businesses to apply for a Conditional Use Permit and establishing conditions that must be met; providing for an effective date of November 7, 2018 – Second Reading and Deliberation

Mayor Forsythe read from a script prepared for the public hearing, “This evening we have a public hearing on Ordinance No. 247.”

“These proceedings will be recorded.

“This hearing will be held in accordance with the land use procedures required by the City and the State of Oregon. This is a Type IV Legislative Procedure.

“Staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the City Council must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria which you believe apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the City and parties involved an opportunity to respond to the issue would preclude an appeal to the Oregon Land Use Board of Appeals based on that issue.

“Any party interested in a land use matter may challenge the qualification of any Councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor’s bias, prejudice, conflict of interest, or other facts from which the party has concluded that the Councilor will not make a decision in an impartial manner.”

Mayor Forsythe asked if any member of the Council wished to declare a conflict of interest, bias or ex-parte contact. None did. (00:14:25)

Mayor Forsythe opened the public hearing for the proposed Ordinance at 6:18 pm and asked for the Staff Report.

Administrative Assistant Rapunzel summarized the proposed Ordinance, “Ordinance No. 247 amends Title XV of the Dunes City Code by adding new language to Chapter 155, Sections 155.2.1 and 155.2.2 regarding recreational marijuana producers and processors. “Recreational Marijuana Producers” will be added to the uses in the R-1 district that re-

quire a Conditional Use Permit and “Recreational Marijuana Processors” will be added to the uses in the Community Commercial district that require a Conditional Use Permit. New Sections will be added to list standards (in addition to all other Conditional Use Permit requirements) with which recreational marijuana producers must comply in the R-1 district, and standards (in addition to all other Conditional Use Permit requirements) with which processors must comply in the Community Commercial district.” (00:16:10)

Rapunzel provided a history of marijuana-related discussions in Dunes City, noting that in early 2017 three OLCC LUCSs were submitted to the City and approved, which resulted in many comments from citizens questioning the approvals and prompting lengthy discussion at City Council and Planning Commission meetings about City Code and processes. She explained that the citizen comments prompted the Planning Commission to discuss changing City Code and, in the meantime, the Council adopted Ordinance No. 245 which prohibited any future marijuana business applications and referred the question of whether or not Dunes City should ban all new marijuana businesses to the voters on the November general election ballot. (00:17:18)

Rapunzel went on to explain that the Planning Commission and the CAC crafted the language in Ordinance No. 247 with the intent that, should the ballot question fail, the City would have some control over new marijuana businesses attempting to locate in Dunes City. She noted that the biggest concerns expressed by citizens were that citizens knew nothing about the applications, had no notice of their approvals and had no input into whether or not the applications should have been approved. Ordinance No. 247 attempts to address all of those citizen concerns by using the Conditional Use Permit process that requires neighbors be notified of CUP applications, notice of Planning Commission and City Council public hearings be published and citizens be allowed to comment during the hearings. (00:18:00)

Mayor Forsythe asked Councilors if they had questions for Staff. Councilor Wells noted that the proposed Ordinance provides a process for the City if the ban fails. (00:18:40) There was some discussion about the proposed requirements for marijuana producers and processors in addition to those already set out in Chapter 155 conditional use requirements. City Administrator/Recorder Mills explained that the proposed requirements are for the Conditional Use Permit application, which would be reviewed by the Planning Commission to determine whether or not the application materials were adequate. (00:20:15)

There was a discussion about the definition of “marijuana” in the proposed ordinance and whether or not the term should include stalks, fiber, oil or cake, etc. as written on pages 2 and 4. There was also some discussion about the process of applying for a Conditional Use Permit and the notices and hearings that were required before a CUP could be obtained. There was some discussion about amending language on pages 2 and 4 to strike “not” from the second sentence (“It does not include the stalks of the plant...”). (00:32:47)

Mayor Forsythe announced that the Council would hear testimony from those who wished to testify in favor of or opposed to the proposed ordinance. No one signed in to offer

testimony and no written comments were submitted. Mayor Forsythe closed the public hearing at 6:37 pm.

Mayor Forsythe explained that the Council could a) approve the Ordinance, b) approve the Ordinance with amendments, or c) not accept the Ordinance based on findings of fact or other information identified by the Council but not included in the Staff Report/Findings of Fact.

Council President Meyer made a motion to accept the Staff Report and Findings of Fact. Councilor Montgomery seconded the motion. The motion passed with four votes in favor and one opposed. (00:35:48)

Mayor Forsythe announced that he would entertain a motion to amend the language of Ordinance 247 as presented.

Councilor Mallen made a motion to amend Ordinance 247 on page two and four under the definition of marijuana, second sentence, strike the word “not.”

There was no second and the motion failed.

Council President Meyer made a motion to read Ordinance 247 by title only. The motion was seconded by Councilor Orr. The motion passed by unanimous vote.

Mayor Forsythe read aloud the title of Ordinance No. 247 for the second time, “An Ordinance amending Section 155.2.1.111 to add marijuana producers to the list of Conditional Uses that require a Conditional Use Permit in the R-1 Zone; adding a new Section 155.2.1.270 to add Special Standards that recreational marijuana producers and recreational marijuana production must meet in the R-1 Zone; adding new provisions to terminate any Conditional Use Permit granted under the terms of this Section 155.2.1 upon any change of use or ownership of the real property for which the Conditional Use Permit was granted; amending Section 155.2.2.111 to add recreational marijuana processors to the list of Conditional Uses that require a Conditional Use Permit in the Community Commercial District; adding a new Section 155.2.2.220 to add Special Standards that must be met for recreational marijuana processors in the Community Commercial District; adding new provisions to terminate any Conditional Use Permit granted under the terms of this Section 155.2.2 upon any change of use or ownership of the real property for which the Conditional Use Permit was granted; correcting formatting errors and other matters related thereto.”

Councilor Montgomery made a motion to amend Ordinance 247 by deleting the word “not” from the definition on page four and page two. Councilor Orr seconded the motion.

There was a discussion about the definition of “marijuana” in the producer and processor sections of the proposed ordinance. Planning Commission Chairman Bonnie Allen, who was present in the audience, explained that the Planning Commission had followed state-

recommended definitions and guidelines to keep the language as simple as possible but still give the City control over marijuana-related activities. She went on to note that if the Planning Commission had concerns or questions about a marijuana business CUP application, those concerns and questions would be addressed during the application hearing process. (00:44:45) Councilor Mallen disagreed with keeping the word “not” noting that stems, seeds, etc. were, in fact, marijuana. Councilor Montgomery changed his mind about deleting “not” noting that the excluded parts were not parts of marijuana that contained THC.

The motion failed by a vote of four to one. (00:50:56)

Council President Meyer made a motion to accept the wording of Ordinance 247 as written. Councilor Orr seconded the motion. In a roll call vote, Council President Meyer and Councilors Snow, Montgomery, Wells, and Orr voted in favor. Councilor Mallen voted against the motion.

Mayor Forsythe declared Ordinance No. 247 adopted, noting that its effective date would depend on the outcome of the November general election votes. (00:52:25)

9. OLD BUSINESS

A. Resolution No. 7A, correcting scrivener errors in Resolution No. 7 adopted June 13, 2018

City Administrator/Recorder Mills reminded Councilors that they adopted Resolution No. 7 to amend the City Charter of Dunes City at last month’s meeting, and explained that Resolution No. 7A corrected the wording of the Ballot Title to fit within the State’s maximum number of words allowed.

Councilor Orr made a motion to accept the amended wording. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

B. Resolution No. 8A, correcting scrivener errors in Resolution No. 8 adopted June 13, 2018

City Administrator/Recorder Mills reminded Councilor that they adopted Resolution No. 8 to ask voters to approve a \$.005 per thousand dollars of property value at last month’s meeting. She explained that the State rejected the Summary Statement she submitted and Resolution No. 8A corrects the Summary Statement to meet State requirements.

Councilor Orr made a motion to accept the change in wording. Council President Meyer seconded the motion. The motion passed by unanimous vote. (00:55:09)

- C. Ordinance No. 248 amending Chapter 120 of the Dunes City Code of Ordinances entitled “Business Licenses” to apply to all businesses doing business within the City Limits with exceptions – Second Reading

Following some discussion, Councilors proceeded with the public hearing.

10. PUBLIC HEARING AND DELIBERATION ON ORDINANCE NO. 248

- A. Ordinance No. 248 amending Chapter 120 of the Dunes City Code of Ordinances entitled “Business Licenses” to apply to all businesses doing business within the City Limits with exceptions

Mayor Forsythe opened the public hearing on Ordinance No. 248 at 7:04 pm. He went on to announce that, “These proceedings will be recorded,” and read from a prepared script.

“Staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the City Council must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria which you believe apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the City and parties involved an opportunity to respond to the issue would preclude an appeal to the Oregon Land Use Board of Appeals based on that issue.”

For the benefit of the citizens, Mayor Forsythe read the Ordinance title into the record, “An ordinance amending Chapter 120 of the Dunes City Code of Ordinances entitled ‘Business Licenses’ to apply to all businesses doing business within the City limits,” and asked if there was anyone in the audience who wished to comment on the Ordinance.

Mayor Forsythe recognized Ms. Bonnie Allen. Ms. Allen asked how the citizens would know about the new requirement and how would citizens know that a vendor has a Dunes City business license. Mayor Forsythe pointed out that Dunes City residents would be instrumental in making sure that anyone they hired had a City license. City Administrator/Recorder Mills noted that the City could send a letter to all residents and publish an article in the newsletter.

Mayor Forsythe recognized Mr. Rory Hammond, who expressed some concern about which businesses would be required to be licensed by the City, would the requirement apply to insurance agents, delivery drivers, etc. There was some discussion about the City’s requirements for vendors to prove they are licensed by the State and have insurance. City Administrator/Recorder Mills suggested that Councilors could table further discussion to give her time to look into whether delivery services, for example, would be excluded.

(01:13:00)

Council President Meyer made a motion to table further discussion until Staff could do more research. Councilor Wells seconded the motion. The motion passed by unanimous vote.

Mayor Forsythe closed the public hearing at 7:16 pm.

11. OLD BUSINESS

- A. Ordinance No. 249 amending Chapter 141 of the Dunes City Code of Ordinances regarding Erosion Control by adding provisions that apply to all residential construction within the City Limits – Second Reading

Mayor Forsythe opened the public hearing at 7:16 pm and, for the benefit of residents, read the Ordinance title into the record, “An ordinance amending Chapter 141 of the Dunes City Code of Ordinances entitled ‘Erosion and Sediment Control’ by adding provisions that will apply to all residential construction within the City limits.”

Mayor Forsythe asked if anyone in the audience wished to comment on the Ordinance. No one did and Mayor Forsythe closed the public hearing at 7:17 pm. (01:14:38)

12. PUBLIC HEARING ON ORDINANCE NO. 249 AND DELIBERATION

- A. Ordinance No. 249 amending Chapter 141 of the Dunes City Code of Ordinances regarding Erosion Control by adding provisions that apply to all residential construction within the City Limits

There was some discussion about the origin of Ordinance No. 249, during which Councilor Snow reported that she found the Council’s Rules of Procedure, Item 6.6, read in part, “Requests for ordinances: any member of the City Council may request the Mayor to have prepared a proposed ordinance with such ordinance to be placed on the agenda of the next regular meeting...” She questioned whether the proposed ordinance should have been included in Councilors’ packets because it was not requested by the Council or the Mayor. (01:16:00) Mayor Forsythe explained that he agreed with the language in the Rules, but did not recall whether or not, or when, the Council discussed the need for this Ordinance and asked Staff to draft it. City Administrator/Recorder Mills pointed out that she had been asking for this kind of ordinance for some time because the City has ongoing issues with drainage and runoff onto roadways; she thought that the Council likely discussed the need during goal setting meetings. (01:19:00)

Councilor Mallen objected to revisiting Ordinance No. 249 because the Council voted against it in the July meeting, and explained that the Ordinance adds another layer of regulation on procedures the City already has in place. Councilor Orr recalled that the discussion in the July meeting was that the original language could be modified, and this version contained modifications. He volunteered to work with City Administrator/Recorder Mills on softer language. Council President Meyer recalled that in the July meeting, there was a discussion in which some of the Councilors agreed that there was a need for an ordinance like 249 to keep water that runs off properties from entering the lakes. (01:23:49)

There was some further discussion after which Councilors generally agreed that they needed more time to consider the proposed language.

Councilor Montgomery made a motion to table further discussion until the August meeting. Councilor Wells seconded the motion. The motion passed by unanimous vote. (01:26:48)

13. EXECUTIVE SESSION

- A. Held pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

Mayor Forsythe announced that the Council would go into Executive Session held pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and adjourned the regular session at 7:13 pm.

Due to the nature of the subject matter to be discussed in the Executive Session, he asked Councilor Montgomery not to attend.

Mayor Forsythe reconvened the regular session at 7:50.

14. OLD BUSINESS

- A. Any action to be taken regarding items discussed in Executive Session (Reavis v. Dunes City)

Councilor Orr made a motion to accept the Settlement Agreement as written. The motion was seconded by Councilor Mallen.

Councilor Montgomery explained that he wished to keep the 4" pipe that is existing, but he would install a larger diameter as appropriate. Mayor Forsythe noted that the Agreement stipulates a 4" pipe and that is what the City is agreeing to.

The motion passed with five votes in favor. There was one abstention (Montgomery).

15. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA

There was none.

16. REPORTS

- A. Mayor's Report: Mayor Forsythe did not have a report.
- B. Community Center Report: Councilor Wells reported that he would clean the dead moss off the roof of City Hall.

- C. Water Quality Report: Council President Meyer reported that the water quality is still good. He went on to report that Mark Chandler is leaving the Water Quality Committee so the Committee will be looking for another volunteer to help with testing.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills reported that RFQs for work on Huckleberry Lane have been mailed and there will be a mandatory meeting of interested contractors to visit the site.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that her report was included in the Councilors' meeting packets.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that: she sent a letter to Lane County Animal Control, who submitted an IGA for the Council to consider in the August meeting; she and the CwMH20 engineer visited the site where the water flow meter will be installed; she presented the Rebecca's Trail grant proposal to State Parks and Recreation on June 19 and has since been informed that the award had been given to larger cities; and, Dunes City is seeking donations to repair the old sign at the Westlake Post Office.

17. FOR THE GOOD OF THE ORDER

City Administrator/Recorder Mills announced that Administrative Assistant Linda Stevens submitted a letter of resignation that included monetary demands to be discussed in Executive Session. Councilors agreed to hold the Executive Session at 5:00 pm on July 19.

Councilor Snow asked that the City follow procedures for submitting ordinances. Councilor Orr thanked the Planning Commission for their work on Ordinance No. 247.

18. ADJOURNMENT

Council President Meyer made a motion to adjourn. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

Mayor Forsythe adjourned the meeting at 8:02 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 8th DAY OF AUGUST 2018

Robert Forsythe, Mayor

ATTEST:

Jamie Mills, City Administrator/Recorder



CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ DRAFT
JULY 19, 2018 AT 5:00 PM

City Hall ~ 82877 Spruce St., Westlake, OR

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

1. CALL TO ORDER

Mayor Robert Forsythe called the July 19, 2018, Special Session of the Dunes City Council to order at 5:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder Jamie Mills.

Present: Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Tom Mallen, Councilor Robert Orr, and Councilor Susan Snow.

Absent and Excused: Councilors Alan Montgomery and Duke Wells.

Also Present: Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Orr made a motion to approve the Agenda. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

5. ANNOUNCEMENTS AND CORRESPONDENCE

City Administrator/Recorder Mills read aloud from the list of announcements on the Agenda:

- A. The Citizens Advisory Committee meeting regarding the first three sections of Chapter 155 of the Dunes City Code is scheduled for July 23, 2018, at 5:00 pm. The CAC is nearing completion of their review of these sections.
- B. The next Planning Commission meeting is scheduled for Wednesday, July 25, at 5:00 pm.
- C. On August 7, beginning at 6:00 pm, the Florence Police Department will be holding its National Night Out at Miller Park. There will be games, bounce houses, slides, and lots of fun for the entire family.

D. On August 25, from 10:00 am to 3:00 pm, West Lane Emergency Operations Group will be holding its annual Emergency Preparedness Expo at the Florence Events Center.

6. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA

There was none.

7. EXECUTIVE SESSION

A. Held pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Forsythe announced that he would close the Special Session to go into Executive Session held pursuant to ORS 192.660(2)(h) to consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and that only representatives of the news media and designated Staff would be allowed to attend Executive Session. Mayor Forsythe closed the Special Session at 5:04 pm and reconvened the Special Session at 5:36 pm.

8. OLD BUSINESS

Councilor Mallen made a motion to accept the fact that Linda Stevens was in fact a full-time City of Dunes City employee as of July 2013, minus the waiting period. Councilor Snow seconded the motion. The motion passed by unanimous vote.

9. FOR THE GOOD OF THE ORDER

City Administrator/Recorder Mills announced that the *Siuslaw News* will be publishing a special section to celebrate the 125-year anniversary of the City of Florence and there is an opportunity to place an ad in the special section. The Council took no action.

10. ADJOURNMENT

Council President Meyer made a motion to adjourn. Councilor Orr seconded the motion. The motion passed by unanimous vote. Mayor Forsythe adjourned the meeting at 5:40 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 8th DAY OF AUGUST 2018.

Robert Forsythe, Mayor

ATTEST:

Jamie Mills, City Administrator/Recorder

RECEIPTS OF THE SESSION: 7/08/2018 thru 8/01/2018

Building Rental	\$0.00
Business License	\$510.00
Copy Charges	\$0.00
Donations	\$0.00
Triathlon Sponsorships	\$1,020.00
Fines	\$115.25
Franchise Fee, Cable TV	\$0.00
Franchise Fee, PUD	\$4,910.04
Franchise Fee, Telephone	\$0.00
Interest	\$0.00
Lien Searches	\$25.00
Permits, Conditional Use	\$278.23
Permits, Boundary Line Adjustment (PUD)	\$0.00
Permits, Electrical	\$565.00
Permits, Excavating & Grading & Driveway	\$0.00
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$109.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$105.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$0.00
Permits, Plumbing	\$97.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$0.00
Permits, Building Surcharge	\$150.00
Permits, State Surcharge	\$92.52
Permits, Vegetation / Tree Removal	\$0.00
PERMITS TOTAL	\$1,396.75
RTMP Grant	\$0.00
Septic Inspections	\$600.00
Tax, Cigarette	\$135.61
Tax, Liquor (OLCC)	\$1,221.50
Tax, Oregon State Highway Apportionment	\$8,168.19
Tax, Lane County Motel Fund	\$1,336.47
Tax, School Excise	\$0.00
Water Rights Application Fees	\$0.00
Water Admin Fees	\$9,100.00
TOTAL	\$28,538.81

BILLS OF THE SESSION: 7/08/2018 thru 8/01/2018

Best in the West Events, LLC		\$500.00
Campbell Productions		\$390.00
Central Lincoln P.U.D. (City Hall)		\$98.91
Central Lincoln P.U.D. (Street Lights)		\$1,787.57
Century Link		\$315.29
Charter Business		\$0.00
COCARC (Most Volunteers at Tri-Du)		\$0.00
County Transfer & Recycling		\$0.00
CwM-H20		\$4,091.98
DCBS Fiscal Services		\$0.00
DJ Miller Construction, Inc. (Kiechle Arm Rd)		\$0.00
Florence Events Center (power point rental)		\$25.00
Linda Stevens (travel reimbursement)		\$18.00
MCI/Verizon		\$46.44
Northwest Code Professionals		\$578.25
Oregon Department of Revenue		\$951.13
Oregon Unemployment Department Unit 2		\$126.06
PERS		\$700.35
Quill		\$99.52
Robert Ybarra (lawn maintenance)		\$80.00
Siuslaw News		\$1,407.46
Speer Hoyt LLC General	\$0.00	
Speer Hoyt LLC Building Program Issue	\$0.00	
Speer Hoyt LLC Reavis v DC	\$0.00	
Speer Hoyt LLC Property Acquisition	\$0.00	
Speer Hoyt LLC Street Repair	\$0.00	
Speer Hoyt Total (estimated)		\$1,096.00
Steam Way of Florence (carpet and upholstery cleaning)		\$470.00
Terri English (Dunes City Home Services)		\$160.00
Travel Oregon/Oregon Tourism Commission (reimburse overpayment of grant funds)		\$24.99
U S Bank		\$690.69
Mayor's Dinner	\$231.35	
Office Supplies	\$296.46	
Postage	\$162.88	
Vend West		\$0.00
West Coast Media Group		\$0.00
Wells Fargo Financial Leasing, Inc		\$185.25
Wobbe & Associates (Survey Huckleberry Ln)		\$991.25
Staff Wages		\$0.00
Employer Portion of Taxes		
PERS		
Total Employee Costs		\$0.00
Cardinal Services		\$0.00
Above bills in the amount of	\$14,834.14	approved per motion, TOTAL \$14,834.14

ATTEST: _____

Mayor / Council President



LANE COUNTY OFFICE OF LEGAL COUNSEL

PUBLIC SERVICE BUILDING / 125 EAST 8TH AVENUE / EUGENE, OR 97401 / (541) 682-4442 / FAX (541) 682-2083

www.lanecounty.org

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lisa.lacey@co.lane.or.us

March 21, 2017

Jamie Mills
City Recorder/Administrator
City of Dunes City
PO Box 97
Westlake, OR 97493

Tom Turner
Chief of Police
Florence Police Department
900 Greenwood Street
Florence, Oregon 97439

Re: Animal Enforcement and Licensing

Dear Ms. Mills and Chief Turner:

I am writing this letter at the request of Mike Russell Division Manager for Lane County Parks and Animal Services. Recently both of your jurisdictions have repealed municipal legislation related to dog licensing and animal control. I did have the opportunity briefly with Chief Turner about this matter.

Mr. Russell became aware that residents were being referred to Lane County for licensing of their animals. He also became concerned that your city residents might conclude, based upon that referral, that Lane County was responsible for the enforcement of animal regulations within the city limits.

Lane County's animal control regulations only apply in unincorporated areas of Lane County and not within your city limits. ORS 609.015(2) makes state law relating to the regulation of animals apply within jurisdictions that have no animal regulation or have rescinded existing regulations. The only way the County could provide these services would be with an IGA between the City and County and the City adopting the county's animal control regulations in lane Code 7.00.

The purpose of this letter is to make sure that your citizens are provided with accurate information and avoid frustration with both the County and the City because of the perception that they are receiving the runaround. The County values its relationship with both cities and looks forward to maintaining that relationship in the future.

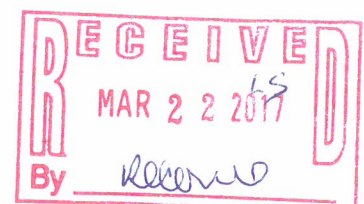
Please do not hesitate to contact me or Mr. Russell directly if you have any questions. I thank you in advance for your cooperation in this matter.

Sincerely,

LANE COUNTY OFFICE OF LEGAL COUNSEL

Stephen E. Dingle
SED:clp

em Tim Elsea, Public Works Director
Mike Russell, Division Manager, Lane County Animal Control



INTERGOVERNMENTAL AGREEMENT
FOR
Lane County Animal Services Enforcement Services

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), and City of Dunes City, an Oregon unit of local government ("City"), referred to collectively in this Agreement as the parties.

County and City agree as follows:

1. RECITALS

- 1.1 ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- 1.2 The parties have determined it is in their mutual interest for County to perform certain functions for City on a reimbursement basis.
- 1.3 The parties desire to enter into an agreement whereby County will provide limited Animal Enforcement Services as described in Section 2.1 below.

2. SCOPE OF AGREEMENT.

- 2.1 County shall provide limited enforcement services, including court appearances and prosecution, as requested by its designee at an hourly rate of \$133.18 per officer per hour during regular business hours for the period of July XX, 2018 through June 30, 20XX. Hourly rates for subsequent years will be updated annually in accordance with any County adopted budgetary personnel changes. The hourly rate will be calculated from the time the Lane County Animal Services (LCAS) Animal Welfare Officer is dispatched until the time the LCAS Animal Welfare Officer becomes available for LCAS service.
- 2.2 Calls will be responded to in the following order of priority, only by designated person(s) on approved list supplied by CITY:
 - a) Animal bites (owner unknown and animal is at large).
 - b) Animals endangering public safety (vicious animal at large).
 - c) Injured animals.
 - d) Neglect/abuse to animals (animals in immediate danger).
- 2.3 City shall:
 - a) Pay County monthly for County service and personnel utilized as authorized by City in accordance with Sections 2.1 & 2.2 above.
 - b) Assign principal responsibility for coordination between City and County on matters of animal control services to a designee, for the purposes of facilitating the flow of information between City and County concerning limited Animal Control services, maximizing service to the satisfaction of both parties, and assisting City to establish a working relationship with this individual in order to answer all formal or informal requests for information or clarification from City.
 - c) Implement an effective means of communication with City and its designee when County cannot respond to emergency calls.
- 2.4 The parties hereto further agree that:
 - a) All animal control citations issued by County within City's city limits shall be prosecuted by County pursuant to the Lane Code, and that County is authorized to conduct preliminary investigations and prosecutions of possible violations of the Oregon Revised Statutes and Lane County Code pertaining to animal control.
 - b) County, on behalf of City, may cite any person who violates any section of the Lane County Code related to animal control within City's city limits, by issuing a Lane County summons

with copies provided to the Lane County Infraction Clerk at County, and said citation shall be prosecuted by County under Lane County's Animal ordinance.

- c) The books and records of each party to this Agreement, and such other records as may be reasonably required by either party, shall be open and available for the purpose of audit and inspection at reasonable and convenient times. County will supply monthly reports with billing.
- d) Parties will fully cooperate with each other in providing all information that one of them shall reasonably need to perform their duties under the Agreement, including that which may be necessary for City to assume full responsibility for dogs and other animal control within its boundaries upon the termination of this Agreement.
- e) City will continue to issue dog licenses according to the existing City Ordinance.
- f) It is understood that when priority calls are received, they will be responded to in the order that they are received as well as the order of priority, subject to availability of County resources.
- g) City will be informed by County of any changes in its rates of fees and for those fees to begin 30 days from notification.

3. DOCUMENTS FORMING THE AGREEMENT

3.1 The Agreement. The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

3.2 Exhibits. None.

4. CONSIDERATION AND PAYMENT

4.1 In consideration for City's performance under this Agreement, County shall:

- a) Submit a monthly invoice to City with appropriate documentation and reports detailing services provided.

4.2 In consideration for County's performance under this Agreement, City shall:

- b) Upon receipt of invoice from County, pay County for animal enforcement services provided by County within 30 days of receipt of approved invoice.

5. EFFECTIVE DATE AND DURATION

5.1 Effective Date. Upon the signature of all parties, this Agreement is effective upon signature by all parties.

5.2 Duration. Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate three years from the execution date. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

6. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as their authorized representatives for administration of this Agreement. Any notice required under this Agreement must be addressed to the authorized representative stated here. A party may designate a new authorized representative by written notice to the other.

6.1 County's Authorized Representative.

Sr. Welfare Officer Bernard Perkins
541-682-2374 (Office)
Email: Bernard.perkins@co.lane.or.us

6.2 City's Authorized Representative.

Mrs. Jamie Mills, City Administrator (or designee)
541-997-3338 (Office)
Email: Recorder@dunescityor.com

7. **INDEMNIFICATION.** To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, and to the extent otherwise provided for in private contracts of insurance, each party agrees to indemnify, defend, and hold the other and its officers, employees, or agents, harmless from all damages, losses and expenses, including but not limited to attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement. No party to this Agreement will be required to indemnify or defend the other party for any liability arising solely out of wrongful acts of another party, or that party's own officers, employees, or agents.
8. **MODIFICATION AND TERMINATION.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties. The parties may jointly agree to terminate this Agreement at any time by written agreement.
9. **MISCELLANEOUS PROVISIONS**
- 9.1 Disputes. The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.
- 9.2 Waiver. Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 9.3 Severability. If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 9.4 Time is of the Essence. The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 9.5 No Third-Party Beneficiaries. County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 9.6 Headings. The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 9.7 Force Majeure. Neither party will be held responsible for delay or default due to Force Majeure acts, events or occurrences unless they could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.
- 9.8 Multiple Counterparts. This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.

9.9 Merger. This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CITY:

CITY OF DUNES CITY

By: _____
Mrs. Jamie Mills

Title: City Administrator

Date: _____

Address:
City of Dunes City
P.O. Box 97
West Lake, OR 97493

COUNTY:

LANE COUNTY, OREGON

By: _____
Dan Hurley

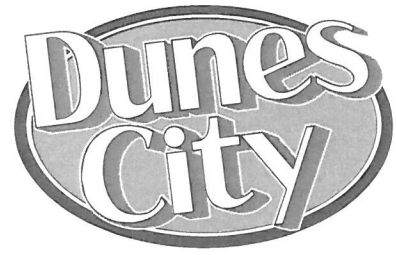
Title: Interim Public Works Director

Date: _____

Address:
Lane County Public Works
3050 Delta Highway North
Eugene, Oregon 97408

Emergency Services Report to City Council

August 8, 2018 ~ Prepared by Jamie Mills



I attended the West Lane Emergency Operations Group meeting held on Monday, July 16, 2018 at the Siuslaw Valley Fire and Rescue Station #1 in Florence. The Agenda and packet materials are included in this packet.

All were reminded that the Emergency Preparedness Expo is scheduled for August 25th at the Florence Events Center.

All members were asked to review the by-laws and purposes of WLEG so the group can discuss and set short and long-term goals. That discussion will begin at the next meeting.

Megan also indicated the radio station had requested an update to the message they are currently running. Megan will provide a copy of the script to all members for discussion at the next meeting.

Chief of Operations at Siuslaw Valley Fire and Rescue, Jim Dickerson, gave a presentation on how to read the fire rating chart. He said that on the 16th, the fire danger in Florence was low, but it is expected to get progressively worse as the heat and dry season continue. All are encouraged to watch the sign in front of the Fire Station where fire rating will be listed. Also, check the newspaper and local radio station if you are in doubt. All are encouraged to prepare their defensible space around their homes.

The City of Florence announced that at its City Council meeting on July 16th, it will be considering its "Beat the Wave" ordinance designed to strengthen building codes in preparation for earthquake and tsunami.

The Florence Police Department announced that on August 7th, it will be hold the local version of the National Night Out Campaign at Miller Park. A flyer describing the family event was distributed to those who requested it.

Boy Scout Camp operators Ann and Stan asked if anyone had event signs or something they could use for the summer as the campers walk down Clear Lake Road and cross Hwy 101 to go to the dunes every Tuesday night through the end of September. All drivers are asked to use caution.

The next WLEOG meeting will be held at the Fire Station in Florence on Monday, August 20th at 10:00 a.m.

WEST LANE EMERGENCY OPERATIONS GROUP

Siuslaw Valley Fire and Rescue

2625 Hwy 101
Florence OR 97439

June 18, 2018

AGENDA

10:00 AM

Members

City of Florence Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians Dunes City
Mapleton Fire District Peace Harbor Medical Center Port of Siuslaw
Siuslaw Valley Fire and Rescue Western Lane Ambulance

Associate Members

American Red Cross Apex Helicopter Greentrees Village Florence Area Chamber
Florence Area Humane Society Florence Emergency Cold Weather Shelter Lane Community College
Lane County Public Health Oregon Department of Transportation Oregon Episcopal Diocese
Oregon Parks and Recreation Oregon State HSPR Program Senior and Disabled Services
Siuslaw School District United States Coast Guard West Lane ARES/RACES Camp Baker

Call to order

Roll Call/Establishment of Quorum

Approval of Minutes: Of the Regular WLEOG meeting of May 21, 2018

Reports & Discussion Items:

Emergency Management Coordinator's

Report Chair's Report

CERT Coordinator Report

Emergency Preparedness Expo

Financial Statements Profit and Loss Budget vs. Actual, Year to date (2017-2018) Bank account register.

Other Business/Round Table Next Meeting: Monday July 16, 2018 Location TBD

WEST LANE EMERGENCY OPERATIONS GROUP
MINUTES May 21, 2018

MEMBERS PRESENT:

Siuslaw Valley Fire & Rescue: Jim Dickerson
WLA: Matt House
CTCLUSI: Not Present
Dunes City: Jamie Mills
City of Florence: Megan Messmer
Peace Health: Pat Kirby
Mapleton Fire: Department: Not Present
Port of Siuslaw: Not Present

ASSOCIATE MEMBERS:

West Lane ARES/RACES: Present
Greentrees: Present
American Red Cross: Present
United States Coast Guard: Not Present
Florence Area Chamber: Present
Florence Emergency Cold Weather Shelter: Not Present
Lane County Public Health: Present
Oregon Episcopal Diocese: Not Present
Oregon Parks and Recreation: Present
Florence Area Humane Society: Not Present
Lane Community College: Present
Oregon Department of Transportation: Not Present
Oregon State HSPR Program: Not Present
Senior and Disabled Services: Present
Siuslaw School District: Present
Apex Helicopter: Not Present
Camp Baker: Present

CALL TO ORDER

The meeting was called to order by Megan Messmer 10:00 a.m.

APPROVAL OF MINUTES: Matt House made a motion and Jim Dickerson seconded the motion to approve the minutes from the April 16, 2018 Meeting, Motion was then approved unanimously.

Agenda Items:

Chairs Report: Construction starting today on 3 new crossings. Megan Messmer presented the 2018-2019 FY Budget for approval.

FY 2018-2019 Budget Approval: Jamie Mills made a motion, Pat Kirby seconded the motion to approve the FY 2018-2019 Budget as presented, motion was then approved unanimously.

Emergency Management Coordinator's Report: None

CERT: Frank Nulty presented the group with a drinking water purification system. Camp Baker is looking for an Eagle Scout to make a prototype of this system that will give us something to build off. Frank Nulty suggest we have at least 2 of these available and ready.

Emergency Preparedness Expo: Jenna was not present the Emergency Expo is scheduled for August 25th, Jenna will be in touch with other agency to booths spaces in the future.

OHA Preparedness:

- Salene Jaramillo and Haleigh Leslie present the group with a PowerPoint for the 2018 Flu and Wildfire seasons. Presented a graph to recap the flu season. For the entire state, 5% of hospital visits were from the flu. Long term care facilities had a clear majority of outbreaks. Even poorly matched vaccines can still be effective.
- Primary risks of wildfire season are air quality and how smoke affects us. Sensitive groups are the elderly, others with underlying health issues and young children. Some factors are exposure time, intensity of exposure. Online resources are great ways to keep up to date on statistics and incidents.

Active Violence Drill:

- Matt House discuss the time line, there will be a 27-patient surge into the hospital. the drill will take place at LCC and will establish guidelines and a foundation for a surge of patients at the hospital. The drill will reconvene at station 1 for and after action hot wash, lunch will be provided.

ARES/RACES: Bob Pine is obtaining a license for the radios this will allow direct access with FEMA. The 24-hour Field Day Exercise is going to be help on June 23rd at 11:00a.m. to June 24th at 11:00 a.m. in the lot across from Siuslaw Valley Fire and Rescue, this will give better public exposure.

Other Business: Jamie Mills reports that the Triathlon went well and thanked everyone for their participation.

FINANCIAL REPORT

Current balance is \$23,563.03 Bills paid since 4/16/2018 were \$2,787.19 to; Coast Broadcasting \$288.00; Central Lincoln \$30.31; VIASAT EXCEDE Internet \$59.98; West Coast Media \$100.00; Shipping Shack \$1,500.00; Frank Nulty \$361.00; Florence Are Community \$75.00; Siuslaw News \$372.00; 64.2% of the Budget has been expended YTD excluding Contingency.

Future Agenda Business:**ADJOURNMENT**

The meeting was adjourned by Megan Messmer @ 11:20 a.m.

The next scheduled WLEOG Meeting will be June 18, 2018 at 10:00 a.m. at Siuslaw Valley Fire and Rescue.

**Mary Dimon
Administrative Assistant
Recording Secretary**

W.L.E.O.G.
Profit & Loss Budget vs. Actual
July 1, 2017 through June 14, 2018

	Jul 1, '17 - Jun ...	Budget	\$ Over Budget	% of Budget
Income				
4000 · Member Contributions				
4001 · WLAD	5,327.44	5,327.44	0.00	100.0%
4002 · Siuslaw Valley Fire	5,327.44	5,327.44	0.00	100.0%
4003 · City of Florence	5,327.44	5,327.44	0.00	100.0%
4004 · Tribal Police	2,663.72	2,663.72	0.00	100.0%
4005 · Port of Siuslaw	1,331.86	1,331.86	0.00	100.0%
4006 · Dunes City	1,331.86	1,331.86	0.00	100.0%
4007 · Mapleton Fire Department	428.56	428.56	0.00	100.0%
4008 · Peace Harbor Hospital	5,327.44	5,327.44	0.00	100.0%
4000 · Member Contributions - Other	0.00	0.00	0.00	0.0%
Total 4000 · Member Contributions	27,065.76	27,065.76	0.00	100.0%
4100 · Grant Income				
4101 · HPP FY 11/12 Grant	0.00	0.00	0.00	0.0%
4102 · HPP FY 12/13 Grant	0.00	0.00	0.00	0.0%
4103 · Grant Income-Other	0.00	0.00	0.00	0.0%
4100 · Grant Income - Other	0.00	0.00	0.00	0.0%
Total 4100 · Grant Income	0.00	0.00	0.00	0.0%
4300 · Reimbursements/Refunds	0.00	0.00	0.00	0.0%
4500 · Sale Proceeds/LOSG Material	0.00	0.00	0.00	0.0%
4600 · Interest Income	13.43	0.00	13.43	100.0%
Total Income	27,079.19	27,065.76	13.43	100.0%
Expense				
5000 · Materials & Services				
5005 · Advertising	7,948.00	8,200.00	-252.00	96.9%
5006 · Neighborhood Training Programs	1,575.00	1,500.00	75.00	105.0%
5007 · Emergency Operations Center	0.00	0.00	0.00	0.0%
5008 · Volunteer Coordination	0.00	0.00	0.00	0.0%
5009 · Dues and Fees	58.01	200.00	-141.99	29.0%
5010 · Siren Maintenance Agreement	0.00	2,150.00	-2,150.00	0.0%
5011 · Satellite Phones	634.44	1,500.00	-865.56	42.3%
5012 · Radios	2,184.96	1,200.00	984.96	182.1%
5013 · CENS	0.00	0.00	0.00	0.0%
5014 · Miscellaneous Supplies	600.97	500.00	100.97	120.2%
5015 · Education/Prof. Dev.	175.00	3,000.00	-2,825.00	5.8%
5016 · Warehousing/Disaster Supplies	0.00	0.00	0.00	0.0%
5017 · Internet/Website Service	1,893.15	2,300.00	-406.85	82.3%
5018 · Siuslaw Bridge Failure	0.00	0.00	0.00	0.0%
5019 · Special Districts Dues/Ins	2,351.00	2,500.00	-149.00	94.0%
5020 · Professional Services	0.00	0.00	0.00	0.0%
5021 · SVFR Staff Time Reimbursement	0.00	0.00	0.00	0.0%
5022 · Mass Casualty Trailer Supplies	0.00	0.00	0.00	0.0%
5023 · Volunteer Coordinator	0.00	0.00	0.00	0.0%
5024 · CERT Recognition Event	0.00	200.00	-200.00	0.0%
5025 · Community Events	0.00	200.00	-200.00	0.0%
5026 · CERT Program Coordinator	361.90	2,000.00	-1,638.10	18.1%
5027 · Siren Battery Replacement/Labor	0.00	1,000.00	-1,000.00	0.0%
5028 · Grant Planning	0.00	0.00	0.00	0.0%
5040 · Grant Expense	0.00	0.00	0.00	0.0%
5000 · Materials & Services - Other	0.00	0.00	0.00	0.0%
Total 5000 · Materials & Services	17,782.43	26,450.00	-8,667.57	67.2%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6900 · Contingency	0.00	615.75	-615.75	0.0%
Total Expense	17,782.43	27,065.75	-9,283.32	65.7%
Net Income	9,296.76	0.01	9,296.75	92,967,600.0%

W.L.E.O.G.
Profit & Loss
May 18 through June 15, 2018

	May 18 - Jun 15, 18
Income	
4600 · Interest Income	1.01
Total Income	1.01
Expense	
5000 · Materials & Services	
5005 · Advertising	288.00
5014 · Miscellaneous Supplies	30.31
5017 · Internet/Website Service	100.00
Total 5000 · Materials & Services	418.31
Total Expense	418.31
Net Income	-417.30

W.L.E.O.G.

6/14/2018 2:26 PM

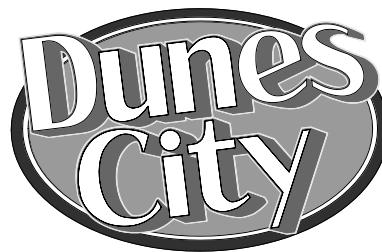
Register: Oregon Pacific Bank

From 05/15/2018 through 06/14/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2018			4600 · Interest Income	Interest		X	1.01	23,564.04
06/11/2018	1431	Central Lincoln	20000 · Accounts Paya...	Acct.# 305763...	30.31			23,533.73
06/11/2018	1432	Coast Broadcasting	20000 · Accounts Paya...	Inv# 816-0012...	288.00			23,245.73
06/11/2018	1433	Westcoast Media Gro...	20000 · Accounts Paya...	Inv.# 18-2187 ...	100.00			23,145.73

City Administrator/City Recorder Report to City Council



August 8, 2018 ~ Prepared by Jamie Mills

There were 6 building permits issued in July: 4 electrical, 1 mechanical, and 1 plumbing, however, a number of parcels are being cleared for construction of new homes.

The CAC met on July 23rd, where it finished its review of Chapter 155.1, .2, and .3. The next CAC meeting will be August 20, 2018, at 5:00 pm, at which time the CAC will begin reviewing the written recommendation of the CAC to the Planning Commission. Planning Commission met on July 25th, during which meeting they continued their review of Chapter 155. The next Planning Commission meeting is scheduled for August 23, 2018 at 5:00 p.m.

A mandatory contractors' meeting was held regarding the Huckleberry Lane road project. The deadline for submission of quotes was 3:00 p.m. on August 2nd. At the time of this writing, the award of the job has not been made. A new grant application was submitted for the next round of awards for repairs of the Parkway Drive "dip" (which is slowly collapsing and sliding into the drainage gully) and for Alder Drive widening, installation of erosion control measures, and installation of a turn-around for emergency vehicles.

I met with representatives from FEMA regarding the new flood maps. The impact on Dunes City is relatively light. The City, however, will be required to adopt a new Ordinance regarding the flood maps and incorporating the provisions of new laws adopted by the State, which will mean an amendment to Land Use Code, thus requiring a CAC, followed by public hearings before the Planning Commission and the City Council, as well as measure 54 notice mailings and mandatory publication of notices in the newspaper. There is a deadline for updating Code to accept the new flood zone codes, or the City will lose its flood insurance status, which will mean mortgage companies would deny funding mortgages for purchases of property in the City limits. The City will need to move quickly to identify who will prepare the draft Ordinance, and having the Ordinance move forward through the process.

Administrative Assistant Linda Stevens has taken a position with the City of Lakeside. Her last day with Dunes City was July 19, 2018. As instructed by the City Council, I have submitted the requisite reports to PERS to correct the failure of the City to categorize Mrs. Stevens as a PERS employee since her date of hire in 2013. I have conducted one interview for a replacement, however, the position will be changed to a non-PERS qualifying position for not more than 600 hours per year of time worked.

Dunes City hosted the Lane County Mayors' Association meeting at Dunes City Hall on July 26th. A formal dinner was served to the Mayors in attendance.

Complaints as of August 1, 2018 have to do with road brushing and limbing. Many residents of the City seem to believe the City's rights-of-way are their property and that the City should not have a right to maintain its rights-of-way as the City deems fit – which is primarily for pavement protection and not for beauty. Until such time as I receive directive from the City Council to the contrary, I have instructed our City Public Works Maintenance contractor to cease all road brushing and limbing unless a request is made by someone on the roadway for the work to be done.

All financial materials requested by the auditor have been provided to the auditor for preparation of the last fiscal year financials.

The ballot question referrals have all been submitted to and accepted by the County Elections Official and will appear on the general election ballot in November. A reminder is given that individuals interested in running for office in Dunes City must have their applications in as soon as possible so I can provide the necessary reports and petition signature pages, which **MUST** be in to me not later than close of business on August 23, 2018.

Respectfully submitted,

Jamie Mills
City Administrator/Recorder

	J	K	L	M
1	7/2/2018	Mail	MCI	Invoice
2	7/2/2018	Mail	Florence Area Chamber of Commerce	Invoice
3	7/2/2018	Mail	WLEOG	Invoice
4	7/2/2018	Mail	US Bank Visa	Invoice
5	7/2/2018	Mail	Oregon Employment Department	Letter-Hearing
6	7/2/2018	Mail	County Transfer & Recycling	Invoice
7	7/2/2018	Mail	Quill	Invoice
8	7/2/2018	Mail	Central Lincoln PUD	Invoice
9	7/3/2018	Email	NW Code Pro.	Invoice
10	7/5/2018	Mail	League of Oregon Cities	Invoice
11	7/5/2018	Mail	Vend West Services, Inc.	Statement
12	7/5/2018	Mail	ODOT	Letter-Specail City Allot. Grant
13	7/5/2018	Mail	USDA	Letter-Indian Creek
14	7/9/2018	Hand	Linda Stevens	Letter of Resignation
15	7/9/2018	Mail	Northwest Codes	Report
16	7/9/2018	Mail	Siuslaw News	Statement
17	7/9/2018	Mail	Oregon Pacific Bank	Statement x 2
18	7/9/2018	Mail	CIS	Letter
19	7/9/2018	Mail	Wall & Wall CPA	Audit Requirements
20	7/9/2018	Hand	Florence Events Center	Projector Rental
21	7/9/2018	Mail	USPS	Certified Letter Return-Lugan-Bolander
22	7/9/2018	Mail	USPS	Certified Letter Return-Jody Terry
23	7/10/2018	Mail	FEMA	Letter
24	7/10/2018	Mail	USPS	Hubert Lewis Trust Returned Certified
25	7/10/2018	Hand	Linda Stevens	Reimbursement Form
26	7/10/2018	Email	Wally's	Hooper Septic Report-Still Owes \$50 F
27	7/11/2018	Email	First American Title	City Lien Search
28	7/11/2018	Mail	Wobbe & Associates	Invoice
29	7/11/2018	Mail	Umpqua Bank	Statement
30	7/12/2018	Mail	LOC	Local Focus
31	7/16/2018	Mail	Johnson Rock	Bid Packet Returned
32	7/16/2018	Hand	Edward Kubic	Request of Info
33	7/17/2018	Email	Cardinal Services	Invoice
34	7/18/2018	Mail	Able Insurance	Letter

	J	K	L	M
35	7/19/2018	Mail	Wally's Septic	Report - 8
36	7/23/2018	Email	PERS	Statement for July, 2018
37	7/23/2018	Mail	Shelly White-Robinson of ODOT	Letter re Small Cities Allotment Grant
38	7/23/2018	Mail	Wally's Septic	Reports-Hochhalter & Anderson Tst
39	7/23/2018	Mail	Preferred Long Distance	License Tax Reporting Form
40	7/23/2018	Mail	Quill	Invoice
41	7/23/2018	Mail	USPS	Returned Mail - McShinsky
42	7/23/2018	Mail	USPS	Returned Mail - Bolden
43	7/23/2018	Mail	USPS	Returned Mail - 83430 Doonbrae
44	7/24/2018	Hand	Steam Way	Invoice
45	7/27/2018	Fax	Dunes City Home Services	Invoice
46	7/30/2018	Mail	Bill Evans	Meter Reading
47	7/30/2018	Mail	Campbell Productions	Invoice
48	7/30/2018	Mail	Central Lincoln PUD	Invoice
49	7/30/2018	Mail	Central Lincoln PUD	Invoice
50	7/30/2018	Mail	US Bank Visa	Invoice
51	7/30/2018	Mail	MCI	Invoice
52	7/30/2018	Mail	CenturyLink	Invoice
53	7/30/2018	Mail	Oregon Department of Administrative Service	Acquisition Value of Federal Surplus
54	7/30/2018	Mail	Wally's Septic	Septic Inspection Reports
55	7/31/2018	Hand	Navarro	Water Meter Reading

Dunes City Hall

August 2018

August 2018

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2	3 Closed	4
5	6	7 6:00pm National Night Out Event at Miller Park	8 3:00pm Lane Act (Eugene) 6:00pm City Council Meeting	9	10 Closed	11
12	13	14	15	16	17 Closed	18
19	20 10:00am WLEOG (SVFD) 5:00pm Citizen Advisory Committee (Dunes City) - Dunes City Admin	21	22	23 5:00pm Planning Commission Meeting	24 Closed	25
26	27	28	29	30	31 Closed	Sep 1

Dunes City Hall

September 2018

September 2018

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 26	27	28	29	30	31	Sep 1
2	3	4	5	6	7 Closed	8
9	10	11	12 3:00pm Lane Act (Eugene) 6:00pm City Council Meeting	13	14 Closed	15
16	17 10:00am WLEOG (SVFD)	18	19	20	21 Closed	22
23	24	25	26	27 OMA Workshop (Eugene) 5:00pm Planning Commission Meeting	28 Closed	29 SOLV Beach & Riverside Cleanup
30	Oct 1	2	3	4	5	6

admin

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8/2/2018 11:45 AM