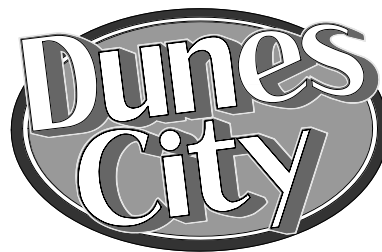


Dunes City Council ~ Regular Meeting

Wednesday, December 12, 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 November 14, 2018
- B. Bills of the Session through December 3, 2018
- C. Receipts of the Session through December 3, 2018

6. Announcements / Correspondence

- A. Water testing by the Oregon Health Authority determined levels of cyanobacteria in Siltcoos Lake are at acceptable levels, however the OHA requires 2 clear test results before giving the all clear. We await the results of the second test.
- B. City Hall will be closed from Monday, December 24th until Tuesday, January 2nd, 2019.
- C. The annual goal setting session is scheduled for Wednesday, February 13, 2019, at 4:00 p.m.

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. Public Hearings

- A. Conditional Use Permit for Boundary Line Adjustment
Applicant: David Dumas.

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. New Business

- A. Consideration of Conditional Use Permit for Boundary Line Adjustment (Applicant David Dumas)..... Discussion/**Action Item**
- A. Appoint Planning Commission Applicant Ken Pesnell..... Discussion/**Action Item**
Term: 1-9-2019 to 1-12-2022
- B. Appoint Budget Committee Applicant Discussion/**Action Item**
Richard Snow. Term: 6-30-2018 to 6-30-2021
- C. Schedule Town Hall Meeting to discuss failed ballot measure topics..... Discussion/**Action Item**
- D. Annual Reviewed Financial Statements Report..... Discussion

10. Executive Session None.

11. Old Business

12. Reports

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

13. For the Good of the Order

14. 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.

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**CITY COUNCIL MEETING MINUTES ~ DRAFT
NOVEMBER 14, 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, November 14, 2018, meeting of the Dunes City Council to order at 6:00 pm.

2. ROLL CALL

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

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

Absent and Excused: Councilor Alan Montgomery.

Also Present: Administrative Assistant Ms. Rapunzel Oberholtzer, Dunes City residents, *Siuslaw News* reporter Mr. Jared Anderson, and City Attorney Mr. Ross Williamson.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

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

5. APPROVAL OF THE CONSENT AGENDA

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

6. ANNOUNCEMENTS / CORRESPONDENCE

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

A. There is a blue green algae bloom occurring on Siltcoos Lake. Water testing by the

Oregon Health Authority determined levels of the bacteria to pose a possible threat to vulnerable populations such as children under five years of age, the elderly, pregnant women, and individuals with immune deficiency disorders. Testing will continue until the results reveal non-threatening levels. Individuals who wish to receive emails with updates on the bloom can contact City Hall and ask to be added to the email list.

- B. Preliminary results of the November 6 election suggest that all four candidates have been re-elected to the positions for which they ran. The question regarding the ban of marijuana businesses passed, the question to amend the Charter to change provisions relating to a municipal court failed, and the question regarding assessment of the five year half-cent ad valorem tax failed. Election results will not be final until certified on or before November 26, 2018.
- C. Sand Dunes Frontier received the coveted 2018 Eugene, Cascades and Coast Destination Award from Travel Lane County earlier this year. The plaque was destroyed when the historic building in which it was displayed burned to the ground this past September. A replacement plaque was presented to Sand Dunes Frontier during the October 31 Travel Lane County meeting in Florence.
- D. City Hall will be closed at noon on November 21 and will reopen on Monday, November 26 and will be closed from Monday, December 24, until Tuesday, January 2, 2019.
- E. The City Council is scheduled to hold a public hearing on a Conditional Use Permit for a boundary line adjustment at the December regular session. Councilors are asked to ensure their attendance at that meeting to keep costs to the City at a minimum.

City Administrator/Recorder Mills also announced that part-time Dunes City residents Donna Randall and Lou Inverness lost their home and belongings in Paradise, California, to the Camp Fire.

7. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA

Mayor Forsythe recognized Mr. Fred Hilden. Mr. Hilden introduced himself as a Dunes City resident and business owner as well as a former City Administrator and Recorder. He noted that he would be disappointed to see the City disincorporated because it does provide services to residents at a level that cannot be provided by the County. (00:08:35)

Mayor Forsythe recognized Mr. Rory Hammond, a Dunes City resident. Speaking to the potential for the City's disincorporation, Mr. Hammond expressed concerns about how the ban on marijuana businesses and local building codes would be enforced and what would happen to the City's water rights. He explained that, in his opinion, the ballot question about the tax was confusing and the City did not do enough to educate residents about why the tax was necessary to preserve the services provided to citizens. (00:10:21)

Mayor Forsythe recognized Ms. Bonnie Allen, who introduced herself a resident of Dunes City and the Chairman of the Planning Commission. She explained that since she moved to the City seven years ago she has been involved in water testing and land use code that are important issues with residents of the community. She explained that, in her opinion, if citizens want to continue to have local government rule and their values reflected in that, they should contribute to the cost of local government. (00:12:03)

8. NEW BUSINESS

A. Discussion on Options Available to the City for Disincorporation as a Result of the Voters Denying Imposition of a ½ Cent per \$1,000 Valuation Temporary Ad Valorem Tax

Mayor Forsythe explained that the tax issue was raised several months ago in light of a question about whether or not Dunes City would continue to receive shared revenue from the State if the City did not levy a property tax as required by State Statute. He went on to explain that the revenue amounted to \$70,000-\$100,000 per year, and there was some concern about whether or not the City would have to repay any of the funds it has received over the years. He noted that the tax question on the ballot was intended to bring the City into compliance with State Statute by levying a minimal property tax.

Mayor Forsythe noted that the City Attorney has informed the Council that there are eight or nine other Oregon cities that do not have a property tax and they continue to receive shared revenue from the State. He went on to ask Councilors if they wished to begin discussing this issue or schedule a special session to do so.

City Administrator/Recorder Mills suggested that Mr. Williamson, the City Attorney, provide some background on shared revenue for the benefit of audience members. Mr. Williams explained that it is his opinion that the City faces no liability in continuing the way it has been doing business for the past several decades. He explained that the onus is on the State, it is the State's formula for calculating the amount of shared revenue a city receives, and the State Statute determines how the State distributes money. He also explained that he didn't believe there was any personal liability to any of the Councilors. (00:23:00) He went on to say that having a tax base was the best long-term solution now that the City is aware its shared revenue may be re-evaluated by the State on a year-to-year basis. (00:24:19)

There was some discussion about what the City could have done differently to advocate one way or the other for the ballot question and to educate citizens about the reason behind the tax. Mr. Williamson explained that in order for a group of citizens to spend money advocating for or against an issue a PAC is required, but there is no restriction on Councilors as individuals advocating for or against an issue. (00:27:45)

In subsequent discussion, Councilors generally agreed that because there is no guarantee that the City will continue to receive shared revenue, the City is left in a state of limbo. Councilors generally agreed to schedule a Special Session to continue the discussion about shared revenue with input from residents, and revisit the ballot question about amending

the City Charter to allow the City to hold municipal court outside of City Limits.

(00:31:50)

B. Outlet Control Structure Insurance Coverage

City Administrator/Recorder Mills explained that the City does not yet own the structure, but has an easement to it and is liable for repairs if it is damaged or fails. Following discussion, it was agreed that City Administrator/Recorder Mills should obtain a quote from CIS and present it for consideration by the Council at a future meeting.

C. West Lane Emergency Operations Group Rules of Procedure

City Administrator/Recorder Mills explained that WLEOG has asked members to review the revised Rules of Procedure and determine whether or not they are acceptable. Councilors did not offer any changes to the proposed Rules, and Mayor Forsythe asked City Administrator/Recorder Mills to inform WLEOG that they were acceptable as presented.

D. Resolution No. 10, Series 2018, Approving Entry into an Intergovernmental Agreement to Participate in the Western Lane Emergency Operations Group (WLEOG)

Councilor Mallen made a motion to accept the Intergovernmental Agreement as presented. Councilor Wells seconded the motion. The motion passed by unanimous vote.

E. Appointment of Applicants to Water Quality Committee

City Administrator/Recorder Mills referred Councilors to copies of applications for appointment to the Water Quality Committee from Andy Serrano, Bill Schwarz and Keith Garvey that were included in their meeting packets. She explained that Mr. Serrano and Mr. Schwarz were fairly new to the Committee, but that Mr. Garvey has been serving on the Committee for some time—official appointment by the Council was a housekeeping action.

Councilor Meyer made a motion to accept the applications to the Water Quality Committee. Councilor Wells seconded the motion. The motion passed by unanimous vote.

Mayor Forsythe and Councilor Orr thanked the applicants for volunteering.

F. Purchase of Blue Green Algae Test Kits

City Administrator/Recorder Mills explained that the State only tests drinking water sources for water systems but, as a result of the recent algae bloom on Siltcoos Lake where many residents have private intakes for water, the Water Testers have asked the City to consider purchasing test kits to have on hand. Mayor Forsythe suggested that as long as the cost was within the purchasing authority limits of the City Administrator/Recorder she could order the kits as needed.

G. Sustainable City Year Request for Participation

(00:42:02) City Administrator/Recorder Mills explained that the University of Oregon approached Dunes City about participating in the Sustainable City Year Program (SCYP) in which students from multidisciplinary courses get together with faculty and Oregon communities to develop a plan for a project that will benefit a particular City. City Administrator/Recorder Mills met with a representative group to talk about possible projects and the group will develop a plan to develop projects. The group will also assist the City in writing grants to fund the projects. She noted that the City would have to provide some matching funding for the work—volunteer time could offset any monetary costs to the City.

Councilors generally agreed that City Administrator/Recorder Mills should authorize the group to get started and provide status reports at future meetings. (00:44:45)

9. EXECUTIVE SESSION

There was none.

10. OLD BUSINESS

A. Animal Control IGA with Lane County

City Administrator/Recorder Mills explained that the City recently received another dog complaint and reminded Councilors that this issue had been discussed and postponed several times but was brought back again so that Councilors could review all of the information that it requested Mrs. Mills to provide and make a final decision. She noted that in order for the County to provide service to Dunes City, the County requires the City to enter into an IGA and to adopt the County Animal Control Code.

The pros and cons of the issue were discussed. It was noted that City residents pay for County services with their property taxes but do not get much response to calls for law enforcement. An IGA would give the City a mechanism to respond to animal concerns, and, with the IGA, the City would have to pay the cost of an officer's response from the time he left Eugene until the time he returned to duty in Eugene. There was some discussion about whether or not the City would pay fees for services in addition to the fees paid through property taxes.

Councilor Orr offered to meet with City Administrator/Recorder Mills to try to develop language for a proposal that the Council could accept. (00:54:30)

Following discussion, Mayor Forsythe suggested that Councilor Orr and City Administrator/Recorder Mills work out the cost issue with the County so the City is not, essentially, paying extra for services it should be provided. (00:57:20)

B. Adoption of Floodplain Management Regulation

City Administrator/Recorder Mills referred Councilors to a copy of the *Adoption of Flood Insurance Rate Maps by Participating Communities* publication that was included in meeting packets. She explained that the publication explains the rules and timelines for which communities must adopt new Flood Insurance Rate Maps—essentially, the City cannot ask for an extension of time for doing so.

C. Do Not Feed the Deer Signs

City Administrator/Recorder Mills explained that she had spoken with the Road Maintenance Manager at Lane County about installing additional deer warning signs in the City Limits. She went on to explain that the County would allow Dunes City to add signage to its three existing, County-approved signs as long as the City would do so at its own expense and provide maintenance.

Following discussion, Councilors generally agreed that City Administrator/Recorder Mills could secure County permission to install signs on the City's existing signs and order three "Do Not Feed Deer" signs at a cost of \$30-\$50 each.

Councilor Mallen made a motion for City Administrator/Recorder Mills to purchase three signs. Councilor Orr seconded the motion. The motion passed with four votes in favor (Meyer, Mallen, Orr, and Wells) and one opposed (Snow). (01:03:35)

11. REPORTS

- A. Mayor's Report: Mayor Forsythe had no report for the month.
- B. Community Center Report: Councilor Wells reported that he had finished the roof on City Hall so it was ready for winter.
- C. Water Quality Report: Council President Meyer did not have anything to add to earlier discussions about water quality.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills reported that work on Huckleberry Lane was finished and the final report submitted to the State for reimbursement. She also reported that she submitted two new grants to the State for work on Alder Drive and on Parkway Drive.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that she attended the October WLEOG meeting and the Agenda and meeting materials were included in the Councilors' meeting packets. She went on to report that the Annual Expo will be held next March and an emergency communications test will take place in April.

- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that there were twelve building permits, two driveway permits and one grading permit issued in October. She also reported that the Planning Commission, acting as the CAC for review of Chapter 153's new FEMA flood provisions, began its review in its October meeting, and the State formally adopted the City's Water Conservation Management Plan, which was submitted on time for the first time in years. A copy of the complete City Administrator/Recorder Report is on file at City Hall.

12. FOR THE GOOD OF THE ORDER

Councilor Orr thanked City Attorney Ross Williamson for taking the time to attend the Budget Committee and Council meetings and explaining the State's shared revenue program.

Councilor Wells also thanked Mr. Williamson and thanked Dunes City voters for re-electing him to the Council.

Council President Meyer thanked voters for re-electing him.

Councilor Snow thanked the votes for electing her.

Mayor Forsythe thanked voters for electing him. He went on to encourage residents to become involved in City government and urged them to continue to provide input. He also suggested that he would like to get Commissioner Bozievich to work with Lane County's road maintenance department to correct drainage problems with its roads in Dunes City limits.

13. ADJOURNMENT

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

Mayor Forsythe adjourned the meeting at 7:16 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 12th DAY OF DECEMBER 2018

Robert Forsythe, Mayor

ATTEST:

Jamie Mills, City Administrator/Recorder

BILLS OF THE SESSION: 11/07/2018 thru 12/04/2018

Campbell Productions		\$390.00
Central Lincoln P.U.D. (City Hall)		\$143.96
Central Lincoln P.U.D. (Street Lights)		\$1,761.15
Century Link		\$312.07
Charter Business		\$70.00
County Transfer & Recycling		\$24.51
Lane Council of Governments		\$277.10
MCI/Verizon		\$46.66
Northwest Code Professionals		\$3,314.10
OR Department of Forestry (Forestry Assessment)		\$0.78
Pam Palmer (fuel for equipment)		\$250.00
Pro Lumber		\$194.61
Robert Ybarra		\$60.00
Richard Palmer (Huckleberry, Dorothy, Jensen, Kiechle Arm, Leavitt, Collins, Wright, etc)		\$4,177.25
Siuslaw School District 97J		\$0.00
Speer Hoyt LLC General	\$467.00	
Speer Hoyt LLC Building Program Issue	\$0.00	
Speer Hoyt LLC Reavis v DC	\$167.00	
Speer Hoyt LLC Property Acquisition	\$0.00	
Speer Hoyt LLC Shared Revenue Question	\$2,345.03	
Speer Hoyt Total		\$2,979.03
Terri English (Dunes City Home Services)		\$160.00
U S Bank		\$317.49
Street Signs	\$41.86	
Supplies & Postage	\$275.63	
Vend West		\$8.50
Wells Fargo Financial Leasing, Inc		\$185.25
West Coast Media Group		\$300.00
Staff Wages		\$4,817.05
Federal Taxes		\$368.51
State Taxes		\$241.26
PERS		\$13,965.77
Above bills in the amount of	\$34,365.05	approved per motion, TOTAL <u>\$34,365.05</u>

ATTEST: _____

Mayor / Council President

RECEIPTS OF THE SESSION: 11/7/2018 thru 12/04/2018

Building Rental	\$125.00
Business License	\$255.00
Copy Charges	\$0.00
Donations	\$0.00
Triathlon	\$0.00
Fines	\$0.00
Franchise Fee, Cable TV	\$6,020.52
Franchise Fee, PUD	\$4,954.79
Franchise Fee, Telephone	\$0.00
Interest	\$0.00
Lien Searches	\$110.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment (PUD)	\$0.00
Permits, Electrical	\$410.00
Permits, Excavating & Grading & Driveway	\$60.50
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$0.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$0.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$23.50
Permits, Plumbing	\$0.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$0.00
Permits, Building Surcharge	\$150.00
Permits, State Surcharge	\$49.20
Permits, Vegetation / Tree Removal	\$0.00
PERMITS TOTAL	\$693.20
RTMP Tourism Grant	\$0.00
Septic Inspections	\$50.00
Tax, Cigarette	\$0.00
Tax, Liquor (OLCC)	\$1,875.07
Tax, Oregon State Highway Apportionment	\$8,688.93
Tax, Lane County Motel Fund	\$2,759.91
Tax, School Excise	\$0.00
Water Rights Application Fees	\$0.00
Water Admin Fees	\$0.00
TOTAL	\$25,532.42



APPLICATION FOR APPOINTIVE OFFICE

(Please Print or Type)

Date 11/12/18 Position Applying For PLANNING COMMISSIONER

Last Name PESNELL First Name KENNETH Middle Initial C

Street Address 5540 MEADOW LAKE WAY Mailing Address _____

Home Phone _____ Work Phone _____ Cell Phone 808-634-4207

Email Address ken.pesnell@gmail.com

In the event of an emergency, whom may be contact?

Name CHARMAINE PESNELL Telephone 808-656-5146

Your Current Occupation FIELD SUPERVISOR Your Prior Occupation(s) ELECTRICIAN

Are you a resident of Dunes City? YES How Long? 8 YEARS

Education/Experience/Interests (additional sheets may be attached).

ON RECORD

[Signature]
Signature

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

Revised 01/14/2016



APPLICATION FOR APPOINTIVE OFFICE
(Please Print or Type)

13 Nov 2018
 Date

Budget Committee
 Position Applying For

SNOW
 Last Name

Richard
 First Name

Alan
 Middle Initial

4757 Pacific Ave
 Street Address

PO Box 231 Westlake OR 97443
 Mailing Address

703-489-6390
 Cell Phone

snowbenche@verizon.net
 Email Address

In the event of an emergency, whom may be contact?

Susan Snow
 Name

703-489-6389
 Telephone

Retired
 Your Current Occupation

Program Manager / Financial Mgr
 Your Prior Occupation(s)

Yes
 Are you a resident of Dunes City?

2 yrs - 10 yr property owner
 How Long?

Education/Experience/Interests (additional sheets may be attached).

- Bachelor - Business Management / Administration
 - Master - Public Administration
 - 25 yr Financial Manager for the Dept. of Air Force
 Signature: Richard M. Snow

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

2017 ORS 244.177¹

Employment of relative or member of household

• exceptions

(1) Except as provided in subsections (2) to (4) of this section:

- (a) A public official may not appoint, employ or promote a relative or member of the household to, or discharge, fire or demote a relative or member of the household from, a position with the public body that the public official serves or over which the public official exercises jurisdiction or control, unless the public official complies with the conflict of interest requirements of this chapter.
- (b) A public official may not participate as a public official in any interview, discussion or debate regarding the appointment, employment or promotion of a relative or member of the household to, or the discharge, firing or demotion of a relative or member of the household from, a position with the public body that the public official serves or over which the public official exercises jurisdiction or control. As used in this paragraph, "participate" does not include serving as a reference, providing a recommendation or performing other ministerial acts that are part of the normal job functions of the public official.

(2) A member of the Legislative Assembly may appoint, employ, promote, discharge, fire or demote, or advocate for the appointment, employment, promotion, discharge, firing or demotion of, a relative or member of the household to or from a position on the personal legislative staff of the member of the Legislative Assembly.

(3) (a) A public official may appoint, employ, promote, discharge, fire or demote, or advocate for the appointment, employment, promotion, discharge, firing or demotion of, a relative or member of the household to or from a position as an unpaid volunteer with the public body that the public official serves or over which the public official exercises jurisdiction or control.

(b) Paragraph (a) of this subsection does not apply to the appointment, employment, promotion, discharge, firing or demotion of a relative or member of the household to a position as an unpaid member of a governing body of the public body that the public official serves or over which the public official exercises jurisdiction or control.

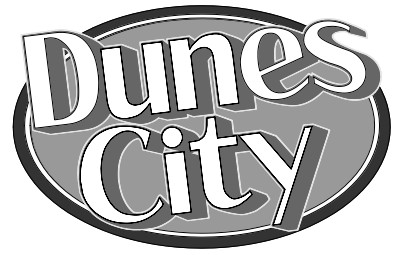
(c) A relative or member of the household described in paragraph (a) of this subsection may receive reimbursement of expenses provided in the ordinary course of business to similarly situated unpaid volunteers.

(4) This section does not prohibit a public body from appointing, employing, promoting, discharging, firing or demoting a person who is a relative or member of the household of a public official serving the public body.
[2007 c.865 §26c]

¹ Legislative Counsel Committee, *CHAPTER 244—Government Ethics*, https://www.oregonlegislature.gov/bills_laws/ors/ors244.html (2017) (last accessed Mar. 30, 2018).

Public Works Maintenance Supervisor's Report

December 12, 2018 ~ Prepared by Jamie Mills, Administrator



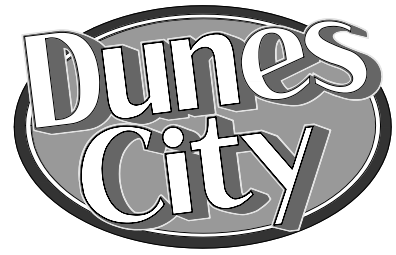
Maintenance work done by Richard Palmer between November 7, 2018 and December 4, 2018:

- 1) Cut down large alder tree in right of way on Leavitt Loop; cleaned up brush; delivered logs to property owner at the site;
- 2) Cleaned the bar ditch along Leavitt Loop, mowed, brushed and swept roadway;
- 3) Mowed /Woahink Loop, hand cut some brush; found culvert on Woahink Loop; did ditch hand work on Leavitt Loop; removed large roots where needed; clean up area; swept Leavitt Loop, Wright Road, Shirley Lane, Woahink Drive, and Huckleberry Lane;
- 4) Cut over-head branches on Leavitt Loop, Collins Loop and Seventh Heaven; hauled off two dump loads of duff and dirt; swept all roads.
- 5) Met with Barbara Madden, Terry Madden, Suzie Navetta and Jamie Mills regarding Leavitt Loop tree removal complaint;
- 6) Met with Jamie Mills on two occasions to discuss Johnston drainage issue on Leavitt Loop; met with Mr. Johnston twice.

Richard Palmer also swept Parkway Drive. He will continue to do winter street cleanup and sweeping as weather permits.

Emergency Services Report to City Council

December 12, 2018 ~ Prepared by Jamie Mills



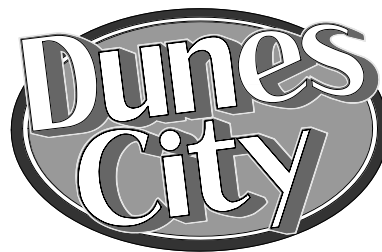
I attended the West Lane Emergency Operations Group meeting held on Monday, November 19th at the Siuslaw Valley Fire and Rescue Station #1 in Florence. The Agenda and packet materials are included in this report.

Discussion centered around having another drill to test the current Emergency Operations Plan specifically with regard to windstorm, winter storm and/or flooding scenarios. Each entity is to review their own responsibilities according to the Emergency Operations Plan and be prepared to discuss the matter and schedule a drill at an upcoming Work Session for WLEOG.

The Annual Expo will be held March 30th, 2019. There will be a communications test the last week of April, 2019. The State Office of Emergency Management is encouraging local communities to “harden” their communication and electrical systems as much as possible. The Red Cross trailer is at its new home and out of the tsunami inundation area. I reported the most recent test results regarding the blue green algae bloom on the Kiechle Arm of Siltcoos Lake.

The next WLEOG meeting will be held at the Fire Station in Florence on Monday, December 17th at 10:00 a.m.

City Administrator/City Recorder Report to City Council



December 12, 2018 ~ Prepared by Jamie Mills

There were 8 building permits issued in November: 2 structural, 3 electrical, 1 mechanical, and 2 plumbing. Also issued was one grading permit.

The Planning Commission, acting as the Citizens Advisory Committee, continued its review of Chapter 153 (FEMA flood insurance provisions) and asked me to submit questions to FEMA regarding language changes.

The blue green algae bloom on Siltcoos Lake continued into November. Levels of the bacteria were significant to warn vulnerable populations from ingesting water from the lake, however, the last test came back clear and new testing done on Friday, November 30th results have not yet been received. If it comes back clear as well, the advisory will be lifted.

While working on repairs to Leavitt Loop, Richard Palmer had to fell a large alder tree located in the right-of-way. When he did, he had it lay down into a relatively open area on private property so as to not cause significant damages to shrubbery. He had been unable to contact the property owners prior to the action and the property owners were upset about the tree being felled (which was in our right-of-way anyway) and that the tree was fallen onto their property. To resolve the issue, the City delivered the larger tree stumps to the property owner for their use.

Richard Palmer and I attended an Improving Safety on Local Roads seminar held in Florence on November 16th. The City has far more liability for its roadways than previously thought. Actions will need to be taken soon to correct as many of those liabilities as money permits to avoid future problems for the City. For example, if there is a tree in the right-of-way and someone, regardless if they are driving impaired or without a license, hits that tree and has damage to their vehicle or person or person, the City is liable for allowing the tree to remain in the right-of-way. Another example: if someone has stolen the stop sign or cut down the post to a size that doesn't comply with Federal and State law, the City is liable if someone suffers damages as a result.

Respectfully submitted,
Jamie Mills, City Administrator/Recorder

Incoming Mail Log November 2018

DATE	HOW DELIVERED	FROM WHO	WHAT IT IS	Who it Goes to:
11/1/2018	Fax	Dunes City Home Services	Invoice	AMD
11/5/2018	Mail	Dennis Olson	Water meter reading	AMD
11/5/2018	Mail	Michael Hall	Water meter reading	AMD
11/5/2018	Mail	True Value Hardware	Invoice	AMD
11/5/2018	Mail	Douglas & Jo Owen	Water meter reading	AMD
11/5/2018	Mail	Knife River	Invoice	AMD
11/5/2018	Mail	MCI	Invoice	AMD
11/5/2018	Mail	US Bank	Invoice	AMD
11/5/2018	Mail	OR Dept of Forestry	Invoice	AMD
11/5/2018	Mail	County Transfer & Recycling	Invoice	AMD
11/5/2018	Mail	Verizon	Past due notice / invoice	AMD
11/5/2018	Mail	Wally's Septic	Prepayment ledger / septic inspection	AMD
11/5/2018	Mail	Wally's Septic	Prepayment ledger / septic inspections	AMD
11/5/2018	Mail	OR Health Authority, Drinking Water Svcs	proposal to adopt rule related to Cyanotoxin testing	AMD
11/8/2018	Mail	Oregon Pacific Bank	Checking account 1225061 statement	AMD
11/8/2018	Mail	Oregon Pacific Bank	Checking account 1102938 statement	AMD
11/8/2018	Mail	mytcoat	MyTcoat outdoor furniture catalog	AMD
11/8/2018	Mail	Siuslaw News	Invoice	AMD
11/8/2018	Mail	Pro Lumber	Invoice	AMD
11/8/2018	Mail	Erich Baumann	Water meter readings	AMD
11/8/2018	Mail	Siuslaw News	Invoice	AMD
11/8/2018	Mail	Umpqua Bank	Statement	AMD
11/8/2018	Mail	Water Resources Department	water permit progress report letter	AMD
11/8/2018	Mail	Siuslaw Outreach Services	Newsletter	AMD
11/8/2018	Mail	Governing Magazine	November issue	AMD
11/13/2018	Mail	Wall and Wall CPA	Financial Review	AMD
11/13/2018	Mail	US Bank	Community Card // Credit Card	AMD
11/13/2018	Mail	Wells Fargo	Invoice / Konica Minolta Lease	AMD
11/13/2018	Mail	Quickbooks	2018 tax forms mail/fax reorder form	AMD
11/13/2018	Mail	Lane Area Commission on Transportation	LaneACT Agenda for November 14, 2018	AMD
11/13/2018	email	Speer Hoyt LLC	Invoice	AMD
11/14/2018	Mail	John Slatsky	Returned Water Right Agreement	Recorder
11/14/2018	Mail	Oregon DOT	Required submittal of Certified Road Mileage	Recorder
11/15/2018	Mail	National Seminars Training	Communication seminar	AMD
11/19/2018	Mail	PSU	Preliminary 2018 Population Estimate	AMD
11/19/2018	Mail	State of Oregon Employment Dept	Annual UI Notice of Tax Rate for 2019	AMD
11/19/2018	Mail	Citycounty Insurance Services	Statement	AMD
11/19/2018	Mail	Campbell Productions	Invoice	AMD

11/19/2018 Mail	University of Oregon	U of O Sustainable Cities Program	AMD
11/19/2018 Mail	BroadbandCommunities	publication / information	AMD
11/20/2018 Mail	League of Oregon Cities	Magazine, for council members	AMD
11/20/2018 Mail	Friends of the Florence Events Center	Winter music festival lineup	AMD
11/20/2018 Mail	LCOG	Invoice	
11/26/2018 Mail	Prothman	Appeal for City Administrator position leavenworth, W	AMD
11/26/2018 Mail	CLPUD	Invoice	AMD
11/26/2018 Mail	Spectrum	Invoice	AMD
11/26/2018 Mail	Charter	quarterly franchise fee remittance	AMD
11/26/2018 Mail	Preferred Long Distance	Tax remittance form	AMD
11/26/2018 Mail	Siuslaw Watershed Council	Free native plants, invitation for distribution	AMD
11/27/2018 Mail	Century Link	Invoice	AMD
11/27/2018 Mail	Ford Motor Company	Recall Notice - cop car	Recorder
11/28/2018 Mail	Oregon Employment Department	Benefit Payment Control Unit Monica Severino	Recorder
11/28/2018 UPS	Wall and Wall CPA	Financial Review 9 packets	Recorder
11/29/2018 Mail	First American Title Insurance	signed and notarized Water Right Agreement	Recorder
11/29/2018 email	PERS	notice of debit activity	AMD
11/29/2018 email	Intuit Payroll Customer Service	Receipt for monthly payroll usage fee	AMD
11/30/2018 email	West Coast Media	invoice for 2018 website updates and maintenance	AMD
11/30/2018 fax	Terri English	phone number update	AMD
11/28/2018 fax	Dunes City Home Services	November invoice	AMD

Dunes City Hall

December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 25	26	27	28	29	30	Dec 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 5:00pm Planning Commission Special Session - Dunes City Admin	19	20	21 Closed	22
23	24	25	26	27	28 Closed	29
30	31	Jan 1, 19	2	3	4	5

admin

Dunes City Hall

January 2019

January 2019							February 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5			3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28		
27	28	29	30	31									

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 30	31	Jan 1, 19	2	3	4 Closed	5
6	7	8	9 3:00pm Lane Act (Eugene) 6:00pm City Council Meeting	10	11 Closed	12
13	14	15	16	17	18 Closed	19
20	21 Closed-MLK Day 10:00am WLEOG (SVFD)	22	23	24 5:00pm Planning Commission Meeting	25 Closed	26
27	28	29	30	31	Feb 1	2