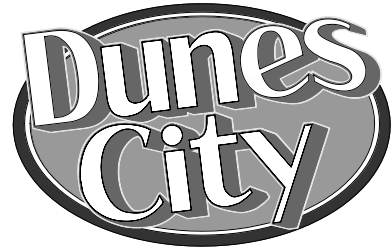


Dunes City Council ~ Regular Meeting

Wednesday, January 9, 2019 ~ 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.



AMENDED 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 December 12, 2018
- B. Bills of the Session through January 2, 2019
- C. Receipts of the Session through January 2, 2019

6. Announcements / Correspondence

- A. Water testing by the Oregon Health Authority determined levels of cyanobacteria in Siltcoos Lake are at acceptable levels and have lifted all warnings.
- B. The Mayor and members of the City Council will be meeting with Senator Arnie Roblan and Representative Caddy McKeown on Friday, January 11th at 10:00 a.m. at City Hall to discuss the shared revenues issue and other issues of concern to the City.
- C. City Hall will be closed Monday, January 21st in honor of Martin Luther King, Jr.'s birthday.
- D. The Planning Commission is scheduled to continue its review of Title 15 at their meeting on January 24th, at 5:00 p.m.
- E. 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.

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

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

8. Public Hearings – None.

9. New Business

- | | | |
|----|--|--------------------------------|
| A. | Swearing in of newly elected Mayor and City Councilors | Action Item |
| B. | Elect City Council President | Discussion/ Action Item |
| C. | Appointment of Water Quality Committee Chairman | Discussion/ Action Item |
| D. | Appoint Planning Commission Member
Applicant Greg Bench or
Applicant Jamie Gorder
Term: 1-9-2019 to 1-12-2022 | Discussion/ Action Item |
| E. | Schedule Town Hall Meeting to discuss failed
Ballot measure topics. | Discussion/ Action Item |
| F. | Social Media Opportunities | Discussion/ Action Item |

10. Executive Session – None

11. Old Business – None

12. Reports

- | | | |
|----|--|-------------|
| A. | Mayor's Report..... | R. Forsythe |
| B. | Community Center Report..... | D. Wells |
| C. | Water Quality Report | 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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82877 Spruce St • www.dunescity.com



**CITY COUNCIL MEETING MINUTES ~ DRAFT
DECEMBER 12, 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

Council President Sheldon Meyer called the Wednesday, December 12, 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: Council President Sheldon Meyer, Councilor Duke Wells, Councilor Susan Snow, Councilor Tom Mallen, and Councilor Robert Orr. Councilor Alan Montgomery arrived at 6:04 pm.

Absent and Excused: Mayor Robert Forsythe.

Also Present: Planning Secretary Ms. Rapunzel Oberholtzer, several Dunes City residents, Public Works Maintenance Supervisor Mr. Richard Palmer, and *Siuslaw News* reporter Mr. Jared Anderson.

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 with amended Bills of the Session. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

Council President Meyer read from the list of announcements on the Agenda:

- A. Water testing by the Oregon Health Authority determined levels of cyanobacteria in Siltcoos Lake are at acceptable levels, however the OHA requires two clear test results before giving an all clear. We await the results of the second test.

City Administrator/Recorder Mills explained that a second test done by OHA showed that the cyanobacteria has returned so OHA has not lifted its health alert for vulnerable populations. She went on to note that OHA requires two more tests to show that the cyanobacteria is at a safe level.

- B. City Hall will be closed from Monday, December 24, until Tuesday, January 2, 2019.
- C. The annual goal setting session is scheduled for Wednesday, February 13, 2019, at 4:00 pm and is open to the public.

7. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA

There was none.

8. PUBLIC HEARING

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

Council President Meyer began the public hearing by announcing, “This evening we have a public hearing on an application for a Conditional Use Permit to make a property line adjustment, as applied for by Mr. David Dumas. These proceedings will be recorded.”

Council President Meyer went on to say, “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 III, Quasi-Judicial procedure.”

“Staff will identify the applicable substantive criteria which have also been listed in the Planning Commission’s Findings of Fact and Recommendation. 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, prejudgment, conflict of interest, or other facts from which the challenging party has concluded that the Councilor will not make a decision in an impartial manner.”

Council President Meyer asked if any member of the public wished to challenge a Councilor’s impartiality. No one did. Council President Meyer asked if any Councilor wished to

declare a conflict of interest, bias or ex-parte contact. None did. However, Councilor Orr revealed that Mr. Dumas' wife, April, was a friend from work but neither of them had ever discussed the situation that prompted the Conditional Use Permit application or the application itself. (00:08:36)

Council President Meyer opened the public hearing for the Conditional Use Permit at 6:08 pm and asked for the Staff Report. Planning Secretary Rapunzel explained that the Planning Commission's detailed Staff Report/Findings of Fact and Recommendation were included in the Councilors' meeting packets, along with other documents relating to the Conditional Use Permit application. She went on to explain that the property line adjustment is between two adjoining parcels, one on Cold Springs and one on Woodland, and, in this case, a Conditional Use Permit is required because both parcels are less than one acre in size.

Rapunzel further explained that all of the notifications of public hearings on the CUP were posted on the applicant's property, published in the local newspaper, posted in public spaces, and mailed to neighbors as required by City Code. (00:10:20) She noted that during the Planning Commission's November 13 public hearing on the application, Planning Commissioners reviewed all of the applicable standards and criteria outlined in the Staff Report and found that the proposed property line adjustment would have no impact on the two parcels, or the surrounding area, because it would not change the current uses of either parcel, or existing buildings and landscaping, or alter access to the properties in any way. In addition, Rapunzel explained that during the Planning Commission public hearing, the Commissions heard that both property owners agreed upon the proposed new property line shown on the tentative survey map submitted with the CUP application. She also noted that City Staff had not received any written or oral comments in favor of or in opposition to the application.

Rapunzel explained that the Planning Commission voted unanimously to recommend that the City Council approve the CUP with four conditions. She explained that the first two conditions were intended to make it clear to both parties affected by the property line adjustment that any building or cover structures erected in the area must meet setback and vision clearance code requirements or be subject to approval of a variance. She went on to explain that the second two conditions were intended to outline and clarify the next steps for the applicant to take in recording the new property line and then notify the City when the County has finalized the recording. (00:12:45)

COPIES OF RAPUNZEL'S PREPARED NARRATIVE, THE CUP APPLICATION, AND THE PLANNING COMMISSION'S STAFF REPORT/FINDINGS/RECOMMENDATION AND SUPPORTING DOCUMENTS ARE ON FILE AT CITY HALL.

Council President Meyer asked if any Councilors had questions for Staff. None did.

Council President Meyer recognized the CUP applicant, Mr. David Dumas. Mr. Dumas explained that he was satisfied with the conditions that were recommended by the Planning Commission. He went on to note that the property that would become part of his par-

cel would be used for RV parking. Councilor Mallen asked if Mr. Dumas would purchase the additional land from his neighbor and whether both parties agreed to the price. Mr. Dumas said that he would purchase the land and the price had been agreed upon.

(00:14:45)

There were no further questions of the applicant and no testimony from anyone either in favor of or in opposition to the application. Council President Meyer asked Mr. Dumas if he wished to hold the record open. Mr. Dumas did not, and Council President Meyer closed the public hearing at 6:16 pm. (00:15:50)

9. NEW BUSINESS

A. Consideration of Conditional Use Permit for Property Line Adjustment (Applicant: David Dumas)

Council President Meyer explained that the Council could:

1. Approve the Conditional Use Permit without any Conditions of Approval,
2. Approve the Conditional Use Permit with the Conditions of Approval provided in the Planning Commission Recommendation,
3. Approve the Conditional Use Permit with other Conditions of Approval determined by the Council, or
4. Deny the Conditional Use Permit based on findings of fact or other information identified by the Council but not included in the Planning Commission's Findings of Fact and Recommendation. (00:16:25)

Council President Meyer asked if any Councilors wished to add any Conditions or change those presented by the Planning Commission. No one did.

Councilor Orr made a motion to accept the Planning Commission recommendation as presented with Conditions of Approval. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

Councilor Mallen made a motion to approve the Conditional Use Permit with the Conditions of Approval provided in the Planning Commission recommendation. Councilor Wells seconded the motion. The motion passed by unanimous vote. (00:18:50)

B. Appoint Planning Commission Applicant Ken Pesnell (Term: 1/9/2019 -1/12/2022)

Councilor Orr made a motion to approve Mr. Ken Pesnell to the Planning Commission. Councilor Snow seconded the motion. The motion passed by unanimous vote.

C. Appoint Budget Committee Applicant Richard Snow (Term: 6/30/2018 – 6/30/2021)

City Administrator/Recorder Mills referred Councilors to a copy of ORS 244.177 (Employment of relative or member of household) that was included in their meeting packets. She explained that Mr. Snow's appointment to the Budget Committee was permitted by law because it is a volunteer position.

Councilor Mallen made a motion to approve Mr. Richard Snow to the Budget Committee. Councilor Orr seconded the motion. The motion passed with four votes in favor (Mallen, Montgomery, Orr, and Wells). Councilor Snow recused herself from the vote. (00:22:05)

D. Schedule Town Hall Meeting to Discuss Failed Ballot Measure Topics

Council President Meyer suggested tabling discussion of this item until January and Councilors agreed.

E. Annual Reviewed Financial Statements Report

City Administrator/Recorder Mills referred Councilors to a copy of the Wall & Wall PC Reviewed Financial Statements for the year ended June 30, 2018. Council President Meyer noted that the Accountants Conclusion stated, "...we are not aware of an material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America."

10. EXECUTIVE SESSION

There was none.

11. OLD BUSINESS

There was none.

12. REPORTS

- A. Mayor's Report: Since Mayor Forsythe was absent, there was no report.
- B. Community Center Report: Councilor Wells reported that Staff had been busy decorating the Council Chambers and the tree.
- C. Water Quality Report: Council President Meyer noted that water quality was discussed earlier in the meeting. City Administrator/Recorder Mills encouraged all Shared Domestic Water Supply Program participants to submit monthly meter readings.

- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills introduced Mr. Palmer who reported that a resident complained for years about water from Leavitt Loop running into his yard very close to his house. Mr. Palmer went on to explain that he investigated, cleaned ditches, and removed a tree to eliminate about 75% of the problem. Mr. Palmer reported that while he was on Leavitt Loop during the rain, he noticed that a lot of water running into the street came from residence rooftops or private property drainpipes. He explained that there is nowhere to dig a drainage ditch so the drainage from private property is a potentially large problem for the City. He went on to report that the work done on Huckleberry Lane appears to have resolved that flooding issue. Mr. Palmer also noted that he and City Administrator/Recorder Mills attended an ODOT-sponsored Improving Safety on Local Roads seminar in Florence during which they learned that the City has more liability for its roadways than previously thought, which was very informative.

Council President Meyer suggested newsletter articles to inform residents about keeping water on their own property and, perhaps, a town hall meeting to discuss water runoff. He thanked Mr. Palmer for all of his work on maintaining City roads. (00:39:25)

- E. Emergency Services Report: City Administrator/Recorder Mills reported she attended the November 19 WLEOG meeting, copies of the meeting material were included in the Councilors' meeting packets. She noted that the Annual Expo will be March 30, 2019, and there will be a Florence/Dunes City communications test the last week of April.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that eight building permits were issued in November, none for new construction.

13. FOR THE GOOD OF THE ORDER

Councilor Orr suggested that the Council authorize City Administrator/Recorder Mills to purchase \$50 gift cards for all Staff.

**Councilor Montgomery made a motion to spend \$200 on gift cards for City Staff.
Councilor Wells seconded the motion.**

Councilor Montgomery amended his motion to authorize \$250 dollars for gift cards for Staff and Mr. Palmer. Councilor Wells seconded the motion. The motion passed by unanimous vote.

14. ADJOURNMENT

Council President Meyer adjourned the meeting at 6:47 pm. There was no motion and no vote taken.

(Signatures on next page)

APPROVED BY THE DUNES CITY COUNCIL ON THE 9th DAY OF JANUARY 2019

Robert Forsythe, Mayor

ATTEST:

Jamie Mills, City Administrator/Recorder

BILLS OF THE SESSION: 12/04/2018 thru 1/02/2019

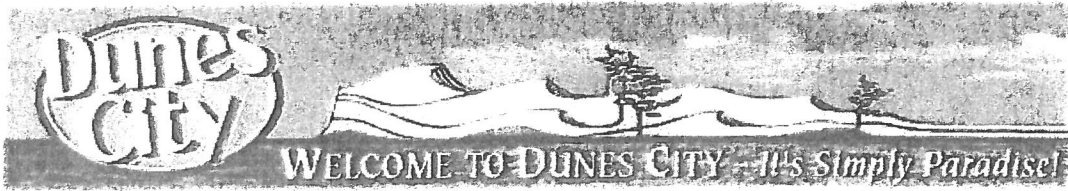
Campbell Productions		\$390.00
Central Lincoln P.U.D. (City Hall)		\$152.95
Central Lincoln P.U.D. (Street Lights)		\$1,761.15
Century Link		\$312.07
Charter Business		\$140.00
County Transfer & Recycling		\$24.51
Lane Council of Governments		\$0.00
MCI/Verizon		\$46.99
Northwest Code Professionals		\$71.25
Pest Tech		\$80.00
Robert Ybarra		\$0.00
Richard Palmer (Emergency tree and debris removal during/after windstorm)		\$2,015.00
Siuslaw News (Public Hearing Notices)		\$0.00
Siuslaw School District 97J		\$1,325.76
Speer Hoyt LLC General	\$57.00	
Speer Hoyt LLC Building Program Issue	\$0.00	
Speer Hoyt LLC Shared Revenue Question	\$0.00	
Total Speer Hoyt LLC (estimated- may be more)		\$57.00
Terri English (Dunes City Home Services)		\$160.00
U S Bank (Estimated)		
	Gift Cards	\$200.00
	Hard-drives for backup	\$126.99
	Office Supplies	\$124.30
		\$451.29
Vend West		\$0.00
Wall & Wall, PC, CPA's		\$11,300.00
Wells Fargo Financial Leasing, Inc		\$185.25
West Coast Media Group		\$0.00
Staff Wages		\$5,066.23
Federal Taxes		\$417.96
State Taxes		\$240.86
PERS		\$2,570.47
Above bills in the amount of	\$26,768.74	approved per motion, TOTAL <u>\$26,768.74</u>

ATTEST: _____

Mayor / Council President

RECEIPTS OF THE SESSION: 12/5/2018 thru 1/02/2019

Building Rental	\$0.00
Business License	\$5,170.00
Copy Charges	\$0.00
Donations	\$0.00
Triathlon	\$0.00
Fines	\$0.00
Franchise Fee, Cable TV	\$0.00
Franchise Fee, PUD	\$6,281.80
Franchise Fee, Telephone	\$0.00
Interest	\$0.00
Lien Searches	\$90.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment (PUD)	\$0.00
Permits, Electrical	\$0.00
Permits, Excavating & Grading & Driveway	\$0.00
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$153.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$100.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$741.65
Permits, Plumbing	\$515.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$1,141.00
Permits, Building Surcharge	\$140.92
Permits, State Surcharge	\$211.08
Permits, Vegetation / Tree Removal	\$0.00
PERMITS TOTAL	\$3,002.65
ODOT Small Cities Grant	\$49,998.23
Septic Inspections	\$650.00
Tax, Cigarette	\$259.98
Tax, Liquor (OLCC)	\$3,283.95
Tax, Oregon State Highway Apportionment	\$9,098.50
Tax, Lane County Motel Fund	\$760.82
Tax, School Excise	\$1,381.00
Water Rights Application Fees	\$0.00
Water Admin Fees	\$0.00
TOTAL	\$79,976.93



APPLICATION FOR APPOINTEE OFFICE
(Please Print or Type)

Date 12/18/18 Position Applying For PLANNING Commission
Last Name Bench First Name Gregory Middle Initial B
Street Address 82855 Fir St. Mailing Address PO Box 71 Westlake, OR. 97743
Home Phone _____ Work Phone _____ Cell Phone 503-910-1693
Email Address benchgreg@gmail.com

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

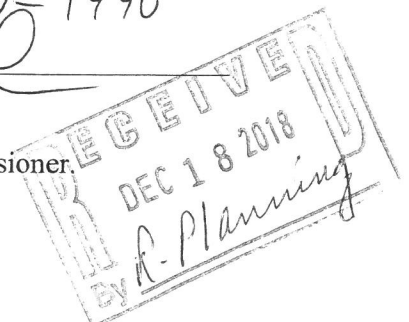
Name Jerry Horne Telephone 541-685-0503
Your Current Occupation RN - Retired RN, MSN Your Prior Occupation(s) RN, MSN - 43 years
Are you a resident of Dunes City? Yes How Long? 18 mo

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

Diploma Nurse - US Army 1971 (73-78) Honorable
San Jose State University BSN - 1981
University of California, San Francisco - MSN - 1990
Signature [Signature]

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

Revised 01/14/2016



Resume

US Army 7/73-8/78- LUN/LPN Clinic Nurse

Prison Nurse 1 yr

Clinic Nurse 4 yrs

Stanford University 80-99 Hospital Neonatal ICU/Peds ICU/CU ICU

CV ICU as Staff Nurse 80-97

Coordinated Pediatric Surgery 97-99

McKenzie Williamette Hospital 99-03

House Supervisor 1 yr

ER Nurse 11 yrs

Providence Seaside Hospital 03-07

House Supervisor 4 yrs

In Patient Manager M/S & OB 1 yr

Silverton Hospital 07-17

Asst Director of Nursing 5 yrs

Clinical Quality Consultant 5 yrs

2017- Retired - Moved to Westlake.

Hx. Family moved here in 2002

As each Family member Retired, they have moved here.

So, I Retired here too.

I'm Still An Active RN

I Volunteer at Peter Harbor Hospital's Same Day Surgery 23rd week

I Volunteer at Silverton Valley Fire & Rescue off & on Capt Tony Miller.



APPLICATION FOR APPOINTIVE OFFICE

(Please Print or Type)

JANUARY 7TH, 2019 PLANNING COMMISSIONER
Date Position Applying For

GORDER JAMIE E
Last Name First Name Middle Initial

5214 HILLTOP DR. _____
Street Address Mailing Address

541.997.9548 541.997.3515 541.991.0898
Home Phone Work Phone Cell Phone

jamiiegorder@gmail.com
Email Address

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

DEREK WELLS 541.236.8321
Name Telephone

ASSISTANT TO THE CHIEF HEALTH ASSISTANT
Your Current Occupation Your Prior Occupation(s)

YES MAY 2018
Are you a resident of Dunes City? How Long?

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

W. Gorder
Signature

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

Revised 01/14/2016

JAMIE E. GORDER

5214 HILLTOP DR, FLORENCE, OR 97439 • (541) 997-9548 • JAMIEGORDER@GMAIL.COM

Profile

A self-directed, highly organized administrative professional with a background in education and the medical field. Experience in working effectively under pressure and successfully meeting state deadlines.

Professional Experience

City of Florence

Assistant to the Chief of Police, February 2017- Present

- Public Information Officer for the Police Department
- Develop and implement effective office procedures
- Current Notary Public
- Respond to public inquiries
- Maintain law enforcement records
- Serve as co-chair of the city's safety committee
- Sit on the Healthy Directions Coalition panel
- Active member of the Western Lane Emergency Operations Group
- Provide calendar management and plan, coordinate, and ensure the Chief's schedule is followed and respected.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Chief, including those of sensitive or confidential nature, determining an appropriate referral or response.
- Schedule and organize complex activities such as meetings, travel, conferences and department activities.
- Attend meetings and accurately record meeting notes and distribute meeting minutes, agendas and meeting materials.

Siuslaw Elementary School

Health Assistant, September 2003 – February 2017

- Manage confidential files and ensure compliance with Oregon State Regulations
- Assist with daily running of the school such as answering multi line phones, faxing, scheduling, and typing documents for administrators
- Manage administrators' calendar and screen phone calls
- Maintain strong parent communications through meetings, newsletters, mailings and day-to-day contact.
- Weekly meetings with administrators to address student/parent concerns
- Daily attendance record keeping
- Maintains vaccination records for 640 students according to State Law
- Coordinate school wide dental screening
- Create and manage all student health plans
- Currently CPR/First Aid trained. Also trained in administering glucagon and epinephrine.
- Takes notes and write minutes for the school's safety committee

Elderberry Square

Certified nurse/medical assistant, August 2001 - September 2003

- Building charting for 3 houses
- Office manager duties
- Assisted with activities of daily living

Education

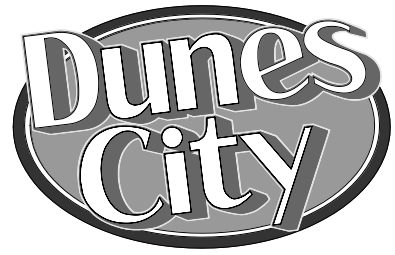
- Lane Community College Nurse's Assistant Program
- Siuslaw High School, Diploma

Volunteer Experience

- Florence Community PTA Vice President & Secretary
- Siuslaw Baseball & Softball Association Secretary
- Boy Scouts of America, Pack 777
- All press releases for Boy Scouts & PTA
- Girl Scout leader for 4 years
- Coordinated community fundraiser for Juvenile diabetes raising over \$4,700.00
- Past OSEA union Vice President
- CERT team member
- Homeless liaison for families in need
- Communicate with various community groups

Emergency Services Report to City Council

January 9, 2019 ~ Prepared by Jamie Mills



I was unable to attend the West Lane Emergency Operations Group meeting held on Monday, December 17th at the Siuslaw Valley Fire and Rescue Station #1 in Florence. The Agenda and packet materials are included in this report.

Due to the holiday on Monday, January 21st, the next WLEOG meeting will be held at the Fire Station in Florence on Monday, January 28th at 10:00 a.m.

WEST LANE EMERGENCY OPERATIONS GROUP

Siuslaw Valley Fire and Rescue

2625 Hwy 101
Florence OR 97439

December 17, 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
Oregon Coast 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 November 19, 2018

Reports & Discussion Items:

Beat the Wave – City of Florence
Tsunami Wayfinding Signage Grant
Homeland Security Grant
Backup EOC Designation
Chair's Report
CERT Report

Financial Statements Profit and Loss Budget vs. Actual, Year to date (2018-2019) Bank account register.

Other Business/Round Table Next Meeting: Monday January 21, 2018 Location TBD

WEST LANE EMERGENCY OPERATIONS GROUP
MINUTES November 19, 2018

MEMBERS PRESENT:

Siuslaw Valley Fire & Rescue: Jim Dickerson
WLA: Matt House
CTCLUSI: Brian DuBray
Dunes City: Jamie Mills arrived after roll call
City of Florence: Megan Messmer
Peace Health: Not Present
Mapleton Fire: Department: Not Present
Port of Siuslaw: Kelly

ASSOCIATE MEMBERS:

West Lane ARES/RACES: Present
Greentrees: Not Present
American Red Cross: Present
United States Coast Guard: 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: Not Present
Florence Area Humane Society: Present
Lane Community College: Not Present
Oregon Department of Transportation: Present
Oregon State HSPR Program: Not Present
Senior and Disabled Services: Not Present
Siuslaw School District: Not Present
Apex Helicopter: Not Present
Camp Baker: Not Present

CALL TO ORDER

The meeting was called to order by Megan Messmer @ 10:04 a.m.

APPROVAL OF MINUTES: Jim Dickerson made a motion and Megan Messmer seconded the motion to approve the minutes from October 15, 2018 Meeting, Motion was then approved unanimously.

Agenda Items:

Chairs Report:

- Lane Council for Governments is working with the U of O on the shake alert project Megan Messmer presented and passed out a hand out on this project.
- Jim Dickerson reports that we need to look at the potential hazard of a wildland incident.
- Matt House recommends that the Assoc. members should look into testing the EOC, focus of EOC exercise and set it up during big events such as Rhody Days and July 4th.
- Megan asked the group to create checklist for the emergency operations plan and bring them to the next WLEOG meeting.

CERT:

- Frank Nulty is working on getting a CERT Teen Program with the Boys and Girls Club and trying to get them to use the Grab and Go Kits as a fund raiser. And, to get vendors for the grab n go kits at the Preparedness Expo the last Saturday in March.

Other Business:

- Tom Zahara of the Red Cross reports that the Trailers are no at the airport secured and thanked the group. The Red Cross helped a resident at the Arago St. fire and a Hwy 101 trailer park fire. Tom also reports that the Red Cross will be doing their Smoke alarm install in the future.
- Public Health gave a Flu Season update and asked when we bring back the EOC, Public Health would like to participate and will bring resources from both County and State.
- Brian DuBray reports that CTCLUSI has new vehicles equipped with mobile receptors and repeaters.
- Jamie Mills from Dune City reports the algae in the lake is clear, and Dune City will work with SKYPE Team as a stand alone station.
- West Lane ARES/RACES Bob Pine represented the group at the 2018 Oregon Radio Conference, put on by FEMA and OEM. Cascadia Rising 2022 is on the Calendar.
- Megan Messmer will shear cold weather safety material on social media.

FINANCIAL REPORT

Current balance is \$43,449.75; Bills paid since 10/25/2018 were \$790.31 to; Coast Broadcasting \$288.00; Central Lincoln \$30.31; West Coast Media \$100.00; Siuslaw News \$372.00; 17.6% of the Budget has been expended YTD excluding Contingency.

Future Agenda Business:

ADJOURNMENT

The meeting was adjourned @ 10:50 a.m. by Megan Messmer

The next scheduled WLEOG Meeting will be December 17, 2018 @ 10:00 a.m. at Siuslaw Valley Fire and Rescue.

Mary Dimon
Administrative Assistant
Recording Secretary

12:27 PM

12/14/18

Accrual Basis

**W.L.E.O.G.
Profit & Loss**

November 19 through December 14, 2018

	Nov 19 - Dec 14, 18
Income	
4600 · Interest Income	3.58
Total Income	3.58
Expense	
5000 · Materials & Services	
5005 · Advertising	660.00
5012 · Radios	1,840.00
5014 · Miscellaneous Supplies	30.38
5017 · Internet/Website Service	159.98
Total 5000 · Materials & Services	2,690.36
Total Expense	2,690.36
Net Income	-2,686.78

Profit & Loss Budget vs. Actual

12/14/18

Cash Basis

July 1 through December 14, 2018

	Jul 1 - Dec 14, 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Member Contributions				
4001 · WLAD	5,487.26	5,487.26	0.00	100.0%
4002 · Siuslaw Valley Fire	5,487.26	5,487.26	0.00	100.0%
4003 · City of Florence	5,487.26	5,487.26	0.00	100.0%
4004 · Tribal Police	2,743.63	2,743.63	0.00	100.0%
4005 · Port of Siuslaw	1,371.82	1,371.82	0.00	100.0%
4006 · Dunes City	1,371.82	1,371.82	0.00	100.0%
4007 · Mapleton Fire Department	441.42	441.42	0.00	100.0%
4008 · Peace Harbor Hospital	5,487.26	5,487.26	0.00	100.0%
4000 · Member Contributions - ...	0.00	0.00	0.00	0.0%
Total 4000 · Member Contributions	27,877.73	27,877.73	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	15.73	0.00	15.73	100.0%
Total Income	27,893.46	27,877.73	15.73	100.1%
Expense				
5000 · Materials & Services				
5005 · Advertising	4,072.00	8,500.00	-4,428.00	47.9%
5006 · Neighborhood Training ...	0.00	1,500.00	-1,500.00	0.0%
5007 · Emergency Operations C...	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 Agre...	0.00	2,150.00	-2,150.00	0.0%
5011 · Satellite Phones	0.00	1,500.00	-1,500.00	0.0%
5012 · Radios	2,386.24	1,200.00	1,186.24	198.9%
5013 · CENS	0.00	0.00	0.00	0.0%
5014 · Miscellaneous Supplies	151.76	500.00	-348.24	30.4%
5015 · Education/Prof. Dev.	0.00	3,000.00	-3,000.00	0.0%
5016 · Warehousing/Disaster S...	0.00	0.00	0.00	0.0%
5017 · Internet/Website Service	859.88	2,300.00	-1,440.12	37.4%
5018 · Siuslaw Bridge Failure	0.00	0.00	0.00	0.0%
5019 · Special Districts Dues/Ins	135.00	2,500.00	-2,365.00	5.4%
5020 · Professional Services	0.00	0.00	0.00	0.0%
5021 · SVFR Staff Time Reimbu...	0.00	0.00	0.00	0.0%
5022 · Mass Casualty Trailer Su...	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 Coordina...	0.00	2,000.00	-2,000.00	0.0%
5027 · Siren Battery Replaceme...	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 - Ot...	0.00	0.00	0.00	0.0%
Total 5000 · Materials & Services	7,662.89	26,750.00	-19,087.11	28.6%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6900 · Contingency	0.00	1,127.73	-1,127.73	0.0%
Total Expense	7,662.89	27,877.73	-20,214.84	27.5%
Net Income	20,230.57	0.00	20,230.57	100.0%

W.L.E.O.G.

12/14/2018 12:29 PM

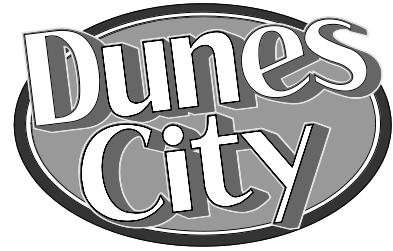
Register: Oregon Pacific Bank

From 11/19/2018 through 12/14/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/20/2018	1459	Day Wireless Systems	20000 · Accounts Paya...	Invoice# 47370...	1,840.00	X		41,549.77
11/29/2018	1460	Central Lincoln	20000 · Accounts Paya...	10/15/2018-11/...	30.38			41,519.39
11/30/2018			4600 · Interest Income	Interest		X	3.58	41,522.97
12/10/2018	EFT	VIASAT INC	5000 · Materials & Ser...		59.98			41,462.99
12/10/2018	1461	Coast Broadcasting	20000 · Accounts Paya...	WLEOG/Nove...	288.00			41,174.99
12/10/2018	1462	Siuslaw News	20000 · Accounts Paya...	Inv. #'s 371998...	372.00			40,802.99
12/10/2018	1463	Westcoast Media Gro...	20000 · Accounts Paya...	Inv. 18-2341	100.00			40,702.99

City Administrator/City Recorder Report to City Council



January 9, 2019 ~ Prepared by Jamie Mills

Happy New Year Everyone!

There was 1 electrical permit issued in December. No other permits were issued.

The Advisory regarding the blue green algae bloom on Siltcoos Lake was lifted due to two consecutive clear test results having been obtained by the State Division of Health.

The Small Cities Allotment Grant from ODOT reimbursed the City for all of its expenses associated with the Huckleberry and Fir drainage, cleaning and road widening project.

A big THANK YOU goes out to Rapunzel Oberholtzer for serving as the emergency contact for the City during my absence. During winter wind-storm events she had to call out Richard Palmer to remove fallen trees on Lakeshore Drive, Huckleberry and Alder, and Russell Drive. In addition to clearing the trees, Richard and his crew cleaned off debris and swept the roadways. They also checked all drainages where problems had been detected in the past. All are working properly, but need to be cleaned out due to storm debris accumulation.

I am pleased to report that during my absence from City Hall, it appears that all issues were addressed and handled by staff in a professional and efficient manner. I am so very proud of our office staff and sincerely appreciate their care and dedication to the City!

Respectfully submitted,
Jamie Mills, City Administrator/Recorder

Incoming Mail Log December 2018

DATE	DELIVERED HOW	FROM WHO	WHAT IT IS	Who it Goes to:
12/3/2018	mail	Roger and Carol Unser	Undeliverable mail	AMD
12/3/2018	mail	Elaine Starck	Undeliverable mail	AMD
12/3/2018	mail	Larry and Linda Harvey	Undeliverable mail	AMD
12/3/2018	mail	Richard and Kathleen Emery	Undeliverable mail	AMD
12/3/2018	mail	C Johnson Tree Service	Undeliverable mail	AMD
12/3/2018	mail	Wells Tree & Landscape	Undeliverable mail	AMD
12/3/2018	mail	US Bank	Statement	AMD
12/3/2018	mail	MCI	Invoice	AMD
12/3/2018	mail	CLPUD	Invoice	AMD
12/3/2018	mail	Dennis Olson	Water Meter Reading	AMD
12/3/2018	mail	Johnson Rock Products	Christmas card	AMD
12/4/2018	mail	Vend West Services	Invoice	DCL
12/4/2018	mail	County Trans & Recycling	Invoice	DCL
12/4/2018	mail	Douglas Owen	Water Meter Reading	DCL
12/4/2018	email	PERS	Auto PERS payment	JLM
12/6/2018	fedex	Staples	Correction tape	AMD
12/6/2018	mail	CareerTrack	Human Resources seminar	AMD
12/6/2018	mail	Knife River	Notice of price increase	AMD
12/6/2018	mail	ODOT	Keep OR Moving info request	AMD
12/6/2018	mail	Pro Lumber	Invoice	AMD
12/6/2018	mail	Governing Magazine	December issue	AMD
12/10/2018	mail	Erich Baumann, Alder Dr	Water Meter Reading	AMD
12/10/2018	mail	Erich Baumann, Lakeshore Dr	Water Meter Reading	AMD
12/10/2018	mail	Umpqua Bank	statement	AMD
12/10/2018	mail	Oregon Pacific Bank	Statement, acct 1102938	AMD
12/10/2018	mail	Oregon Pacific Bank	statement, acct 1225061	AMD
12/10/2018	mail	National Business Solutions	invoice	AMD
12/10/2018	mail	Siuslaw News	invoice	AMD
12/10/2018	mail	Siuslaw News	invoice	AMD
12/10/2018	mail	FEMA	NFHL area correction	AMD
12/10/2018	mail	saif	workers comp certificate	AMD
12/10/2018	mail	PERS	invoice	AMD
12/10/2018	mail	FEMA	proposed flood hazard determinatio	AMD
12/10/2018	mail	FEMA	proposed flood hazard determinatio	AMD
12/10/2018	mail	FEMA	proposed flood hazard determinatio	AMD
12/12/2018	mail	Cascade Title	christmas card - returned mail	DCL
12/12/2018	mail	Parviz Shoaii	stair letter	DCL

12/12/2018 mail	Local Government Law Group	christmas card	DCL
12/13/2018 hand	dex delivery	phone books	AMD
12/13/2018 mail	saif	Workers comp	AMD
12/13/2018 mail	On the Coast Printing	christmas card - returned mail	AMD
12/17/2018 mail	Del & Barbara Riesenhuber	christmas card - returned mail	AMD
12/17/2018 mail	Ted & Sandra Van Der Woude	returned mail - welcome resident pa	AMD
12/17/2018 mail	Royce Rolls Ringer	Catalog	AMD
12/17/2018 mail	IRS	notice of credit & tax return not rece	AMD
12/17/2018 mail	Siuslaw Watershed Council	2018 recap and newsletter	AMD
12/18/2018 mail	Wells Fargo Financial Leasing	Copier Paymnet	DCL
12/18/2018 mail	US Bank	Company Profile Form	DCL
12/18/2018 mail	West Coat Autobody	Returned Christmas Card	DCL
12/18/2018 hand	Gregory Bench	Application for Appointive Office	R
12/18/2018 hand	Dave Mortier	Fancy box of Chocolate	DCL
12/18/2018 hand	Ann & Stan (Boy Scout Camp)	yogurt pretzels	DCL
12/19/2018 mail	Dyer Company	Chocolate/card	DCL
12/19/2018 Hand	Timothy Waddell & Teresa Freer	Water Right Agreement	DCL
12/20/2018 Fedex	Spectrum Smart Cities	smart cities solutions cards for each	AMD
12/20/2018 mail	Stuntzer Eng & Forestry	christmas card	AMD
12/20/2018 mail	Johnson Rock Products	Returned Christmas Card	AMD
12/20/2018 mail	Google	advertising offer	AMD

Mailing Date	To	Description	Address	Certified	Prepared By
12/3/2018	Wells Tree & Landscaping	DCBL cards	11629 1st Street Mapleton, OR 97453	No	AMD
12/3/2018	C Johnson Tree Service	DCBL cards	85434 Glenada Rd, Florence, OR 97439	No	AMD
12/3/2018	Dale and Carol Jones	Septic Inspection Reminder Letter	PO Box 8346, Coburg, OR 97408	No	AMD
12/3/2018	Bradley J David Finnell	Welcome Resident Packet	83353 Spruce Ln, Florence, OR 97439	No	AMD
12/3/2018	Evergreen Land and Title	Invoice for lien search fee	1570 Mohawk Blvd, Springfield, OR 97477	No	AMD
12/3/2018	Ahonorah-Rose Sutton	Water Right Cancellation Courtesy Letter	130 W. Pass Ave., Apt. 1, Burbank, CA, 91505	No	Administrator
12/3/2018	Richard & Kathleen Emery	Water Right Letter	1175 SW Lynnridge Ave. Portland, OR 97225	No	Administrator
12/4/2018	Dave Babcock	New Build Packet	3581 Mt. Diablo Suite 235 Lafayette, CA 94549	No	Permit Tech
12/4/2018	Best Septic Tank Pumping	Letter re Code Requirements	P O Box 40606, Eugene, OR, 97404	No	Administrator
12/4/2018	Jerry Horne	copy of Best Septic letter	P O Box 157 Westlake, OR, 97493	No	Administrator
12/6/2018	Gary Dimon	Invoice for Septic Inspections (2)	P O Box 92, Westlake, OR, 97493	No	Administrator
12/6/2018	County Transfer	Invoice for 2018 Biz License	P O Box 130, Florence, OR, 97439	No	Administrator
12/6/2018	Central Coast Disposal	Invoice for 2018 Biz License	P O Box 1629, Florence, OR, 97439	No	Administrator
12/6/2018	Terry Smith	Reimbursement for Mechanical Permit	920 Ranch Rd. Reedsport, OR 97467	No	Permit Tech
12/6/2018	Rodney & Patricia Sharman	Welcome Resident Packet	83510 Clear Lake Rd, Florence, OR 97439	No	AMD
12/6/2018	Parviz Shoail	Letter concerning complaint with neighbor	83171 Clear Lake Rd, Florence, OR, 97439	No	AMD
12/6/2018	Marcia Strickland	Septic Inspection Reminder Letter	PO Box 515, Veneta, OR 97487	No	AMD
12/6/2018	Darlene Ratliff	Septic Inspection Reminder Letter	PO Box 732, Oakridge, OR 97463	No	AMD
12/6/2018	Rodd Bench	Septic Inspection Reminder Letter	82853 Lake Blvd, Westlake, OR 97493	No	AMD
12/6/2018	Keith Akers	Septic Inspection Reminder Letter	PO Box 235, Florence, OR 97439	No	AMD
12/6/2018	various	Christmas cards		No	AMD
12/10/2018	C&S Bang	Closed and Final Permit	PO Box 2779, Florence, OR 97439	No	AMD
12/10/2018	Henry Leach	Closed and Final Permit	84284 Alder Dr Florence, OR 97439	No	AMD
12/10/2018	Richard Beaudro	Septic Inspection Report Admin Fee	PO Box 3104, Florence, OR 97439	No	AMD
12/10/2018	Charlene Maris	Letter / info regarding Neighbor Complaint	30400 Comanche Cir, Canyon Lake, CA 92587	No	AMD
12/11/2018	David Moule, Trustee Gonyea Trust	Letter re garbage/bear complaint	259 E. 5th Ave, Eugene, OR 97401	No	Administrator
12/12/2018	DB Dimon Properties LLC	Notice of Address Change	PO Box 92 Westlake, OR 97493	No	Permit Tech
12/13/2018	Timothy Waddell & Teresa Freeman	Welcome Resident Packet	4921 Brentwood Dr, Florence, OR 97439	No	AMD
12/13/2018	Michael & Linda Cozine	Welcome Resident Packet	83321 N Pioneer Ln, Florence, OR 97439	No	AMD
12/13/2018	Pro Lumber	Payment of invoice	PO Box 40, Florence, OR 97439	No	AMD
12/13/2018	West Coast Media	Payment of invoice	117 Pine Tree Loop, Florence, OR 97439	No	AMD
12/13/2018	Wells Fargo Leasing	Payment	PO Box 10306, Des Moines, IA 50306	No	AMD
12/13/2018	Terry English-Dunes City Home Services	Payment	83673 Erhart Rd, Florence, OR 97439	No	AMD
12/13/2018	The Siuslaw News	Payment	PO Box 10, Florence, OR 97439	No	AMD
12/13/2018	OR Dept of Forestry	Payment	144 East 14th Ave. Florence, OR 97401	No	AMD
12/13/2018	NW Code Professionals	Payment	PO Box 4395, Portland, OR 97208-4395	No	AMD
12/13/2018	National Business Solutions	Payment	3619 Franklin Blvd, Eugene, OR 97403	No	AMD
12/13/2018	MCI	Payment	PO Box 15043, Albany, NY 12212	No	AMD
12/13/2018	LCOG	Payment	859 Willamette ST. Suite 500 Eugene, OR 97401	No	AMD
12/13/2018	County Transfer	Payment	PO Box 51006, Los Angeles, CA 90051	No	AMD
12/13/2018	Charter Communications	Payment	PO Box 60188, Los Angeles, CA 90060	No	AMD
12/13/2018	Century Link	Payment	PO Box 91155, Seattle, OR 98111	No	AMD
12/13/2018	Central Lincoln PUD	Payment	PO Box 1126, Newport, OR 97365	No	AMD
12/13/2018	Campbell Productions	Payment	85676 Glenada Rd, Florence, OR 97439	No	AMD
12/13/2018	Speer Hoyt LLC	Payment	976 Oak St, Ste 700, Eugene, OR 97401	No	AMD
12/13/2018	Vend West Services	Payment	PO Box 1137 Coos Bay, OR 97420	No	AMD
12/13/2018	US Bank	Payment	PO Box 790408, St Louis, MO 63179	No	AMD
12/13/2018	Central Coast Disposal	Corrected billing	PO Box 1629, Florence, OR 97439	No	AMD
12/17/2018	Patricia Kinney	Closed and Final Permit	5413 South Lighthouse Ln., Tempe, AZ 85283	No	AMD
12/19/2018	First American Title	City Lien Search	2892 Crescent Ave. Eugene, OR 97408-7397	No	DLC

Dunes City Hall

January 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 30	31	Jan 1, 19	2	3	4 Closed	5
6	7 5:00pm CAC Meeting	8	9 3:00pm Lane Act (Eugene) 6:00pm City Council Meeting	10	11 Closed 10:00am Meeting with Senator Roblan & Representative McKeown	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

Dunes City Hall

February 2019

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

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