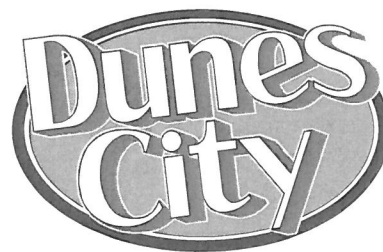


## **Dunes City Council ~ Regular Meeting**

**Wednesday, February 13, 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.*



### **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 January 9, 2019
- B. Notes taken at the January 11, 2019 Town Hall Meeting with Senator Roblan and Representative McKeown
- C. Bills of the Session through February 7, 2019
- D. Receipts of the Session through February 7, 2019

#### **6. Announcements / Correspondence**

- A. City Hall will be closed Monday, February 18th in honor of Presidents' Day.
- B. The City has been notified that Charter Spectrum will increase the Broadcast TV Surcharge from \$9.95 per month to \$11.99 per month effective February 21, 2019. Charter has also changed some of the programming as well.
- C. Dunes City is looking for volunteers to help out with the 7<sup>th</sup> Annual Dunes City Triathlon & Duathlon. Volunteers are urged to register early so they have the Best chance to get their first choice for their assigned location!

#### **7. Presentations**

- A. John Murphey, City Insurance Services **Presentation/Discussion**  
Questions and Answers

#### **8. Citizen Input on Items Not Discussed in Public Hearing.**

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](http://www.dunescity.com)

*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.*

**9. Public Hearings - None**

**10. New Business**

- |    |                                                                                 |                                |
|----|---------------------------------------------------------------------------------|--------------------------------|
| A. | Appoint Planning Commission Applicants<br>Terms ending: 1-13-2021 and 1-12-2022 | Discussion/ <b>Action Item</b> |
| B. | Appoint members to the Water Quality Committee<br>Terms ending: 1-12-2022       | Discussion/ <b>Action Item</b> |
| C. | Report on Conversation with Megan Messmer re:<br>Social media use               | Discussion/ <b>Action Item</b> |
| D. | Sponsorships for 7 <sup>th</sup> Annual Triathlon & Duathlon                    | Discussion/ <b>Action Item</b> |
| E. | What to do about Reserved Water Rights                                          | Discussion/ <b>Action Item</b> |
| F. | Consideration of Contract for Public Works<br>Maintenance Supervisor            | Discussion/ <b>Action Item</b> |
| G. | Consideration of Purchase of Bucket Truck for<br>Use in Road Maintenance        | Discussion/ <b>Action Item</b> |

**11. Executive Session – None**

**12. Old Business – None**

**13. 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    |

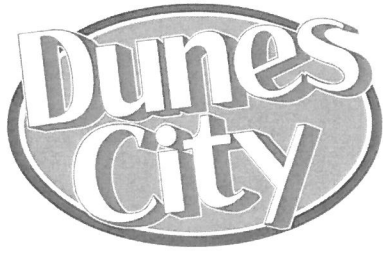
**14. For the Good of the Order**

**15. 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](http://www.dunescity.com)



**CITY COUNCIL MEETING MINUTES ~ DRAFT  
JANUARY 9, 2019 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](http://www.DunesCity.com)

**1. CALL TO ORDER**

Mayor Robert Forsythe called the Wednesday, January 9, 2019, 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 Duke Wells, Councilor Susan Snow, Councilor Tom Mallen, and Councilor Robert Orr.

**Absent and Excused:** Councilor Alan Montgomery.

**Also Present:** Planning Secretary 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**

**Councilor Mallen made a motion to approve the Agenda. Councilor Orr 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**

City Administrator/Recorder Mills 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 and has 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 11, at 10:00 am 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 21, in honor of Martin Luther King, Jr.'s birthday.
- D. The Planning Commission is scheduled to continue its review of Title XV at their meeting on January 24 at 5:00 pm.
- E. The annual Goal Setting Session is scheduled for Wednesday, February 13, beginning at 4:00 pm.

## **7. CITIZEN INPUT ON ITEMS NOT LISTED ON THE AGENDA**

Mayor Forsythe recognized Mr. Philip Grice, who introduced himself and noted that he and his wife are building a new home in Dunes City overlooking Kiechle Arm. He explained that even though the OHA has determined that cyanobacteria levels in Siltcoos are safe, there is still an obvious bloom on the water. He went on to explain that he researched water treatments to eradicate the algae. He found that in Europe there is an eco-friendly system available that uses ultrasonics (not chemicals) to attack the algae blooms which causes them to die and, eventually, rot so they cannot continue their lifecycle. (00:05:47)

Mr. Grice went on to explain that, during his research, he located a manufacturer in Great Britain that produced the technology—essentially a transducer that floats or is anchored on the water and transmits sound waves that destroy the algae without affecting other living creatures or plant life. He noted that he contacted the British manufacturer and it has expressed an interest in working with him, or with Dunes City, to install devices. He explained that the devices could be located in areas where the algae blooms are most prevalent, rather than trying to treat the entire lake. Mr. Grice went on to note that the emitters cover a range of about 600 square feet, meaning a pair of them could possibly control the algae in Kiechle Arm Cove. (00:08:50)

Mr. Grice distributed handouts describing the device to Councilors, noting that the cost for a complete unit with its associated control devices would be about \$1,500. In closing, he offered to continue to communicate with the British manufacturer and to make himself available to work with the City, if desired. (00:10:15)

Mayor Forsythe recognized Ms. Bonnie Allen, a Dunes City resident. Ms. Allen introduced herself and explained that she had a question about the meeting agenda's, "Citizen Input on Items Not Listed on the Agenda" item. She asked if the citizen input item is for items not on the agenda, when is the opportunity for citizens to comment on agenda items. Her question prompted some discussion, after which Mayor Forsythe asked City Administrator/Recorder Mills to find out how to set up an opportunity for open citizen input. (00:16:00)



Mayor Forsythe recognized Mr. Rory Hammond, a Dunes City resident who opened his comments by noting that two deer in his neighborhood have been killed by a cougar in the past three weeks.

Mr. Hammond went on to ask if the City would accept a donation of a wall clock for behind the Councilors' dais and whether or not the Friday, January 11, meeting was open to the public. The answer to both questions was, "Yes!" (00:17:25)

## **8. PUBLIC HEARING**

There was none.

## **9. NEW BUSINESS**

### **A. Swearing In of Newly Elected Mayor and City Councilors**

Notary Public and Dunes City resident, Ms. Jamie Gorder, administered the Oath of Office to Mayor Forsythe and Councilors Meyer, Wells and Snow.

### **B. Elect City Council President**

**Councilor Orr made a motion to nominate Councilor Sheldon Meyer for Council President. Councilor Wells seconded the motion. The motion passed by unanimous vote. (00:21:48)**

### **C. Appoint Water Quality Committee Chairman**

Council President Meyer explained that he had been Chairman of the Water Quality Committee for some time and would like to turn the position over to someone else. He noted that it would be a good opportunity for another Councilor to learn about the Committee and what it does. Mayor Forsythe asked for volunteers. Following some discussion, Councilor Snow agreed to give it a try.

**Councilor Mallen made a motion to appoint Councilor Snow as Chairman of the Water Quality Committee. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

### **D. Appoint Planning Commission Member**

City Administrator/Recorder Mills explained that there is currently one vacancy on the Planning Commission while the City has received two applications. She noted that one applicant, Ms. Jamie Gorder, has also applied for appointment to the Budget Committee.

Councilor Wells noted that Ms. Gorder is his daughter-in-law and Councilor Snow said that Mr. Bench is her brother. Councilor Wells suggested postponing further discussion and making appointments until after Councilors could arrange interviews with each of the

applicants, or until City has confirmation about whether there are one or two vacancies on the Commission, and Councilors agreed. (00:27:05)

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

Mayor Forsythe suggested scheduling a Town Hall meeting to discuss the Friday, January 11, meeting with Senator Roblan and Representative McKeown. He went on to suggest Wednesday, January 23, at 6:00 pm. Councilors agreed. (00:29:40)

F. Social Media Opportunities

City Administrator/Recorder Mills explained that this item was on the agenda for Councilors to consider because some residents have mentioned that they would like to see the City have a Facebook or Twitter page to post information and gather feedback. Mayor Forsythe suggested that someone with expertise should explain what is involved in the technology and monitoring the site. City Administrator/Recorder Mills offered to invite Megan Messmer, Public Information Officer for Florence, to attend a Council meeting and explain what is involved in social media platforms. There were no objections. (00:33:13)

**10. EXECUTIVE SESSION**

There was none.

**11. OLD BUSINESS**

There was none.

**12. REPORTS**

- A. Mayor's Report: Mayor Forsythe had no report.
- B. Community Center Report: Councilor Wells noted that in the Goal Setting Session he would ask City Staff what they would like to see done in the office this year.
- C. Water Quality Report: Council President Meyer noted that water quality was discussed earlier in the meeting.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder reported that the ODOT reimbursed \$49,998 to the City for roadwork in the Huckleberry Lane area. She noted that during the wind and rain over the weekend before Christmas several trees came down; they were quickly cleared by Richard Palmer and his crew.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that she did not attend the December WLEOG meeting because she was out of town.

- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that the only permit issued in December was an electrical permit.

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

City Administrator/Recorder Mills reported that she had met with a representative from Pacific Office Automation that provides telecommunications, facsimile, and copier services and the firm has submitted a proposal that would save the City about \$1200 per month, in addition to providing better office equipment. She asked the Council for permission to sign a contract and move forward with ordering new equipment and making necessary changes.

**Councilor Wells made a motion to have the City Administrator have the authority to sign the contract. Council President Meyer seconded the motion. The motion passed by unanimous vote.**

### **14. ADJOURNMENT**

Mayor Forsythe adjourned the meeting at 6:45 pm. There was no motion and no vote taken.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 13<sup>h</sup> DAY OF FEBRUARY 2019**

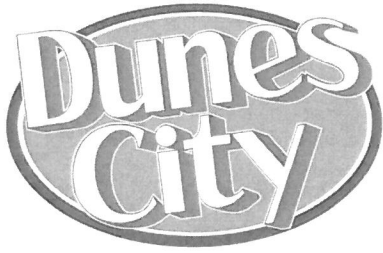
---

Robert Forsythe, Mayor

ATTEST:

---

Jamie Mills, City Administrator/Recorder



**PRESENT**

Robert Forsythe  
Richard and Susan Snow  
Robert Orr  
Jamie Mills  
Senator Arnie Roblan  
Walt Wirths  
Philip and Maggie Grice  
Rich Olson  
Administrative Staff for McKeown and Dunes City

Sheldon Meyer  
Duke Wells  
  
Jared Anderson  
Representative Caddy McKeown  
Jerry Schneider  
Gary Lizzo  
Rory Hammond

**QUESTIONS & ANSWERS**

**Q:** Why does a tax base matter? (Grice)

**A:** Amount of shared revenue from the State is about \$100,000 annually. (Mills/Forsythe)

**Q:** Does Dunes City want to remain an incorporated city? (Roblan)

Dunes City and Depot Bay have no tax base, neither do about six other cities who all receive shared revenue from some State agencies. There is some shared revenue that the eight cities do not receive because they do not have tax bases; Roblan and McKeown will look into what those sources are and why the eight cities do not receive that revenue.

**A:** Roblan and McKeown will look into shared revenue to all eight cities without tax bases.

**Q:** Does Dunes City qualify as a utility district because it allows residents to use the City water right? (Roblan)

**A:** Roblan and McKeown will look into City's qualification as a utility.

**Q:** Is it true that fire protection is not currently provided by the City. SVFD levies a property tax on homeowners in the district? (Anderson)

**A:** Before SVFD and WLAD entered into an IGA, Dunes City did provide for fire protection through SVFD's district. (Mills)

**Q:** What happens if a vote to disincorporate fails? (Meyer)

**A:** The City would become insolvent. Assets would revert to County ownership. The County might not want to provide services such as building inspections, in which case those services would be provided by the State. (Roblan)

**Q:** No one seems to be concerned that Siltcoos River needs to be cleared of downed trees. Who is responsible for that? There are three new trees down, one huge one near the Highway 101 bridge that has the potential to take out the bridge if there is heavy rain/flooding.

**A:** Fish and Wildlife and Army Corps of Engineers have collaborated in the past. (Mills)

#### **Update on Building Codes Department re: outsourced Building Inspectors**

The League of Oregon Cities, several cities, and several attorneys continue to work on this issue, a work in progress, and have requested the DOJ's decision to be revisited. Almost all cities have issues with last year's decision by the DOJ because almost all use outsourced vendors of some type (attorneys, planners, etc.). Expect some new legislation and/or a new opinion from the DOJ.

**<https://www.oregonlegislature.gov/roblan> Senator Roblan serves on the following Committees:**

- [Senate Committee On Education](#) - Chair
- [Senate Committee On Environment and Natural Resources](#)
- [Senate Committee On Rules](#)
- [Joint Committee On Ways and Means](#)
- [Joint Committee On Ways and Means Subcommittee On Education](#)

Also involved with:

- State Fair Board
- Transparency Commission
- Rural Broadband

**<https://www.oregonlegislature.gov/mckeown> Representative McKeown serves on the following Committees:**

- Joint Committee On Transportation - Co-Chair
- House Committee On Economic Development
- House Committee On Natural Resources

**Interested parties can stream every committee meeting in real time and find out more about the Oregon State Legislature:**

<https://olis.leg.state.or.us/liz/2019R1>

**BILLS OF THE SESSION: 1/02/2019 thru 2/07/2019**

Campbell Productions			\$390.00
Central Lincoln P.U.D. (City Hall)			\$162.33
Central Lincoln P.U.D. (Street Lights)			\$1,787.57
Century Link			\$312.02
Charter Business			\$71.05
Coast Computer Services LLC			\$95.00
County Transfer & Recycling			\$24.51
Intuit			\$8.00
Lane Council of Governments			\$1,500.00
MCI/Verizon			\$47.40
Northwest Code Professionals			\$3,372.75
Refund for overpayment for building permits(3)			\$512.58
Purchase of Bucket Truck for tree trimming			\$3,500.00
Richard Palmer (Emergency tree and debris removal during/after windstorm)			\$2,015.00
Siuslaw News (Annual Subscription)			\$76.00
Siuslaw School District 97J			\$0.00
Siuslaw Watershed Council Dues			\$25.00
Speer Hoyt LLC General		\$19.00	
Speer Hoyt LLC Building Program Issue		\$0.00	
Speer Hoyt LLC Shared Revenue Question		\$0.00	
Total Speer Hoyt LLC			\$19.00
Travel Lane County (Dues)			\$0.00
Terri English (Dunes City Home Services)			\$160.00
True Cut Engraving			\$125.75
U S Bank			\$301.91
	Office Supplies	\$101.91	
	Postage	\$200.00	
U S Postal Service (annual box fee)			\$120.00
Wells Fargo Financial Leasing, Inc			\$185.25
Staff Wages			\$5,813.77
Federal Taxes			\$0.00
State Taxes			\$1,514.01
PERS			\$1,483.82
Above bills in the amount of	\$23,622.72	approved per motion,	<b>TOTAL <u>\$23,622.72</u></b>

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

Mayor / Council President

**RECEIPTS OF THE SESSION: 1/2/2019 thru 2/07/2019**

Building Rental	\$0.00
Business License	\$595.00
Copy Charges	\$0.00
Donations	\$0.26
Triathlon	\$0.00
Fines	\$0.00
Franchise Fee, Cable TV	\$0.00
Franchise Fee, PUD	\$7,438.16
Franchise Fee, Telephone	\$0.00
Insurance Refund for No Claims	\$241.03
Interest	\$0.00
Lien Searches	\$50.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment (PUD)	\$0.00
Permits, Demolition	\$1,448.00
Permits, Electrical	\$1,045.00
Permits, Excavating & Grading & Driveway	\$92.00
Permits, Manufactured Home Fees	\$416.00
Permits, Mechanical	\$0.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$323.50
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$616.20
Permits, Plumbing	\$416.00
Permits, Right of Way Use	\$225.00
Permits, Structural	\$0.00
Permits, Building Surcharge	\$426.03
Permits, State Surcharge	\$339.00
Permits, Vegetation / Tree Removal	\$0.00
Permits, Refunds	-\$72.80
PERMITS TOTAL	\$5,346.73
ODOT Small Cities Grant	\$0.00
Septic Inspections	\$0.00
Tax, Cigarette	\$126.52
Tax, Liquor (OLCC)	\$2,818.68
Tax, Oregon State Highway Apportionment	\$8,645.48
Tax, Lane County Motel Fund	\$761.63
Tax, School Excise	\$0.00
Water Rights Application Fees	\$0.00
Water Admin Fees	\$400.00
<b>TOTAL</b>	<b>\$26,350.69</b>





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
KPD Insurance  
PO Box 784  
Springfield OR 97477

CONTACT  
NAME:  
PHONE  
(A/C, No, Ext): 541-741-0550 FAX  
(A/C, No): 541-741-1674  
E-MAIL  
ADDRESS:

INSURED  
Johnson Rock Products, Inc.  
62157 Hwy 101  
Coos Bay, OR 97420

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Insurance Companies	10677
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 713828281

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		EPP0230126	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PD Ded per Occ. \$ 250
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Phys Damage <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		EPP0230126	2/1/2019	2/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 0		EPP0230126	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: All Operations

**CERTIFICATE HOLDER****CANCELLATION**

City of Dunes City  
PO Box 97  
Westlake OR 97493

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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 P.O. Box 71 Westlake, OR. 97443  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 503-910-1693  
Email Address benchgreg@gmail.com

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

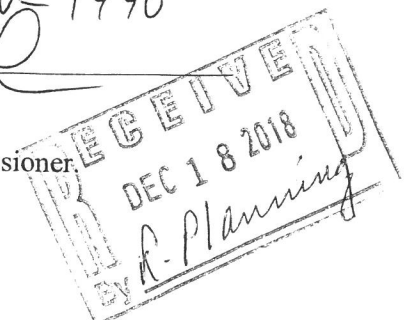
Name Jerry Horne Telephone 541-685-0503  
Your Current Occupation RN - Retired RN, MSN Your Prior Occupation(s) RN, MSN - 43 years  
Are you a resident of Dunes City? Yes How Long? 18 mo

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 Bench

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 4 yrs

Providence Seaside Hospital 03-07

House Supervisor 4 yrs

In Patient Manager M/F & 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

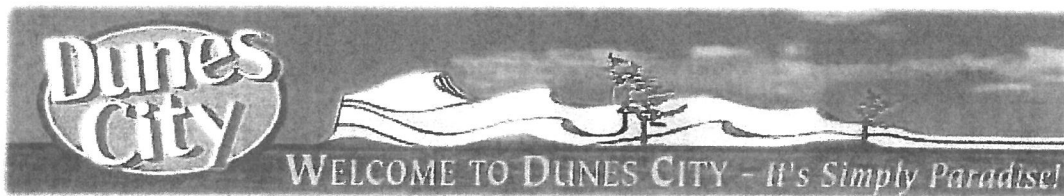
As each Family member Retired, they have moved here.

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 7<sup>TH</sup>, 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

jamiegorder@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. J. Jorden  
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

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### **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



APPLICATION FOR APPOINTIVE OFFICE  
(Please Print or Type)

1-22-2019 WATER QUALITY  
Date Position Applying For

CURRAN GERALD E  
Last Name First Name Middle Initial

5600 SHADY LANE DUNES CITY  
Street Address Mailing Address

541-997-3536 \_\_\_\_\_  
Home Phone Work Phone Cell Phone

CURRAN 97439@Q.com  
Email Address

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

SHARON CURRAN 541-997-3536  
Name Telephone

RETIRED TEACHER  
Your Current Occupation Your Prior Occupation(s)

YES 12 YEARS  
Are you a resident of Dunes City? How Long?

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

MASTERS IN INDUSTRIAL AND  
VOCATIONAL EDUCATION

Dennis E. Curran  
Signature

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

TE 1/12/2022



APPLICATION FOR APPOINTIVE OFFICE  
(Please Print or Type)

7/10/18  
Date  
Kopilec  
Last Name  
Water Tester  
Position Applying For  
Edward  
First Name  
J  
Middle Initial  
62713 Myrtlewood  
Street Address  
Mailing Address  
541 590 3189  
Home Phone  
213 503 0956  
Work Phone  
Cell Phone  
ej.kopilec@gmail.com  
Email Address

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

Toni  
Name  
626 335 5786  
Telephone  
Realtor  
Your Current Occupation  
Your Prior Occupation(s)  
yes  
Are you a resident of Dunes City?  
How Long?

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

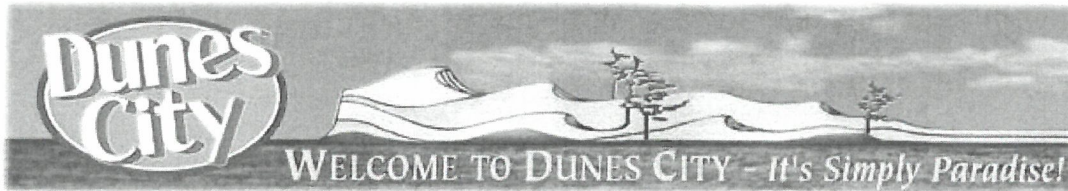
Signature

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

Revised 01/14/2016

TE 1/12/2022





APPLICATION FOR APPOINTIVE OFFICE  
(Please Print or Type)

JAN 29, 2019 WATER TREATMENT  
Date Position Applying For  
Goodrich Scott  
Last Name First Name Middle Initial  
83953 Cloud Nine Rd SAME  
Street Address Mailing Address  
541-999-4060 - SAME  
Home Phone Work Phone Cell Phone  
SANDRAGoodrich@gmail.com  
Email Address

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

ROXANNE Goodrich 541-999-1633  
Name Telephone  
RETIRED ARMY physician  
Your Current Occupation Your Prior Occupation(s)  
yes 4 yrs  
Are you a resident of Dunes City? How Long?

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

\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Signature

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

Revised 01/14/2016

TE 1/12/2022  
RECEIVED  
JAN 29 2019  
BY R



**AGREEMENT FOR SERVICES – PUBLIC WORKS MAINTENANCE SUPERVISOR  
CITY OF DUNES CITY**

**THIS AGREEMENT** is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Dunes City, hereinafter referred to as the “City”, and Richard Palmer, hereinafter referred to as the “PW Supervisor”.

**WHEREAS**, the City desires to Contract with the PW Supervisor for the performance of duties associated with a Public Works Maintenance Supervisor; and

**WHEREAS**, Richard Palmer desires to contract with City to perform the duties of Public Works Maintenance Supervisor desired by the City.

**NOW, THEREFORE**, for and in consideration of the covenants and conditions contained herein, City and Consultants agree as follows:

1. **TERM.** The term of this agreement shall begin on February 14, 2019, and shall continue for a term of FIVE (5) years from the effective date, unless
2. **SCOPE OF SERVICES.** In addition to the duties set forth in the Job Description attached hereto as Exhibit A. and incorporated by reference herein, Consultants shall provide the following services:
  - a. Assist in preparing and reviewing all maintenance contracts and bidding documents and submit input to the City Administrator/Recorder for review and input.
  - b. At the first of the calendar year, for budget purposes, conduct field reviews and develop a recommendation as to necessary road repair and maintenance activities that should be conducted in the coming fiscal year, including an estimate of costs associated with the identified activities. Report the findings to the City Administrator no later than the first working day in March of each year.
  - c. Work with the City staff to update all records and files relating to Dunes City street infrastructure.
  - d. Attend regular City Council monthly meetings and report on Public Works Department activities.
  - e. Establish and maintain a good working relationship with the staff, City Council, governmental entities and citizens of Dunes City.
  - f. Perform other related tasks as may be directed by the City Administrator, Mayor and/or the City Council.
  - g. Assist in the inspection and supervision of contract work performed by various sources for the City. This function is meant to offset costs that otherwise would be handled by the City engineering firm at a greater cost.
3. **COMPENSATION.** City shall compensate to PW Supervisor for services rendered as follows:
  - a. For services rendered, PW Supervisor will be paid at the rate of ELEVEN DOLLARS AND TWENTY-FIVE CENTS (\$11.25) per hour, payable monthly. The City shall pay

such sum within THIRTY (30) days of being invoiced by PW Supervisor, provided, however, that such invoice is received by the City on or before the last Monday of the month so it can be placed on the Bills of the Session for approval by the City Council at their next regularly scheduled meeting.

- b. PW Supervisor will charge the City the sum of SEVENTY-FIVE DOLLARS (\$75.00) per hour for every hour PW Supervisor's equipment is in use. The rent for the equipment shall be paid by the City within THIRTY (30) days of being invoiced by PW Supervisor, provided, however, that such invoice is received by the City on or before the last Monday of the month so it can be placed on the Bills of the Session for approval by the City Council at their next regularly scheduled meeting.
  - c. All work will be paid according to an invoice and all invoices shall provide brief descriptions of services rendered including the date, description, hours, rate and subtotals. Invoices need to be submitted to City Administrator by 5:00 pm on the Tuesday one week before the regular City Council meeting of the following month.
  - d. PAYMENT. The City will pay the PW Supervisor once a month by check. The check will be issued during the third week of every month, provided that the invoice is delivered in a timely manner.
- 4. HOLD HARMLESS. The undersigned does hereby agree to hold and indemnify the City of Dunes City, their officers, agents and employees, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the negligent actions of the PW Supervisor in the course of the PW Supervisor services, City of Dunes City.
  - 5. AUTOMOBILE INSURANCE. The PW Supervisor agrees to provide the City with a certificate of insurance for auto insurance. It is not required for the PW Supervisor to list the City as additional insured on the policy, but the limits should be at least \$500,000 combined single limits. The insurance should protect the PW Supervisor for liability and property damage.
  - 6. GENERAL LIABILITY INSURANCE. As an agent for the City, the PW Supervisor will be listed on the City's certificate of liability insurance. This policy must have a limit of \$1,000,000 per occurrence and \$1,000,000 in the aggregate.
  - 7. WARRANTY OF ABILITY. The PW Supervisor warrants to City that PW Supervisor is in the business of providing the type of service required for the performance of this agreement and has obtained necessary certifications, degrees and licenses applicable to said service.
  - 8. INDEPENDENT CONTRACTOR. It is agreed that PW Supervisor is providing the services pursuant to this agreement as an independent contractor and is not an employee of the City. The PW Supervisor shall not be eligible to receive any benefits otherwise provided to employees of the City.
  - 9. TERMINATION. The City or PW Supervisor may terminate this agreement for any or no cause with a sixty (60) day written notice. In the event of termination, the PW Supervisor will be paid for all services rendered to the date of termination. At conclusion, the City shall

be entitled to all files created and maintained by the PW Supervisor pursuant to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

RICHARD PALMER

CITY OF DUNES CITY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: 2-7-19\_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A.**  
**PUBLIC WORKS MAINTENANCE SUPERVISOR**

*Position descriptions are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is **not** intended to list the essential job functions or reflect all duties performed within the job.*

**STATEMENT OF PRIMARY DUTIES:**

To plan, supervise, assign, review and perform activities and operations to repair and maintain the City infrastructure, including roadways, drainage systems, and parks within the Dunes City limits.

**CORE COMPETENCIES**

Customer Service  
Learning  
Communication  
Teamwork  
Leadership  
Safety/Liability Management

**ESSENTIAL COMPETENCIES**

Listening  
Project Management  
Adaptability/Flexibility  
Time Management  
Change Management  
Diversity

**KEY RESPONSIBILITIES:**

- Assign, supervise and review the work of staff, volunteers and contractors responsible for performing semi-skilled and skilled maintenance on City infrastructure;
- Perform site visits associated with applications for permits regarding City roadways, such as driveway/access permits, right of way vegetation removal permits, etc.
- Prepare, plan and implement an infrastructure maintenance scheduling program;
- Manage City infrastructure-related citizen complaints and coordinate citizen requests for repairs;
- With the help of staff, prepare appropriate reports for the City Council and the City Administrator;
- Be a leader in the development of the safety culture in the Public Works Department;
- Research and implement most cost effective and efficient processes for appropriate service delivery; and
- Other duties as assigned.

**EXPERIENCE AND EDUCATION GUIDELINES:**

*Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

Experience: 3-5 years of increasingly responsible experience in Public Works, including 1 – 3 years administrative an/or supervisory responsibility.

Education: High School Diploma or equivalent.

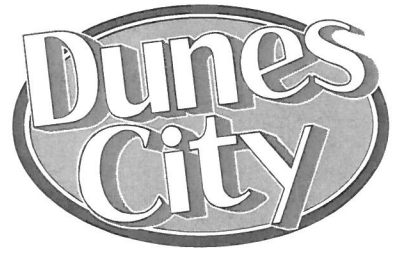
Certifications: Possession of or ability to obtain a valid driver's license is required. Supervisory Certification in preferred.

**SUPERVISED BY:** Dunes City Administrator

**SUPERVISES:** All maintenance crews, including contracted workers.

## **Emergency Services Report to City Council**

February 13, 2019 ~ Prepared by Jamie Mills

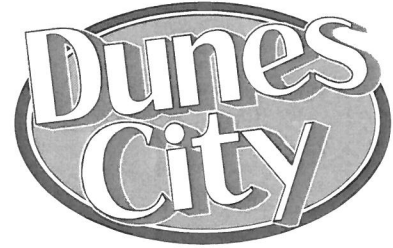


I was unable to attend the West Lane Emergency Operations Group meeting held on Monday, January 28th at the Siuslaw Valley Fire and Rescue Station #1 in Florence. The Agenda and packet materials are included in this report.

Due to the holiday on Monday, February 18th, the next WLEOG meeting will be held at the Fire Station in Florence on Monday, February 25th at 10:00 a.m.

**City Administrator/City Recorder Report to City Council**

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February 13, 2019 ~ Prepared by Jamie Mills

There were 16 permits issued in January as follows: 2 structural, 4 mechanical, 2 plumbing, 6 electrical, 1 excavating and 1 driveway. During 2018, 59 properties in Dunes City sold, 11 of which were vacant lots. Of those 11 vacant lots, 9 are in the process of having residences constructed or residents have recently been finalized.

A number of additional meetings were held in January, which will continue through February and beyond until the budget for the 2019-2020 Fiscal Year is complete.

The Sustainable City Year Program of the University of Oregon continues its efforts in designing a vertical evacuation facility that relies upon passive energy sources. Three of the professors and a dozen of the masters students met with me to discuss the wants and needs of the City, and then we all traveled to the site where the students, under the watchful eyes and control of the professors, took measurements and made calculations to take back and use to determine if the site selected can sustain a passive energy facility.

The second Sustainable City Year Program of the University of Oregon that is working with Dunes City involves the media marketing professor and her students as they seek information from Dunes City residents regarding their opinions on the failed tax question that may jeopardize the continued existence of Dunes City. Our ultimate goal is to receive a marketing plan that can be utilized for any number of public awareness campaigns in an area like hours that does not have its own radio station, newspaper, or centralized postal address, so it is very difficult to ensure the message is reaching all of our residents. We can easily get property owner information, but if the property is a rental, we have no way of knowing who lives there or how to contact them.

The 2019 Oregon Dunes Triathlon and Duathlon is gearing up. This year's event will be held Saturday, June 8<sup>th</sup>, and it is not too early to register to volunteer to help. Early registration can help a person get the job they want in the place they want! The City is also looking for sponsors for the event. Sponsorships range from \$100 up to \$5,000, so there is a level available for every business. With over 300 participants and all of their family and friends attending, the event brings in a lot of people to the Florence area – many of whom stay and play for the entire weekend!

Respectfully submitted,  
Jamie Mills, City Administrator/Recorder

# Incoming Mail Log January 2019

DATE	DELIVERED	FROM WHO	WHAT IT IS	WHO IT GOES TO
1/2/2019	Mail	Harvey	Returned Mail Transfer Water Rights	City Recorder
1/2/2019	Mail	Mulligan	Ownership Update for Cert. Rights	City Recorder
1/2/2019	Mail	Oregon Department of Revenue	OR-OTC Payroll Tax Payment Coupon	City Recorder
1/2/2019	Mail	Avalara Inc.	License Tax	City Recorder
1/2/2019	Mail	Spectrum	Invoice	City Recorder
1/2/2019	Mail	Campbell Productions	Invoice	City Recorder
1/2/2019	Mail	Wall & Wall	Invoice	City Recorder
1/2/2019	Mail	Central Lincoln	Invoice	City Recorder
1/2/2019	Mail	Pest Tech	Invoice	City Recorder
1/2/2019	Mail	Central Lincoln	Invoice	City Recorder
1/2/2019	Mail	Century Link	Invoice	City Recorder
1/2/2019	Mail	MCI	Invoice	City Recorder
1/2/2019	Hand	Dunes City Home Services	Invoice	City Recorder
1/4/2019	Mail	Carmen Burducea, STARR II	FEMA Revised Flood Insurance Rate Map	Mayor Forsythe
1/4/2019	Mail	County Transfer & Recycling	Invoice	City Recorder
1/4/2019	Mail	US Bank	Invoice	City Recorder
1/4/2019	Mail	Dennis Olson	Water Meter Reading	City Recorder
1/4/2019	Mail	Michael Hall	Water Meter Reading	City Recorder
1/4/2019	Mail	Personnel Concepts	Labor Law 2019 Update Notice	City Recorder
1/4/2019	Mail	Travel Lane County	Invoice, Membership Dues	City Recorder
1/7/2019	Mail	Oregon Pacific Bank	Statement	City Recorder
1/7/2019	Mail	Oregon Pacific Bank	Statement	City Recorder
1/7/2019	Mail	IDVile	Catalog	City Recorder
1/7/2019	Mail	Governing	Magazine	City Recorder
1/7/2019	Mail	Carrot top industries	Catalog	City Recorder
1/7/2019	Mail	ULINE	Catalog	City Recorder
1/7/2019	Mail	Lane Council of Governments	Lane ACT Meeting Agenda & Past Minutes	City Recorder
1/7/2019	Mail	Carmen Burducea, STARR II	FEMA Revised Flood Insurance Rate Map	City Recorder
1/7/2019	Mail	Carmen Burducea, STARR II	FEMA Revised Flood Insurance Rate Map	City Recorder
1/8/2019	Mail	Douglas Owen	Meter Reading	City Recorder
1/10/2019	Mail	Toledo Physical Education Supply	Catalog	City Recorder
1/10/2019	Mail	Umpqua Bank	Invoice	City Recorder
1/10/2019	Mail	Emery	Ownership Update for Cert. Rights	City Recorder
1/14/2019	Mail	Miracle	Catalog	City Recorder
1/14/2019	Mail	Dept of Land Conservation & Development	Book - Walkable City Rules	Planning
1/14/2019	Mail	Wally's	Inspection Reports	City Recorder
1/14/2019	Mail	Wells Fargo	Invoice	City Recorder

1/14/2019 Mail	Prothman	Appeal to apply for City Engineer, Ocean Shores, WA	City Recorder
1/14/2019 Mail	Oregon Pacific Bank	Interest income report	City Recorder
1/14/2019 Mail	Siuslaw Valley Electric	Business License Application (null, filled one out in office	Permits
1/14/2019 Hand	Willard Dixon Architect	83949 View Terrace Remodel Plans	Permits
1/15/2019 Mail	Little Tikes	Magazine	Admin
1/16/2019 Mail	League of Oregon Cities	2019 Calendar	Council Members
1/16/2019 Mail	Oregon State Board of Examiners for Engine	Reference Manual for Building Officials	Permits
1/17/2019 Mail	City of Florence	State of the City Address Cards for council	Council Members
1/17/2019 Mail	OSU	Uniform Traffic Control Devices Workshop	City Recorder
1/22/2019 Mail	League of Oregon Cities	Introduction to new brand	Council & PC
1/22/2019 Mail	skill Path	Conference for Women	Mayor
1/22/2019 Mail	Playworld	Catalog	City Recorder
1/22/2019 Mail	Spectrum	Invoice	City Recorder
1/22/2019 Mail	USPS	Notice of postage rate increase	City Recorder
1/22/2019 Mail	LCOG	LCOG Member Dues past due notice	City Recorder
1/22/2019 Mail	OCCMA	OR City/County Management Assoc membership app	City Recorder
1/22/2019 Mail	Oregon Mayors Association	Membership information form	Mayor Forsythe
1/22/2019 Mail	City of Turner	Public Works Director employment application	Public Works
1/22/2019 Mail	Prothman	City Manager Roseburg position available	Admin
1/22/2019 Mail	CLPUD	Past due payment reminder	City Recorder
1/22/2019 Mail	Wally's	Inspection Reports	Admin
1/22/2019 Hand	Gerald Curran	Application for office, Water Quality	Admin
1/22/2019 Mail	League of Oregon Cities	2019 Legislative poster (qty 3)	Admin
1/23/2019 Mail	Richard Huff	Business License Application Renewal	Permits
1/24/2019 Hand	Jamie Mills	Dunes City Survey	Admin
1/28/2019 Mail	Anonymous resident	Dunes City Survey	Admin
1/28/2019 Mail	4imprint	Catalog	City Recorder
1/28/2019 Mail	Display Sales	Catalog	City Recorder
1/28/2019 Mail	Fred Pryor Seminars	Payroll Law 2019	City Recorder
1/28/2019 Mail	CLPUD	Invoice	City Recorder
1/28/2019 Mail	Century Link	Invoice	City Recorder
1/28/2019 Mail	Campbell Productions	Invoice	City Recorder
1/28/2019 Mail	Avalara Inc.	License Tax	City Recorder
1/28/2019 Mail	Worldpay LLC	2018 1099	City Recorder
1/29/2019 Mail	Acord	Certificate of Liability Insurance	City Recorder
1/29/2019 Mail	PeaceHealth	Notice of compliance	City Recorder
1/29/2019 Mail	National Seminars Training	Business Grammar and Proofreading	City Recorder
1/29/2019 Mail	Carrot top industries	Flag Catalog	City Recorder
1/29/2019 Mail	Oregon City/County Management Associatio	Newsletter	City Recorder
1/29/2019 Mail	First American	City Lien Search 4934 Lake Shore Dr.	City Recorder



1/30/2019 Fax  
1/31/2019 Mail  
1/31/2019 UPS

Dunes City Home Services  
Joh & Hannah Cournoyer  
OR Parks & Recreation

Invoice for January  
Returned Mail New Resident Packet  
2018-2019 OHV Guide

City Recorder  
Admin  
Admin

Mailing Date	To	Description	Address	Certified	Prepared By
1/2/2019	Internal Revenue Service	Copy of 2017 4th Quarter Return	Ogden, Utah, 84201-0038	No	Administrator
1/3/2019	Matt Widmer	Closed Final Permit	88280 Pond St Florence, OR 9743	No	Permit Tech
1/3/2019	Division of Water Resources	Change of ownership Mulligan on East	OR Div of Water Resources, Salem	No	Administrator
1/3/2019	C&R Plumbing	Need Business License	3780 Kathryn Ave Ste. A Springfield	No	Permit Tech
1/3/2019	Jason Lockler	Need Business License	PO Box 1286 Florence, OR 97439	No	Permit Tech
1/3/2019	Jeffery Tipton	Need Business License	199 Huckleberry Florence, OR 974	No	Permit Tech
1/7/2019	Fred Wahl	Refund for permit overcharge	135 Shipyard Way, Reedsport, OR	No	AMD
1/7/2019	Terry Smith	Refund for permit overcharge	920 Ranch Rd, Reedsport, OR 974	No	AMD
1/7/2019	IRS	Quarterly Taxes	Ogden, UT 84201-0013	No	AMD
1/7/2019	IRS	FUTA Tax Return	Ogden, UT 84201-0046	No	AMD
1/7/2019	Integrity Home Heating	Doing business without a DCBL	PO Box 831, Veneta, OR 97487	No	Permit Tech
1/8/2019	Monica Severino	W2	83555 Manzanita Dr., Florence, OR	No	Administrator
1/8/2019	Linda Stevens	W2	450 South 20th, Reedsport, OR, 97	No	Administrator
1/8/2019	Social Security Administration	W3 and all W2s	Direct Operations Center, Wilkes-E	No	Administrator
1/9/2019	Internal Revenue Service	1096 & 1099s	IRS Service Center, P O Box 2192	No	Administrator
1/9/2019	Charlie Johnson	1099	85434 Glenada Rd, Florence, OR, No	No	Administrator
1/9/2019	Speer Hoyt, LLC	1099	975 Oak St., Ste. 700, Eugene, OR	No	Administrator
1/9/2019	James McDonald	1099	P O Box 11, Westlake, OR, 97493	No	Administrator
1/9/2019	Richard Palmer	1099	83973 Clear Lake Rd, Florence, OR	No	Administrator
1/9/2019	Oregon Dept of Revenue	OR-STT with voucher and payment	P O Box 14800, Salem, OR, 97309	No	Administrator
1/9/2019	Oregon Dept of Revenue	OR-OTC with voucher and payment	P O Box 14800, Salem, OR, 97309	No	Administrator
1/9/2019	OR Dept of Revenue	OR-WR	P O Box 14800, Salem, OR, 97309	No	Administrator
1/9/2019	Erich Baumann	2019 Water Meter Reading Cards	4945 Lakeshore Dr Florence OR	No	Permit Tech
1/10/2019	CLPUD	Invoice Payment	PO Box 1126, Newport, OR 97365	No	Administrator
1/10/2019	Campbell Productions	Invoice Payment	85676 Glenada Rd, Florence, OR	No	Administrator
1/10/2019	Century Link	Invoice Payment	PO Box 91155, Seattle, WA 98111	No	Administrator
1/10/2019	Charter Spectrum Business	Invoice Payment	PO Box 60188, LA CA 90060	No	Administrator
1/10/2019	MCI	Invoice Payment	PO Box 15043, Albany, NY 12212	No	Administrator
1/10/2019	NW Code Professionals	Invoice Payment	144 E 14th Ave, Eugene, OR 9740	No	Administrator
1/10/2019	Pest Tech	Invoice Payment	PO Box 597, Florence, OR 97439	No	Administrator
1/10/2019	Richard Palmer	Invoice Payment	83973 Clear Lake Rd, Florence, OR	No	Administrator
1/10/2019	Siuslaw School District	Invoice Payment	2111 Oak St, Florenec, OR 97439	No	Administrator
1/10/2019	Terri English	Invoice Payment	83673 Erhart Rd, Florence, OR 97	No	Administrator
1/10/2019	Wall & Wall, PC	Invoice Payment	750 Central Ave, Ste 102, Coos Ba	No	Administrator
1/10/2019	Wells Fargo	Invoice Payment	PO Box 10306, Des Moines, IA 50	No	Administrator
1/10/2019	County Transfer	Invoice Payment	PO Box 51006, LA CA 90051	No	Administrator

1/10/2019	Speer Hoyt, LLC	Invoice Payment	975 Oak St., Ste. 700, Eugene, OR	No	Administrator
1/10/2019	Travel Lane County	Invoice Payment	PO Box 10286, Eugene, OR 97440	No	Administrator
1/10/2019	US Bank	Invoice Payment	PO Box 790408, St Louis, MO 631	No	Administrator
1/10/2019	DCBS Fiscal Services	Invoice Payment	PO Box 14610, Salem, OR 97309	No	Administrator
1/10/2019	True Cut Engraving	Invoice Payment	PO Box 1722, Newport, OR 97365	No	Administrator
1/10/2019	Oregon Water Resources	Ownership Update to Water Right for	1725 Summer St NE, Ste A, Salem,	No	Administrator
1/14/2019	DCBS Fiscal Services	Supporting documentation for recent p	PO Box 14610, Salem, OR 97309	No	Permit Tech
1/16/2019	Siuslaw Valley Electric	DCBL Cards	PO Box 1216 Florence, OR 97439	No	Permit Tech
1/16/2019	Jason Lockler	DCBL Cards	PO Box 1286 Florence, OR 97439	No	Permit Tech
1/16/2019	Farr's Hardware	DCBL Cards	PO Box 1050 Coos Bay, OR 97420	No	Permit Tech
1/16/2019	Chuck's Plumbing	DCBL Cards	PO Box 2929 Florence OR 97439	No	Permit Tech
1/16/2019	Card Heating	DCBL Cards	PO Box 563 Florence OR 97439	No	Permit Tech
1/17/2019	Samuel Shragge	New Resident Packet	13989 Pequot Dr, Poway, CA 9206	No	AMD
1/17/2019	Richard & Carol Holcombe	Septic Out of Compliance, courtesy let	5832 North Fork Rd, Florence, OR	No	AMD
1/17/2019	Joseph Lane	Septic Out of Compliance, courtesy let	PO Box 51, Westlake, OR 97493	No	AMD
1/17/2019	David & Karen Jackson	Septic Out of Compliance, 2nd Letter	PO Box 1538, Florence, OR 97439	No	AMD
1/17/2019	Petra Koeberling	Septic Out of Compliance, courtesy let	PO Box 281, Westlake, OR 97493	No	AMD
1/22/2019	County Transfer	Invoice Payment	PO Box 51006, LA CA 90051	No	AMD
1/22/2019	Siuslaw Watershed Council	Invoice Payment	PO Box 422, Mapleton, OR 97453	No	AMD
1/22/2019	Interstate Electric	Electrical Permit Application, DCBL Re	PO Box 7342, Salem, OR 97303	No	AMD
1/22/2019	Dana & Mildred Winter	Septic Out of Compliance, courtesy let	83405 Clear Lake Rd, Florence, OR	No	AMD
1/22/2019	Harold & Joyce Thornton	Septic Out of Compliance, courtesy let	PO Box 667, Florence, OR 97439	No	AMD
1/22/2019	David & Kathleen Babcock	New Resident Packet	4005 Mill Creek Rd, Healdsburg, CA	No	AMD
1/22/2019	Valerie & Christopher Crumb	New Resident Packet	5345 Plutos Promenade, Florence, OR	No	AMD
1/22/2019	Paul & Linda Gargis	Septic Out of Compliance, courtesy let	PO Box 28000, Florence, OR 9743	No	AMD
1/23/2019	Heather Cherry	Third Water Invoice - Over Due Please	32542 Beymer Rd, Eugene, OR, 9	No	Administrator
1/23/2019	Katherine Davidson - Darrell	New Resident Packet	2190 Stebbins Ave. Santa Clara, CA	No	Permit Tech
1/23/2019	Jacob & Courtney Brauburg	New Resident Packet	PO Box 3073 Florence, OR 97439	No	Permit Tech
1/23/2019	John & Hannah Courmoyer	New Resident Packet	83925 Cloud Nine Rd. Florence OR	No	Permit Tech
1/23/2019	Scott & Roxanne Goodrich	Water Invoice - late	83953 Cloud Nine Rd., Florence OR	No	Administrator
1/23/2019	Rodney Wetherbee	Water Invoices - late with penalties	2309 Tacoma Point Dr, East, Lake	No	Administrator
1/24/2019	David Dumas	CUP Invoice	83586 Cold Springs Ln, Florence, CA	No	Administrator
1/24/2019	Linda Marie Eckhardt	Closed Final Permit	5569 Chittum Loop Florence, OR 9	No	Permit Tech
1/24/2019	William Barberick	Closed Final Permit	5580 Huckleberry Ln. Florence, OR	No	Permit Tech
1/24/2019	Robert & Katherine Allen	Closed Final Permit	2990 SW Santa Monica Portland, OR	No	Permit Tech
1/24/2019	Michael & Timre Mae Smith	Septic Out of Compliance, courtesy let	83819 Summerbell Dr, Florence, OR	No	Administrator
1/24/2019	Susan Franc	Septic Out of Compliance, courtesy let	83603 Clear Lake Rd, Florence, OR	No	Administrator
1/24/2019	Samuel Frank	Septic Out of Compliance, courtesy let	83601 Clear Lake Rd, Florence, OR	No	Administrator
1/24/2019	William & Teresa Sathe	Septic Out of Compliance, courtesy let	83550 Clear Lake Rd, Florence, OR	No	Administrator

1/24/2019	Earl & Nancy Worthington	Septic Out of Compliance, courtesy let	5613 Canary Rd, Florence, OR 97	No	Administrator
1/24/2019	Ferndale Trust	Septic Out of Compliance, courtesy let	9811 W Charleston Blvd 2-365, La	No	Administrator
1/24/2019	Joconda Neilson & Reinard F	Septic Out of Compliance, courtesy let	1845 Hwy 126, Florence, OR 9743	No	Administrator
1/24/2019	James & Linda Jaggard	Water Admin Fee Invoice	83460 Clear Lake Rd, Florence, OI	No	Administrator
1/24/2018	Larry & Camelia Jensen	Water Admin Fee Invoice	P O Box 234, Florence, OR 97439	No	Administrator
1/24/2018	Alan Montgomery	Invoice for Amounts Owed	5647 Alder Ct., Florence, OR 9743	No	Administrator
1/24/2019	Doug and Kathleen Nelson	Water Admin Fee Invoice	3382 Bailey Ln, Eugene, OR 9740	No	Administrator
1/24/2019	CFE Electric, LLC	Invoice for unpaid Permit Fees	P O Box 289, Lakeside, OR 97449	No	Administrator
1/28/2019	Michael Smith	Septic Letter, followup	83819 Summerbell Dr, Florence, O	No	Administrator
1/31/2019	John & Hannah Courmoyer	New Resident Packet	9017 9th Pl SE, Lake Stevens, WA	No	Administrator
1/31/2019	Arnold Kaufman	Septic Out of Compliance, 2nd Letter	8 Blake Ct, Irvine, CA 92617	No	Administrator
1/31/2019	Darlene Ratliff	Septic Out of Compliance, 2nd Letter	PO Box 732, Oakridge, OR 97463	No	Administrator
1/31/2019	Donald & Ellen Jones	Septic Out of Compliance, courtesy let	83682 Rio Dr, Florence, OR 97439	No	Administrator

Budget, City Council, Dunes City, Event, Parks, Planning, Roads, Volunteer, Water, Feb 2019 (Pacific Time - Los Angeles)  
Holidays in United States

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 10am - WLEOG	29	30	31	1 City Hall Closed @	2
3	4 4pm - Budget	5	6	7	8 City Hall Closed @	9
10	11	12	13 4pm - Goal Setting 6pm - City Council	14 Valentine's Day	15 City Hall Closed @	16
17	18 Presidents' Day	19	20	21	22 City Hall Closed @	23
24	25 10am - WELOG @ 5pm - CAC Meeting	26	27	28 5pm - Planning	1 City Hall Closed @	2



**Budget, City Council, Dunes City, Event, Parks, Planning, Roads, Volunteer, Water, Mar 2019 (Pacific Time - Los Angeles) Holidays in United States**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25 10am - WELOG @ 5pm - CAC Meeting	26	27	28 5pm - Planning	1 City Hall Closed @	2
3	4	5	6	7	8 City Hall Closed @	9
10 Daylight Saving	11	12	13 6pm - City Council	14	15 City Hall Closed @	16
17 St. Patrick's Day	18	19	20	21	22 City Hall Closed @	23
24	25	26	27	28 5pm - Planning	29 City Hall Closed @	30
31	1	2	3	4	5 City Hall Closed @	6